

**ASSEMBLY FINANCE COMMITTEE
THE CITY AND BOROUGH OF JUNEAU, ALASKA
Wednesday, May 9, 2018, 5:30 PM.
Assembly Chambers**

I. CALL TO ORDER

II. ROLL CALL

III. ITEMS FOR DISCUSSION

- a. **FY18 Supplemental Appropriation Ordinance**
- b. **Fund Balance Overview**
- c. **Pending Items List / Final FY19 Proposed Budget Decisions**
- d. **Waste Management / Recycleworks Program Revenue (If Time Allows)**

IV. INFORMATION ITEMS

- a. **AFC Meeting Schedule**

V. NEXT MEETING DATE

- a. **Wednesday, May 16, 2018 - IF NECESSARY**

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

Presented by: The Manager
 Introduced: May 14, 2018
 Drafted by: Finance

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2017-06(AU)

An Ordinance Appropriating to the Manager the Sum of \$8,180,300 as Partial Funding for Various Departments’ Fiscal Year 2018 Operating Budgets; Funding Provided by Increased Revenues and Fund Balance.

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. Classification. This ordinance is a noncode ordinance.

Section 2. Appropriation. There is appropriated to the Manager the sum of \$8,180,300 for the following Departments’ Fiscal Year 2018 operating budgets:

<u>Department</u>	<u>Amount</u>
Bartlett Regional Hospital (BRH)	\$8,000,000
Airport	140,300
Affordable Housing	<u>40,000</u>
Total	\$8,180,300

Section 3. Source of Funds

<u>Department</u>	<u>Source of Funds</u>	<u>Amount</u>
Bartlett Regional Hospital	FY18 Revenues Exceeding Budget	\$8,000,000
Airport	FY18 Revenues Exceeding Budget	140,300
Affordable Housing	Affordable Housing Fund’s Fund	<u>40,000</u>
	Balance	
Total		\$8,180,300

Section 4. Effective Date. This ordinance shall become effective upon adoption.

Adopted this _____ day of _____, 2018.

Kendell D. Koelsch, Mayor

Attest:

Laurie J. Sica, Municipal Clerk

City and Borough of Juneau
General Government Available Fund Balance
as of May 7, 2018

	General Governmental Funds	Sales Tax Fund	Total Available
FY18 Projected Available Fund Balance	8,274,200	6,692,100	14,966,300
FY19 Draw on Available Fund Balance	(411,100)	88,200	(322,900) *
FY19 Available Fund Balance	7,863,100	6,780,300	14,643,400 *
Wage Negotiations in Progress	TBD	TBD	TBD
Sales Tax Reserved for 1% Capital Projects	-	(825,924)	(825,924)
FY19 Available Fund Balance, after 1% reserve and wage negotiations	7,863,100	5,954,376	13,817,476
FY19 Draw on Available Fund Balance	(1,902,300)	865,600	(1,036,700) *
FY20 Available Fund Balance	5,960,800	6,819,976	12,780,776 *
Wage Negotiations in Progress	TBD	TBD	TBD
Sales Tax Reserved for 1% Capital Projects	-	(486,200)	(486,200)
FY20 Available Fund Balance, after 1% reserve and wage negotiations	5,960,800	6,333,776	12,294,576

* Includes changes to the proposed Manager's Budget for General Government MEBA & Non-Rep wage increases (\$323k) and estimates of new Federal Revenue of \$700k.

CITY AND BOROUGH OF JUNEAU
Manager FY19 & 20 Budget Introduction - Major Overview & Pending Items
May 9, 2018

Note: The first section shown below contains major items included in the Manager's Budget introduced April 4, 2018. Activities are separated between non-recurring and recurring expenses. The **second section** highlights items completed too late to include in the Manager's Base budget. The **third section beginning on page 2**, details subsequent increments both for recurring and non-recurring expenditures. These requests are pending discussion with the Finance Committee.

Item	Expenditure Description	Manager's Introduced FY19 Budget	FY19 Fund Balance Draw	FY20 Fund Balance Draw
<u>Significant Items Included in the Manager's Base Budget</u>				
<u>Recurring Items included in the Manager's budget</u>				
1	Full funding of merit and related costs for non-emergency services departments.	242,200		
2	Emergency Services Personnel	363,900		
3	Emergency Services Travel/Training/Commodities	273,400		
4	School District CAP Funding Increase	569,900		
	Total recurring increases in Proposed Budget	<u>1,449,400</u>		
<u>Non-recurring items in the Proposed budget</u>				
5	School District Outside CAP Funding	283,900		
6	CLIAA Suit Funding	250,000		
7	JCF UAS Funding ^①	250,000		
	Total non-recurring in Proposed Budget	<u>783,900</u>		
	Total increments in Proposed Budget	<u>2,233,300</u>		
	Draw on General Government Fund Balance In Mgr Budget	\$483,000	\$483,000	\$1,196,700
<u>Significant items Approved but not currently in the Proposed budget</u>				
8	GG Completed Wage Negotiations	-	540,000	540,000
9	GG Ongoing Wage Negotiations	-	-	-
10	Secure Rural School Federal Revenue ^②	-	(700,000)	(700,000)
	Total not in Proposed Budget	<u>-</u>	<u>(160,000)</u>	<u>(160,000)</u>
	Adjusted Draw on GG Fund Balance Before Pending Items		\$ 323,000	\$ 1,036,700

CITY AND BOROUGH OF JUNEAU
Manager FY19 & 20 Budget Introduction - Major Overview & Pending Items
May 9, 2018

<u>Item</u>	<u>Expenditure Description</u>	<u>Manager's Introduced FY19 Budget</u>	<u>FY19 Fund Balance Draw</u>	<u>FY20 Fund Balance Draw</u>
<u>Increments Pending for inclusion/exclusion from budget</u>				
<u>Priority Pending Items (Included in Manager's Base Budget)</u>				
11	School District Outside CAP Funding			
11a	Student Activities	1,181,500		
11b	Pupil Transportation	50,000		
11c	Food Service	50,000		
11d	Community Schools	95,000		
	Total School District Outside CAP Funding Request	<u>1,376,500</u>		

CITY AND BOROUGH OF JUNEAU
Manager FY19 & 20 Budget Introduction - Major Overview & Pending Items
May 9, 2018

Item	Expenditure Description	Pending Amount Not in Base Budget	FY19 Fund Balance Draw	FY20 Fund Balance Draw	Assembly Goal
Other Operating Pending Items (Not included in Manager's Base Budget)					
15	JEDC Board request for base support	25,000	-	-	6
16	JEDC Board request for extra program support	165,000	-	-	6
29	Teacher Excellence Fund ^①	(100,000)	-	-	6
34	JCOA	10,000	-	-	6
35	Best Starts (FY19 = \$798.6K) (FY20 = \$1.34M)	2,180,000	-	-	10
36	Kinder Ready	140,000	-	-	10
17	DBA Funding	75,000	-	-	11, 6
18	Downtown Coordinator	125,000	-	-	11, 6
43	Contract Parking enforcement	75,000	-	-	11, 19
20	Litter Enforcement/Abatement	50,000	-	-	11
24	Airport curb drop off education project	10,000	-	-	18
37	Funding for two additional Police Officers	200,000	-	-	19
38	Increase Police Recruitment Budget	35,000	-	-	19
39	Two Civilian Investigators	180,000	-	-	19
40	Net funding for CSO officer	48,000	-	-	19
25	Emergency Cold Weather Shelter	75,000	-	-	21
26	Mental Health Study/ Substance Abuse Treatment Study	45,000	-	-	21
27	Work Incentives	5,000	-	-	21
42	Video Camera Grant	50,000	-	-	23
14	Eaglecrest Governmental Support Request	25,000	-	-	
19	CLIA Litigation	1,000,000	-	-	
21	Dog Licensing Enforcement	180,000	-	-	
22	Incentives for sprinkler installation in high density areas	250,000	-	-	
23	Clean up abandoned vehicles on public and private land	250,000	-	-	
28	JSD Maintaining facility grounds	15,000	-	-	
41	Maintain Private Graveyards in Douglas	10,000	-	-	
Total Operating Exp - Pending Assembly action		5,123,000	-	-	
Other CIP Pending Items (Not included in Manager's Base Budget)					
33	Parking CIP	250,000	-	-	5, 11
32	2nd Crossing CIP	250,000	-	-	6, 14
31	Business Case/High level Cost estimate of New City Hall CIP	150,000	-	-	20
30	Eaglecrest Snow making Equipment CIP	250,000	-	-	
Total CIP - Pending AFC Action		900,000	-	-	
Total Op Exp + CIP - Pending AFC Action		6,023,000	-	-	
Potential Draw on GG Fund Balance from Pending Items			323,000	\$ 1,036,700	

Key

- ① Ending FY20
- ② Unknown after FY20
- ③ Reduction only for FY20

**City and Borough of Juneau
Assembly Finance Committee Meeting
Wednesday, May 9, 2018
Additional Information – Pending Items
Version #2**

Assembly Finance Committee members have requested additional information for various positions and programs on the AFC's Pending Items List. Summarized below are the specific question/request and the additional information. For certain items information gathering is still in process. The number identifying the item corresponds to the item as listed on the AFC's Pending Item List in the meeting packet of May 3, 2018 as well as those subsequently added to the Pending List during the AFC meeting of May 3, 2018.

18. Downtown Coordinator - \$125,000:

Requested funding would allow a currently unfunded FTE to be used as a Downtown Coordinator. The purpose of this position is to manage downtown parking, act as a liaison with the DBA, shop owners and tourism companies, to further the CBJ's interest in economic development activities in the downtown core.

Facts: Currently, it is difficult for individuals outside of CBJ to know how to navigate city services. In addition, internally, no one department has an in-depth knowledge of all things "downtown." This position

Impact: Increase in personnel services in the Manager's Office, no net increase in FTE.

19. CLIA Litigation - \$1,000,000:

Ongoing funded for CLIA lawsuit

Facts: The lawsuit by the Cruise Line International Association regarding CBJ's use of cruise ship passenger fees is ongoing. The CBJ needs to reserve additional funds for legal defense.

Impact: Funds not expended would revert back to the original funding source.

20. Litter Enforcement / Abatement - \$50,000:

Additional contract support to assist with litter enforcement in the community.

Facts: Funds would be used to hire contract labor to assist with community litter enforcement and abatement. Funds might also be used to assist in reducing our usage of plastic bags in Juneau.

Impact: Cleaner community

**Additional Information – Pending Items
Version #2 – 5/09/2018**

21. Dog Licensing Enforcement - \$180,000:

The purpose of this increment would be to increase enforcement related to dog licensing, compliance with leash laws, and dog waste.

Facts: Many pet owners do not comply with licensing, leash or dog waste provisions. This increment would fund additional staffing for GHS to hire an additional Dispatcher, Animal Control Officer and the associated equipment and training to put more feet on the ground to address this community need.

Impact: Increased compliance with existing laws.

22. Incentives for sprinkler installation in high density areas - \$250,000:

Provide grant funding to be used as incentives for building owners in high density areas to install sprinkler systems.

Question: During the AFC's meeting on April 25, 2018, Mr. Loren Jones requested a written response to understand if this can be done with existing building codes without constituting a remodel. He also asked if there are potential downsides to this potential program.

Facts: The Building Codes Official has stated that typically, the installation of a new sprinkler system would not require other building upgrades, although occasionally the water service may need to be upgraded to make the sprinkler system effective. Costs vary widely. If this issue is pursued, work would need to be done to determine a reasonable incentive to encourage the work.

Impact: Please see attached Memo

23. Clean up abandoned vehicles on public and private land - \$250,000:

Tow abandoned vehicles on public and private land to an impound lot. Hold for legally required amount of time and process for disposal.

Facts: Vehicles are driven or towed to public or private parking lots abandoned. If the cars are abandoned in a public area, the CBJ has an established process to collect the vehicle and dispose of it. If the vehicle is left on private property, the property owner can call JPD and JPD will assist them in trying to locate the last registered owner. If the owner is not identified, or does not collect their property, after six months, the private property owners can go through a process with DMV to have the title transferred to their name for disposal purposes. This process requires notification to the last known registered owner and any lien holders of the intent to dispose. If the vehicle remains unclaimed after 30 days, the title is transferred and the vehicle can be disposed of. There may be other avenues to reduce the wait time for disposal which may allow for a smaller holding lot.

Additional Information – Pending Items Version #2 – 5/09/2018

Given the current legislative requirements, the most expedient assistance CBJ could offer to private property owners is to have the vehicle towed from private property to a holding lot and, after the requisite amount of time, initiate the administrative notifications and process to have the title transferred for disposal.

If appropriated, funding would be used to either contract for this service, or to pay for additional towing, storage and administrative costs until the vehicle could be disposed of. Currently, Skookum charges approximately \$500.00 per vehicle for disposal.

Owners of vehicles may dispose of their cars at no cost through the CBJ's vehicle disposal process.

Estimated Cost Break down per vehicle:

Towing:	200.00
Administrative Fee	75.00
DMV Title Transfer Fee	15.00
Disposal Fee	<u>500.00</u>
Total per vehicle:	\$775.00

Storage Lot: We would have to identify a CBJ parcel that could be used for abandoned vehicle storage or lease a lot. For estimation purposes, a lot lease fee of \$24,000 has been used.

It is possible, that there may be a way to building in cost recovery by going after the last known registered owner to pay for some of the incurred cost. If the Assembly is interested in this option, staff could flesh out a more detailed plan.

Impact: For \$250,000 per year, we should be able to deal with approximately 291 vehicles year. JPD estimates that there is a pent up need of about 500 vehicles per year, reducing down over time to 300 a year.

24. Airport curb drop off education project - \$10,000:

Fund education and marketing campaign to increase compliance with parking issues at JIA. Campaign will include social media, radio and print media.

Facts: The public road in front of the airport has limitations on vehicular stopping and standing. Federal Airport regulations mandate the traffic can stop only during periods of active loading and unloading. The general public does not comply with the posted rules and further education on the topic would enhance compliance.

Impact: Increased understanding & compliance.

**Additional Information – Pending Items
Version #2 – 5/09/2018**

25. Emergency Cold Weather Shelter - \$75,000:

Temporary emergency shelter operational from November 15th through April 15th on nights where the expected temperatures are expected to drop below 32 degrees. Operational hours are from 11pm to 7:00 am.

Facts: As presented in April 30, 2018, Committee of the Whole meeting.

Impact: As presented in April 30, 2018, Committee of the Whole meeting.

26. Mental Health Study / Substance Abuse Treatment Study - \$45,000:

The Juneau Community Foundation has requested additional funding to conduct two studies: a Mental Health Services study and a Substance Abuse Treatment study

Facts: As described in the April 13th letter from the Juneau Community Foundation.

Impact: It is believed that these two studies, combined with the Coordinated Entry study currently underway, will pin point service gaps and redundancies, providing a better overall use of available social services funding.

27. Work Incentives - \$5,000:

Provide funds to the Glory Hole and other social service organizations that can be used to purchase incentives for “volunteer work” programs. As an example, IGA gift cards could be used to incent Glory Hole patrons to assist with litter clean up around the downtown area.

Facts: Describe

Impact: Reward volunteer labor could be a win/win in the downtown area to keep the streets clean throughout the day.

28. JSD Maintaining facility grounds - \$15,000:

Provide contract services to maintain landscaping and school grounds in the summer.

Facts: Please note: overall funding request has been adjusted from earlier documents based on updated projections from the school district.

Impact: Clean and attractive public buildings.

**Additional Information – Pending Items
Version #2 – 5/09/2018**

29. Teacher Excellence Fund – decrease of \$100,000 in planned FY20 funding:

The existing funding contributed toward the Teacher Excellence Fund has accrued interest. That interest should be considered when determining how much additional funding is need to bring the overall fund up to the \$1 million mark.

Facts: To date, the Assembly has contributed \$500,000 toward the \$1 million funding promised for the Teacher Excellence Fund. Unrealized earnings of the fund at last check were approximately \$600,000. The issue before the Assembly is whether the unrealized earnings should be considered a part of the contribution or in addition to the promised contribution.

Impact: Crediting unrealized earnings to the total promised contribution would decrease the CBJ's out of pocket contribution by \$100,000.

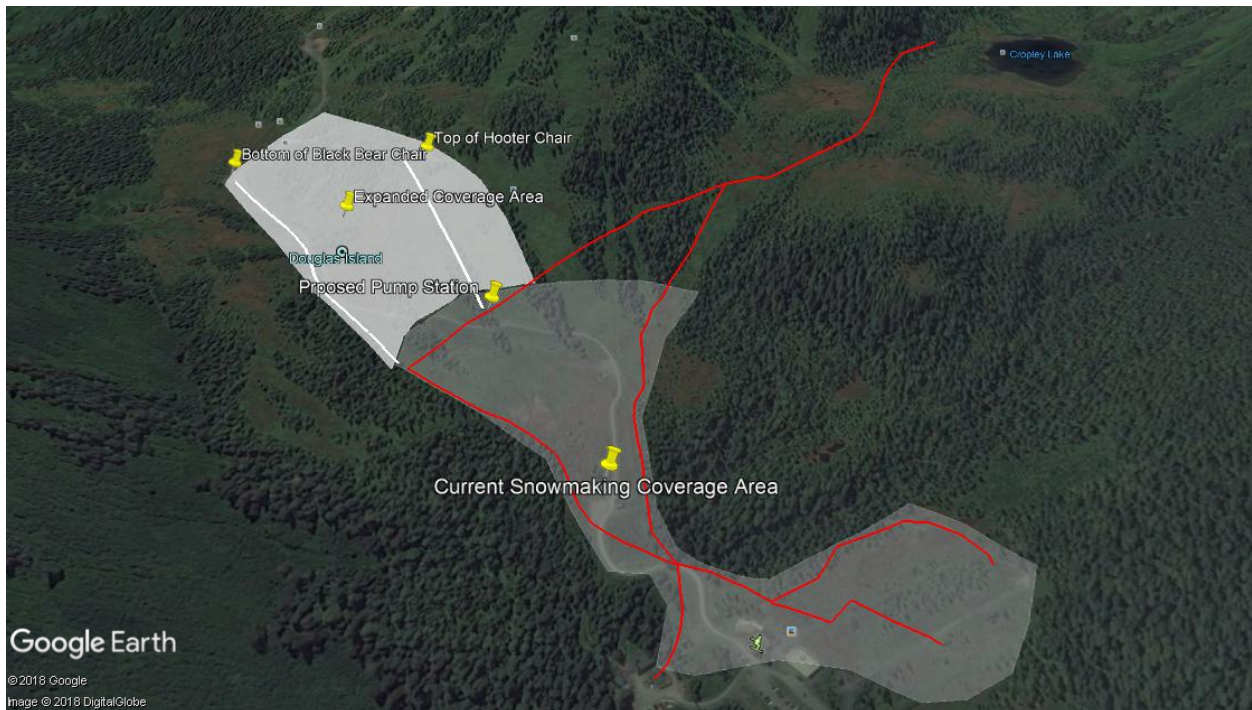
30. Eaglecrest Snow making Equipment CIP - \$250,000:

Facts: The proposed expansion of the snowmaking system would help to restore the Eaglecrest snowmaking system back to the originally designed functionality. New pipeline will be installed to run up the right side of Sourdough ski trail to the top of the Hooter Chair Lift. An additional pipeline will be installed to run up the left hand side of the ski trail Sneaky and the side of Williaw up to the bottom of the Black Bear Chair. The new water pump will be installed into the existing pipeline where it crosses the Sourdough Ski trail. Ninety percent of the pipeline that will be pressurized by this water pump will be newly installed pipe which will greatly reduce the risk of ruptures in our existing 30 year old pipeline. Below you will find a chart that will break down the expenses of the project.

Impact: The impacts of this expansion will greatly increase the ability of the Eaglecrest to provide a quality consistent ski and snowboard experience early in the ski season creating the ability to again make snow to the top of the Hooter Chair lift as it was originally designed to do. During many warm weather patterns the natural snow and rain line where the temperature become cold enough for snow to fall is right around the elevation of the top of Hooter Chair. Manmade snow has a higher degree of water content in it, which means that it takes much longer for manmade snow to melt during warm and rainy weather. The expanded system will all us to maximize the current water rights and supply that we have to fortify an artery of resilient manmade snow to the natural snowline increasing our ability to maximize usage of the facility.

Additional Information – Pending Items Version #2 – 5/09/2018

Item	Cost	Quantity	Cost
6 inch pipe up Sourdough to top of Hooter	\$20/ft	1245	\$24,900
6 inch pipe from side of Sneaky to bottom of Black Bear	\$20/ft	1885	\$37,700
water hydrants	\$250 per	25	\$6,250
Booster Pump			\$150,000
hoses	\$250 per	15	\$3,750
6 inch gear operated butterfly valves	\$1000 per	4	\$4,000
Bottom Gate Valves	\$700 per	4	\$2,800
Pump House Shed with heater			\$15,000
Site Work			\$5000
Total			\$244,400



Additional Information – Pending Items Version #2 – 5/09/2018

History: The Eaglecrest snowmaking system was originally installed in 1985 and included a seven stage diesel powered water pump located very close to Cropley Lake for a total cost of \$500,000. Since that time the design of the piping and functionality of the system has gone through many changes. In the original design the snowmaking pipe ran across the top of Ego and Lower Hilary's to the top of Sourdough. Snowmaking coverage was possible on Sneaky, Sourdough, Muskeg, Ego, Log Jam, Flats, Lower Hilary's and Lower Spruce Chutes.

It is believed that at some point around the early 90's there was a mechanical failure of the water pumping motor and the pump and was subsequently abandoned. This is likely the point in which the pipe line was realigned into its currently position running much lower down across the bottom of Lower Hilary's, Ego and Sourdough to enable the snowmaking system to operate strictly off of the gravity pressure in the pipeline system. The current pipeline that runs from the old Pump House building is not capable of being pressurized due to the degradation that has happened in this section of pipe now that is over 30 years old.

31. Business Case/ Cost estimate of New City Hall CIP - \$150,000:

Analyze the Business Case for a New City Hall.

Question: Assembly identified goal for FY19

Facts: For many years CBJ has leased approximately 34,000 square feet of office space in downtown. Annual lease cost to the CBJ is approximately \$750,000/year. CBJ additionally owns the ~16,000 SF City Hall building. The DTC parking garage was built with structurally oversized members that allow for the addition of two floors of office space. This concept would serve as the base case. Members of the public will want the opportunity to propose other ideas.

Impact: Better designed and consolidated offices would better serve the public (one location), be more space and energy efficient and free up rental space that could be converted to housing (particularly the Marine View Building). City Hall building could be sold as partial funding for project. Voter approved General Obligation bonds could be sold and offset by reduced rent costs.

32. 2nd Crossing CIP - \$250,000:

Funding would establish a 2nd crossing CIP to re-start planning process.

Question: Assembly identified goal for FY19 is the disposition of the State General Fund contribution to the Juneau Access Project. Those funds are a potential source for construction funding for this project.

Facts: A Second Crossing of Gastineau Channel has been identified as an infrastructure priority in the Juneau Economic Development plan. This funding would be used to begin the process of

Additional Information – Pending Items Version #2 – 5/09/2018

identifying how to move forward with the project. Permitting, funding and community input make this a complex process.

Impact: Increased access to the west side of Douglas Island, improved traffic flow and enhanced economic development opportunities.

33. Parking CIP - \$250,000:

Funding would allow 35% schematic facility design and cost estimate for new facility.

Question: Parking is always of high interest.

Facts: The Willoughby Area Plan and the Juneau Economic Development plan both call for increased focus on parking structures in the downtown area. This funding would be used to continue planning for a new parking facility, likely shared by CBJ and the State of Alaska. Most likely locations include redevelopment of the SOA North SOB Parking Garage or the site of the Public Safety Building.

Impact: Land currently used for surface parking would be available for public development (example New JACC) or disposal for private sector development.

34. Juneau Commission on Aging - \$10,000:

The Assembly recently revitalized the Juneau Commission on Aging. The JCOA is requesting staff support to better accomplish the duties set out for them by the Assembly in the Economic Development Plan and establishing resolution.

Facts: There is additional information from the Manager in the 5/3/18 AFC packet, and in the 5/9/18 AFC packet.

Impact: Greater ability to accomplish priorities.

35. Best Starts - \$2,800,000 (request for \$798,691 in FY19; and \$1,342,900 in FY20):

The Assembly Finance Committee received a presentation on this topic at the May 3, 2018, meeting.

Facts: See packet materials

Impact: According to presentation, improve the quality and quantity of child care in Juneau.

**Additional Information – Pending Items
Version #2 – 5/09/2018**

36. JSD Kinder Ready - \$140,000:

Provide an additional Kinder Ready classroom – location determined by the School District.

Facts: Information provided at 5/3/18 AFC meeting.

Impact: increase opportunities for 4 year old children to enter Kindergarten with necessary skill sets.

37. Reinstate funding for two unfunded Police Officers - \$200,000:

JPD currently has two unfunded FTEs allocated as Police Officers.

Facts: JPD has 55 Police Officer, including 2 unfunded FTE. This would provide full funding in the event that JPD's revamped recruitment efforts are fruitful during the fiscal year.

Impact: Allows JPD to proceed with staffing without seeking a supplemental.

38. JPD Recruitment - \$35,000:

This funding would be used to increase targeted recruitment campaigns.

Facts: As presented during the April 30, 2018, Committee of the Whole meeting.

Impact: Increased funding should allow for better recruitment materials and allow JPD to reach more individuals.

39. JPD Civilian Investigators - \$180,000:

This funding would authorize 2 additional FTEs for JPD

Facts: It is difficult to recruit people to fill Sworn Officer positions. Having civilian investigators will take some of the workload off of sworn officers. At the April 30, 2018 Committee of the Whole meeting Chief Mercer identified this item as his top priority to assist with recruitment and retention difficulties.

Impact: Spread existing work load and improve operational efficiency.

**Additional Information – Pending Items
Version #2 – 5/09/2018**

40. Fully fund vacant JPD Community Service Officer position - \$48,000:

During the FY18 budget cycle, one CSO position was left unfunded.

Facts: The additional funding, when combined with a vacant part-time evidence technician position the department does not intend to fill, will allow full funding for a CSO position the department intends to fill.

Impact: Allows JPD to proceed with staffing without seeking a supplemental.

41. Maintain private graveyards in Douglas - \$10,000:

Provide landscaping and maintenance services for private graveyards on Douglas Island.

Facts: There are several privately owned graveyards on Douglas. This funding would provide for the ability to maintain the sites moving into the future. The City Manager sent information following the May 3rd AFC on graveyards in Douglas.

Impact: Guarantee of graveyard maintenance.

42. Provide Grant Funding for Video Camera program - \$50,000

This funding would allow community members in high crime areas to seek grant funding for video cameras.

Facts: During the Public Safety Taskforce, there was significant discussion on the topic of video cameras and the impact of video footage assisting in the investigation and prosecution of crime. There is already a network of cameras, but there are gaps. This funding could be used to design a grant program focused on improving coverage.

Impact: Enhanced ability to investigate and prosecute crime.

**Additional Information – Pending Items
Version #2 – 5/09/2018**

43. Contract out Parking Enforcement - \$75,000:

Funding allows for additional contract parking enforcement staff.

Facts: Currently, CBJ contracts with Bootlegger security to monitor parking in paid lots in the downtown core. This funding would pay for additional contract staff to monitor on street parking. In turn, this would free up CSO staff to focus on other priorities. Citation revenue would still be collected through CBJ.

Impact: More consistent coverage of parking enforcement and increased ability for paid staff to focus on other issues.

Housing - Assure adequate and affordable housing for all CBJ residents

	Implementing Actions	Responsibility	Status Update - Dec 2, 2017
1	Increase affordable and workforce housing availability through identifying and implementing strategies from the housing action plan.	Assembly, Manager, Chief Housing Officer, CDD, Lands	In process - Assembly received update at the November 20, 2017 COW meeting during the update on the Juneau Economic Development Plan.
2	Area Plans: Complete Downtown Area plan, followed by Douglas and Valley area plans.	CDD, Planning Commission, Manager, Assembly	In process - Assembly received the draft Lemon Creek Area plan at the November 20, 2017 COW meeting. Initial planning has begun for the Downtown Area Plan.
3	Finish development of Pederson Hill and begin disposal process.	Assembly Housing Committee, Staff, PC, Assembly	The construction bid for the first phase of development was approved by the Assembly at the November 27, 2017 Assembly meeting. Construction will begin as soon as weather allows.
4	Update the Comprehensive Plan	Assembly, CDD, Planning Commission, Manager's Office	New for 2018

Economic Development - Assure Juneau has a vibrant, diverse local economy

	Implementing Actions	Responsibility	Status Update - Dec 2, 2017
5	Solve Current Downtown Parking/Investigate Park and Ride System	Manager, Lands, Engineering/Public Works	Ongoing: Manager has formed an Ad Hoc committee which is moving slowly toward solutions.
6	Implement Juneau Economic Development Plan Packet Page 19 of 27	Lands, Manager's Office	Ongoing: Staff have been directed to monitor activities of community partners and update the Assembly on a regular basis. Assembly received update at the November 20, 2017 COW.
7	Identify route, permit, bid and construct the extension of North Douglas Highway as far as existing funding allows	Engineering	First phase of construction is complete. Second phase scheduled to be completed by early summer 2018.
8	Continue Mining Ordinance Review: Review and possibly revise mining ordinance, review and revise as needed draft lease agreement, review and revise as needed unit agreement	Manager, Engineering, CDD, Planning Commission, Assembly	A consultant was hired to review the mining ordinance and provide recommendations to the Mining Subcommittee. The subcommittee met to solidify membership and will now begin review of the consultant's recommendations.
9	Juneau Access: Support the construction of a road north out of Juneau	Assembly	Assembly continues to advocate for Juneau Access through the Governor's office.
10	Next Generation Workforce: Support continued education funding, and child care with an emphasis on kindergarten readiness.	Assembly	Ongoing: Assembly considers specific requests at budget time.
11	Downtown Revitalization Action Strategies including Gastineau Apartments	CDD, Engineering/Public Works, Lands, Planning Commission, Manager, Law, Assembly	Litigation on the Gastineau continues. Assembly funded a downtown coordinator position for DBA, Downtown Area planning has begun, and housing initiatives for the downtown area are underway.
12	Expand Juneau's Position as Research Center	Assembly	Ongoing: JEDC and other community partners continue to work toward expanding Juneau's reputation as a research center of excellence. In addition, the Assembly continues to lobby the US delegation to move existing NOAA fisheries research positions from Washington State to Juneau.
13	Identify future industrial land	Lands Office, CDD	Ongoing
14	Secure the \$22 million of diverted Juneau Access funds for transportation infrastructure projects for the community.	Assembly, Manager's Office	New for 2018

Sustainable Budget and Organization - Assure CBJ is able to deliver services in a cost efficient and effective manner that meets the needs of the community

	Implementing Actions	Responsibility	Status Update - Dec 2, 2017
15	Examine both revenues (Tax) and expenditures to assure the CBJ maintains a sustainable budget that meets the community's needs.	Assembly, Manager, all operating departments	Assembly adopted a sustainably balanced budget for FY16, 17 & 18. In FY17 State budget reductions to debt service payment reimbursement for school bonds, after CBJ budget adoption, required a \$2 million draw from available fund balance.
16	Deferred Maintenance/Asset Management long term plan	Manager, Engineering/Public Works, Parks and Recreation, Airport, Docks and Harbors, Eaglecrest	Ongoing: Manager has High Level Asset Management Cabinet in place and developing plan for CBJ. JSD has an active committee. Operating departments are working asset management at the lower level.
17	Upgrade CBJ Technology- online payments, website updates	MIS, Finance, Library, Manager, Assembly	The ability to both file sales tax returns and make payments online should be live by March 31, 2018. Analysis on the broader citizen payment web portal is underway. A solution should be determined by April 30, 2018 and then a work plan & time line can be developed.
18	Communications Plan to Keep the Public Informed	Manager, Assembly	Added 1/2 PIO to staff. Working on consistent/proactive communication on city issues.
19	1st responder recruitment & retention	Assembly, Manager, Police, Fire, HRRM	New for 2018
20	Work on business case for consolidated City Hall facility	Manager's Office, Engineering & Public Works	New for 2018

Community Wellness/Public Safety - Juneau has a local environment that is safe and welcoming for all citizens

	Implementing Actions	Responsibility	Status Update - Dec 2, 2017
21	Partner with non-profits and other government agencies to support efforts to address both homelessness and public inebriate issues in Juneau.	Assembly, Manager, Community partners	Housing First was fully occupied by the end of October. The Homeless Taskforce made several recommendations for action. Grant funding from the MHTA was secured for a homeless & housing coordinator.
22	Partner with non-profits and other government agencies to address opioid epidemic.	Assembly, Manager, Community partners	Public Safety Taskforce is working on this issue.
23	Develop strategies to respond to the impacts of SB91.	Assembly, Manager, Law, JPD, Community Partners	Public Safety Taskforce is working on this issue. Municipal Attorney has been actively involved at the state level to develop revisions to SB91 and is working with community partners on a misdemeanor reeducation program. Assembly supported SB54.
24	Ensure that Juneau has a functioning local solid waste disposal option into the future.	Engineering and Public Works	Ongoing. Assembly approved \$2million of 1% money for the RecycleWorks program and is looking at revisions to the rate structure and expansion of operations with the goal of getting to 25% diversion by 2023.

Presented by: The Manager
Introduced: 08/21/2017
Drafted by: A. G. Mead

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2802

A Resolution Reestablishing the Juneau Commission on Aging and Repealing Resolution 2279.

WHEREAS, the Senior Citizens' Advisory Committee was established in January 1977 by Resolution 430 (and amended with Resolution 434) to assist with Alaska State Housing Authority (ASHA) with the development, construction and management of a 42-unit elderly housing project (now known as Fireweed Place); and

WHEREAS, Resolutions 430 and 434 were repealed in August 1985 via Resolution 1121am, which dissolved the Senior Citizens' Advisory Committee and established the Juneau Commission on Aging to provide greater opportunities for citizen participation in the planning, development, operation, and maintenance of programs and services for Juneau's senior citizens; and

WHEREAS, Resolution 1121am was repealed in May 2005 and replaced with Resolution 2279, which changed the Juneau Commission on Aging's membership numbers and age criteria; and

WHEREAS, a series of public meetings were held in May and June of 2017 to determine the future of the commission or a similar advisory group; and

WHEREAS, following the recommendations coming from the public meetings, the Assembly Human Resources Committee agreed it was in the best interest of the community to reestablish the commission with a newly refocused mission and membership structure.

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

Section 1. Commission reestablished. The Juneau Commission on Aging (JCOA) is reestablished.

Section 2. Membership. The JCOA shall consist of nine voting members appointed from the general public. Members shall be appointed to staggered two-year terms. Incumbents serving on the JCOA at the time this resolution is adopted may continue to serve the remainder of their present term and are eligible for reappointment. The assembly shall appoint members from a diverse population of people with knowledge of issues relating to aging or with expertise on health, housing, transportation, finances, insurance, and other

areas of concern for seniors in Juneau. At least five public members shall be 65 years of age or older. Four public members shall serve without restriction as to age.

Section 3. Purpose and mission. The purpose of the JCOA is to advise the Assembly on issues regarding seniors in Juneau and to promote awareness of Juneau's senior population, the quality of life of seniors; and the role of seniors in the social and economic life of Juneau.

Section 4. Powers and Duties: The JCOA's powers and duties may include the following:

- a. Promote senior citizen participation in the planning and development of programs which benefit and enhance the health, safety, and welfare of senior citizens in the City and Borough of Juneau.
- b. Build a coalition among established groups and support programs working to address the needs of seniors. Assess and identify gaps in the senior service delivery system. Share information within the coalition and report findings to the Assembly.
- c. Act to support the Assembly's Economic Plan as it relates to the senior economy.
- d. Collect facts and statistics, and make studies of, the conditions and problems pertaining to the employment, health, financial security, social welfare, and other factors that bear upon the well-being of older Juneauites. Act as plan manager and facilitator of the Juneau Senior Needs Survey.
- e. Coordinate events in May highlighting Older Americans Month.

Section 5. Procedures. The Commission's procedures shall be governed by the Rules of Procedure for Assembly Advisory Board, as amended from time to time.

Section 6. Staff Assistance. The Manager or Manager's designee shall provide such staff support and assistance for the Commission to the extent funds are available for such support.

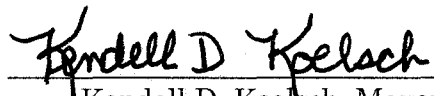
Section 7. Duration. The duration of the Commission shall be as follows:

- a. If the Assembly is unable to appoint a qualified slate of commissioners to serve on the JCOA by December 31, 2017, then the JCOA will sunset as of that date.
- b. If the Commission does not sunset due to the Assembly's inability to appoint qualified members, the Commission shall sunset three years from the effective date of this resolution.

Section 8. Repeal of resolution. Resolution 2279 is repealed in its entirety.

Section 9. Effective Date. This resolution shall be effective immediately after its adoption.

Adopted this 21st day of August, 2017.



Kendell D. Koelsch, Mayor


Attest:


for Laurie J. Sica, Deputy Clerk
Laurie J. Sica, Municipal Clerk

2. Build the Senior Economy		Goal: Facilitate development of the services and facilities necessary for residents to comfortably and affordably retire in Juneau.		
Why Pursue? To allow residents to continue participating in and supporting the economy as they age and retire.				
Support development of a range of housing options and supportive services that meet the needs of Juneau's senior population. (See Housing initiative)	2.1.A	Implement recommendations from then 2014 Juneau Senior Housing and Services Market Demand Study, which focuses on senior assisted living housing development.	CBJ - CDD/PC JEDC	
	2.1.B	Identify public/private partnerships, including those to provide land for assisted living development in the community.	CBJ JEDC	
	2.1.C	Identify alternate funding options for senior housing development. These may or may not include city bonding, grant programs, or other funding sources.	CBJ	
	2.1.D	Support independent senior housing, including additional dwelling units (accessory apartments) within seniors' homes.	CBJ - CDD/PC JEDC	
Increase the depth and breadth of local, skilled health care workers and services for seniors.	2.2.A	Prepare a needs list/gap analysis for senior health care services in Juneau and make it available to entrepreneurs and health care providers.	JCOA	
Develop more in-home care options for Juneau seniors.	2.3.A	Ensure CBJ adequately supports home health care for Juneau seniors, including around the clock respite and hospice care.		
	2.3.A	Train a workforce to provide care in assisted living facilities and for in-home care and personal attendants.	UAS	
Improve senior access to community-based services and activities.	2.4.A	Expand data collection on Juneau senior needs and availability of resources.	JCOA	
	2.4.B	Improve Juneau transportation services specifically for seniors.	CCS	
	2.4.B.1	<i>Regularly update the Juneau Coordinated Human Services Transportation Plan.</i>	CBJ - CDD	
	2.4.B.2	<i>Ensure all bus stops and sidewalks in commercial areas are safe and clear of snow and ice.</i>	private sector	
	2.4.B.3	<i>Provide information to seniors on services available to help access basic needs, include case management in this process.</i>	JCOA	
	2.4.B.4	<i>Evaluate and enhance Care-A-Van service to ensure it meets senior needs, including service schedules and the amount of items clients may transport per trip.</i>	CCS	
	2.4.C	Encourage entrepreneurial solutions to improve senior access to food, such as grocery deliveries, and medical resources, such as prescription deliveries.	JCOA	
	2.4.D	Support meal delivery services for homebound seniors.	CCS	
	2.4.D.1	<i>Support Meals on Wheels.</i>	JCOA	
	2.4.D.2	<i>Consider a volunteer shopper program.</i>	JCOA	
	2.4.E	Consider a full-service senior center as a central information source and center for activities and services.		
	2.4.F	Institute a senior-friendly business program.		
Increase meaningful opportunities for seniors to be involved in the community through volunteerism, activities, and job opportunities.	2.5.A	Develop a senior "talent pool" of residents interested in paid jobs and volunteer positions.	JCOA	
	2.5.B	Increase opportunities for meaningful volunteer activities.	United Way	
	2.5.C	Increase opportunities for lifelong learning.	UAS	
Prepare the next generation of Juneau retirees	2.6.A	Coordinate with AARP, UAS, CPAs, estate planning attorneys, and other local financial planners to provide community courses on preparing for retirement.	AARP	



City and Borough of Juneau
City & Borough Manager's Office
155 South Seward Street
Juneau, Alaska 99801
Telephone: 586-5240 | Facsimile: 586-5385

DATE: May 4, 2018
TO: Jesse Kiehl, Chair, Assembly Finance Committee
FROM: Rorie Watt, City Manager 
RE: RecycleWorks Program Fee Structure

As part of the push to find longer term, lower cost programs we have analyzed our programmatic revenue structure and have several recommendations to make.

Most Alaskan municipalities use a Motor Vehicle Registration Tax (MVRT) to provide partial funding for road maintenance and improvements. The MVRT is locally set by Ordinance by the Boroughs, collected by Alaska DMV and remitted back to the Boroughs. CBJ has used the MVRT for our junk vehicle program, a program whose costs have oscillated greatly depending on the value of scrap metal. CBJ's MVRT is also at the lower end of fees charged by Boroughs and CBJ does not charge commercial vehicles. Because it is derived from vehicle licensing, in my opinion a MVRT is more closely correlated with wear and tear on road systems. The cost of junk vehicles is more related to market conditions and is a desired community service that requires general government support. Because of this closer connection, I recommend we switch the revenue streams for streets and the household hazardous waste and recycling programs funded by the waste management utility fee established under 36.12.04.

I also recommend repealing code that provides funding for the RecycleWorks programs (eliminate the monthly household fee) and providing programmatic funding from the general fund. This would make the service available area wide and provide a matching funding source.

I recommend the following specific actions:

1. Repeal 36.12, including the fee structure.
2. Provide funding for recycling and hazardous waste programs through the General Fund as an area-wide service. Consider use of some fund balance to phase in this approach.
3. Allocate MVRT collected by DMV (authorized under CBJ 69.30) to our Street Maintenance program.
4. Allocate a similar fund amount from the General Fund towards the Junk Vehicle program.
5. Outside of the budget process, consider increasing the MVRT to amounts charged by other Alaskan communities (CBJ is lowest in the State), and consider including a MVRT for commercial vehicles which are currently not taxed.

Action:

Forward Ordinance repealing 36.12 and budget changes in accordance with the above to the Assembly for action. AFC to take up further policy questions about the MVRT at a later date.

Assembly Finance Committee (AFC)

FY19/20 Proposed Budget Calendar and Key Dates – as of 5/7/18

Wednesdays at 5:30 p.m., unless otherwise stated

APRIL, 2018

- 4th Special Assembly Meeting – 5:30pm – Followed by Assembly Finance Committee**
Special Assembly Meeting to Introduce FY19/20 budget, immediately Followed by Assembly Finance Committee meeting, Chambers
- A. Introduction of the general operating (CBJ) budget ordinance
 - B. Introduction of the general operating School District budget ordinance
 - C. Introduction of the mill levy ordinance
 - D. Introduction of the CIP resolution
- 4th 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. FY19/20 Proposed Budget Overview
 - C. School District Budget Presentation
 - D. Capital Improvements Projects Program Budget/Plan
- 11th AFC Meeting #2**
- A. Juneau International Airport (Patty Wahto, Airport Manager)
 - B. Docks & Harbors (Carl Uchytel, Port Director)
 - C. Juneau Community Foundation – Teacher Excellence Fund Investment Performance, Treadwell Trail Grant, Juneau Park Program, and Social Service Grant Program
 - D. Capital Improvements Projects Program Budget/Plan – For Action
 - E. Manufacturing Tax Credits
- 18th AFC Meeting #3**
- A. Travel Juneau (JCVB) (Liz Perry, President/CEO)
 - B. Alaska Small Business Development Center Presentation (Jon Bittner, Executive Director)
 - C. JEDC (Brian Holst, Executive Director)
 - D. Aquatics Board (Kirk Duncan / Max Mertz)
 - E. Mental Health Trust – Sale of Public Safety Building and Property
 - F. Marine Passenger Fee Recommendations – For Action
 - G. Property Tax Breaks for Economic Development
- 25th 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 FY19 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 CBJ operating budget ordinance
 - B. Public hearing on the School District operating budget ordinance
 - C. Public hearing on the capital improvement program resolution
 - D. Public hearing on the on the mill levy ordinance
- 25th AFC Meeting #4 (Immediately following Special Assembly Meeting)**
- A. Youth Activities Board (YAB) Presentation (Tom Rutecki / Dave Pusich)
 - B. Downtown Business Association (Jill Ramiel, President)
 - C. Bartlett Regional Hospital (Joe Wanner, CFO)
 - D. Proposed Mill Rate Presentation
 - E. Debt Service Presentation
 - F. Pending Items List

Assembly Finance Committee (AFC)

FY19/20 Proposed Budget Calendar and Key Dates – as of 5/7/18

Wednesdays at 5:30 p.m., unless otherwise stated

MAY, 2018

3rd AFC Meeting #5 at 5:00 p.m.

- A. Juneau Commission on Aging
- B. Best Starts
- C. Marine Passenger Fee Recommendations – For Action
- D. Pending Items List

9th AFC Meeting #6

- A. FY18 Supplemental Ordinance
- B. Fund Balance Overview – Review Fund Balance
- C. Pending Items List / Final FY19/20 Proposed Budget Decisions
- D. Waste Management / Recycleworks Program Revenue

14th Regular Assembly Meeting

Adoption of the School District's general operating budget ordinance

16th AFC Meeting #7 – If Necessary

Meeting for overflow items or new requests that come up during budget process.

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, 2018

4th Regular Assembly Meeting

- A. *Adoption of the general operating (CBJ) budget ordinance*
- B. *Adoption of the CIP resolution*
- C. *Adoption of the mill levy ordinance*

13th AFC Meeting – If Necessary

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)**