



Economic Stabilization Task Force

Appointed by the City & Borough of Juneau's Mayor

Meeting Agenda

Thursday, June 18, 2020

3:00 p.m.

Assembly Charge

The purpose of the task force is to review the economic landscape and make recommendations to the assembly. In particular, the task force should:

1. Examine federal and state government financial assistance programs and identify and prioritize any "gaps" that exist.
2. Identify and promote strategies that enable businesses to continue operations safely such as curbside pick-up, take-away, delivery, and other innovative services. Additionally, explore strategies that enable businesses and Juneau's economy to recover in the long term.
3. Act as Liaison with the Governor's Alaska Economic Stabilization Team

Members of the public may listen in or watch by following one these options
Please click the link to join the meeting: <https://juneau.zoom.us/j/95484142110>,
or call 1-346-248-7799 or 1-669-900-6833 or 1-253-215-8782 or
1-312-626-6799 or 1-929-436-2866 or 1-301-715-8592, and enter
Webinar ID: 954 8414 2110

Send comments to Economic-Stabilization@juneau.org

Time	Agenda Item	Presenter
3:00 p.m.	Call to Order	Ms. Thomas
3:02 p.m.	Approval of Minutes	Open
3:05 p.m.	Update of Business & Non-Profit Grant Process	Mr. Mertz
3:10 p.m.	Status of Assembly Actions on Current ESTF Ordinances & Next Steps <ul style="list-style-type: none"> • Business Sustainability Grants Phases 2 & 3, and Proposed Amendments • Jobs Grant 	Mr. Mertz
3:25 p.m.	Non-Profit Grants / Projects Update	Ms. Thomas
3:35 p.m.	Review of Public Comment Matrix	Ms. MacVay
3:55 p.m.	Strategic Initiatives Work Session	Ms. Thomas
4:05 p.m.	Open Fact-Finding Group Reports <ul style="list-style-type: none"> • Infrastructure • Childcare • Housing Assistance • Municipal Arts Matching Grant Program • Other Updates 	Task Force
4:20 p.m.	Good of the Order	Open

Appointed Task Force Members

Max Mertz, Co-Chair • Linda Thomas, Co-Chair • Susan Bell • Theresa Belton • Bruce Botelho

Eric Forst • Ken Koelsch • Lauren MacVay • Laura Martinson • Terra Peters



Economic Stabilization Task Force

Appointed by the City & Borough of Juneau's Mayor
DRAFT Minutes from June 11, 2020

Call to Order

The Economic Stabilization Task Force meeting was called to order at 3:01 p.m. by Mr. Mertz.

Task Force Members Present: Max Mertz, Linda Thomas, Susan Bell, Theresa Belton, Bruce Botelho, Eric Forst, Ken Koelsch, Lauren MacVay, Laura Martinson, and Terra Peters

Task Force Members Absent: None

Staff Present: CDD Administrative Officer, Brenwynne Grigg; CBJ Attorney, Robert Palmer; and CBJ Finance Director, Jeff Rogers

CBJ Assembly Members Present: Alicia Hughes-Skandjis

Special Guest Speakers: CEO of McDowell Group, Jim Calvin; Executive Director of JEDC, Brian Holst

Approval of Minutes

MOTION: by Ms. MacVay to adopt the Economic Stabilization Task Force minutes from the May 28 meeting. The motion was seconded by Mr. Forst.

Hearing no objections, the motion passed.

Strategic Planning/Status of Juneau Economic with Jim Calvin of McDowell Group

Mr. Mertz introduced Mr. Jim Calvin, CEO of the McDowell Group, who led the process of developing the Juneau Economic Plan in 2014 and 2015.

Mr. Calvin gave a brief overview of the plan and how it applies today. The McDowell Group led a very detailed and in-depth community engagement process when developing the plan. They started in January 2014 and delivered a product to the Assembly in January 2015. The Plan examines the economic profile of the community the direction key drivers are headed. McDowell Group conducted a telephone survey and an online survey, and met with 25 stakeholder groups to gain community perspective on economic priorities. This resulted in a shared vision and economic future for Juneau, along with a broad set of economic initiatives. Each initiative and its potential to create jobs and wages in the community while leveraging investment in Juneau was examined to fully understand the multiplier effects. The capacity for sustained leadership was examined as well.

There are eight initiatives in the Plan:

1. Enhance Essential Infrastructure
2. Build the Senior Economy
3. Attract and Prepare the Next Generation Workforce
4. Recognize and Expand Juneau's Position as a Research Center
5. Build on Our Strengths
6. Protect and Enhance Juneau's Role as Capital City
7. Revitalize Downtown
8. Promote Housing Affordability and Availability

Mr. Calvin ended his presentation by stating the Juneau Economic Plan is a living, breathing document and needs to be updated regularly. Now that the world is shaken by COVID-19, we should think about the document in larger terms.

Mr. Forst asked Mr. Calvin what he feels is most lacking and has not been addressed in the recommendations of the Plan.

Mr. Calvin replied that Sealaska Heritage Institute has been instrumental in the arts culture. There was great effort initially to re-locate research jobs from Seattle to Juneau, but progress on this initiative has been lacking. He suggested focusing on how to attract the next generation of work force. He stated that Juneau seems to be making progress on childcare issues, and the city is doing what it can for the school system.

Ms. Martinson asked if there are areas of the economy that could grow faster with the presence of a more skilled workforce, or if Mr. Calvin saw an opportunity to prepare the workforce we have for those jobs.

Mr. Calvin replied that he knows of few people in the professional services world that are able to recruit locally 100% of the time, due to lack of skilled workforce. Juneau needs more workforce in the professional services. State Government is trending down in overall employment, but they have to recruit retired employees as contractors for special projects because of a lack in local skilled labor.

Mr. Forst asked if a City staff person was assigned, or a position created, to coordinate with the Downtown Business Association (DBA). Mr. Calvin is not aware that has occurred.

Mr. Mertz asked what advice Mr. Calvin might have for combining three to four concrete ideas worth pursuing. For example, should the City be investigating tax-free economic zones to encourage development? He asked if there is value to that.

Mr. Calvin replied that the Task Force is focused on recovery, which is different than the long-term plan McDowell Group has engaged in. Currently, Juneau is looking at fundamental shifts in working from home and what the cruise ship industry will look like in 10 years. This is very different from the recommendations in the Plan.

Mr. Mertz asked if anyone at the City is tracking the initiatives and Juneau's progress.

Mr. Koelsch replied that there is a prioritization list at each Assembly retreat. These initiatives are examined and may make the list.

Ms. Bell stated that, in preparation of the Task Force Work Session, she is happy to relate questions to Mr. Calvin and the McDowell Group team.

Ms. Thomas expressed the desire to discuss the role of the Task Force, as it is chartered for only 6 months, and to explore strategies for Juneau's economy to recover in the long-term. She suggested Task Force members review the Plan and determine if there is any effort it can make for long-term recovery.

Status of Assembly Actions on Current ESTF Ordinances & Next Steps

Business Sustainability Grant Phase 1

Ms. Thomas reported that the Assembly approved the Business Sustainability Grant Phase 1 for funding up to \$3.5 million on June 8. A brief overview of the changes is as follows:

- Section 4, Subsection (i) removed the word "average" and replaced it with the word "total" in relation to the expenses of the business.
- Section 4, Subsection (b) language was replaced with improved language from a similar grant program in Kenai, Alaska. The new language enabled the broad interpretation to include non-profits but exclude publically traded entities on the stock market or foreign exchange. Additionally, the term "local franchise owners" was changed the "franchisee."
- Section 4, Subsection (c) was amended to allow for the electronic submittal of grant applications.

City Manager Watt provided a statement on how the \$3.5 million dollar value was determined. Several business owners had spoken in support of the program; it passed unanimously in the Assembly. The Assembly discussed the intent of the program, which is to allow businesses to remain open through this difficult period.

Ms. Thomas would like the grant administrator to track and ensure minority-owned businesses are included.

Conservation Corp Grant and Business Sustainability Grant Phase 2 and 3

Ms. Thomas shared that two additional draft ordinances were introduced in the Assembly Consent Agenda:

- Draft Ordinance 2019-06(AH), an ordinance appropriating up to \$1 million for a Conservation Corps Program, with funding provided by the CARES Act Special Revenue Fund
- Draft Ordinance 2019-06(AG), an ordinance appropriating up to \$8.5 million for Phases 2 and 3 of a Business Sustainability Grant Program

These two grant programs will be discussed at the Assembly Finance Committee meeting on June 17.

Ms. Thomas will attend a meeting on June 12 with City Manager Watt about non-profit grant opportunities. She expressed hope that Ms. Peters could join her.

Ms. Martinson asked which non-profits would be excluded from the Business Sustainability Grant.

Ms. Thomas replied there are requirements in the business grant for a 20% year-over-year decline in revenue. While some non-profits produce revenue from sales or billing for a service, many non-profits do not and rely on donations and grant funding alone.

Mr. Mertz added there may be scenarios in the near future where the community will need to rely more heavily on non-profits in ways that are beyond their normal operations.

Mr. Mertz asked Mr. Palmer if he would make changes to the Phase 2 and 3 Business Sustainability Grant Draft Ordinance to conform to the changes made in the Phase 1 Draft Ordinance. Mr. Palmer replied that once an ordinance is introduced to the Assembly, only the Assembly could make changes through motions. However, recommended changes to address conformity will be queued up for motions.

Mr. Koelsch stated concern for the timeline of ordinance adoption in relation to summer trail work and asked if there were any special meetings prior to the Regular Assembly Meeting on June 29.

Mr. Botelho asked the Task Force to recommend the Conservation Corps Ordinance be expedited through a Special Assembly meeting for adoption. He advocated for making use of as much of the summer as possible for trail work.

Ms. MacVay asked if there was concern that current unemployment enhancements would discourage applicants, since she has heard other businesses are struggling with this issue.

Mr. Palmer stated that a Special Assembly Meeting after the Assembly Finance Committee would be a way the Ordinance could be adopted quickly.

Mr. Rogers shared that, anecdotally, there is high interest in employment through this program. CBJ Human Resources has received around 150 phone calls and resumes from people seeking employment.

MOTION: by Mr. Forst to recommend the Assembly expedite the adoption of Ordinance 2020-06(AH) by having a Public Hearing at a Special Assembly Meeting on July 17. The motion was seconded by Mr. Botelho.

Hearing no objections, the motion passed.

Business Grant Application Report

Mr. Mertz reported that he and Ms. Bell participated in a working meeting with JEDC to prepare the Business Sustainability Grant applications. Now that Phase 1 of the program has been adopted, Mr. Mertz would like Mr. Palmer to provide guidance on Conflict of Interest Rules for any businesses represented on the Task Force who might apply for the grant.

Mr. Palmer stated that actions and conversations up to this point at the Task Force level have been appropriate. The Assembly ultimately decided to make changes to the Task Force's initial grant proposal and selected JEDC to administer the program. The Task Force should exercise more caution with Phases 2 and 3 of the Business Sustainability Grant Program. If a Task Force member intends to apply for a grant, those members should not take action or debate as an official member of the Task Force in a way that affect the award, execution, or administration of the grant. If the Task Force members would like to lobby Assembly members as private individuals, they may do so.

Ms. Martinson asked if it would be better to recuse themselves from all Business Stabilization Grant discussions from this point forward to be cautious. Mr. Palmer replied it would be best not to participate in those discussions if there is an interest in applying.

Mr. Forst clarified that recusing themselves from discussion would be only for Phases 2 and 3 of the Business Sustainability Grant. Mr. Palmer affirmed the statement, saying that it would only be necessary until the Assembly adopts those phases.

Mr. Mertz and Ms. Bell are representing the Task Force on the Business Sustainability Grants and neither of their personal businesses intend to apply for the grant.

Ms. Bell expressed her appreciation for the urgency displayed by JEDC to work on the grant application. JEDC brings extensive experience to the table and she, along with Mr. Mertz, was able to clarify some questions they had. Ms. Bell appreciated that Mr. Rogers and Mr. Palmer were present as well to encourage efficient action and communication, while ensuring specific actions from the Assembly members are honored. Also present was JEDC Board Chair, Alec Mesdag; JEDC Board Member, Lauren MacVay; and JEDC Program Associate, James Cheng.

Ms. Bell reported there would be emphasis on gathering data about minority-owned businesses and minority representation on non-profit boards, and ensuring a pathway for eligibility for new business that do not have a financial history.

Mr. Rogers reported that JEDC intends to start processing applications on June 15, and that the distribution of funds will follow shortly after a grant agreement has been navigated by CBJ and JEDC.

Mr. Holst reported they intend to leave the grant application process open until resources are exhausted. They will process applications in the order they are received. If an application is incomplete, the applicant will have a number of days to complete the application without losing their place in line.

Ms. Thomas asked if applications will be recorded after resources are exhausted to gather information about the need in the community. Mr. Botelho agreed this is worthwhile information to collect in order to inform the distribution of funds in phases 2 and 3 of the program.

Mr. Holst replied he expects the demand to exceed the capacity. JEDC will monitor resources and, as the funds near depletion, a note will be added to the website stating the application is open but resources have been exhausted.

Ms. Thomas expressed concern that many Task Force members will be conflicted out of discussions for Phases 2 and 3 of the Business Stabilization Grant Program. She asked how that impacts the quorum needed for Task Force action. Mr. Palmer replied that CBJ Charter states, when two people are conflicted out, the number of members necessary for a quorum is decreased by one. Therefore, if five of ten Task Force members are conflicted out of discussions, the quorum requirement will decrease by two.

Ms. Bell added a follow-up on information sharing discussions from last week. She stated that she appreciates how the Alaska Municipal League has been instrumental in sharing information across communities in Alaska. Mr. Mertz said he spoke with Nils Andreassen, Executive Director for Alaska Municipal League, about a data repository for initiatives passed in various communities.

Review of Public Comment Matrix

Ms. MacVay noted that two public comments were added to the Public Comment Matrix, as well as three letters of support for Airlift Northwest. One comment recommended expansion of the allowable expenses in the grant program and one comment spoke in favor of the jobs program.

Mr. Mertz shared that Airlift Northwest is in attendance at the meeting. Mr. Mertz presented the letter submitted by Airlift Northwest about the possible removal of the PC 12 Turboprop that serves various Southeast Alaskan communities due to the financial challenges they are experiencing. Airlift Northwest appears to be in a gap as it relates to qualifying for CARES Grants or loans. They have provided three letters of support from CCTHITA, JEMA, and SEARHC. CCTHITA has pledged \$1 million in support for their operations. Airlift Northwest needs \$2.5 million total. Mr. Mertz spoke with City Manager Watt on June 10; he believes the best way to move this forward is through the City Manager.

Mr. Forst expressed confusion over whether the \$2.5 million needed is from all sources in Southeast Alaska or just Juneau. Mr. Mertz clarified that \$2.5 million is the need from all sources.

Mr. Forst asked how this request relates to or impacts similar providers in town. Mr. Mertz replied that is something City Manager Watt would examine along with the impact of the loss of the service.

Mr. Botelho shared that any intervention with Airlift Northwest affects their competitors, and expressed concern regarding the precedent of intervening on a specific business instead of a specific industry. Therefore, he supported sending this to City Manager Watt.

Mr. Mertz asked the Task Force if the conversation can be handed over the City Manager Watt.

Mr. Koelsch agreed to shift this to the City Manager and reminded the Task Force that it has not heard from Bartlett Regional Hospital on the matter. Mr. Mertz agreed that the Task Force should solicit input from BRH, along with input from the Airport Manager, Patty Wahto.

Open Fact-Finding Group Reports

Non-Profit Effort

Ms. Thomas reported time spent with United Way, Juneau Community Foundation, and Teri Tibbett with the Alaska Mental Health Board discussing details of the Meal Delivery Service Food Program introduced to the Task Force on May 14. United Way is drafting a Request for Proposal (RFP) for restaurants. They plan to present the program to the Assembly soon.

Childcare Assistance for School-Aged Children

Ms. Martinson continues to gather information as she consults with the school district on assistance needed for childcare provided to school-aged children.

Cruise Industry

Mr. Koelsch reported the situation is bleak; many small cruise lines continue to push their sail dates back by a month. Mr. Koelsch plans to contact City Manager Watt to see what assistance the Task Force can offer to this situation.

JEDC "Shop Local" App

Mr. Forst and Ms. Peters have been in communication with Mr. Holst from JEDC on the proposed "Shop Local" app. Last week, he, Ms. Peters, and Mr. Holst attended a Zoom meeting with the programmers of the app to learn more. Mr. Holst sought information from Mr. Richard Burns, CEO of Juneau Radio Center, and Mr. Dahl, Executive Director of Juneau Chamber of Commerce, regarding their experience with similar app programs. Their feedback was that the cost of implementing the app would not provide a reasonable return on the investment. After the facts were gathered, Mr. Forst and Ms. Peters believe the app is a good idea but does not rise to the level of Task Force involvement, or funding with CARES Act money. Mr. Forst feels the pursuit of the program is best suited to JEDC's office, as its value is in business promotion as opposed to economic stabilization. The app is currently in use by a small number of businesses in a Canadian city, and a scheduled launch in Durango, CO has been postponed.

Ms. Peters agreed with Mr. Forst, stating the app has merit and is an interesting concept. For a successful launch, a great deal of marketing by JEDC or the DBA is needed to attract businesses to participate.

Housing

Ms. MacVay shared that Alaska Housing Finance Corporation (AHFC) is about to open a new housing assistance program. The program awards \$1,200 to applicants through a lottery system, with applications due June 26. Conditions of the program require a post-COVID-19 annual household income limit of \$94,240 for applicants living in the City and Borough of Juneau. Details of the program can be found at: www.alaskahousingrelief.org/program-details.

Mr. Mertz asked why AHFC decided to use a lottery approach for award. Mr. Botelho stated his understanding is they expect more applicants than they are able to fund. A news article on the program, which can be found at the link below, was shared in the chat by a member of the public. There is \$10 million of CARES Act money set aside for this program.

<https://www.adn.com/alaska-news/2020/06/08/rent-and-mortgage-relief-announced-for-alaskans-struggling-to-make-payments/>

Other

Mr. Botelho shared that he and Mr. Koelsch continue their fact-finding on infrastructure. They have a meeting with Mr. Rogers and Manager Watt at 3 p.m. on June 12 to get an overview of Juneau's bonding capacity.

Good of the Order

Mr. Forst thanked Ms. Grigg and the City for the progress made in developing a Sidewalk Café Permit for restaurants wanting to provide outdoor seating on the sidewalks to their customers. The permit is simple, with a minimal fee of \$150 a month.

Mr. Forst has noticed an increase in traffic, mostly fishing related, visiting his downtown restaurant since the update of the travel mandate. This small bit of economic activity is good news.

Ms. Belton reported that the mask-making project sponsored by Central Council of Tlingit & Haida (CCTHITA) has manufactured over 1,000 masks with four dedicated volunteers to date. Many elder housing units have received masks locally and many masks have been shipped up north.

Ms. Thomas would like to pursue assistance to businesses and non-profits that have incurred significant expenses due to addressing COVID-19 retrofitting requirements.

Ms. Thomas thanked Mr. Jim Calvin for his comments earlier on economic stabilization in the long-term.

Ms. Thomas added there is a lot of confusion around the second COVID-19 test mentioned in the travel mandate. Her business alone has received three pieces of conflicting information from three different authoritative sources. Mr. Mertz stated that in many states, it is not possible to obtain a non-symptomatic COVID-19 test, so he expects many travelers will receive their first test at the Juneau International Airport. He asked Ms. Grigg to share information on testing requirements that the City is disseminating.

Adjourn

At 4:33 p.m., the meeting was adjourned.

Appointed Task Force Members

Max Mertz, Co-Chair • Linda Thomas, Co-Chair • Susan Bell • Theresa Belton • Bruce Botelho

Eric Forst • Ken Koelsch • Lauren MacVay • Laura Martinson • Terra Peters



Economic Stabilization Task Force

Appointed by the City & Borough of Juneau's Mayor
DRAFT Minutes from June 4, 2020

Call to Order

The Economic Stabilization Task Force meeting was called to order at 3:00 p.m. by Mr. Mertz.

Task Force Members Present: Max Mertz, Linda Thomas, Susan Bell, Theresa Belton, Bruce Botelho, Eric Forst, Ken Koelsch, Lauren MacVay, Laura Martinson, and Terra Peters

Task Force Members Absent: None

Staff Present: Assistant Attorney, Teresa Bowen; P&R Deputy Director, Michele Elfers; CDD Administrative Officer, Brenwynne Grigg; CDD Director, Jill Maclean; CBJ Attorney, Robert Palmer; and, Finance Director, Jeff Rogers

CBJ Assembly Members Present: Mayor Beth Weldon, Alicia Hughes-Skandjis, Loren Jones, and Greg Smith

Special Guest Speakers: None

Approval of Minutes

MOTION: by Mr. Botelho to adopt the Economic Stabilization Task Force minutes from the May 21 meeting. The motion was seconded by Ms. Thomas.

Hearing no objections, the motion passed.

Review of Public Comment Matrix

Ms. MacVay shared that the focus of recent comments has shifted to job development and safety in the downtown.

Status of Assembly Action on Current ESTF Recommendations & Next Steps

Business Sustainability Grants

Mr. Mertz reported on Draft Ordinance 2019-06(AC)(b), an ordinance appropriating up to \$3.5 million to the Manager for Phase 1 of a COVID-19 Business Sustainability Grant Program, with funding provided by the CARES Act Special Revenue Fund. This draft ordinance was discussed at the Assembly Committee of the Whole meeting on June 1. Public hearing and a vote is scheduled for the June 8 Assembly Meeting. Draft Ordinance 2019-06(AC)(b) reflects minor changes made by the Assembly from the ordinance

approved by the Task Force. Mr. Mertz anticipates future changes based on discussions by the Assembly.

Mr. Mertz asked for Task Force action on Draft Ordinance 2019-06(AG), an ordinance appropriating up to \$8.5 million to the Manager for Phases 2 and 3 of a COVID-19 Business Sustainability Grant program, with funding provided by the CARES Act Special Revenue Fund. This draft ordinance is scheduled for introduction to the Assembly on June 8. Mr. Mertz explained that most of the provisions of this draft ordinance are identical to Phase 1 of the grant program, and the primary difference is the additional funding added to support businesses at higher percentages. Any changes made to Ordinance 2019-06(AC)(b) at adoption will be reflected in Ordinance 2019-06(AG).

MOTION: by Mr. Botelho to forward Draft Ordinance 2019-06(AG) to the Assembly for action. The motion was seconded by Mr. Forst.

Hearing no objections, the motion passed.

Jobs Grant

Mr. Botelho introduced Draft Ordinance 2019-06(AH), an ordinance appropriating up to \$1 million for a COVID-19 Conservation Corps program, with funding provided by the CARES Act Special Revenue Fund. He expressed appreciation to Mr. Rob Palmer, Mr. Jeff Rogers, Trail Mix, Inc., CBJ Parks and Recreation, and Eaglecrest. Mr. Botelho stated there is potential to access additional future funding through other Federal programs.

Mr. Botelho shared that Mr. Palmer has included a list of “whereas” statements at the beginning of the Ordinance, which are findings that justify the use of CARES Act money. Funding for the program remains at \$1 million. Funding distribution between the three organizations remains a moving target, but the identification of projects is underway and all parties are mobilizing quickly. He stated that Section 2 in the Ordinance references FY21 funding, but the Finance Department can use FY20 funding to place crews in the field prior to July 1 if workforce is in place. The eligibility requirements found in Section 4, Subsection (b), directs crewmember positions to be limited to those who are experiencing unemployment due to the COVID-19 pandemic. Section 4, Subsection (e) states that projects must be on public property. Section 4, Subsection (f) lists specific projects, and Section 4, Subsection (g) is a catchall so that organizations have the discretion to work on other projects, so long as it is consistent with this Ordinance.

Mr. Palmer addressed a small nuance in the arrangement. The Assembly appropriated \$300 thousand to a Trail Work Development Program prior to this Ordinance. The City intends to de-appropriate this funding and use the Conservation Corps Program to absorb that cost, if it is able.

Mr. Rogers stated that he and Mr. Palmer have exchanged comments on the best way to resolve the City’s fiscal situation due to COVID-19. He is confident that Finance can find a way for the program to work from a technical perspective, while allowing the work to move forward at a fast pace. It is the intent of CBJ Finance to fund a program with this Ordinance that can start immediately and run through September 2020.

Mr. Mertz referenced Section 4, Subsection (d), which expressly excludes expensive materials such as cabin kits and pre-constructed bridges, and asked why this was the case since Section 4, Subsection (f)(3), of the Ordinance identifies bridge improvements on trails as an eligible project. Mr. Palmer explained that U.S. Treasury guidance prohibits the use of CARES Act funds for capital improvements. However, funds may be used to purchase tools, hire contractors, rent equipment, or haul the lumber needed to mill the bridges onsite.

MOTION: by Mr. Botelho to endorse this ordinance as written for consideration by the Assembly. The motion was seconded by Mr. Mertz.

Hearing no objections, the motion passed.

K – 12 Childcare Assistance

Ms. Martinson has been gathering information from Ms. Joy Lyon, Executive Director of the Association for the Education of Young Children (AEYC). Ms. Lyon has identified a gap in childcare for working families, as state and city childcare assistance does not apply to school-aged children. Many parents are unable to return to work and afford RALLY, an extracurricular school-based childcare program, during the summer months. RALLY rates have increased by 40% this summer due to increased COVID-19-related expenses appertaining to social distancing, sanitizing, temperature checks, and other added measures. The revised curriculum geared toward smaller groups of children that discourages interaction has necessitated an additional three staff for the summer months, and six staff for the school year months.

Ms. Martinson expressed uncertainty whether CARES Act funding can be granted to RALLY since they are a school district program. Further research on how to assist with this problem is needed. The draft grant proposal Ms. Martinson presented represents a subsidy to cover the difference in funding due to the cost increase.

The RALLY program expects half of their enrollment to come from children in low-income families. Work is in progress with Juneau Economic Development Council (JEDC) to determine what percentage of enrolled children will be from families with essential workers. Ms. Martinson shared that 65% of workers in Juneau are deemed essential. RALLY estimates an additional \$25 per child per month in PPE expenses for the summer. This estimate drops to an additional \$12.50 per child per month during the school year.

The total need for a grant program covering the gap in increased RALLY expenses is \$200,991.

Mr. Mertz stated that there are more details to work out before this proposal is ready for deliberation, and that Ms. Martinson's update is meant to share findings so far.

Mr. Botelho expressed concern that the school district may be on a half-day schedule in the fall, and children of all ages will not be receiving classroom instruction for portions of their days. This will also be a major impediment to parents with fulltime employment going back to work. He suggested the Task Force engage with the school district quickly, as this is a looming crisis and their chance to mitigate the impacts is now.

Ms. Martinson shared that 30% of school-aged children are enrolled in a food program, and that the Task Force should consider how those children will eat when they are not in the classroom.

Mr. Forst agreed, saying that they should expect applications for RALLY services to increase if parents are unable to send their children to school.

Overview of \$53 Million CARES Act Funding Disbursement Presented at Assembly

Ms. Thomas thanked Mr. Rogers for helping to develop a pie chart showing the disbursement of \$53 million in CARES Act funding, which was presented to the Assembly on June 1. The pie chart shows where CARES Act money has already been designated, or potentially designated, resulting in an undesignated amount of \$18.5 million. This tool was helpful for the Assembly while discussing the sectors of the economy already being addressed, and in realizing which sectors of the economy need increased attention. The Assembly determined that non-profits and food programs need increased assistance. The Assembly asked the Manager to present a recommendation for the allocation of the remaining funds. Assembly member Triem volunteered to research the needs of non-profits. The Task Force has discussed coalescing the health and social services need, and Kenai has a grant program targeted at non-profits. Ms. Thomas asked the Task Force to review that program and come to the next meeting with ideas.

Mr. Rogers stated that he expects to receive additional guidance from the U.S. Treasury on eligible expenses, and that the math for the pie chart may change slightly. He thanked Ms. Thomas for leading the City in looking at the big picture of funding distribution.

Ms. MacVay stated that, originally, the CBJ Housing Rental Assistance Program used \$200 thousand from the Affordable Housing Fund. She asked if the City replaced the \$200 thousand with CARES Act money and transferred it back into the Affordable Housing Fund for future use. Mr. Rogers replied this was the case. Ms. MacVay informed the Task Force that the Alaska Housing Development Corporation (AHDC) must remit unused funds to the City at the end of June 2020. She asked if any unused money might be repackaged for disbursement for a modified future use. Mr. Rogers replied that the Assembly is discussing the future need for housing assistance, both rental and mortgage, when other federal and state programs expire.

Discussion on Funding Availability & Communication

Ms. MacVay reported that she started to aggregate the various resources currently in Juneau, and discussed the intended audience for the information. She plans to reach out to the CBJ Public Information Officer to discuss a strategy to share the findings with the broadest audience possible.

Strategic Planning Setup for Universe of Economic Stabilization Needs

Ms. Thomas suggested scheduling a time in the next few weeks to brainstorm on strategic planning. By then, the grant programs should be active, no longer requiring the full attention of the Task Force. Ms. Thomas suggested discussing areas of need for non-profits, revisiting what the Task Force has accomplished, and discussing any holes that might still exist in stabilizing Juneau economy.

Mr. Mertz voiced support for a Task Force Work Session that is longer in length than normal Task Force meetings. Ms. Thomas asked staff to share some initial dates available on the City Calendar, and volunteered to poll the Task Force to settle the date.

Open Fact-Finding Group Reports

Cruise Ship Protocol

Mr. Koelsch shared that not much is happening with cruise ships. There are some small cruise lines already engaging with the CBJ Assembly, but most of the large cruise lines have canceled the 2020 season in Alaska. Ms. Thomas reported a 92% loss in cruise ship traffic in Juneau this year. Ms. Martinson reported that, after listening to American Cruise Line representatives speak to the Assembly on June 1, she understood that cruise ship passengers will intermingle in the community after receiving a negative COVID-19 test, and the economic boost could be larger than previously anticipated through hotel, shopping, and restaurant activity. As of today, Juneau may see its first small cruise boat on June 25 or 26.

Restaurant and Small Business

Mr. Forst reported on the conversation he and Ms. Peters had with Mr. Brian Holst, Executive Director at JEDC, on the “Shop Local” loyalty-based app idea. He sees potential benefits but continues to collect additional information on the program. He and Ms. Peters will participate in a Zoom meeting with the app programmers next week for questions and answers. He added that Travel Juneau is hosting a “Summer Solstice” marketing event to promote local shopping.

Ms. Peters spoke to a large local movement, for local spending, with local currencies. A community in Massachusetts has a local currency called BerkShares, which has been in circulation since 2006. Over 400 local businesses and local banks participate in this program. It appears to have affected the community in a positive way. Ms. Peters shared that some local businesses are looking at a “Small Business Summer” marketing event with a “First Friday Kick-off” in July and a Gallery Walk, if the COVID-19 situation allows.

Tribal Assistance Options

Ms. Belton shared that Central Council for Tlingit & Haida (CCTHITA) is still budgeting their CARES Act funding and discussing appropriate projects. CCTHITA hosts a Facebook Live event every Thursday at noon where people can share ideas. She will notify the Task Force as projects receive approval.

Infrastructure

Ms. Thomas suggested that infrastructure, and its eligibility for CARES Act funding, might be a fact-finding area worth pursuing. Mr. Botelho stated that he believes Juneau has the capacity to pursue this topic without CARES Act limitations, and some brainstorming and creative ideas could advance the discussion. Ms. MacVay suggested training programs intended to provide the human resources that will advance infrastructure projects.

The Task Force discussed placing a bond ordinance for a package of infrastructure projects on the voters’ ballot in the fall of 2020. Due to the need for public process, selecting projects the public will

support, and moving those through the Assembly introduction and approval process by the first meeting in August, the Task Force decided to pursue this idea for the 2021 Fall Election instead. Mr. Botelho reminded the Task Force that Juneau has held special elections in the past. Mr. Koelsch stated the availability of Federal funding for infrastructure projects could change around the November Presidential Election. Ms. Bell asked the Task Force to remember its existing long-range plans, which prioritize various projects that are currently unfunded, when developing this list. Ms. Thomas asked Mr. Botelho and Mr. Koelsch to bring more information on this topic before the Task Force as they conduct their research.

Homelessness in the Downtown

It was determined that co-chairs Mr. Mertz and Ms. Thomas will discuss the topic of homelessness in the downtown with Mayor Weldon, requesting direction on whether they should pursue solutions for this broad of a topic or focus on other areas.

Rental Housing Assistance

Ms. MacVay asked if the Assembly needs the Task Force to look more into housing assistance. She believes that, unless federal programs extend their expiration dates, there will be a resurgence of people who are unable to afford their home beginning in August 2020. She reported that AHDC has had requests for mortgage assistance.

Ms. Martinson reported that she spoke with Mr. Lennon Weller, an Economist with the State of Alaska, Department of Labor (SOA DOL); they anticipate receiving the Pandemic Unemployment Assistance (PUA) numbers for Juneau around June 15. She stated that she feels this fact-finding group needs to keep an eye on the situation, because if the PUA program ends in July, there will be increased need in August.

Juneau Emergency Loan Program

Ms. MacVay and Ms. Peters met with JEDC about the status of the Juneau Emergency Loan Program. Feedback indicates the need for conversations about modification of the terms of the loan program. At this time, JEDC plans to approach the city and does not need Task Force involvement.

Needs Assessment for Juneau

Ms. Martinson stated that the Assembly is interested in a Needs Assessment for the community, and that she was unsure of the Task Force's potential involvement. Ms. Thomas reported the City Manager is looking at how to best approach this request from the Assembly; the Task Force will wait for direction.

Good of the Order

Ms. Bell reported that the Task Force Work Session resulted in suggestions for types of information and data needs that would be helpful, and suggested JEDC could complement the brainstorming. She asked the Task Force to invite Mr. Brian Holst to present ideas for harnessing the two groups' efforts.

Ms. Martinson shared that churches are a source of social services in Juneau, and that they are experiencing negative effects of COVID-19 through a decrease in donations, inability to pay staff, and

inability to operate food pantries. Ms. Thomas asked that the Task Force consider this when discussing a non-profit and social services assistance program next week. Discussions between City Manager Watt, Ms. Teri Tibbett with the State of Alaska Mental Health Board, and Ms. Amy Skilbred with the Juneau Community Foundation are underway regarding opportunities for simplified grant programs for non-profits and other social service areas. Ms. Carole Triem is the Assembly lead on this topic and may want a discussion with the Task Force after more information is gathered.

Ms. MacVay announced that the AK CARES Grant Program opened June 1. CBJ and JEDC loans do not preclude participation in the program, but JEDC loans are not eligible as an expense for grant funding.

Mr. Botelho, in thinking about a Needs Assessment, asked co-chairs Mertz and Thomas to consider meeting with the Juneau Chamber of Commerce and JEDC about the waterfront, in order to identify areas for long-term need and recommendations for leadership.

Mr. Koelsch asked if there is a single location to review the COVID-19 assistance programs being put into place by communities across Alaska. He has heard of various programs but does not want to miss a successful idea in implementation elsewhere. Ms. Bell stated she would follow up on this request.

Mr. Mertz reminded the Task Force that the crisis is not over and the full need is unknown. The Business Sustainability Grants are designed with flexibility to target the unknown need in phases 2 and 3. With fall unemployment benefits expiring, he worries about what is to come. Could Juneau lose skilled people from the local work force, making economic recovery more difficult? He hopes to see some CARES Act money reserved to meet future need that may become emergent.

At 4:29 p.m., the meeting was adjourned.

Appointed Task Force Members

Max Mertz, Co-Chair • Linda Thomas, Co-Chair • Susan Bell • Theresa Belton • Bruce Botelho

Eric Forst • Ken Koelsch • Lauren MacVay • Laura Martinson • Terra Peters

Presented by:
Presented:
Drafted by:

ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2020-xx

An Ordinance Appropriating up to \$xx to the Manager for a COVID-19 Business Safety Program; Funding Provided by the CARES Act Special Revenue Fund.

WHEREAS, the Economic Stabilization Task Force recommended that the Assembly consider a grant program to encourage and help offset costs for businesses to implement safety measures to protect employees and customers due to COVID-19; and

WHEREAS, ; and

WHEREAS, ; and

WHEREAS, and

WHEREAS, the COVID-19 Business Safety Grant Program is necessary due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); and

WHEREAS, the COVID-19 Business Safety Grant Program is being created by this ordinance and program expenses were not accounted for in the FY20 budget; and

WHEREAS, the COVID-19 Business Safety Grant Program expenses are incurred during the period that begins on March 1, 2020, and ends on December 31, 2020.

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

Section 1. Classification. This ordinance is a non-code ordinance.

Section 2. Appropriation. There is appropriated to the Manager the sum of **xx dollars (\$xx.00)** for a COVID-19 Business Safety Grant Program to be granted to the Juneau Economic Development Council (Grant Administrator) and used consistent with this ordinance.

Section 3. Source of Funds:

CARES Act Special Revenue Fund **\$xx.00**

Section 4. COVID-19 Business Safety Grant Program Terms. The program is subject to the following terms and conditions:

- (a) **Administration.** The Manager is authorized to execute a grant agreement with the Grant Administrator for disbursement of COVID-19 Business Safety Grant Program funds. The Grant Administrator is responsible for assuring the program funds are disbursed only to eligible businesses. The Grant Administrator shall be provided a reasonable administration fee based on actual expenses. The Grant Administrator shall provide the Manager with program status reports at reasonable intervals. The Manager shall provide updates to the Finance Committee or Assembly.
- (b) **Entity types.** The program is open to all qualifying businesses (including a nonprofit), regardless of whether they have applied for or have obtained any other state or federal COVID-19 related assistance if (1) the business was registered in Alaska before July 1, 2020, (2) has a physical presence in Juneau, Alaska, and (3) continues to be open to the public, including by appointment only.
- (c) **Grant application.** A business owner, managing member, or equivalent person may submit a grant application form in person or electronically to the Grant Administrator.
- (d) **Sales and property tax compliance.** A business with any sales or property tax delinquency as of March 1, 2020, is not eligible for a grant unless the business first executes a confession of judgment with the City and Borough of Juneau for all outstanding taxes. A business that is fully compliant with a confession of judgment payment plan is eligible.
- (e) **Exceptions.** The Grant Administrator, after receiving direction from the Manager or designee, has the authority to make reasonable exceptions that match the intent of this grant program.
- (f) **Maximum grant amount.** Eligible businesses may be reimbursed for any documented costs of physically retrofitting their business premises, and making technology-based adjustments to allow for proper social distancing and protection of their employees and customers. Businesses can also include the costs of providing face coverings for all employees and all customers. Costs must be incurred before the adoption date of this ordinance. Total grant amount is 75% of actual costs incurred up to a maximum of \$5,000 per business.
- (g) **Priority.** During the first 15 days of this program, the Grant Administrator shall only accept and process applications from eligible businesses that did not receive any federal, state, or local grant or forgivable loan. On the 16th day of this program, the Grant Administrator shall accept and process applications from all eligible businesses in the order received. If an application is deemed incomplete,

the applicant has a three-day grace period from notice of an incomplete application to cure to maintain the initial filing date.

Section 5. Effective Date. This ordinance shall become effective upon adoption. However, Section 2 of this ordinance is conditioned upon the City and Borough of Juneau receiving CARES Act funding from the State of Alaska.

Adopted this _____ day of _____, 2020.

Beth A. Weldon, Mayor

Attest:

Elizabeth J. McEwen, Municipal Clerk

ESTF

Public Comment Summary

June 18th, 2020

Letters Received since June 11th

<i>Topic</i>	<i>Subtopic</i>	Number of Comments	Topic Reviewed by ESTF	ESTF workgroup formed	Presented to Assembly	Referred
+ Job Development Total		1	0	0	0	0
+ Task Force General Total		1	0	0	0	0
Grand Total		2	0	0	0	0

One Comment about a proposed Arts program to employ Juneau Artists

One Comment containing the Juneau Cares meal service proposal

All Comments:

<i>Topic</i>	<i>Subtopic</i>	Number of Comments	Topic Reviewed by ESTF	ESTF workgroup formed	Presented to Assembly	Referred
+ Total		0	0	0	0	0
+ Arts Community Total		1	1	0	0	0
+ Business Assistance Total		29	29	14	9	1
+ Business Development Total		6	6	1	0	4
+ Climate Change Total		1	1	0	0	1
+ Cruise Industry Total		4	4	3	0	1
+ Housing Assistance Total		4	4	2	2	0
+ Infrastructure & Construction Total		8	8	8	0	1
+ Job Development Total		5	4	1	0	0
+ Nonprofit Businesses Total		1	1	0	0	0
+ Personal Protective Equipment Total		1	1	0	0	0
+ Public Health Total		1	1	0	0	0
+ Reduce Cost of Living in Juneau Total		7	7	0	0	0
+ Shop Local Total		1	1	1	0	0
+ Task Force General Total		9	8	1	1	0
Grand Total		78	76	31	12	8

CBJ Communication Summary

City Communication Channels:

- Email
- Web
- Facebook
- Twitter
- Instagram
- Snapchat

Communication Process

At a high level, and depending on the content, news items are prepared for Press or Information Release. They are then distributed through channels listed above as appropriate – not all subject matter is appropriate for channels.

Communication Guidelines

Pre Covid, the City confined their official communications to city news or programs.

In current environment, they have expanded parameters to some extent, and are communicating state programs such as AK CARES and AHFC rent relief opportunities. But, it needs to have some state or local tie. For information about things on a Federal level (CARES ACT), they might broadcast by social media, but wouldn't do formal Information Releases.

ESTF Communications

To date, communication about ESTF items have included:

- Items that have received Assembly action
- Meeting notices
- State programs that have been discussed at ESTF meetings

Opportunity:

If ESTF identifies areas that it believes should be broadcast to the public, but that fall outside of the guidelines defined above, we can write it up and deliver to Brenwynne. Lisa Phu (Public Information Officer) can then review and disseminate through Social media.

The next step would then be to isolate other channels with robust communication channels to help distribute the information further.

SustainArts Juneau

Purpose: Contract with unemployed and under-employed local artists and arts organizations to design public education and engagement campaigns dedicated to advancing CBJ's sustainability goals. Modeled after the successful Works Progress Administration's program that employed out-of-work artists during the Great Depression, this project will alleviate the current economic suffering of arts sector professionals and organizations while enhancing public understanding of Juneau's long-term sustainability objectives.

Artists have lost customers, contracts, and have cancelled performances due to COVID-19 and social distancing protocols. *This project meets a gap within coronavirus federal funding packages by targeting artists, many of whom are self-employed yet don't see themselves as businesses, and arts organizations that have lost earned income.*

Amount of Request: \$250,000 (\$200,000 for artist contracts and \$50,000 for the Juneau Arts and Humanities Council to administer and coordinate the program)

Project Partners: Juneau Arts & Humanities Council, Juneau Commission on Sustainability Energy Committee*

Eligible contractors: Juneau-based artists and cultural professionals and Juneau-based arts and culture businesses/ non-profit organizations. Applicants must sign an affidavit stating that they are unemployed, underemployed, or their business was materially affected by the COVID-19 pandemic.

Media: Open to artists of all media, including performance artists, visual and graphic artists, writers, musicians, video-producers, storytellers, etc. Proposals must include all costs (including supplies/ materials) and a promotion plan (how the artworks/ education campaigns will be distributed).

Timeline: RFPs issued in the summer, contracts awarded early fall, all projects completed by December 31, 2020.

Process: Partnerships/ collaborative proposals will be welcomed. Eligible individuals/organizations will submit proposals for one or more of the following sustainability education and public engagement campaigns:

- [Juneau Renewable Energy Strategy](#)
- [Juneau Climate Action Plan](#)
- [Solid waste issues](#)
- [Wastewater education](#)
- [Local food security](#)

Rights: Artists will retain copyright but CBJ and partners will have unlimited rights to distribution of the final products. All final products will be included on the Juneau Commission on Sustainability's webpage.

*It is likely the Juneau Commission on Sustainability as a whole will partner on this project. This will be discussed at an upcoming meeting.