

**ASSEMBLY FINANCE COMMITTEE  
THE CITY AND BOROUGH OF JUNEAU, ALASKA  
Saturday, November 2, 2019, 9:00 AM.  
Assembly Chambers**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

- a. **Wednesday, October 9, 2019**

**IV. ITEMS FOR DISCUSSION**

- a. **Fiscal Sustainability Process**
- b. **A. Prioritization Rankings - Aggregate Results Discussion**
- c. **B. Revenue / Expense Balancing Options Discussion**

**V. NEXT MEETING DATE**

- a. **Wednesday, November 6, 2019**

**VI. ADJOURNMENT**

ADA accommodations available upon request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to have a sign language interpreter present or an audiotape containing the Assembly's agenda made available. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: [city.clerk@juneau.org](mailto:city.clerk@juneau.org)

**DRAFT**  
**City and Borough of Juneau**  
**Minutes - Assembly Finance Committee Meeting**  
**Wednesday, October 9, 2019, 5:30 PM**

**I. Call to Order**

The meeting was called to order at 5:30 PM by Loren Jones, Chair.

**II. Roll Call**

Committee Members Present: Alicia Hughes-Skandijs, Carole Triem, Wade Bryson, Mary Becker, Michelle Bonnet Hale, Rob Edwardson, Chair Loren Jones, and Mayor Beth Weldon.  
Committee Members Participating Telephonically: Chair Loren Jones.  
Committee Members Absent: Maria Gladziszewski.

Incumbent Members Participating Telephonically: Greg Smith.

*Clerk's Notes:*

*At the time of the meeting, Assembly member Elect, Greg Smith was due to be sworn into office as an Assembly member the following morning. While traveling abroad, he connected to the meeting telephonically.*

*Staff Present: Rorie Watt, City Manager; Mila Cosgrove, Deputy City Manager; Jeff Rogers, Finance Director; Ed Mercer, Police Chief; David Campbell, Deputy Chief of Police; Rich Etheridge, Fire Chief; Jessie Paskowski, Admin Officer, Police Department; Robert Palmer, City Attorney; Deb Senn, Law Office Manager; George Schaaf, Director, Parks & Recreation; Jill MacLean, Director, Community Development Department; Brenwynne Grigg, Admin Officer, Community Development Department; Dallas Hargrave, Director, Human Resources; Michele Elfers, Deputy Director, Parks & Recreation; Matt Scranton, Director, MIS; Greg Chaney, Lands & Resources Manager; Beth McEwen, City Clerk; Angelica Lopez-Campos, Accountant; Sam Muse, Controller; and Elisabeth Jensen, Budget Analyst.*

**III. Approval of Minutes**

The October 2, 2019, minutes were approved as presented.

**IV. Fiscal Sustainability Overview**

*Clerk's Note: An in-meeting supplemental 10-page packet, "Fiscal Sustainability Program Review Graphs" was distributed at the beginning of the meeting – and reviewed in full during the course of the meeting. Each Assembly member also received a set of 92 cards - double-sided, color cardstock versions of the content provided on pages 5 – 30 of the regular meeting packet*

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Jeff Rogers, Finance Director, introduced the topic and thanked the committee for the interest they had exhibited along with the questions they had asked thus far. He promised to provide follow-up materials in response to all of the requests made by Wednesday, October 16<sup>th</sup>. Answers to a questions asked by one Assembly member will be provided to all Assembly members.

Mila Cosgrove, Deputy City Manager, introduced the “cards” providing an overview of their format, layout and general content. She explained that the information provided on the cards is at a very high level, and often teased apart in a different way than may be presented in the Budget book. She quoted, Mr. Rogers as describing this presentation as being “on the edge of the budgeting system.”

The cards are broken up into the following categories:

- **Mandatory** – Those programs required by Federal, State or CBJ Charter. These do not include those included in CBJ Code or Ordinance.
- **Essential** - Those felt to be Core Government Services that if we stopped doing, people would notice and express concern. (Examples are Police, Fire, plowing roads.)
- **Discretionary** – Those things the CBJ has more discretion to provide or not provide – while these programs can be seen as contributing to a better quality of life and well-being. (Examples are Parks & Recreation, Libraries, etc.)
- **CIP Support** – Funding in FY20 for Capital Improvement Projects.
- **Internal Services** – Contribution of funding to the Fleet and Risk Funds.
- **Internal Support** – Those departments that provide support internally within CBJ (Examples are Finance, MIS, Risk Management, etc.)
- **Full Cost Recovery** – Essentially the Enterprise Departments. (Examples are Airport, Hospital, etc.)

Ms. Cosgrove, discussed the content of 80 of the 92 cards, holding out the 12 cards pertaining to CIP (Capital Improvement Projects) Support for later explanation by the City Manager, Rorie Watt.

Rorie Watt, City Manager, guided the Assembly members through the 12 cards of the deck categorized as, “CIP Support”.

The Assembly discussed the information, and requested further information on a number of items.

Mr. Rogers and Chair Jones encouraged all Assembly members to study the in-meeting packets closely throughout the coming week, and to ask questions if needed to deepen their understanding of the materials provided. Further information will be provided to Assembly members in the coming days, providing a tool to help them each independently rank the cards labeled as Essential, Discretionary, and CIP Support. The ranking exercise is

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to be completed and submitted to finalize by October, 31<sup>st</sup>. Responses will be consolidated for discussion at the next AFC meeting on November 2<sup>nd</sup>.

*Mary Becker excused herself from the remainder of the meeting at 6:55 PM.*

*Mayor Weldon excused herself from the remainder of the meeting at 6:55 PM.*

*The meeting recessed at 6:55 PM.*

*The meeting reconvened at 7:05 PM.*

The third meeting of the Fiscal Sustainability Review will be held on Saturday, November 2, 2019, with a focus on reviewing / discussing aggregate ranking results, reviewing / discussing revenue options and beginning to look at how to bring revenues and expenses into balance.

### **V. Next Meeting Date**

Saturday, November 2, 2019, from 9 AM to 1 PM. 3<sup>rd</sup> session of Fiscal Sustainability Review.

### **VI. Adjournment**

Meeting was adjourned at 8:40 PM.