

**ASSEMBLY FINANCE COMMITTEE
THE CITY AND BOROUGH OF JUNEAU, ALASKA
Wednesday, April 1, 2020, 5:30 PM.
Assembly Chambers**

**The AFC meeting will convene immediately following a Special Assembly Meeting
beginning at 5:30 p.m.**

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. APPROVAL OF MINUTES**
 - a. **March 11, 2020**
- IV. BUDGET PRESENTATIONS**
 - a. **CBJ Budget Overview**
 - b. **Update on Budget Authority for COVID-19 Response**
 - c. **School District Budget Presentation**
 - d. **Docks and Harbors Budget Presentation**
 - e. **Capital Improvements Program Presentation**
- V. ITEMS FOR DISCUSSION**
- VI. INFORMATION ITEMS**
 - a. **AFC Meeting Schedule**
- VII. NEXT MEETING DATE**
 - a. **April 8, 2020**
- VIII. 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

CITY AND BOROUGH OF JUNEAU
Minutes – Assembly Finance Committee Meeting
Wednesday, March 11, 2020

I. CALL TO ORDER

The meeting was called to order at 5:41 p.m. by Loren Jones, Chair.

II. ROLL CALL

Committee Members Present: Wade Bryson, Maria Gladziszewski, Loren Jones, Chair, Greg Smith, Carole Triem, and Mayor Beth Weldon

Committee Members Participating Telephonically: Alicia Hughes-Skandijs, Rob Edwardson, Michelle Bonnet Hale

Committee Members Absent: None

Staff Present: Rorie Watt, City Manager; Jeff Rogers, Finance Director; Sam Muse, Controller;

Others Present: Sarah Jahn, Administrative Services Director, Juneau School District; Robert Barr, Acting Public Works Director; Carl Uchtyl, Docks & Harbors Port Director; Robert Palmer, Law.

III. APPROVAL OF MINUTES

- a. Wednesday, January 8, 2020 – approved as presented
- b. Wednesday, February 5, 2020 – approved as presented

IV. ITEMS FOR DISCUSSION

- a. Discussion on COVID-19

CBJ City Manager, Rorie Watt, gave a brief update on COVID-19. Currently, there are zero cases of COVID-19 in Alaska. The municipality has declared a Class 2 emergency to allow for rapid acquisition of cleaning supplies and extra cleaning measures have been implemented at all facilities.

Mr. Watt has been in contact with the Governor, the Municipal League, leaders around the state, and the Local Emergency Planning Committee to discuss the current COVID-19 situation, the cruise ship season, and to get updates on both.

- b. FY21 Budget Preview

Jeff Rogers, CBJ Finance Director gave a brief presentation of what to expect in the FY21 Budget. Mr. Rogers explained that the CBJ currently has approximately \$35,000,000 in restricted and unrestricted reserves and cautioned the assembly against a strong

contraction in response to the COVID-19 uncertainty. Mr. Rogers discussed the effect of decreases in tourism on the economy and explained that the budget presents will be 'ignorant of COVID-19'.

Beth Weldon, Mayor, inquired what the options would be for paying back the reserves to the General Fund if we were to use it. According to Mr. Rogers, the principal method for replenishing the fund would be via property and/or sales tax proceeds.

Assembly Member Wade Bryson asked about upcoming bond sales and whether the City should consider delaying the sale at this time. Mr. Rogers answered that with the treasury rate falling; this is actually a good time because when the treasury rates fall, our bond values increase.

c. Marine Passenger Fee Recommendations

Mr. Watt stated the 30-day public comment period has passed and no public comments were received. The assembly discussed items on the list. It will come back before them as part of the full budget presentation.

d. Juneau School District FY20 Budget Supplemental Appropriating Ordinance

Mr. Rogers explained that a supplemental ordinance would be introduced at the next assembly meeting \$1,811,100. This amount includes \$1,231,600 in new state funding which includes funding under the new student count as well as \$16,600 in raffle proceeds from the PFD Education raffle. \$279,500 is for CBJ to fund to the CAP with the new student allocation. The final \$300,000 is a housekeeping measure for funding that was previously appropriated from General Fund but was never actually appropriated to the school district.

Ms. Weldon made a **MOTION** that Ordinance 2019-07(A) be introduced and set for public hearing at the next regular Assembly meeting. The motion **PASSED** with no objection.

Recess at 6:54 pm until 7:08 pm

e. Assembly Pay

Mr. Jones presented a proposal for an ordinance to address Assembly salaries.

Discussion centered on the amounts of the proposed increases, which other boards and commissions were eligible for pay incentives, and when the change would take effect.

Robert Palmer, City Attorney, came forward to be available to answer member questions.

Maria Gladziszewski made a **MOTION** to amend to add the Hospital Board to the ordinance to be compensated at the same rate as the Planning Commission. The motion **PASSED** with no objection.

Greg Smith made a **MOTION** to postpone discussion on Assembly salary until the Finance Committee meeting on September 2, 2020. Mr. Edwardson objected to the motion saying that since this affects the budget, it during the budget cycle is the time for the discussion.

Roll Call Vote:

- Aye: Mr. Smith
- Nay: Mr. Bryson, Mr. Edwardson, Ms. Hale, Ms. Gladziszewski, Ms. Hughes-Skandijs, Ms. Triem, Mr. Jones, Ms. Weldon.

The motion **FAILED**

V. INFORMATION ITEMS

a. Briefing – Full Cost Allocation

Finance Director, Jeff Rogers described elements of the new full cost allocation to be presented in the FY21/FY22 budget.

b. Significant Sales Tax Audit Finding

Mr. Rogers explained to the Committee that the Sales Tax division discovered a vendor had misfiled its sales tax disclosures and had avoided \$500,000 in sales tax payments. Clinton Singletary and the Sales Tax Division should be commended for their good work.

c. Manufacturing Property Tax Credit

Mr. Rogers presented the Export Manufacturing Property Exemption amounts.

d. AFC Budget Meeting Schedule

April 1 - Special Assembly meeting to introduce the Operating Budget, the School District budget, the Mill Levy and the CIP Resolution.

Prior to the end of the meeting, Mr. Rogers introduced Adrien Speegle, the new CBJ Budget Analyst starting March 23, 2020.

VI. NEXT MEETING DATE

Wednesday, April 1, 2020

VII. ADJOURNMENT

Meeting adjourned at 8:13 p.m.

MEMORANDUM



DATE: April 1, 2020

TO: Assembly Finance Committee

FROM: Jeff Rogers, Finance Director

SUBJECT: FY21/22 Revenue Overview

155 Municipal Way
Juneau, AK 99801
Phone: (907) 586-5215
Fax: (907) 586-0358

Background

As has been said by the Manager, we live in unprecedented times. There is an uncomfortable balance between rationale analysis and pure speculation. The revenues forecast in the proposed budget are generally up-to-date with current understanding of the COVID-19 pandemic and the ensuing impact on the global, national, and local economies. These revenue forecasts generally assume the following:

- No 2020 cruise ship season
- 2021 cruise ship season is tepid (roughly 2018 level)
- Government-mandated shelter-in-place continues through June, but eases thereafter
- Mid-term national recessionary environment

In no way do these assumptions suggest that these are or will be the policies of the CBJ. However, these assumptions likely represent a mean case that is neither too optimistic nor too conservative. See attached revenue tables.

Sales Tax

Reduced sales tax receipts will be the most significant budget impact from COVID-19. From the peak of \$50.4 in FY2019, \$43.0 million and \$41.7 million are forecast respectively for FY2020 and FY2021. Note that the impact of the lost summer cruise season is split between two fiscal years. The last quarter of FY2020 (the quarter beginning April 1 2020) is forecast to be just \$7.0 million in sales tax, which is less than half the amount of tax received in that same quarter in the prior year. This quarter is also forecast to be the “eye of the needle” after which sales tax will begin to normalize, though not very quickly. The first quarter of FY2021 (the quarter beginning July 1 2020) is forecast to be \$10.9 million, a decline from \$17.1 million in the previous year. This forecast amount assumes that shelter-in-place orders are no longer in effect and that the economy has started to normalize. Forecasts for the quarters starting October 1 2020 and January 1 2021 reflect modest contraction from prior years. And the forecasts for the quarters beginning April 1 2021 and July 1 2021 reflect a full (though not robust) cruise ship and visitor season. As a small offset to these forecast reductions, Remote Sales Tax is forecast at \$0.2 million in FY2020, \$1.2 million in FY2021, and \$1.5 million in FY2022. These forecasts are unadjusted from previous forecasts for remote sales tax.

Using actual FY2019 sales taxes as the base line, these sales tax forecasts represent almost \$18 million in lost sales taxes over roughly two years as a result of impacts from the COVID-19 epidemic—\$7.4 million in FY2020, \$8.7 million in FY2021, and \$1.8 in FY2022. If compared to previous forecasts that anticipated sales tax growth, the lost revenue would be even greater.

Minor Consumer Taxes

Forecasting hotel-bed tax is challenging in this environment. As of this memo, the Four Points Sheraton has closed to business. The Baranof appears to be open, though it has many long-term rentals to the legislature that are not subject to hotel-bed tax. The decline in cruise ship tourism has an impact on hotel bed tax but it is not linear because only a small fraction of cruise visitors stay overnight in Juneau. Anecdotally, we know that some individuals are using hotels for the purpose of self-isolation, either from their local families or as part of state-mandated travel quarantines. From a high of \$1.64 million in FY2019, hotel-bed taxes are forecast to be \$1.35 million in FY2020, \$0.81 million in FY2021, and then rebounding to \$1.44 million in FY2022. The Assembly

will face decisions about the level of funding to be offered to Travel Juneau and Centennial Hall.

Liquor taxes will be significantly impacted by the closure of bars and restaurants, though it would be reasonable to assume that package sales have risen commensurately. The lack of a summer tourism season likely reduces total consumption considerably. From a high of \$1.02 million FY2019, liquor taxes are forecast to be \$0.86 million in FY2020, \$0.73 million in FY2021, and then rebounding to \$0.89 million in FY2022. The forecast takes a similarly conservative view of marijuana taxes, but since marijuana dispensaries have remained open as critical business, these forecast estimates may unnecessarily conservative. From a high of \$0.28 million in FY2019, marijuana taxes are forecast to be \$0.25 million in FY2020, \$0.20 million in FY2021, and then rebounding to \$0.25 million in FY2022. Anecdotally, retail marijuana sales have remained strong during the shelter-in-place mandate.

Tobacco taxes are likely the least responsive to local shelter-in-place orders, but the absence of summer tourism will reduce the overall consumption volume. From a high of \$2.9 million in FY2019, tobacco taxes are forecast to be \$2.7 million in FY2020, \$2.4 million in FY2021, and then rebounding to \$2.7 million in FY2022.

Passenger Fees

Considering all three of the applicable passenger fees together, from a high of \$14.7 million in FY2019, passenger fees are forecast to be \$14.5 million in FY2020, \$6.7 million in FY2021, and then rebounding to \$10.4 million in FY2022. That trend is unusual, for a number of reasons. Most significantly, state Commercial Passenger Vessel fees are remitted to CBJ once per year in the fall *after* the prior fiscal year has concluded, and CBJ records those remitted fees in that fiscal year. So, for the current year, FY2020, CBJ has already received all of its budgeted state CPV fee revenue from the state. On top of that, supplemental state legislation includes \$2.4 million of additional CPV revenue to be paid in the current year. Hence, even though CBJ will not receive passenger fees for the remainder of the current year, FY2020 total passenger fees are largely unaffected by COVID.

However, this lagging factor of CPV will dampen the longer-term trend of passenger fees. In this regard, FY2021 is the “eye of the needle” with just \$6.7 million in passenger fees to be received, which reflects small amounts to be received in last quarter during the summer 2021 cruise season as well as the delayed payment of CPV from the State from the prior year. FY2022 would otherwise be a more normalized year, but the delay of CPV catches up and reduces total passenger fees in that year also.

CBJ’s advantage with passenger fees is that they primarily fund capital improvements that can simply delayed until fees are available. Each year, CBJ must pay debt services of approximately \$2.1 million on the 16B docks. Additionally, CBJ experienced approximately \$2.5 million of costs for city services related to the summer cruise season. Note: while the 2020 cruise season is not forecast to happen, CBJ cannot ramp down its capacity for general city services for that limited period—these are ongoing sunk costs in overall CBJ capacity.

Property Tax

Property tax is not forecast in the same way as other consumer taxes. Importantly, property tax revenue is a factor of only two things: assessed valuation and the mill rate. Assessed valuations are always determined on January 1 for the tax revenue generated in the next fiscal year. So, FY2021 property tax revenues are dependent on valuations from January 1 2020—before the COVID pandemic had spread. Assessment cards were mailed on March 27 2020, and the process of appeals has begun. Based on the assessments and anticipated appeals, we expect valuations will have risen by approximately 1.4% to \$5.07 billion. Naturally, property tax receipts would increase by that same factor. However, the Proposed budget includes a 1.0 mill increase to the rate, which would generate an additional \$5.1 million in each of FY2021 and FY2022.

Conclusion

Consideration of the Proposed FY2021/FY2022 Budget is likely to center significantly on revenue estimates and the impact on fund and reserve balances. The Finance Department is prepared to update these revenue forecasts mid-cycle if new circumstance indicate that updates are warranted.

CBI Revenue and Expenditure FY2016/2022
 Prepared 3.30.2020

Sales Tax

	Q1	%↑	Q2	%↑	Q3	%↑	Q4	%↑	Rmt ST	Total
FY2016 Actuals	\$ 14.6		\$ 10.0		\$ 8.8		\$ 12.2		\$ -	\$ 45.6
FY2017 Actuals	\$ 15.9	8.9%	\$ 9.3	-7.0%	\$ 8.6	-2.3%	\$ 12.7	4.1%	\$ -	\$ 46.5
FY2018 Actuals	\$ 16.0	0.6%	\$ 10.2	9.7%	\$ 8.7	1.2%	\$ 13.2	3.9%	\$ -	\$ 48.1
FY2019 Actuals	\$ 16.8	5.0%	\$ 10.3	1.0%	\$ 9.2	5.7%	\$ 14.1	6.8%	\$ -	\$ 50.4
FY2020 Act/Proj	\$ 17.1	1.8%	\$ 11.2	8.7%	\$ 7.5	-18.5%	\$ 7.0	-50.4%	\$ 0.2	\$ 43.0
FY2021 Budget	\$ 10.9	-36.3%	\$ 9.0	-19.6%	\$ 8.6	14.7%	\$ 12.0	71.4%	\$ 1.2	\$ 41.7
FY2022 Budget	\$ 14.8	35.8%	\$ 10.3	14.4%	\$ 9.0	4.7%	\$ 13.0	8.3%	\$ 1.5	\$ 48.6

Hotel/Bed Tax

	Q1	%↑	Q2	%↑	Q3	%↑	Q4	%↑	Total
FY2016 Actuals	\$ 0.60		\$ 0.18		\$ 0.24		\$ 0.46		\$ 1.48
FY2017 Actuals	\$ 0.58	-3.3%	\$ 0.16	-11.1%	\$ 0.24	0.0%	\$ 0.48	4.3%	\$ 1.46
FY2018 Actuals	\$ 0.63	8.6%	\$ 0.19	18.8%	\$ 0.20	-16.7%	\$ 0.48	0.0%	\$ 1.50
FY2019 Actuals	\$ 0.70	11.1%	\$ 0.23	21.1%	\$ 0.21	5.0%	\$ 0.50	4.2%	\$ 1.64
FY2020 Act/Proj	\$ 0.76	8.6%	\$ 0.22	-4.3%	\$ 0.19	-9.5%	\$ 0.18	-64.0%	\$ 1.35
FY2021 Budget	\$ 0.18	-75.0%	\$ 0.13	-75.0%	\$ 0.14	-26.3%	\$ 0.36	100.0%	\$ 0.81
FY2022 Budget	\$ 0.60	233.3%	\$ 0.20	53.8%	\$ 0.19	35.7%	\$ 0.45	25.0%	\$ 1.44

Liquor Tax

	Q1	%↑	Q2	%↑	Q3	%↑	Q4	%↑	Total
FY2016 Actuals	\$ 0.29		\$ 0.21		\$ 0.19		\$ 0.28		\$ 0.97
FY2017 Actuals	\$ 0.29	0.0%	\$ 0.20	-4.8%	\$ 0.18	-5.3%	\$ 0.28	0.0%	\$ 0.95
FY2018 Actuals	\$ 0.30	3.4%	\$ 0.22	10.0%	\$ 0.18	0.0%	\$ 0.28	0.0%	\$ 0.98
FY2019 Actuals	\$ 0.33	10.0%	\$ 0.21	-4.5%	\$ 0.18	0.0%	\$ 0.30	7.1%	\$ 1.02
FY2020 Act/Proj	\$ 0.32	-3.0%	\$ 0.24	14.3%	\$ 0.18	0.0%	\$ 0.12	-60.0%	\$ 0.86
FY2021 Budget	\$ 0.13	-60.0%	\$ 0.19	-20.8%	\$ 0.17	-5.6%	\$ 0.24	100.0%	\$ 0.73
FY2022 Budget	\$ 0.25	95.3%	\$ 0.20	5.3%	\$ 0.18	5.9%	\$ 0.26	8.3%	\$ 0.89

Tobacco Tax

	Q1	%↑	Q2	%↑	Q3	%↑	Q4	%↑	Total
FY2016 Actuals	\$ 0.90		\$ 0.40		\$ 0.40		\$ 0.70		\$ 2.40
FY2017 Actuals	\$ 0.80	-11.1%	\$ 0.80	100.0%	\$ 0.70	75.0%	\$ 0.60	-14.3%	\$ 2.90
FY2018 Actuals	\$ 0.80	0.0%	\$ 0.90	12.5%	\$ 0.70	0.0%	\$ 0.70	16.7%	\$ 3.10
FY2019 Actuals	\$ 0.70	-12.5%	\$ 0.80	-11.1%	\$ 0.80	14.3%	\$ 0.60	-14.3%	\$ 2.90
FY2020 Act/Proj	\$ 0.70	0.0%	\$ 0.80	0.0%	\$ 0.60	-25.0%	\$ 0.60	0.0%	\$ 2.70
FY2021 Budget	\$ 0.60	-14.3%	\$ 0.70	-12.5%	\$ 0.60	0.0%	\$ 0.50	-16.7%	\$ 2.40
FY2022 Budget	\$ 0.70	16.7%	\$ 0.80	14.3%	\$ 0.60	0.0%	\$ 0.60	20.0%	\$ 2.70

Marijuana Tax

	Q1	%↑	Q2	%↑	Q3	%↑	Q4	%↑	Total
FY2016 Actuals	\$ -		\$ -		\$ -		\$ -		\$ -
FY2017 Actuals	\$ -	N/A	\$ -	N/A	\$ 0.01	N/A	\$ 0.01	N/A	\$ 0.02
FY2018 Actuals	\$ 0.03	N/A	\$ 0.03	N/A	\$ 0.04	300.0%	\$ 0.06	500.0%	\$ 0.16
FY2019 Actuals	\$ 0.06	100.0%	\$ 0.08	166.7%	\$ 0.07	75.0%	\$ 0.07	16.7%	\$ 0.28
FY2020 Act/Proj	\$ 0.10	66.7%	\$ 0.06	-25.0%	\$ 0.05	-28.6%	\$ 0.04	-42.9%	\$ 0.25
FY2021 Budget	\$ 0.05	-50.0%	\$ 0.05	-16.7%	\$ 0.05	0.0%	\$ 0.05	25.0%	\$ 0.20
FY2022 Budget	\$ 0.07	40.0%	\$ 0.06	20.0%	\$ 0.06	20.0%	\$ 0.06	20.0%	\$ 0.25

CBI Marine Passenger Fees

	Q1	%↑	Q4	%↑	Total
FY2016 Actuals	\$ 3.02		\$ 1.94		\$ 5.0
FY2017 Actuals	\$ 3.06	1.3%	\$ 2.00	3.1%	\$ 5.1
FY2018 Actuals	\$ 3.27	6.9%	\$ 2.13	6.5%	\$ 5.4
FY2019 Actuals	\$ 3.46	5.8%	\$ 2.47	16.0%	\$ 5.9
FY2020 Act/Proj	\$ 3.84	11.0%	\$ -	-100.0%	\$ 3.8
FY2021 Budget	\$ -	-100.0%	\$ 1.7	N/A	\$ 1.7
FY2022 Budget	\$ 3.4	N/A	\$ 2.2	25.0%	\$ 5.6

Port Development Fees

	Q1	%↑	Q4	%↑	Total
FY2016 Actuals	\$ 1.79		\$ 1.15		\$ 2.9
FY2017 Actuals	\$ 1.82	1.7%	\$ 1.19	3.5%	\$ 3.0
FY2018 Actuals	\$ 1.94	6.6%	\$ 1.27	6.7%	\$ 3.2
FY2019 Actuals	\$ 2.06	6.2%	\$ 1.47	15.7%	\$ 3.5
FY2020 Act/Proj	\$ 2.28	10.7%	\$ -	-100.0%	\$ 2.3
FY2021 Budget	\$ -	-100.0%	\$ 1.03	N/A	\$ 1.0
FY2022 Budget	\$ 1.90	N/A	\$ 1.29	25.0%	\$ 3.2

CPV

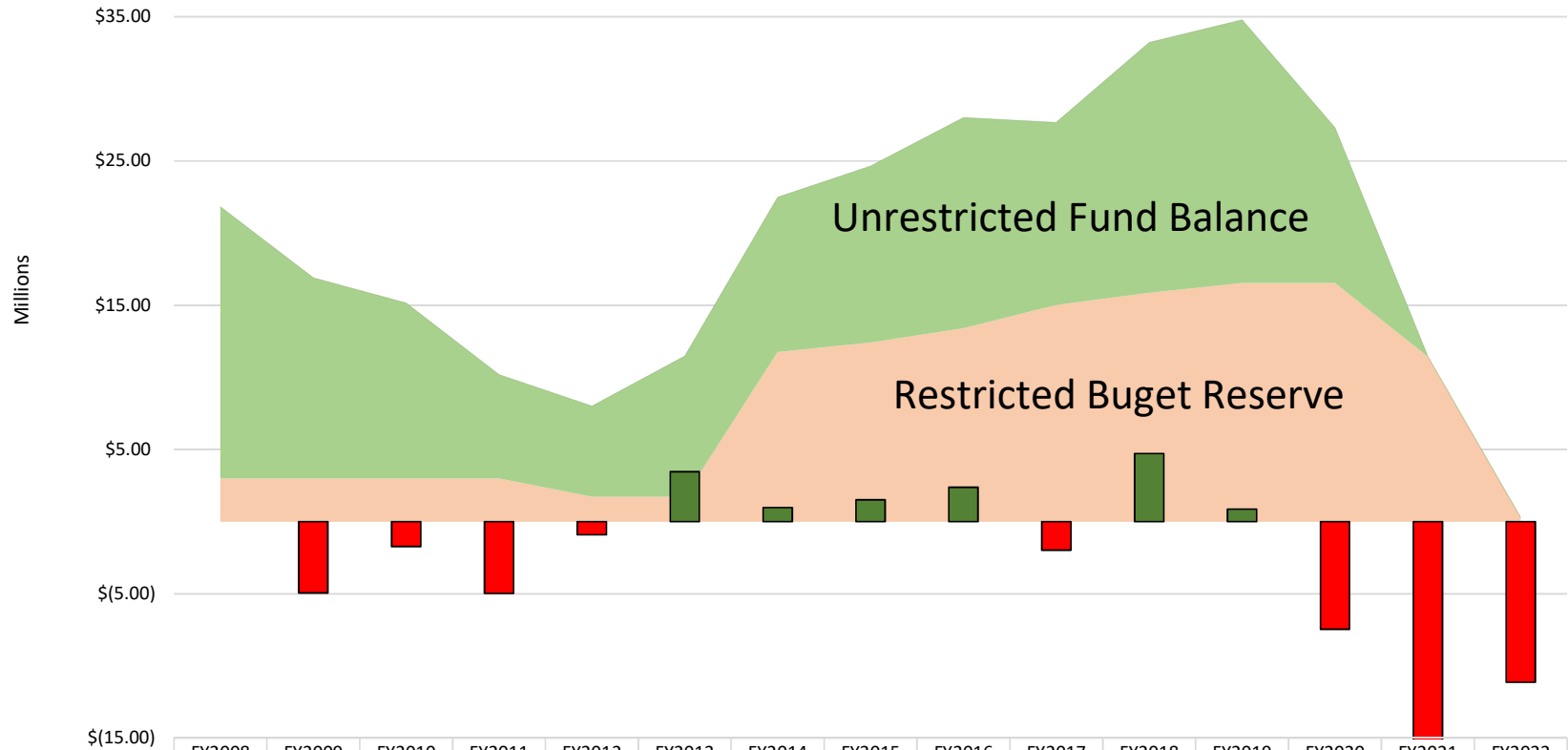
	Q1	%↑	Q4	%↑	Total
FY2016 Actuals	\$ -		\$ 4.46		\$ 4.5
FY2017 Actuals	\$ -	N/A	\$ 4.62	3.6%	\$ 4.6
FY2018 Actuals	\$ -	N/A	\$ 4.77	3.2%	\$ 4.8
FY2019 Actuals	\$ -	N/A	\$ 5.27	10.5%	\$ 5.3
FY2020 Act/Proj	\$ -	N/A	\$ 8.37	58.8%	\$ 8.4
FY2021 Budget	\$ -	N/A	\$ 3.90	-53.4%	\$ 3.9
FY2022 Budget	\$ -	N/A	\$ 1.70	-56.4%	\$ 1.7

TOTAL PASSENGER FEES

	Q1	%↑	Q4	%↑	Total
FY2016 Actuals	\$ 4.8		\$ 7.6		\$ 12.4
FY2017 Actuals	\$ 4.9	1.5%	\$ 7.8	3.4%	\$ 12.7
FY2018 Actuals	\$ 5.2	6.8%	\$ 8.2	4.6%	\$ 13.4
FY2019 Actuals	\$ 5.5	6.0%	\$ 9.2	12.7%	\$ 14.7
FY2020 Act/Proj	\$ 6.1	10.9%	\$ 8.4	-9.1%	\$ 14.5
FY2021 Budget	\$ -	-100.0%	\$ 6.7	-20.5%	\$ 6.7
FY2022 Budget	\$ 5.3	N/A	\$ 5.1	-22.7%	\$ 10.4

15-Year Operating Fund Balance History and Projections Without Proposed 1.0 Mill Property Tax Increase

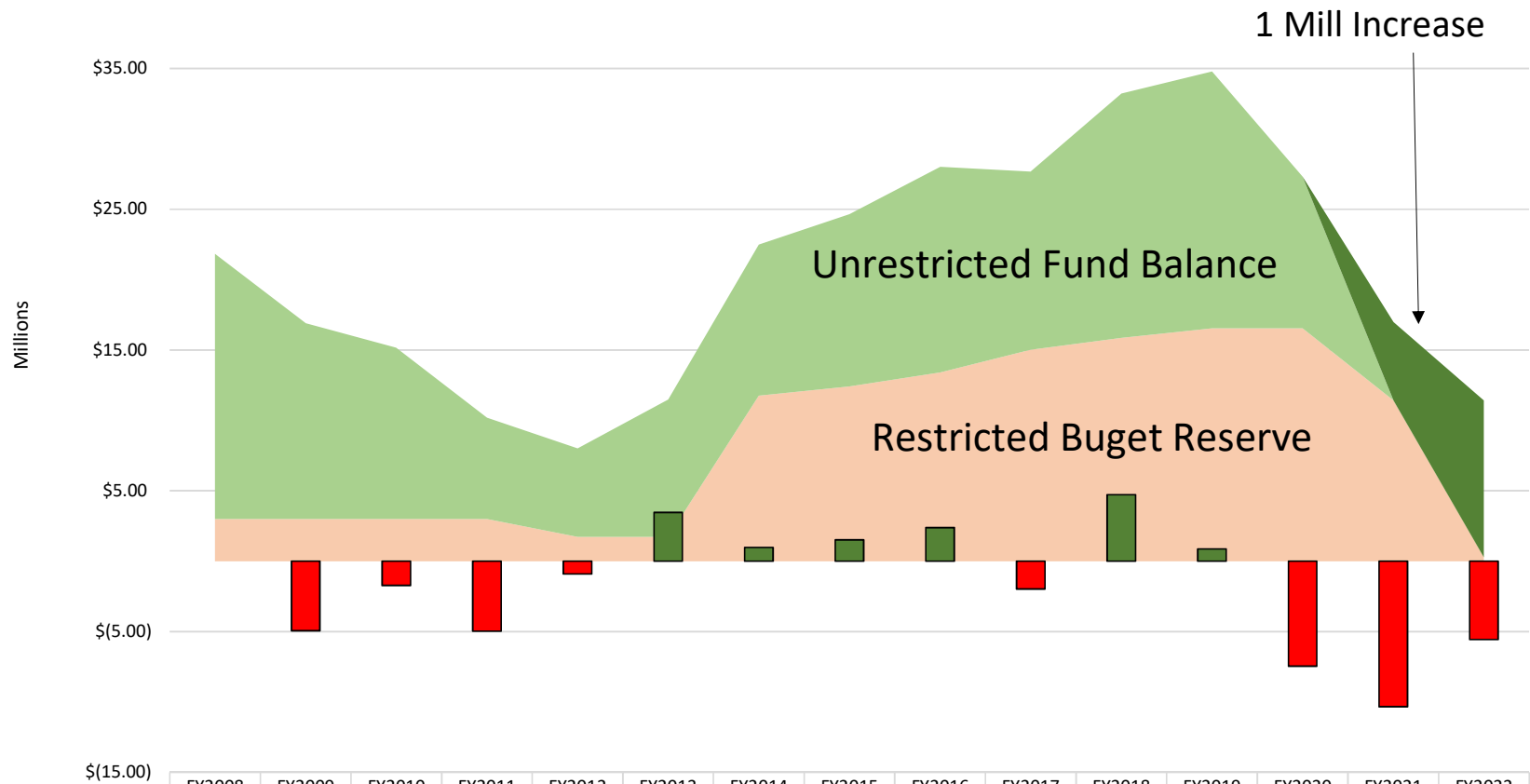
Updated 3/30/2020



	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
■ One Mill PT Increase (cumulative)															
■ Unrestricted Fund Balance	\$18.84	\$13.90	\$12.17	\$7.20	\$6.29	\$9.75	\$10.72	\$12.23	\$14.62	\$12.64	\$17.37	\$18.23	\$10.77	\$-	\$-
■ Reserves	\$3.00	\$3.00	\$3.00	\$3.00	\$1.73	\$1.73	\$11.76	\$12.41	\$13.41	\$15.02	\$15.86	\$16.55	\$16.55	\$11.42	\$0.29
■ Surplus/(Deficit)		\$(4.94)	\$(1.72)	\$(4.97)	\$(0.91)	\$3.46	\$0.97	\$1.51	\$2.39	\$(1.98)	\$4.72	\$0.86	\$(7.46)	\$(15.90)	\$(11.13)

15-Year Operating Fund Balance History and Projections With Proposed 1.0 Mill Property Tax Increase

Updated 3/30/2020



	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
■ One Mill PT Increase (cumulative)														\$5.56	\$11.12
■ Unrestricted Fund Balance	\$18.84	\$13.90	\$12.17	\$7.20	\$6.29	\$9.75	\$10.72	\$12.23	\$14.62	\$12.64	\$17.37	\$18.23	\$10.77	\$-	\$-
■ Reserves	\$3.00	\$3.00	\$3.00	\$3.00	\$1.73	\$1.73	\$11.76	\$12.41	\$13.41	\$15.02	\$15.86	\$16.55	\$16.55	\$11.42	\$0.29
■ Surplus/(Deficit)		\$(4.94)	\$(1.72)	\$(4.97)	\$(0.91)	\$3.46	\$0.97	\$1.51	\$2.39	\$(1.98)	\$4.72	\$0.86	\$(7.46)	\$(10.34)	\$(5.57)

MEMORANDUM



DATE: April 1, 2020

TO: Assembly Finance Committee

FROM: Jeff Rogers, Finance Director

SUBJECT: Impact of COVID-19 on Costs and Savings

155 Municipal Way
Juneau, AK 99801
Phone: (907) 586-5215
Fax: (907) 586-0358

CBJ is incurring costs for the COVID-19 response. Due to the lagging nature of accounting, it is challenging to say with accuracy how much has been spent so far, but likely several hundred thousand dollars. These costs are being incurred within the existing authority of the FY2020 budget. When staff completed their work on FY2020 projections as part of the FY2021/FY2022 budget preparation process, the Finance Department had identified almost \$3.0 million in lapsing funds. That amount would have been a real direct savings to the general government fund. However, those lapsing funds are being spent on the COVID-19 response. Generally speaking, if CBJ's costs for its COVID response remain below the amount lapsed by general government departments, then no supplemental budget authority will be needed. If CBJ's costs exceed those lapsing funds, then a supplemental appropriation will be advanced to the Assembly. At this time, additional budget authorization is not needed to fund CBJ's ongoing response to COVID-19.

In somewhat more detail, there many interrelated impacts of the COVID-19 response on CBJ's expenditures. For example, while the libraries and museum are closed to the public, many of those staff have continued their work on the collections and on remote services to the public. However, several library/museum staff have been reassigned within CBJ—some to unfilled status quo positions, and others to positions supporting the COVID-19 response. Similarly with pools and recreation programs, some staff are performing maintenance on those facilities and others have been reassigned to support the COVID-19 response. Generally speaking, CBJ has taken advantage of existing staff resources rather than “staffing up” in light of the pandemic, and at this time CBJ has neither laid off existing staff nor hired new staff related to the pandemic. These reassignments create a somewhat complex web of “new” costs offset by savings elsewhere. The Assembly can anticipate a budget transfer in the coming months that trues up departmental budget authority to actual expenditures.

The FY2021/FY2022 does not include additional funding for COVID-19 response. Similarly to FY2020, there will likely be an amount of lapsing funding that is principally available to continue COVID-19 response efforts if the costs do not exceed \$1-2 million in those years. Likewise, the proposed budget does not reflect the complex budget impact of staff reassignments from temporarily shuttered programs to other vacancies or to COVID response.



March 27, 2020

Mr. Rorie Watt
City Manager
City and Borough of Juneau
155 South Seward Street
Juneau, Alaska 99801

Dear Mr. Watt:

The Juneau School District (the District) is pleased to submit its FY 2021 Budget and funding request. The budget represents in financial terms the education and administrative plan for the District for the upcoming year. The Board of Education (the Board) passed this budget at the March 19, 2020 meeting.

Prudent financial management is a fundamental responsibility of the District. Effective budgeting is essential to provide a solid base of core academic programs and maintain a staff of quality professionals. The District anticipates that state and local funding and unassigned fund balance dollars will provide adequate resources to fund the current level of operations.

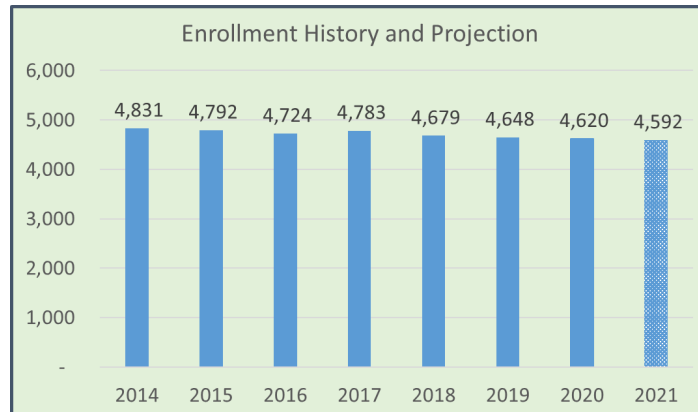
The District held a series of public meetings to solicit public input regarding planned school district operations for next year. The first public meeting occurred on January 16 as a Combined Site Council and the Board held a work session on January 28. The budget process, anticipated enrollment, and revenues were discussed. In February, the Board held a public forum, two work sessions, and a special meeting where the District shared staffing and departmental information and introduced the operating budget outline. In a special meeting on March 2 the Board ratified the prioritized spending list with a few revisions. The administration then presented a proposed budget to the Board at their regular meeting on March 10. The Board approved the final budget at a special meeting on March 19.

Enrollment:

When the District began its budget preparation process several months ago, we projected the student enrollment forecast for FY 2021 based on the October 2019 student enrollment and an enrollment forecast provided by a local economist. The resulting projected student enrollment is estimated to be 4592, a decrease of 28 students (K – 12) from the October 2019 count of 4620. Below is a graph of enrollment history and the current projection. Enrollment includes the Average Daily Membership plus Correspondence students.

Juneau School District FY 21 Budget

March 27, 2020



Operating Fund Budget Summary:

The District's principal fund is its Operating Fund, which contains all unrestricted revenues. Below is the District's budgeted Operating Fund activity for FY 2021.

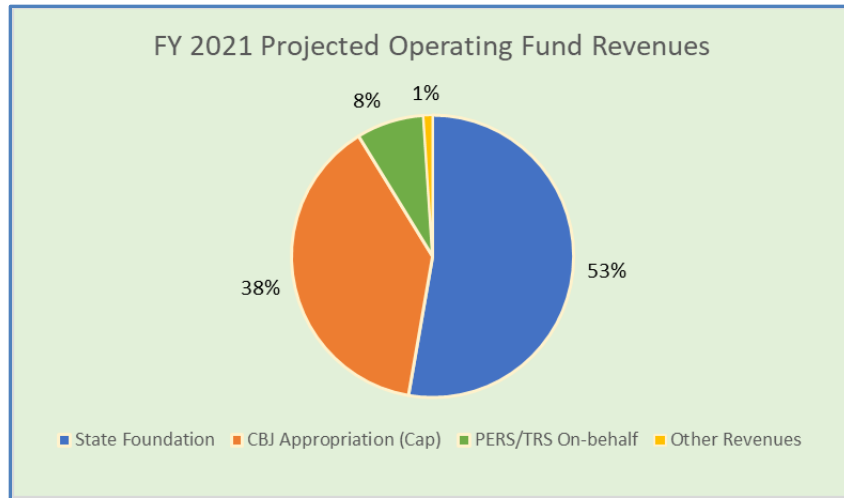
Revenues	\$69,904,800
Expenditures	<u>71,122,400</u>
Reduction in Fund Balances	\$ <u>1,217,600</u>

Operating Fund Revenue:

More than half of the Operating Fund revenue is generated by the state foundation program and one third is the CBJ General Fund Appropriation request. About 7% is state on-behalf retirement payments and a variety of other sources making up the balance.

FY 2021 Revenue Assumptions:

1. Enrollment will be 4,592 students in FY 2021, a decrease of 28 students from FY 2020;
2. The District will have 93 intensive needs special education students; and
3. The base student allocation will remain \$5,930.



Operating Fund Expenditures:

FY 2021 Expenditure Assumptions.

1. The FY 2021 budget utilizes the latest negotiated agreements.
2. The average base teacher salary with benefits will cost \$108,400, including substitutes.
3. The average special education paraeducator will cost \$63,200.
4. Fuel oil costs will average \$2.45 per gallon for 254,000 gallons of fuel purchased.
5. Electricity rates will cost an average of 12.0 cents per KWH.
6. The Pupil-Teacher ratios (PTR) used to calculate the number of classroom teachers will be:

K – 3: 23.5:1	4 – 5: 28.0:1
6 – 8: 25.0:1	9 – 12: 26.0:1

This is an allocation formula, and does not represent actual class sizes.

7. Each regular school has a principal. Both comprehensive high schools and both middle schools have an assistant principal. The two alternative schools share a principal.
8. Classified school staffing is reduced by 9%.
9. School supply allocations for instructional programs are reduced by 10%:

Elementary:	\$101 per student, including pre-school students
Middle School:	\$127 per student
High School:	\$132 per student

Juneau School District FY 21 Budget

March 27, 2020

Budget Process:

The District uses a partial, zero-based budget system to prioritize its operating fund spending. It identified spending options as required, essential, or prioritized essential. After ranking the prioritized spending, the administration presented the Board with a draft budget. The final budget is attached. The Board continues to balance instruction, professional development, and student needs through the budget process.

Budget adjustments by the Board:

Modified elementary grade bands from K-2, 3-5 to K-3, 4-5	\$-0- Net cost
Increased grades 6-8 PTR from 23.5 to 25.0	(271,000)
Increased grades 9-12 PTR from 24.5 to 26.0	(325,200)
Decreased Instructional Services (curriculum)	(130,000)
Decreased Instructional Technology (refresh)	(100,000)
Eliminated reserve to transition one Health Asst. position to a Nurse	(16,900)
Decreased school supply budgets 10%	(58,500)
Decreased instructional supply budgets 10%	(76,400)
Decreased non-instructional supply budgets 10%	(161,900)
Decreased Talented Enrichment Development Prof. Development	(20,900)
Decreased Classified staffing at the sites by 9%	(286,800)
Increased substitute rates of pay	77,200
Added Tlingit Language support at the middle school level (1.0 FTE)	108,400
Additions: \$185,600 Reductions: \$1,447,600	Net: \$(1,262,000)

Operating Fund Ending Fund Balance

The Operating Fund ending fund balance (budgetary basis) is projected to be \$213,700 at June 30, 2021. This is a change from the District's previous targeted fund balance of approximately \$1,000,000, or 1.5% of budgeted expenditures (BP 3470). A higher targeted ending fund balance provides more contingency funding if students do not enroll as projected or if the intensive needs student count is lower than expected. State funding is not reasonably known until the end of October when the District determines its intensive needs enrollment. This student count is not finalized by DEED until March of the budget year. And, if there is less state money than expected, the Assembly cannot increase CBJ's funding to the District for general school operations if it has already funded the District at the maximum level.

Juneau School District FY 21 Budget

March 27, 2020

Other Funds:

The District has three generalized groups under this section as listed in the CBJ budget.

K-12 Programs	Other Programs	Grants
<ul style="list-style-type: none"> • High School Activities <ul style="list-style-type: none"> • Middle School Activities • Food Service • Transportation 	<ul style="list-style-type: none"> • Kinder Ready • Community Schools <ul style="list-style-type: none"> • RALLY 	<ul style="list-style-type: none"> • Support K-12 and Other programs

Detailed information regarding the District's request for CBJ's support of these programs can be found on page 7 of this letter.

K-12 Programs

High School and Middle School Activities

The District has three (3) activities funds. Two special revenue funds that account for public funded money for high school and middle school activities and one fund that accounts for student fundraising.

The public funded high school and middle school student activities funds are funded only by CBJ. The submitted budget includes high school activity administration costs as funded by CBJ since FY 2019. Those costs were previously included in the District's operating fund budget. The District requests that the Assembly continue to support the supervision and administrative costs of high school student activities. Without these services, the District cannot operate a high school activities program. The District seeks an increase of \$20,000 in FY 2021 for high school activities supervision and administrative costs for increases associated with employee salaries subject to negotiated agreements. The Board thanks the Assembly for funding middle school activities outside the cap in the amount of \$102,200 and requests the same level of support for FY 2021.

The second fund accounts for money raised by students, staff, and booster clubs for all schools - elementary, middle, and high schools. This used to be classified as an agency fund. GASB 84 updated the eligibility requirements for agency funds beginning in FY 2020. District administration, with guidance from the auditors, has determined that these funds will be special revenue funds going forward. Management estimates that approximately \$2,100,000 will be received and \$2,100,000 disbursed from this agency fund during FY 2021.

Food Service

The Food Service program is struggling to balance its budget while serving better quality meals and continuing the universal breakfast program. In the spring of 2018, the contractor declined to renew our contract. This event forced the District to procure an emergency contractor for FY 2019. The District secured a new regular contractor for FY 2020 and beyond. These disruptions to the program have resulted in deficits for the last couple of years. The District expects future deficits in the program because of past

Juneau School District FY 21 Budget

March 27, 2020

issues and the time needed to establish a successful program with a new contractor. Also, the district intends to move the Food Service cashiers (1.60 FTE) to the Food Service fund to alleviate some pressure on the operating fund. The operating fund currently covers the annual deficits averaging \$84,000 over the last three years.

The District thanks the Assembly for its continued support of this program and requests an increase of \$293,600 in support from CBJ.

Student Transportation

The state is the primary source of revenue for the Student Transportation fund. The District currently operates 15 special education buses and 23 regular school buses. The District thanks the Assembly for its continue support of activities buses accounted for in this fund and requests the same level of funding for FY 2021.

Other Programs

Kinder Ready

The District thanks the Assembly for its continued support of the Kinder Ready program. We have three classrooms preparing more than 70 students for Kindergarten. State support is uncertain in the current legislative climate, therefore, the District requests continued CBJ support for this valuable program.

Community Schools

User fees are the primary source of funding for the Community Schools program. The program partners with CBJ Parks & Recreation to maximize the community use of District facilities. The District appreciates the Assembly's continued support of this essential program.

RALLY

The RALLY program continues to struggle to balance its budget. This program is primarily funded by fees charged to families. Student participation levels have dropped since the implementation of full-day Kindergarten several years ago and grant-funded afterschool activities offered to families at no cost. Increasing staff costs also contribute to the annual deficit. Increasing user fees to offset these challenges is not feasible as most families could not afford them. Currently, the annual deficits are covered by the operating fund. The District requests \$115,000 in FY 2021 from the Assembly to support this valuable community service.

Grants

The District estimates that federal, state, and miscellaneous grants funding for FY 2021 will be comparable to FY 2020 budgeted amounts.

Summary All Funds:

A summary of the District's FY 2021 budget is attached.

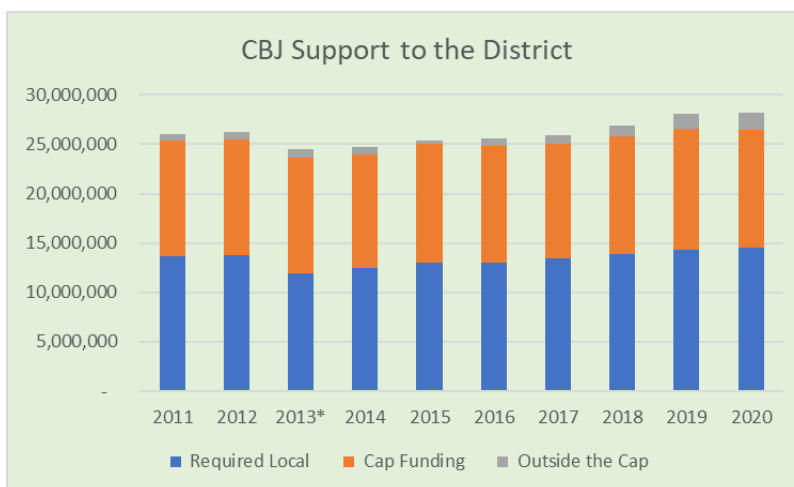
Juneau School District FY 21 Budget

March 27, 2020

Local Funding Request:

The District is seeking local funding to the cap for FY 2021 of \$26,842,100. This amount is \$344,300 more than FY 2020 operating fund appropriations because of the net difference between the increase in state property value assessment, a level base student allocation, and the decrease in projected enrollment.

The District seeks support for Food Service, Student Transportation, Community Schools, Student Activities and RALLY in the amount of \$2,055,100, an increase of \$378,600 over the current fiscal year budget.



*Change in required local contribution formula.

FY 2021 Local Funding Request

Subject to CBJ Assembly approval	FY 2020 Budget	FY 2021 Budget	+/-
General School Operations	\$ 26,497,800	\$ 26,842,100	\$ 344,300
Requests Outside the Cap			
<u>K-12 Programs</u>			
High School Activities	1,079,300	1,099,300	20,000
Middle School Activities	102,200	102,200	-
Transportation	50,000	50,000	-
Food Service	50,000	293,600	243,600
<i>Total K-12 Programs</i>	<u>1,281,500</u>	<u>1,545,100</u>	<u>263,600</u>
<u>Other Programs</u>			
Kinder Ready	300,000	300,000	-
Community Schools	95,000	95,000	-
RALLY	-	115,000	115,000
<i>Total Other Programs</i>	<u>395,000</u>	<u>510,000</u>	<u>115,000</u>
Total Requests Outside the Cap	\$ 1,676,500	\$ 2,055,100	\$ 378,600
Total Requests for Funding	<u>\$ 28,174,300</u>	<u>\$ 28,897,200</u>	<u>\$ 722,900</u>

Values rounded to the nearest hundred.

Juneau School District FY 21 Budget

March 27, 2020

Conclusion:

The Board and District administrators are available to answer your questions concerning this budget. Representatives from the District will be present at the Assembly's Finance Committee meeting April 1, 2020 when it reviews the District's budget and at the Assembly meeting when it approves the District's budget.

The Juneau School District appreciates the support the City and Borough of Juneau has continually extended to education and remains grateful for our positive partnership with the Assembly.

We look forward to a successful working relationship with you and the Assembly to promote the educational needs of our community now and in the future. Thank you for your consideration of our proposed budget.

Sincerely,

Dr. Bridget Weiss

Superintendent

Attachments:

CBJ Budget Summary – School District
FY 2021 Foundation and Local Calculation
FY 2021 Budget
FY 2021 Operating Budget Outline
Historical Outside the Cap Funding

cc: Mayor Beth Weldon, City and Borough of Juneau
Mr. Jeff Rogers, City Finance Director
Ms. Beth McEwen, City Clerk
Members of the Juneau School District Board of Education
Ms. Sarah Jahn, Administrative Services Director

CBJ Budget Summary - School District

Prepared 03/23/2020

	FY19	FY20		FY21	FY22
	Actuals	Amended Budget	Projected Actuals	Proposed Budget	Proposed Budget
EXPENDITURES:					
Education - Operating					
Personnel Services	\$ 63,590,800	65,499,100	63,626,000	63,613,300	64,196,000
Commodities and Services	6,767,700	7,074,800	6,516,600	7,509,100	6,200,000
Capital Outlay	92,600	60,000	60,000	-	-
Education Interfund Transfers	232,800	256,500	256,500	-	-
Totals	70,683,900	72,890,400	70,459,100	71,122,400	70,396,000
Education - Other					
Personnel Services	6,793,300	5,926,000	6,470,000	6,100,000	6,100,000
Student Activity Fundraising	1,931,929	2,100,000	2,100,000	2,100,000	2,100,000
Commodities and Services	7,043,400	8,007,700	8,000,000	8,000,000	8,000,000
Capital Outlay	96,600	15,000	15,000	15,000	15,000
Totals	15,865,229	16,048,700	16,585,000	16,215,000	16,215,000
Total Expenditures	86,549,129	88,939,100	87,044,100	87,337,400	86,611,000
FUNDING SOURCES:					
Education - Operating					
State Foundation Funding	37,803,200	38,833,700	38,849,700	36,935,700	37,000,000
State Contribution for PERS/TRS	5,472,100	5,400,000	5,400,000	5,400,000	5,400,000
State	-	16,600	16,600	-	-
Federal	245,700	200,000	200,000	200,000	200,000
Other	1,420,600	526,700	526,700	527,000	527,000
Support From					
General Governmental Funds	26,535,300	26,777,300	26,777,300	26,842,100	26,900,000
Total Operating	71,476,900	71,754,300	71,770,300	69,904,800	70,027,000
Education - Other					
State	3,667,700	3,534,200	3,500,000	3,500,000	3,500,000
Federal	5,915,400	5,289,000	5,300,000	5,300,000	5,300,000
User Fees	1,991,800	2,415,000	2,400,000	2,500,000	2,500,000
Other	536,900	1,359,000	1,350,000	1,350,000	1,350,000
Student Activity Fundraising	1,871,506	2,100,000	2,100,000	2,100,000	2,100,000
Education Interfund Transfers	232,800	256,500	256,500	-	-
Support From					
General Governmental Funds	1,556,500	1,676,500	1,676,500	1,676,500	1,676,500
Total Other	\$ 15,772,606	16,630,200	16,583,000	16,426,500	16,426,500
Total Funding Sources	87,249,506	88,384,500	88,353,300	86,331,300	86,453,500
FUND BALANCE:					
Beginning of Period Reserved Balance	814,800	754,400	754,400	754,400	754,400
Increase/(decrease) in Reserve	(60,400)	-	-	-	-
End of Period Reserve	754,400	754,400	754,400	754,400	754,400
Education - Operating					
Beginning of Period	1,610,100	2,403,100	2,403,100	3,714,300	2,496,700
Increase/(decrease) in Fund Balance	793,000	(1,136,100)	1,311,200	(1,217,600)	(369,000)
End of Period Fund Balance	2,403,100	1,267,000	3,714,300	2,496,700	2,127,700
Education - Other					
Beginning of Period	306,700	214,077	214,077	212,077	423,577
Increase/(decrease) in Fund Balance	(92,623)	581,500	(2,000)	211,500	211,500
End of Period Fund Balance	\$ 214,077	795,577	212,077	423,577	635,077
STAFFING	672.68	682.98	682.98	676.73	676.73

Foundation and Local Funding

		FY20 as of 12/17/19	FY21	FY21 less FY20
Enrollment		4620	4592	(28)
ADM		4590.26	4557	(33)
Multiplied by various school formulas				
School Adjusted ADM		5396.00	5363.48	
District Cost Factor		<u>1.145</u>	<u>1.145</u>	
		6178.42	6141.18	
Special Needs Factor		<u>1.2</u>	<u>1.2</u>	
		7414.1	7369.42	
CTE Factor		<u>1.015</u>	<u>1.015</u>	
		7525.31	7479.96	
Intensive Count x 13	96	1248	1209	93
Correspondence Count x 0.90	29.75	<u>26.78</u>	<u>31.50</u>	35
District Adjusted ADM		8800.09	8720.46	(80)
Foundation Calculation				
Basic Need (AADM x \$5930)		\$ 52,184,534	\$ 51,712,328	(472,206)
Required Local Contribution		<u>(14,508,530)</u>	<u>(14,916,199)</u>	<u>407,669</u>
State Aid		37,676,004	36,796,129	(879,875)
Quality Schools		140,801	139,527	(1,274)
Additional State Aid		<u>1,016,893</u>	<u>-</u>	<u>(1,016,893)</u>
Total State Aid		\$ 38,833,698	\$ 36,935,656	(1,898,042)
Local Contribution Calculation				
		FTV 2018	FTV 2019	
CBJ Full & True Value for Budget Year		5,474,917,000	5,628,754,200	153,837,200
Multiplied by 2.65 mills				
Required Local Contribution		\$ 14,508,530	\$ 14,916,199	407,669
Determination of Cap				
23% of Basic Need		12,002,443	11,893,835	(108,608)
23% of Quality Schools		32,384	32,091	(293)
23% Additional State Aid		<u>233,885</u>	<u>-</u>	<u>(233,885)</u>
Additional allowable local contribution		<u>12,268,712</u>	<u>11,925,926</u>	<u>(342,786)</u>
Maximum Local Appropriation (Cap)		\$ 26,777,242	\$ 26,842,125	64,883
Total Foundation and Local Contribution		\$ 65,610,941	\$ 63,777,781	(1,833,160)
Change from previous year			\$ (1,833,160)	

FY 2021 BUDGET	Operating	K-12 Programs	Other Programs	Student Activities	Grants
REVENUES					
State Foundation Program	36,935,700				
CBJ General Fund Appropriation	26,842,100				
CBJ Restricted Fund Appropriation		343,600	510,000	1,201,500	
PERS/TRS On-behalf	5,400,000				
Other Revenues	727,000	5,070,000	1,700,000		5,700,000
OTHER FINANCIAL SOURCES					
Total Unassigned Fund Balance	1,431,300	105,337	425,659	-	-
Total Funding Sources	71,336,100	5,518,937	2,635,659	1,201,500	5,700,000
EXPENDITURES					
REQUIRED OPERATING EXPENDITURES					
Insurance: Property, Liability, etc.	995,900				
Learn to Swim	50,400				
Recovery of Indirect Costs	(260,000)				
Utilities	1,966,100				
Certificated Payment for Leave	45,000				
Teacher Discretionary	50,400				
Student Activities—Elementary	57,800				
JSAA Professional Development	56,100				
Juneau Community Charter School	1,343,300				
Grants Administrator	4,800				
Payments to Retirement Systems by State	5,400,000				
Subtotal Required Operating Expenditures	9,709,800				
ESSENTIAL EXPENDITURES					
Formula Driven Allocations					
Elementary Teachers	11,160,100				340,000
Middle School Teachers	4,685,100				
High School Teachers	7,216,100				65,000
Montessori Teachers	1,273,100				
HomeBRIDGE Teacher	54,200				
Principals	1,650,000				
Assistant Principals	600,000				
Increased Sub Pay	77,200				
Classified Staffing	3,417,300				
Cultural Education Paraeducators	318,900				450,000
Health Services	775,000				
Health Services Supplies and Support	17,400				
School Non-personnel Budgets	527,800				
Total Formual Driven Allocations	31,772,200				855,000
Program Based Allocations					
Special Education	16,089,800				1,250,000
English Learner	1,126,800				
English Learner Supplies	13,500				35,000
Talented Enrichment Development	653,400				
Talented Enrichment Supplies	15,300				
Teaching and Learning District Staff and Supplies	329,500				285,000
Native Student Success Staff	99,600				75,000

FY 2021 BUDGET	Operating	K-12 Programs	Other Programs	Student Activities	Grants
Assessment Staff and Supplies	531,100				
PowerSchool Services	29,700				
Career and Technical Education Staff and Supplies	161,200				
Guidance Counselor Supplies	3,500				
Instructional Technology	871,500				
Total Program Based Allocations	19,924,900				1,645,000
Administration					
Board of Education	73,800				
Office of Superintendent	351,600				
Chief of Staff and Communications	231,400				
Administrative Services and Fiscal Services	1,274,900				
Human Resources	736,300				
Total Administration	2,668,000				
Facility & Informational Technology					
Maintenance	1,685,500				
Custodial Services	3,318,000				
Auditorium	95,200				
Building Leases	(90,000)				
Information Technology	1,466,000				
Total Facility & Information Technology	6,474,700				
Subtotal Essential Expenditures	60,839,800	-	-	-	2,500,000
DISCRETIONARY SERVICES					
Supplemental Instructional					
Instructional Supplies, Library support	232,400				
SAT/ACT/WorkKeys	18,000				-
High School Credit Recovery	30,000				-
Carl Perkins					100,000
Total Supplemental Instructional	280,400			-	100,000
District Level Staff Services					
Elementary Art Specialist	108,400				
Integration Specialist	108,400				
Total Staff Services	216,800	-	-	-	-
District Level Enrichment					
Early Scholars					7,500
Elders' Honoraria	15,000				
Juneau Youth Court					45,000
Total District Level Enrichment	15,000			-	52,500
Student Activities					
High School Activities				1,099,300	
Middle School Activities				102,200	
Total Student Activities				1,201,500	
Targeted Assistance Programs					
Kinder Ready			300,000		
Students and Families in Transition					20,000
School Improvement					650,000
Parent Involvement					20,000
Neglected and Delinquent Students					30,000
Title IV					90,000
Alternative High School					21,000
Youth in Detention					96,000
STEPS					500,000
21st Century (LEAP/CONNECT)					875,000

FY 2021 BUDGET	Operating	K-12 Programs	Other Programs	Student Activities	Grants
Miscellaneous Grant funds					100,000
<i>Total Targeted Assistance Programs</i>		-	300,000		2,402,000
Professional Development					
Teacher Training	60,600				320,000
State Contracted Travel					10,000
Title II-A Grant					200,000
<i>Total Professional Development</i>	60,600				530,000
Student Services					
Social Services					48,000
Suicide Prevention					25,000
<i>Total Student Services</i>					73,000
Ancillary Services					
Pupil Transportation		3,035,000			
Community Schools			395,000		
Food Service		2,378,600			
RALLY			1,515,000		
<i>Total Ancillary Services</i>		5,413,600	1,910,000		
<i>Subtotal Discretionary Services</i>	572,800	5,413,600	2,210,000	1,201,500	3,157,500
<i>Total Expenditures</i>	71,122,400	5,413,600	2,210,000	1,201,500	5,657,500
<i>Projected Ending Fund Balance</i>	213,700	105,337	425,659	-	42,500
Total Funding Sources	71,336,100				
Required Expenditures	9,709,800				
Essential Expenditures	60,839,800				
Other Essential Expenditures	572,800				
Total Operating Expenditures	71,122,400				
Funding Sources less Expenditures	213,700				

FY21 Budget Outline

Ref#	Expenditure	FY20	FY21	70,836,100
A1	Insurance: Property, Liability, etc.	*	995,900	995,900
A2	Learn to Swim	*	50,400	1,046,300
A3	Recovery of Indirect Costs	*	(260,000)	786,300
A4	Utilities	*	1,966,100	2,752,400
A5	Certificated Payment for Leave	*	45,000	2,797,400
A6	Teacher Discretionary	*	50,400	2,847,800
A7	Student Activities—Elementary	*	57,800	2,905,600
A8	JSAA Professional Development	*	56,100	2,961,700
A9	Juneau Community Charter School	*	1,343,300	4,305,000
A10	Grants Administrator	*	4,800	4,309,800
A11	Payments to Retirement Systems by State	*	5,400,000	9,709,800
B1	Elementary Teachers	*	10,076,600	19,786,400
B2	Middle School Teachers	*	4,414,200	24,200,600
B3	High School Teachers	*	6,685,200	30,885,800
B4	Montessori Teachers	*	1,273,100	32,158,900
B5	HomeBRIDGE Teacher	*	54,200	32,213,100
B6	Principals	*	1,650,000	33,863,100
B7	Assistant Principals	*	600,000	34,463,100
B8	Classified Staffing	*	3,417,300	37,880,400
B9	Cultural Education Paraeducators	*	318,900	38,199,300
B10	Health Services	*	758,100	38,957,400
B11	Health Services Supplies and Support	*	17,400	38,974,800
B12	School Non-personnel Budgets	*	526,400	39,501,200
B13	Special Education	*	16,089,400	55,590,600
B14	English Learner	*	1,126,800	56,717,400
B15	English Learner Supplies	*	13,500	56,730,900
B16	Talented Enrichment Development	*	653,400	57,384,300
B17	Talented Enrichment Supplies	*	15,300	57,399,600
B18	Teaching and Learning District Staff and Supplies	*	329,500	57,729,100
B19	Native Student Success Staff	*	99,600	57,828,700
B20	Assessment Staff and Supplies	*	530,800	58,359,500
B21	PowerSchool Services	*	29,700	58,389,200
B22	Career and Technical Education Staff and Supplies	*	161,200	58,550,400
B23	Guidance Counselor Supplies	*	3,500	58,553,900
B24	Instructional Technology	*	871,500	59,425,400
B25	Board of Education	*	73,800	59,499,200
B26	Office of Superintendent	*	351,600	59,850,800
B27	Chief of Staff and Communications	*	231,400	60,082,200
B28	Administrative Services and Fiscal Services	*	1,276,700	61,358,900
B29	Human Resources	*	736,700	62,095,600
B30	Maintenance	*	1,685,500	63,781,100
B31	Custodial Services	*	3,317,500	67,098,600
B32	Auditorium	*	95,200	67,193,800
B33	Building Leases	*	(130,000)	67,063,800
B34	Information Technology	*	1,466,000	68,529,800
P09	Adjust to K-3 PTR: 23.5, 4-5 PTR: 28		1,084,000	69,613,800
P11	Adjust 6 - 8 Teachers, PTR: 25.0:1	*	162,600	69,776,400
P15	Adjust 9 - 12 Teachers, PTR: 26.0:1	*	195,120	69,971,520
E05	Elementary Art Specialist	*	108,400	70,079,920
E11	CTE Teachers (restored in FY 17)	*	173,440	70,253,360
E75	Health Team to 6 Nurses, 4 Health Asst.	*	16,900	70,270,260
E29	Increase substitute pay		77,200	70,347,460
E34	Tlingit Language Support - Middle School		108,400	70,455,860

FY21 Budget Outline

Ref#	Expenditure	FY20	FY21	70,836,100
E22	Elders' Honoraria	*	15,000	70,470,860
E15	Instructional Services	*	224,200	70,695,060
E24	Library Services	*	8,200	70,703,260
E27	SAT/ACT/Work Keys Testing	*	18,000	70,721,260
E26	High School Credit Recovery	*	30,000	70,751,260
E30	High School Core Teachers	*	162,600	70,913,860
E31	UAS Auto Shop Rental	*	40,000	70,953,860
E28	Professional Development Teachers	*	60,600	71,014,460
E06	Integration Specialist	*	108,400	71,122,860
P01	Adjust K - 2 Teachers, PTR: 24.5:1	*	216,800	71,339,660
P02	Adjust K - 2 Teachers, PTR: 23.5:1	*	216,800	71,556,460
P03	Adjust K - 2 Teachers, PTR: 22.5:1 (current)	*	108,400	71,664,860
P04	Adjust K - 2 Teachers, PTR: 22.0:1		108,400	71,773,260
P05	Adjust 3 - 5 Teachers, PTR: 29.0:1	*	216,800	71,990,060
P06	Adjust 3 - 5 Teachers, PTR: 28.0:1	*	216,800	72,206,860
P07	Adjust 3 - 5 Teachers, PTR: 27.0:1 (current)	*	108,400	72,315,260
P08	Adjust 3 - 5 Teachers, PTR: 26.0:1		108,400	72,423,660
P10	Adjust to K-3 PTR: 24.5, 4-5 PTR: 29		650,400	73,074,060
P12	Adjust 6 - 8 Teachers, PTR: 24.0:1	*	173,440	73,247,500
P13	Adjust 6 - 8 Teachers to PTR: 23.50:1 (current)	*	97,560	73,345,060
P14	Adjust 6 - 8 Teachers, PTR: 23.0:1		86,720	73,431,780
P16	Adjust 9 - 12 Teachers, PTR: 25.0:1	*	216,800	73,648,580
P17	Adjust 9 - 12 Teachers, PTR: 24.5:1 (current)	*	108,400	73,756,980
P18	Adjust 9 - 12 Teachers, PTR: 24.00:1		119,240	73,876,220
E01	One Elementary Instructional Coach		108,400	73,984,620
E02	Second Elementary Instructional Coach		108,400	74,093,020
E03	Third Elementary Instructional Coach		108,400	74,201,420
E04	Elementary Reading Interventionists		243,900	74,445,320
E07	Integration Support Teacher		108,400	74,553,720
E08	Coordinated High School Courses support	*	20,000	74,573,720
E09	AVID High School Student Support	*	50,000	74,623,720
E10	AVID High School Student Support		16,600	74,640,320
E12	Instructional Technology	*	100,000	74,740,320
E13	Instructional Technology		180,000	74,920,320
E14	Technology refresh for computer labs		51,000	74,971,320
E16	Instructional Services	*	130,000	75,101,320
E17	Instructional Services		180,000	75,281,320
E18	Instructional Services		100,000	75,381,320
E19	Instructional Services		75,000	75,456,320
E20	Instructional Services		72,000	75,528,320
E21	Instructional Services		187,000	75,715,320
E23	TED Development Support	*	20,900	75,736,220
E25	Library Services		9,800	75,746,020
E32	High School Intramurals/Summer School		29,700	75,775,720
E33	TCLL Support Staff		61,000	75,836,720
E35	Restore 0.40 FTE AP Clerk		24,000	75,860,720
E36	Additional Career Guidance Support Staff		95,000	75,955,720
E37	Separate principal Montessori, YDHS		150,000	76,105,720
E38	10 Nurses, no Health Assistants		50,700	76,156,420
E39	Grant Writer		70,800	76,227,220
E40	Bulge teacher position		108,400	76,335,620
E41	Second Bulge teacher position		108,400	76,444,020
E42	Restore 2nd In-school suspension middle school		64,400	76,508,420

FY21 Budget Outline

Ref#	Expenditure	FY20	FY21	70,836,100
E43	Shift all .933 paras to 1.00		447,000	76,955,420
E44	Increase HomeBRIDGE support to 1.00 FTE		53,000	77,008,420
E45	Drug & alcohol counselors		120,000	77,128,420
E46	Webmaster (1.00 FTE)		107,200	77,235,620
E47	Elementary S.T.E.M. specialists (.5 each)		379,400	77,615,020
E48	Restore 2nd middle school counselor		216,800	77,831,820
E49	Add core teachers at middle schools		216,800	78,048,620
E50	Add foreign language teachers at middle schools		216,800	78,265,420
E51	High school library assistants		138,000	78,403,420
E52	Elementary TED teachers (.5 to each)		379,400	78,782,820
E53	Permanent sub		108,400	78,891,220
E54	60% of target fund balance		100,000	78,991,220
E55	70% of target fund balance		100,000	79,091,220
E56	80% of target fund balance		100,000	79,191,220
E57	90% of target fund balance		100,000	79,291,220
E58	100% of target fund balance		100,000	79,391,220
E59	Classified staffing at the sites	*	286,800	79,678,020
E60	Reserve for +1 Nurse thru HA attrition	*	16,900	79,694,920
E61	School Non-Personnel budget	*	58,500	79,753,420
E62	Special Education Non-Personnel	*	22,100	79,775,520
E63	English Learner Non-Personnel	*	1,500	79,777,020
E64	TED Supplies	*	1,700	79,778,720
E65	Teach & Learning Supplies	*	5,500	79,784,220
E66	Assessment Supplies	*	20,500	79,804,720
E67	CTE Supplies	*	3,200	79,807,920
E68	Board of Education Supplies	*	5,400	79,813,320
E69	Superintendent Supplies	*	2,900	79,816,220
E70	Administrative Services Supplies	*	20,000	79,836,220
E71	Human Resources Supplies	*	12,000	79,848,220
E72	Maintenance Equipment and Supplies	*	35,000	79,883,220
E73	Custodial Equipment and Supplies	*	12,500	79,895,720
E74	IT Equipment and Supplies	*	26,000	79,921,720
E76	ThoughExchange		20,000	79,941,720
P19	K-3 - 22.5 4-5 - 27			79,941,720
P20	K-3 - 22.5 4-5 - 28			79,941,720
P21	K-3 - 22.5 4-5 - 29			79,941,720
P22	K-3 - 23.5 4-5 - 27			79,941,720
P23	K-3 - 23.5 4-5 - 28 (Line P09)			79,941,720
P24	K-3 - 23.5 4-5 - 29			79,941,720
P25	K-3 - 24.5 4-5 - 27			79,941,720
P26	K-3 - 24.5 4-5 - 28			79,941,720
P27	K-3 - 24.5 4-5 - 29			79,941,720
P28	K-3 - 25.5 4-5 - 27			79,941,720
P29	K-3 - 25.5 4-5 - 28			79,941,720
P30	K-3 - 25.5 4-5 - 29			79,941,720

Ref#: A=Required, B=Essential, P=PTR, E=Prioritized Essential

CBJ Funding Outside the Cap

FY21 Budget discussion

Type	Description	FY16	FY17	FY18	FY19	FY20	FY21 Increase	FY21 Total
K-12	HS Activities	565,000	654,500	654,500	1,079,300	1,079,300	20,000	1,099,300
K-12	MS Activities	-	86,200	86,200	102,200	102,200	-	102,200
K-12	UAS Auto Shop	-	-	-	40,000	N/A	-	N/A
K-12	Transportation	70,000	50,000	50,000	50,000	50,000	-	50,000
K-12	Food Service	-	40,000	40,000	50,000	50,000	243,600	293,600
Other	Kinder Ready	-	-	167,500	140,000	300,000	-	300,000
Other	Community Schools	135,000	95,000	95,000	95,000	95,000	-	95,000
Other	RALLY	-	-	-	-	-	115,000	115,000
	Total	770,000	925,700	1,093,200	1,556,500	1,676,500	378,600	2,055,100

K-12	635,000	830,700	830,700	1,321,500	1,281,500	263,600	1,545,100
Other	135,000	95,000	262,500	235,000	395,000	115,000	510,000
	770,000	925,700	1,093,200	1,556,500	1,676,500	378,600	2,055,100



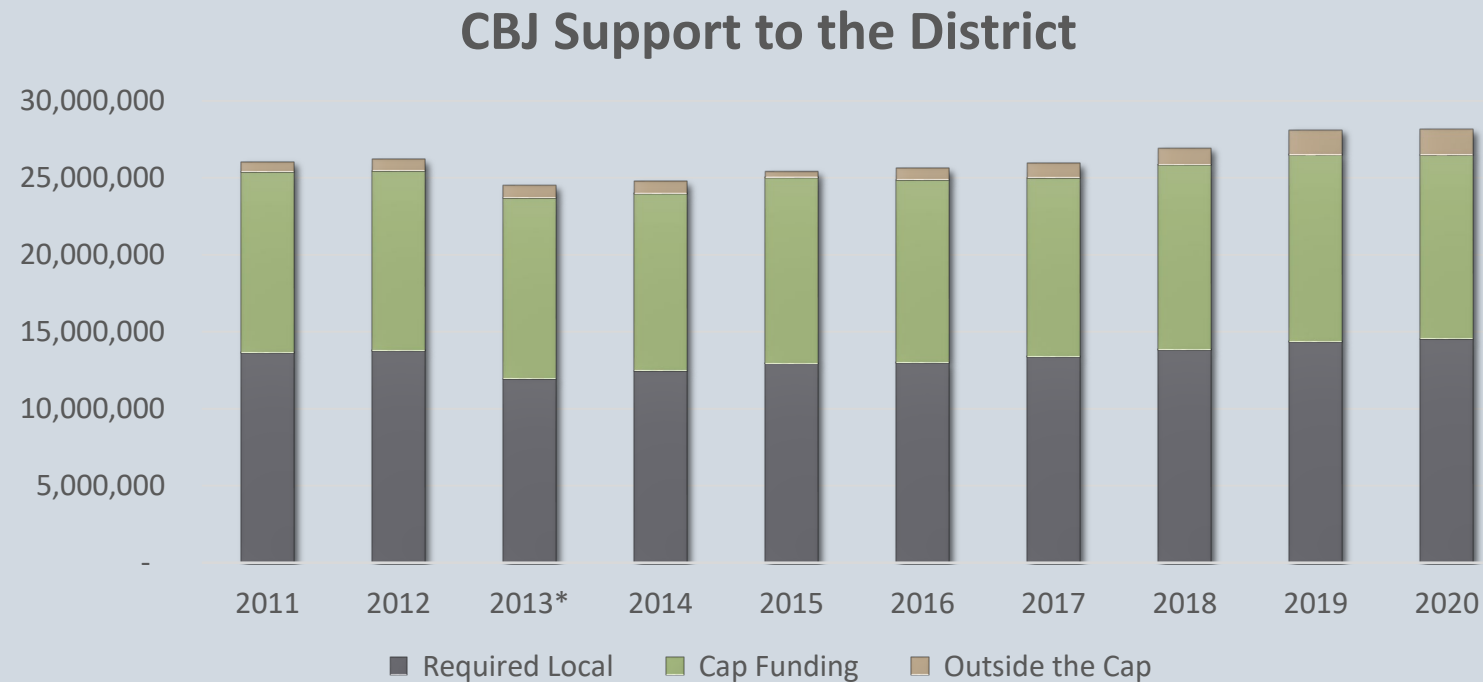
CBJ Assembly Finance Meeting – FY21 Budget

BRIAN HOLST, BOARD OF EDUCATION PRESIDENT

DR. BRIDGET WEISS, SUPERINTENDENT

SARAH JAHN, ADMINISTRATIVE SERVICES DIRECTOR

Thank you for supporting students!



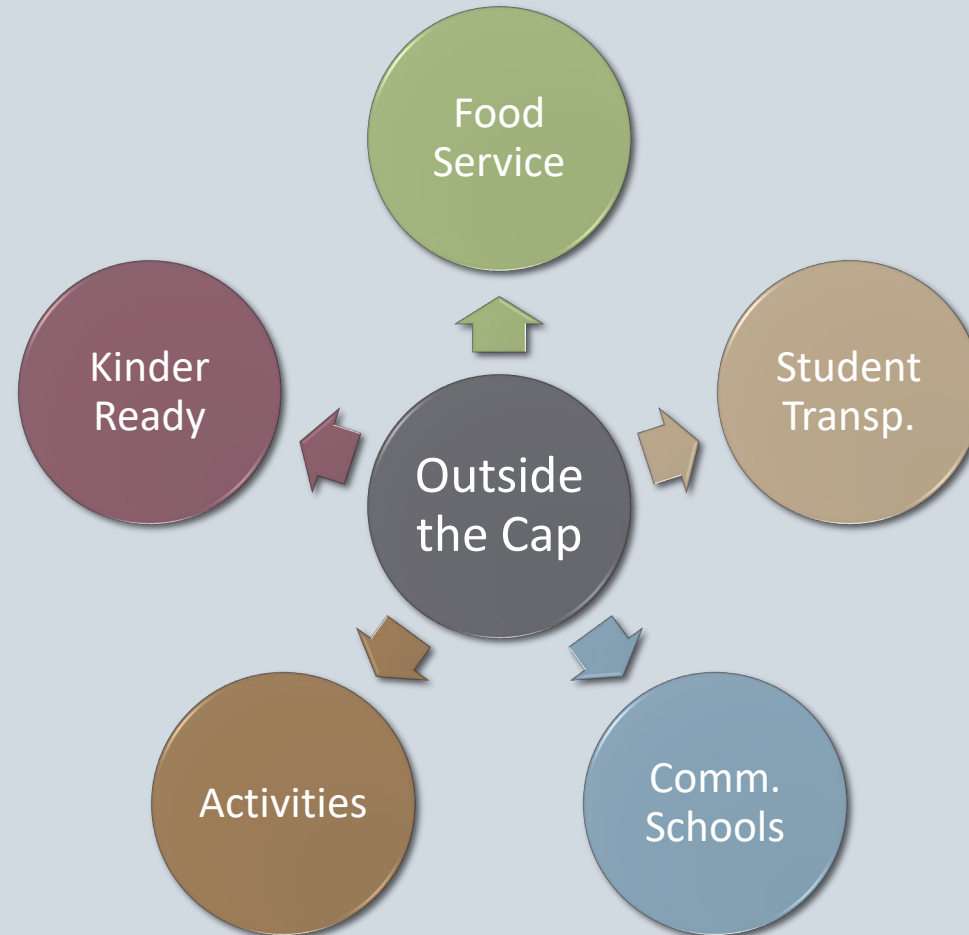
Historically strong
support of education

FY 2020 - More than
\$28 million

FY 2021 - Consideration
for continued funding



Thank you for supporting students!



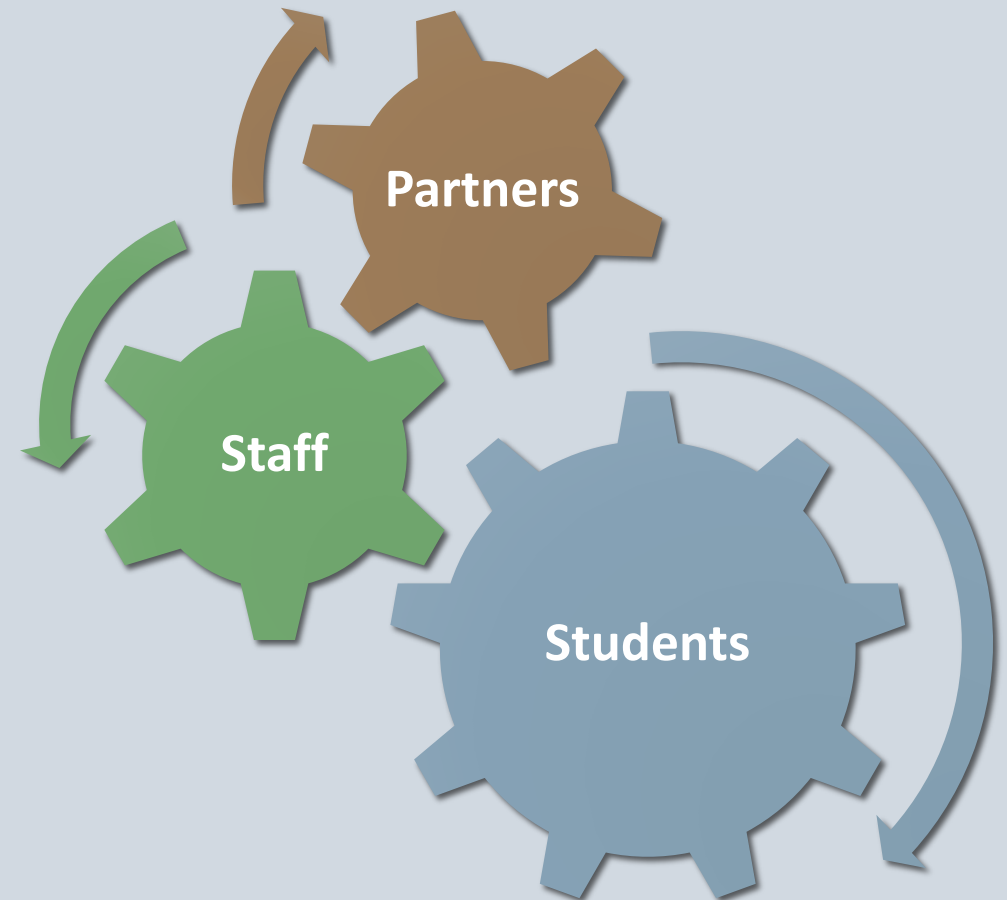


Strategic Plan

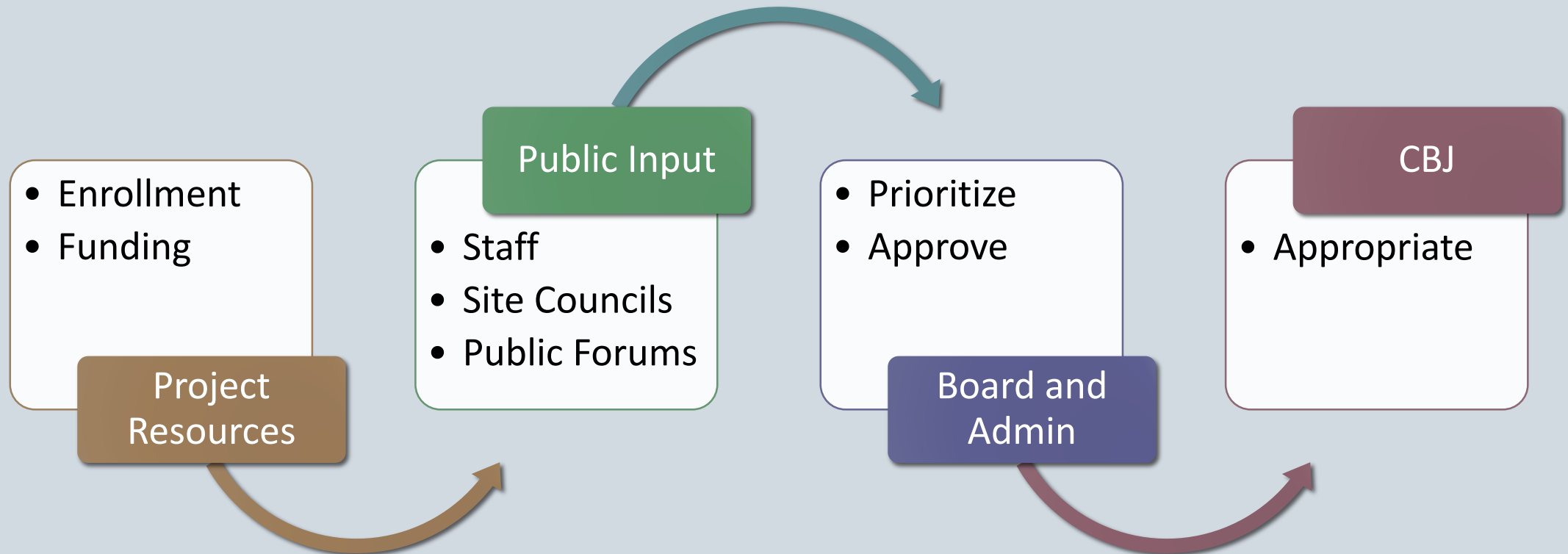
1. Achievement

2. Support

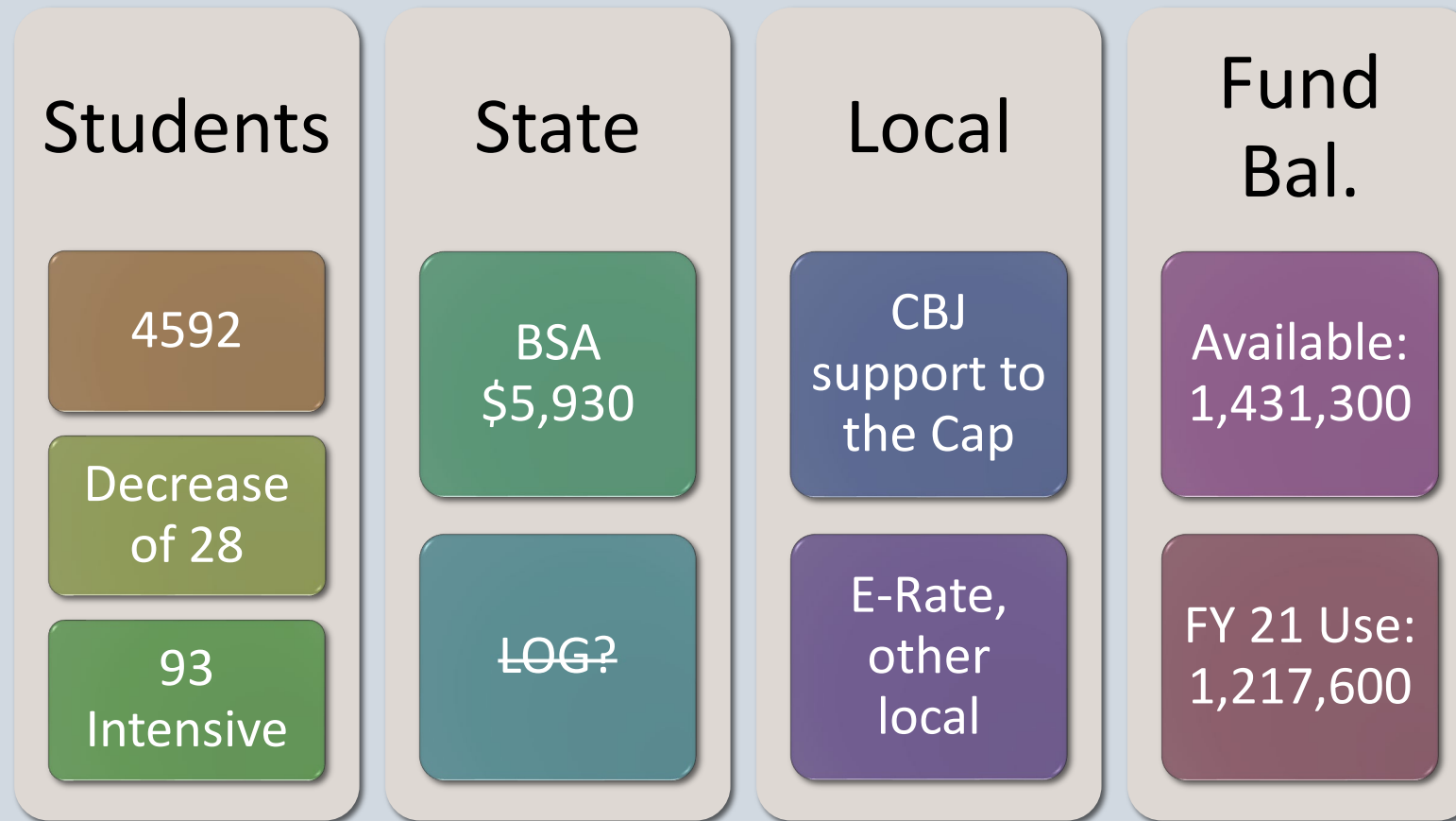
3. Partnerships



Budget Process



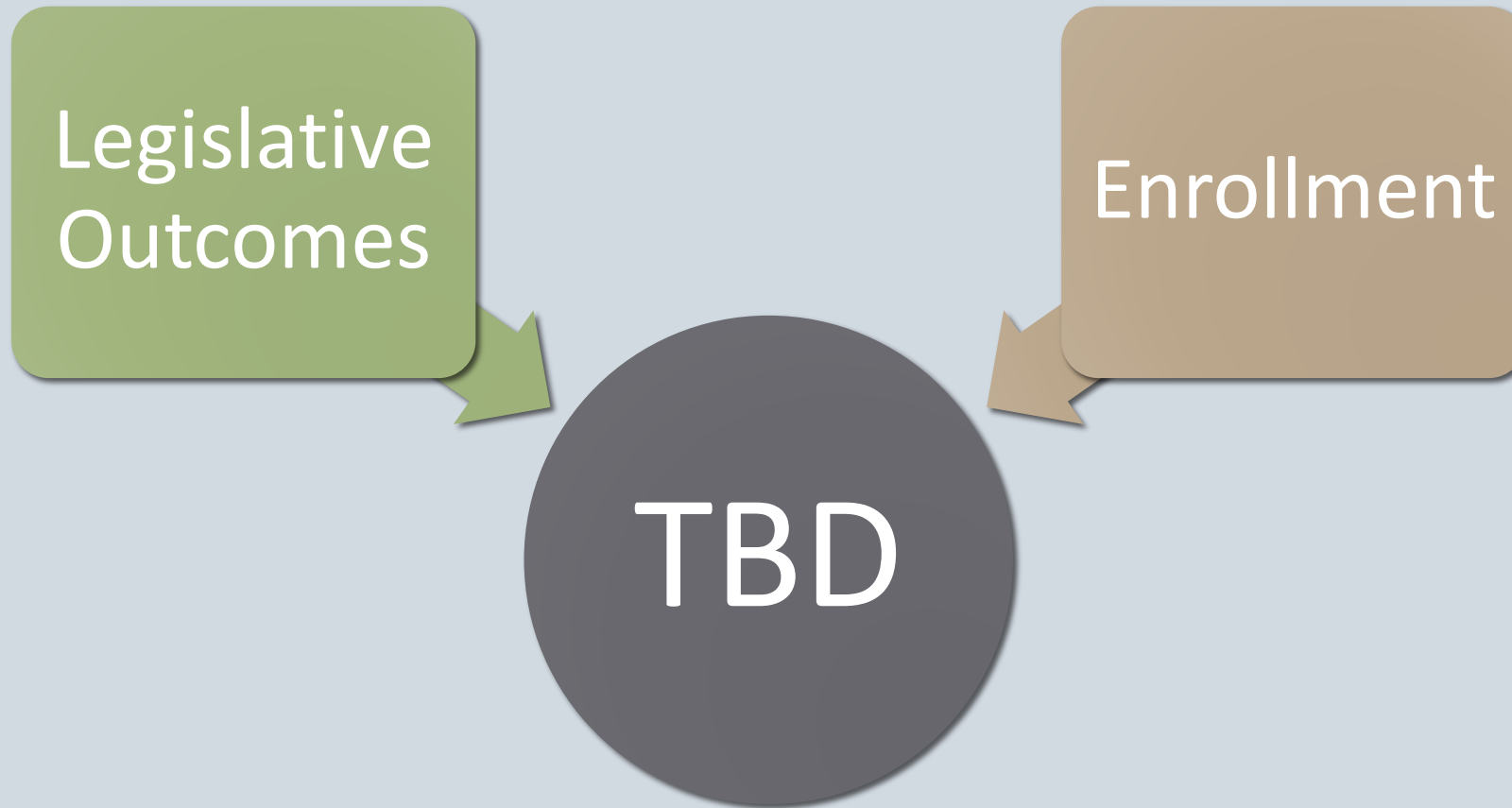
Key Assumptions – Operating Resources



Key Assumptions – Operating Expenditures

Slight decrease to FTE	Increased PTR	Stability
<ul style="list-style-type: none">• Classroom and Support staff	<ul style="list-style-type: none">• K-3, 4-5• 6-8 +1.5 PTR• 9-12 +1.5 PTR	<ul style="list-style-type: none">• CBJ Support

Key Assumptions – Operating



History of Additional Education Support

Type	Description	FY16	FY17	FY18	FY19	FY20
K-12	HS Activities	565,000	654,500	654,500	1,079,300	1,079,300
K-12	MS Activities	-	86,200	86,200	102,200	102,200
K-12	UAS Auto Shop	-	-	-	40,000	N/A
K-12	Transportation	70,000	50,000	50,000	50,000	50,000
K-12	Food Service	-	40,000	40,000	50,000	50,000
Other	Kinder Ready	-	-	167,500	140,000	300,000
Other	Community Schools	135,000	95,000	95,000	95,000	95,000
Other	RALLY	-	-	-	-	-
Total		770,000	925,700	1,093,200	1,556,500	1,676,500

FY 21 Funding Request Detail

Type	Description	FY20	FY21 Increase	FY21 Total	Notes
K-12	HS Activities	1,079,300	20,000	1,099,300	Increase for variable salaries
K-12	MS Activities	102,200	-	102,200	Fixed salaries
K-12	UAS Auto Shop	N/A	-	N/A	No longer an option
K-12	Transportation	50,000	-	50,000	
K-12	Food Service	50,000	243,600	293,600	Salaries \$159K, Avg Deficit \$84K
Other	Kinder Ready	300,000	-	300,000	Last minute state funding in FY20
Other	Community Schools	95,000	-	95,000	
Other	RALLY	-	115,000	115,000	Average deficit FY17-19
Total		1,676,500	378,600	2,055,100	

FY 21 Funding Request Summary



Budget Summary – Operating

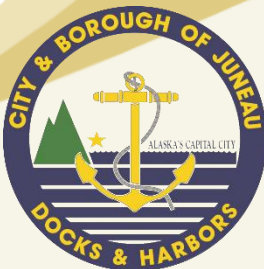
Funding Sources	Funding Uses	Use of Fund Balance
\$69,904,800	71,122,400	1,217,600



Questions?

Docks and Harbors FY20/FY21/FY22 Budget

**Docks & Harbors Board
to
Assembly Finance Committee
April 1st, 2020**



Board Members

Don Etheridge(Board Chair) Expires 06/30/2020

Budd Simpson(Board Vice-Chair) Expires 06/30/2020

Mark Ridgway(OPS/Planning Chair) Expires 06/30/2020

Bob Wostmann (Vice-Chair OPS/Planning)

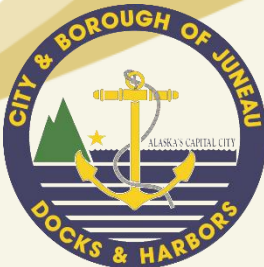
Steven Guignon

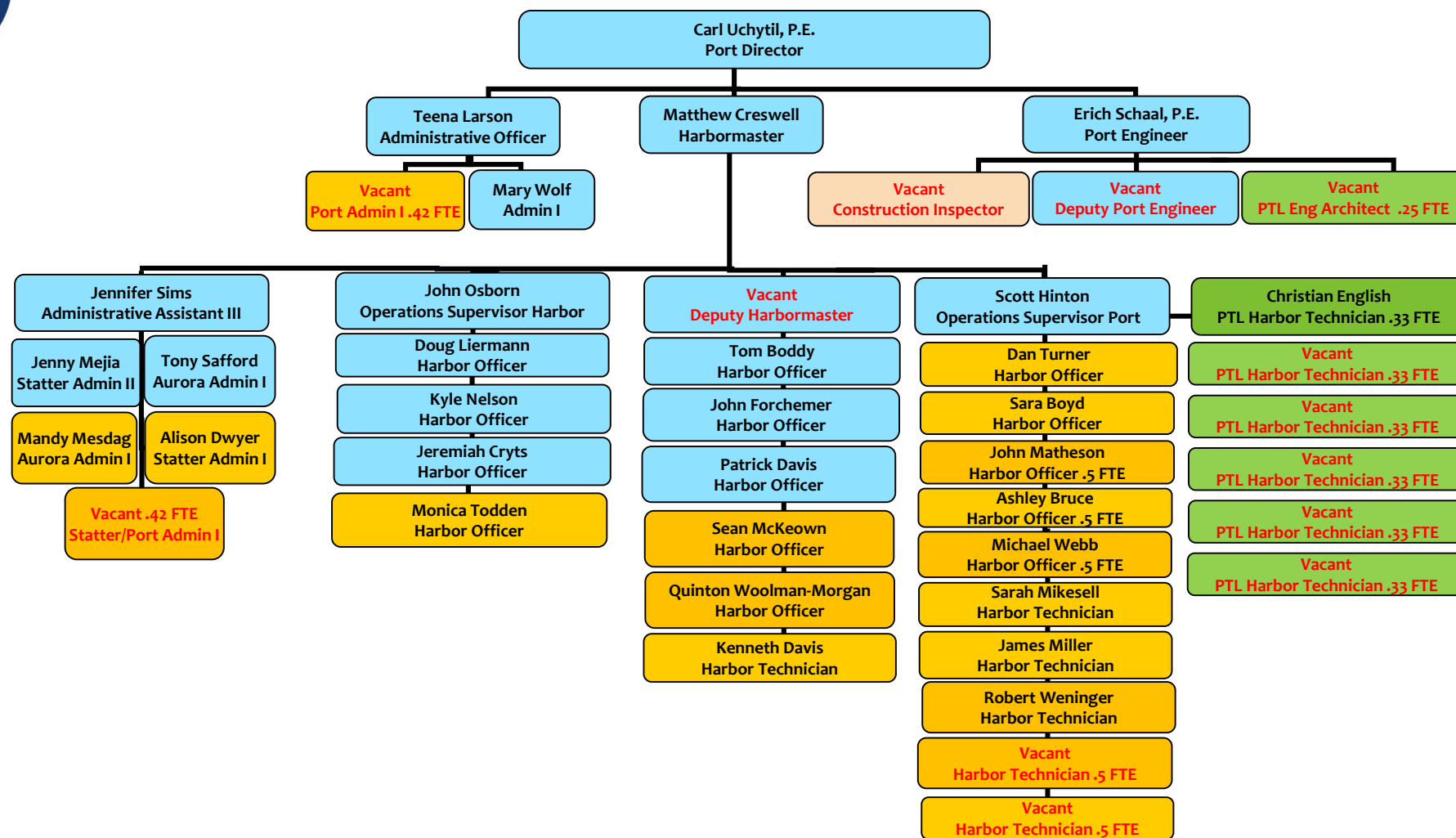
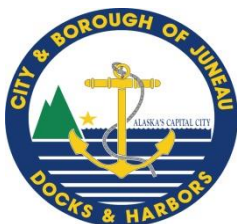
James Houck

Annette Smith

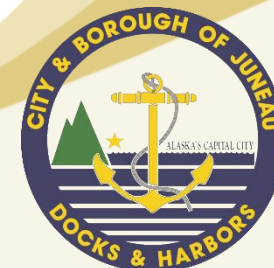
James Becker

Chris Dimond





Yellow – Seasonal Employees .5 FTE
Blue – Regular Employees 1 FTE
Green- Part Time Limited .33 FTE
Purple – CIP Funded



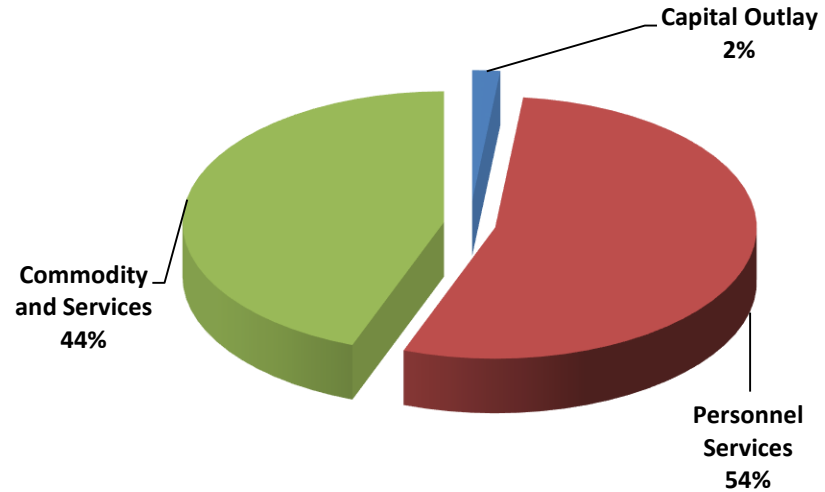
Docks - Comparatives

		FY20		FY21	FY22
	FY19 Actuals	Amended Budget	Projected Actuals	Requested Budget	Requested Budget
EXPENSES:					
Personnel Services	\$ 973,400	1,034,200	1,100,200	1,133,600	1,173,300
Commodities and Services	737,700	900,200	903,300	981,400	979,200
Capital Outlay	-	35,000	35,000	35,000	35,000
Support to:					
Marine Passenger Fee	170,000	-	-	-	-
Capital Projects	2,235,000	-	-	-	-
Total Expenses	4,116,100	1,969,400	2,038,500	2,150,000	2,187,500
FUNDING SOURCES:					
Interdepartmental Charges	11,000	11,000	11,000	15,100	15,100
Charges for Services	1,505,900	1,562,000	1,660,000	1,660,000	1,660,000
Licenses, Permits and Fees	378,200	400,000	-	-	-
State Shared Revenue	-	-	-	-	-
Interest	133,200	54,300	70,000	70,000	70,000
Support from Marine Passenger Fee	457,600	55,000	55,000	448,500	448,500
Support from Port Development Fee	-	358,500	358,500	-	-
Total Funding Sources	2,485,900	2,440,800	2,154,500	2,193,600	2,193,600
FUND BALANCE:					
Beginning Available Fund Balance	3,909,800	2,279,600	2,279,600	2,395,600	2,439,200
Increase (decrease) in Fund Balance	(1,630,200)	471,400	116,000	43,600	6,100
End of Period Fund Balance	\$ 2,279,600	2,751,000	2,395,600	2,439,200	2,445,300
STAFFING	13.01	13.01	13.76	13.76	13.76

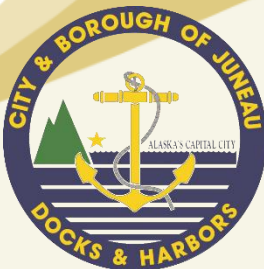
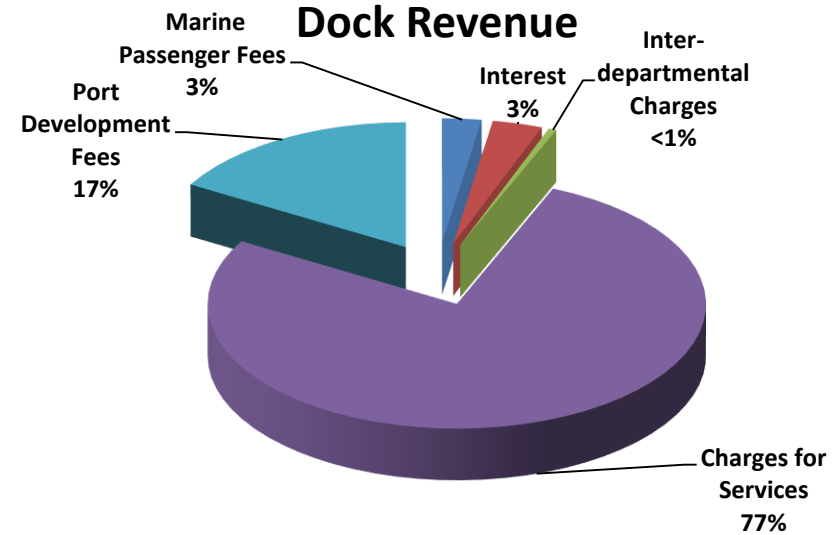


Docks Budget FY20=\$2.04M

Docks Expenditures



Dock Revenue



FY21 Marine Passenger Fees Request

Requested Funding for Operational Services

Marine Passenger Fees

Port Operations - \$275,000

Port/Customs Building - \$133,500

Landscaping - \$45,000

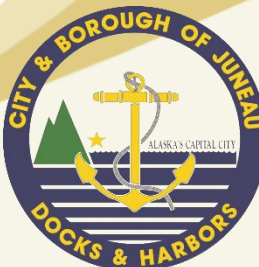
\$453,500

Requested Funding for Capital Projects

Marine Passenger Fees

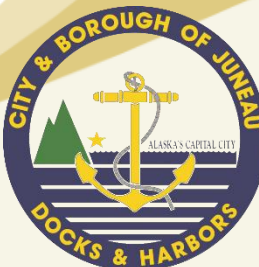
Safety Guardrail Along Dock Face

\$1,000,000



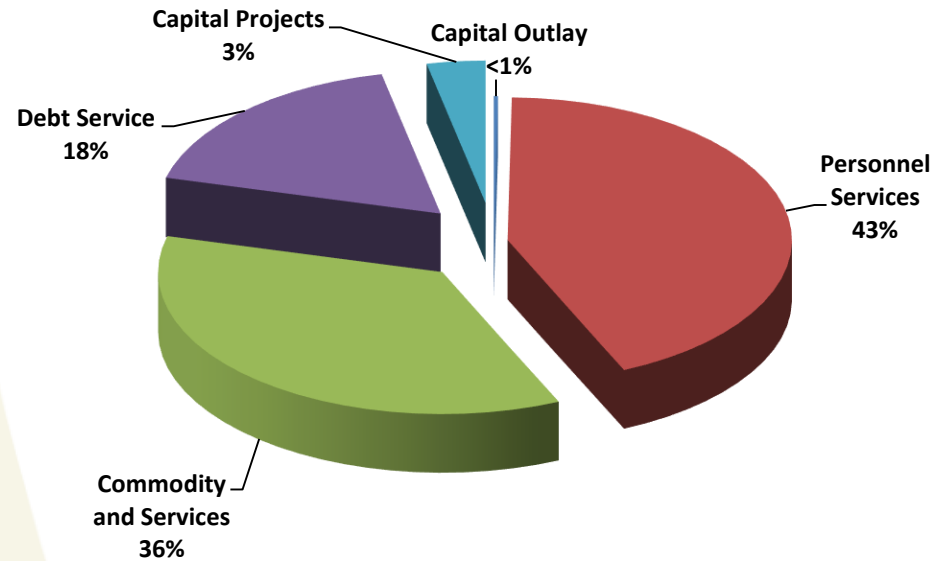
Harbors - Comparatives

	FY19 Actuals	FY20 Amended Budget	FY20 Projected Actuals	FY21 Requested Budget	FY22 Requested Budget
EXPENSES:					
Personnel Services	\$ 1,830,400	1,910,000	1,804,600	1,872,800	1,935,000
Commodities and Services	1,352,700	1,465,800	1,499,700	1,629,200	1,626,800
Capital Outlay	11,900	10,000	10,000	10,000	10,000
Debt Service	639,900	738,100	738,100	738,400	737,600
Support to Capital Projects	-	140,000	140,000	125,000	-
Total Expenses	3,834,900	4,263,900	4,192,400	4,375,400	4,309,400
FUNDING SOURCES:					
Charges for Services	2,703,600	2,925,000	3,346,000	3,340,000	3,340,000
Rentals	910,200	890,000	887,000	890,000	890,000
State Shared Revenue	447,900	365,000	407,000	275,000	365,000
Fines and Forfeitures	15,400	20,000	15,000	15,000	15,000
Other Income	-	-	63,400	-	-
Interest Income	150,600	87,500	70,000	70,000	70,000
Total Funding Sources	4,227,700	4,287,500	4,788,400	4,590,000	4,680,000
FUND BALANCE:					
Fund Balance Reserve	749,500	749,500	749,500	749,500	749,500
Beginning Available Fund Balance	(460,300)	(67,500)	(67,500)	528,500	743,100
Increase (decrease) in Fund Balance	392,800	23,600	596,000	214,600	370,600
 End of Period Fund Balance	 \$ 682,000	 705,600	 1,278,000	 1,492,600	 1,863,200
STAFFING	17.08	17.08	16.33	16.33	16.33
 DEBT REVENUE RATIO (NOT) Meeting Debt/Rev Ratio	 =>120% 904,720	 =>120% 754,080	 =>120% 1,326,480	 =>120% 930,320	 =>120% 960,680

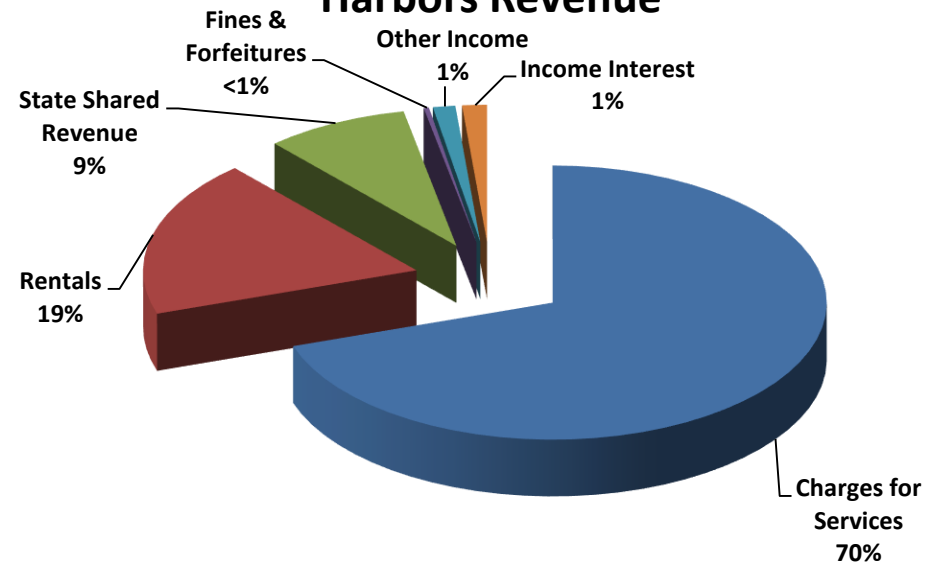


Harbors Budget FY20=\$4.19M

Harbors Expenditures



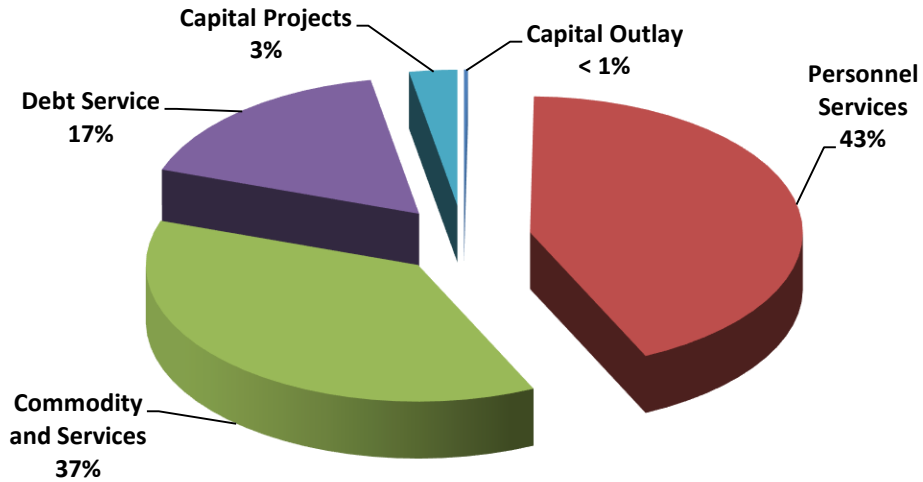
Harbors Revenue



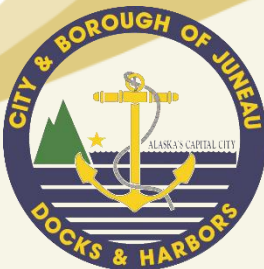
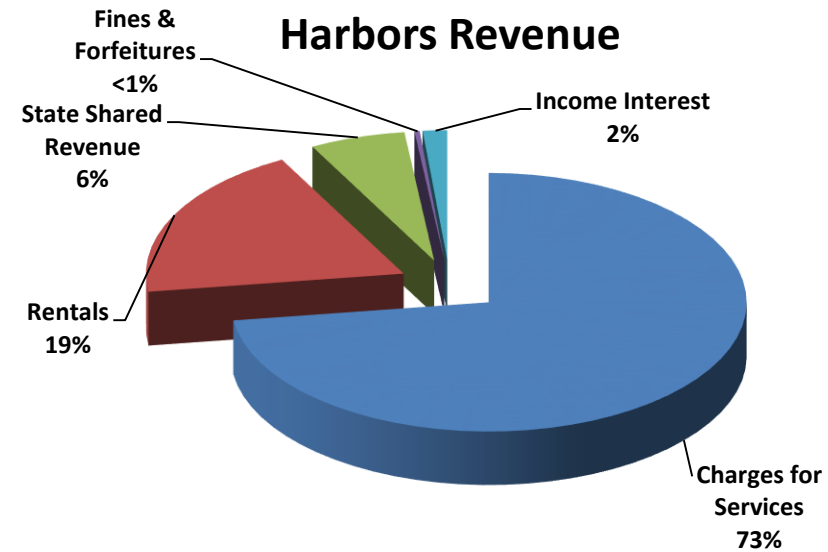
HARBORS BUDGET

FY21=\$4.37M

Harbors Expenditures



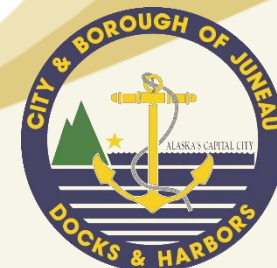
Harbors Revenue



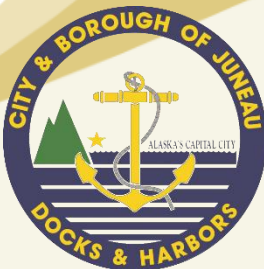
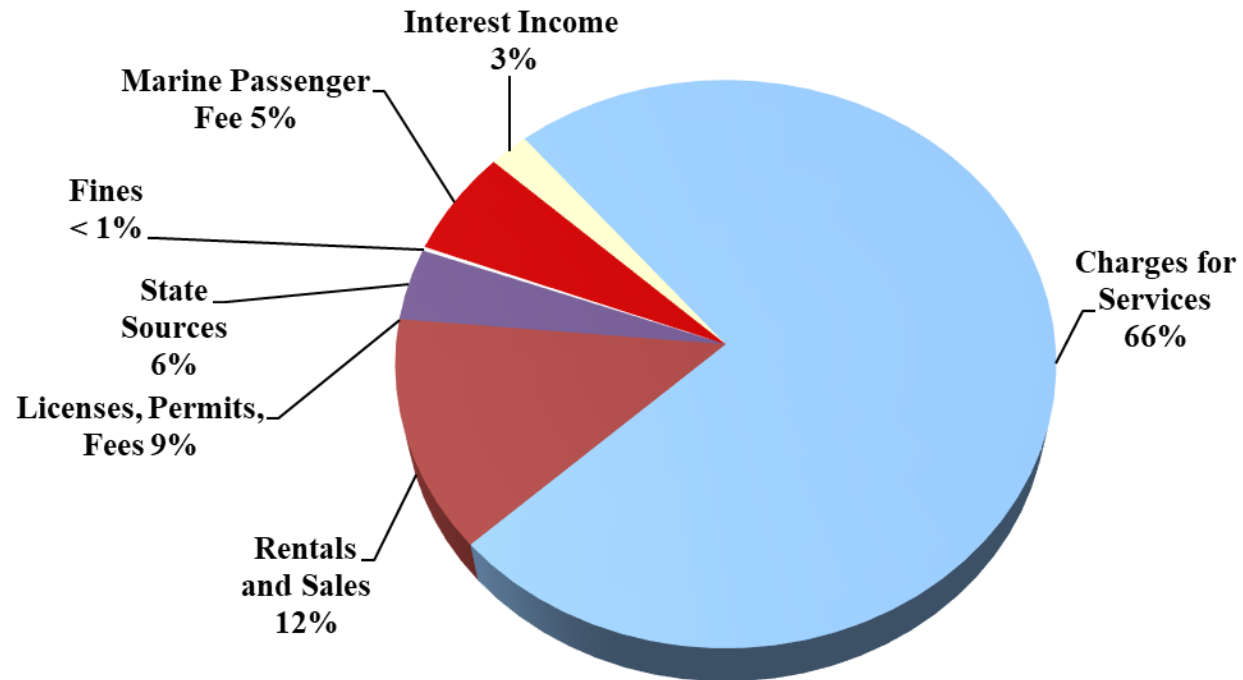
Docks & Harbors All Interdepartmental Fees



	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
Interdepartmental	\$309,600	\$309,600	\$343,800	\$343,800	\$450,400	\$450,400	\$386,400	\$386,400	\$430,800	\$430,800
D&H Landscape			\$ 45,000	\$ 45,000	\$ 45,000	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
D&H Bldg Maint			\$15,807	\$24,318	\$28,322	\$60,836	\$48,527	\$51,300	\$85,500	\$85,500
D&H Fleet Maint				\$3,660	\$51,661	\$54,391	\$60,631	\$61,000	\$61,000	\$61,000
	\$ 309,600	\$ 309,600	\$ 404,607	\$ 416,778	\$ 575,383	\$ 646,627	\$ 576,558	\$ 579,700	\$ 658,300	\$ 658,300



Docks & Harbors FY21 Funding Sources



Docks & Harbors Capital Projects

Downtown Waterfront Improvements

- Security Checkpoint Stations – Completion May 2020
- Downtown Waterfront Improvements – Completion September 2020
- Small Cruise Ship Moorage Study –
- Large Berth Shorepower Design -

Statter Harbor Improvements

- For Hire Facility Phase III A – Completion May 2020
- For Hire Facility Phase III B – Completion May 2021
- For Hire Facility Phase III C – Completion May 2022

Douglas Harbor

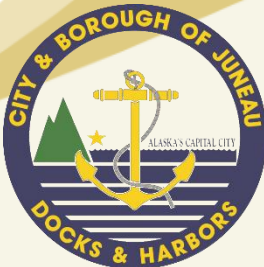
- Pile Anode Installation – May 2020

Harris Harbor

- Pile Anode Installation – May 2021

Aurora Harbor

- Phase III - Future

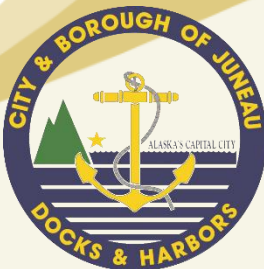


CBJ DOCKS AND HARBORS

FY20/FY21/FY22 Budget

Values

- Service Excellence
 - Continuous Improvement
 - Integrity





DATE: March 2, 2020

TO: Michelle Hale, Chair
Public Works and Facilities Committee

FROM: John Bohan, Chief Engineer

SUBJECT: Draft FY 2021 CIP

Attached is the draft FY 2021 CIP for the Committee's review, discussion and comment.

The Planning Commission reviewed the FY21 Projects for consistency at their February 25 regular meeting and found them to conform to the policies of the Comprehensive Plan.

For historical reference, past years 6 Year CIP Plans can be found on the web at:

http://www.juneau.org/engineeringftp/CIP_Process.php

Recommendation:

Staff recommends that the PWFC forward the CIP to the Finance Committee.

INTRODUCTION

Each year, the City and Borough of Juneau (CBJ) adopts a capital improvement program (CIP). The legal requirements applicable to the CIP are set forth in Section 9 of the CBJ Charter. In general, the CIP is a plan of capital improvements proposed for a six-year period, together with an estimated cost of each improvement and the proposed method of financing it. The CIP serves as the overarching strategic plan for improving the public infrastructure of Juneau and is collectively developed by the CBJ Assembly, its boards and commissions, CBJ staff, and the citizens of Juneau.

The CBJ Charter requires the City Manager to assemble and submit a CIP to the Assembly by April 5th of each year. This document is the City Manager's CIP. The Charter further requires this document to be available for public inspection. This document is available from the CBJ Engineering Department at the third floor of the Marine View Building in downtown Juneau or from CBJ's website at http://www.juneau.org/engineering/CIP_Process.php. This year the Engineering website is being updated. After the update occurs, access will be at <https://beta.juneau.org/engineering-public-works/cip>.

By May 1st, the Charter requires the Assembly to hold a public hearing on the CIP. In addition to the Charter requirement, the Assembly holds a public hearing at its Public Works and Facilities Committee and the Planning Commission reviews it for conformance with the Area Wide Comprehensive Plan. The meetings are announced in the Juneau Empire, on the CBJ's web pages, and the public access channel. Citizens are encouraged to provide their comments at these meetings.

By June 15th, the Assembly must adopt its own CIP or the City Manager's CIP. In practice, the Assembly uses the City Manager's CIP as the starting point, adjusts it during the public comment period, and adopts its own CIP at the same time it adopts the budget in early June.

If you would like more information about the CIP please contact Robert Barr by phone at (907) 586-0800 or by email at robert.barr@juneau.org.

FY 2021 CIP RECOMMENDATIONS

This section of the preliminary six-year CIP plan lists capital project priorities of the City and Borough of Juneau for FY 2021 that are being recommended by the City Manager. A table is presented to show the name of each improvement, the department recommending the improvement, and the amount and type of funding being recommended.

A summary table at the end of the section lists all funding sources, and the total amount recommended for expenditure in each fund.

The City Manager recommends capital improvement projects according to the following criteria:

Support: Projects that are a high priority of the Department or Committee proposing it, as well as the general public.

Consistency: Projects that are consistent with applicable CBJ plans or policies.

Health and Safety: Projects that will address an imminent or expected threat or danger to users or occupants.

Maintenance or Repair of Existing Property: Projects that will prevent further deterioration or damage to property.

Local Match for Federal/State Grants: Funds required to match federal or state capital project funds.

Maintenance Impact: Projects that will increase efficiency and reduce on-going operating costs.

Economic Development Stimulus: Projects that directly or indirectly stimulate economic development in the community.

Anticipated Need: Projects that enhance or expand an existing facility or service to accommodate increased public use.

Recreational: Projects that establish, enhance or expand a facility or service to accommodate new or increase public use.

Funding Alternatives: Funding alternatives are explored for each project.

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**Serial No. 2877****A Resolution Adopting the City and Borough Capital Improvement Program for Fiscal Years 2021 through 2026, and Establishing the Capital Improvement Project Priorities for Fiscal Year 2021.**

WHEREAS, the CBJ Capital Improvement Program is a plan for capital improvement projects proposed for the next six fiscal years; and

WHEREAS, the Assembly has reviewed the Capital Improvement Program for Fiscal Year 2021 through Fiscal Year 2026, and has determined the capital improvement project priorities for Fiscal Year 2021.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Capital Improvement Program.

(a) Attachment A, entitled "City and Borough of Juneau Capital Improvement Program, Fiscal Years 2021 - 2026," dated June 1, 2020, is adopted as the Capital Improvement Program for the City and Borough.

(b) The following list, as set forth in the "City and Borough of Juneau Capital Improvement Program, Fiscal Years 2021 - 2026," are pending capital improvement projects to be undertaken in FY21:

FISCAL YEAR 2021		
GENERAL SALES TAX IMPROVEMENTS		
DEPARTMENT	PROJECT	FY21 BUDGET
Eaglecrest	Deferred Maintenance /Mountain Operations Improvements	\$ 275,000
Manager's Office	JPD - Crow Hill Radio Site Improvements and Upgrades	150,000
Manager's Office	CCFR - Glacier Sta. Air Quality Improvements (vehicle and aircraft exh)	100,000
Parks & Recreation	Deferred Building Maintenance	425,000
Parks & Recreation	Park & Playground Deferred Maintenance and Repairs	350,000
Parks & Recreation	Sports Field Resurfacing & Repairs	100,000
Parks & Recreation	Trail Maintenance	100,000
General Sales Tax Improvements Total		\$ 1,500,000

AREAWIDE STREET SALES TAX PRIORITIES

DEPARTMENT	PROJECT	FY21 BUDGET
Street Maintenance	Pavement Management	\$ 600,000
Street Maintenance	Sidewalk & Stairway Repairs	200,000
Street Maintenance	CBJ Minor Arterial Streets ADA Curb Ramp improvements	180,000
Street Maintenance	Areawide Drainage Improvements	100,000
Street Maintenance	Capital Ave (Wiloughby to 9th)	100,000
Street Maintenance	Calhoun Avenue - Main to Gold Ck Phase 2	800,000
Street Maintenance	Meadow Lane (south end)	2,660,000
Street Maintenance	Cedar (Mendenhall to Columbia)	620,000
Street Maintenance	Robbie Road, Ling Court and Laurie Lane	800,000
Street Maintenance	Tongass Boulevard - (Trinity to Loop)	2,140,000
Street Maintenance	Harborview School Zone Expansion	200,000
Street Maintenance	4th Street Drainage -F to I Streets and Side Streets	400,000
Capital Transit	Bus Shelters Improvements	150,000
Capital Transit	Install additional Elect. Bus Charger Infrastructure - Bus Barn	200,000
Parks & Recreation	Kax Trail DOT Match (9.03% match required for ADOT TAP Grant)	350,000
Engineering	EV (Electric Vehicle) Policy and Charging Infrastructure	50,000
Engineering	Contaminated Sites Reporting	50,000
Areawide Street Sales Tax Priorities Total		\$ 9,600,000

FISCAL YEAR 2021

TEMPORARY 1% SALES TAX PRIORITIES

Voter Approved Sales Tax 10/01/18 - 09/30/23

DEPARTMENT	PROJECT	FY21 BUDGET
Manager's Office	IT - Infrastructure Upgrades	\$ 400,000
Manager's Office	Affordable Housing Fund	400,000 *
Wastewater Utility	MWWTP Pretreatment	1,400,000
Wastewater Utility	ABTP Facility Structural and Painting Projects	100,000
Water Utility	Salmon Creek Efficiency Improvements	500,000
Water Utility	Crow Hill and W Juneau Reservoir Inspection and Rehab	500,000
Parks & Recreation	Deferred Building Maintenance	550,000
Parks & Recreation	Deferred Building Maintenance - DT Library Exterior Siding Repl.	150,000
Parks & Recreation	Augustus Brown Pool Deferred Maintenance	3,300,000
School District	JSD Buildings Major Maintenance / Match	1,000,000
Public Works	Waste - RecycleWorks Waste Diversion Program	400,000 *
Parks & Recreation	Centennial Hall Upgrades/Deferred Maintenance (future receipts advanced by Central Treasury Loan)	4,500,000
Temporary 1% Sales Tax Priorities Total		\$ 13,200,000

* Operating Budget Funding

FISCAL YEAR 2021

HOTEL-MOTEL TAX PRIORITIES

DEPARTMENT	PROJECT	FY21 BUDGET
Parks & Recreation	Centennial Hall Upgrades/Deferred Maintenance (future receipts advanced by Central Treasury Loan)	\$ 2,300,000
Hotel-Motel Tax Priorities Total		\$ 2,300,000

FISCAL YEAR 2021

MARINE PASSENGER FEE PRIORITIES

DEPARTMENT	PROJECT	FY21 BUDGET
Docks and Harbors	Auke Bay Passenger for Hire - Phase IIIC	\$ 1,350,000
Engineering	Waterfront Seawalk	1,100,000
Engineering	Downtown Transportation Study (Circulator, Glacier Express etc.)	150,000
Marine Passenger Fee Priorities Total		\$ 2,600,000

PORT DEVELOPMENT FEE PRIORITIES

DEPARTMENT	PROJECT	FY21 BUDGET
Docks and Harbors	Shorepower	\$ 1,000,000
Wastewater Utility	Wastewater Realtime Monitoring	500,000
Port Development Fee Priorities Total		\$ 1,500,000

FISCAL YEAR 2021

STATE MARINE PASSENGER FEE PRIORITIES

DEPARTMENT	PROJECT	FY21 BUDGET
Docks and Harbors	Safety Guard Rail Along Dock Face	\$ 1,000,000
Docks and Harbors	Auke Bay Passenger for Hire - Phase IIIC	1,650,000
Engineering	Marine Park Seawalk Infill (Lightering Float Area)	1,600,000
Engineering	S. Franklin Street Pedestrian Safety Capacity Improvements	1,000,000
Engineering	Homestead Park Planning / Cost Estimate	50,000
State Marine Passenger Fee Priorities Total		\$ 5,300,000

FISCAL YEAR 2021

BARTLETT HOSPITAL ENTERPRISE FUND

DEPARTMENT	PROJECT	FY21 BUDGET
Bartlett Hospital	Asphalt Replacement Drive from Admin to JMC	\$ 400,000
Bartlett Hospital	Crises Stabilization	\$ 5,500,000
Bartlett Hospital	Study to Determine a Secondary Campus Access	\$ 90,000
Bartlett Hospital	Operating Room Ventilation	\$ 300,000
Bartlett Hospital	Deferred Maintenance	\$ 4,000,000
Bartlett Hospital Enterprise Fund Total		\$ 10,290,000

FISCAL YEAR 2021

DOWNTOWN PARKING FUND

DEPARTMENT	PROJECT	FY21 BUDGET
Parks & Recreation	Marine Park and Downtown Transit Center Parking Garages Security Cameras	\$ 50,000
Downtown Parking Fund Priorities Total		\$ 50,000

FISCAL YEAR 2021

DOCKS AND HARBORS ENTERPRISE FUND

DEPARTMENT	PROJECT	FY21 BUDGET
Harbors	Harris Harbor Anode Installation Match Funds	\$ 125,000
Harbors Enterprise Fund Total		\$ 125,000

FISCAL YEAR 2021

LANDS & RESOURCES FUND

DEPARTMENT	PROJECT	FY21 BUDGET
Lands & Resources	Pits and Quarries Infrastructure Maintenance and Expansion	\$ 50,000
Lands & Resources Fund Total		\$ 50,000

WASTEWATER ENTERPRISE FUND

DEPARTMENT	PROJECT	FY21 BUDGET
Wastewater Utility	Process Controls & SCADA (Supervisory Control And Data Acquisition) Upgrades	\$ 1,000,000
Wastewater Utility	Pump Station Upgrades	2,383,000
Wastewater Utility	JDTP Pretreatment Improvements	500,000
Wastewater Utility	MWWTP SBR/WS/TS Pump Replacement	1,000,000
Wastewater Utility	JDTP Facility Structural Improvements	250,000
Wastewater Utility	MWWTP Furnace & Fuel System Upgrades	650,000
Wastewater Utility	Meadow Lane(south end) (Street Recon)	379,000
Wastewater Utility	Cedar St (Mend to Columbia) (Street Recon)	118,000
Wastewater Utility	Robbie Rd, Ling Ct and Laurie Lane Reconstruction (street recon)	20,000
Wastewater Utility	Tongass Blvd (Trinity to Loop) (Street Recon)	265,000
Wastewater Utility	Douglas 4th St F to I and Side Streets Sewer System Replacement	800,000
Wastewater Utility	Pavement Management Utility Adjustments	20,000
Wastewater Utility	ADOT Project Utility Adjustments	30,000
Wastewater Enterprise Fund Total		\$ 7,415,000

**FISCAL YEAR 2021
WATER ENTERPRISE FUND**

DEPARTMENT	PROJECT	FY21 BUDGET
Water Utility	Douglas 4th St F to I and Side Streets Water System Replacement	\$ 850,000
Water Utility	Calhoun Avenue	75,000
Water Utility	Hospital Drive Waterline Replacement (Street Recon)	100,000
Water Utility	Meadow Lane(south end) (Street Recon)	350,000
Water Utility	Cedar St (Mend. to Columbia) (Street Recon)	107,000
Water Utility	Robbie Rd, Ling Ct and Laurie Lane Reconstruction (Street Recon)	140,000
Water Utility	Tongass Blvd (Trinity to Loop) (Street Recon)	250,000
Water Utility	Goodwin Rd (Street Recon)	112,000
Water Utility	Delta Drive (Street Recon)	229,000
Water Utility	Airport Area Water Replacement (Mallard, Jordan, Alpine, Crest etc)	117,000
Water Utility	LCB Well Pump VFD Conversion and Programming Updates	950,000
Water Utility	LCB Chlorine Generators replacement	300,000
Water Utility	Salmon Creek Efficiency Improvements	325,000
Water Utility	Outer Drive Watermain Replacement Dgn(Main St. south to Admiral)	150,000
Water Utility	Pavement Management Water Utility Adjustments	8,000
Water Utility	Areawide Water Repairs / Minor Replacements	150,000
Water Enterprise Fund Total		\$ 4,213,000

ORDINANCE 2019-06 CAPITAL PROJECTS FUNDING TOTAL **\$ 57,343,000**

ORDINANCE 2019-06 OPERATING BUDGET FUNDING TOTAL **\$ 800,000 ***

** Operating Budget Funding*

(c) The following list, as set forth in the "City and Borough of Juneau Capital Improvement Program, Fiscal Years 2021-2026," are capital improvement projects identified as priorities proposed to be undertaken beginning in FY21, but are dependent on other unsecured funding sources. As the sources are secured, the funds will be appropriated:

FISCAL YEAR 2021 JUNEAU SCHOOL DISTRICT UNSCHEDULED FUNDING		
DEPARTMENT	PROJECT	
School District	Sayeik: Gastineau School Partial Roof Replacement	\$ 1,500,000
School District	Dzantiki Heeni Middle School Roof Replacement	1,750,000
Juneau School District Unscheduled Funding Total		<u>\$ 3,250,000</u>

FISCAL YEAR 2021 AIRPORT UNSCHEDULED FUNDING		
DEPARTMENT	PROJECT	
Airport	26 MALSR (FAA F&E)	\$ 3,750,000
Airport	Channel Flying Property Acquisition (1.4m FAA, 100k JNU)	1,500,000
Airport	Float Pond south road and embankment imp. (1.63FAA, 110kJNU)	1,730,000
Airport	North Ramp Fencing and Lighting (375k FAA, 25k JNU)	400,000
Airport Unscheduled Funding Total		<u>\$ 7,380,000</u>

FISCAL YEAR 2021 UNSCHEDULED FUNDING		
DEPARTMENT	PROJECT	
Lands & Resources	Pederson Hill	300,000
Parks & Recreation	Kaxdigoowu Heen Dei Trail and Bridge Reconstruction (DOT Grant)	2,361,581
Parks & Recreation	Hank Harmon Rifle Range Safety Improvements (Grant)	25,000
Parks & Recreation	Neighborhood Park Challenge Grant - Juneau Park Foundation	30,000
Eaglecrest	Magic Carpet	190,000
Unscheduled Funding Total		<u>\$ 2,906,581</u>

Section 2. Fiscal Year 2021 Budget. It is the intent of the Assembly that the capital improvement project budget allocations as set forth in the FY21 pending Capital Improvements List in Section 1(b), above, not already appropriated, shall become a part of the City and Borough's Fiscal Year 2021 Budget.

Section 3. State and Federal Funding. To the extent that a proposed CIP project, as set forth in Section 1(c), above, includes state funding, federal funding, or both, the amount of funding for that project is an estimate only, and is subject to appropriation contingent upon final funding being secured. It is the intent of the Assembly that once funding is secured, these items will be brought back to the Assembly for appropriation.

Section 4. Effective Date. This resolution shall be effective immediately upon adoption.

Adopted this **3rd** day of **June**, 2020.

Attest:

Beth A. Weldon Mayor

Elizabeth J. McEwen, Municipal Clerk

Assembly Finance Committee (AFC)

FY21/22 Proposed Budget Calendar and Key Dates – as of 4/1/2020

Wednesdays at 5:30pm, unless otherwise stated

APRIL 2020

- 1st Special Assembly Meeting – 5:30pm – Followed by Assembly Finance Committee**
Special Assembly Meeting to Introduce FY21/22 Proposed budget, immediately Followed by Assembly Finance Committee meeting, Chambers
- A. Introduction of the General Operating CBJ Budget Ordinance 2020-09
 - B. Introduction of the General Operating School District Budget Ordinance 2020-10
 - C. Introduction of the Mill Levy Ordinance 2020-08
 - D. Introduction of the CIP Resolution 2877
- 1st AFC Meeting #1 – 5:30pm - Immediately following Special Assembly Meeting**
- A. Distribution of the Operating Budget, Capital Budget and Capital Improvement 6-Year Plan
 - B. FY21/22 Proposed Budget Overview
 - C. School District Budget Presentation
 - D. Docks & Harbors (Carl Uchytel, Port Director)
 - E. Capital Improvements Projects Program Budget/Plan
- 8th AFC Meeting #2**
- A. *Juneau International Airport (Patty Wahto, Airport Manager)*
 - B. *Eaglecrest Ski Area (Dave Scanlan, Eaglecrest General Manager)*
 - C. FY21/22 Budget Overview – Round 2
 - D. Capital Improvements Projects Program Budget/Plan – For Action
- 15th AFC Meeting #3**
- A. *Travel Juneau (JCVB) (Liz Perry, President/CEO)*
 - B. *JEDC (Brian Holst, Executive Director)*
 - C. *Marine Passenger Fee Recommendations – For Review*
 - D. *Childcare*
- 22nd Special Assembly Meeting at 5:30pm - Followed by Assembly Finance Committee**
Within 30 days after receipt of the (school) budget, the assembly shall determine the amount to be made available from local sources for school purposes, and shall furnish the School board with a statement (motion) of the amount to be made available for FY21 School District operations. (Charter Section 13.6 (b))
- The following actions must be completed by May 1, per Charter Section 9.6.
- A. Public hearing on the General Operating CBJ Budget Ordinance 2020-09
 - B. Public hearing on the General Operating School District Budget Ordinance 2020-10
 - C. Public hearing on the Capital Improvement Program (CIP) Resolution 2877
 - D. Public hearing on the on the Mill Levy Ordinance 2020-08
- 22nd AFC Meeting #4 (Immediately following Special Assembly Meeting)**
- A. *Bartlett Regional Hospital Presentation (Kevin Benson, CFO)*
 - B. *Debt Service Presentation*
 - C. *Proposed Mill Rate Presentation*
 - D. *Childcare*
 - E. School District - Funding “Outside the cap” – For Action
 - F. School Operating Budget – For Action

Assembly Finance Committee (AFC)

FY21/22 Proposed Budget Calendar and Key Dates – as of 4/1/2020

Wednesdays at 5:30pm, unless otherwise stated

29th AFC Meeting #5

- A. *Marine Passenger Fee Recommendations – For Action*
- B. *Youth Activities Board (YAB) Presentation (Tom Rutecki / Dave Pusich)*
- C. *Fleet Consolidation?*
- D. *Requested Budget Increments*
- E. *Pending Items List*

MAY 2020

6th AFC Meeting #6

- A. *Requested Budget Increments*
- B. *Pending Items List*
- C. *FY20 Supplemental Review*

13th AFC Meeting #7

- A. *Fund Balance – Committee Questions*
- B. *Pending Items List – For Final Action*
- C. *Set Mill Rates – For Final Action*
- D. *Final FY21/22 Proposed Budget Decisions –*
 - a. *CIP Resolution 2877*
 - b. *Mill Levy Ordinance 2020-08*
 - c. *General CBJ Operating Ordinance 2020-09*

18th Regular Assembly Meeting – Monday – 7pm

- A. *Adoption of the School District's General Operating Budget Ordinance 2020-10*

20th *BREAK – No meeting unless needed for critical items.*

27th *BREAK – No meeting unless needed for critical items.*

By May 31st, the assembly must determine the amount to be made available from local sources for school purposes (Charter Section 13.6 (b))

JUNE 2020

3rd AFC Meeting

- A. *TBD*

8th Regular Assembly Meeting – Monday – 7pm

- A. *Adoption of the General Operating CBJ Budget Ordinance 2020-09*
- B. *Adoption of the CIP Resolution 2877*
- C. *Adoption of the Mill Levy Ordinance 2020-08*

10th *BREAK – No meeting unless needed for critical items.*

The Charter requires that the following budget actions be made by June 15th:

- **Appropriating Ordinances Adopting a Budget (Charter Section 9.7 (a))**
- **Mill Levy Ordinance (Charter Section 9.7 (b))**
- **CIP by Resolution (Charter Section 9.8)**