

BIENNIAL BUDGET

ADOPTED FY03
APPROVED FY04



City and Borough of Juneau Assembly

Sally Smith
Mayor

Jim Powell, *Chair*
Assembly Finance Committee

Frankie Pillifant
Assembly Member

Randy Wanamaker
Assembly Member

Jeannie Johnson
Assembly Member

Marc Wheeler
Assembly Member

Ken Koelsch
Assembly Member

Dale Anderson
Assembly Member

Don Etheridge, Jr.
Assembly Member

David Palmer, *City and Borough Manager*
Donna Pierce, *Deputy City and Borough Manager*



VICINITY MAP

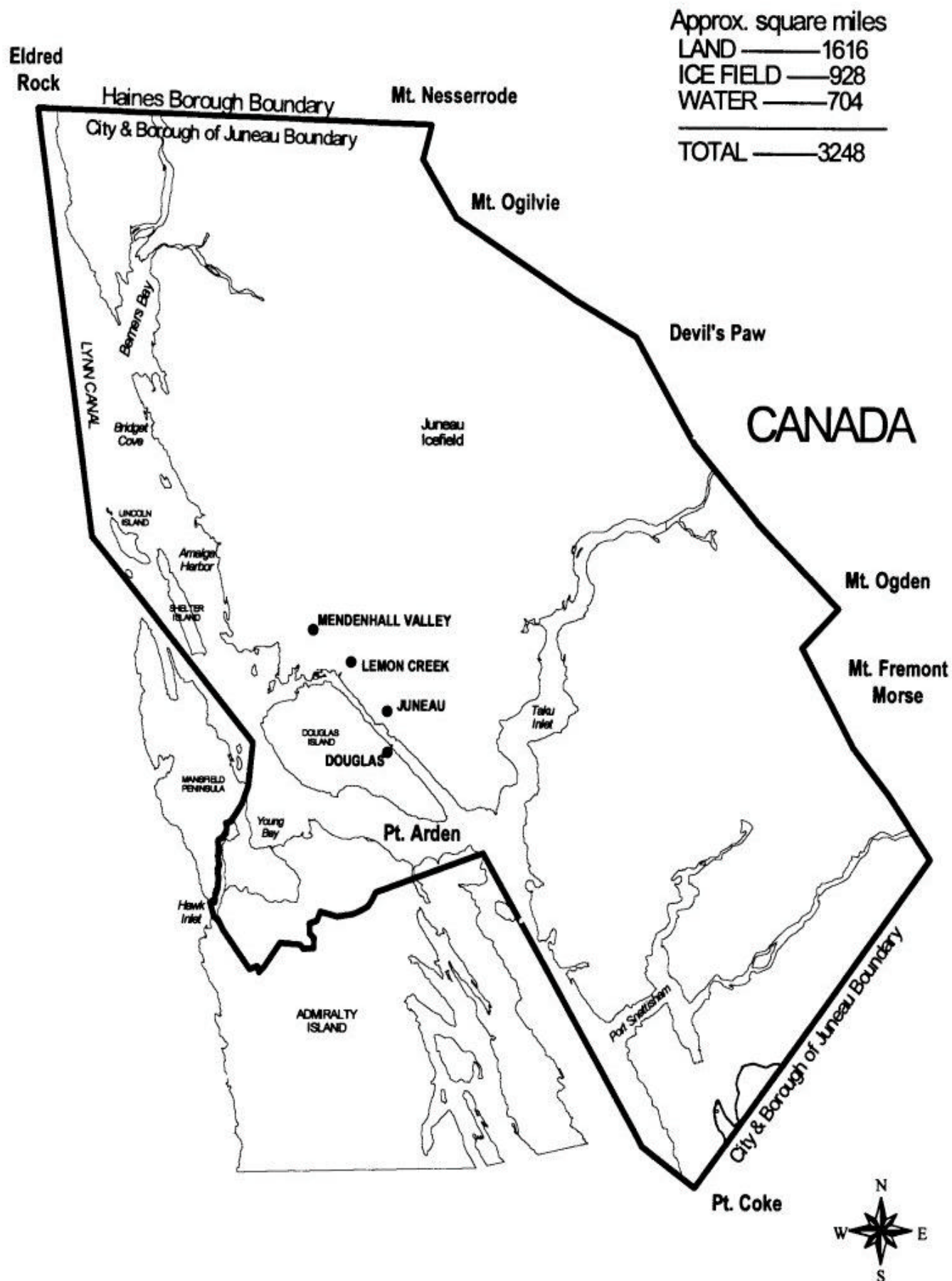


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COMMUNITY HISTORY

In 1881, the Committee on Town Laws voted for a new name for the town of Juneau. “Juneau City” won the vote overruling “Harrisburg,” and “Rockwell.” In 1882, the change was officially made by the U. S. Post Office Department who dropped the word “City” making the official name “Juneau.”

The “City of Juneau” was incorporated and became Alaska’s state capital in 1900.

In 1881, the town of “Douglas” was established as a mining community. Prior to that time, Douglas had also been referred to as “Edwardsville,” presumably after an early resident and miner H. H. Edwards.

The “City of Douglas” was incorporated in 1902.

In the transition from territory to statehood and in accordance with provisions of the 1959 Session Laws of the State of Alaska:

- The City of Juneau was established as a home-rule city in October 1960.
 - ① A Manager-Council form of government was established. The Council had seven members with the Mayor as presiding officer.
 - ② The boundaries of the new City of Juneau remained as previously drawn.
- The greater Juneau Borough was incorporated as a first class borough on September 30, 1963.
 - ① The form of government established included a nine-member Assembly with a President as presiding officer and an Assembly-elected administrator. Representation on the Assembly was composed of three members from the City of Juneau, one member from the City of Douglas, and five members from outside the cities of Juneau and Douglas.
 - ② The boundaries of the Greater Juneau Borough included Holkham Bay in Stephens Passage; the Alaska-Canadian Boundary Line encompassing Peak Nos. 79 and 98 of the Ice Field; Eldred Rock Light; Lincoln Island; Point Young; Point Arden Light; Midway Island Light; and Point Coke.
- The City of Douglas was established as a home-rule city in October 1966.
 - ① The City of Douglas Council consisted of six Councilmen and the Mayor.
 - ② Boundaries of the City of Douglas remained as previously established.
- The City and Borough of Juneau was incorporated as a unified City and Borough on July 1, 1970.
 - ① The City and Borough of Juneau Assembly has nine members with the Mayor as presiding officer. It is a strong Manager form of government.
 - ② The newly created boundaries of the City and Borough of Juneau consolidated the City of Douglas, the City of Juneau, and the Greater Juneau Borough.
 - ③ The City and Borough of Juneau is a home-rule municipality, exercising the powers granted to it by the Constitution of the State of Alaska. As part of its preamble to the Charter, the City and Borough of Juneau’s mission is to “provide for local government responsive to the will of the people and to the continuing needs of the community.”

By Marian Miller

COMMUNITY PROFILE

Date of incorporation Home Charter	July 1, 1970
Form of government	Mayor and Assembly
Area	3,248 square miles
Population.....	30,711

Employment and Economy

Public sector employment.....	6,937
Private sector employment.....	10,118
Unemployment	6%
Gross Business Sales by category (in thousands of dollars)	
Real estate	\$ 41,559
Contractors	\$ 132,774
Liquor and restaurant.....	\$ 70,668
Retail sales – general.....	\$ 182,734
Foods.....	\$ 93,184
Transportation and freight	\$ 129,674
Professional services.....	\$ 148,987
Retail sales – specialized.....	\$ 88,048
Automotive	\$ 79,819
Other	\$ 277,332

Streets

Miles of streets	94
Miles of sidewalks	30
Catch-basins.....	1,829
Miles of drainage ditches	94
Number of street signs	1,800

Water Services

Number of consumers.....	8,726
Miles of water mains.....	168
Number of fire hydrants	1,350
Number of wells	5
Number of reservoirs	9
Number of pump stations	9

Sewer Services

Number of customers.....	7,541
Miles of sanitary sewer	125
Number of lift stations	39
Number of wastewater treatment plants.....	3
Average yearly gallonage treated.....	1,309.003 million

Fire Protection

Number of stations	5
Number of firefighters	33
Number of volunteer firefighters.....	100

Police Protection

Number of stations	1
Number of police officers.....	45

COMMUNITY PROFILE

Parks, Recreation, and Culture

Number of recreation service parks	29
Total acres	479
Number of natural area parks	75
Total acres	2,938
Number of convention centers.....	1
Number of swimming pools.....	1
Number of ski areas.....	1
Number of youth centers.....	2
Number of golf courses (when the tide is out).....	1
Number of harbors	
Private	3
Public	4
Number of boat launch ramps	7

Sources: City and Borough of Juneau Capital City Fire/Rescue Department, Parks and Recreation Department, Public Works Department, Police Department, Sales Tax Office, Treasury Division and the Comprehensive Annual Financial Report for Fiscal Year Ended June 30, 2001.

FY03 & FY04 BUDGET SCHEDULE

November 2001	Revenue projections, staffing projections, health benefit projections, fleet replacement estimates, building maintenance charges, building lease costs, and other non-departmental expenditures were prepared.
December 21	Budget preparation instructions were delivered to the departments.
January 2002	Departments submitted their Travel and Training requests for FY03 and FY04. Departments prepared their operating budget requests.
February	Departmental budget requests were submitted to the Manager's Office. As requests were submitted they were reviewed by Finance Department staff for accuracy and reasonableness.
February-March	Budget meetings were held between the Manager's Office and each department to discuss and review the departmental request.
April 01	The School District submitted their proposed FY03 budget to the Assembly on or before this date.
April 08	The date the Manager's FY03 and FY04 Proposed Biennial Operating Budget was delivered to the Assembly.
April 15	Special Assembly meeting to introduce the FY03 Appropriating Ordinances.
April 10 to June 15	The Assembly Finance Committee met every Wednesday evening from 5:00 to 7:00 p.m. in the Assembly Chambers to review the Manager's proposed budget.
April 30	Special Assembly meeting to include public hearings on the proposed FY03 budget ordinances and to indicate the amount to be made available for School District support.
May	Assembly Board of Equalization (BOE) heard the 2002 property assessment appeals.
May 29	Special Assembly meeting to appropriate the amount to be made available for School District support.
June 1	The date the Assessor certified the real and personal property assessment roll.
June 14	Adopted the- FY03 operating budget, FY03 capital improvement program budget, and 2002 property tax mill levy
July 01	The date property tax statements will be mailed.
July 01 to June 30	July 01, 2002 to June 30, 2003 Mid Year Appropriations. The City and Borough Charter Section 9.10 provides for supplemental and emergency mid year appropriations. The Assembly by ordinance may make supplemental appropriations for the FY03 year up to the amount of the additional revenues identified. Upon declaration by the Assembly that a public emergency exists and describing the emergency in clear and specific terms, the Assembly may make emergency appropriations. Emergency appropriations may be made by resolution and shall be approved by all Assembly members present or by seven or more of the members, which ever is the lesser number.
September 30	The due date for the payment of real and business personal property tax assessments.

BUDGET PHILOSOPHY

The annual budget process is an opportunity for the citizens of Juneau to participate in making decisions concerning the services CBJ provides for them. The budget is the management tool for CBJ administration and defines the annual work program. Also, the budget is a framework for accomplishing the mission of the CBJ which is "create and maintain a truly outstanding community, broadly recognized as a great place to live, work, play and visit." The core CBJ organizational values of integrity, honesty, accountability, teamwork, diversity and balance are reflected in this budget.

A successful annual budget preparation requires communication, citizen outreach, Assembly direction and a commitment to excellence. In addition to balancing local needs with available resources, and incorporating CBJ shared mission and values, the process must be a cooperative effort of the total community of Juneau.

Juneau is proud of its statewide reputation for adopting advanced financial planning strategies. CBJ staff continues to accept this challenge and search for creative solutions to the delivery of CBJ services. Working toward implementing efficiencies humanely and providing a work environment conducive to teamwork will empower the system to change for the better. The primary goal is to provide the quality of life expected by the community over the long term at a reasonable cost.

This annual budget is based upon citizen expectations, clearly articulated Assembly policies and Manager directives, maintenance of existing program levels, and expansion of health and safety services to protect life and property.

DISTINGUISHED BUDGET AWARD



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

**City and Borough of Juneau
Alaska**

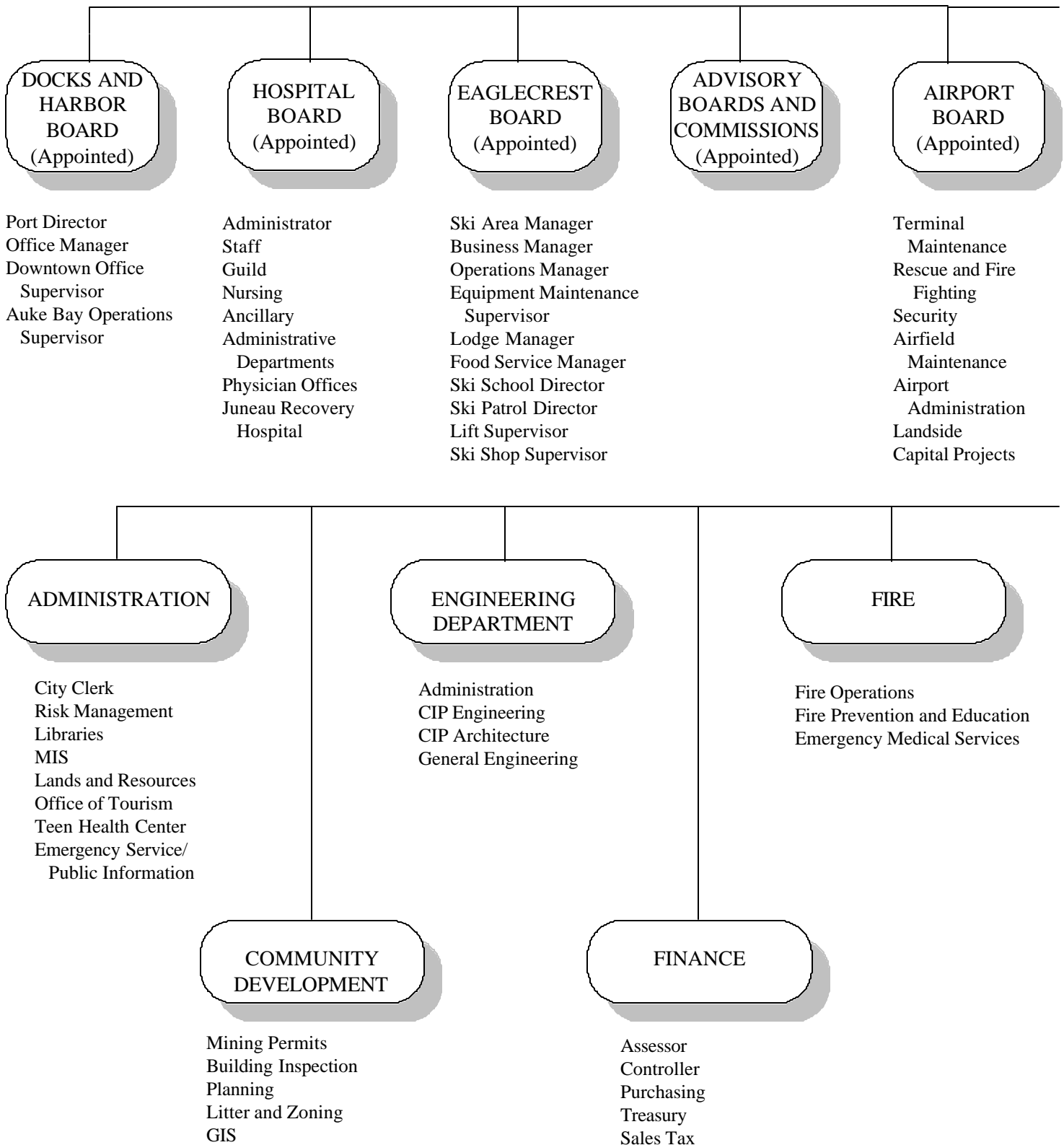
For the Biennium Beginning
July 1, 2002

President

Executive Director

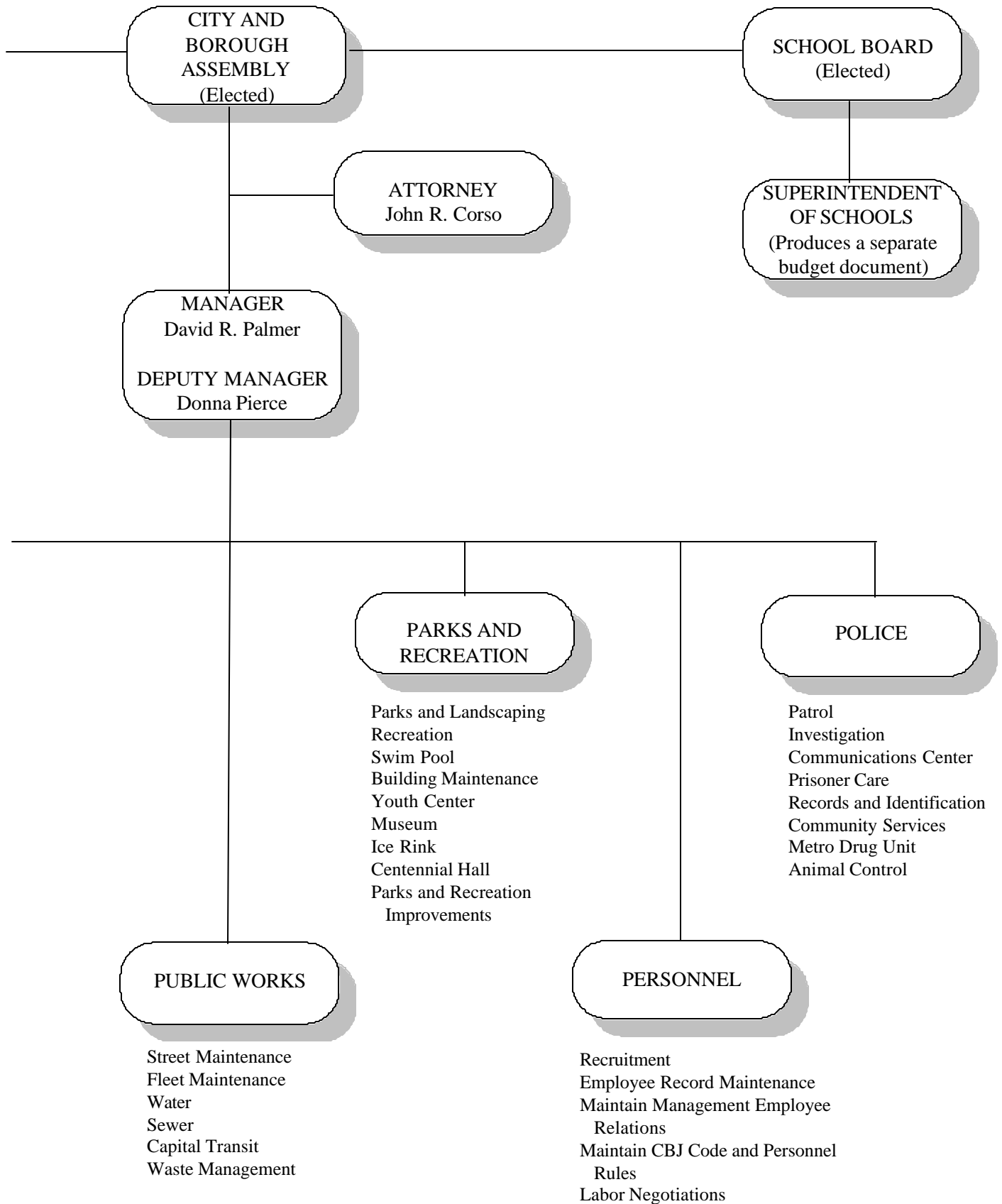
OVERVIEW OF GOVERNMENTAL FUNCTIONS

This chart highlights the basic functions of the City and Borough of Juneau as well as the overall hierarchical



OVERVIEW OF GOVERNMENTAL FUNCTIONS

structure of the administration.



September 10, 2002

The Honorable Mayor and Assembly
City & Borough of Juneau
Juneau, Alaska

CITY MANAGER'S BUDGET MESSAGE

It is my pleasure to transmit to the Assembly and the community the FY03 adopted and FY04 conceptually approved Biennial Operating Budget. As in the past, this balanced biennial budget was prepared with a hold-the-line approach to governmental growth and spending. The final budget was adopted with a small number of budget additions. A list of the changes can be found in the *Executive Summary* section of this document.

The budget process calls for the City Manager to develop and present a complete balanced two-year budget every other year. In the first year of each two-year budget, the Assembly adopts the first year's budget and approves, in concept, the second year's budget. The FY03 and FY04 Biennial Operating Budget was presented to Assembly on April 5, 2002. The Assembly adopted the FY03 budget (the first year of the two-year budget period) on June 14, 2002. The conceptually approved FY04 budget will come back before the Assembly for review on April 7, 2003 and adoption by June 15, 2003. (The City charter states the budget will be presented to the Assembly by April 5. However, April 5, 2003 is a Saturday.)

Budget Balancing Issues

Budget development is a difficult process of balancing taxation and fees with community service needs. For this biennial budget process, we started with a review of the known major financial items. An initial analysis prepared by the Finance Department in December 2001, indicated that we would see significant operating cost increases just to maintain service levels. In the general governmental areas (functions supported directly or indirectly with property tax revenues), we estimated that operating costs would increase for the biennial budget (both years combined) by as much as \$5.7 million. Major components of the anticipated increase included:

- Insurance
- Educational Support under the State's funding formula
- Negotiated Wage Increases
- Public Employees Retirement System employer contribution rate (FY04 only)

In addition mid-year FY02 budget changes increased the FY03 and FY04 Biennial Operation Budget funding requirements by an additional \$370,000. These additions focused on bear/garbage issues and staffing the Emergency Medical/Joint Police-Fire Dispatch project.

- Police Community Service Officer (1.0 full time equivalent position or FTE)
- Police Dispatchers (2.0 FTE's)

CITY MANAGER'S BUDGET MESSAGE

While we were concerned with the projected increases in operating costs, we were also projecting a \$4.6 million increase in operational funding. The anticipated funding source changes included:

- An increase in assessed property values;
- Stability and slight growth in sales tax revenues;
- FY02 fund balance carryovers; and
- A reduction in the Federal Payment In Lieu of Taxes program.

Early on in the Biennial Budget process and before the departmental budget requests were received, we knew we would need to work hard just to make the budget balance. As such, the budget development and review process included some very important budget balancing decisions.

- The property tax mill levy was held constant. Retired debt enabled us to shift 0.24 mills in FY03 and 0.17 mills in FY04 from debt service to general operations.
- Department budgets were prepared at the minimum funding levels necessary to maintain services.
- A 1% salary and wage vacancy factor was included.
- Sales Tax Budget Reserve funds were used. The Assembly had placed \$448,000 in the Sales Tax Budget Reserve (Rainy Day Fund) in FY02 to help cover future budget funding shortfalls. We used \$173,000 of this amount in FY03 and the remainder in FY04. In addition, the Assembly approved withdrawing an additional \$430,500 in FY04, if necessary.
- Discretionary sales tax revenues initially budgeted to general capital projects were shifted to general operations. Typically \$1 million in discretionary Sales tax revenues have been used for general capital projects. However, for FY03 the Assembly decided to reduce the discretionary sales tax funding used for capital projects by \$475,000 and find other funding sources for the general capital projects program. These discretionary sales tax revenues were then budgeted for general operational use.

A more detailed explanation on budget balancing and incremental increases are presented in the "Executive Summary."

Cost Containment and Efficiencies

In 1999, when faced with the possibility of large revenue shortfalls, every city department engaged work groups of employees to examine means to reduce services, increase revenues, or improve efficiencies. After all, it is the workers on the job who know their operations best and how to produce the most useful recommendations. The budget that year was presented to the Assembly with a menu of budget cutting options. Many were adopted. The most difficult reductions were avoided only when the revenue picture improved. From these initial work group efforts we made a number of changes to enhance our operational efficiencies. The following is a list of some of the changes that have been implemented.

- The Juneau Police Department modified its scheduling to place more law enforcement officers in the field during busy times.
- Vehicles and equipment replacement schedules were extended.
- Equipment acquisitions were targeted to more adaptable multiple use equipment (e.g. quick change backhoe bucket/hammer/compactor). This helps to reduce our needs for outside rentals.
- Implementing more active risk management, including voluntary OSHA inspection/compliance, program.
- Reducing the amount of paperwork and processing for departmental purchasing.
- Implementing use of credit card payments for many city purchases.
- Using CBJ employees as trainers for emergency medical, law enforcement, management and traffic safety training.
- Automating some of our payroll data functions.
- Actively managing our incarceration costs.
- Improving our use of the Internet to distribute documents, forms, packets, and minutes.

CITY MANAGER'S BUDGET MESSAGE

- Implementing wastewater treatment process control improvements to reduce power consumption and maintenance costs.
- Collaborating between management and staff to help develop cost effective health care program options.
- Implementing electronic data, voice and photo transmittal between JPD, Department of Law and Public Defenders.
- Implemented an internal Task Force to streamline personnel procedures.
- Presented code revisions to eliminate useless regulatory requirements

Budgetary Concerns

The Alaska State Legislature has been struggling with developing a long-range financial plan for a number of years. The State has been operating in a deficit position and projections indicate they will exhaust their funding surpluses in the next several years, unless a long-range financial solution can be reached. There has been significant concern that some of the funding options being proposed could impact local governmental operations. However, the State Legislature adjourned on May 15, 2002 with no substantive changes that would impact municipal funding and no long-range financial plan in place. While this eases some of our concerns in the short term, it will continue to have adverse economic impacts statewide.

Another item that could have a significant impact on our FY03 and FY04 biennial budget is the question of a state legislative move. In November 2002, voters will be presented with the ballot question of moving the legislature from Juneau. A pending vote of this nature will likely have a stagnating effect on Juneau's economy. If the legislature does move it could significantly impact future property values and sales tax revenues.

Major Revenue Trends

Juneau relies heavily on funding general operations from sale tax revenues. From FY90 through FY96 and into early FY97, we experienced very strong sales tax growth, between 5% and 9% per year. In May 1997, we started to experience a significant decline in our historical sales tax growth trend. Between FY98 and FY01 summer sales tax growth dropped between 2% and 4% and winter growth became flat to a slight decline. For the FY03 and FY04 budget we are projecting total sales tax growth of just over 2% per year. This is a slight improvement over the projections we have been using for the past several years.

Starting in 1986, the State gradually but consistently reduced the appropriations for local government general operating support. In FY00, this reduction trend accelerated when the State Legislature reduced the FY00 funding levels by one-third. The State Legislature approved funding for FY01 with an 11% reduction and slightly increased the funding level in FY02. The State approved the FY03 funding levels with no material change from FY02. We are also anticipating there will be no change in funding levels for FY04.

A positive point in helping to balance this biennial budget was the significant operational savings from departments exercising spending restraint. This provided just over \$1.5 million in fund balance rollovers from FY02. In addition, our interest earnings exceeded projections by nearly \$500,000. The combined budget savings and revenue increases provided \$2 million to help fund this biennial budget.

Funding for Education

An important responsibility of local government (and required by State law) is to provide support to education. The legislature made no changes in education funding formula for FY03 and there is no indication, at this point, that changes will be made in FY04.

CITY MANAGER'S BUDGET MESSAGE

On April 1, 2002, the District submitted their budget and funding requests for FY03 and FY04. The Assembly evaluated education-funding needs equally with other essential governmental functions. Safe streets, parks and recreation programs, effective law enforcement, good libraries, the swimming pool and well-maintained school buildings all contribute to the well being of our children. This budget contains many components that support children, the largest being the contribution to our school system. The Assembly responded to the District's request by providing FY03 operating support above the formula amount used in FY02. The formula amount used in prior years was the maximum amount allowed by the State for School District general operations. The Assembly was able to do this as some specific categories of education expenditures are allowed to be funded outside of the operational maximum. The Assembly voted to fund a portion of pupil transportation, food service and student activities. Of the 34 school districts in Alaska, only 12, including Juneau - but not Anchorage or Fairbanks - fund at the maximum level. The table presented below compares school district requested and adopted funding for FY01, FY02 and FY03 and approved funding for FY04.

	<u>FY01</u>	<u>FY02</u>	<u>FY03</u>	<u>FY04</u>
Requested Funding – General Operations	\$16,824,100	17,276,600	17,731,200	18,067,600
Requested Funding – Outside General Operations	0	0	835,500	230,400
Total Funding Requested	<u>16,824,000</u>	<u>17,276,600</u>	<u>18,566,700</u>	<u>18,298,000</u>
Percent Change from FY02 Appropriation			<u>7.5%</u>	<u>5.9%</u>
Actual Funding Appropriation	<u>\$16,824,100</u>	<u>17,276,600</u>		
Funding to the State funding cap (note *)			17,731,200	17,970,800
Additional Funding, outside of the State funding cap			<u>261,800</u>	<u>0</u>
Total Funding Adopted (FY03) & Approved (FY04)			<u>17,993,000</u>	<u>17,970,800</u>
Budget Difference	<u>\$ 0</u>	<u>0</u>	<u>(573,700)</u>	<u>(327,200)</u>
Percentage Difference	<u>0.0%</u>	<u>0.0%</u>	<u>(3.1%)</u>	<u>(1.8%)</u>

*The amount requested in FY04 for general operations is \$96,800 greater than the current State funding formula allows. The School District has assumed the State will adjust the funding formula cap for FY04. The Assembly approved no additional funding for the School District in FY04 but indicated funding levels would be reevaluated during the FY04 budget review process.

The State's education funding formula has resulted in a gradual reduction in the State's proportional percentage of general school district operating funds. The State's education funding formula places a "basic need" cap on the total funding in which the State shares. The State funds the amount between "basic need" and four mills of local full and true property value (full and true property value is equal to the total assessed and optionally exempted real and personal property). Since the value of property changes with growth as well as inflation, this tends to increase the proportional share of local government support while reducing, on a dollar-for-dollar basis, the State's share. In FY86, the CBJ provided the School District with \$7,350,000, or 27% of its total operational support. The adopted FY03 operating budget includes \$17,993,000 in local funding support. This \$10,643,000 or 145% increase in funding has resulted in the CBJ share of educational support climbing to more than 46% of the School District's general operations. So while the CBJ's overall per capita education budget has not materially increased in the last 10 years (10.6%), local funding for education has grown substantially. This growth has had a direct impact on the relationship between the mill levy used for education and used for all other government purposes. The amount for total educational support in FY03 is equal to an areawide mill levy of 7.0, or more than 67% of the general operating property tax levy.

Taxpayer Impacts and the Mill Levy

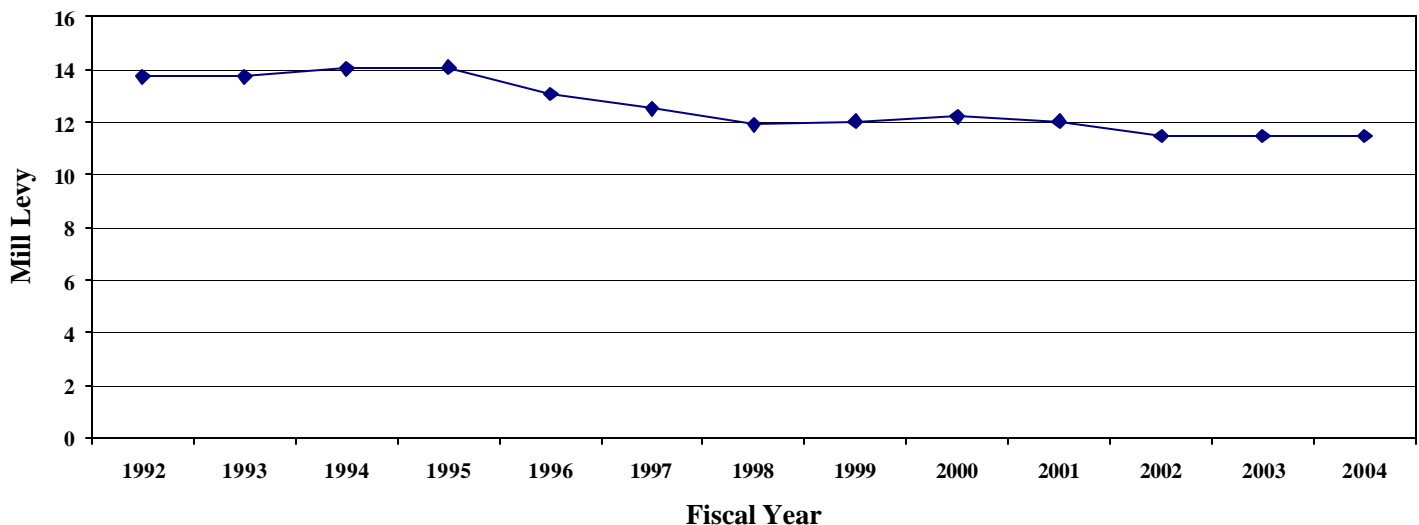
The adopted FY03 and approved FY04 Biennial Operating Budget includes a combined overlapping real and personal property tax mill levy of 11.47. This budget supports no overall change in the mill levies for FY03 and FY04. Shown

CITY MANAGER'S BUDGET MESSAGE

below is a comparison of adopted levies for FY01, FY02 and FY03 and the approved mill levy for FY04.

	<u>FY01</u>	<u>FY02</u>	<u>FY03</u>	<u>FY04</u>
Operational Mill Levies	10.81	10.20	10.44	10.37
Debt Service Mill Levies	<u>1.22</u>	<u>1.27</u>	<u>1.03</u>	<u>1.10</u>
Total Levies	<u>12.03</u>	<u>11.47</u>	<u>11.47</u>	<u>11.47</u>
Percent Change		<u>(4.7%)</u>	<u>0.0%</u>	<u>0.0%</u>

Average Mill Levy



The graph presented above shows the historical average borough-wide mill levy for the past 10 years. The mill levy represents the Areawide mill including the Roaded and Fire Services Areas.

One of the more important issues driving budgetary development is the impact to taxpayers. The assessed values for the 2002 assessment year (the FY03 budget year) increased by \$42.6 million or 1.7% over the 2001 assessment. This increase is due to a combination of new construction and real property value growth. Excluded from the 2002 property values is an Assembly change to the taxation of aircraft made in 2001. The Assembly elected to change the taxation of aircraft from an ad valorem property tax to a flat rate property tax. This decreased the overall values on the property assessment rolls by \$25.9 million. *(A more detailed explanation of current and past property assessments and mill levies are contained in the "Property Assessment and Taxation" section of this document.)*

Capital Projects Budget

The CBJ has historically placed significant emphasis on funding needed improvements to community facilities and infrastructure. This biennial budget continues the policy by including more than \$14.4 million in FY03 and \$14.1 million in FY04 for capital improvement projects. The majority of our capital project funding has come from temporary sales tax levies. Voters have consistently supported temporary sales tax levies to fund local improvements. In October 2000, voters approved two temporary tax levies for capital projects.

- A five-year (January 1, 2001 through December 31, 2005) 1% sales tax levy to partially fund a high school renovation, an ice rink and an expansion and improvement for Bartlett Regional Hospital.

CITY MANAGER'S BUDGET MESSAGE

- A five-year extension of the existing temporary 3% sales tax that was scheduled to expire on July 1, 2002. The 3% temporary sales tax will be used to fund general operations, specific operational needs and capital projects. We will use 1% of the 3% levy to fund roads, streets, sidewalks and other capital projects. A second 1% of the 3% has been historically allocated between general capital improvement projects, operations, youth activities and deposits into the budget reserve. This biennial budget includes full funding for youth activities and \$525,000 in FY03 and \$1 million in FY04 for general capital projects, but it does not include a contribution into the Sales Tax Budget Reserve account.

(A more detailed explanation of capital projects is contained in the "Capital Projects" section of this document.)

Growth Management

When addressing these concerns, it is important to distinguish between the various types of services provided by the CBJ and how these services are funded. While all of the services we provide require operational revenues, the sources vary greatly. General governmental functions and local support for education are largely supported through property and sales tax levies while other functions such as the hospital, utilities, and airport and harbor services are funded through user fees. In addition there has been some shift in who provides the service. Due to budget constraints, the state has stopped provided some required local services. Local governments have assumed many of the more critical services. One of the most visible examples of this shift was the elimination of State Trooper law enforcement services in Juneau. The Juneau Police Department ultimately assumed this public safety service. Service shifting has resulted in a significant operational impact to the CBJ that continues to show in the budget.

In FY93, the total operating budget for the Juneau Police Department was \$5.16 million. Today's \$9.1 million Juneau Police Department budget includes costs for some services previously provided by the State. Included in the Police Department's budget is the amount paid for incarcerating prisoners. These costs have increased 910% in the past 15 years (\$57,600 in FY87 to more than \$524,000 by FY03). It should be noted that staff has worked with the State to contain the growth in incarceration costs, which topped out at \$929,000 in 1999. The policy decision to cite offenders under city code rather than state law results in the CBJ's assumption of prosecution, incarceration, and public defense costs.

In responding to concerns of growth in local government, the CBJ's Assembly and management have shown leadership and responsibility in budgetary control. After adjustments for inflation, the CBJ's general government FY03 budget is approximately 2.6% less than the FY93 budget. A portion of this reduction occurred when the Health & Social Services Department was dissolved. The following table (adjusted for inflation using an average of the Seattle and Anchorage CPI) summarizes the overall budgetary changes which have occurred during the past 10 years.

Budgetary Changes FY93 to FY03

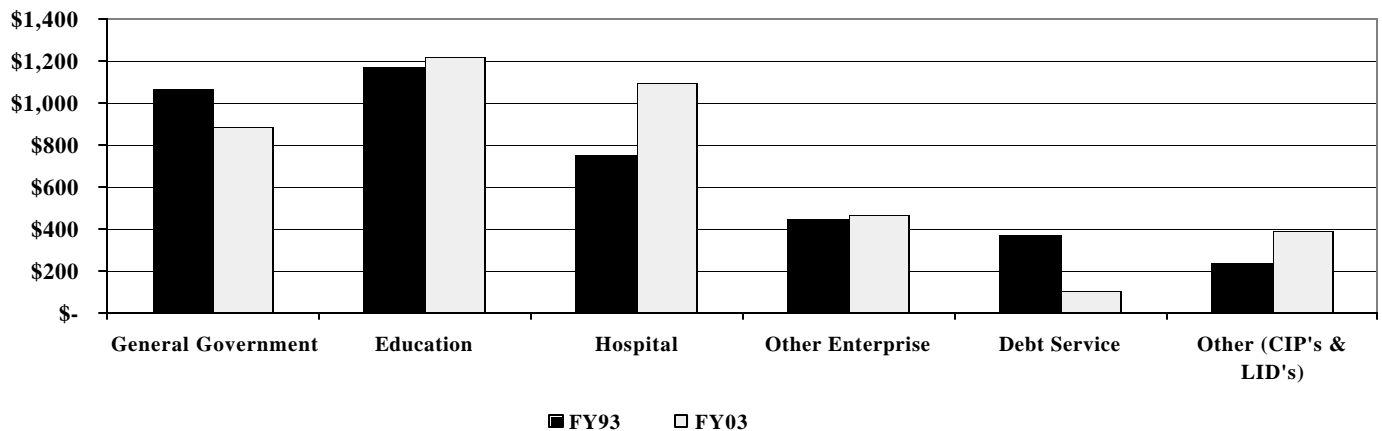
In Constant Dollars (in millions)

<u>Service Category</u>	<u>FY93</u>	<u>FY03</u>	<u>% Change</u>
General Government	\$ 30.7	\$29.9	(2.6%)
Education, including special revenue funds	33.7	37.3	10.6%
Bartlett Regional Hospital	21.7	33.6	54.8%
Other (Enterprise, Eaglecrest, Lands, & Visitor Services)	12.9	14.3	10.8%
Debt Service	10.7	3.1	(71%)
Other (CIP's and LID's)	<u>6.9</u>	<u>11.8</u>	71%
Total	\$ <u>116.6</u>	\$ <u>130.0</u>	11.5%

CITY MANAGER'S BUDGET MESSAGE

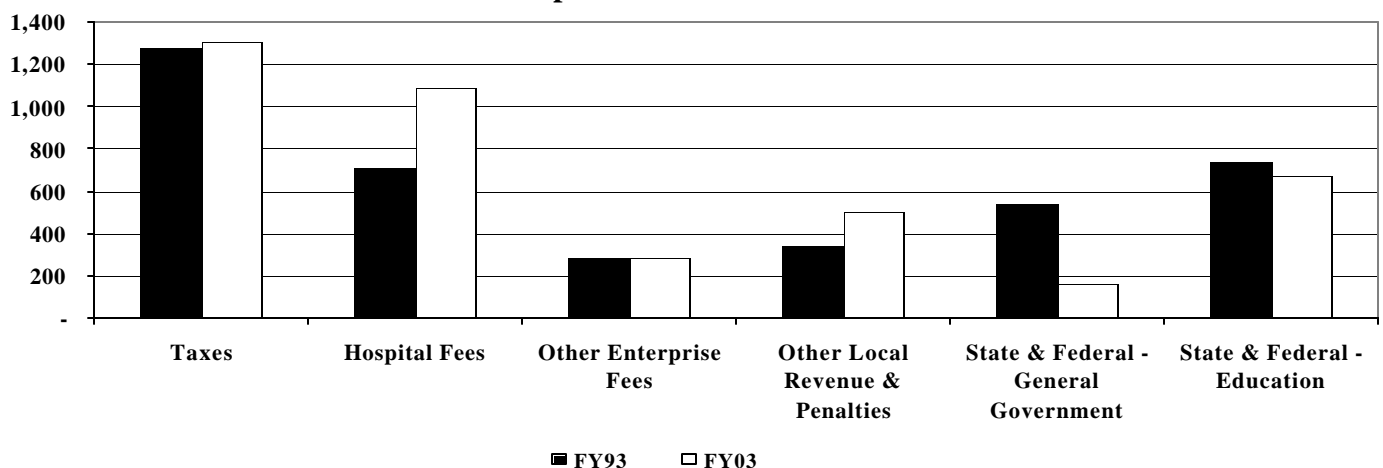
While these numbers show the change in constant dollars, it is important to take into consideration community growth. During the same period, population has grown from 28,791 in 1993 to 30,711 in 2001, a 6.7% increase for this 10-year period. The per capita general governmental services graph, shown on the following page, takes into consideration the impacts of population changes by displaying, in constant dollars, the per capita actual expenditures for FY93 next to the adopted budget for FY03.

**FY93-FY03 Expenditure Comparison
Per Capita in Constant Dollars**



As previously noted, we have seen a cyclical shift in the revenue sources funding the CBJ's core governmental functions. In the late 1970s through the early 1980s, property tax mill levies were decreased as State support increased. Support from the State grew rapidly through the early 1980's. This increase resulted in growth in CBJ's services and budgets while allowing for reductions in the property tax mill levies. In 1986, State support to local governments started declining as the State struggled with sharp reductions in revenues. The State addressed its revenue shortfalls in various ways, one of which was to sharply reduce the amounts appropriated for general local government support (these revenue reductions were in addition to the shifts in services previously noted). Funding for these programs will have declined to just \$1.34 million by FY03, a drop of \$8.2 million or 86% from its high in FY86. This reduction is equivalent to 3.2 mills or more than 30% of the total FY03 adopted general operating property tax levy.

**FY93-FY03 Revenue Comparison
Per Capita in Constant Dollars**



The constant dollar per capita revenue graph, shown above, provides a representation of how our operating revenue sources, including local support for education, has shifted during the past 10 years.

CITY MANAGER'S BUDGET MESSAGE

Economic Outlooks

The CBJ continues to strive toward diversifying the City's economic base with some success. Growth in tourism and regional merchandising has helped to spur local economic growth. Statistics indicate that Juneau's economy has continued its ten-year trend of modest private sector growth. This has resulted in a slow shift away from an economy primarily supported by government to one of greater private sector support.

Economic diversity is very important to Juneau's future. The dominance of State government employment, coupled with the State's continued reliance on a single revenue source, oil, makes diversification a key factor in long-term economic stability. Our community is blessed with abundant resources: scenery for tourism; minerals for mining; fish for fisheries development; and a prime location to provide regional merchandising to other communities. These resources, combined with our role as Alaska's capital city, indicate that Juneau has a stable future.

However, economic projections for near future indicate that the CBJ will continue to face tight operating budgets. A slow down in sales tax revenue and assessed value growth combined with the potential for continued state funding reductions may continue to make balancing our operating budgets difficult.

Budgetary Goals

Each year we strive to improve the process of reviewing and adopting the budget. The comprehensive manner in which the CBJ develops and reviews its budgets has allowed it to respond to fiscal problems proactively. The development of the biennial budget format will continue to help the budget and funding process. The biennial format provides for more consistent year-to-year planning, smoother and faster adjustment to fiscal changes, and more discipline in planning and budget control at the department level.

In this coming year we will continue to work to increase the CBJ's budgetary accountability. The Assembly directed us to move towards performance measures that quantify "out comes" rather than "out puts". In FY03, we will begin working with staff to develop the outcome measures and to set up procedures to obtain the measurement data. We plan to implement these new performance measures in our FY04 budget document.

We will continue to look further into the future for budgetary planning in an attempt to respond to fiscal changes as quickly as possible. We are also working to identify and quantify the future operational impacts of proposed capital improvement projects. The operational impacts of capital improvement projects are a concern. The Finance and Engineering Departments have worked together to develop procedures to identify and quantify the long-range operational impacts of capital projects. These impacts, once quantified, will be included in future year Six-Year Capital Improvement Project Plan and Preliminary Operating Budget documents.

Conclusion

This budget reflects a concerted and effective effort on the part of all CBJ staff to provide a consistent level of service within the constraints of our revenue resources.

Additional budget highlight information can be found in the Executive, Revenue, and Expenditure Summaries and in the individual departmental budget presentation sections.

The CBJ Department Directors have all worked to propose budgets to meet our goals. Again, special thanks are due to Dave Palmer, past City Manager, Donna Pierce, past Deputy City Manager; Craig Duncan, Finance Director; Bonnie Chaney, Budget Analyst; and the Finance Department staff who have all had a hand in preparing this budget document. In addition, every department head has exhibited a team spirit and has contributed to bringing in this balanced budget.

CITY MANAGER'S BUDGET MESSAGE

Juneau is a strong community where the citizens have come to expect responsive municipal services, delivered in an efficient manner. I am proud of the entire municipal team that has come together to serve our taxpayers and citizens.

Respectfully submitted,

John S. MacKinnon
Interim City & Borough Manager

NOTES

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EXECUTIVE SUMMARY

Budget Summary

This year, as we have in the past, departmental budget requests were reviewed closely with the goal of meeting the service needs of Juneau residents while holding governmental spending and property taxes to a minimum. The initial financial projections for the FY03 and FY04 Biennial Budget looked difficult, but manageable. The Manager's primary directive was to maintain a frugal mindset and develop the minimum budgets necessary to maintain service levels. In addition, it was still necessary to make a number of budgetary decisions to address expected funding shortfalls. It is important to understand that not all of CBJ's departments are funded with general tax dollars (property and sales tax). A number of departments are fully funded through user fees, special taxes, grants, etc. The following is a list of departments partially or fully funded with general tax dollars:

Manager's Office	Finance	Parks and Recreation
Clerk and Election	General Engineering	Eaglecrest
Law	Community Development	Police
Management Information Systems	Fire and Capital City Rescue	Streets
Personnel	Office of Tourism	Bartlett Regional Hospital (JRU)
Libraries	Capital Transit	School District

The schedule shown below is a summary of changes between the FY02 amended budget and the FY03 and FY04 Biennial Budget. You will find additional budgetary change details included in each departmental budget sections under the title "Budget Highlight."

FY02 Amended Budget and the FY03 Adopted and FY04 Approved Budgets:

(See detailed explanation on next page for noted #'s)

	FY02	FY03		FY04	
	<u>Amended</u>	<u>Adopted</u>	<u>% Change</u>	<u>Approved</u>	<u>% Change</u>
Funding Sources:					
State Support (Note 1)	\$ 29,436,500	28,259,900	(4.00)	26,783,000	(5.23)
Federal Support (Note 2)	6,666,900	6,280,500	(5.80)	5,638,200	(10.23)
Taxes (Note 3)	59,073,900	60,275,300	2.03	61,911,600	2.71
User Fees & Permits (Note 4)	65,698,000	69,115,600	5.20	69,907,800	1.15
Penalties & Fines	1,004,600	1,147,200	14.19	1,139,000	(0.71)
Interest-Investment and A/R	3,597,700	3,365,800	(6.45)	3,759,500	11.70
Property Sales and Rents	2,925,600	3,005,500	2.73	2,988,500	(0.57)
Special Assessments (LIDS)	217,400	261,600	20.33	256,700	(1.87)
Other Miscellaneous Revenue (Note 5)	377,500	487,700	29.19	805,400	65.14
Fund Balance Usage (Contribution)	5,714,100	3,868,400	(0.32)	1,546,300	(0.60)
Total Funding Sources	<u>174,712,200</u>	<u>176,067,500</u>	0.78	<u>174,736,000</u>	(0.76)
Expenditures:					
General Government, City	37,276,500	40,934,600	9.81	41,195,800	0.64
General Government, School Dist.	49,636,400	50,524,200	1.79	48,716,300	(3.58)
Non-Board Enterprise	8,791,900	9,083,700	3.32	9,216,200	1.46
Board Controlled	51,514,600	53,783,200	4.40	53,828,300	0.08
Internal Service Funds (Note 6)	1,560,800	541,000	(65.34)	961,900	77.80
Debt Service (Note 7)	6,429,900	4,183,200	(34.94)	4,283,000	2.39
Capital Projects (Note 8)	18,640,100	15,652,800	(16.03)	15,673,900	0.13
Special Assessments	362,000	364,800	0.77	360,600	(1.15)
Special Appropriations	500,000	1,000,000	100.00	500,000	(50.00)
Total Expenditures	<u>\$ 174,712,200</u>	<u>176,067,500</u>	0.78	<u>174,736,000</u>	(0.76)

Items to note in the above schedule when doing funding comparisons.

1. FY03 State support decreases: a) A decrease in State Foundation Funding for the School District because of lower projected enrollment numbers. Enrollment and corresponding State Foundation Funding is expected to decline

EXECUTIVE SUMMARY

further in FY04. b) A decrease in School Construction Debt Reimbursement due to the retirement of the 1991 GO School Bonds.

2. The decrease in Federal support is due to: a) A decrease in Federal Grants to the School District of \$500,000 between FY02 and FY03. b) A decrease in Federal Payment in Lieu of Taxes (PILT) of \$37,800 in FY03 and \$539,400 in FY04. The PILT program revenues are reduced under a funding formula for revenues received from other Federal (Lands) Programs on a two-year lag basis (National Forest Timber Receipts).
3. The change in tax revenues is due to moderate increases in property tax revenues (assessed value increases) and sales tax growth.
4. Increases in user fees are attributable to Bartlett Regional Hospital (slightly over \$3 million), Eaglecrest and the Treadwell Arena. Eaglecrest's FY02 user fees were lower than normal due to user special fee credits being offered to prior year season pass holders. A new ice rink, the Treadwell Arena, is scheduled for opening in November 2002. Treadwell Arena revenues are projected to be over \$200,000 per year.
5. The increases in miscellaneous revenues are mainly due to the implementation of an employee healthcare co-payment. This cost sharing provision was included in the most recent employee union contracts.
6. The major changes in these funds are the increased charges to user departments offsetting the increases in costs of insurance charges in the Risk Management Fund and a reduction in the use fund balance in the Risk Management Fund.
7. Debt Service decreased due to the retirement of the 1991 GO School and Port Bonds.
8. The Capital Projects decrease from FY02 to FY03 is due to additional appropriations made in FY02. The FY02 CIP sales tax appropriation was higher because it included appropriations of sales tax revenues generated in FY01.

The total City Budget adopted for FY03 is \$176,067,500 and approved for FY04 is \$174,736,000. The FY03 Adopted Budget is \$1,355,300 more than the FY02 Amended Budget. The FY04 Approved Budget is \$1,331,500 less than the FY03 Adopted Budget.

The following is a summary of significant changes in the total budget:

- Health care has increased substantially in the FY03 Adopted and FY04 Approved Budgets. Citywide the increase amounts to approximately \$2.2 million. A portion of this estimated increase will be offset by employee premium co-payments.
- Third party carrier insurance coverage for other insurances, workers' compensation, general liability, employee practices and special policies increased dramatically. These increases were due to market conditions and not related to CBJ claims history. The increase between FY02 and FY03 alone is almost \$2 million. No additional increase is projected for FY04.
- Personnel service increases negotiated for FY03 were approximately \$500,000. No general wage increases have been included for FY04.
- Sales tax support to general governmental operations increased by \$1,314,600 in FY03. This is due to a slight increase in sales tax revenues and using funds normally contributed into the Sales Tax Budget Reserve (\$550,000), withdrawing additional funds (\$173,000) from the Budget Reserve and shifting discretionary sales tax typically allocated to capital projects (\$475,000) into operations. Sales tax support in FY04 will increase by an additional \$197,600.

EXECUTIVE SUMMARY

Incremental Budget Changes

The increments listed below were closely reviewed by both the City Manager and the Assembly to determine need and consistency with stated policies, mission statements, and departmental goals.

	<u>Amounts</u>		<u>FTE's</u>	
	<u>FY03</u>	<u>FY04</u>	<u>FY03</u>	<u>FY04</u>
Tax Supported -				
Mayor and Assembly: Additional funding was provided to several grantees to help offset rising costs. Most funding increases were approved for FY03 only.	\$160,000	5,000	-	-
School District: Local support to education (the School District) was increased to fund specific items based on the needs identified by the District; pupil transportation, food service and student activities. Funding was approved for FY03 only due to uncertainties with state education funding levels in FY04.	261,800	-	-	-
Eaglecrest Ski Area: Support to Eaglecrest was increased by \$30,000 to help offset significant increases insurance costs.	30,000	30,000	-	-
Management Information Systems: 1.0 FTE MIS Systems Operations Manager position was added. Prior to this addition, the MIS Director handled all technical, management, training and personnel issues within the MIS Department as well as long-range planning. The incumbent in the new position will oversee the technical support and training functions of MIS, assure compliance and develop appropriate policies and security, oversee acquisition and disposal of equipment and respond to service requests.	83,800	85,000	1.0	1.0
Emergency Medical Services: 1.0 FTE Emergency Medical Dispatch (EMD) Coordinator/Trainer was added. In FY02, the Fire and Police Departments moved ahead with a plan to consolidated dispatch service. The consolidate dispatch will provide centralized emergency medical dispatch services in addition to standard fire and police dispatch. Existing staff have been assuming the additional duties of the EMD Coordinator. It was determined that it was necessary to add an EMD Coordinator position to ensure the consolidated dispatch function performed to its capabilities.	64,300	66,400	1.0	1.0
Police Department: 2.0 FTE Police Officers in FY03 and an additional 2.0 FTE in FY04 were added. Due to the time length required to fill positions, the new FTEs are funded for only 6 months in the first year. It was felt that these new positions were needed to continue to provide quality public service. There has been no increase in officers since 1993 whereas the population of Juneau has increased by over 2,000.	72,400	230,400	2.0	4.0
Metro Drug Unit: Increased overtime in responding to hazardous material concerns.	4,800	4,800	-	-
Abandoned Vehicle Disposal: Juneau continues to have a problem with vehicles being abandoned in public right-of-ways. The cost of disposing abandoned vehicles has increased. Efforts to locate the owners and obtain removal cost reimbursement is marginally successful. This increase combined with last year's funding levels will provide the budget to dispose of an estimated 200 vehicles per year.	37,500	37,500	-	-

EXECUTIVE SUMMARY

Tax Supported Increments, continued -

Fire Department: 1.0 FTE Firefighter and funding for paramedic training was added. The goal of this increment is to continue the process of upgrading staff skill levels to paramedics. The final 6 months of training occurs out of state at a cost of \$10,000. However, while that firefighter is being train their vacancy must be staffed. In the past the extra staffing has been done as overtime. It is more cost effective to hire an entry level firefighter to serve on duty in the place of the absent paramedic-trainee. The new firefighter will cover the 6-month paramedic training vacancy and other staff on leave.

Capital Transit: Increase general governmental support to off set the projected revenue reductions

from reducing the monthly youth bus pass fee from \$18 to \$10 and the youth single fare from \$1.25 to \$1.00.

Total Tax Supported Increments

<u>Amounts</u>		<u>FTE's</u>	
<u>FY03</u>	<u>FY04</u>	<u>FY03</u>	<u>FY04</u>
60,000	61,500	1.0	1.0

10,000	10,000	-	-
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\$784,600	530,600	5.0	7.0
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User Fee Supported Increments -

Lands and Resources: Develop a new gravel site. The current sites will be depleted in 3 to 5 years.

<u>Amounts</u>		<u>FTE's</u>	
<u>FY03</u>	<u>FY04</u>	<u>FY03</u>	<u>FY04</u>
\$ -	200,000	-	-

Total All Increments

\$784,600	730,600	5.0	7.0
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Staffing Changes

The FY03 Adopted Budget includes funding for 1,489.37 Full Time Equivalents (FTE's) positions. The FY03 Adopted Budget staffing is 22.0 FTE's more than the FY02 Amended figure. The net increase consists of –

- a decrease of 0.77 FTE's in the General Fund,
- an increase of 10.67 FTE's in Special Revenue Funds, excluding the School District,
- an increase of 2.07 FTE's in the School District,
- an increase of 0.28 FTE's in the Enterprise Funds, excluding Bartlett Regional Hospital
- an increase of 8.88 FTE's for Bartlett Regional Hospital, and
- a decrease of 0.67 FTE's in Capital Improvement Projects, Engineering.

The FY04 Approved Budget includes funding for 1,488.20 FTE's. This is a decrease of 1.17 FTE's from the FY03 Adopted Budget. The decrease consists of –

- an increase of 1.83 FTE's in Special Revenue Funds
- a decrease of 3.0 FTE's in the School District

Total FTE staffing changes and reconciliation between FY02 Adopted Staffing and FY03 Adopted and FY04 Approved Staffing are shown below. (A complete staffing summary by department is contained in the "Summary of Staffing" schedule.)

EXECUTIVE SUMMARY

Total FTE staffing changes and a reconciliation between FY02 Adopted Staffing and FY03 Proposed and FY04 Proposed Staffing are shown below. (A complete staffing summary by department is contained in the "Summary of Staffing" schedule.)

	<u>FTE</u>
FY02 Adopted Staffing , referenced in full time equivalent positions (FTEs)	1,464.87
FY02 General Government mid-year staffing changes (<i>Note 1 on the following pages</i>)	<u>2.50</u>
FY02 Amended Staffing , referenced in full time equivalent positions (FTEs)	1,467.37
FY03 FTE increases (<i>Note 2 on the following pages</i>)	23.25
FY03 FTE decreases (<i>Note 3 on the following pages</i>)	<u>(1.25)</u>
FY03 Adopted Staffing , referenced in full time equivalent positions (FTEs)	1,489.37
FY04 FTE increases (<i>Note 4 on the following pages</i>)	2.00
FY04 FTE decreases (<i>Note 5 on the following pages</i>)	<u>(3.17)</u>
FY04 Approved Staffing , referenced in full time equivalent positions (FTEs)	<u>1,488.20</u>

EXECUTIVE SUMMARY

(1) FY02 General Government Midyear Staffing Changes		<u>FTE</u>
Police: Two dispatchers for consolidated dispatch.		2.00
Police: One Community Service Officer for bear control.		1.00
Libraries: Information System Specialist funded by grants.		0.50
Finance, Assessor's Office: Intern IV. The duties of this position had previously been performed through a contractual agreement with UAS.		0.20
Community Development Department: Planner II, existing position increased from 0.83 FTE to 1.0 FTE.		0.17
Parks and Recreation, Recreation Division: Reorganization resulted in increase of 0.20 FTE at no additional cost.		0.20
Bartlett Regional Hospital: Miscellaneous staffing adjustments		(1.58)
Miscellaneous staffing adjustments.		0.01
Total FY02 Midyear Staffing Changes		<u>2.50</u>
(2) FY03 Increases		
Assembly Approved Increments		
Fire: Addition of one Fire Fighter/EMT position to allow for paramedic training and to address overtime issues.		1.00
Management Information Systems: Addition of an Operations Systems Manager position due to significant increases in workload.		1.00
Police: New position to act as the Emergency Medical Dispatch Coordinator/Trainer. During FY02, the City consolidated the Fire and Police dispatch function resulting in the need for a supervisory position in this area.		1.00
Police: Two new police officers were added to handle the increased demands and to alleviate significant overtime worked by existing staff.		2.00
	Assembly Approved Increments	<u>5.00</u>
Other Increases		
Harbors and Dock: 0.50 Seasonal Officer.		0.50
Bartlett Regional Hospital		8.88
Parks & Rec, Recreation: Reorganization allowing increase in Rec Leader position with no increase in budget by eliminating other positions.		0.20
Parks & Rec, Swimming Pool: Additional head lifeguard positions to address health and safety issues.		0.27
Parks & Rec, Ice Rink: Planned increase in FTE's in order to operate ice rink.		4.49
Transit: 1.84 FTE Bus Drivers in order to maintain bus schedule and allow drivers to take accrued leave.		1.84
School District		<u>2.07</u>
Total FY03 Increases		<u>23.25</u>

EXECUTIVE SUMMARY

(3) FY03 Decreases	<u>FTE</u>
Engineering: 0.50 FTE CT II, 0.20 FTE Contract Specialist, 0.20 FTE Project Manager	(0.90)
Eaglecrest: Multiple miscellaneous changes	(0.13)
Water: Reclass of Laborer to Operator. Reduced FTE's in order to stay within budget.	(0.02)
Sewer: 0.20 FTE Operator	(0.20)
Total FY03 Decreases	<u>(1.25)</u>
(4) FY04 Increases	
Assembly Approved Increments	
Police: Two additional police officers will be added to handle the increased demands and to alleviate significant overtime worked by existing staff.	2.00
(5) FY04 Decreases	
Eaglecrest: Decrease in Building Maintenance position	(0.05)
Parks & Rec, Ice Rink: Planned decrease in Ice Rink Manager position	(0.12)
School District	(3.00)
Total FY04 Decreases	<u>(3.17)</u>

NOTES

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BUDGETARY POLICIES

Current Policies

Goal

Government cannot effectively or efficiently operate without the development and application of missions, goals and objectives. In keeping with these requirements, the current year budget was based on adopted Assembly budget policies. The following budget policies were used in developing the Adopted Operating Budget.

Budget

1. **Reporting.** The annual operating budget document will be published in conformance with currently accepted standards of the Government Finance Officers Association.
2. **Efficiencies.** The Assembly will support the Manager's programs, which have the effect of reducing costs and increasing efficiencies. The growth of operating costs will be controlled by implementing efficiency techniques, measuring performance, adapting service to meet the current public need and achieving cost effectiveness.
3. **Fund Balances.** The General Fund will maintain an emergency reserve equal to 5% of the total annual general governmental operating budget. A minimum of \$2 million per year will be deposited in the Emergency Budget Reserve until the total amount equals \$10 million. Each fund of the operating and capital budgets will be accompanied by a rationale for the proposed amount of fund balance. The policy on contributions into the Budget Reserve was modified during FY96's budget review. The revised policy reduced the annual contribution to \$550,000 based on operational needs.
4. **Revenue.** A fair balance between the imposition of property tax mill levy, sales tax, and user fee structures will be achieved to fund services and maintain the quality of life Juneau residents expect. A broad tax base will equitably distribute the tax burden across the greatest populations. Mill levies; sales tax rates, sales tax exemptions, and user fee structures will be reviewed annually. Requests for tax exemptions and fee waivers will be considered annually by the Assembly as part of the budget process.
5. **Midyear Appropriations.** The Assembly will avoid mid-year appropriations unless necessary to avoid a crisis, resolve an emergency, or perform an operational necessity. The Assembly by ordinance may make supplemental appropriations for the year.
6. **Equipment Replacement Reserve.** All major acquisitions of CBJ equipment or vehicles within the fleet replacement reserve shall be budgeted in an equipment replacement reserve fund. These funds shall be used only for the purchase or lease of equipment and not for general operations. A schedule of contributions and equipment replacement shall be included in the annual operating budget.
7. **Process.** The Assembly shall provide the Manager with a set of directives and priorities by which to formulate and balance the annual operating budget. Each department, its director and staff, is responsible for developing the expenditure and revenue (if applicable) budget for their department. For non-department specific revenues, expenditures, and funds (e.g. sales tax, hotel tax) the budgets are developed by the Finance Department. The department requested budgets are then submitted to the Finance Department for review. The information is compiled into a Preliminary Budget Book and the manager submits a balance budget to the Mayor and Assembly. The Mayor and Assembly sit as the Assembly Finance Committee and review the Manager's Proposed Budget during a series of meetings. The final budget is adopted no later than June 15.

BUDGETARY POLICIES

Education

The Assembly requests the Juneau School District Board of Education to submit an annual budget which is balanced and reflects total estimated revenues and expenditures, both special revenue and general operating funds. On November 7, 2001, the Assembly Finance Committee unanimously requested that the Juneau School District Board of Education provide a detailed programmatic annual budget.

Levels of Service

The annual operating budget shall provide funding for the best possible balance of allocations to meet varied community needs and provide long-term value at a reasonable cost.

The Assembly opposes unfunded mandates from the state and federal governments. All service requirements imposed upon the CBJ should be accompanied by revenues sufficient for maintenance and operations.

Economic Development

1. Jobs. Consistent with federal, state, and local laws, a firm's location in Juneau shall be given due regard in municipal procurement decisions.

2. Long Term Planning. In each budget, the Manager shall project revenues, expenditures and fund balances for the subsequent five years. The projections shall be presented to the Assembly for its use in creating the guidelines and principles by which the current year operating budget will be balanced.

Infrastructure

1. Capital Projects. The CBJ will coordinate development of the Capital Improvement Program budget with development of the annual operating budget. Future operating costs associated with new capital improvement projects will be projected and included with the annual operating budget forecast.

2. Maintenance. The CBJ will maintain every physical asset at a level adequate to protect the city's investment and minimize future maintenance and replacement costs.

Debt Service

Bonded indebtedness will be maintained at less than 5% of the assessed borough property value.

Bond propositions approved by the voters will result in a mill levy increase equivalent to the amount necessary to retire the debt.

Suggested Policies from the Mayor's Task Force on Fiscal Policies

The Mayor's Task Force on Fiscal Policy, May 2000 proposed 24 recommendations for the Assembly to consider implementing to meet the CBJ's current fiscal challenges and to lay the foundation for future prosperity. There are six proposals regarding the CBJ operating and capital budgets: six regarding revenue sources and tax policy; four concerning divestiture and privatization, two concerning fund management, and six regarding government operating efficiencies. The CBJ Assembly will be reviewing these recommendations to determine which will be implemented.

BUDGETARY POLICIES

Accounting Principles

The fiscal year for CBJ begins July 1 and ends June 30 of every year. Several different fund types are presented in the budget. The General, Special Revenue and Debt Service Funds are budgeted and financially reported by the modified accrual basis of accounting. The Enterprise and Internal Service Funds are budgeted by the modified accrual basis of accounting and financially reported by the accrual basis of accounting.

In the accrual basis of accounting revenues are recognized when earned and expenses when the liability is incurred, regardless of the time of related cash receipts or disbursements. A more complete definition of the accrual basis of accounting can be found in the Glossary.

In the modified accrual basis of accounting revenues are recognized when they become measurable and available to finance expenditures of the current period. Expenditures are recognized when the related fund liability is incurred except in specific instances. A more complete definition of the modified accrual basis of accounting can be found in the Glossary.

Budgets are adopted for capital improvements on a project to project basis. Capital projects are reported by the modified accrual basis of accounting. Appropriations for capital projects are not subject to lapsing at the end of the fiscal year.

CBJ follows encumbrance accounting to comply with legal requirements and assure effective budgetary control and accountability. CBJ does not include depreciation in the operating budget.

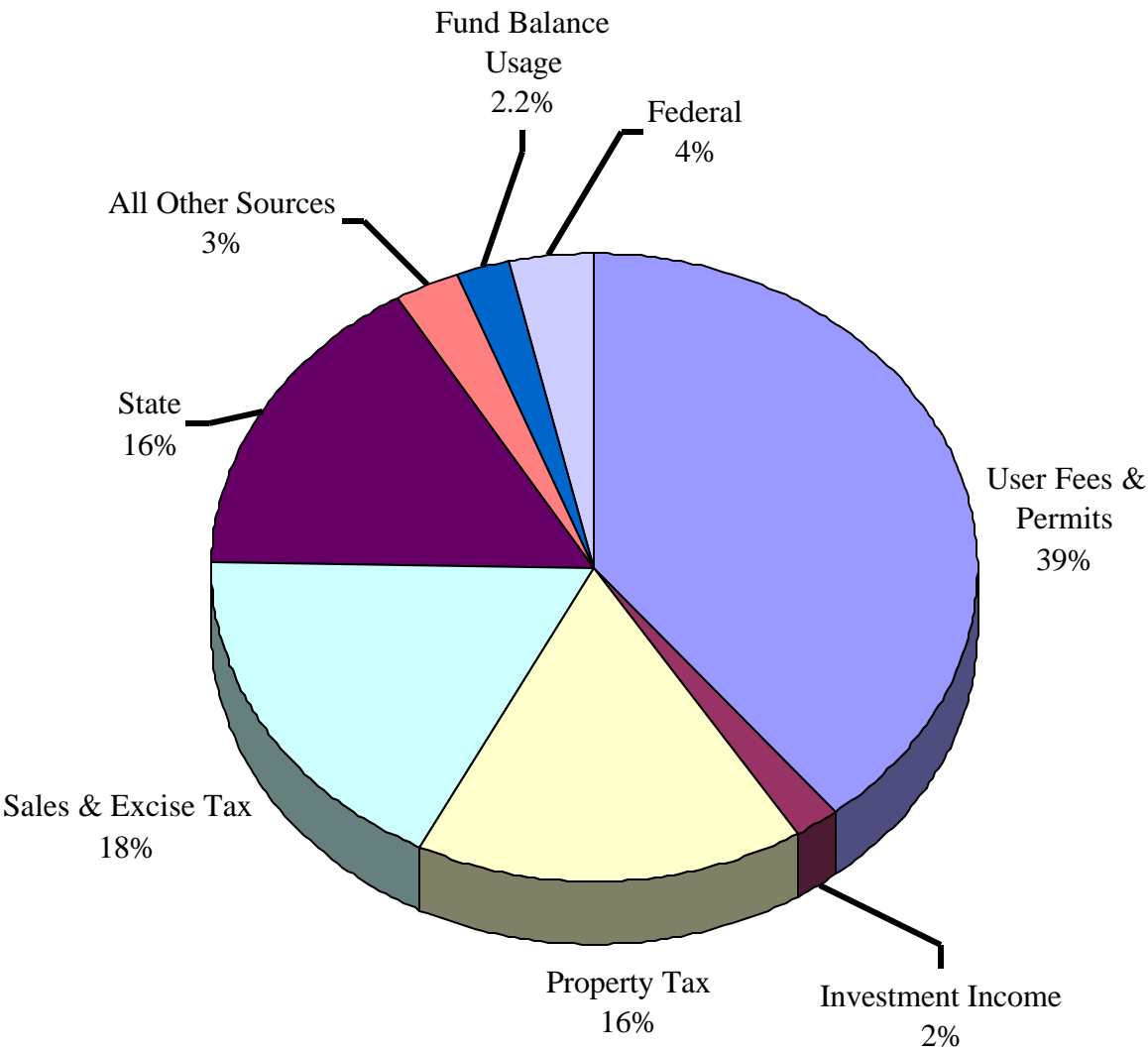
According to the Charter, the Manager is authorized to transfer budget amounts within all operating funds, except school operations. The Assembly approves all budgetary transfers which cross funds or departments.

NOTES

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SUMMARY OF REVENUES

FY03 funding sources for all City and Borough activities total \$176,067,500, which includes a fund balance usage of \$3,868,400.



This graph shows the FY03 major revenue sources for all activities.

SUMMARY OF OPERATING REVENUES BY SOURCE

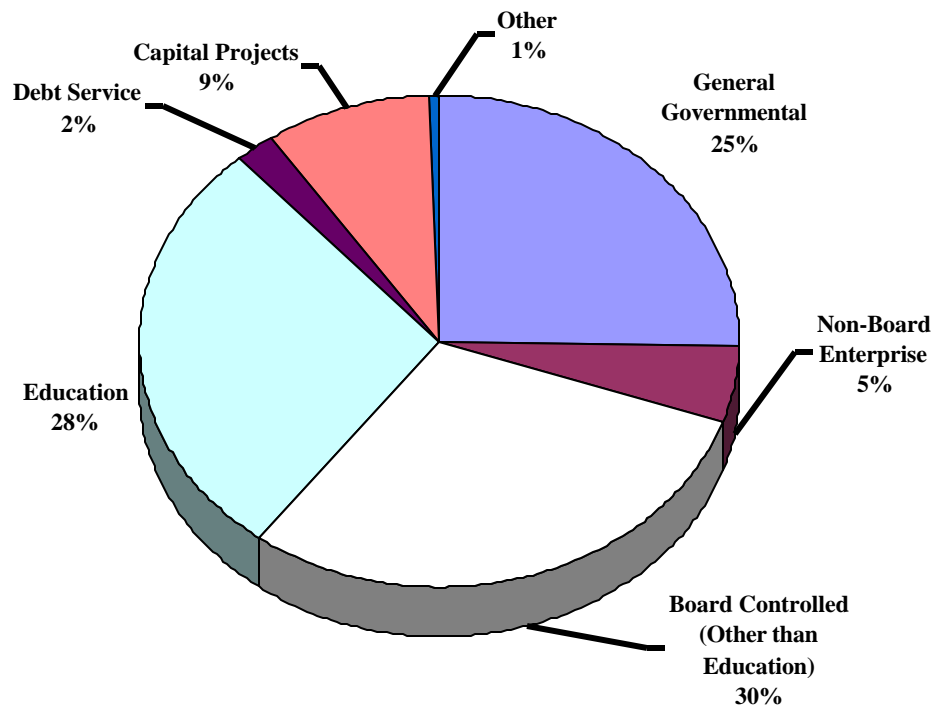
	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
State Support:					
Foundation Funding	\$ 20,468,300	20,749,300	20,749,300	19,984,100	19,144,300
Safe Communities	703,600	703,600	755,700	755,700	755,700
School Construction Debt Reimb	1,840,000	2,642,200	2,642,200	1,629,700	1,693,800
State Shared Revenue Entitlement	548,400	548,400	548,700	548,700	548,700
State Shared Revenue Other	515,200	455,300	436,500	501,700	511,700
Social Service Grants	598,700	630,000	598,700	593,200	593,200
School Grants	2,239,900	3,285,400	2,180,000	3,744,300	3,146,500
Library Grants	100,400	89,000	140,000	190,500	120,500
Pass-through Grants	47,500	56,400	57,100	57,100	57,100
ASHA "In Lieu" Tax	36,400	43,000	40,000	40,000	40,000
Miscellaneous Grants	186,900	233,900	223,800	214,900	171,500
Total State Support	27,285,300	29,436,500	28,372,000	28,259,900	26,783,000
Federal Support:					
Federal "In Lieu" Tax	713,700	1,050,100	1,031,700	1,012,300	472,900
Forest Timber Receipts	232,600	900,000	930,200	939,500	948,900
Miscellaneous Grants	3,355,400	4,716,800	4,705,400	4,328,700	4,216,400
Total Federal Support	4,301,700	6,666,900	6,667,300	6,280,500	5,638,200
Local Support:					
Taxes:					
Property	27,368,300	28,253,300	28,198,100	28,808,000	29,691,200
Sales	28,852,500	29,057,500	29,292,400	29,598,100	30,302,900
Alcohol	591,200	571,000	573,000	622,700	646,800
Tobacco Excise	271,500	230,400	297,500	306,500	315,700
Hotel	961,100	961,700	905,000	940,000	955,000
Total	58,044,600	59,073,900	59,266,000	60,275,300	61,911,600
User Fees and Permits:					
General Fund	1,002,200	1,109,400	1,364,800	1,132,200	1,142,700
Special Revenue Funds	11,816,500	11,100,400	11,091,800	11,266,100	11,762,300
Enterprise Funds	50,665,000	53,313,200	53,203,800	56,667,300	56,952,800
Special Assessments	153,000	175,000	50,000	50,000	50,000
Total	63,636,700	65,698,000	65,710,400	69,115,600	69,907,800
Penalties and Fines:					
Property Tax, Sales Tax, and LID					
Penalties and Interest	836,600	577,700	839,700	721,500	700,300
Ordinance Violations	409,000	426,900	396,600	425,700	438,700
Total	1,245,600	1,004,600	1,236,300	1,147,200	1,139,000

SUMMARY OF OPERATING REVENUES BY SOURCE

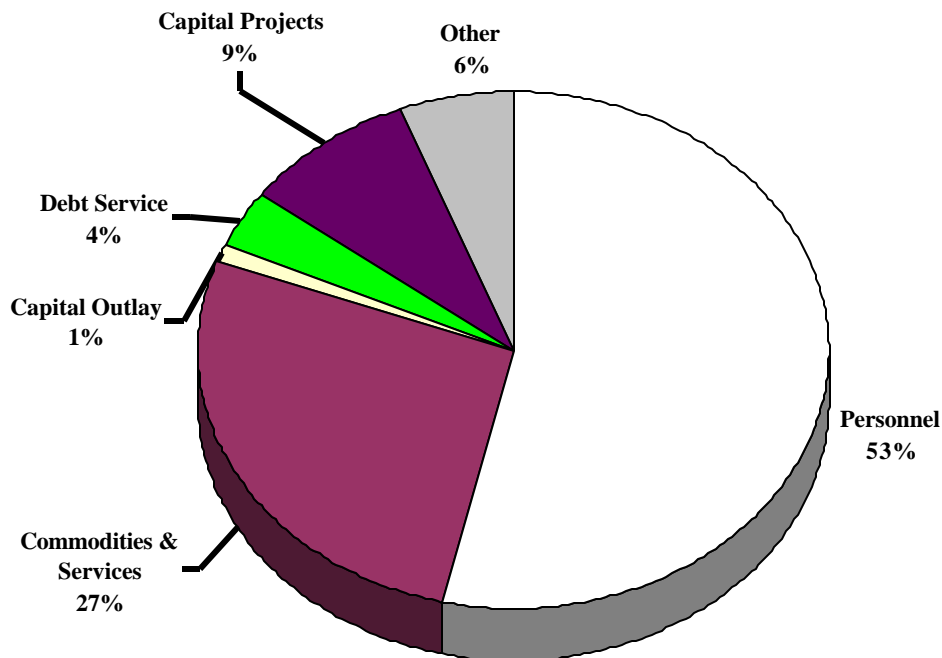
	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
Other:					
Interest - Investment and A/R	5,064,900	3,597,700	4,045,900	3,365,800	3,759,500
Property Sales and Rents	2,762,900	2,925,600	2,736,600	3,005,500	2,988,500
Special Assessments (LIDS)	385,500	217,400	308,900	261,600	256,700
Other Miscellaneous Revenues	587,600	377,500	419,400	487,700	805,400
Total	8,800,900	7,118,200	7,510,800	7,120,600	7,810,100
Total Local Support	131,727,800	132,894,700	133,723,500	137,658,700	140,768,500
Total Revenues	163,314,800	168,998,100	168,762,800	172,199,100	173,189,700
Fund Balance Usage (Contribution):					
General Fund	(1,981,300)	404,200	(906,500)	1,728,200	1,335,000
Equipment Acquisition Fund	41,100	46,100	170,600	192,600	393,800
Other Funds	2,593,300	5,263,800	4,463,800	1,947,600	(182,500)
Total Fund Balance					
Usage (Contribution)	653,100	5,714,100	3,727,900	3,868,400	1,546,300
Total Revenues, Fund Balance					
Usage and Contributions	\$ 163,967,900	174,712,200	172,490,700	176,067,500	174,736,000

SUMMARY OF EXPENDITURES

Expenditure Summary by Program



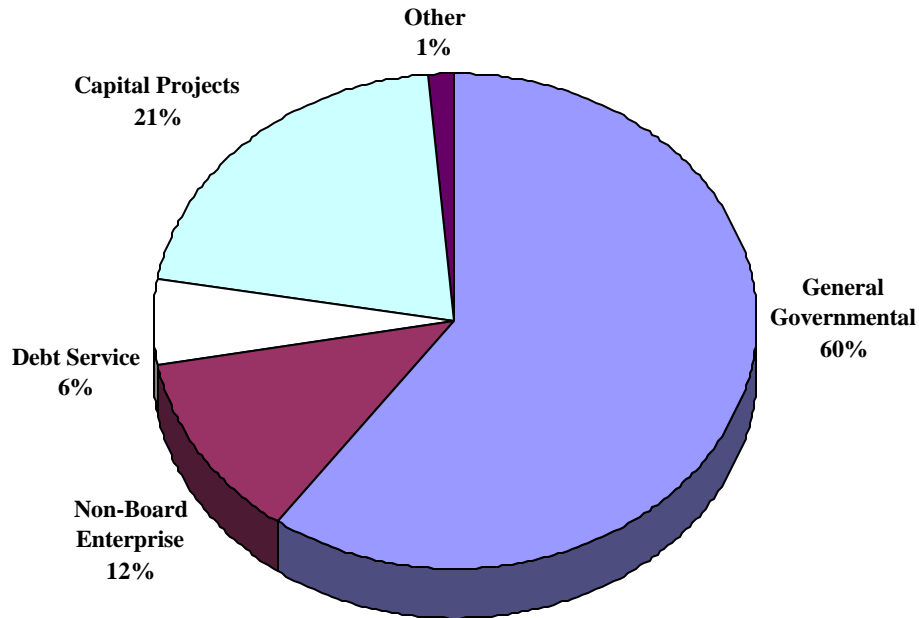
Expenditure Summary by Function



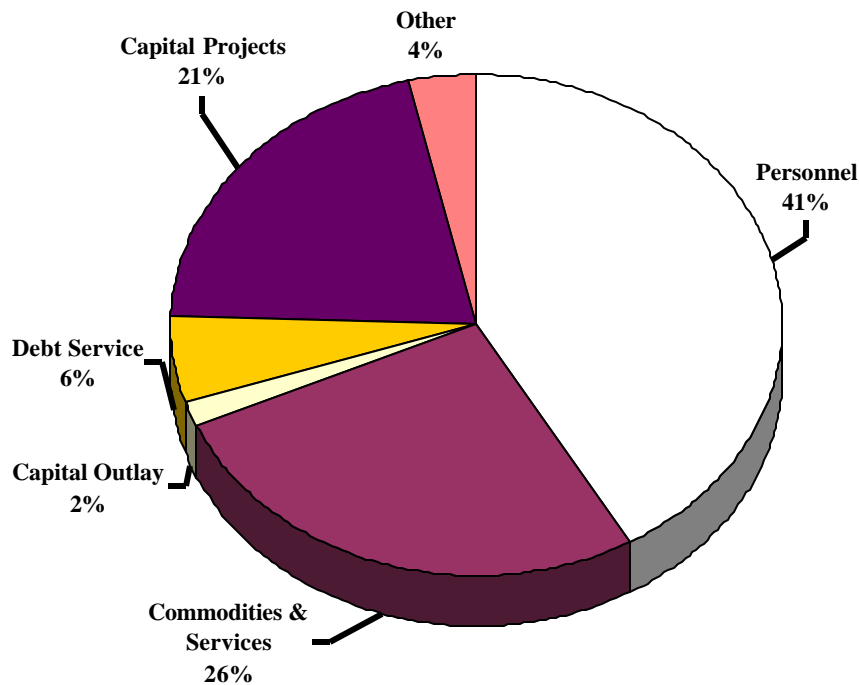
These expenditure summaries exclude Internal Service and Work Force. The total FY03 adopted budget for all City and Borough activities (net of interdepartmentals) is \$176,067,500.

SUMMARY OF EXPENDITURES

Manager Controlled Programs



Manager Controlled Functions



These graphs show the portion of the operating budget for which the City and Borough Manager is directly responsible (41% of the total operating budget). Manager controlled programs are those not under the control of a board. Board controlled programs are the Juneau School District, Juneau International Airport, Bartlett Regional Hospital, Docks and Harbors, and Eaglecrest Ski Area.

SUMMARY OF EXPENDITURES BY FUND

	FY01 Actuals	FY02		FY03	FY04
		Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
General Fund:					
Mayor & Assembly	\$ 681,800	1,947,100	1,963,000	2,351,100	1,674,900
Law	783,800	835,600	822,000	912,100	923,300
Administration:					
Manager	554,200	827,800	778,700	898,700	873,500
Clerk	176,700	200,200	184,100	202,100	213,200
Elections	29,800	42,200	32,700	42,000	40,500
Mgmt Information Systems	1,127,600	1,332,300	1,325,100	1,523,200	1,480,100
Tourism	269,300	337,700	315,000	244,600	185,200
Libraries	1,618,100	1,684,100	1,739,500	1,869,200	1,838,900
Finance	3,218,500	3,509,300	3,499,200	3,806,800	3,869,600
Personnel	357,500	393,300	365,700	398,500	408,000
Community Development	1,951,800	2,215,600	1,979,800	2,262,000	2,329,100
Capital City Rescue	1,680,500	1,878,400	1,878,400	2,117,500	2,142,700
General Engineering	483,800	636,300	578,500	703,400	721,300
Building Maintenance	1,235,200	1,416,000	1,402,100	1,586,900	1,516,900
Parks and Landscape	942,000	1,035,000	1,023,600	1,108,100	1,126,500
Social Services	634,800	-	-	-	-
Capital Projects Indirect Cost	(285,000)	(285,000)	(285,000)	(285,000)	(285,000)
Interdepartmental Charges	(2,316,600)	(2,401,500)	(2,404,700)	(2,537,300)	(2,545,200)
Support to other funds	23,240,500	25,021,400	25,021,400	23,097,500	23,391,700
Total	36,384,300	40,625,800	40,219,100	40,301,400	39,905,200
Special Revenue Funds:					
Visitor Services	1,306,300	1,385,300	1,378,900	1,397,400	1,328,200
Mental Health	465,700	-	-	-	-
Capital Transit	2,619,100	3,150,300	3,099,800	3,392,400	3,492,300
Downtown Parking	126,300	157,900	160,000	164,300	166,400
Lands	1,333,600	778,100	620,100	631,800	973,200
Education - Operating	36,725,400	37,557,600	37,228,100	38,400,000	37,592,300
Education - Special Revenue	10,085,500	12,078,800	11,043,800	12,124,200	11,124,000
Eaglecrest	1,364,500	1,580,600	1,473,400	1,728,300	1,742,000
Service Areas:					
Police	7,528,400	7,982,200	7,982,200	9,111,100	9,564,100
Streets	2,763,700	3,164,000	3,074,000	3,345,000	3,400,000
Air Pollution	-	10,000	-	-	-
Parks and Recreation	2,011,900	2,365,900	2,248,100	2,843,700	2,870,700
Capital City Fire	2,146,400	2,267,200	2,133,900	2,448,100	2,486,800
Sales tax	594,200	665,800	656,800	669,600	683,500
Hotel tax	16,300	18,600	18,300	13,600	13,900
Tobacco Excise tax	2,000	2,500	2,400	2,700	2,700
Pass-through Grants	47,500	56,400	57,100	57,100	57,100
Library Minor Contributions	-	8,400	9,600	9,600	9,600
Parks & Rec. Improvements	4,400	5,500	5,500	7,900	6,100
Fire Training Center	42,100	-	-	-	-
Interdepartmental Charges	(343,900)	(346,000)	(346,000)	(363,600)	(372,300)
Support to other funds	36,838,400	41,766,500	41,906,500	39,307,200	38,417,500
Total	\$ 105,677,800	114,655,600	112,752,500	115,290,400	113,558,100

SUMMARY OF EXPENDITURES BY FUND

		FY02		FY03	FY04
	FY01 Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
Enterprise Funds:					
Airport	\$ 3,492,900	3,693,300	3,485,500	3,847,100	3,854,000
Harbors	1,295,900	1,526,600	1,704,400	1,796,600	1,821,600
Docks	1,673,400	1,157,800	1,193,900	950,700	952,700
Waste Management	552,800	512,200	506,200	533,800	534,700
Water	2,027,100	2,577,600	2,369,700	2,647,000	2,728,700
Sewer	4,943,900	5,702,100	5,244,300	5,902,900	5,952,800
Bartlett Regional Hospital	40,684,700	43,556,300	44,004,800	45,460,500	45,458,000
Support to other funds	5,192,900	1,617,600	1,617,600	1,701,000	1,630,300
Total	59,863,600	60,343,500	60,126,400	62,839,600	62,932,800
Internal Service Funds:					
Public Works Fleet	840,400	918,100	896,900	935,000	947,800
Equipment Acquisition Fund	1,275,000	1,258,100	1,364,200	1,148,200	1,533,700
Risk Management	8,071,400	8,305,500	9,232,500	10,916,900	11,684,100
Interdepartmental Charges	(7,858,100)	(8,920,900)	(9,466,500)	(12,459,100)	(13,203,700)
Support to other funds	-	-	-	191,000	-
Total	2,328,700	1,560,800	2,027,100	732,000	961,900
Capital Projects:					
CIP's	19,065,500	18,640,100	18,640,100	15,652,800	15,673,900
Support to other funds	-	900,000	900,000	40,400	149,400
Total	19,065,500	19,540,100	19,540,100	15,693,200	15,823,300
Debt Service Fund:					
Debt Service	5,090,100	6,429,900	6,430,100	4,183,200	4,283,000
Total	5,090,100	6,429,900	6,430,100	4,183,200	4,283,000
Special Assessments:					
Special Assessments	327,800	362,000	340,900	364,800	360,600
Support to other funds	-	206,000	206,000	44,000	85,700
Total	327,800	568,000	546,900	408,800	446,300
Work Force:					
CIP Engineering	631,300	1,723,800	732,900	1,890,400	1,937,500
Public Works Administration	243,200	242,400	242,200	273,900	277,500
Interdepartmental Charges	(874,500)	(1,966,200)	(975,100)	(2,164,300)	(2,215,000)
Total	-	-	-	-	-
Total All Funds (Gross) Before Better Capital City	228,737,800	243,723,700	241,642,200	239,448,600	237,910,600
Better Capital City	501,900	500,000	500,000	1,000,000	500,000
Total All Funds (Gross)	229,239,700	244,223,700	242,142,200	240,448,600	238,410,600
Support to other funds	(65,271,800)	(69,511,500)	(69,651,500)	(64,381,100)	(63,674,600)
Total Expenditures	\$ 163,967,900	174,712,200	172,490,700	176,067,500	174,736,000

SUMMARY OF STAFFING

	FY99 FTE	FY00 FTE	FY01 FTE	FY02 Amended FTE	FY03 Adopted FTE	FY04 Approved FTE
General Fund:						
Mayor and Assembly	9.00	9.00	9.00	9.00	9.00	9.00
Law	10.06	9.92	9.92	9.92	9.92	9.92
Administration:						
Manager	6.50	5.00	3.70	6.30	6.30	6.30
Clerk and Elections	2.05	2.05	2.15	2.13	2.13	2.13
Mgmt Information Systems	8.00	8.00	8.20	10.00	11.00	11.00
Tourism	-	1.50	2.50	2.50	2.50	2.50
Libraries	21.60	21.33	21.33	21.83	21.83	21.83
Finance	46.33	45.41	46.88	47.08	47.08	47.08
Personnel	5.27	5.27	5.27	5.27	5.27	5.27
Community Development	25.83	25.83	25.83	26.40	26.40	26.40
General Engineering	7.93	7.66	7.83	7.83	7.60	7.60
Building Maintenance	9.84	9.84	9.84	9.84	9.84	9.84
Parks and Landscape	12.77	12.45	12.96	13.79	13.79	13.79
Social Services	2.53	2.53	2.53	-	-	-
Total	167.71	165.79	167.94	171.89	172.66	172.66
Special Revenue Funds:						
Visitor Services	6.96	6.97	6.97	6.97	6.97	6.97
Mental Health	25.63	25.53	25.63	-	-	-
Chemical Dependency	35.99	36.80	35.99	-	-	-
Capital Transit	24.05	24.05	24.05	32.05	33.89	33.89
Downtown Parking	0.39	0.39	0.39	0.39	0.39	0.39
Lands	3.25	2.25	2.50	2.50	2.50	2.50
Education	550.09	567.30	565.80	558.85	560.92	557.92
Eaglecrest	31.55	31.55	32.95	33.71	33.58	33.53
Police	79.60	79.60	84.64	87.64	90.64	92.64
Streets	22.50	22.50	22.50	23.00	23.00	23.00
Parks and Recreation	32.78	32.78	32.69	36.21	41.17	41.05
Capital City Fire/Rescue	39.90	39.90	39.54	42.18	43.18	43.18
Parks and Recreation Improvements	0.12	0.12	0.12	0.12	0.12	0.12
Total	852.81	869.74	873.77	823.62	836.36	835.19
Enterprise Funds:						
Airport	20.40	21.50	22.50	22.50	22.50	22.50
Harbors	9.25	9.75	9.75	10.75	11.45	11.45
Docks	6.25	6.25	6.25	5.75	5.55	5.55
Hazardous Waste	0.35	0.35	0.35	0.25	0.25	0.25
Water	15.52	15.52	15.52	15.52	15.50	15.50
Sewer	34.50	34.50	34.50	34.50	34.30	34.30
Bartlett Regional Hospital	250.84	258.93	311.84	349.73	358.61	358.61
Total	337.11	346.80	400.71	439.00	448.16	448.16

SUMMARY OF STAFFING

	FY99 FTE	FY00 FTE	FY01 FTE	FY02 Amended FTE	FY03 Adopted FTE	FY04 Approved FTE
Internal Service Funds:						
Public Works Fleet	4.50	4.50	4.50	4.50	4.50	4.50
Risk Management	5.26	4.00	4.00	4.00	4.00	4.00
Total	9.76	8.50	8.50	8.50	8.50	8.50
Special Assessments:						
Special Assessments	1.50	1.50	1.20	1.20	1.18	1.18
Total	1.50	1.50	1.20	1.20	1.18	1.18
Work Force:						
CIP Engineering	18.07	18.07	19.41	20.41	19.76	19.76
Public Works Administration	2.90	2.90	2.75	2.75	2.75	2.75
Total	20.97	20.97	22.16	23.16	22.51	22.51
Total Staffing	1,389.86	1,413.30	1,474.28	1,467.37	1,489.37	1,488.20

INTERDEPARTMENTAL CHARGES

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
General Fund:					
Mayor and Assembly	\$ 27,200	27,700	27,700	23,100	23,600
Law	86,800	88,500	88,500	128,200	130,800
Manager	47,000	47,900	47,900	46,500	47,400
Personnel	65,700	67,000	67,000	72,500	74,000
Clerk	22,400	22,800	22,800	31,700	32,300
Mgmt Information Systems	286,200	291,900	291,900	236,300	241,000
Finance	1,301,500	1,374,400	1,345,000	1,446,400	1,474,400
General Engineering	4,900	5,000	5,000	7,200	7,300
Building Maintenance	434,500	438,300	472,400	507,300	475,700
Parks and Landscape	40,400	38,000	36,500	38,100	38,700
Total	2,316,600	2,401,500	2,404,700	2,537,300	2,545,200
Special Revenue Funds:					
Capital City Fire	305,800	307,100	307,100	323,800	331,700
Roaded Service Area	38,100	38,900	38,900	39,800	40,600
Total	343,900	346,000	346,000	363,600	372,300
Internal Service Funds:					
Public Works Fleet	917,700	902,200	893,400	958,300	972,000
Equipment Acquisition Fund	1,015,600	987,000	987,000	972,600	993,900
Risk Management	5,924,800	7,031,700	7,586,100	10,528,200	11,237,800
Total	7,858,100	8,920,900	9,466,500	12,459,100	13,203,700
Total Operating Interdepartmental Charges	10,518,600	11,668,400	12,217,200	15,360,000	16,121,200
Work Force:					
CIP Engineering	631,300	1,723,800	732,900	1,890,400	1,937,500
Public Works Administration	243,200	242,400	242,200	273,900	277,500
	874,500	1,966,200	975,100	2,164,300	2,215,000
Total Interdepartmental Charges	\$ 11,393,100	13,634,600	13,192,300	17,524,300	18,336,200

NOTES

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SUPPORT TO OTHER FUNDS

	FY01 Actuals	FY02		FY03 Adopted Budget	FY04 Approved Budget
		Amended Budget	Projected Actuals		
General Fund Support to:					
Education - Operating	\$ 16,824,100	17,276,600	17,276,600	17,731,200	17,970,800
Education - Special Revenue	123,000	123,000	123,000	384,800	123,000
Sales Tax	739,300	557,100	557,100	-	-
Mental Health	310,400	310,400	310,400	129,000	129,000
Eaglecrest	333,100	333,100	333,100	363,100	363,100
Bartlett Regional Hospital	587,300	588,500	588,500	611,800	610,200
Bartlett Regional Hospital - Juneau Recovery Unit	205,700	205,700	205,700	205,700	205,700
Special Assessments	36,700	-	-	-	-
Capital Projects	-	375,000	375,000	-	-
Debt Service	4,080,900	5,252,000	5,252,000	3,671,900	3,989,900
Total	23,240,500	25,021,400	25,021,400	23,097,500	23,391,700
Special Revenue Fund Support To:					
Sales Tax To:					
General Fund	15,039,500	15,578,400	15,578,400	15,224,000	14,933,600
Capital Projects	10,272,600	14,406,500	14,406,500	12,156,200	12,525,000
Bartlett Regional Hospital	573,700	559,900	559,900	587,900	617,300
Debt Service	-	348,300	348,300	293,500	293,100
Roaded Service Area	450,000	450,000	450,000	2,462,000	2,462,000
Fire Service Area	-	-	-	175,000	175,000
Education Operating To:					
Education Special Revenue	995,700	871,200	941,200	610,300	193,800
Education Special Revenue To:					
Education Operating	-	-	70,000	-	-
Hotel Tax To:					
Visitor Services	958,200	1,013,600	1,013,600	879,800	939,800
Chemical Dependency to:					
Mental Health	-	-	-	125,800	-
Tobacco Excise Tax To:					
Bartlett Regional Hospital	267,800	228,100	228,100	239,500	251,500
General Fund	-	-	-	215,000	65,000
Marine Passenger Fee To:					
General Fund	954,200	756,200	756,200	975,300	580,600
Roaded Service Area	453,200	441,000	441,000	541,700	534,200
Fire Service Area	59,400	46,800	46,800	59,300	61,100
Visitor Services	97,000	97,000	97,000	97,000	-
Capital Transit	60,000	165,000	165,000	205,000	205,000
Capital Projects	2,615,000	1,991,000	1,991,000	1,645,000	1,668,000
Land Fund To:					
Capital Projects	485,000	250,000	250,000	-	-
Port Fund To:					
Debt Service	949,300	948,100	948,100	-	-
Capital Projects	500,000	900,000	900,000	-	-
Roaded Service Area To:					
Capital Transit	1,882,800	2,490,400	2,490,400	2,589,900	2,687,500
Eaglecrest	25,000	25,000	25,000	25,000	25,000
School District	200,000	200,000	200,000	200,000	200,000
Total	\$ 36,838,400	41,766,500	41,906,500	39,307,200	38,417,500

SUPPORT TO OTHER FUNDS

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
Capital Projects Support To:					
General Fund	\$ -	300,000	300,000	-	-
Airport	-	-	-	40,400	149,400
Lands Fund	-	600,000	600,000	-	-
Total	-	900,000	900,000	40,400	149,400
Enterprise Fund Support To:					
Harbor To CIP's	600,000	300,000	300,000	-	-
Hospital to CIP's	2,805,000	1,014,000	1,014,000	1,500,000	1,500,000
Water To CIP's	868,000	299,400	299,400	201,000	130,300
Sewer To CIP's	919,900	4,200	4,200	-	-
Total	5,192,900	1,617,600	1,617,600	1,701,000	1,630,300
Internal Service Support To:					
Equipment Acquisition to CIP's	-	-	-	191,000	-
Total	-	-	-	191,000	-
Special Assessment Funds To:					
General Fund	-	206,000	206,000	44,000	85,700
Total	-	206,000	206,000	44,000	85,700
Total Support To Other Funds	\$ 65,271,800	69,511,500	69,651,500	64,381,100	63,674,600

SUPPORT FROM OTHER FUNDS

		FY02		FY03	FY04	
	FY01	Amended	Projected	Adopted	Approved	
	Actuals	Budget	Actuals	Budget	Budget	
General Fund Support From:						
Sales Tax	\$ 15,039,500	15,578,400	15,578,400	15,224,000	14,933,600	
Tobacco Excise Tax	-	-	-	215,000	65,000	
Marine Passenger Fee	954,200	756,200	756,200	975,300	580,600	
Capital Projects	-	300,000	300,000	-	-	
Special Assessments	-	206,000	206,000	44,000	85,700	
Total	15,993,700	16,840,600	16,840,600	16,458,300	15,664,900	
Special Revenue Fund Support From:						
Sales Tax From:						
General Fund	739,300	557,100	557,100	-	-	
Mental Health From:						
General Fund	310,400	310,400	310,400	129,000	129,000	
Chemical Dependency	-	-	-	125,800	-	
Education - Operating From:						
General Fund	16,824,100	17,276,600	17,276,600	17,731,200	17,970,800	
Education Special Revenue	-	-	70,000	-	-	
Education - Special Revenue From:						
General Fund	123,000	123,000	123,000	384,800	123,000	
Roaded Service Area	200,000	200,000	200,000	200,000	200,000	
Education Operating Fund	995,700	871,200	941,200	610,300	193,800	
Roaded Service Area From:						
Sales Tax	450,000	450,000	450,000	2,462,000	2,462,000	
Marine Passenger Fee	453,200	441,000	441,000	541,700	534,200	
Fire Service Area From:						
Marine Passenger Fee	59,400	46,800	46,800	59,300	61,100	
Sales Tax	-	-	-	175,000	175,000	
Visitor Services From:						
Hotel Tax	958,200	1,013,600	1,013,600	879,800	939,800	
Marine Passenger Fee	97,000	97,000	97,000	97,000	-	
Lands From:						
Capital Projects	-	600,000	600,000	-	-	
Eaglecrest From:						
General Fund	333,100	333,100	333,100	363,100	363,100	
Roaded Service Area	25,000	25,000	25,000	25,000	25,000	
Capital Transit From:						
Roaded Service Area	1,882,800	2,490,400	2,490,400	2,589,900	2,687,500	
Marine Passenger Fee	60,000	165,000	165,000	205,000	205,000	
Total	\$ 23,511,200	25,000,200	25,140,200	26,578,900	26,069,300	

SUPPORT FROM OTHER FUNDS

		FY02		FY03	FY04
	FY01 Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
Debt Service Support From:					
General Fund	\$ 4,080,900	5,252,000	5,252,000	3,671,900	3,989,900
Port Fund	949,300	948,100	948,100	-	-
Sales Tax Fund	-	348,300	348,300	293,500	293,100
Total	5,030,200	6,548,400	6,548,400	3,965,400	4,283,000
Capital Project Fund Support From:					
General Fund	-	375,000	375,000	-	-
Sales Tax	10,272,600	14,406,500	14,406,500	12,156,200	12,525,000
Marine Passenger Fee	2,615,000	1,991,000	1,991,000	1,645,000	1,668,000
Lands	485,000	250,000	250,000	-	-
Port	500,000	900,000	900,000	-	-
Equipment Acquisition Fund	-	-	-	191,000	-
Bartlett Regional Hospital	2,805,000	1,014,000	1,014,000	1,500,000	1,500,000
Harbors	600,000	300,000	300,000	-	-
Water	868,000	299,400	299,400	201,000	130,300
Sewer	919,900	4,200	4,200	-	-
Total	19,065,500	19,540,100	19,540,100	15,693,200	15,823,300
Special Assessment Fund Support From:					
General Fund	36,700	-	-	-	-
Total	36,700	-	-	-	-
Enterprise Fund Support From:					
Bartlett Regional Hospital from:					
Tobacco Excise Tax	267,800	228,100	228,100	239,500	251,500
Liquor Sales Tax	573,700	559,900	559,900	587,900	617,300
General Fund for Juneau Recovery Hospital	205,700	205,700	205,700	205,700	205,700
General Fund for bond payment	587,300	588,500	588,500	611,800	610,200
Airport from Capital Projects	-	-	-	40,400	149,400
Total	1,634,500	1,582,200	1,582,200	1,685,300	1,834,100
Total Support From Other Funds	\$ 65,271,800	69,511,500	69,651,500	64,381,100	63,674,600

CITY AND BOROUGH OF JUNEAU

<u>Fund Title</u>	<u>Beginning Balance</u>	+	<u>Projected Revenues</u>	+	<u>Support From</u>	-	<u>Support To</u>
General Fund	\$ 5,572,600		25,937,200		16,458,300		23,097,500
Special Revenue Funds:							
Mental Health	(641,600)		124,000		254,800		-
Chemical Dependency	115,800		10,000		-		125,800
Visitor Services	304,200		287,300		976,800		-
Capital Transit	76,200		599,800		2,794,900		-
Marine Passenger Fee	(19,300)		3,542,600		-		3,523,300
Eaglecrest	5,200		1,380,100		388,100		-
Education - Operating	943,300		20,603,900		17,731,200		610,300
Education - Special Revenue/Other	1,026,200		10,870,200		1,195,100		-
Lands and Resource Management	1,285,600		590,800		-		-
* Roaded Service Area	1,169,200		15,096,400		3,003,700		2,814,900
Fire Service Area	146,000		2,154,300		234,300		-
Downtown Parking	528,400		239,000		-		-
Sales Tax	8,908,400		30,245,800		-		30,898,600
Hotel Tax	(37,100)		940,000		-		879,800
Port Development	345,800		-		-		-
Parks & Recreation Improvements	7,800		3,100		-		-
Tobacco Excise Tax	174,000		306,500		-		454,500
Pass Through Grants	-		57,100		-		-
Library Minor Contributions	86,000		9,600		-		-
Total Special Revenue Funds	14,424,100		87,060,500		26,578,900		39,307,200
Enterprise Funds:							
** Harbors	218,900		1,796,600		-		-
** Docks	318,900		950,700		-		-
Water	1,799,000		2,848,000		-		201,000
Sewer	1,135,000		5,275,600		-		-
** Airport	867,100		3,806,700		40,400		-
Hazardous Waste	503,000		560,000		-		-
Hospital	1,954,000		46,129,900		1,644,900		1,500,000
Total Enterprise Funds	6,795,900		61,367,500		1,685,300		1,701,000
Internal Service Funds:							
** Public Works Fleet	2,909,600		2,104,900		-		191,000
Self-Insurance	848,300		10,940,900		-		-
Total Internal Service Funds	3,757,900		13,045,800		-		191,000
LIDS/Debt Service/Work Force:							
LIDS	318,900		433,100		-		44,000
Debt Service	267,800		-		3,965,400		-
Work Force	-		2,164,300		-		-
Capital Project Funds	-		-		15,693,200		40,400
Interdepartmental Charges	-		(17,809,300)		-		-
Total City Funds	\$ 31,137,200		172,199,100		64,381,100		64,381,100

* Includes National Forest Timber Receipts Reserves of \$280,400.

** Includes Replacement Reserves

CHANGES IN FUND BALANCES – FY03

-	Adopted Budget	=	Subtotal	-	Reserves	=	Ending Balance	Fund Title
	21,026,200		3,844,400		2,500,000		1,344,400	General Fund
	-		(262,800)		-		(262,800)	Special Revenue Funds:
	-		-		-		-	Mental Health
	1,397,400		170,900		-		170,900	Chemical Dependency
	3,392,400		78,500		-		78,500	Visitor Services
	-		-		-		-	Capital Transit
	1,728,300		45,100		-		45,100	Marine Passenger Fee
	38,400,000		268,100		-		268,100	Eaglecrest
	12,124,200		967,300		-		967,300	Education - Operating
	631,800		1,244,600		-		1,244,600	Education - Special Revenue/Other
	15,299,800		1,154,600	780,400			374,200	Lands and Resource Management
	2,448,100		86,500	-			86,500	* Roaded Service Area
	164,300		603,100	-			603,100	Fire Service Area
	669,600		7,586,000	-			7,586,000	Downtown Parking
	13,600		9,500	-			9,500	Sales Tax
	-		345,800	-			345,800	Hotel Tax
	7,900		3,000	-			3,000	Port Development
	2,700		23,300	-			23,300	Parks & Recreation Improvements
	57,100		-	-			-	Tobacco Excise Tax
	9,600		86,000	-			86,000	Pass Through Grants
	76,346,800		12,409,500	780,400			11,629,100	Library Minor Contributions
								Total Special Revenue Funds
	1,796,600		218,900	-			218,900	Enterprise Funds:
	950,700		318,900	-			318,900	** Harbors
	2,647,000		1,799,000	-			1,799,000	** Docks
	5,902,900		507,700	-			507,700	Water
	3,847,100		867,100	-			867,100	Sewer
	533,800		529,200	-			529,200	** Airport
	45,460,500		2,768,300	-			2,768,300	Hazardous Waste
	61,138,600		7,009,100	-			7,009,100	Hospital
								Total Enterprise Funds
	2,083,200		2,740,300	-			2,740,300	Internal Service Funds:
	10,916,900		872,300	-			872,300	** Public Works Fleet
	13,000,100		3,612,600	-			3,612,600	Self-Insurance
								Total Internal Service Funds
	364,800		343,200	-			343,200	LIDS/Debt Service/Work Force:
	4,183,200		50,000	-			50,000	LIDS
	2,164,300		-	-			-	Debt Service
	15,652,800		-	-			-	Work Force
	(17,809,300)		-	-			-	Capital Project Funds
	176,067,500		27,268,800	3,280,400			23,988,400	Interdepartmental Charges
								Total City Funds

CITY AND BOROUGH OF JUNEAU

<u>Fund Title</u>	<u>Beginning</u> <u>Balance</u>	+	<u>Projected</u> <u>Revenues</u>	+	<u>Support</u> <u>From</u>	-	<u>Support</u> <u>To</u>
General Fund	\$ 3,844,400		26,235,500		15,664,900		23,391,700
Special Revenue Funds:							
Mental Health	(262,800)		5,000		129,000		-
Chemical Dependency	-		-		-		-
Visitor Services	170,900		288,100		939,800		-
Capital Transit	78,500		599,800		2,892,500		-
Marine Passenger Fee	-		3,685,400		-		3,048,900
Eaglecrest	45,100		1,380,100		388,100		-
Education - Operating	268,100		19,547,200		17,970,800		193,800
Education - Special Revenue/Other	967,300		4,949,000		6,117,100		-
Lands and Resource Management	1,244,600		935,600		-		-
* Roaded Service Area	1,154,600		15,524,900		2,996,200		2,912,500
Fire Service Area	86,500		2,217,800		236,100		-
Downtown Parking	603,100		264,000		-		-
Sales Tax	7,586,000		30,974,700		-		31,006,000
Hotel Tax	9,500		955,000		-		939,800
Port Development	345,800		-		-		-
Parks & Recreation Improvements	3,000		3,100		-		-
Tobacco Excise Tax	23,300		315,700		-		316,500
Pass Through Grants	-		57,100		-		-
Library Minor Contributions	86,000		9,600		-		-
Total Special Revenue Funds	12,409,500		81,712,100		31,669,600		38,417,500
Enterprise Funds:							
** Harbors	218,900		1,821,600		-		-
** Docks	318,900		952,700		-		-
Water	1,799,000		2,859,000		-		130,300
Sewer	507,700		5,533,100		-		-
** Airport	867,100		3,704,600		149,400		-
Hazardous Waste	529,200		560,000		-		-
Hospital	2,768,300		46,129,900		1,684,700		1,500,000
Total Enterprise Funds	7,009,100		61,560,900		1,834,100		1,630,300
Internal Service Funds:							
** Public Works Fleet	2,740,300		2,111,900		-		-
Self-Insurance	872,300		11,968,200		-		-
Total Internal Service Funds	3,612,600		14,080,100		-		-
LIDS/Debt Service/Work Force:							
LIDS	343,200		407,000		-		85,700
Debt Service	50,000		-		4,283,000		-
Work Force	-		2,215,000		-		-
Capital Project Funds	-		-		15,823,300		149,400
Interdepartmental Charges	-		(18,621,200)		-		-
Total City Funds	\$ 27,268,800		167,589,400		69,274,900		63,674,600

* Includes National Forest Timber Receipts Reserves of \$422,700.

** Includes Replacement Reserves

CHANGES IN FUND BALANCES – FY04

-	Approved	=	Subtotal	-	Reserves	=	Ending	Fund Title
	<u>Budget</u>		<u>2,509,400</u>		<u>2,500,000</u>		<u>Balance</u>	
	19,843,700						9,400	General Fund
								Special Revenue Funds:
-			(128,800)	-			(128,800)	Mental Health
-			-	-			-	Chemical Dependency
1,328,200			70,600	-			70,600	Visitor Services
3,492,300			78,500	-			78,500	Capital Transit
-			636,500	-			636,500	Marine Passenger Fee
1,742,000			71,300	-			71,300	Eaglecrest
37,592,300			-	-			-	Education - Operating
11,124,000			909,400	-			909,400	Education - Special Revenue/Other
973,200			1,207,000	-			1,207,000	Lands and Resource Management
15,834,800			928,400	922,700			5,700	* Roaded Service Area
2,486,800			53,600	-			53,600	Fire Service Area
166,400			700,700	-			700,700	Downtown Parking
683,500			6,871,200	-			6,871,200	Sales Tax
13,900			10,800	-			10,800	Hotel Tax
-			345,800	-			345,800	Port Development
6,100			-	-			-	Parks & Recreation Improvements
2,700			19,800	-			19,800	Tobacco Excise Tax
57,100			-	-			-	Pass Through Grants
9,600			86,000	-			86,000	Library Minor Contributions
75,512,900			11,860,800	922,700			10,938,100	Total Special Revenue Funds
								Enterprise Funds:
1,821,600			218,900	-			218,900	** Harbors
952,700			318,900	-			318,900	** Docks
2,728,700			1,799,000	-			1,799,000	Water
5,952,800			88,000	-			88,000	Sewer
3,854,000			867,100	-			867,100	** Airport
534,700			554,500	-			554,500	Hazardous Waste
45,458,000			3,624,900	-			3,624,900	Hospital
61,302,500			7,471,300	-			7,471,300	Total Enterprise Funds
								Internal Service Funds:
2,481,500			2,370,700	-			2,370,700	** Public Works Fleet
11,684,100			1,156,400	-			1,156,400	Self-Insurance
14,165,600			3,527,100	-			3,527,100	Total Internal Service Funds
								LIDS/Debt Service/Work Force:
360,600			303,900	-			303,900	LIDS
4,283,000			50,000	-			50,000	Debt Service
2,215,000			-	-			-	Work Force
15,673,900			-	-			-	Capital Project Funds
(18,621,200)			-	-			-	Interdepartmental Charges
174,736,000			25,722,500	3,422,700			22,299,800	Total City Funds

CHANGES IN FUND BALANCES OVERVIEW

Summary

The two-year budget as presented for FY03 and FY04 continues the practice of budgeting to carry over specific minimum general governmental fund balances. The exception to this practice has been the decision by the Assembly and supported by Juneau's voters to work towards building a \$10 million Sales Tax Emergency Budget (Rainy Day Fund) Reserve. We are projecting an ending FY04 Sales Tax Budget Reserve (Rainy Day) fund balance of \$7.8 million.

As in previous years, the projected general governmental fund balance carryovers include the Assembly's policy of maintaining \$3,000,000 in general governmental emergency reserves.

Individual Funds

The following is a summary and explanation of the FY03 and FY04 projected ending fund balances. The fund balance review is targeted specifically at the General, major Special Revenue, and Fleet Funds. The majority of the special revenue funds fund balances are restricted to specific uses and are not considered available for general governmental functions.

General Fund – The projected carryover for FY03 is \$3,844,400 and \$2,509,400 for FY04. This amount consists of \$2,500,000 in emergency reserves and unrestricted funds of \$1,844,400 and \$9,400 FY03 and FY04, respectively. It is the Assembly intent to keep the unrestricted balance at a minimum with no mid-year appropriations.

Mental Health – The Mental Health function ceased being a CBJ operation in FY01 when it was decided to shift these services to the private sector. At the close of operations the Mental Health function it was in an operating deficit position of approximately \$900,000. Since that time we have been working to eliminate this deficit. The Mental Health fund balance deficit is projected to be \$262,800 and \$128,800 for FY03 and FY04, respectively. The current operational plan will eliminate this deficit by the end of 2005.

Chemical Dependency – Bartlett Regional Hospital assumed these functions in FY01. The projected ending fund balance is projected to be zero at FY03 year-end.

Capital Transit – The projected carryover is \$78,500 for both fiscal years. This amount represents approximately 15% of revenues. Transits revenues can vary as much as 15% from budget. This carryover is to help smooth operating cycles between budget years.

Marine Passenger Fee – In October 1999, voters approved a \$5.00 per person cruise ship passenger fee. The CBJ began collecting revenues in April 2000. Cruise ship fees can be used for mitigating the impacts of cruise ship passengers on local services and for port related capital projects. The projected ending fund balance is zero for FY03 and \$636,500 for FY04.

Eaglecrest – The FY01 ski season was one of the worst in Eaglecrest history, requiring the implementation of a board policy to offer skiers season pass refunds or credits for the FY02 ski season. The reduced revenues experienced by Eaglecrest for the FY02 ski season were the direct result of FY01 credits being exercised by season pass holders and the lack of snowfall for the Christmas break. The FY03 and FY04 projected fund balance for this fund is \$45,100 and \$71,300, respectively. The goal of the board has been to retain a fund balance sufficient to fund Eaglecrest through one bad ski season every three years.

Education Operating and Special Revenue/Other – These balances are managed by the Juneau School District Board of Education (School District). After adoption of the School District budget by the Assembly, the School Board shall not exceed the total appropriation without Assembly approval.

Lands and Resource Management – The projected carryover for FY03 is \$1,244,600 and \$1,207,000 for FY04. Included in the carryover amount is \$12,900 in equity in the AJT Mining Properties, Inc. joint venture. The City is

CHANGES IN FUND BALANCES OVERVIEW

currently trying to help the housing shortage by granting and loaning funds and selling City land to help develop residential housing. These funds are restricted for specific uses and are not considered available for other general governmental functions.

Roaded Service Area – The projected carryover for FY03 is \$1,154,600 and \$928,400 for FY04. This amount contains \$500,000 in emergency reserves and for FY04 \$422,700 in restricted funds under the National Forest Timber Receipts program. The unrestricted balance in the Roaded Service Area at the end of Y04 is \$5,700.

Fire Service Area – The total projected carryover is \$86,500 and \$53,600 for FY03 and FY04, respectively. These funds are restricted for fire related purposes. The ending fund balances for FY03 and FY04 both include \$13,100 in fund balance from the Fire Training Center. While this amount is shown for fund balance disclosure purposes, it is not a component of the Fire Service Area #10 fund. The ending FY04 balance, excluding the Fire Training Center balance, represents approximately 1.5% of annual operations.

Downtown Parking – The total projected carryover is \$603,100 for FY03 and \$700,700 for FY04. This balance represents surplus user fees, and as such, is restricted for this purpose and not considered available for other general governmental functions.

Sales Tax – Sales tax funds are used for a variety of functions including general operations, capital projects and Emergency Budget Reserves. The total projected carryover for FY03 is \$7,586,000 and \$6,871,200 for FY04. The majority of the projected ending FY04 balance, \$6,742,100, is contained in the Sales Tax Budget Reserve (Rainy Day Fund) at the end of FY04.

Port – The projected carryover for Port is \$345,800 for FY03 and FY04. The funds were generated from Port fees and are restricted for payment of general obligation dock bond debt and other port related capital improvement projects.

Visitor Services, Hotel Tax, Parks and Recreation Improvements, Tobacco Excise Tax, and Library Minor Contributions – The projected carryover for these funds is obligated or restricted for specific uses and are not considered available for general governmental functions.

Enterprise Funds (for all funds) – The total projected carryover of \$7,009,100 for FY03 and \$7,471,300 for FY04 represents expendable resources and not retained earnings balances. The accrual method of accounting required for these funds results in retained earnings being generated without available spendable resources. The amount available for operations will be the lessor of working capital or available resources (cash). These amounts, where noted, also include available reserves set aside for fixed asset replacement.

Fleet Services – Fleet services include both Equipment Acquisition and Fleet Maintenance. The total projected carryover is \$2,740,300 and \$2,370,700 for FY03 and FY04, respectively. Approximately \$407,700 of the fund balance is attributable to Fleet Maintenance with the remainder belonging to the Equipment Acquisition Fund. The Fleet Equipment Acquisition balance has been closely reviewed with the intention of reducing the balance in a proactive plan over the next several years. As such, several departments have had their projected contributions reduced.

Risk Management – The total projected carryover for FY03 is \$872,300 and \$1,156,400 for FY04. The individual ending components of this balance are made up of \$439,900 Health & Wellness, \$442,400 Safety & Workers Compensation, \$174,200 General/Auto Liability, \$57,800 Employee Practice/Property, \$(4,500) Special coverage, and \$48,400 for Unemployment Compensation. The Risk Management Officer and Finance Director have recommended a minimum fund balance of \$1,200,000 be retained in the reserves. These reserve funds support all CBJ functions including hospital and the School District. No specific balances are required beyond the actuarial determination amounts. However, the State of Alaska does have the authority to regulate CBJ's third party coverage if they feel our self-insurance reserves are too low.

CHANGES IN FUND BALANCES OVERVIEW

LID's – The fund balance of \$343,200 for FY03 and \$303,900 for FY04 is comprised of the sewer extension, water extension, and consolidated LID fund balances. The water and sewer extension fund balances represent amounts available for future expansion of the water and sewer lines and comprise \$156,500 and \$150,900 for FY04, respectively. Consolidated LID's carryover balance is projected to be \$(3,500) at the end of FY04. The construction of CBJ LID's is funded out of central treasury instead of using other funding options; thus the negative balance created by this will be eliminated over time as the property owners make their annual LID payments. Since the principal balances in these funds have been levied for specific purposes, it is inappropriate to use these principal balances for anything other than the identified projects.

Debt Service – The total projected carryover is \$50,000 for both fiscal years. This balance was targeted as a reasonable minimum to be maintained. However, there are no specific rules for maintaining a set balance since all bonds now carry fixed interest rates.

The remaining items contained in these schedules have been included for number comparisons only. The amounts shown do not represent available resources.

PROPERTY ASSESSMENT AND TAXATION

History of the Community and Service Area Structure

Juneau's existing City and Borough concept was adopted in 1970 with the unification of the Cities of Juneau and Douglas and the Greater Juneau Borough. The unification agreement included provisions placing restrictions on the services to be retained by each service area. These restrictions were to meet the terms of the then outstanding bond covenants. Since unification all bonds containing service area restrictions have matured and the service area legal restrictions no longer apply.

In 1988, the Assembly formed Roaded Service Area #9. Under this revised concept, services previously funded as areawide were transferred to the new Roaded Service Area (see below). The functions transferred provided tax funded services not considered reasonably available to rural property owners.

In March 1994, the Assembly made a second modification to Juneau's service areas by consolidating the existing seven fire service areas into a single service area. Consolidation of the fire service areas provides residents with improved fire response service flexibility. This consolidation also resulted in a common property tax mill levy for all parcels in the fire service area.

General governmental services are presently separated into three specific taxing areas; Areawide, Roaded SA #9 and Fire SA #10.

- **Areawide Services:**

Direct funded -

Legislative (Mayor and Assembly)
Manager and Administration
Law
Clerk's Office
Management Information Systems
Office of Tourism

Library
Finance
Personnel
Community Development
Capital City Rescue (Ambulance)

Building Maintenance
Parks and Recreation
Social Services Administration
General Engineering
Capital Projects

Indirect funded (financial support to)
Education

Social Services

Capital Projects

- **Roaded SA #9 Services:**

Direct funded -

Police

Streets

Parks and Recreation

Indirect funded – Capital Transit

- **Fire SA #10**

Direct funded – Capital City Rescue

Assessed Values Changes for Calendar 2002 (budget year FY03)

The Assessor has certified the 2002 assessment roll for taxable real and business personal property at \$2.571 billion. This is an increase of \$ 42.7 million (approximately 1.7%) over the previous year's (2001) borough-wide assessment. This increase is less than originally projected due to a substantial decrease in values for homes built with foam core panel roofs. It was discovered this year that many of these home, which are relatively new, had rotting roofs. As a result, the assessed values were decreased by a total of almost \$13 million. The roofs are being repaired and it is expected that much of the decrease will be recovered in 2003 (FY04). In addition, the 2002 assessment no longer includes aircraft in assessed values. The Assembly elected to shift aircraft taxation from an ad valorem tax to a flat tax in 2001. If we remove the aircraft values (\$36 million) from the 2001 assessed value, for comparison purposes, we see that assessed values actually

PROPERTY ASSESSMENT AND TAXATION

increased by \$78.7 million or 3.2%. For 2003 (FY04 budget year) we are projecting a slightly lower assessed value increase of 2.5% plus the recovery from roof repairs, which will bring the increase to a little more than 4%. For this calendar year we are anticipating a relatively flat real estate market and a slowdown in new construction.

The majority of this year's property assessment increase is due to new construction and commercial real property value gains.

Projected Assessments by Service Area

<u>Service Area</u>	<u>2001 Certified Assessment Roll</u>	2002 CERTIFIED ASSESSED VALUES (in millions)			<u>2003 Estimated Value</u>
		<u>Real Property</u>	<u>Personal Property</u>	<u>Total Estimated Value</u>	
Capital City Fire/Rescue	\$2,380.7	\$2,226.4	\$188.3	\$2,414.7	\$2,488.8
Roaded Service Area	\$2,399.4	\$2,245.3	\$188.3	\$2,433.6	\$2,508.2
Areawide	\$2,524.5	\$2,323.4	\$243.7	\$2,567.1	\$2,646.3

Millage Rates and Restrictions

The 2002 assessment amount does not include \$133 million in required (State) program exemptions for senior citizens' and disabled veterans' property. Under State law, the responsibility for paying this property tax levy falls to the State government. However, the State has not appropriated funds for the State's Senior Citizen and Veterans' Property Tax Exemption Program for a number of years. The total amount of property tax revenues not collected in FY03, under the State mandated program, is estimated at \$1.53 million.

A one mill levy is equal to one tenth of one percent (0.1%). One mill levy assessed borough-wide will generate \$2,567 million in property tax revenues in FY03 and \$2.646 million in FY04. The CBJ has three overlapping taxing areas (Areawide, Roaded and Fire). Property can be subject to taxation in one, two or all three of these areas. Just over 94% of taxable property is subject to the combined overlapping mill levy for the three taxing areas.

In 1995, the CBJ voters' approved a 12 mill operational property tax levy restriction on all taxable property. This levy restriction does not apply to the tax levies used for the payment of debt service on voter approved (general obligation) bond indebtedness. The debt service mill levy has been defined to be the total amount of general governmental support to the debt service fund less amounts received by the CBJ from the State's School Construction Debt Reimbursement Program. (*See the "Major Revenue Analysis" for further explanation*). The debt service mill levy is in addition to the operational mill levy.

	<u>FY99</u>	<u>FY00</u>	<u>FY01</u>	<u>FY02</u>	<u>FY03</u>	<u>FY04</u>
Operational Mill Levy						
Areawide	4.23	4.60	4.88	4.73	4.97	4.90
Roaded Service Area	5.48	5.18	5.19	4.72	4.72	4.72
Capitol City Fire/Rescue	<u>0.93</u>	<u>0.92</u>	<u>0.74</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>
Total Operational	10.64	10.70	10.81	10.20	10.44	10.37
Debt Service Mill Levy	1.38	1.52	1.22	1.27	1.03	1.10
Total Mill Levy	<u>12.02</u>	<u>12.22</u>	<u>12.03</u>	<u>11.47</u>	<u>11.47</u>	<u>11.47</u>
Change	-	<u>0.20</u>	<u>(0.19)</u>	<u>(0.56)</u>	-	-
% Change	-	1.66 %	(1.55) %	(4.66) %	-	-

PROPERTY ASSESSMENT AND TAXATION

Taxpayer Impacts

Assessed values for the 2002 assessment year (the FY03 budget year) have increased by 3.2% over the 2001 assessment with a projected additional 4.3% increase between FY03 and FY04. As previously noted the majority of this year's property increase is due to new construction and commercial real property value gains. The CBJ is required by State law to assess taxable property at full and true value. Full and true value is defined as the "estimated price that the property would bring in an open market and under the then prevailing market conditions in a sale between a willing seller and a willing buyer " (AS 29.45.110)

The total adopted mill levy, including debt, remains the same at 11.47, for both FY03 and FY04. The total overlapping "operational" mill levy is increasing from 10.20 in FY02 to 10.44 in FY03 and will decrease to 10.37 in FY04.

The actual FY03 and FY04 mill levies are determined once the final assessed values have been certified and the budget adopted by the Assembly. The FY03 and FY04 mill levies are based on the certified assessed values.

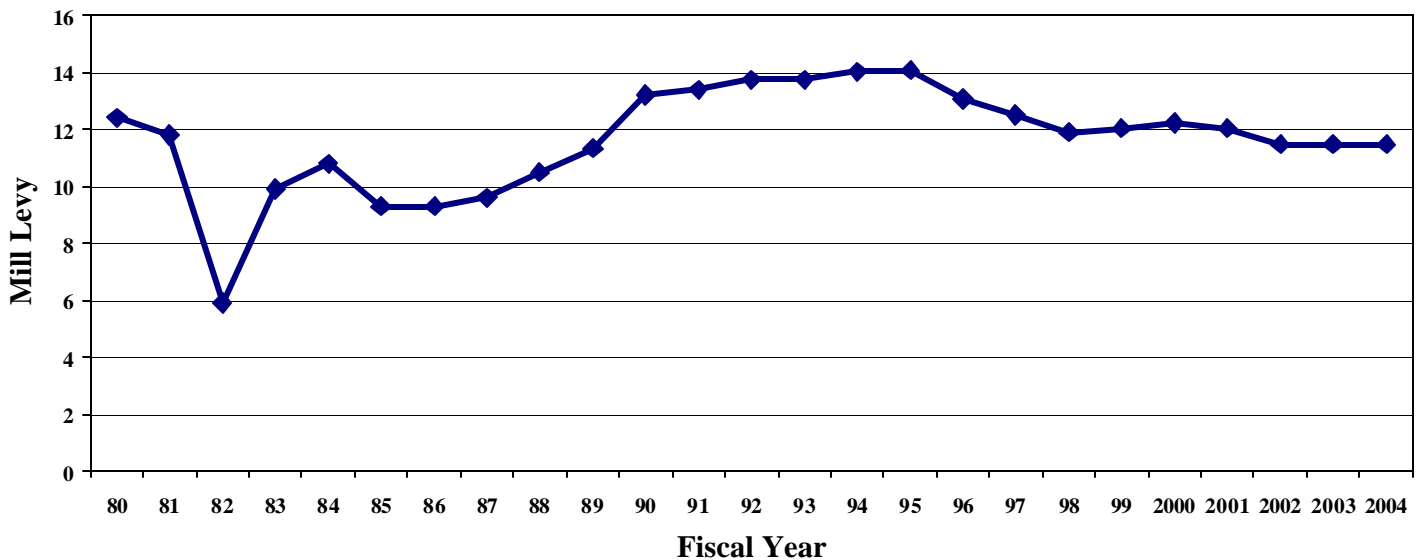
Fiscal Year Ending	Debt Service Mill Levy	SERVICE AREA OPERATIONAL LEVIES			TOTAL OVERLAPPING OPERATIONAL LEVIES			Total Operational and Debt Service Levy
		Areawide Operating	Roaded Operating	Fire Service Operating	Areawide (non roaded)	Areawide & Roaded	Areawide, Roaded, & Fire	
1992	1.49	4.12	7.43	0.13 to 0.98	4.12	11.55	11.68 to 12.53	13.17 to 14.02
1993	0.90	4.71	7.43	0.13 to 0.98	4.71	12.14	12.27 to 13.12	13.17 to 14.02
1994	0.99	4.62	7.43	0.50 to 0.98	4.62	12.05	12.05 to 13.03	13.54 to 14.02
1995	1.34	5.08	6.48	1.18	5.08	11.56	12.74	14.08
1996	1.43	4.03	6.51	1.09	4.03	10.54	11.63	13.06
1997	1.54	3.86	6.03	1.06	3.86	9.89	10.95	12.49
1998	1.25	3.95	5.71	0.98	3.95	9.66	10.64	11.89
1999	1.38	4.23	5.48	0.93	4.23	9.71	10.64	12.02
2000	1.52	4.60	5.18	0.92	4.60	9.78	10.70	12.22
2001	1.22	4.88	5.19	0.74	4.88	10.07	10.81	12.03
2002	1.27	4.73	4.72	0.75	4.73	9.74	10.20	11.47
2003	1.03	4.97	4.72	0.75	4.97	9.69	10.44	11.47
2004	1.10	4.90	4.72	0.75	4.90	9.62	10.37	11.47

This chart shows the individual as well as the overlapping millage rates for the three City and Borough of Juneau taxing areas and for debt service.

PROPERTY ASSESSMENT AND TAXATION

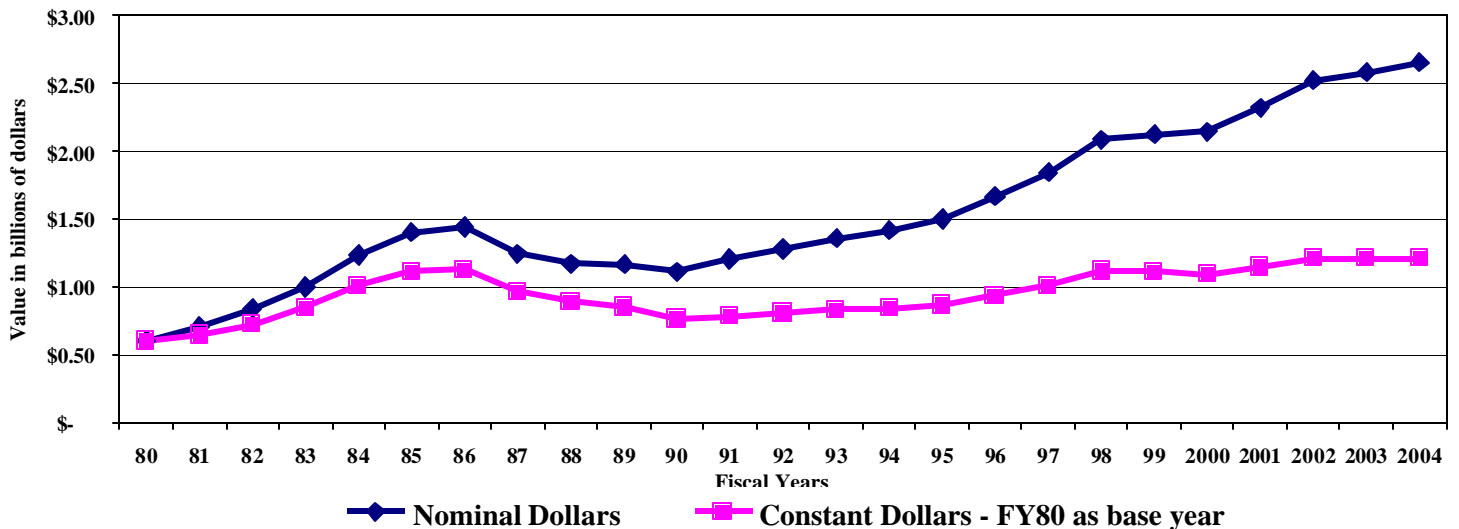
The graph below shows the historical average borough-wide mill levy since 1980. The mill levy represents the **mill average for each fiscal year**. Levies vary by service area and can be greater or less than the average. The average mill levy shown below has been calculated by dividing the total tax levy by the total assessed value after the exclusion of the senior citizen and disabled veteran property exemptions. FY82 was an abnormal year due to a large influx of State funding allowing for a decrease in the mill rate for that year.

Average Mill Levy



This graph below shows the trend in borough-wide certified assessed values since 1980. Values are displayed for both inflation adjusted, "*constant*", and non-adjusted, "*nominal*" dollars. The "*constant*" dollar line has been included to help separate real property value increases from increases that include both growth and inflation. The CPI purchasing value adjustment, deflator, used was the average of Anchorage's and Seattle's CPI. Senior citizen and veteran property has been excluded so accurate comparisons can be made.

Assessed Values



MAJOR REVENUES

REVENUE FROM LOCAL SOURCES

I. PROPERTY TAX REVENUES

Property taxes are expected to increase in the FY03 Adopted from the FY02 Amended budget by 1.96% (\$554,700). This revenue growth is the net result of an increase in assessed values for new construction and existing commercial property building values.

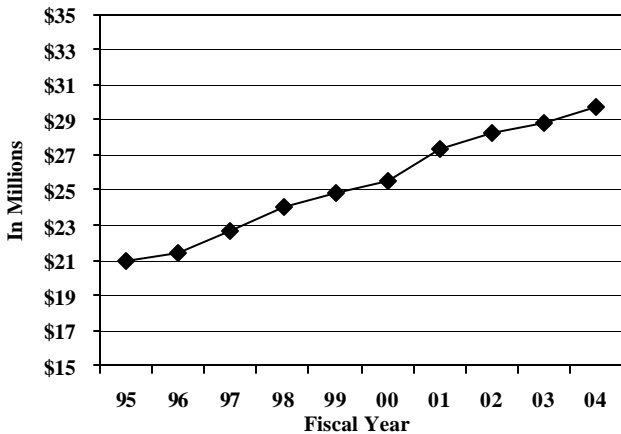
The City and Borough of Juneau's authorization to levy a property tax is provided under Alaska State Statute Section 29.45.

Under this section, the State requires the Assessor to assess property at full and true value as of January 1 each year. The full and true value is the estimated price that the property would bring in an open market in a sale between a willing seller and a willing buyer (AS 29.45.110)). The areawide assessed value for the 2003 fiscal year is \$2.567 billion and for 2004 the estimate is \$2.646 billion.

The rate of levy is to be fixed by resolution, determined annually before June 15, per AS 29.45.240. The FY03 mill levy was adopted in resolution form on June 14, 2002 at 11.47 mills. The proposed mill levy for FY04 remains at 11.47.

The State of Alaska requires a number of property exemptions that municipalities must exempt when taxing property (AS 29.45.030). One of the most significant exemptions in terms of dollars is the Senior Citizen and Disabled Veteran exemption. In FY03, this exemption represents \$1.5 million in property tax revenue not collected.

For more information regarding property tax revenues, please see section entitled "Property Assessment and Taxation".



FY95-01 are based on actual revenue collected.
FY02 is based on estimated collections.
FY03-04 are based on budget projections.

II. SALES TAX REVENUES

Sales tax revenues are expected to increase in the FY03 Adopted from the FY02 Amended budget by 2.1% (or \$646,700).

Information on each type of sales tax is available on the following pages.

MAJOR REVENUES

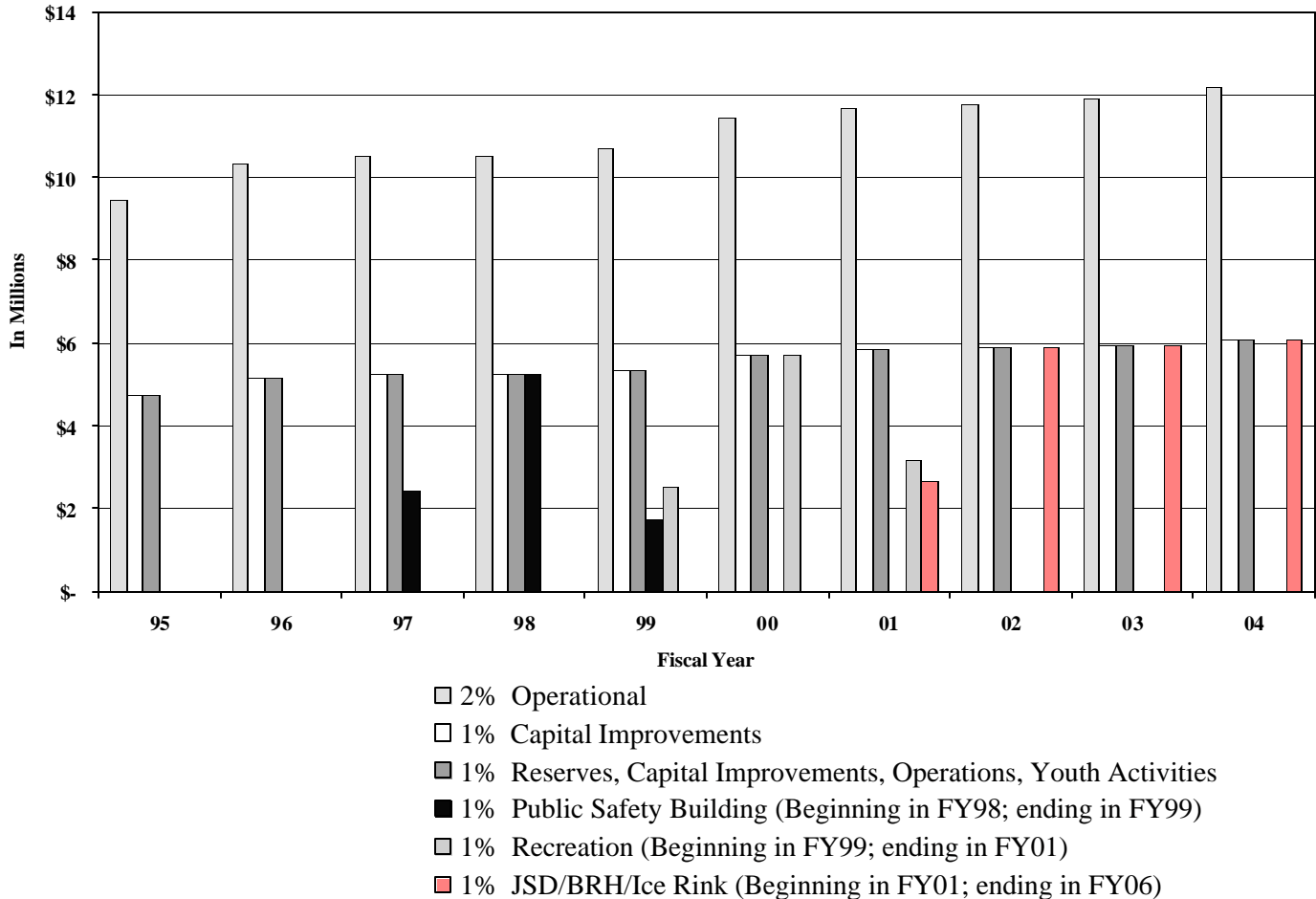
GENERAL SALES TAX

CBJ voters have imposed a general sales tax as allowed by Alaska Statute 29.53.415. The general sales tax is to be collected on all retail sales, rentals (except long-term residential) and services performed within CBJ boundaries, with certain exceptions as listed in Code Section 69.05.040.

FY95-01 are based on actual revenue collected.

FY02 is based on estimated collections.

FY03-04 are based on budget projections.



The permanent areawide sales tax rate is 1%. This funding source is used to support general government operations.

Effective January 1, 2001, voters approved an additional temporary 1% sales tax to fund (1) the repair and rehabilitation of schools; (2) the expansion and improvement of Bartlett Regional Hospital; and (3) the construction of a recreational facility at Savikko Park. This tax is to remain in effect for five years, ending December 31, 2005.

Effective July 1, 2002, voters approved a continuation of the 3% temporary tax for an additional five years, ending June 30, 2007. The additional tax levy is allocated as follows: 1% to general government operations; 1% to capital improvements; and 1% to the three following areas: emergency budget reserve, capital improvements, and youth activities.

MAJOR REVENUES

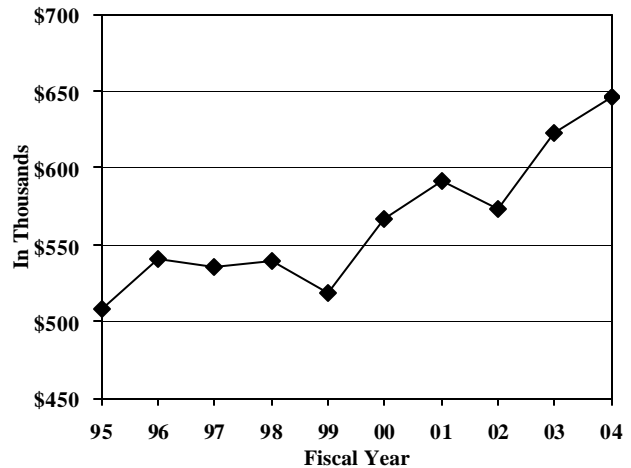
It is estimated that operational sales tax revenue (2% of the general sales tax) for fiscal year 2003 will increase by 1.86% (or \$216,200) from the FY02 Amended budget, reflecting an estimated increase in growth.

LIQUOR SALES TAX

On January 1, 1985, CBJ voters imposed a tax on the retail sales of alcoholic beverages within CBJ boundaries (CBJ Code 69.05.020). The liquor sales tax of 3% is an additional tax on top of the general sales tax. Liquor sales taxes provide support for local social service programs.

Liquor sales tax monthly deposit and quarterly filing procedures, penalties and interest on delinquencies are the same as general sales tax.

In reviewing the historical graph presented here, it can be seen that this revenue source has been experiencing slow growth since FY95. The dip in FY99 can be attributed primarily to late filings of sales tax returns by merchants, which is offset by the increase shown in FY00 revenue. The dip in FY02 is due to adjustments resulting from merchant nonpayment of liquor tax. Based on a slow growth trend, current liquor sales estimates and the general economy, liquor sales tax revenue for fiscal years 2003 and 2004 is projected to continue increasing at this slow rate of growth.



FY95 – 01 are based on actual revenue collected.
FY02 is based on estimated collections.
FY03-04 are based on budget projections.

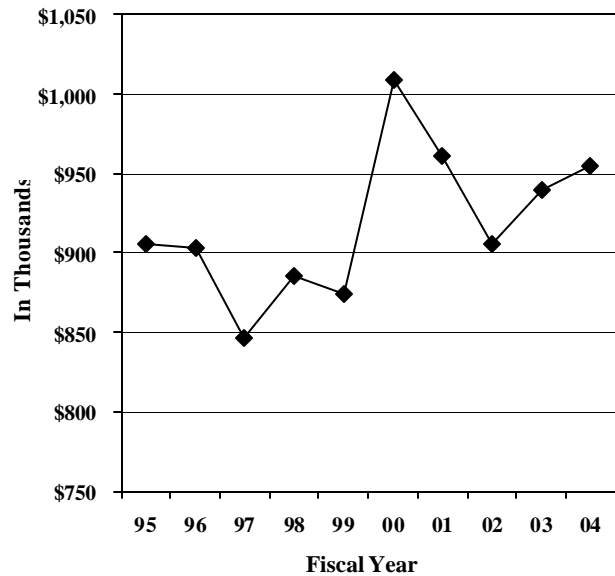
MAJOR REVENUES

HOTEL-MOTEL ROOM TAX

On January 1, 1981, CBJ voters imposed a tax on transient room rental under CBJ Code 69.07.010 through 69.07.140. The original tax imposed was 3% of gross receipts on room rents to persons occupying rooms for less than 30 days.

Effective January 1, 1985, and 1989, voters approved additional permanent 2% increases in the hotel-motel room tax. This brought the total hotel-motel room tax to 7% of gross room receipts.

As can be seen in the graph, FY00 shows a sharp increase from FY99. This is primarily due to: (1) the timing of the returns submitted and (2) the addition of a new hotel capturing a new market. FY01 revenues dropped from the FY00 high and it is expected that FY02 will continue the downward trend. It is anticipated that revenue will slightly increase in FY03 and FY04.



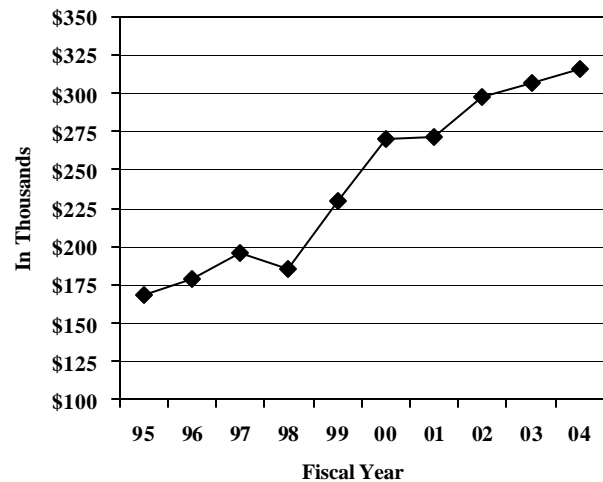
FY95 – 01 are based on actual revenue collected.
FY02 is based on estimated collections.
FY03-04 are based on budget projections.

MAJOR REVENUES

TOBACCO EXCISE

On January 1, 1991, a 6% Excise Tax on the wholesale price of tobacco products went into effect (CBJ Ordinance 69.08). This tax which was approved by the voters in October 1990 places a 6% tax on the imported price (wholesale) of all tobacco products brought into the CBJ for resale. Revenues generated from this tax levy are used to fund social service programs.

As can be seen by the graph, there was a large increase in tax collections in FY99 and FY00 compared to those collected in FY98 and prior. This increase is primarily due to the 1997 Tobacco Tax Rate increase passed by the State of Alaska during that legislative session. This revenue remained relatively stable in FY01, but is expected to increase at a steady rate of growth in FY02, FY03 and FY04.



FY95 – 01 are based on actual revenue collected.
FY02 is based on estimated collections.
FY03-04 are based on budget projections.

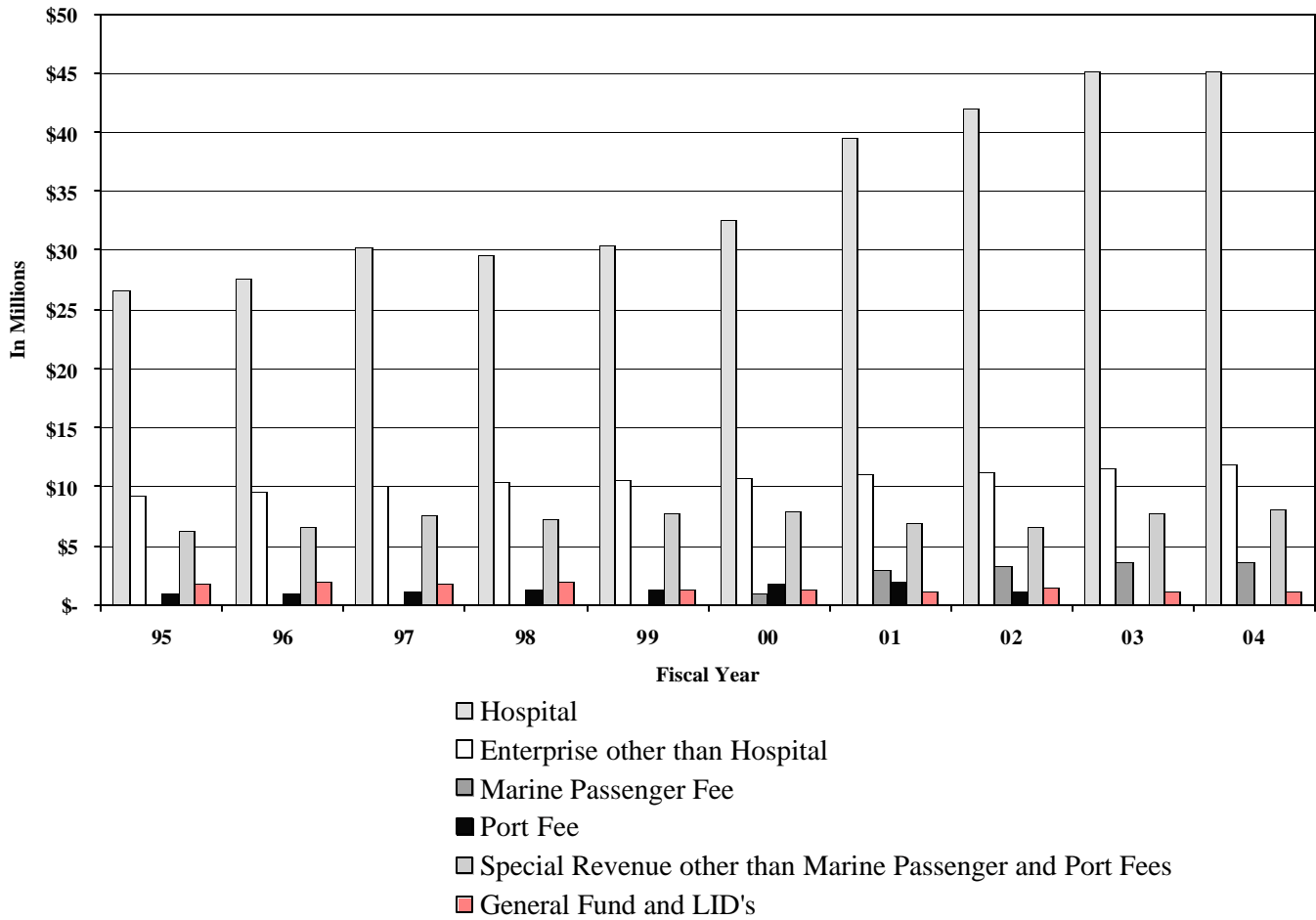
III. OTHER LOCAL REVENUES

Other local revenue sources include user fees and permits, interest income, property sales and rents and other miscellaneous revenues. These revenues are expected to increase in the FY03 Adopted from the FY02 Amended budget by 4.83% (or \$3,562,600). This increase can be primarily attributed to an increase in the Hospital's user fees.

Information on the major classes of other local revenues is available on the following pages.

MAJOR REVENUES

USER FEES AND PERMITS



As can be seen by the graph, the Hospital's user fees are by far the largest source of this type of revenue, increasing steadily over the last ten years. The Hospital's FY03 Adopted budget reflects an increase in user fees of 7.3% (or \$3.066 million) over the FY02 Amended budget. A combination of fee increases and service growth has contributed to this steady increase.

The second largest source of user fee revenue is the remaining enterprise funds. This group consists of the Airport, Harbors and Docks, Water, Sewer and Waste Management. This revenue source, like the Hospital, shows a steady increase over the last ten years. This can be attributed to both an increase in user fees and an increase in services provided.

The Port Fee and Marine Passenger Fee (both Special Revenue funds) have been separately identified due to their significance with regard to the CBJ's relationship with the cruiseship industry.

MAJOR REVENUES

Special Revenue other than the Marine Passenger and Port fees consist of sales tax resale cards, Capital Transit, School District, Mental Health, Chemical Dependency, Centennial Hall, Library, Land, Eaglecrest, Downtown Parking, Flower Baskets, Parks and Recreation and Police. As can be seen by the User Fees and Permits graph on the previous page, this revenue steadily increased until FY97 where it remained relatively stable through FY00. In FY01, the Mental Health and Chemical Dependency functions were transitioned to the private sector and the Hospital, respectively, which dramatically decreased user fee revenues in this revenue category in FY01 and FY02. This revenue source is expected to rebound in FY03 and FY04, however, primarily due to increases expected in School, Lands, Eaglecrest and Parks and Recreation user fees.

The General Fund and LID's user fees consist of Community Development, Ambulance, Parks and Recreation, Special Assessments and Miscellaneous User Fees. This revenue varies a little bit from year to year but remains within a relatively stable range.

PORT FEES

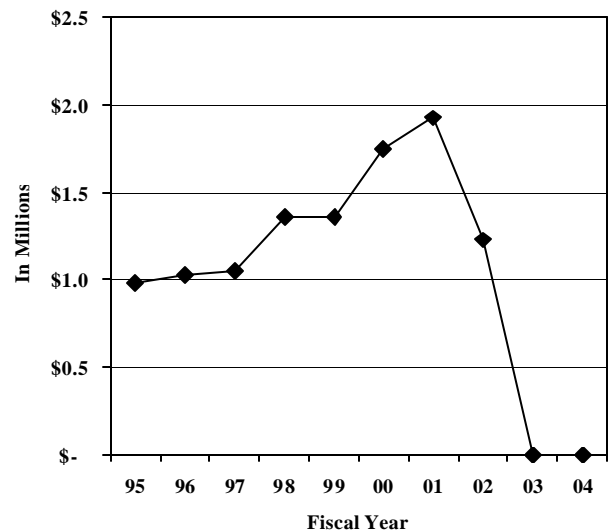
The Assembly, after negotiations with various cruise line officials, adopted a "Port Fee" based on the net cruise ship tonnage. The intent of the fee was to pay for improvements to dock and port facilities used by cruise ship passengers. The initial port fee rate of \$.05 per net registered ton in 1990 has been reviewed and adjusted annually based on anticipated tonnage increases. A high of \$.23 per net registered ton was adopted effective April 5, 1999. The maximum rate allowed was \$.25 per net registered ton according to ordinance. The majority of port fee revenues has been used to directly pay for annual debt service on bonds issued to fund dock capital improvements.

\$7,000,000 in General Obligation debt for the Port was issued in July of 1991. The port fee revenues, along with accruing interest, has been sufficient to pay the annual debt service on the bonds issued and provide funding for additional dock and port facility improvements. The debt was retired July 1, 2001.

As can be seen by the graph, the Port revenue was expected to significantly decline in FY02 with no Port revenue projected in the FY03 or FY04 budget years. This was due to the expiration of the Port Fee on January 1, 2002, per CBJ Ordinance 85.02.105 (f).

Although the Port Fee noted above was not extended, the CBJ Assembly did adopt a resolution imposing a \$1.73 per passenger Port Development Fee that remained in effect from May 15, 2002 through July 1, 2002. Effective July 1, 2002 through December 31, 2006, a new Port Development Fee was adopted to replace the \$1.73

FY95 – 01 are based on actual revenue collected.
FY02 is based on estimated collections.
FY03-04 are based on budget projections



per passenger fee. This new Port Development Fee imposed port dues on vessels carrying passengers for hire of (a) 18¢ per arriving passenger per day for all vessels, and (b) an additional \$2.00 per arriving passenger per day for vessels docking at or on vessels lightering to a City and Borough port facility.

Revenues generated from these two Port Development Fees are expected to generate \$248,000 in FY02 and \$1,010,000 in FY03.

MAJOR REVENUES

MARINE PASSENGER FEE

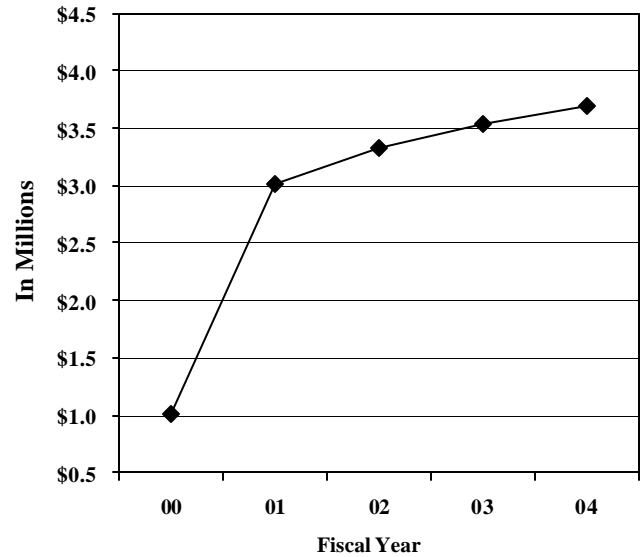
On October 5, 1999, the CBJ voters in a general election, adopted an initiative establishing a marine passenger fee.

The purpose of the fee is to address the costs to the CBJ for services and infrastructure usage by cruiseship passengers visiting Juneau, including emergency services, transportation impacts and recreation infrastructure use, and to mitigate impacts of increased utilization of CBJ services by cruiseship passengers.

A fee of \$5.00 per passenger per visit is to be assessed for every marine passenger ship not otherwise exempted. A passenger is any person who has paid any amount for a ticket contract entitling that person to transportation aboard the ship. The calculation of the passenger fee does not include any passenger who embarks or disembarks the ship in the City and Borough of Juneau within 24 hours of renting a room for which the passenger has paid a room rental tax pursuant to CBJ 69.07.

In FY01, the first full year the fee was in effect, the fee brought in \$3.02 million in revenue. It is anticipated this fee will provide \$3.33 million in FY02, \$3.54 million in FY03 and \$3.68 million in FY04 based on current projections of marine passengers visiting Juneau.

(Since the fee didn't go into effect until April 2000, the amount received in FY00 is for a partial year only).



FY01 is based on actual collections.

FY02 is based on estimated projections.

FY03-04 are based on budget projections.

MAJOR REVENUES

INVESTMENT INTEREST INCOME

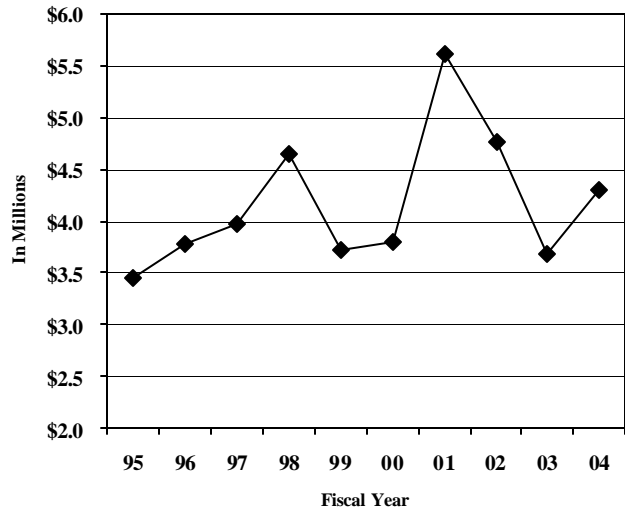
The CBJ receives interest income from Central Treasury Investments, Local Improvement Districts (LID) and various delinquent Accounts Receivable. Interest income from Central Treasury investments represents the largest interest income source. Investments are made in accordance with CBJ Code 57.25.010 through 57.25.140. Investment selection places security of the principal as the prime objective with liquidity and yield as important secondary considerations.

The average funds available for Central Treasury investment, over the last five (5) years (FY97-FY01), has ranged from a high of \$79.5 million in FY99 to a low of \$71.6 million in FY00.

As can be seen by the graph, interest earnings decreased in FY99 and remained at that level of earnings in FY00. This is primarily due to the change in investment management. Beginning in March 1998, the CBJ contracted with an external portfolio manager to manage half of the CBJ's portfolio. The internal portfolio was to remain managed with a short-term time horizon while the external portfolio was to be managed with a longer (intermediate) time horizon. Because of the longer time horizon, changes in interest rates can affect the external portfolio's return on investments more dramatically than the internal portfolio with its shorter maturities. In a period of rising interest rates, the external portfolio won't do as well. Both the FY99 and FY00 years experienced a period of rising interest rates.

Interest revenue dramatically increased in FY01 due to favorable interest rate and price movements during that time period. FY02 interest income is expected to be greater than FY00, but less than FY01, based on the current performance of the portfolios. FY03 interest income is budgeted with expectations that the portfolio's performance will decline to FY99-FY00 levels, with FY04 performance expected to improve.

Investment Interest Income:



FY95 – 01 are based on actual revenue collected.

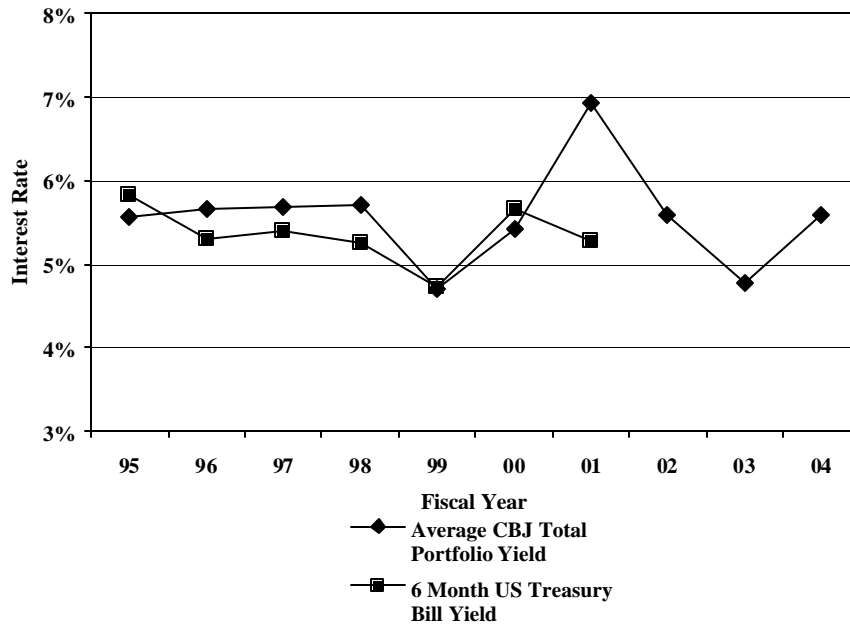
FY02 is based on estimated collections.

FY03-04 are based on budget projections.

Central Treasury interest income is mainly used to support General Fund operations. However, a portion of this interest income is required to be allocated to specific areas or functions such as grant programs, bond proceeds, LIDs, and when directed by Assembly action.

MAJOR REVENUES

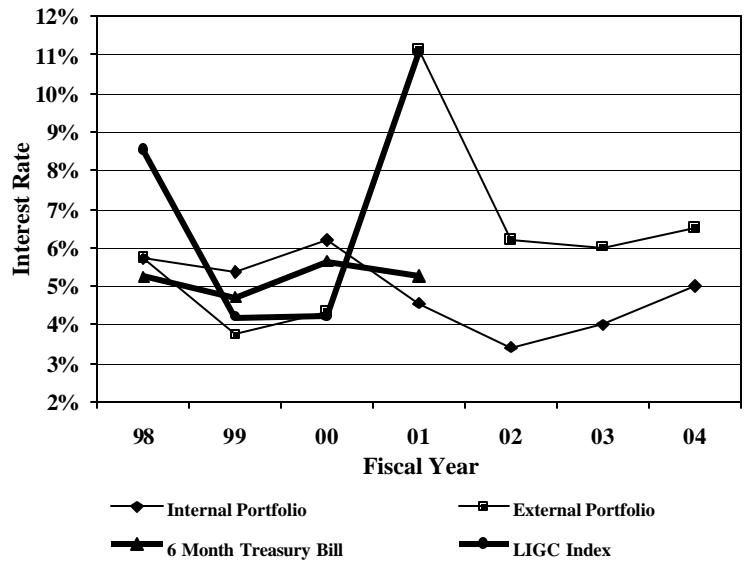
Total Portfolio's Average Rate of Return:



An eight year comparison of CBJ's average annual investment portfolio yield with the 6 month U.S. Treasury Bill Yield is presented here.

Internal, External, Indexes:

A comparison between the internal portfolio, external portfolio, 6 month Treasury Bill (Internal Index) and the Lehman Intermediate Government / Credit Index (External Index) from inception of the externally managed portfolio



MAJOR REVENUES

PROPERTY SALES AND RENTS

Property sales and rents are expected to remain relatively stable over the next couple of years with just a slight increase expected in FY03 over the FY02 Amended budget.

MISCELLANEOUS LOCAL REVENUES

Miscellaneous local revenues include penalties and fines, debt service for education, special assessments and other miscellaneous revenue. These revenue sources are expected to remain relatively stable over the next couple of years. FY02 Projected Actuals are more than \$300,000 over the FY02 Amended Budget. This difference is due primarily to collection of delinquent sales tax penalties and fines. In FY03 and FY04, other miscellaneous revenues are expected to increase as a result of employee health insurance co-payments.

MAJOR REVENUES

REVENUE FROM STATE SOURCES

Revenues from state sources are projected to decrease by 4.0% (or \$1,176,600) in the FY03 Adopted budget. This decrease reflects the combined result of changes in two of the State programs - a decrease in both the School Foundation Funding and School Construction Debt Reimbursement programs.

I. STATE SHARED REVENUE

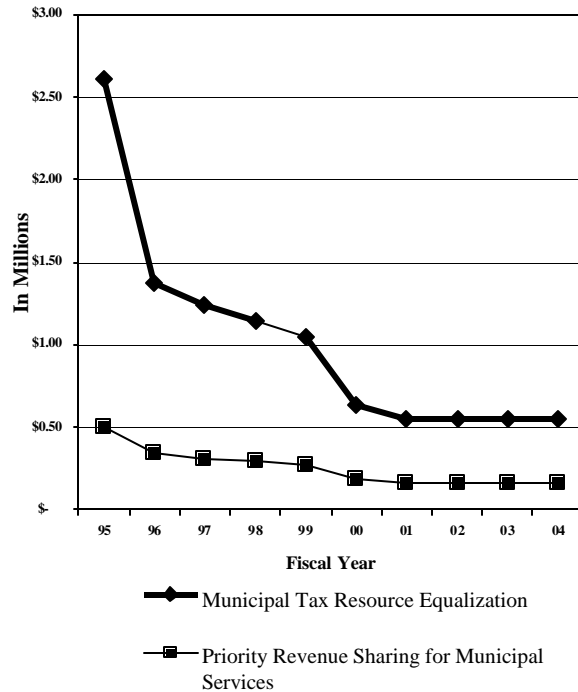
This program is divided into two components:

1. Municipal Tax Resource Equalization (AS.29.60.010 - 29.60.080) – Each fiscal year the State computes an equalization entitlement for services provided by a taxing unit. This is determined by the application of a formula based on population, relative ability to generate revenue and local burden of the taxing unit compared on a statewide average. Money to carry out this program is appropriated annually by the State.

An equalization entitlement may be used only for authorized expenditures of the taxing unit, but up to 15% of the payment generated by areawide revenue may be used for non-areawide purposes at the discretion of the Assembly.

2. Priority Revenue Sharing for Municipal Services (AS 29.60.100 – 29.60.180) – The State contributes aid for (a) roads at \$2,500 a mile; (b) hospital facilities at \$1,000 per bed, \$50,000 per small hospital or \$250,000 per large hospital; and (c) health facilities at \$2,000 per bed or \$8,000 per health facility. Monies to carry out the programs are appropriated annually by the State. If 100% funding is not available to carry out the programs, distribution is made on a prorated basis.

There has been an historical trend of declining entitlements year after year, which has continued through FY02, however the FY03 and FY04 entitlements are expected to remain relatively the same as that received in FY02.



FY95 – 02 are based on actual revenue collected.
FY03-04 are based on budget projections.

MAJOR REVENUES

II. SAFE COMMUNITIES

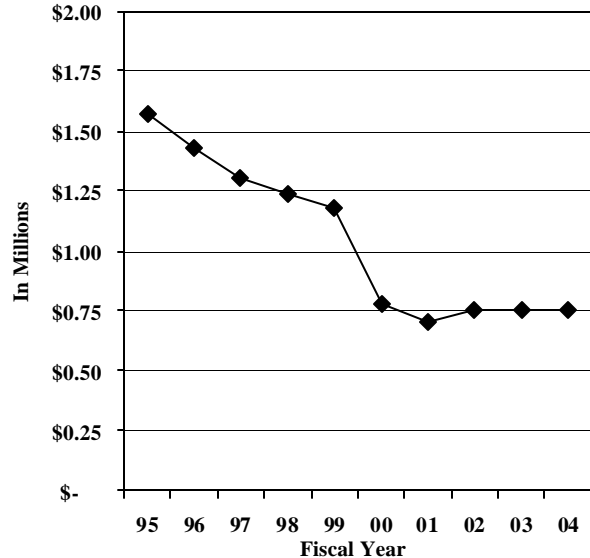
(Formerly Municipal Assistance)

Effective July 1, 1997, the former Municipal Assistance Program was amended to change the name of the program to Safe Communities and add a new subsection providing that money received under the Safe Communities program be spent for the following services in the following ranking of priority:

- 1) police protection and related public safety services;
- 2) fire protection and emergency medical services;
- 3) water and sewer services not offset by user fees;
- 4) solid waste management;
- 5) other services determined by the governing body to have the highest priority.

AS 29.60.350 – 29.60.375 provides that the legislature may appropriate to the Safe Communities Fund an amount equal to or greater than 30% of the income tax revenue received by the State under AS 43.20.011 (e) for the previous fiscal year. The amount appropriated to the fund is distributed to municipalities in a base amount, with excess funds being distributed on a per capita basis. The base amount is equal to the amount received by the City and Borough during Fiscal Year 1978 under AS 43.70.080. CBJ's base amount is \$372,400.

The historical trend of declining state revenues continues as the Safe Communities program follows the same reductions as the State Shared Revenue program, however as with the State Shared Revenue program, the FY03 and FY04 revenue is expected to remain relatively the same as that received in FY02.



FY95 – 02 are based on actual revenue collected.
FY03-04 are based on budget projections.

MAJOR REVENUES

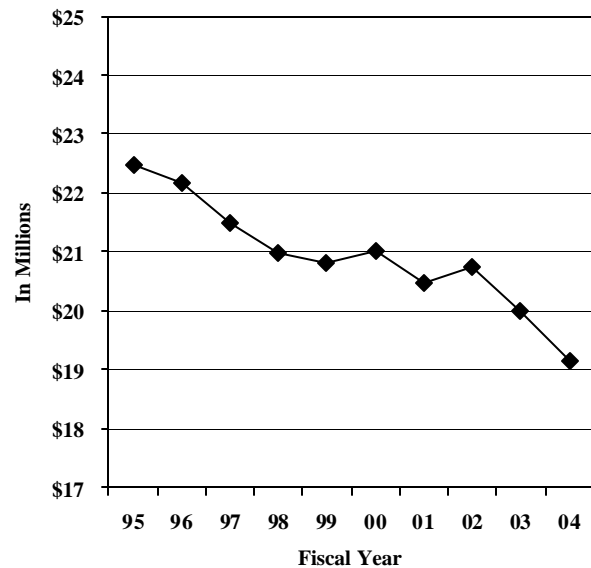
III. SCHOOL FOUNDATION FUNDING

State aid to local school districts is provided in accordance with Alaska Statutes 14.17.010 to 14.17.075. In Fiscal Year 1987, the amount of State aid for each school district was calculated based upon the number of instructional units. Prior to FY87, the allocation of funds was made on a per pupil basis.

In Fiscal Year 1988, a different allocation method was adopted. The revised method is based upon a similar instructional unit approach and includes several features, which address federal equity standards.

The public school funding program was reviewed during the 1998 Legislative session resulting in changes to the foundation formula effecting the amount each school district would receive. Changes resulting from Senate Bill 36 included: (1) the addition of \$26 million to the program, (2) the establishment of a funding “floor” that said no school district would get a reduction in State aid, and (3) additional funding to help each school district achieve “quality schools” improvements.

The FY02 Projected Actuals show a slight increase from the FY02 Amended Budget. This increase is due to the number of students actually enrolled being greater than the number of students anticipated. The FY03 and FY04 School Foundation Funding is expected to decrease due to lower projected enrollments.



FY95 – 01 are based on actual revenue collected.
FY02 is based on estimated collections.
FY03-04 are based on budget projections.

MAJOR REVENUES

IV. SCHOOL CONSTRUCTION BOND DEBT REIMBURSEMENT

Alaska Statute 14.11.100 provides for State aid for costs of school construction debt incurred by local government units. Several changes and modifications have been made to the program over the years changing the reimbursable amounts.

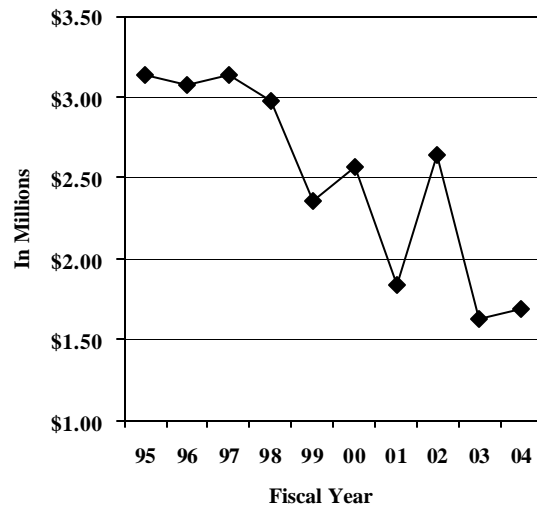
During the 1998 Legislative session, Senate Bill 11 was passed amending the reimbursement program by extending the period of time indebtedness would qualify under the program. The actual percentage of reimbursement and the time frame for reimbursement vary under the program depending upon the date the debt or expense was incurred.

Reimbursements received by the CBJ are reimbursed based on reimbursement rates varying between 70% and 100%. The program payments are then subject to proration depending upon appropriation.

The steady decrease in reimbursements beginning in FY94 through FY01 is due to the CBJ's school bond debt maturing. There is a slight increase in FY00 due to a large maturity of the 1996 Refunded portion of the 1991 School Bonds and the addition of a portion of the 1997 and 1998 School Technology Bonds approved by the Department of Education for reimbursement under this program.

The increase in reimbursements in FY02 is due to the issuance of a \$10.060 million school bond in June 2000, of which \$7.717 million qualifies for school construction bond debt reimbursement.

The decrease in reimbursements expected in FY03 and FY04 reflects the net effect of the final payment in FY02 of the 1996 refunding of the 1991 school bonds and the issuance in 2002 of a \$12.995 million school bond of which \$9.0965 million qualifies for school construction bond debt reimbursement.



FY95 – 01 are based on actual revenue collected.
FY02 is based on estimated collections.
FY03-04 are based on budget projections.

MAJOR REVENUES

V. OTHER STATE REVENUE SOURCES

Other state revenue sources include social service, school, library and miscellaneous grants and ASHA “In Lieu” tax. This revenue source is expected to increase by 11.58% (or \$502,300) in the FY03 Adopted Budget from the FY02 Amended Budget. The increase can be primarily attributed to an increase in State Grants to the School District.

MAJOR REVENUES

REVENUE FROM FEDERAL SOURCES

Revenues from federal sources show a decrease of 9.9% (or \$599,200) in the FY03 Adopted Budget from the FY02 Amended Budget. This is primarily due to a decrease in Federal Grants awarded to the School District.

I. FEDERAL PAYMENTS IN LIEU OF TAXES (PILT)

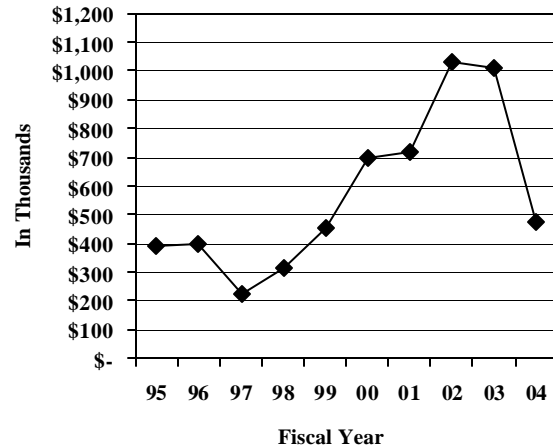
The Federal Payment-in-Lieu-of-Taxes Act of 1976 was enacted to compensate local governments for lost taxes on land held by the Federal Government. This act made provisions for compensating local governments for land within their administrative boundaries.

The payment-in-lieu-of-taxes is calculated by multiplying all lands within the boundaries by cents per acre (cents determined by federal law annually) and deducting payments received under other federal programs (e.g. National Forest Timber Receipts). Local governments are currently guaranteed a minimum of at least \$.18 per acre for all lands within the administrative boundaries. If 100% funding is not available to carry out the program, the funds are distributed on a prorated basis.

CBJ's PILT payments vary from year to year depending on many variables including cents per acre, population, the amount of National Forest Timber Receipts received two years past and the federal proration.

The FY02 Federal PILT revenue was greater than what has been received in the last ten years due to an increase in the federal proration factor which reflected an increase in funding at the Federal level.

FY03 PILT revenue is expected to remain relatively stable to that received in FY02, but a dramatic decline is expected in FY04 due to this revenue's interrelationship with the National Forest Timber Receipt's revenue. As the timber receipt revenue increases, the PILT revenue will decrease on a two-year lag basis due to the calculation formula used to derive the PILT allocation. As can be seen on the next page, the National Forest Timber Receipts revenue increased beginning in FY02, which will negatively impact the FY04 PILT revenue.



FY95 – 02 are based on actual revenue collected.
FY03-04 are based on budget projections.

MAJOR REVENUES

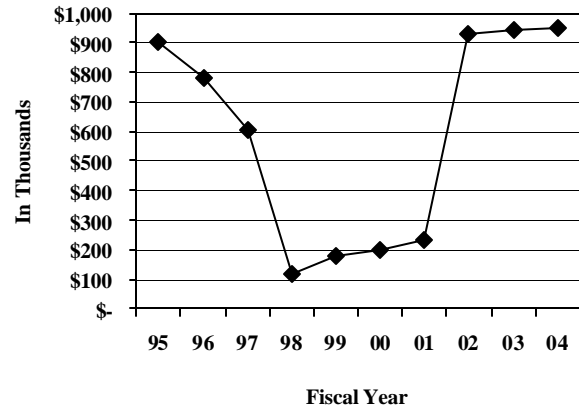
II. NATIONAL FOREST TIMBER RECEIPTS

Under the national Forest Management Act and the Acts of May 23, 1908 and March 1, 1911, state governments receive 25% of national forest receipts from national forest land within the administrative boundaries of the state. In accordance with the provisions of the AS 41.15.180, the CBJ receives a prorated share of the total receipts received by the State from timber production user fees and purchase credits in the Tongass National Forest.

The CBJ's share is based on Tongass National Forest acreage within the City and Borough boundaries. As the graph shows, income from the National Forest Receipts can vary widely from year to year. This variation in annual income can be traced primarily to the health of the timber economy in the Tongass.

The timber economy's decline caused timber receipts to decline significantly from FY96 through FY98. There was a slight increase in FY99 through FY01 and a significant increase in FY02.

The significant increase in FY02 is due to a federal bill, the Secure Rural Schools and Community Self-Determination Act of 2000, passed into law January 2000. The primary purpose of the new law is to stabilize education and road maintenance funding through predictable payments. Each State is to receive an amount



FY95 – 02 are based on actual revenue collected.
FY03-04 are based on budget projections.

based on the average of the three highest 25% payments (payments made under the original program) made to that State for the fiscal years 1986 through 1999. The State will distribute the payment among all eligible boroughs in accordance with the Act of May 23, 1909 (16 U.S.C. 500) and section 13 of the Act of March 1, 1911 (36 Stat. 963; 16 U.S.C. 500). Based on this distribution formula, the CBJ's allocation was \$930,200 in FY02 and projected to be approximately the same, adjusted for inflation, for the remainder of the program's term. This program is to remain in effect for six years, Federal fiscal years 2001 through 2006.

III. MISCELLANEOUS FEDERAL GRANTS

The miscellaneous federal grants consist primarily of grants awarded to the School District. The FY03 Adopted Budget shows a decrease is expected of 8.23% (or \$388,100) from the FY02 Amended budget.

CAPITAL PROJECTS

INTRODUCTION

Each year the City and Borough of Juneau (CBJ) prepares a new edition of its six-year plan for Capital Improvement Project (CIP) expenditures. The current report provides information regarding the CBJ's capital project needs for FY03-08, and includes information regarding the FY03 capital project priorities that have been established by the Assembly. In FY03, capital project funds will be available from a state matching grants program, local sales tax revenue, marine passenger fees and local enterprise funds.

The **City and Borough of Juneau, Capital Improvement Program for Fiscal Years 2003 – 2008** is published separately as a companion document to the **City and Borough of Juneau, Biennial Budget for Fiscal Years 2003 and 2004**.

CRITERIA FOR EVALUATION OF CAPITAL IMPROVEMENT PROJECTS

The following criteria were used to evaluate the proposed capital projects and to establish funding priorities for FY03.

1. Support: Projects that are a high priority of the Department or Committee proposing it as well as the general public.
2. Consistency: Projects that are consistent with applicable CBJ plans or policies.
3. Health and Safety: Projects that will address an imminent or expected threat or danger to users or occupants.
4. Maintenance or Repair of Existing Property: Projects that will prevent further deterioration or damage to property.
5. Local Match for Federal/State Grants: Funds required to match federal or state capital project funds.
6. Maintenance Impact: Projects that will increase efficiency and reduce on-going operating costs.
7. Economic Development Stimulus: Projects that directly or indirectly stimulate economic development in the community.
8. Anticipated Need: Projects that enhance or expand an existing facility or service to accommodate increased public use.
9. Recreational: Projects that establish, enhance or expand a facility or service to accommodate new or increase public use.
10. Funding Alternatives: Funding alternatives are explored for each project.

CAPITAL PROJECTS

PRIORITIES

The Capital Improvement Program lists the capital project priorities of the City and Borough of Juneau for FY03 that have been established by the CBJ Assembly. FY03 Capital project funds were available from the following sources:

1. State of Alaska, Municipal Capital Projects Matching Grant Program
2. Enterprise Funds
3. CBJ General Sales Tax Revenues for Capital Projects
4. CBJ Temporary 1% Sales Tax for Bartlett Regional Hospital expansion, ice skate arena and school repairs
5. CBJ 1% Areawide Sales Tax Revenues for Capital Projects
6. Marine Passenger Fees

FY03 Capital Project Budget

Table 1 shows the funding sources of FY02 and FY03 capital projects.

Table 1
Summary of FY02 - 03
Capital Project Funding Sources
(costs in thousands)

FUNDING SOURCES	<u>FY02 Budget</u>	<u>FY03 Budget</u>
State of Alaska, Municipal Capital Project Matching Grants*	\$ 511.0	509.9
State of Alaska, Direct Grants	12,900.0	-
Sales Tax: General Capital Projects	1,000.0	525.0
Temporary 1% Sales Tax: Improvements to Bartlett Regional Hospital, Ice Arena and School Repairs **	5,332.0	5,706.2
Sales Tax: 1% Areawide Sales Tax for Capital Projects (Street Capital Projects)	5,895.6	5,925.0
Marine Passenger Fees	1,991.0	1,645.0
Bartlett Regional Hospital Enterprise Fund	-	1,500.0
Water Utility Enterprise Fund	199.4	201.0
Total	<u>\$ 27,829.0</u>	<u>16,012.1</u>

* CBJ FY03 Grant Application Authorized by CBJ Resolution No. 2116

** Includes \$106,200 from Temporary 1% Proposition 3 Sales Tax Proceeds

CAPITAL PROJECTS

STATE CAPITAL PROJECT FUNDING

FY03 State funding for Juneau's capital projects came from the Municipal Capital Project Matching Grant Program (MCPCGP), which requires a 30% match. MCPMGP funds totaling \$509,900 have been received for FY03; FY03 General Sales Tax will provide local match of \$236,000.

SALES TAX CAPITAL PROJECTS

Local sales tax revenues provide for capital construction as follows:

General Sales Tax: The FY03 Budget for projects funded with general sales tax is \$525,000.

1% Temporary Sales Tax: The FY03 Budget for projects funded with the 1% Temporary Sales Tax is \$5,706,200. This includes \$106,200 in 1% Proposition 3 Temporary Sales Tax.

1% Areawide Sales Tax for Capital Projects: The FY03 Budget for projects funded with the 1% Areawide Sales Tax is \$5,925,000.

ENTERPRISE FUNDS CAPITAL PROJECTS

The Water Fund's FY03 Budget for Lemon Creek Shop Improvements is \$201,000. The Bartlett Regional Hospital's FY03 Budget for the hospital expansion project is \$1,500,000.

MARINE PASSENGER FEES

The FY03 Budget for the Marine Passenger Fee funded projects is \$1,645,000.

Table 2 (on the following pages) lists the capital projects for FY03 by requesting department by funding source.

A complete listing of FY03 – FY08 Capital Projects along with a brief project description can be found in the publication **City and Borough of Juneau, Capital Improvement Program, Fiscal Years 2003 – 2008**, which is a companion to the **City and Borough of Juneau, Biennial Budget, Fiscal Years 2003 and 2004**.

CAPITAL PROJECTS

Table 2
FY03 Capital Projects - All Funding Sources
(costs in thousands)

COMMITTEE OR DEPARTMENT RECOMMENDATION/ PROJECT	STATE	LOCAL		
	Matching Grant	General Sales Tax	1% Temporary Sales Tax	1% Areawide Sales Tax
Passenger Fee Proceeds Committee:				
Waterfront Planning	\$ -	-	-	-
Marine Park/Front Street Restrooms	-	-	-	-
Heliport Plan and Flightseeing Noise Abatement and Implementation (Infrastructure and Quiet Technology)	-	-	-	-
Admiral Way (Roundabout)	-	-	-	-
Steamship Wharf/Marine Park	-	-	-	-
Waterfront Open Space Acquisition	-	-	-	-
Airport Security Screening Expansion	-	-	-	-
Administration:				
Montana Creek Bike Trail	-	-	-	50.0
CBJ Telephone System - Planning	-	75.0	-	-
Subport Marina Design/Permitting	-	-	-	75.0
Downtown Covered Sidewalks	-	-	-	200.0
Airport:				
Secure Departure Lounge Restrooms	-	-	-	70.0
Security Screening Expansion	-	-	-	84.0
Building Maintenance:				
Essential Building Repairs	171.0	74.0	-	-
Deferred Building Maintenance	338.9	162.0	-	-
	-	-	-	-
Eaglecrest Ski Area:				
Maintenance Shop Replacement III	-	190.0	-	-
Pave Existing Parking Lot	-	-	-	125.0
Engineering:				
Fox Farm Trail Parking Lot	-	-	-	50.0
Harbors/Docks:				
Norway Point Improvements	-	-	106.2	-
Hospital:				
Project 2005 - Major Remodel	-	-	2,472.0	-

CAPITAL PROJECTS

LOCAL		Total FY03 Budget	COMMITTEE OR DEPARTMENT RECOMMENDATION/ PROJECT
Marine Passenger Fees	Enterprise		
125.0	-	125.0	Passenger Fee Proceeds Committee: Waterfront Planning
150.0	-	150.0	Marine Park/Front Street Restrooms
500.0	-	500.0	Heliport Plan and Flightseeing Noise Abatement and Implementation (Infrastructure and Quiet Technology)
95.0	-	95.0	Admiral Way (Roundabout)
375.0	-	375.0	Steamship Wharf/Marine Park
250.0	-	250.0	Waterfront Open Space Acquisition
150.0	-	150.0	Airport Security Screening Expansion
			Administration:
-	-	50.0	Montana Creek Bike Trail
-	-	75.0	CBJ Telephone System - Planning
-	-	75.0	Subport Marina Design/Permitting
-	-	200.0	Downtown Covered Sidewalks
			Airport:
-	-	70.0	Secure Departure Lounge Restrooms
-	-	84.0	Security Screening Expansion
			Building Maintenance:
-	-	245.0	Essential Building Repairs
-	-	500.9	Deferred Building Maintenance
-	-	-	
			Eaglecrest Ski Area:
-	-	190.0	Maintenance Shop Replacement III
-	-	125.0	Pave Existing Parking Lot
			Engineering:
-	-	50.0	Fox Farm Trail Parking Lot
			Harbors/Docks:
-	-	106.2	Norway Point Improvements
			Hospital:
-	1,500.0	3,972.0	Project 2005 - Major Remodel

continued next page

CAPITAL PROJECTS

Table 2
FY03 Capital Projects - All Funding Sources
(costs in thousands)

COMMITTEE OR DEPARTMENT RECOMMENDATION/ PROJECT	STATE	LOCAL		
	Matching Grant	General Sales Tax	1% Temporary Sales Tax	1% Areawide Sales Tax
Parks and Recreation:				
Sports Field Repairs	-	-	-	129.0
Trail Maintenance	-	-	-	50.0
Treadwell Arena	-	-	-	101.0
Park and Playground Repairs	-	24.0	-	16.0
Public Works:				
Bus Passenger Shelters	-	-	-	9.0
Lemon Creek Storage Facility/Office Remodel	-	-	-	-
School District:				
High School Renovation	-	-	3,128.0	-
Total - General CIP's	509.9	525.0	5,706.2	959.0
Public Works (Streets):				
Second Gastineau Channel Crossing	-	-	-	216.0
Capital Avenue/W 7th Design	-	-	-	100.0
Lower Evergreen/Angus Way Reconstruction	-	-	-	1,625.0
Columbia Blvd Reconstruction	-	-	-	1,625.0
Riverwood Subdivision Drainage Improvements II	-	-	-	925.0
New Streets/Fleet Shop	-	-	-	150.0
Overlay/Grinding	-	-	-	150.0
Chip Seal/Sealcoat Existing Asphalt	-	-	-	75.0
Retaining Wall Repairs	-	-	-	100.0
Total - Street CIP's	-	-	-	4,966.0
Grand Total - All Projects	\$ 509.9	525.0	5,706.2	5,925.0

CAPITAL PROJECTS

LOCAL			
Marine Passenger Fees	Enterprise	Total FY03 Budget	COMMITTEE OR DEPARTMENT RECOMMENDATION/ PROJECT
-	-	129.0	Parks and Recreation:
-	-	50.0	Sports Field Repairs
-	-	101.0	Trail Maintenance
-	-	40.0	Treadwell Arena
			Park and Playground Repairs
-	-	9.0	Public Works:
-	201.0	201.0	Bus Passenger Shelters
			Lemon Creek Storage Facility/Office Remodel
-	-	3,128.0	School District:
			High School Renovation
1,645.0	1,701.0	11,046.1	Total - General CIP's
-	-	216.0	Public Works (Streets):
-	-	100.0	Second Gastineau Channel Crossing
-	-	1,625.0	Capital Avenue/W 7th Design
-	-	1,625.0	Lower Evergreen/Angus Way Reconstruction
-	-	925.0	Columbia Blvd Reconstruction
-	-	150.0	Riverwood Subdivision Drainage Improvements II
-	-	150.0	New Streets/Fleet Shop
-	-	75.0	Overlay/Grinding
-	-	100.0	Chip Seal/Sealcoat Existing Asphalt
-	-		Retaining Wall Repairs
-	-	4,966.0	Total - Street CIP's
1,645.0	1,701.0	16,012.1	Grand Total - All Projects

CAPITAL PROJECTS

CAPITAL PROJECTS BY DEPARTMENT AS OF FEBRUARY 28, 2002:

Project Description	Project Number	Project Budget	Project to Date	Funds Available
Engineering Department:				
Airport Master Plan Update	A345-20	\$ 397,578	396,777	801
Security Equipment	A345-25	75,200	75,200	-
New SRE Building-Design	A345-26	888,086	70,894	817,192
Runway 8-26 Rehabilitation	A345-28	5,782,687	5,698,235	70,386
Airport Construction Contingency Reserve	A345-31	80,000	32,607	47,393
Airport Revolving Capital Reserve Acct	A345-33	470,842	-	470,842
Airport Terminal Wall & Ceiling Rehab	A345-34	115,000	33,534	11,469
E End Gen Aviation Area Construction	A345-35	1,033,515	1,018,165	15,350
Installation of Security Fence	A345-36	15,000	-	15,000
RTR New Site Development	A345-37	11,556	16,465	(4,909)
E GA/AirCarrier Ramp Imp-Design	A345-38	220,192	221,423	(1,231)
Runway Safety Area Environmental Assessment	A345-39	266,880	266,832	48
Block O Development	A345-40	135,000	128,179	6,821
Snow Removal Equipment	A345-41	256,000	174,948	81,052
N Terminal Access	A345-42	278,899	261,071	17,828
RW Safety Area I	A345-43	3,914,610	3,814,566	100,044
Airport Security Vehicle	A345-44	30,000	23,679	6,321
Airport Snow Removal Equipment	A345-45	180,000	191,977	(11,977)
Relocate ASOS	A345-46	65,000	9,097	55,903
Runway Safety Area EIS	A345-47	1,793,334	927,937	100,015
Exterior Rehabilitation - Airport Terminal Building	A345-48	915,637	99,621	183,467
Yandukin Way Two-Way Reconfiguration	A345-49	80,000	70,668	9,332
Aircraft Rescue/Fire Fight Vehicle	A345-50	33,334	-	33,334
SRE - Sand Truck	A345-51	250,000	-	250,000
SRE - Snow Blower	A345-52	400,000	-	400,000
Airport Project Design	A64-92	305,331	105,932	196,454
HSS Building Repairs	D374-21	1,021,070	1,012,666	8,404
Energy Efficiency Improvements	D374-30	228,223	140,595	86,861
ADA Compliance Fund	D374-34	144,589	135,500	5,289
Project 98: Hospital Expansion	D374-46	8,085,050	8,084,560	(35,006)
Eaglecrest Maintenance Shop Replacement	D374-47	840,464	686,712	79,136
Mendenhall River/Lemon Creek Hydrology	D374-48	120,000	86,969	33,031
Bus Passenger Shelters	D374-63	225,000	71,756	152,084
BRH Food Service Renovation	D374-65	2,620,000	2,095,855	472,243
Capital Transit Trans Facility	D374-68	421,350	36,580	201,959
Marine Park Traffic Circle	D374-69	933,850	790,047	111,776
Open Space Waterfront Land Acquisition	D374-70	500,000	291,612	208,388
Rock Dump Land/Storage Building	D374-71	627,000	554,054	34,982
Bartlett 2005	D374-72	6,214,000	1,247,842	1,759,493
Riverside Dr Transportation Plan	D374-73	67,000	66,432	568
BRH Chilled Water System	D374-74	175,000	149,501	15,549
JRU Renovation	D374-75	100,000	88,491	8,432
Storm Water Management Program	D374-76	278,500	98,170	78,322
BRH Morgue Conversion	D374-77	60,000	-	60,000
Safe Routes to Schools	D374-79	19,500	216	19,284
Construct JCVB Visitor Center	D374-80	238,000	32,772	205,228

CAPITAL PROJECTS

CAPITAL PROJECTS BY DEPARTMENT AS OF FEBRUARY 28, 2002:

Project Description	Project Number	Project Budget	Project to Date	Funds Available
Engineering Department (cont):				
Historic Signage	D374-81	30,000	5,935	22,095
New Police Station	F413-01	10,162,356	9,992,934	152,337
Fire Station Exhaust Vent Syst	F413-08	223,694	120,558	42,665
Lynn Canal Fire Station	F413-10	421,899	417,592	3,187
Juneau Fire Station Repairs I	F413-12	806,948	652,570	151,878
Audio Sys Replc Glacier/JNU	F413-16	50,000	5,515	4,408
Thane Rd Fire Service Improvement	F413-17	5,000	-	5,000
Norway Pt Boat Moorage Float	H354-63	251,426	228,396	19,514
Douglas Harbor Mooring Floats	H354-66	210,000	216,898	(6,898)
Steamship Wharf/Marine Park	H354-67	1,833,999	1,258,953	74,911
Douglas Hbr Uplands & Moorage	H354-68	5,377,804	3,834,217	367,615
Statter Harbor Parking & Pedestrian	H354-71	2,787,491	2,240,561	49,514
Ferry Dock Wharf Wide/Ofc-Info	H354-73	1,088,000	107,006	396,805
Auke Bay Load Fac/Statter El Upgrd	H354-74	901,500	68,001	573,499
Gold Creek Entrance Enhance	H354-75	150,000	-	150,000
Upgrade National Guard Dock	H354-76	300,000	50,171	37,829
IVF Electrical Upgrade	H354-77	130,000	123,209	6,635
N Dgls Launch Ramp/Access Impr	H354-78	390,000	117,752	194,039
Amalga Hbr Launch Ramp Upgrade	H354-79	550,000	98,768	445,533
Essential Building Repairs	P396-06	860,349	718,275	140,624
Mt Jumbo Fire/Bldg Safety	P396-11	45,000	21,801	23,199
Dimond Pk Greenhouse & Maint	P396-15	70,000	29,347	40,653
Deferred Bldg Maintenance	P396-17	968,052	961,618	3,031
Adair Kennedy Park Imprvements	P396-18	1,350,000	1,298,102	30,974
Dimond Park Improvements	P396-20	382,433	346,978	6,453
Melvin Park Improvements	P396-22	340,000	139,655	197,288
Cope Park Improvements	P396-26	280,000	28,433	251,467
Fish Creek Park Improvements	P396-27	400,000	7,012	392,895
Glacier Valley SportsField Imp	P396-28	140,000	24,331	106,196
Mendenhall R. Sportsfield Impr	P396-29	165,000	20,542	128,910
Upgrade Swimming Pool Lights	P396-32	190,000	162,550	23,493
Last Chance Basin Safety Rep.	P396-33	30,000	8,278	16,209
Dimond Park Comm Ctr I	P396-34	150,000	45,136	89,807
Treadwell Arena	P396-35	2,075,000	37,144	2,037,504
Smith/Butts Pk Imprv I	P396-36	150,000	13,324	136,676
Zach Gordon Covered Court	P396-37	400,000	-	400,000
Douglas Lib/Fire Hall Maintena	P396-40	460,885	9,305	404,892
Essential Building Repairs II	P396-41	400,000	18,778	381,222
Deferred Bldg Maint II	P396-42	861,000	104,020	739,780
Adair Kennedy Track Resurface	P396-43	275,000	9,949	265,051
West Juneau Park Acquisition	P396-44	250,000	73,504	20,013
Covered Playground Repairs	P396-45	50,000	-	50,000
Areawide Ballfield Imprv	P396-46	1,185,330	746,973	79,565
Underground Storage Tanks	PW1-90	1,874,633	1,739,704	121,146
Term Contracts/AW Streets	R193-90	103,406	94,276	66
Cohen Dr/Randall Rd Guardrail	R412-24	158,000	20,594	26,192

CAPITAL PROJECTS

CAPITAL PROJECTS BY DEPARTMENT AS OF FEBRUARY 28, 2002:

Project Description	Project Number	Project Budget	Project to Date	Funds Available
Engineering Department (cont):				
Glacier/Willoughby Reconstr	R412-46	3,285,230	2,751,932	111,278
Valley Shop Fence/Lights/Lndsp	R412-55	50,000	26,935	12,259
St Ann's Ave Reconstruction	R412-61	1,804,784	1,735,158	69,626
Sidewalk and Stairway Repair	R412-67	270,000	261,472	8,528
AW Pavement Chip Seal	R412-68	226,075	153,735	49,249
Lawson/G West/Raven/Crow LID#87	R412-70	1,437,541	1,333,516	76,395
Gastineau Ave Reconstruction	R412-71	4,941,464	2,778,397	394,952
Menden Blv Recon/Duck Crk Xing	R412-72	2,300,000	179,380	692,453
AW Retaining Wall Repairs	R412-73	100,050	4,707	65,312
EngEvaluation-Gold Crk Bridges	R412-74	75,000	67,222	7,678
Lena Access Road Extension	R412-79	2,745,000	242,416	2,231,284
W Douglas Road Extension	R412-80	220,000	-	220,000
St Maint Shop Design - New Location	R412-81	400,000	6,552	393,448
Refinish DT Street Lights	R412-83	200,000	6,125	189,875
Highlands Reconstruction II	R412-84	764,000	615,710	120,030
Overlay/Grinding	R412-85	325,000	207,293	117,707
Lemon Creek Industrial LID	R412-86	800,000	128,599	634,810
Riverwood Sub Drainage Imprv I	R412-87	150,000	10,742	139,258
Capitol Avenue Reconstruction Planning	R412-88	20,000	1,276	18,724
Riverbend Elementary School	S454-49	14,340,000	14,274,155	20,471
New High School/Diamond Park	S454-66	3,228,188	892,308	1,825,550
DZ Site Improvements	S454-67	154,473	110,301	43,096
ADA Upgrades-Marie Drake	S454-68	345,288	9,829	332,459
Auke Bay Elem Roof Replace	S454-69	749,000	540,266	91,165
Marie Drake/Har View Roof Repl	S454-70	1,190,000	720,771	106,024
JDHS/Gastineau Ele Heat/Vent	S454-71	283,000	5,079	277,921
JDHS Aux Gym/Floyd Dry Gym Fl	S454-72	358,678	313,742	44,936
Floyd Dryden Renovations	S454-73	5,185,000	72,515	5,112,485
JDHS Renovation	S454-76	13,995,900	1,845,064	11,834,786
Cessna Dr Culvert/FishWeir/Swr	U484-54	213,400	165,224	26,992
Lemon Cr Lift Sta Reconstr	U484-58	633,908	568,650	49,413
North Douglas Sewer	U484-60	4,362,445	3,660,175	608,812
JD Treatment Plant Improvmnts	U484-62	1,780,000	1,626,247	64,152
Mendenhall Treatment Plant Imp	U484-63	1,627,500	1,243,882	174,469
JD Plant Incinerator Bldg Roof	U484-64	246,416	70,620	29,564
Lena Point Reservoir	W494-19	4,954,167	2,448,165	2,499,086
Simpson Ave/W Juneau Wtr Imprv	W494-20	530,000	279,731	248,020
Lemon Crk Stor Fac/Off Remodel	W494-23	468,085	59,148	38,175
Willoughby/Main Water Intertie	W494-24	500,000	187,251	307,186
Last Chance Basin Improvements	W494-25	226,117	1,439	142,961
Total Engineering Department		155,682,191	95,132,531	44,611,419

CAPITAL PROJECTS

CAPITAL PROJECTS BY DEPARTMENT AS OF FEBRUARY 28, 2002:

Project Description	Project Number	Project Budget	Project to Date	Funds Available
School District:				
Undes Constr/Maj Rep-DOE Restr	S100-93	626,334	-	626,334
Juneau Schools Roofing	S207-90	455,000	407,892	47,108
JDHS - Structural Repairs	S454-43	218,000	168,564	49,436
GVS - Roof Replacement	S454-44	1,098,600	747,550	351,050
JDHS - Roof Repair	S454-45	166,000	129,292	36,708
Essential Repair of JDHS Roof	S454-63	925,782	878,925	46,857
District Wide Sch Technology II	S454-64	4,066,692	3,980,017	85,612
Mendenhall River School Roof Repair	S454-65	2,231,456	996,010	1,235,446
JDHS Boiler Upgrade	S454-74	34,982	-	34,982
School District Major Mainten	S454-75	221,067	9,997	194,811
Total School District		10,043,913	7,318,247	2,708,344
Public Works Department:				
Replacement of Transit Buses	D374-51	1,040,000	1,015,213	24,787
Total Public Works Department		1,040,000	1,015,213	24,787
Community Development Department:				
Juneau Wetlands Mitigation Bnk	D374-42	27,627	1,725	25,902
CBJ Wetlands Mitigation Bank	D374-64	72,500	28,090	6,500
Total Community Development Department		100,127	29,815	32,402
Harbor Department:				
Harbors AW Restrooms Constr	H354-69	50,000	3,031	46,969
Total Harbor Department		50,000	3,031	46,969
Parks and Recreation Department:				
ADA Trans Plan Barrier Removal	D374-55	100,000	89,907	7,276
General Park & Safety Repairs	P396-02	544,588	385,226	152,527
Archery Range Accessible	P396-19	10,000	-	10,000
Hank Harmon Rifle Range Imprvs	P396-21	50,000	1,110	48,890
Trail Improvements	P396-25	348,500	136,896	211,604
Park & Field Improvements	P396-30	155,000	153,539	1,461
Areawide Trail Maintenance	P396-38	298,500	116,971	181,526
Commercial Trail Planning	P396-39	100,000	47,884	52,019
W Valley Greenbelt Sit Acq	P57-83	2,246,000	2,199,514	(4,070)
Twin Lakes Improvements	P81-91	77,819	54,527	23,292
Total Parks and recreation Department		3,930,407	3,185,574	684,525
Areawide Sales Tax for Capital Projects:				
A/W Capital Projects/Sales Tax	Z492-00	4,198	-	4,198
Total Areawide Sales Tax for Capital Projects		4,198	-	4,198

CAPITAL PROJECTS

CAPITAL PROJECTS BY DEPARTMENT AS OF FEBRUARY 28, 2002:

<u>Project Description</u>	<u>Project Number</u>	<u>Project Budget</u>	<u>Project to Date</u>	<u>Funds Available</u>
MIS Department:				
Geographic Information System	D374-35	521,867	383,819	136,636
Muni Bldg/JPD Telephone System	D374-54	136,000	128,061	7,869
Integrated Computer Record Sys	F413-06	756,493	683,660	46,191
Total MIS Department		<u>1,414,360</u>	<u>1,195,540</u>	<u>190,696</u>
Eaglecrest:				
Eaglecrest Snow Play/Tubing Hill	D374-59	138,212	137,878	334
Eaglecrest SnowBoard Terrain	D374-60	33,382	24,359	23
E'crest Parking Lot Expansion	D374-78	200,000	78,813	119,856
Domestic Wtr Filtrations Systm	W494-05	55,000	48,026	6,974
Total Eaglecrest		<u>426,594</u>	<u>289,076</u>	<u>127,187</u>
Police Department:				
AW Communications II & III	D374-24	878,765	841,085	27,448
Critical Incident Command Vehl	F413-04	70,000	-	70,000
Explosive Ord Safety	F413-15	62,000	47,430	12,720
Modernizing Police Equipment	F413-18	976,900	-	973,768
Total Police Department		<u>1,987,665</u>	<u>888,515</u>	<u>1,083,936</u>
Project Totals		<u>\$ 174,679,455</u>	<u>109,057,542</u>	<u>49,514,463</u>

LONG RANGE FISCAL PLAN

Introduction

This section applies to the CBJ functions supported directly or indirectly by the General Fund or the Roaded or Fire Service Areas. The CBJ's other functions are, for the most part, supported through user fees and, in a few cases, special tax levies.

Economic Overview

Historically the CBJ's has relied on state support and property and sales taxes to fund general operations. In FY86, the State experienced a dramatic downturn in revenues. The State responded to their funding problems by gradually but consistently reducing support to local governments and shifting or reducing services. The CBJ worked through some very lean years in the late 1980's through budget reductions and some property tax increases. In the early 1990's the CBJ was able to stabilize its operations and fund some need budget increases through some very good sales tax growth years. Through the early 1990's into 1997 the CBJ experienced sales tax growth rates between 5% and 9%. In 1997, the CBJ began experiencing a significant and unexpected slowdown in sales tax revenue growth. The slowdown in sales tax has continued, with growth leveling off in the range of 2% per year. These changes combined with healthcare, insurance and inflationary increases and continued state revenue decrease have significantly impacted the CBJ's ability to fully fund operating needs.

Sources of Data

In reviewing our long-range financial condition, we examined information from a variety of sources. Information reviewed includes:

- Population growth projections from the Community Development Department.
- Assessed value projections from the City Assessor.
- Local, State and Federal revenue projections prepared by the CBJ Treasurer.
- Review of projected future funding needs for all general governmental supported departments.
- Gross business sales by the CBJ Sales Tax Office
- Information gathered by the Mayor's Fiscal Task Force.
- The School District's projection of future funding needs. It should be noted that the School District's funding needs are based on the State's Foundation Funding Formula. This formula can be materially affected by three changes:
 - The State legislature may choose to revise the formula or the unit values.
 - The School District may experience changes in the number of students.
 - The CBJ's full and true value may increase or decrease.

Economic Trends

The local economy experienced strong economic growth in the early 1990's. For the period 1990 through 1997 total borough wide employment grew by 17%. However this trend reversed itself in 1998 with employment dropping by 0.3% from 1997. Between 1998 and 2000 (the last year for which statistics are available) employment has again increased by 3.6%. **Public sector** jobs actually declined (by over 500) between 1990 and 2000. **Private sector** employment grew between 1990 and 2000 (by more than 3,400). More significant is the downward trend in per capita income between 1990 and 2000. When adjusted for inflation per capita income has decreased by more than 9%. In general terms the decline in per capita income can be attributed to a loss in higher paying year round construction and government jobs being replaced with lower paying seasonal tourism jobs.

Gross business sales showed significant increases, nearly 70%, between 1990 and 1997, but 1998 declined from 1997 by almost 5%. However, here again, as with employment, there has been a rebound between 1998 and 2000 of more than 14%. As previously mentioned sales tax growth has slowed from its historic 5 to 9% downward to 2%, barely in pace with inflation. Even with the dramatic increases in cruise ship passengers in the mid-to-late 1990's, the annualized

LONG RANGE FISCAL PLAN

growth rate has remained low. There has been much discussion regarding the reason for this downturn. Some possible reasons include more Internet purchases and less discretionary disposal income, however no single event appears to be the reason for the slowdown.

One of the largest negative impacts to the CBJ's operating budget has been the steady decline in State funding. While State revenues continue to play a significant roll in general governmental funding, there has been major declines in State Shared Revenue, Safe Communities (Municipal Assistance) and Senior Citizen support programs revenues since 1986. Funding for these three programs has dropped from over \$10 million in 1986 to just \$1.8 million in FY03. In addition, the State's Foundation Funding formula has resulted in a gradual shift in the cost of education from the State to local governments. In FY86, the CBJ provided the School District with \$7,350,000, or 27% of its total operational support. The adopted FY03 operating budget includes \$17,993,000 in local funding support. This \$10,643,000 or 145% increase in funding has resulted in the CBJ share of educational support climbing to more than 46% of the School District's general operations. During the 2002 legislative session, the State legislature considered modifying the in State Shared Revenue and Safe Communities programs to included a specific revenue stream, but ultimately they could not come to an agreement. The State has made no long-term commitments regarding future funding levels to municipalities. This makes it very difficult for the CBJ to make long range projections on State general operating support.

Of additional concern is the possibility of moving the State legislature to a location other than Juneau. This fall's the question of moving the legislature will again be presented to the voters. There have been a number of attempts since statehood to move the capital from Juneau. While all of these ballot measure attempts have failed, it does result in a negative impact to Juneau's economic growth and diversification. If the legislature ultimately does move, it will have a significant impact on Juneau's economy. It is likely property values and sales tax revenues will decrease as residents reduce spending in response to an uncertain economic future. To offset this revenue loss it will be necessary to identify other revenues or to reduce services to Juneau's citizens.

The City Assembly and staff have been working diligently to identify and develop economy expansion. There are no definite major construction projects that could help stimulate the economy. Building permits for new construction are declining. Public sector employment is remaining level. The transfer of State jobs to other locations appears to have stabilized. On a more positive note the private sector is experiencing more growth and even though it employed fewer people in 1998 than 1997 that trend is reversing and jobs have increase by almost 5% between 1998 and 2000. The Greens Creek mining operation appears to be headed for a solid 15-20 years of operation and tourism continues to grow with more and larger cruise ships arriving in Juneau every year.

Revenue Outlook

The CBJ has historically relied on six major sources of revenue to fund operations. These sources include property tax, sales tax, user fees, federal support, state support and interest income. During the past 10 years the CBJ has seen a significant shift in the responsibility of funding local government. In the early 1980's the revenues received from the State's State Shared Revenue, Safe Communities (Municipal Assistance), School Foundation Funding and School Debt Reimbursement Programs made up a significantly greater percentage of the overall budget for the CBJ. Reductions in funding for these programs combined with the change in the school funding formula has shifted the funding burden of local governmental service cost to the CBJ taxpayers.

The CBJ's largest revenue sources are Sales Taxes, Property Taxes, and the State's School Foundation Funding Formula.

Sales Tax had been the CBJ's fastest growing revenue source between FY88 and FY97 with growth between 5 and 9% per year. Beginning in FY98 this growth rate dropped into the range of 1 to 2%. In the past 12 to 18 months we have seen some increases in sales tax growth, with the rate climbing into the 2% to 3% range. However, this trend was impacted with the terrorist events of September 11, 2001. While there is nothing specific to indicate there will be a growth rate change, we are hopeful the recent growth trends will continue once the tourism impacts of September 11 have subsided.

LONG RANGE FISCAL PLAN

Property Assessment and Taxation is the largest single source of operational revenue received by the CBJ. Assessed values for the calendar year 2002 increased by \$178 million or 4.3% over 2001 assessments. For the next few years we are not expecting property value growth to sustain this higher level. While there are several hundred million dollars in projects in the works, these properties are non taxable and they will not materially contribute to the construction of taxable properties. For FY04, we are projecting a moderate growth of 2.5% and slightly less for the next 3 to 5 years. See the Property Assessment and Taxation section for further information on the 2002 increase.

The State's **School Foundation Funding Formula** governs the amount of funding that can be made available for education by both the state and local government. Funding of education has become the largest single cost to the local taxpayer. Under this formula the CBJ is required to provide 4 mills of "full and true value" (total assessable property as opposed to total property actually assessed by the CBJ) as minimum local support for education. The total minimum funding, local plus state support is defined as Basic Need. Local governments have the option of adding to Basic Need as much as an additional 23%. The CBJ has given the School District the maximum funding allowed by law for the past several years. In FY03, the Assembly provided additional funding to the School District for support services outside of the maximum amounts allowed under the State's funding formula. These addition funds were targeted to pupil transportation, food service and student activities. Funding education will continue to be a top priority for the City and every effort will be made to fund it to the best of the City's ability.

State Shared Revenue and Safe Communities (called Municipal Assistance prior to 1999) funding from the State has continued to decline at a rate of 5% since the late 1980's. This decline was rapidly accelerated during FY00 when these programs were cut by 33% with the intent by the State of an additional 33% in FY01 and zero funding in FY02. However the enlightened members of our State legislature decided to reduce FY01 by only 11% with no further reductions in FY02 or FY03. As previously mentioned the varieties of funding from the State make it difficult to forecast future funding.

Interest Earnings have continued to grow in importance in helping to fund general operations. In FY01 and FY02 interest earnings exceed \$3 million. However, interest earnings projections for the next 3 to 5 years are significantly down. This can be attributed to two reasons. The first is general market conditions. Interest rates in the fix income markets are record lows and there appears to be little on the horizon to indicates rates will change materially in the near future. The second is the use of reserves to funds operations. As these reserves are drawn down it leaves less funds for investment. On the plus side the Assembly as modified the investment codes and policies to provide staff with more flexibility in investing. This flexibility should help to counter some of the revenue losses due to market conditions. Overall we are anticipating that interest earnings will be down for the next 2 to 3 years.

Other Revenue Sources continue to be explored. User fee increases are being implemented but these account for only about 8% of total revenues. User fees are evaluated regularly to ensure they offset the cost of doing business without being onerous to the user.

In the fall of 1999 voters approved a \$5 per person Marine Passenger Fee that began to be collected with the arrival of the first cruise ship in April 2000. This fee is expected to generate about \$3.5 million per year. However only 24.6% of this fee is used to fund general governmental operations. The remainder is or will be targeted to fund specific tourism related projects. The events of September 11, 2001 resulted in some cruise ship cancellations at the end of last year's tourism session. There was early concern that cruise ship bookings to Alaska could be down by as much as 20%, however, it now looks as though the number of cruise ship passengers coming arriving Juneau this season may actually increase by 4 to 5%. This can be attributed to deep discounting, increased capacity (new "mega" ships) and diverting of some ships from the Mediterranean to the Alaskan market. It is too early to tell what effect this may have on sales tax revenues but these changes were taken into account in calculating the marine passenger fees revenues for FY03 and FY04.

In June 2002, the Assembly approved a new Port Development fee to be used to fund waterfront projects. This fee will expire on December 31, 2006. The fee is a per passenger/per day fee of \$2.00 for ships docking or lightering at the City

LONG RANGE FISCAL PLAN

port facilities and \$0.18 for all ships coming in to the city port facilities. We are expecting this fee will generate in excess of \$5 million over its 5-year term.

Expenditure Outlook

Every budget of the CBJ is prepared to maintain services at their current level while looking for ways to provide these services more efficiently. But even with this directive the needs continue to grow. During this budget cycle several new positions were added to meet these growing demands. The Assembly was able to maintain the mill rate at the same level as FY02 by using a small portion of the budget reserve. This was considered preferable to increasing the mill rate and was supported by a League of Women Voters survey asking if the budget reserve should be used before increasing taxes. In general, our direction for the next 3 to 5 years will be to maintain our budgets at the minimum levels to keep services stable.

Other Specific Budget Growth Areas

In November 2002 the CBJ will open its first indoor ice rink. This project has been funded to a large extent (38%) by grants and other donations. It is expected that user fees will pay for 77% of the cost of operations of this facility.

Bartlett Regional Hospital continues to expand its services and facilities as part of their plan to be a regional medical facility. Currently Project 2005 is under construction and once completed will bring Bartlett in line with current industry guidelines and provide for some future needs. This is an integral part of maintaining Bartlett's status as Southeast Alaska's foremost regional medical facility. It allows the hospital to continue to meet the needs of Juneau and Southeast residents.

The CBJ is vying for the privilege of hosting the Arctic Winter Games in 2006. If Juneau is successful in winning the bid, significant facility upgrades will be necessary to meet the needs and demands of the athletes as well as the spectators. There is currently a committee developing cost and revenue estimates as well as the bid package, which will be submitted to the Arctic Winter Games Committee in mid-October 2002. The results of the bids will be known by mid 2003.

Summary

The uncertainty of State funding and the possibility of the legislative move make substantive long-range planning a difficult exercise. The CBJ Finance Department is continually adjusting the financial forecast for the City, as information becomes available.

GENERAL FUND SUMMARY

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
Expenditures:					
Personnel Services	\$ 10,334,200	11,707,200	11,366,600	12,715,700	13,026,400
Commodities and Services	5,322,900	6,454,200	6,370,600	7,120,500	6,118,500
Capital Outlay	74,500	89,500	125,200	150,000	158,800
Contingency	13,800	40,000	25,000	40,000	40,000
Capital Projects Indirect Cost Allocation	(285,000)	(285,000)	(285,000)	(285,000)	(285,000)
Interdepartmental Charges	(2,316,600)	(2,401,500)	(2,404,700)	(2,537,300)	(2,545,200)
Support to other funds	23,240,500	25,021,400	25,021,400	23,097,500	23,391,700
Better Capital City	501,900	500,000	500,000	1,000,000	500,000
Total Expenditures	36,886,200	41,125,800	40,719,100	41,301,400	40,405,200
Funding Sources:					
State Support:					
School Construction	1,840,000	2,642,200	2,642,200	1,629,700	1,693,800
State Shared Revenue	465,300	465,300	473,500	473,500	473,500
Other State Shared Revenue	77,300	16,000	13,800	14,000	14,000
Library Grants	100,400	89,000	140,000	190,500	120,500
ASHA "in Lieu" Tax	36,400	43,000	40,000	40,000	40,000
Miscellaneous Grants	95,900	141,800	131,700	123,400	80,000
Total State Support	2,615,300	3,397,300	3,441,200	2,471,100	2,421,800
Federal Support:					
Federal "in Lieu" Tax	713,700	1,050,100	1,031,700	1,012,300	472,900
Total Federal Support	713,700	1,050,100	1,031,700	1,012,300	472,900
Local Support:					
Property Taxes	14,217,900	15,154,300	15,135,100	15,522,500	15,997,400
User Fees, Permits, Rents, and Leases	1,002,200	1,109,400	1,364,800	1,132,200	1,142,700
Penalties and Fines	738,400	492,000	755,300	600,000	600,000
Interest - Investment & A/R	3,586,300	2,677,900	3,056,900	2,376,800	2,770,500
Total Local Support	19,544,800	19,433,600	20,312,100	19,631,500	20,510,600
Total Revenues	22,873,800	23,881,000	24,785,000	23,114,900	23,405,300
Support from other funds	15,993,700	16,840,600	16,840,600	16,458,300	15,664,900
Total Revenues and Support from other funds	38,867,500	40,721,600	41,625,600	39,573,200	39,070,200
Fund Balance (To) From	(1,981,300)	404,200	(906,500)	1,728,200	1,335,000
Total Funding Sources	\$ 36,886,200	41,125,800	40,719,100	41,301,400	40,405,200
FUND BALANCE RESERVE	\$ 2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
AVAILABLE FUND BALANCES	\$ 2,166,100	1,761,900	3,072,600	1,344,400	9,400

ROADED SERVICE AREA SUMMARY

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
EXPENDITURES:					
Parks and Recreation	\$ 2,011,900	2,365,900	2,248,100	2,843,700	2,870,700
Police	7,528,400	7,982,200	7,982,200	9,111,100	9,564,100
Streets	2,763,700	3,164,000	3,074,000	3,345,000	3,400,000
Air Pollution	-	10,000	-	-	-
Support to:					
Eaglecrest	25,000	25,000	25,000	25,000	25,000
Education - Other (Student Activities)	200,000	200,000	200,000	200,000	200,000
Transit	1,882,800	2,490,400	2,490,400	2,589,900	2,687,500
Total Expenditures	14,411,800	16,237,500	16,019,700	18,114,700	18,747,300
FUNDING SOURCES:					
Property Taxes	11,545,600	11,315,100	11,284,000	11,476,200	11,828,900
Safe Communities	703,600	703,600	755,700	755,700	755,700
State Shared Revenue (SSR):					
Equalization	72,200	72,200	65,000	65,000	65,000
Roads	34,900	34,900	34,100	34,100	34,100
Liquor	-	60,000	60,000	60,000	60,000
Miscellaneous State Grants	10,300	8,100	8,100	7,500	7,500
Federal Revenue - Grant	14,200	1,200	1,200	-	-
Forest Timber Receipts	232,600	900,000	930,200	939,500	948,900
Licenses, Fees, Permits	848,700	830,100	805,000	1,032,400	1,059,200
Ordinance Violations	379,400	402,400	373,200	399,200	412,200
E911 Surcharge	212,700	212,000	236,600	258,300	284,100
Other Revenue	4,700	3,900	4,100	28,700	28,700
Interdepartmental Charges	38,100	38,900	38,900	39,800	40,600
Support from:					
Sales Tax	450,000	450,000	450,000	2,462,000	2,462,000
Marine Passenger Fee	453,200	441,000	441,000	541,700	534,200
Fund Balance (To) From	(588,400)	764,100	532,600	14,600	226,200
Total Funding Sources	\$ 14,411,800	16,237,500	16,019,700	18,114,700	18,747,300
FUND BALANCE RESERVE	\$ 500,000	500,000	500,000	500,000	500,000
AVAILABLE FUND BALANCES	\$ 1,201,800	437,700	669,200	374,200	5,700

FIRE SERVICE AREA SUMMARY

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
EXPENDITURES:					
Fire	\$ 2,146,400	2,267,200	2,133,900	2,448,100	2,486,800
Total Expenditures	2,146,400	2,267,200	2,133,900	2,448,100	2,486,800
FUNDING SOURCES:					
Property Taxes	\$ 1,604,800	1,783,900	1,779,000	1,809,300	1,864,900
SSR Equalization	10,900	10,900	10,200	10,200	10,200
Fire Training Center Fees	-	20,000	11,000	11,000	11,000
Fire - Contracted Services	305,800	307,100	307,100	323,800	331,700
Support from:					
Sales Tax	-	-	-	175,000	175,000
Marine Passenger Fee	59,400	46,800	46,800	59,300	61,100
Fund Balance (To) From	165,500	98,500	(20,200)	59,500	32,900
Total Funding Sources	\$ 2,146,400	2,267,200	2,133,900	2,448,100	2,486,800

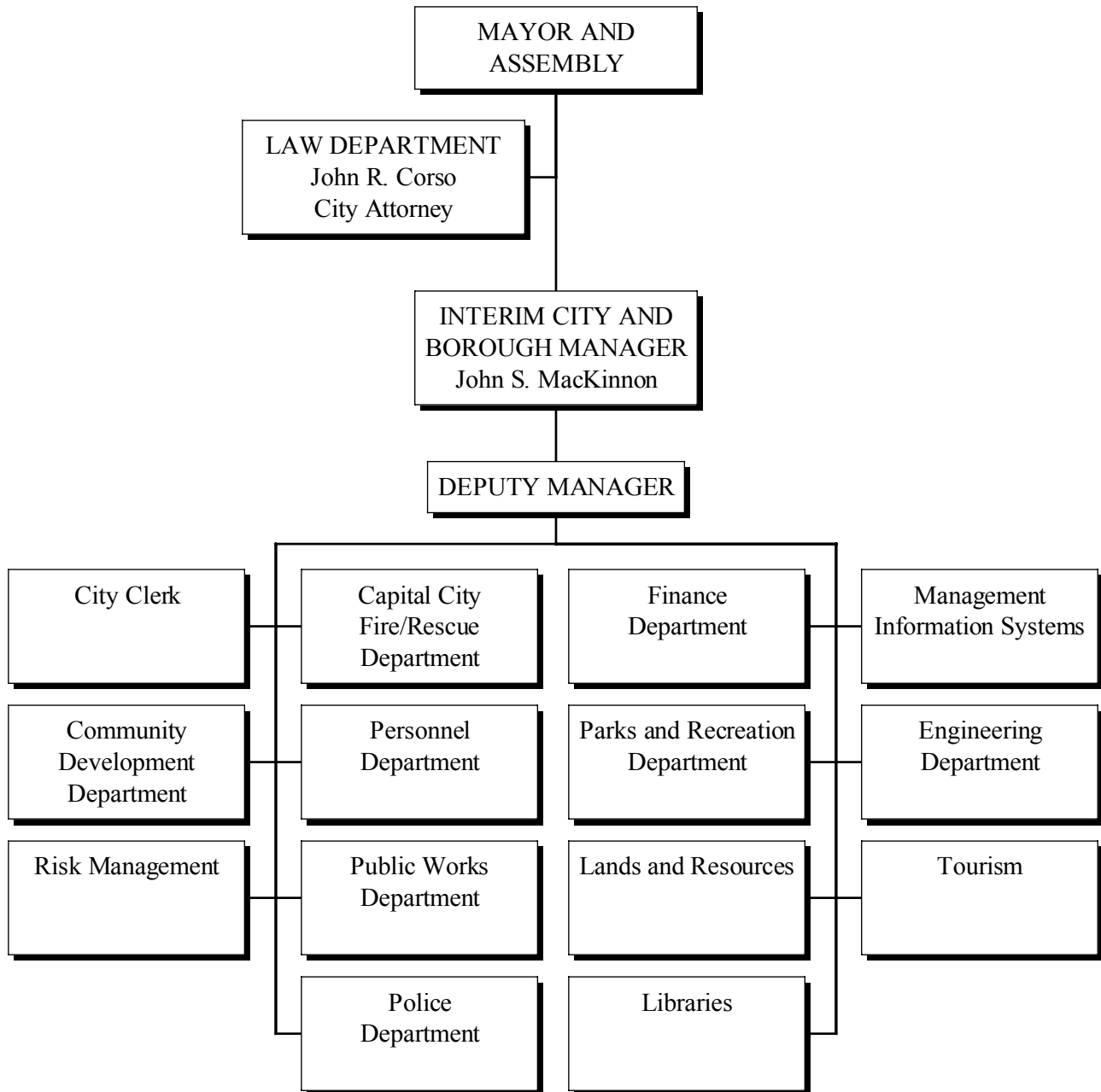
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MAYOR AND ASSEMBLY

MISSION STATEMENT

The mission of the Mayor and Assembly is to exercise the legislative and policy-making powers of the municipality and to provide for the performance of all duties and obligations imposed upon the municipality by Charter. The Mayor shall preside at meetings of the Assembly; be a member of the Assembly with all the powers and duties of that office; and in emergencies, have the powers conferred by law upon peace officers and shall exercise such powers to prevent disorder, preserve the public peace and health, and to provide for the safety of persons and property.



NOTES

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MAYOR AND ASSEMBLY

OVERVIEW

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
EXPENDITURES:					
Personnel Services	\$ 136,900	160,700	160,700	175,200	182,900
Commodities and Services	188,600	200,900	196,800	262,400	216,500
Better Capital City	501,900	500,000	500,000	1,000,000	500,000
Other - Grants, etc.	356,300	1,585,500	1,605,500	1,913,500	1,275,500
Total Expenditures	1,183,700	2,447,100	2,463,000	3,351,100	2,174,900
FUNDING SOURCES:					
State Grant	-	-	-	45,000	-
Interdepartmental Charges	27,200	27,700	27,700	23,100	23,600
Support from:					
Liquor Sales Tax	-	-	-	18,000	30,000
Tobacco Excise Tax	-	-	-	215,000	65,000
Marine Passenger Fee	9,000	300,000	300,000	300,000	-
General Fund	1,147,500	2,119,400	2,135,300	2,750,000	2,056,300
Total Funding Sources	\$ 1,183,700	2,447,100	2,463,000	3,351,100	2,174,900
STAFFING	9.00	9.00	9.00	9.00	9.00

BUDGET HIGHLIGHT

The Mayor and Assembly's FY03 Adopted Budget represents an increase of \$904,000 (37%) from the FY02 Amended Budget. The FY04 Approved Budget is \$1,176,200 (35.1%) less than the FY03 Adopted Budget.

The significant budgetary changes include:

FY03

- Personnel Services increased \$14,500 due to increases in health care.
- The grants and special project expenditures increased \$288,000 due to a combination of factors. Additional funding was approved for Social Service block grants, the Juneau Economic Development Council (JEDC) and other Assembly grants. Some Assembly grants decreased due to one-time increases awarded in FY02.
- The lobbyist contract increased \$40,000 as the result of hiring a second lobbyist.
- Funding for Better Capital City increase \$500,000 for FY03 only. This additional money will be used for public information purposes regarding the legislative move initiative that will appear on the fall statewide ballot.
- Travel and Training increased \$10,000 to allow all Assembly members and the Mayor to attend Alaska Municipal League Conference and Southeast Conference to bring solidarity to Southeast Alaska.
- Contractual Services increased \$50,000 for the development of outcome based performance measurements.

FY04

- Personnel Services increased \$7,700 due to increases in health care.

MAYOR AND ASSEMBLY

- Accounting and Auditing increased \$4,100 for the allowed contract amendments.
- Shoreside Power is not currently funded in FY04, reducing the budget by \$300,000 from FY03. The Shoreside Power project is funded with marine passenger fees with funding recommendations made by the Passenger Fee Proceeds Committee (PFPC). The PFPC makes recommendations for only one year, which are then modified and approved by the Assembly.
- The amount available to fund Social Service block grants will decrease in FY04. \$150,000 of the increase in FY03 is due to an unexpected increase in the tobacco excise tax in FY02, which resulted in additional funding in FY03.
- Funding to JEDC is budgeted to decrease by \$145,000. Historically, increases in funding to JEDC have been approved on an annual basis. The FY03 proposed budget for JEDC was originally only \$75,000, however, during the budget deliberation process the Assembly approved the additional \$145,000 to provide JEDC more opportunities to enhance economic development in Juneau. No additional funding for FY04 has been approved at this time.

EXPENDITURES

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
Operations:					
Personnel Services	\$ 136,900	160,700	160,700	175,200	182,900
Commodities and Services	188,600	200,900	196,800	262,400	216,500
Total	325,500	361,600	357,500	437,600	399,400
Assembly Grants:					
Arts and Humanities Council	60,000	85,000	85,000	65,000	65,000
Perseverance Theater	24,000	74,000	74,000	24,000	24,000
Day Care Assistance	400	-	-	-	-
Alaska Conservatory Theater	17,000	17,000	17,000	21,500	17,000
Juneau Jazz and Classics	-	-	-	5,000	-
Social Service Advisory Board	-	472,500	472,500	705,500	567,500
Juneau Alliance for the Mentally Ill	-	305,000	305,000	305,000	305,000
Total	101,400	953,500	953,500	1,126,000	978,500
Special Contracts:					
Ombudsman	20,000	20,000	20,000	20,000	20,000
Lobbyist	109,900	125,000	145,000	165,000	165,000
Hearing Officers	-	10,000	10,000	10,000	10,000
Total	129,900	155,000	175,000	195,000	195,000
Special Committee and Projects:					
Juneau Festival Committee	23,000	25,000	25,000	25,000	25,000
Douglas Fourth of July	2,000	2,000	2,000	2,500	2,000
Juneau Economic Development Council	100,000	150,000	150,000	220,000	75,000
Shoreside Power	-	300,000	300,000	300,000	-
Better Capital City	501,900	500,000	500,000	1,000,000	500,000
Arctic Winter Games	-	-	-	45,000	-
Total	626,900	977,000	977,000	1,592,500	602,000
Total Expenditures	\$ 1,183,700	2,447,100	2,463,000	3,351,100	2,174,900

MAYOR AND ASSEMBLY

FUNDING SOURCES

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
CLASSIFICATION:					
State Grant	\$ -	-	-	45,000	-
Interdepartmental Charges	27,200	27,700	27,700	23,100	23,600
Support from:					
Liquor Sales Tax	-	-	-	18,000	30,000
Tobacco Excise Tax	-	-	-	215,000	65,000
Marine Passenger Fee Fund	9,000	300,000	300,000	300,000	-
General Fund	1,147,500	2,119,400	2,135,300	2,750,000	2,056,300
Total Funding Sources	\$ 1,183,700	2,447,100	2,463,000	3,351,100	2,174,900

STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget
CLASS TITLE:						
Mayor of the City and						
Borough of Juneau	1.00	\$ 30,000	1.00	\$ 30,000	1.00	\$ 30,000
Assembly Members	8.00	48,000	8.00	48,000	8.00	48,000
Benefits	-	82,700	-	97,200	-	104,900
Total Budget	9.00	\$ 160,700	9.00	\$ 175,200	9.00	\$ 182,900

NOTES

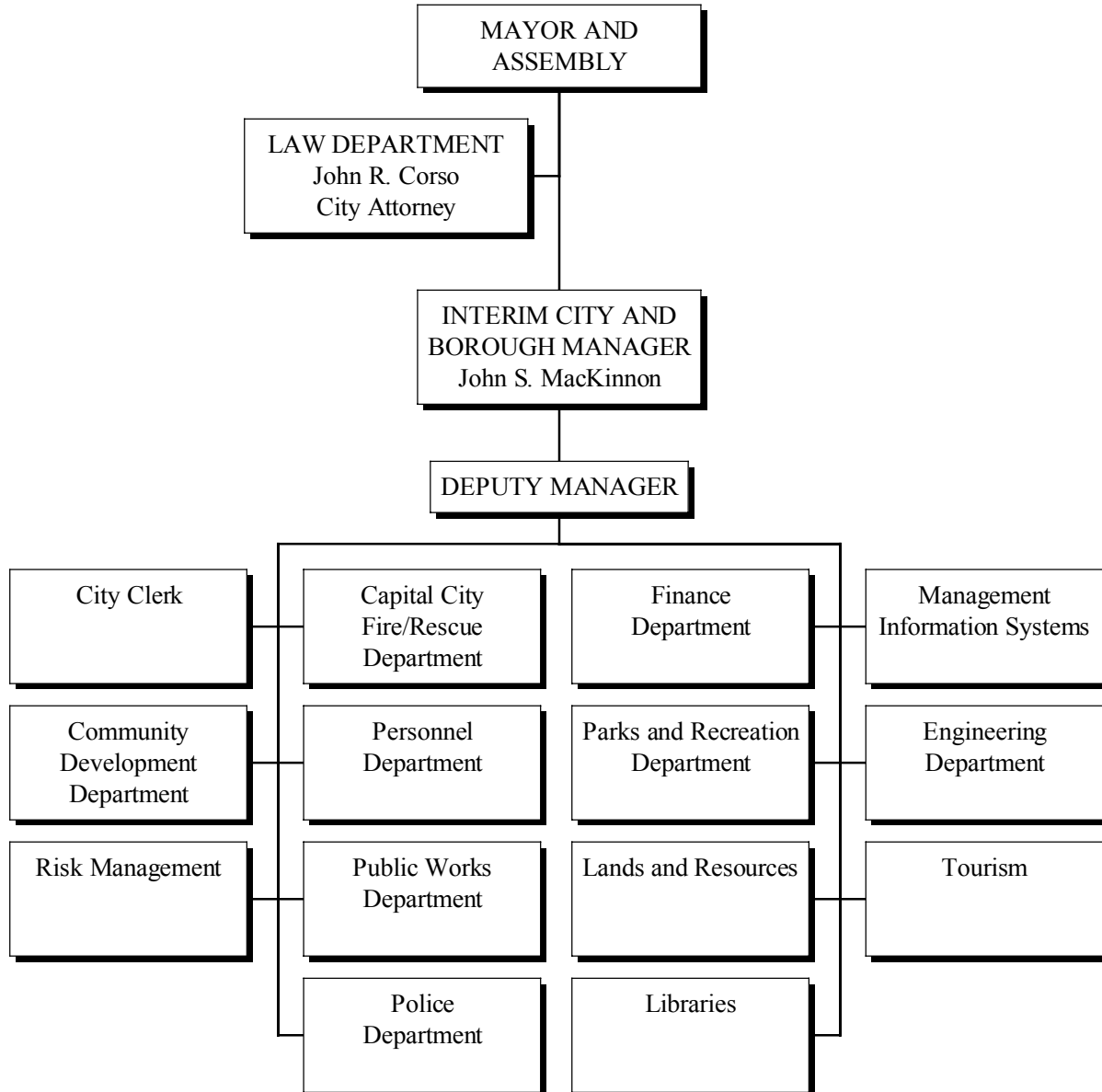
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CITY MANAGER

MISSION STATEMENT

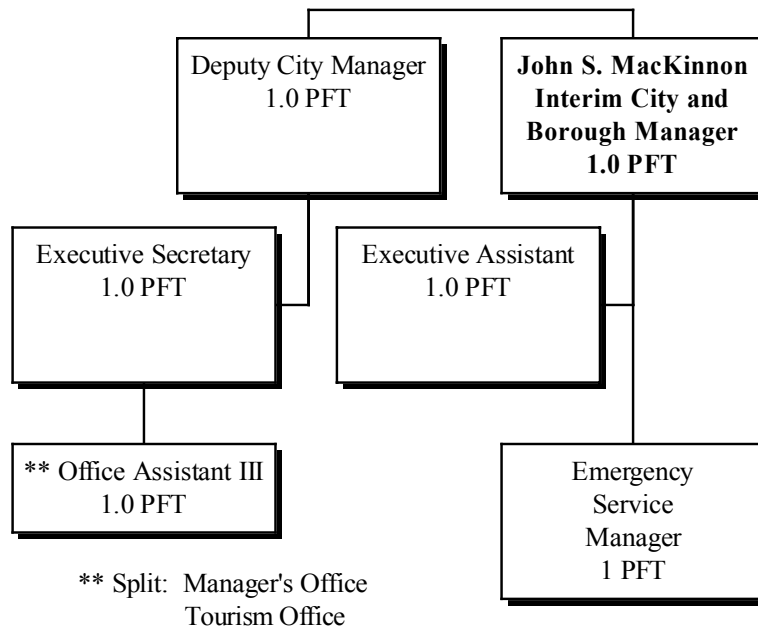
The City Manager's Office delivers management services to carry out Assembly policy, provides oversight of CBJ assets and services and works to assure fairness and consistency in CBJ activities and responsibilities.

FUNCTIONAL ORGANIZATION CHART



CITY MANAGER

STAFFING ORGANIZATION CHART



See Employment Status in Glossary for definitions of
PFT, PPT, PTL and PS

CITY MANAGER

OVERVIEW

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
EXPENDITURES:					
Personnel Services	\$ 361,400	494,500	506,600	542,000	550,500
Commodities and Services	179,000	293,300	247,100	316,700	283,000
Contingency	13,800	40,000	25,000	40,000	40,000
Total Expenditures	554,200	827,800	778,700	898,700	873,500
FUNDING SOURCES:					
Interdepartmental Charges	47,000	47,900	47,900	46,500	47,400
State Grant	2,500	39,000	36,500	35,000	40,000
Support from:					
Marine Passenger Fees	10,000	10,000	10,000	35,000	10,000
General Fund	494,700	730,900	684,300	782,200	776,100
Total Funding Sources	\$ 554,200	827,800	778,700	898,700	873,500
STAFFING	3.70	6.30	6.30	6.30	6.30
FUND BALANCE	N/A	N/A	N/A	N/A	N/A

The City Manager is a component of the General Fund. See the General Fund fund balance in the "Changes in Fund Balances" schedule.

BUDGET HIGHLIGHT

The Manager's FY03 Adopted Budget represents an increase of \$70,900 (5.5%) from the FY02 Amended Budget. The FY04 Approved Budget is \$25,200 (2.8%) less than the FY03 Adopted Budget.

The significant budgetary changes include:

FY03

- Personnel Services increased \$47,500 to reflect negotiated changes to wages and increases in health care and position reclassifications.
- The Assembly approved an FY03 only increase of \$25,000 to allow the Emergency Services Manager to work with the Capital City Planning Committee to develop a specific cruise ship disaster response plan.

FY04

- There were no significant changes during FY04 other than the \$25,000 noted above..

CITY MANAGER

PROGRAM DESCRIPTION

The City and Borough Manager is the chief administrative officer for the City and Borough of Juneau. The Manager is responsible for implementing Assembly policies, preparing and managing the budget, supervising all departments and operations, and is responsible for implementing such administrative plans and procedures for effective and efficient delivery of services. The Manager is responsible for coordinating personnel and equipment in time of emergency, working with Federal and State agencies in cross-governmental projects, and developing positive public relations. The Manager or Deputy Manager provides staff support to the Assembly, Committee of the Whole, Finance, and Human Resources Committees, and ensures that all other Assembly appointed boards, commissions, and committees have appropriate staff assistance.

The Deputy Manager directly assists the Manager and supervises department directors as delegated by the Manager. Responsibilities include EEO, Affirmative Action, compliance with the ADA, oversight of health benefits and wellness programs, grievance or personnel complaints, coordination and oversight of Fleet, administration of the Public Defender program, and special projects as directed by the Manager or Assembly. Current special projects include staff liaison to the Health Care Coordinating Council and the Tourism Working Group.

Disaster Plan Manager/Public Information Officer

	<i>FY03</i> <i>Adopted</i> <i>Budget</i>	<i>FY04</i> <i>Approved</i> <i>Budget</i>
<u>Workload Indicators</u>		
# of Capital City Emergency Planning Committee meetings	12	12
# of reporting facility contacts made	50	50
# of unit and section training sessions	6	6
# of exercises	1	1
# of Weekly Updates	45	45
# of issues staffed	4	4

Teen Center

The Adolescent Health Coordinator coordinates all phases of planning and providing for a broad range of general adolescent health needs to students, their families and the community. This position is responsible for the day to day management of the Juneau Teen Health Center. The position is also responsible for coordinating and staffing the Juneau Teen Health Center Advisory Board.

The Adolescent Health Care Coordinator provides current health education to students, parents, faculty and the community. Direct health counseling and referral services are provided to students and their parents.

	<i>FY01</i> <i>Actuals</i>	<i>FY02</i> <i>Projected</i>	<i>FY03</i> <i>Adopted</i> <i>Budget</i>	<i>FY04</i> <i>Approved</i> <i>Budget</i>
<u>Workload Indicators</u>				
Parental Consents	1,827	1,900	1,900	1,900
Total appointments	986	1,000	1,000	1,000
Health	782	800	800	800
Counseling	186	200	200	200
Health Presentations - classroom	70	75	75	75
Health Presentations - community	2	2	2	2

CITY MANAGER

FY03 & FY04 GOALS AND OBJECTIVES

GOAL

INSTALL A SENSE OF COMMUNITY SERVICE, RESPONSIVENESS, AND COOPERATION IN CBJ DEPARTMENTS.

Objectives

	<i>Projected Completion Date</i>
Workshops with staff	Ongoing
Public forums with users, the media, and public interest groups	Ongoing
Responsive changes in organization, methods, procedures	Ongoing
Staff meetings that produce results by addressing issues with solutions	Ongoing
Maintain and improve the CBJ website to provide better, timely information	Ongoing
Emphasize cross-departmental problem solving efforts	Ongoing
Conduct quarterly new employee orientation workshops	Ongoing

GOAL

DEVELOP AND IMPLEMENT MAJOR PLANNING POLICIES WITH THE ASSEMBLY AND GENERAL PUBLIC.

Objectives

	<i>Projected Completion Date</i>
Encourage critical review of development code and regulations	Ongoing
Work with Transportation, Tourism and High School/Diamond Park Planning efforts	Ongoing

GOAL

ASSIST THE PLANNING AND POLICY COMMITTEE TO PLAN FOR THE GROWTH OF TOURISM AND IDENTIFY METHODS TO MINIMIZE ANY NEGATIVE IMPACTS OF THAT GROWTH.

Objectives

	<i>Projected Completion Date</i>
Communicate Assembly policy on tourism-related issues	Ongoing
Coordinate and integrate tourism activities and plans among CBJ departments and committees	Ongoing
Be a resource for research and information on tourism issues	Ongoing
Implement the Tourism Plan	Ongoing

GOAL

INCREASE DEPARTMENT EFFICIENCY.

Objectives

	<i>Projected Completion Date</i>
Put document handling, retrieval, and storage system in place to efficiently manage documents	Ongoing

Public Information Officer

GOAL

TO PROVIDE JUNEAU RESIDENTS WITH COMPREHENSIVE INFORMATION ABOUT THE ACTIVITIES AND OPERATION OF THEIR LOCAL GOVERNMENT AND TO PROVIDE CBJ EMPLOYEES WITH COMPREHENSIVE INFORMATION ABOUT THEIR EMPLOYER.

Objectives

	<i>Projected Completion Date</i>
Develop performance measurement tools	12/02
Measure performance	Ongoing
Produce Weekly Update	Ongoing
Produce CBJ newsletter once annually	Ongoing
Provide public information support for one issue/quarter	Ongoing

CITY MANAGER

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
<u>Key Measures</u>		
% public and city employees who rank CBJ information as readily available and reliable	TBA	TBA
# Weekly Updates	45	45
# of newsletters	1	1
# of issues staffed	4	4

Emergency Management

GOAL

TO ESTABLISH AND MAINTAIN A COMPREHENSIVE EMERGENCY MANAGEMENT PROGRAM WHICH INCLUDES ALL ELEMENTS NECESSARY TO ENABLE THE CBJ TO RESPOND QUICKLY AND EFFECTIVELY TO MAJOR EMERGENCIES TO MINIMIZE THE LOSS OF LIFE, PROTECT THE ENVIRONMENT AND PREVENT AND MITIGATE PROPERTY DAMAGE.

	<i>Projected Completion Date</i>	
<u>Objectives</u>		
Adopt updated Emergency Operations Plan		09/02
Bring the Emergency Operation Center to a state of readiness		02/03
Train CBJ employees to effectively manage large scale emergencies		Ongoing
Promote community awareness and self-sufficiency		Ongoing
Strengthen the community response capability with interagency cooperation and planning		Ongoing
Prepare appendix to Emergency Operations Plan to address avalanche response		10/02
Maintain, review and refine Emergency Operations Plan		Ongoing
Maintain the Emergency Operations Center in state of readiness		Ongoing
Develop and deliver ongoing emergency preparedness and response training for CBJ employees		Ongoing
	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
<u>Key Measures</u>		
Adoption of updated Emergency Operations Plan	100%	-
% of CBJ managers with Emergency Operations Center responsibilities trained to discharge their responsibility	100%	100%
# of drills of emergency procedures	4	4
# of community preparedness announcements and PSAs	4	4
Adoption of avalanche response plan	100%	-
# Revisions of Emergency Operations Plan as found necessary during drills	-	UNK
Conduct of Emergency Operations Center activation exercise	TBA	TBA
Conduct of avalanche response plan exercise	TBA	TBA
# of meetings of interagency disaster response group	2	4

Teen Center

GOAL

A PRIMARY GOAL OF THE ADOLESCENT HEALTH COORDINATOR AND JUNEAU TEEN HEALTH CENTER IS TO PROMOTE HEALTH AWARENESS OF ADOLESCENTS AND THEIR FAMILIES IN OUR COMMUNITY.

	<i>Projected Completion Date</i>
<u>Objectives</u>	
Classroom presentations on health issues at the high school, alternative high school, middle school and Johnson Youth Center. Participation in the Teen Health Fair, open house, parent teacher conferences. Two major community presentations for parents and students.	Ongoing

CITY MANAGER

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Key Measures</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
The number of community presentations	70	75	75	75

GOAL

OUR GOAL IS TO PROVIDE HIGH QUALITY, TEEN-CENTERED SERVICES THAT EMPHASIZE HEALTH PROMOTION, HEALTH EDUCATION AND PRIMARY TREATMENT.

Objectives

Operate a school based teen health center that is efficient and well utilized by teens. This center will provide a comprehensive list of health services where teens are empowered to be responsible for their health.

*Projected
Completion Date*

Ongoing

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Key Measures</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Utilization statistics	986	1,000	1,000	1,000

GOAL

ESTABLISH AND MAINTAIN AN INTERACTIVE RELATIONSHIP WITH OUR LOCAL HEALTH COMMUNITY.

Objectives

By May 2002 have an updated Memorandum of Agreement with the five partner agencies in the Juneau Teen Health Center; SEARHC, Juneau Public Health Center, Juneau Youth Services, School District, and City and Borough of Juneau.

*Projected
Completion Date*

06/02

GOAL

PROMOTE ABSTINENCE FROM SEXUAL ACTIVITY AMONG MIDDLE SCHOOL STUDENTS IN JUNEAU.

Objectives

Apply for an Alaska Community-based Abstinence Education Grant to continue the Juneau Postponing Sexual Involvement project.

*Projected
Completion Date*

06/02

CITY MANAGER

EXPENDITURES

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
PROGRAMS:					
Manager's Office:					
Personnel Services	\$ 361,400	348,700	365,200	393,200	397,000
Commodities and Services	179,000	214,500	184,300	206,700	205,700
Contingency	13,800	40,000	25,000	40,000	40,000
Total	554,200	603,200	574,500	639,900	642,700
Emergency Services Manager/					
Public Information Officer:					
Personnel Services	-	73,800	73,800	73,900	77,200
Commodities and Services	-	53,700	38,700	84,800	52,100
Total	-	127,500	112,500	158,700	129,300
Teen Health Center:					
Personnel Services	-	72,000	67,600	74,900	76,300
Commodities and Services	-	25,100	24,100	25,200	25,200
Total	-	97,100	91,700	100,100	101,500
Total Expenditures	\$ 554,200	827,800	778,700	898,700	873,500

CITY MANAGER

STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	<u>No. Pos.</u>	<u>Salary & Benefits</u>	<u>No. Pos.</u>	<u>Salary & Benefits</u>	<u>No. Pos.</u>	<u>Salary & Benefits</u>
CLASS TITLE:						
Manager's Office:						
City and Borough Manager	1.00	\$ 99,100	1.00	\$ 112,000	1.00	\$ 112,000
Deputy City and Borough Manager	1.00	89,900	1.00	110,200	1.00	112,500
Executive Assistant	1.00	44,900	1.00	44,200	1.00	44,700
Executive Secretary	0.50	17,800	0.50	16,800	0.50	17,500
Office Assistant III	0.50	13,800	0.50	14,400	0.50	14,900
Overtime	-	4,000	-	4,000	-	4,000
Retirement Incentive Program	-	4,300	-	4,300	-	-
Benefits	-	74,900	-	87,300	-	91,400
Total	<u>4.00</u>	<u>348,700</u>	<u>4.00</u>	<u>393,200</u>	<u>4.00</u>	<u>397,000</u>
Emergency Services Manager/ Public Information Officer:						
Emergency Services Manager/Public Information Officer	1.00	55,900	1.00	55,600	1.00	57,600
Benefits	-	17,900	-	18,300	-	19,600
Total	<u>1.00</u>	<u>73,800</u>	<u>1.00</u>	<u>73,900</u>	<u>1.00</u>	<u>77,200</u>
Teen Health Center:						
Health Care Nurse	0.75	38,100	0.75	38,600	0.75	38,800
Office Assistant III	0.55	15,200	0.55	15,400	0.55	15,400
Benefits	-	18,700	-	20,900	-	22,100
Total	<u>1.30</u>	<u>72,000</u>	<u>1.30</u>	<u>74,900</u>	<u>1.30</u>	<u>76,300</u>
Total Budget	<u>6.30</u>	<u>\$ 494,500</u>	<u>6.30</u>	<u>\$ 542,000</u>	<u>6.30</u>	<u>\$ 550,500</u>

NOTES

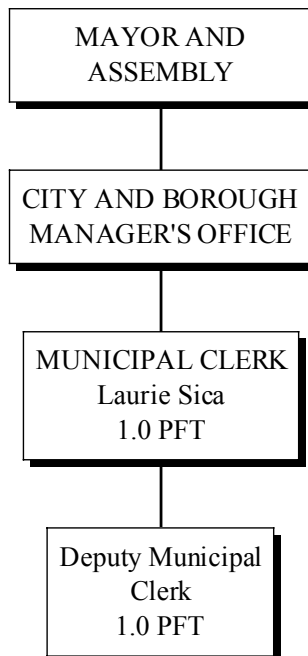
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CITY CLERK

MISSION STATEMENT

The goal of the Municipal Clerk's Office is to provide quality municipal services as efficiently and effectively as possible within guidelines established by law. The Clerk's Office supports the Assembly, CBJ Staff and the public by acting as a liaison and providing information and coordination of official activities of the Assembly, its subcommittees and advisory committees. The Municipal Clerk serves as the CBJ Election Official and assumes all duties and responsibilities regarding Regular and Special Municipal Elections.

FUNCTIONAL AND STAFFING ORGANIZATION CHART



Prepares and Distributes Assembly and Committee Packets

CBJ Custodian of Historical and Permanent Records

Schedules and Advertises Meetings in Compliance with OMA

Election Official

Administers Appeal, Miscellaneous Licenses, Permits and Certificates

NOTES

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CITY CLERK

OVERVIEW

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
EXPENDITURES:					
City Clerk:					
Personnel Services	\$ 126,900	129,100	130,300	140,600	146,700
Commodities and Services	49,800	71,100	53,800	61,500	66,500
Total	176,700	200,200	184,100	202,100	213,200
Elections:					
Personnel Services	13,600	15,000	13,600	15,000	15,000
Commodities and Services	16,200	27,200	19,100	27,000	25,500
Total	29,800	42,200	32,700	42,000	40,500
Total Expenditures	206,500	242,400	216,800	244,100	253,700
FUNDING SOURCES:					
Interdepartmental Charges	22,400	22,800	22,800	31,700	32,300
Fees	6,300	3,500	3,200	3,200	3,200
Support from General Fund	177,800	216,100	190,800	209,200	218,200
Total Funding Sources	\$ 206,500	242,400	216,800	244,100	253,700
STAFFING	2.15	2.13	2.13	2.13	2.13
FUND BALANCE	N/A	N/A	N/A	N/A	N/A

The Clerk and Elections are a component of the General Fund. See the General Fund fund balance in the "Changes in Fund Balances" schedule.

BUDGET HIGHLIGHT

The City Clerk and Election's FY03 Adopted Budget represents an increase of \$1,700 (0.7 %) over the FY02 Amended Budget. The FY04 Approved Budget is \$9,600 (3.9 %) greater than the FY03 Adopted Budget.

The significant budgetary changes include:

FY03

- Personnel Services increased \$11,500 to reflect negotiated changes to wages and increased health care cost.
- Printing charges were reduced \$10,000 as a result of increased notification and distribution of information on the Internet and by e-mail.

FY04

- Personnel Services increased \$6,100 due to step increases and increases in health care cost.
- Printing and advertising charges were increased \$3,000 for a projected increase in advertising cost.

CITY CLERK

PROGRAM DESCRIPTION

The Municipal Clerk's Office provides staff support to the Assembly, its standing committees, as well as the thirty-seven established CBJ Advisory boards, commissions, and committees. The Municipal Clerk is responsible for notification of all official activities and meetings of the Assembly and its various committees in compliance with the Open Meetings Act. The Municipal Clerk's Office is responsible for maintaining a level of professional expertise and image that promotes the efficient use of CBJ resources through continued strengthening of good relations between the municipal clerk, administration, the Assembly and citizens. The Municipal Clerk's Office serves as a public relations office; responds to requests for information from the public, CBJ staff, other municipalities, state officials, and both state and federal legislative offices; and assists in planning and attending special events on behalf of the CBJ. The Municipal Clerk's Office administers appeals; various miscellaneous permits such as street and sidewalk vending, cardroom, and video-game permits; and liquor licenses. As records custodian, the Municipal Clerk maintains a comprehensive record system of all CBJ permanent and historic records; maintains custody of the City and Borough seal; and attests to CBJ documents such as minutes, legislation, plats, and Notices of Decisions, and ensures compliance with the Open Records Act. The Municipal Clerk coordinates and maintains office tracking system for correspondence and follow-up action; and assists in the preparation of the Assembly budget, reviewing expenditures and assisting the Mayor's Executive Assistant with administration of approved budget. The Municipal Clerk serves as election official for all municipal elections; serves as a voter registration office for the State of Alaska; and is responsible for compliance with Alaska Public Offices Commission requirements.

The Clerk's Office has regular contact with the general public, elected officials, members of boards/commissions, CBJ permit holders, municipal officials at all levels, other municipal clerks, and both federal and state governmental agencies. The Clerk's Office experiences high public contact.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<i><u>Workload Indicators</u></i>	<i><u>Actuals</u></i>	<i><u>Projected</u></i>	<i><u>Adopted Budget</u></i>	<i><u>Approved Budget</u></i>
Regular and special meeting packets	34	36	36	36
Committee of the Whole	24	24	24	24
Assembly Standing Committee	14	48	48	48
Delegation Meetings	10	10	10	10
Human Resources Committee	24	24	24	24
Board of Equalization	2	2	2	2
Assembly Retreats	1	1	1	1
Sales Tax Board of Appeals	3	3	3	3
Personnel Board	1	1	2	2
Administrative Appeals	10	6	4	4
Your Municipality Ad	52	52	52	52
Advisory Board Applicants	120	120	120	120
Municipal Calendars Produced	-	365	365	365

The Municipal Clerk's Office provides for miscellaneous permits (street and sidewalk vending carts, video game, card room) required by the CBJ, and reviews and processes liquor license applications.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<i><u>Workload Indicators</u></i>	<i><u>Actuals</u></i>	<i><u>Projected</u></i>	<i><u>Adopted Budget</u></i>	<i><u>Approved Budget</u></i>
Misc. licenses (vending cart, etc.)	20	18	18	18
Liquor licenses	43	78	78	78

An annual election is conducted which allows for the maximum participation by candidates and voters including absentee voters. The election must be conducted accurately and efficiently.

CITY CLERK

PROGRAM DESCRIPTION - CONTINUED

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Annual Election	1	1	1	1
Number of Candidates	9	13	13	13
Number of Voters	11,799	6,733	10,500	10,500

The records retention schedule must be reviewed and the records managed.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Records by weight that were removed and destroyed	2 Tons	2 Tons	2 Tons	2 Tons
Records added to be retained	2 Tons	2 Tons	2 Tons	2 Tons

FY03 & FY04 GOALS AND OBJECTIVES

GOALS

CONTINUE TO FIND NEW METHODS TO PROVIDE PUBLIC NOTICE OF MEETINGS.

PROVIDE A MUNICIPAL ELECTION THAT ALLOWS FOR MAXIMUM PARTICIPATION BY VOTERS.

CONTINUE TO MANAGE THE RECORDS RETENTION SCHEDULE.

<u>Objectives</u>	<u>Projected Completion Date</u>
Provide additional information regarding meetings of the Assembly, its standing committees, its advisory committees on the CBJ website.	12/02
Propose amendments to the election code to address overseas absentee voting and provide option for a by-mail municipal election. Prepare election policy and procedure manual.	12/02
Review the records retention schedule to ensure records are moved to storage on a timely basis and outdated records are removed. Review methods for storage of permanent records and inventory of archived records.	09/02

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Key Measures</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Public Notice Using CBJ website:				
Install and use new calendar software program	-	100%	-	-
Post Boards, Committees, & Commission handbook	-	25%	75%	-
Investigate Electronic Filing Software for use on internet	-	25%	50%	25%
Elections:				
Coordinate with State on Redistricting Changes	-	75%	25%	-
Submit pre-clearance to US Department of Justice	-	50%	50%	-
Post Updated Election Handbook on CBJ website:	-	25%	75%	-
Move Election Supplies to New CBJ Warehouse	-	-	100%	-
Records:				
Investigate electronic records storage	-	25%	25%	50%
Records Retention Schedule review	-	-	50%	50%
Develop plan for permanent records stored in vault	-	-	50%	50%

CITY CLERK

STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	No. <u>Pos.</u>	Salary & Benefits <u>Budget</u>	No. <u>Pos.</u>	Salary & Benefits <u>Budget</u>	No. <u>Pos.</u>	Salary & Benefits <u>Budget</u>
CLASS TITLE:						
City and Borough Clerk	1.00	\$ 56,400	1.00	\$ 62,100	1.00	\$ 64,400
Secretary I	1.00	38,300	1.00	39,300	1.00	40,800
Clerk I	0.13	2,600	0.13	2,700	0.13	2,700
Elections	-	12,000	-	11,800	-	11,800
Overtime	-	3,000	-	3,000	-	3,000
Benefits	-	31,800	-	36,700	-	39,000
Total Budget	2.13	\$ 144,100	2.13	\$ 155,600	2.13	\$ 161,700

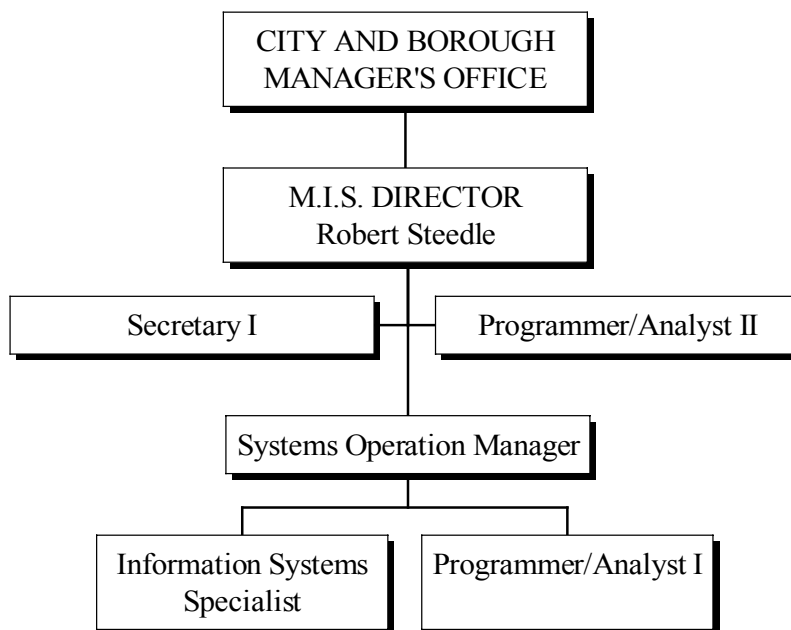
MANAGEMENT INFORMATION SYSTEMS

MISSION STATEMENT

The Management Information Systems division is responsible for the operation, maintenance, and planning of computer resources for the City and Borough of Juneau. MIS also assists CBJ computer users with systems development and procurement of additional computer support, supplies, training, and technical assistance.

CBJ computer resources includes hardware, software, and support systems that enable computer users to perform their duties. MIS is part of the Administration Department.

FUNCTIONAL ORGANIZATION CHART



Computer Resource Management

Computer Resource Training

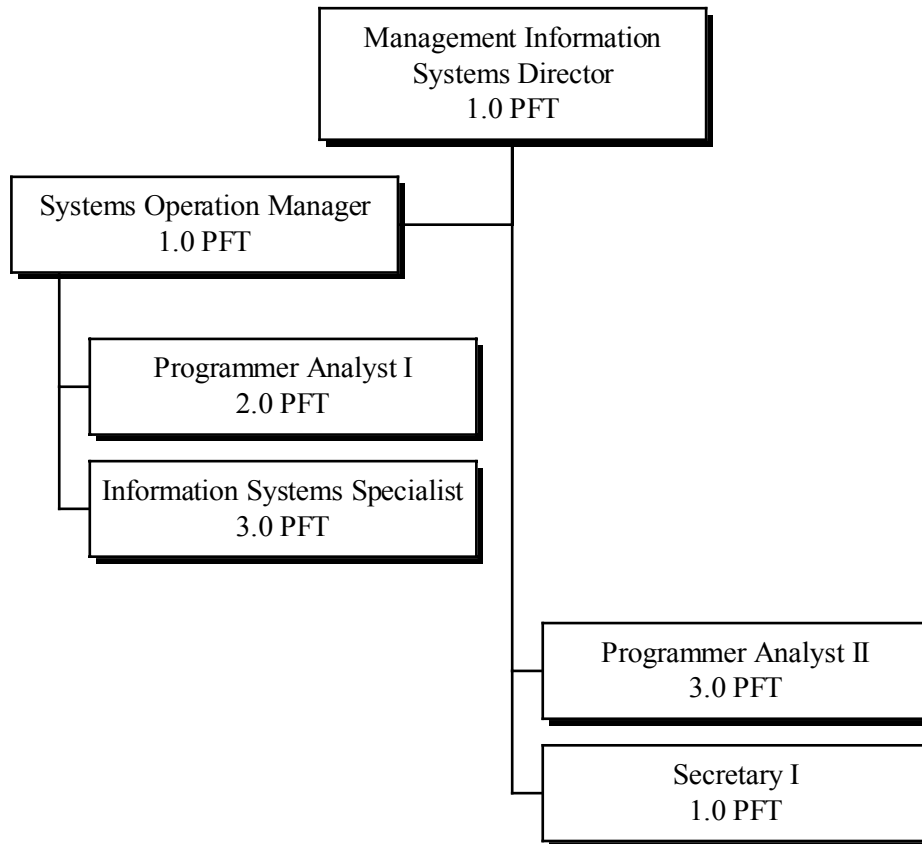
MIS/DP Analysis and Systems Development

Vendor Analysis/Software Package
Procurement and Assistance

Computer Resource Contracts Assistance

MANAGEMENT INFORMATION SYSTEMS

STAFFING ORGANIZATION CHART



See Employment Status in Glossary for definitions of
PFT, PPT, PTL and PS

MANAGEMENT INFORMATION SYSTEMS

OVERVIEW

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
EXPENDITURES:					
Personnel Services	\$ 598,100	708,400	705,300	841,800	863,700
Commodities and Services	517,600	556,400	527,700	546,400	481,400
Capital Outlay	11,900	67,500	92,100	135,000	135,000
Total Expenditures	1,127,600	1,332,300	1,325,100	1,523,200	1,480,100
FUNDING SOURCES:					
Interdepartmental Charges	286,200	291,900	291,900	236,300	241,000
Fees	2,400	2,400	2,400	2,400	2,400
Support from General Fund	839,000	1,038,000	1,030,800	1,284,500	1,236,700
Total Funding Sources	\$ 1,127,600	1,332,300	1,325,100	1,523,200	1,480,100
STAFFING	8.20	10.00	10.00	11.00	11.00
FUND BALANCE	N/A	N/A	N/A	N/A	N/A

The Management Information Systems Department is a component of the General Fund. See the General Fund fund balance in the "Changes in Fund Balances" schedule.

BUDGET HIGHLIGHT

The Management Information System's FY03 Adopted Budget represents an increase of \$190,900 (14.3 %) over the FY02 Amended Budget. The FY04 Approved Budget is \$43,100 (2.8 %) less than the FY03 Adopted Budget.

The significant budgetary changes include:

FY03

- Personnel Services increased \$133,400 to reflect negotiated changes to wages, increased health care costs, position reclassification, and the addition of a the systems operation manager position.
- The remaining increase is due to the cost for converting the CBJ's financial software, as the software company will no longer support the present software.

FY04

- Personnel Services increased \$21,900 due to step increases and increases in health care costs.
- The \$65,000 decrease in Commodities and Services is due to the completion of the financial software conversion during FY03 and no additional expenditures anticipated in FY04.

MANAGEMENT INFORMATION SYSTEMS

PROGRAM DESCRIPTION

Computer Operations

Computer operations include the operation and monitoring of scheduled financial system batch jobs, monitoring of network system backups (and occasional restores of inadvertently deleted files), and monitoring wide-area network operations. The financial system batch jobs consist of routine processes for the Finance Department, such as Accounts Receivable and Payroll jobs, monitoring daily system backups, and year-end processing. MIS is responsible for backups for the City Hall networking systems and for monitoring backups and assisting the designated LAN administrator at other sites.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Daily backups monitored	1,300	1,300	1,300	1,300
Finance processes performed	136	136	136	136

Computer Resource Training and Assistance

MIS provides telephone and in-person help desk support for personal computers and for multi-user systems, and conducts formal classroom training in the use of software applications. The decrease in training classes for FY02 was due to the temporary reassignment of an employee to JPD to assist in their projects.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Support calls and e-mail messages taken	2,600	3,000	3,300	3,500
One-on-one support	780	1,000	1,100	1,200
Training classes offered	12	8	15	15

Personal Computer Maintenance

This is a major component of MIS workload. Personal computer maintenance includes installation, troubleshooting, repair, and hardware and software upgrades. The decline in number of PCs is due to the elimination of the H&SS department.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Total PCs in use	410	320	330	330
New PCs installed	100	80	80	80
Software upgrades	150	200	200	200
Hardware repairs made	300	200	220	220

Computers, Peripherals and Supplies Procurement

The division functions as a central purchasing agency for computers, peripherals, and supplies.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Purchasing transactions processed	250	250	250	250

MANAGEMENT INFORMATION SYSTEMS

PROGRAM DESCRIPTION - CONTINUED

System Administration and Planning

This program includes monitoring the performance and capacity of CBJ's multi-user systems and network service machines, and applying operating system, software, and hardware upgrades.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Operating system upgrades	6	18	20	20
Software upgrades	8	8	8	8
Hardware upgrades	8	10	8	8

Systems Development

System development projects include programming modifications to the CBJ's custom written applications, including the Ambulance Billing, Water/Sewer/Wastewater Billing, Sales Tax, CBJ Assessor Inquiry, Cash Interface, Property Tax, and workflow systems. The proposed increase in FY03 work is due to the requirement to create a new user interface for the CBJ-written systems that is consistent with the user interface of the packaged financial systems software.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Major modifications to systems	5	5	8	5
Minor modifications to systems	25	25	25	25
Requirements Analysis Performed	6	6	6	6

FY03 & FY04 GOALS AND OBJECTIVES

GOAL

PROMOTE INFORMATION SHARING BY ENHANCING PUBLIC AND STAFF ACCESS TO DOCUMENTS.

Objectives

Implement a document management system capable of serving up scanned and electronic documents.

*Projected
Completion Date*

12/02

GOAL

IMPROVE INTERDEPARTMENTAL EFFICIENCY BY IMPLEMENTING PAPERLESS WORKFLOW SYSTEMS.

Objectives

Create applications that eliminate the need for paper forms and reduce the need for e-mail and telephone communications to track tasks.

*Projected
Completion Date*

Ongoing

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Key Measures</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Implement applications	-	3	6	9

MANAGEMENT INFORMATION SYSTEMS

STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	<u>No. Pos.</u>	<u>Salary & Benefits Budget</u>	<u>No. Pos.</u>	<u>Salary & Benefits Budget</u>	<u>No. Pos.</u>	<u>Salary & Benefits Budget</u>
CLASS TITLE:						
Management Information						
System Director	1.00	\$ 70,000	1.00	\$ 79,600	1.00	\$ 81,600
Data Processing						
Program/Analyst II	3.00	182,300	3.00	192,000	3.00	194,200
Data Processing						
Program/Analyst I	2.00	109,300	2.00	116,000	2.00	116,800
Information Systems Specialist	3.00	135,200	3.00	142,500	3.00	144,900
Secretary I	1.00	30,800	1.00	32,800	1.00	34,000
Overtime	-	19,100	-	18,100	-	18,200
Benefits	-	167,900	-	190,200	-	200,200
Vacancy Factor	-	(6,200)	-	(7,700)	-	(7,900)
Total before increment	10.00	708,400	10.00	763,500	10.00	782,000
Increment:						
Systems Operations Manager	-	-	1.00	59,300	1.00	61,500
Benefits	-	-	-	19,000	-	20,200
Total after increment	10.00	\$ 708,400	11.00	\$ 841,800	11.00	\$ 863,700

TOURISM

MISSION STATEMENT

The Tourism Plan currently before the Assembly for adoption proposes significant changes to the City's role in tourism and the responsibilities of this office. The initial implementation of the Tourism Plan is addressed in the objectives of the Manager's Office. The final budget will contain more detailed objectives depending on the plan adopted by the Assembly.

FUNCTIONAL ORGANIZATION CHART



** Split: Manager's Office
Tourism Office

NOTES

This page has been left for notes.

TOURISM

OVERVIEW

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
EXPENDITURES:					
Personnel Services	\$ 67,500	147,200	139,200	163,100	168,300
Commodities and Services	201,800	190,500	175,800	81,500	16,900
Total Expenditures	269,300	337,700	315,000	244,600	185,200
FUNDING SOURCES:					
Support from:					
Marine Passenger Fee Fund	269,300	337,700	337,700	198,300	133,700
General Fund	-	-	(22,700)	46,300	51,500
Total Funding Sources	\$ 269,300	337,700	315,000	244,600	185,200
STAFFING	2.50	2.50	2.50	2.50	2.50
FUND BALANCE	N/A	N/A	N/A	N/A	N/A

The Tourism Division is a component of the General Fund. See the General Fund fund balance in the "Changes in Fund Balances" schedule.

BUDGET HIGHLIGHT

The Tourism Department FY03 Adopted Budget represents a decrease of \$93,100 (27.6 %) from the FY02 Amended Budget. The FY04 Approved Budget is \$59,400 (24.3%) less than the FY03 Adopted Budget.

The significant budgetary changes include:

FY03

- Personnel Services increased \$15,900 to reflect negotiated changes to wages and increased health care costs.
- Commodities and Services has been decreased \$109,000 due primarily to fewer tourism specific projects within the Office of Tourism budget being funded with the marine passenger fee. The marine passenger fee funds multiple projects outside of the Office of Tourism.

FY04

- Personnel Services increased \$5,200 due to step increases and increased health care costs.
- Commodities and Services are budgeted to decrease by \$64,600 due to an additional decrease in marine passenger fee funded projects. Specific projects funded with the marine passenger fee are typically one year only while some operational support continues from year to year. This can create some unusual variances between budget years.

TOURISM

STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	No.	Salary & Benefits	No.	Salary & Benefits	No.	Salary & Benefits
	<u>Pos.</u>	<u>Budget</u>	<u>Pos.</u>	<u>Budget</u>	<u>Pos.</u>	<u>Budget</u>
CLASS TITLE:						
Office of Tourism Director	1.00	\$ 54,800	1.00	\$ 64,000	1.00	\$ 64,500
Tourism Specialist	1.00	39,700	1.00	39,400	1.00	40,900
Office Assistant III	0.50	13,800	0.50	14,400	0.50	15,000
Overtime	-	2,000	-	2,000	-	2,000
Benefits	-	36,900	-	43,300	-	45,900
Total Budget	<u>2.50</u>	<u>\$ 147,200</u>	<u>2.50</u>	<u>\$ 163,100</u>	<u>2.50</u>	<u>\$ 168,300</u>

CAPITAL TRANSIT

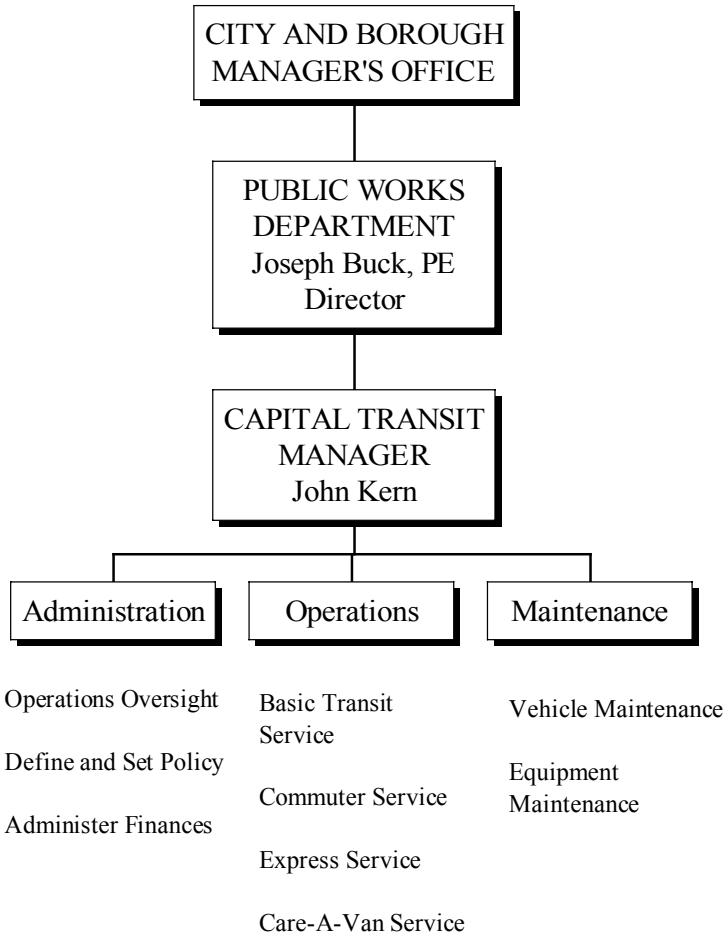
MISSION STATEMENT

Capital Transit is responsible for providing safe, reliable, low-cost transportation to insure that all citizens have the ability to access and participate in the community.

Capital Transit provides a reliable transportation alternative to the automobile to reduce the presence of automobiles in the community and especially in downtown Juneau.

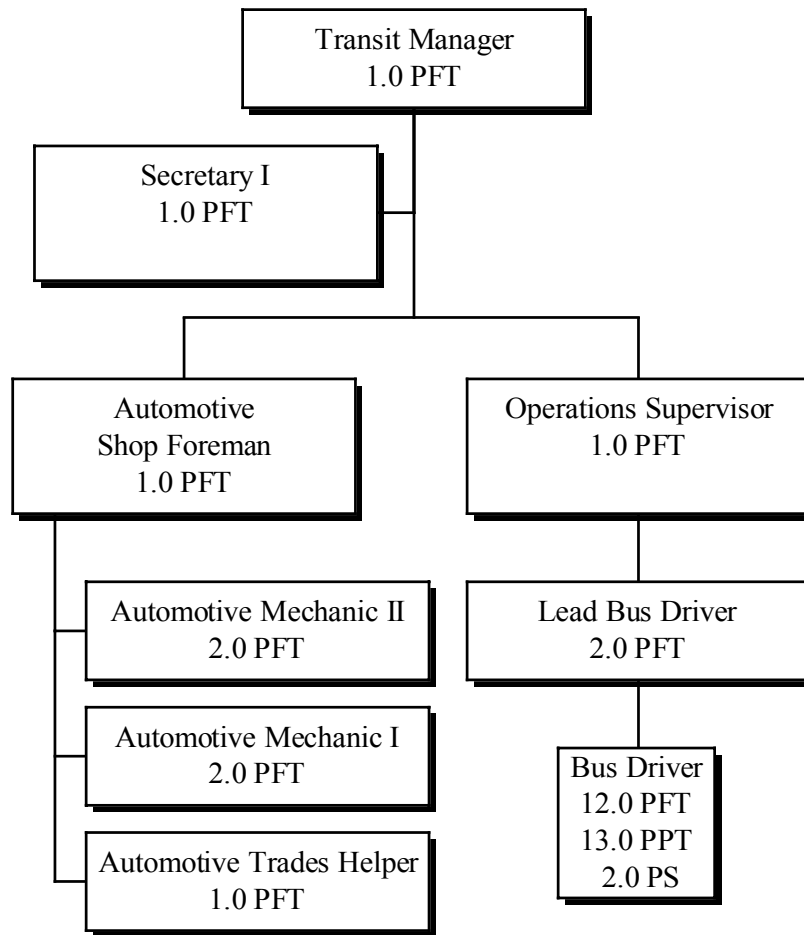
Capital Transit is a service agency. We are dedicated to providing the best possible transit service to the community. Of primary importance is the satisfaction of the passenger, the respect of other users of the roads, streets, and highways, and a positive image of Capital Transit among all citizens of the community. All that we do is in support of this mission.

FUNCTIONAL ORGANIZATION CHART



CAPITAL TRANSIT

STAFFING ORGANIZATION CHART



See Employment Status in Glossary for definitions of
PFT, PPT, PTL and PS

CAPITAL TRANSIT

OVERVIEW

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
EXPENDITURES:					
Personnel Services	\$ 1,622,100	2,015,800	2,028,300	2,205,000	2,277,400
Commodities and Services	997,000	1,134,500	1,071,500	1,183,400	1,214,900
Capital Outlay	-	-	-	4,000	-
Total Expenditures	2,619,100	3,150,300	3,099,800	3,392,400	3,492,300
FUNDING SOURCES:					
User Fees	488,700	523,100	523,100	513,000	513,000
State Grant	80,700	84,000	84,000	84,000	84,000
Rentals	5,400	5,400	4,000	-	-
Other Revenue	300	2,800	2,800	2,800	2,800
Support from:					
Marine Passenger Fee	60,000	165,000	165,000	205,000	205,000
Roaded Service Area	1,882,800	2,490,400	2,490,400	2,589,900	2,687,500
Fund Balance (To) From	101,200	(120,400)	(169,500)	(2,300)	-
Total Funding Sources	\$ 2,619,100	3,150,300	3,099,800	3,392,400	3,492,300
STAFFING	24.05	32.05	32.05	33.89	33.89
FUND BALANCE	\$ (93,300)	27,100	76,200	78,500	78,500

BUDGET HIGHLIGHT

The Public Works Capital Transit Division's FY03 Adopted Budget represents an increase of \$242,100 (7.7%) from the FY02 Amended Budget. The FY04 Approved Budget is \$99,900 (2.9%) greater than the FY03 Adopted Budget.

The significant budgetary changes include:

FY03

- Personnel Services increased \$182,600 to reflect a negotiated increase in wages and increased health costs.
- FTE's have increased by 1.84 resulting from a review of actual hours needed to maintain the City wide bus schedule and to allow staff to take personal leave. In the past only the actual hours needed to run the buses, excluding the impacts of leave, had been budgeted.
- Insurance expense increased \$37,100 due to higher general liability premiums.
- Materials and Commodities decreased \$12,000. Transit will no longer be providing uniform provisions for their drivers, which resulted in this decrease.
- Minor Equipment expenses increased \$10,000 to pay for computers and office equipment for supervisors and the training room. They are planning to purchase two computers to take advantage of the defensive driving software that they purchased in FY02. This is all part of their plan to do more in-house training for the bus drivers.

CAPITAL TRANSIT

BUDGET HIGHLIGHT - CONTINUED

- Contractual Services increased \$37,100 due to Care-A-Van costs increasing. Care-A-Van Services provides complimentary paratransit services required by the Americans With Disabilities Act (ADA).
- Fleet Gasoline expenses decreased \$46,100 as fuel costs have decreased overall.
- Fleet Reserve Contribution increased \$20,000, as CBJ is now required to provide a 10% match for bus replacement purchases with the remaining 90% paid for with State grant funds. In previous years these replacements were 100% grant funded.

FY04

- Personnel Services increased \$72,300 to reflect step increases for employees and increased health and wellness costs.
 - Contractual Services increased \$25,000 due to Care-A-Van costs increasing.
-

PROGRAM DESCRIPTION

Administration

Manage Operations

Oversee and administer all Capital Transit activities to insure that resources are being utilized in the most efficient and productive manner. Supervise the use and maintenance of capital facilities and equipment. Provide employee supervision, evaluation, safety and developmental training. Distribute bus schedules, monthly bus passes, and bus tokens.

Administer Finances

Prepare and administer the budget, maintain accounting and payroll records, transfer revenues, and monitor expenditures. Obtain and administer Federal and State grants for operations and capital acquisitions and insure compliance with State and Federal reporting requirements.

Operations

Basic Transit Service

This is the core of transit service in Juneau, providing local service to Douglas, West Juneau, downtown Juneau, Lemon Creek, the Mendenhall Valley, and Auke Bay. The current workload includes Hours of operation – 6:00 am to 12:00 midnight, Monday through Saturday, and 8:30 am to 6:30 pm on Sunday. Service is provided every thirty minutes to 6:00 pm with additional service during the morning and afternoon commutes.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted</u>	<u>Approved</u>
Passenger Trips Provided	665,600	866,000	900,000	900,000

CAPITAL TRANSIT

PROGRAM DESCRIPTION - CONTINUED

Commuter Service

This service is directed primarily at weekday commuters to and from the Downtown area. The current workload includes Hours of operation – 6:30 am to 8:00 am and 3:00 pm to 6:30 pm, Monday through Friday.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Passenger Trips Provided	66,600	70,000	70,000	70,000

Express Service

This service supplements the Basic Transit Service to provide more efficient transportation between Juneau and the Juneau International Airport commercial area, as well as direct campus to campus service to the University of Alaska. The current workload includes Hours of operation – 7:00 am to 6:00 pm, Monday through Friday.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Passenger Trips Provided	104,100	105,000	105,000	105,000

Care-A-Van Service

The Care-A-Van service provides transportation to elderly and persons with disabilities who cannot access the fixed route buses. Service requirements are mandated by the Americans with Disabilities Act. This services is contracted out to Southeast Senior Services. The current workload includes Hours of operation – 7:00 am to 11:30 pm, Monday through Saturday, and 9:00 am to 7:00 pm on Sunday

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Passenger Trips Provided	28,700	28,000	28,000	28,000

Maintenance

Vehicle Maintenance

Preventative maintenance, repair, overhaul, and daily cleaning of 16 transit coaches, two service vehicles, and eight 15 passenger vans with wheelchair lifts.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Vehicle Miles Driven	680,000	900,000	900,000	900,000

CAPITAL TRANSIT

FY03 & FY04 GOALS AND OBJECTIVES

GOAL

IMPROVE SAFETY PERFORMANCE AS A MEANS OF CONTROLLING AND REDUCING THE COSTS ASSOCIATED WITH LOSSES.

Objectives

*Projected
Completion Date*

Provide and maintain training and safety programs that reinforce safety, customer service and courtesy, and sensitivity to the special needs of all passengers.	Ongoing
Provide a safe and productive work environment for Capital Transit employees.	Ongoing
Continue to develop an employee based training program for Capital Transit staff.	Ongoing
At least one driver will be trained in the instruction of passenger assistance techniques for persons with disabilities.	10/02
One driver will participate in training or refresher training in the instruction of defensive driving and dealing with difficult people.	10/03
Revise and update the Capital Transit Standard Operating Procedures.	03/03

Key Measures

	<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
Reported Passenger Injury per 100,000 Passenger Trips	.48	.33	.33	.33
Preventable Vehicle Collision Accidents per 100,000 miles	.75	.50	.50	.50
Work Related Employee Injuries	2	1	1	1

GOAL

PROVIDE TRANSIT SERVICE AT A HIGH DEGREE OF RELIABILITY THROUGH THE IMPLEMENTATION AND CONTINUATION OF SUPPORTIVE MANAGEMENT AND MAINTENANCE METHODS.

Objectives

*Projected
Completion Date*

Maintain service reliability of greater than 99%, as measured in the percent of scheduled service provided.	Ongoing
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Key Measures

	<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
Service Reliability	.999	.99	.99	.99

GOAL

PROVIDE TRANSIT SERVICE THAT IS ACCESSIBLE TO ALL CITIZENS AND VISITORS OF JUNEAU REGARDLESS OF PHYSICAL ABILITIES. INSURE THAT TRANSIT SERVICE IS PROVIDED IN THE MOST EFFICIENT AND EFFECTIVE MANNER, MEETING THE NEEDS OF THE COMMUNITY, AND, IN COMPLIANCE WITH STATE AND FEDERAL REQUIREMENTS.

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

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CAPITAL TRANSIT

EXPENDITURES

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
PROGRAMS:					
Administration:					
Personnel Services	\$ 168,400	176,200	178,000	197,900	202,300
Commodities and Services	97,800	110,200	107,700	108,800	110,300
Capital Outlay	-	-	-	4,000	-
Total	266,200	286,400	285,700	310,700	312,600
Operations:					
Personnel Services	1,176,300	1,485,500	1,496,600	1,640,200	1,696,600
Commodities and Services	504,000	570,700	560,000	629,700	649,700
Total	1,680,300	2,056,200	2,056,600	2,269,900	2,346,300
Maintenance:					
Personnel Services	277,400	354,100	353,700	366,900	378,500
Commodities and Services	395,200	453,600	403,800	444,900	454,900
Total	672,600	807,700	757,500	811,800	833,400
Total Expenditures	\$ 2,619,100	3,150,300	3,099,800	3,392,400	3,492,300

FUNDING SOURCES

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
CLASSIFICATION:					
User Fees:					
Passenger Fare	\$ 488,700	523,100	523,100	513,000	513,000
Total	488,700	523,100	523,100	513,000	513,000
State Grants	80,700	84,000	84,000	84,000	84,000
Rentals	5,400	5,400	4,000	-	-
Other Revenues	300	2,800	2,800	2,800	2,800
Support from:					
Marine Passenger Fee	60,000	165,000	165,000	205,000	205,000
Roaded Service Area	1,882,800	2,490,400	2,490,400	2,589,900	2,687,500
Total	1,942,800	2,655,400	2,655,400	2,794,900	2,892,500
Fund Balance (To) From	101,200	(120,400)	(169,500)	(2,300)	-
Total Funding Sources	\$ 2,559,100	3,150,300	3,099,800	3,187,400	3,492,300

CAPITAL TRANSIT

STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	No. <u>Pos.</u>	Salary & Benefits <u>Budget</u>	No. <u>Pos.</u>	Salary & Benefits <u>Budget</u>	No. <u>Pos.</u>	Salary & Benefits <u>Budget</u>
CLASS TITLE:						
Administration:						
Transit Manager	1.00	\$ 69,300	1.00	\$ 73,300	1.00	\$ 74,900
Secretary I	1.00	36,200	1.00	37,200	1.00	37,400
Work Force	-	39,800	-	52,300	-	52,900
Benefits	-	32,700	-	37,100	-	39,100
Vacancy Factor	-	(1,800)	-	(2,000)	-	(2,000)
Total	2.00	176,200	2.00	197,900	2.00	202,300
Operations:						
Transit Operations Supervisor	1.00	47,200	1.00	53,400	1.00	55,400
Lead Bus Driver (1)	1.00	53,500	2.00	94,400	2.00	98,000
Bus Driver	22.05	935,500	21.05	912,900	21.05	933,400
Shift Differential	-	34,300	-	21,600	-	21,600
Overtime	-	50,300	-	53,000	-	54,100
Retirement Incentive Program	-	6,700	-	-	-	-
Benefits	-	369,100	-	416,600	-	442,100
Vacancy Factor	-	(11,100)	-	(16,600)	-	(17,100)
Total before amendment	24.05	1,485,500	24.05	1,535,300	24.05	1,587,500
Amendment:						
Bus Driver (2)	-	-	1.84	77,300	1.84	79,900
Benefits	-	-	-	27,600	-	29,200
Total after amendment	24.05	1,485,500	25.89	1,640,200	25.89	1,696,600
Maintenance:						
Auto Shop Foreman	1.00	58,900	1.00	50,400	1.00	52,300
Auto Mechanic II	2.00	89,800	2.00	97,400	2.00	98,300
Auto Mechanic I	2.00	72,000	2.00	79,100	2.00	80,700
Auto Mechanic Helper II	1.00	33,700	1.00	32,000	1.00	33,200
Overtime	-	12,500	-	10,300	-	10,300
Benefits	-	90,300	-	101,400	-	107,500
Vacancy Factor	-	(3,100)	-	(3,700)	-	(3,800)
Total	6.00	354,100	6.00	366,900	6.00	378,500
Total Budget	32.05	\$ 2,015,800	33.89	\$ 2,205,000	33.89	\$ 2,277,400

(1) One Bus Driver is to be reclassified as a Lead Bus Driver.

(2) The amendment is to correct a budgeting situation for Transit that will more closely resemble actual results in the Personnel Services charges.

NOTES

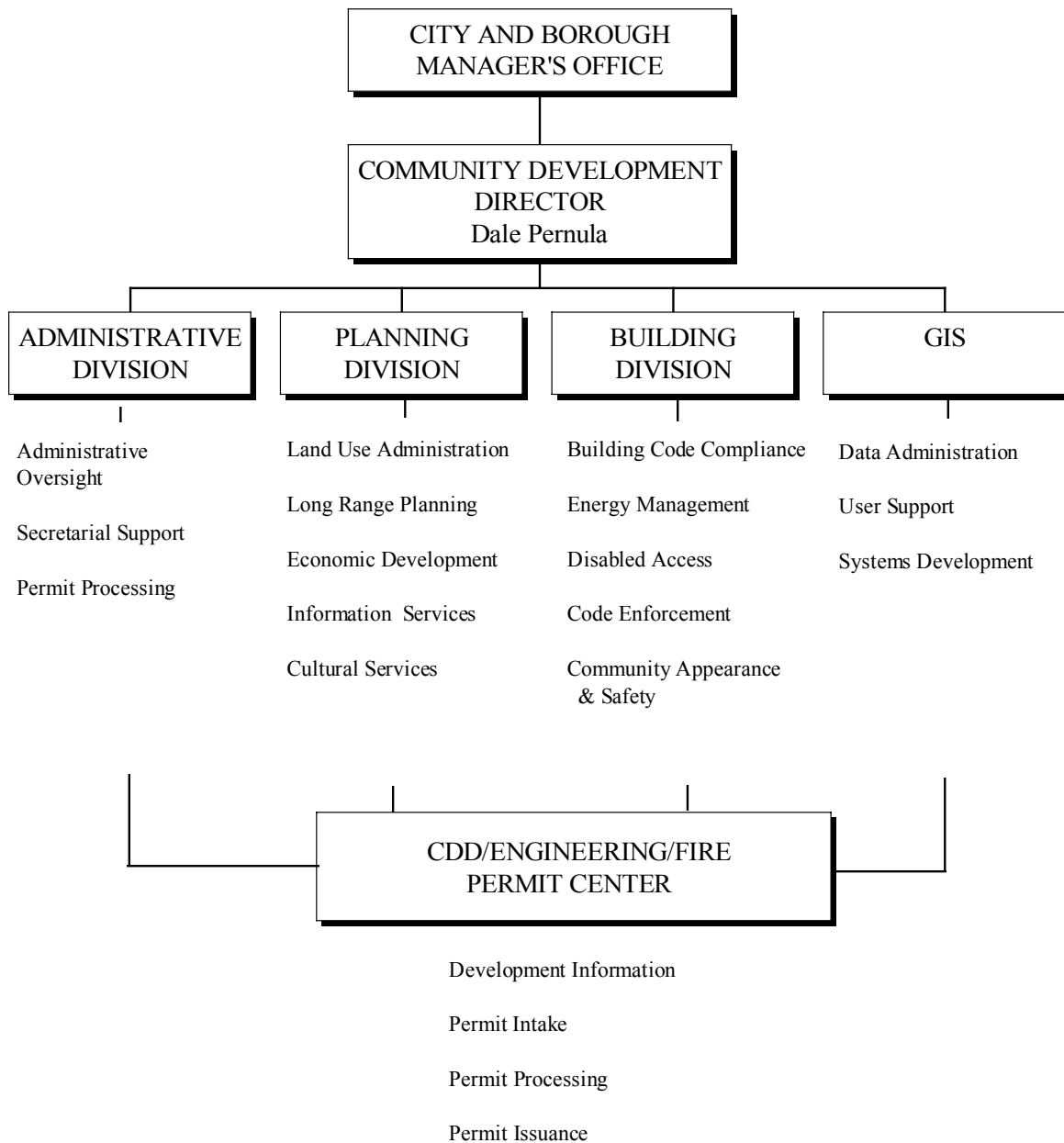
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COMMUNITY DEVELOPMENT DEPARTMENT

MISSION STATEMENT

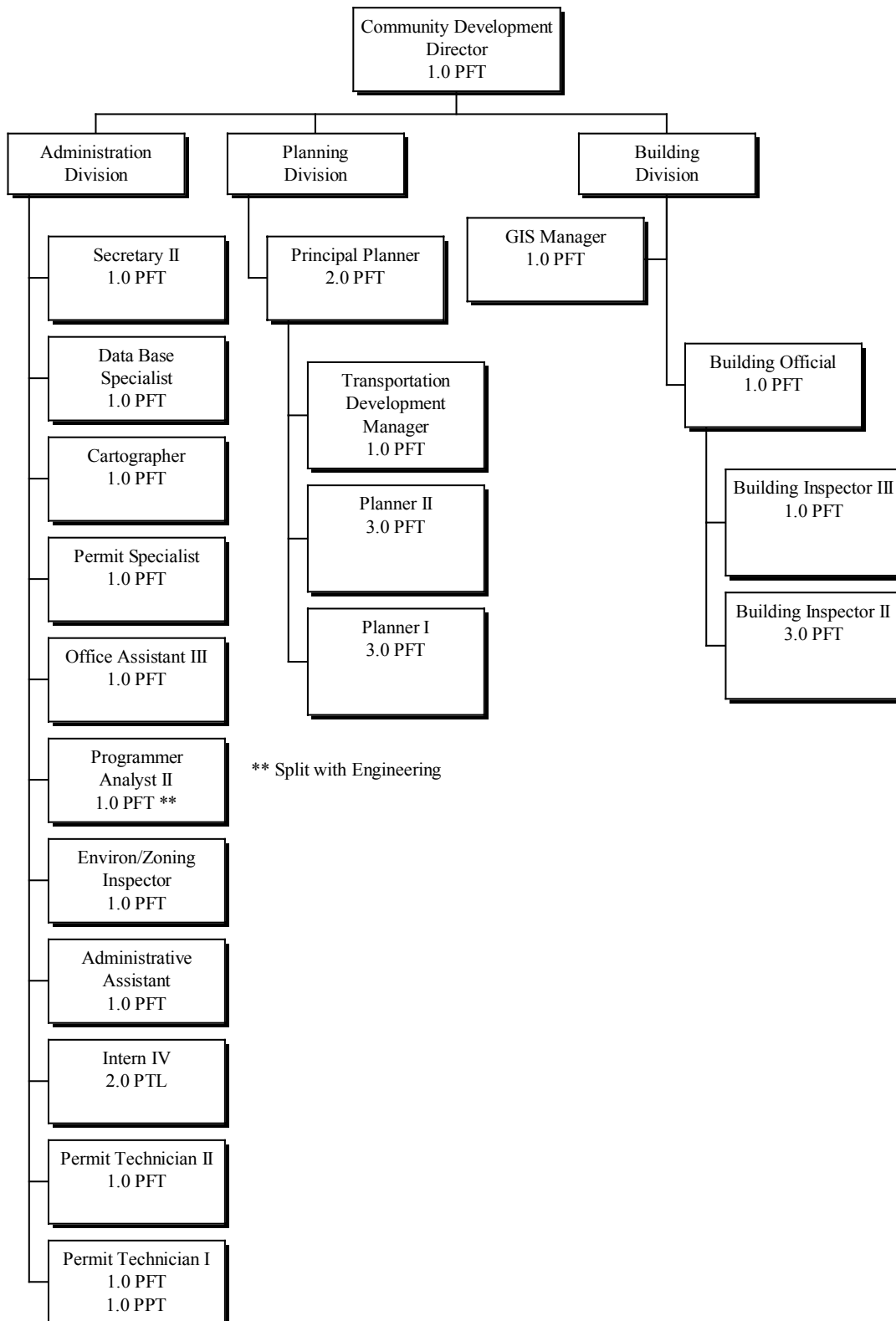
Our mission is to help Juneau become the city it wants to be. We listen to Juneau's citizens and respond to their changing needs and expectations. We respond to our customers seeking information, building or development permits with open, friendly, cost efficient, and effective service. We are viewed more and more as problem solvers and facilitators instead of regulators and enforcers. Our conduct reflects the highest of ethical and professional standards.

FUNCTIONAL ORGANIZATION CHART



COMMUNITY DEVELOPMENT DEPARTMENT

STAFFING ORGANIZATION CHART



See Employment Status in Glossary for definitions of PFT, PPT, PTL and PS

COMMUNITY DEVELOPMENT DEPARTMENT

OVERVIEW

		FY02		FY03	FY04
	FY01 Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
EXPENDITURES:					
Personnel Services	\$ 1,491,300	1,713,600	1,455,200	1,800,200	1,861,100
Commodities & Services	441,700	502,000	524,600	456,800	460,000
Capital Outlay	18,800	-	-	5,000	8,000
Total Expenditures	\$ 1,951,800	2,215,600	1,979,800	2,262,000	2,329,100
FUNDING SOURCES:					
Building Permit Fees	\$ 495,400	450,000	650,000	440,000	440,000
Permit Fees for Land Use Action	46,400	55,000	40,000	40,000	40,000
State Grants	47,300	99,000	91,400	43,400	40,000
Other Revenue	2,000	14,400	2,200	14,200	14,200
General Fund	1,360,700	1,597,200	1,196,200	1,724,400	1,794,900
Total Funding Sources	\$ 1,951,800	2,215,600	1,979,800	2,262,000	2,329,100
STAFFING	25.83	26.40	26.40	26.40	26.40
FUND BALANCE	N/A	N/A	N/A	N/A	N/A

The Community Development Department is a component of the General Fund. See the General Fund fund balance in the "Changes in Fund Balances" schedule.

BUDGET HIGHLIGHT

The Community Development Department FY03 Adopted Budget represents an increase of \$46,400 (2.1%) from the FY02 Amended Budget. The FY04 Approved Budget is \$67,100 (3.0%) greater than the FY03 Adopted Budget

The significant budgetary changes include:

FY03

- Personnel services increased \$86,600 to reflect negotiated changes in the wage rate and increases in the health care costs.
- Training increased \$28,400 due to full staffing of department with several new employees and prior deferral of training.
- Insurance charges increased \$34,200 due to higher premium cost for all insurance coverage.
- Transfer of junk car disposal program to Police Department (\$28,500) and bear education and control program to Emergency Service/Public Information Department (\$8,000) decrease contractual services by \$36,500.
- Grant expenses decreased \$62,600 due to completion of current grants. Likewise, grant revenue decreased \$55,600.
- Permit fee revenue decreased \$25,000 due to weak market for new construction.

FY04

- Personnel services increased \$60,900 due to step increases and increases in health care costs.

COMMUNITY DEVELOPMENT DEPARTMENT

PROGRAM DESCRIPTION

Administration

Provides oversight, support and administration of all CDD activities. Provides overall supervision, evaluation, and developmental training for CDD. Includes Information Services with GIS, Code Enforcement and Permit Processing.

Support Services

Provides support of all CDD activities. Provides the Planning Commission and other boards with the information and staff support needed to operate successfully, including preparation and maintenance of the Commission and Boards' minutes and records. Provides administrative support services including clerical, records management, reception, counter work, communications, public information, advertising, and archiving for the Community Development Department and the Juneau Permit Center. The section coordinates the preparation of the Department's budget; monitors expenditures for a number of grants, contractors, operating projects and/or CIP's; and handles all purchasing, travel/training requests, cash handling and personnel actions.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Number of Permits Applications Received	1,537	1,500	1,550	1,600
Ordinances/Resolutions Adopted	-	4	5	5
Number Items Advertised	81	77	80	85
Number Packets Produced and Delivered	38	35	38	40

Information Services

Provides general information and generates special purpose information products. Includes GIS, cartographic services and database management. Develops CBJ population estimates for revenue sharing and planning purposes, conduct vacancy survey. Updates/maintains Permit*Plan (PP) and other databases to provide accurate information. Produces maps for CDD, other departments, and public. (See separate GIS descriptions below)

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
New Parcel code Numbers Assigned	97	96	100	100
Specialized Maps Produced for Other Depts.	25	22	22	22
Number "Red Public Notice Signs" Produced	59	65	65	65
# Deeds Processed	1,347	1,261	1,300	1,300
# Addresses Assigned	103	90	90	90

Geographic Information Systems

Provide centralized management of the GIS program. Coordinates GIS activities among departments to reduce redundant geographic and tabular data entry, storage and maintenance, and to identify projects serving multiple departments. Coordinates GIS data acquisition and projects with State and Federal agencies. Provides support and training to citywide staff on use of GIS system and its applications (database and software). Provides technical assistance to departments in the development of GIS applications and systems. This may include building new applications, developing databases, or assisting department staff in the analysis of needs, contracting, testing, implementation, and documentation of new GIS applications. The GIS program also provides support for CBJ projects requiring spatial and other data analyses.

COMMUNITY DEVELOPMENT DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
GIS Management & Tech Team Meetings	4	6	6	6
Departmental Consultations and Project Coordination	16	16	14	14
Inter-Agency Consultations and Project Coordination	9	6	6	6
Training and Demonstrations	2	2	2	2
GIS Special Projects	2	4	4	4
New Applications Requested and Researched	2	2	2	2
Contracts Awarded and Amended	3	2	2	2
New Applications Developed	4	2	2	2

Code Enforcement

Inspection and enforcement actions to assure compliance with the Building Code, Land Use Code and related public nuisance codes. The section is also charged with assuring that land in Juneau is kept to a community-established level of orderliness and beauty by providing zoning code enforcement, junk car and litter enforcement.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Land Use Code Cases	136	100	100	100
Land Use Code Violation Notices	44	50	75	75
Land Use Code Compliance Orders Issued	4	7	15	15
Building Code Cases	14	20	40	40
Building Code Violation Notices	11	15	25	25
Building Official Notices & Orders	2	2	5	5
Cases Referred to Law Dept.	1	3	5	5
Complaints Received (call, letters)	500	500	500	500
Site Visits	400	350	450	450
Code Amendments Prepared	1	2	2	2

Community Appearance and Safety

Coordinate the various public and private litter and junk cleanup efforts in the CBJ. Issue litter warning, and citations. Manage abandoned/junk vehicle and heavy metal disposal program. For FY03, the management of the abandoned /junk vehicle program will be transferred to the Juneau Police Department (JPD).

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Garbage Red Tag Warnings	50	100	100	100
Garbage/Litter Citations	2	5	10	10
Street/Sidewalk Obstructions	5	5	5	5
Litter Cases	45	45	50	50
Junkyard Cases	4	10	10	10
Clean/Lien Cases	1	2	3	3
# Abandoned Autos Towed	200	200	-	-
# Litter-related meetings/events attended	8	10	10	10

COMMUNITY DEVELOPMENT DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

Permit Processing

Provides “one stop” permitting by co-location of Planning, Building, General Engineering, and portions of Fire functions. Provides common reception and intake. Screens applications, provides information to walk-ins, and issues permits.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
# Walk-in Customers	4470	3000	3000	3000
Preapplication Meetings Held	19	20	20	20
# Over Counter Permits Issued	306	310	320	330
# Presentations to Groups on Permit Center	1	1	2	2
# Certificates of Occupancy	118	135	145	145

Planning Division

The Planning Division is responsible for land use permitting, long range planning, transportation planning, historic preservation activities, economic development and capital improvement project review.

Land Use Permitting

Administer Title 49, the Land Use Code, including zoning, subdivision, coastal management, flood plain, historic district, and a variety of special use and special area regulations including mining. As a part of the Juneau Permit Center, review of building permit applications and administration of applications for permits issued by CDD, and the Planning Commission. Provide consultations for applicants. Prepare code and land use map amendments and special ordinances. Prepare and present reports for decision-making bodies.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Allowable Use Permits	15	13	17	19
Conditional Use Permits	47	35	40	45
Departmental Approval Use Permits	1	5	10	20
Plats and Subdivisions	51	35	40	45
Zone Changes	3	2	4	5
Variances	37	30	35	40
Street Vacations	3	3	3	3
State Project Reviews	3	3	3	3
City Project Reviews	9	8	10	12
Historic District Reviews	2	2	4	5
Mine Permits	1	-	1	1
Coastal Consistency Reviews	-	32	40	44
Local Wetland Permits Issued	1	3	3	3
Major Code Amendments Sent to Law	-	3	3	3
Sign Applications	9	6	8	10
# COE Pre-construction Notices Reviewed	48	45	50	55

COMMUNITY DEVELOPMENT DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

Long Range Planning

Update and maintain the Comprehensive Plan. Assist in Capital Improvement Project (CIP) preparations. Assist in preparing and executing Land Management Plan. Assist in preparation of Transportation and Tourism Plans.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<i>Workload Indicators</i>	<i>Actuals</i>	<i>Projected</i>	<i>Adopted Budget</i>	<i>Approved Budget</i>
# Comp Plan Update/Review	1	1	-	1
# Comp Plan Major Implementation	1	1	1	2
# Planning Projects/Studies	4	5	8	8

Economic Development

Provide support for public and private sector joint venture projects. Develop or assist others in development of grant proposals in support of economic development.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<i>Workload Indicators</i>	<i>Actuals</i>	<i>Projected</i>	<i>Adopted Budget</i>	<i>Approved Budget</i>
# REDI Applications Forwarded to State	-	1	1	1
# Economic Development Projects	1	1	1	1
CDBG Proposals Received for Review	1	-	1	-

Historic Preservation

Collect data on historic sites and buildings. Prepare national historic register nominations. Implement Certified Local Government (CLG) Program. Implement Historic Resources Preservation Plan. Coordinate with State and Federal Agencies on Section 106 (of National Historic Preservation Act) reviews. Review impacts of projects on historic resources. Staff support for Historic Resources Advisory Committee.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<i>Workload Indicators</i>	<i>Actuals</i>	<i>Projected</i>	<i>Adopted Budget</i>	<i>Approved Budget</i>
# Section 106 Reviews	1	-	1	1
# Impact reviews, Historic Resources	2	4	6	6
Grant Applications Prepared	2	2	2	2
Complete Grant Projects	1	2	2	2
# Meetings Historic Resources Advisory Committee	6	10	12	12
National Register Nomination Review	2	-	1	1

Building Division

The Building Division is charged with assuring an established level of building safety and health for the public who purchase, own, build or use buildings and other structures in Juneau. Many of the responsibilities of the Building Division fall within the overview of the Juneau Permit Center.

Building Code Compliance

Administer Title 19, the Building Code, including the building, plumbing, mechanical, electrical, thermal, housing, dangerous building and some aspects of the fire code. Provide staff consultations for permit applicants. Review plans and perform inspections as required by the CBJ code. Review new code editions, recommend local adoption changes. Staff the Assembly's Building Code Advisory Committee in their review of new code editions, adoption and code modification ordinance drafting and hearing process. Staff the Building Code Board of Appeals, which hears appeals of decisions of the building official and fire chief. Assist/educate public on content, intent and compliance with building codes.

COMMUNITY DEVELOPMENT DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Building Permits Issued	753	730	740	750
Housing Units Added	114	108	110	120
Grading Permits	49	36	35	40
Inspections Performed	6,548	6,500	6,550	6,600
Projects Finalized	420	400	470	480
Valuation of Permits	53,008,870	56,000,000	53,000,000	55,000,000
Appeals to Building Board	1	-	1	1
Building Code Modifications	38	40	45	45
Avg plan review to 1 st notification – Residential	13	12	9	9
Avg plan review to 1 st notification – Commercial	25	22	18	18

Disabled Access

Assures disabled access by providing expertise on accessibility issues, maintains and updates CIP list for accessibility improvements, provides staff participation in and support of the ADA Staff Committee and ADA Citizens Committee. Respond to citizen complaints and maintain a log of how complaints are resolved. Responds to ADA questions from the public by providing handouts, information and referrals to other sources.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
# Accessibility Meetings	20	20	20	10
# Consultations/Referrals	48	36	36	30
# Complaints	8	5	5	5

FY03 & FY04 GOALS AND OBJECTIVES

Administration

Geographic Information Systems

GOAL

MAINTAIN AND IMPROVE THE CBJ'S ELECTRONIC BASEMAPS.

The CBJ/GIS program maintains a set of electronic basemaps that are the foundation of spatial queries and cartographic efforts within the CBJ. Accurate electronic basemaps are critical for correctly determining affected areas and properties for proposed and ongoing activities within the CBJ, leveraging the GIS efforts of other agencies, coordinating the efforts of engineers, surveyors, and other vendors under contract with the CBJ and providing useful and timely information to the public.

Objectives

	<i>Projected Completion Date</i>
Coordinate GIS activities with other agencies	Ongoing
Acquire digital aerial photography on demand for CBJ projects	Ongoing
Acquire GPS control points for aerial photography and other ground control	Ongoing
Improve accuracy of CBJ's electronic map of property lines	Ongoing

COMMUNITY DEVELOPMENT DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Key Measures</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Formal Inter-Agency GIS meetings and contacts	4	8	8	8
Electronic basemaps acquired / updated from other agencies	2	4	4	4
Aerial digital photographic images acquired and processed	48	5,000	5,000	5,000
GPS survey grade control points acquired	-	10	30	30
GPS cartographic grade control points acquired	-	30	50	50
New plats processed and scanned	40	50	50	50
Plats scanned from inventory	1,500	250	250	-
Inventory plat scans processed into GIS	-	500	1,000	-

GOAL

DEVELOP AND INTEGRATE THE CBJ'S DATABASES THAT HAVE A GIS COMPONENT.

A well-designed and implemented GIS program integrates electronic maps with electronic databases. Departments in the CBJ maintain their operating data in a variety of formats; the purpose of this goal is to assist departments make existing data sets available within a GIS context.

	<i>Projected Completion Date</i>
<u>Objectives</u>	
Integrate CBJ departmental databases with GIS	Ongoing
Facilitate maintenance of CBJ departmental database attributes, as related to GIS	Ongoing

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Key Measures</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Database Integration Meetings	2	3	4	4
New CBJ databases integrated with GIS	-	2	4	4
New attributes maintained within the CBJ / GIS database	5	12	12	12

GOAL

UTILIZE THE CBJ'S GIS IN SPECIAL PROJECTS.

The CBJ's GIS provides a database and mapping system for coordinating and focusing a variety of special analyses and projects – examples have included Census 2000 analyses, topographic and viewshed work, demographic analyses for helicopter flight paths, GPS projects for ground control, and online electronic document retrieval. Many additional special projects have been proposed, ranging from emergency (E911) development, hazard and flood zone mapping, planimetric mapping (building footprints, road system, and so forth), vegetation typing and wetlands classification, cadastral level mapping of property lines, intranet and internet deployment of the CBJ's GIS, and others.

	<i>Projected Completion Date</i>
<u>Objectives</u>	
Review proposals for GIS special projects.	Ongoing
Coordinate and conduct GIS analyses for special projects.	Ongoing

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Key Measures</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
GIS special projects – reviewed.	5	4	4	4
GIS special projects – conducted.	2	3	4	4
GIS special projects – with long-term implementations.	-	2	4	4

COMMUNITY DEVELOPMENT DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

Code Enforcement

GOAL

IMPROVE TIMELINESS OF BUILDING AND ZONING CODE ENFORCEMENT.

<u>Objectives</u>	<i>Projected Completion Date</i>
Develop a ticket/fine process for enforcement of use permit conditions and land use code violations	07/02
Improve format of code enforcement related permitting software features and use to track all enforcement activities including reminders for follow-up.	09/02
Develop policy/procedures manual for code enforcement.	12/03

<u>Key Measures</u>	<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
Code amendment to establish ticket/fine process	-	-	1	-

GOAL

PREVENT VIOLATIONS BY INCREASING PUBLIC AWARENESS OF CODES AFFECTING FREQUENT VIOLATIONS.

<u>Objectives</u>	<i>Projected Completion Date</i>
Notify downtown businesses and residents about street and sidewalk obstruction, sign and litter regulations and requirements.	10/02
Add code enforcement information to CDD web page	08/02
Attend neighborhood association meetings and other public participation forums.	10/02

<u>Key Measures</u>	<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
# of handouts delivered in downtown area re: street and sidewalk obstructions	50	80	80	80
# neighborhood association meetings or other public meetings attended.	2	4	5	5
CBJ web page created for code enforcement	-	-	75%	100%

Planning Division

GOAL

SUPPORT AND IMPROVE JUNEAU AS A LIVABLE COMMUNITY, WHERE DEVELOPMENT AND PLANNING EFFORTS REFLECTS NEEDS AND VALUES OF CURRENT CITIZENS AND CONSIDERS THE NEEDS OF FUTURE GENERATIONS.

<u>Objectives</u>	<i>Projected Completion Date</i>
Coordinate land use code and engineering standard changes which are identified in Transportation Plan as necessary to create a multi-modal transportation system.	01/03
Coordinate planning efforts above so each builds on the other.	Ongoing
Through education and networking, work to preserve and safeguard natural resources which are protected in land use code.	Ongoing
Continue to develop information such as population estimate, housing vacancy, and land base.	Ongoing

COMMUNITY DEVELOPMENT DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

<u>Key Measures</u>	<u>FY01 Actuals</u>	<u>FY02 Projected</u>	<u>FY03 Adopted Budget</u>	<u>FY04 Approved Budget</u>
% of code revisions implemented per Transportation Plan recommendations	-	50%	50%	-
Observable link between plans	-	1	1	1
# of presentations or interagency meetings regarding actions to protect identified natural resources.	-	10	10	10

GOAL

ESTABLISH EFFECTIVE WAYS TO PROVIDE INFORMATION, TO COMMUNICATE WITH AND TO LISTEN TO JUNEAU CITIZENS.

<u>Objectives</u>	<u>Projected Completion Date</u>
Develop interactive web site where individuals may comment on both specific projects and planning Activities, and may complete application forms.	01/04
Consider ways to augment the traditional property owner notice.	01/03
Provide speakers to address classes, groups	Ongoing
Promote dialogue on legislative or contentious permitting issues.	Ongoing
Provide media with up-to-date information on CDD activities	Ongoing

<u>Key Measures</u>	<u>FY01 Actuals</u>	<u>FY02 Projected</u>	<u>FY03 Adopted Budget</u>	<u>FY04 Approved Budget</u>
Web presence	-	25%	50%	100%
# of presentations	2	4	4	4
# of CDD sponsored "problem solving" meetings	-	2	4	4

GOAL

PROJECT TO ESTABLISH A NEW LEVEL OF CUSTOMER SERVICE TO BE PROVIDED BY PLANNING STAFF.

<u>Objectives</u>	<u>Projected Completion Date</u>
Provide staff training in the area of customer service	7/03
Provide prompt, comprehensive reviews of all service inquiries and submittals to the department	9/03
Organize staff into planning groups or teams providing specialized services such as environmental planning, transportation planning, downtown planning and comprehensive planning	7/02
Establish a CDD procedure for reviewing land use permit plans including assignment of complex projects to review "teams".	09/02

<u>Key Measures</u>	<u>FY01 Actuals</u>	<u>FY02 Projected</u>	<u>FY03 Adopted Budget</u>	<u>FY04 Approved Budget</u>
Staff training workshops	-	-	1	1
Establishment of special areas of interest review teams (environmental, downtown, transportation, etc.)	-	-	1	-
Establish CDD policy to enhance review process	-	-	-	1

COMMUNITY DEVELOPMENT DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

GOAL

CONTRIBUTE TO ECONOMIC VIABILITY OF JUNEAU.

Objectives

	<i>Projected Completion Date</i>
Implement recommendations of parking plan within CDD sphere including fee-in-lieu of parking.	06/04
Preserve character of historic district: review historic district guidelines and make up of Historic Resource Advisory Committee.	09/02
Amend mixed use zoning requirements to include incentives for mixed use developments.	07/03
Recommend new zoning as necessary to address shortfalls in buildable land.	06/04

	<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
<u>Key Measures</u>				
Fee-in-lieu ordinance prepared	-	-	1	-
# of other parking implementing actions	-	-	-	1
Amendment of HRAC make-up	-	-	1	-
Mixed-Use amendment	-	-	-	1

GOAL

INCREASE EFFICIENCY AND STREAMLINE LAND USE AUTHORIZATIONS.

Objectives

	<i>Projected Completion Date</i>
Establish Code Interpretation Manual available to staff and public on-line.	12/02
In general, work toward simplifying the zoning code through reorganization and the following:	
• Increase in-house authorizations of non-contentious land uses with adjacent property owner notice.	12/02
• allow for minor modifications of existing permits	12/02
• allow in-house approval of minor variances with notice to neighbors.	06/03

	<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
<u>Key Measures</u>				
In-house approval code amendment including provisions related to allowable uses	-	-	1	-
Minor modification amendment	-	-	1	-
In-house variance amendment	-	-	-	1
Code interpretation manual available	-	-	1	-
Code interpretation manual available on line	-	-	-	1
Zoning code reorganization and simplification amendment	-	-	-	1

COMMUNITY DEVELOPMENT DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

Building Division

GOAL

MAKE INFORMATION READILY AVAILABLE TO THE PUBLIC TO REDUCE STAFF TIME REQUIRED FOR CONSULTATIONS.

<u>Objectives</u>	<i>Projected Completion Date</i>			
Develop our Internet presence with "handouts", forms and data available online.				12/02
Distribute instructions on using the library or home computers for the public access of our Internet site.				09/02
Collect data and forms over the Internet.				06/04
<u>Key Measures</u>	<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
# of forms available on Internet	-	8	12	15
# of handouts available on Internet	-	5	15	25
# of statistical reports on Internet	-	3	5	10
# of forms collecting data from Internet	1	1	1	5

GOAL

UPDATE TITLE 19, BUILDING REGULATIONS, TO KEEP CURRENT WITH LATEST CHANGES IN THE PUBLISHED MODEL BUILDING CODES.

<u>Objectives</u>	<i>Projected Completion Date</i>			
Assist Building Code Advisory Committee in proposing ordinance for adoption of the 2003 International Building Code series of model codes to coincide with State adoption.				02/04
<u>Key Measures</u>	<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
Number codes reviewed	3	5	3	6

COMMUNITY DEVELOPMENT DEPARTMENT

EXPENDITURES

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
PROGRAMS:					
Administration:					
Personnel Services	\$ 429,400	520,200	351,400	762,900	790,300
Commodities & Services	220,000	218,800	224,300	305,100	310,700
Capital Outlay	18,800	-	-	5,000	8,000
Total	668,200	739,000	575,700	1,073,000	1,109,000
Planning:					
Personnel Services	610,000	726,200	649,500	620,800	646,800
Commodities & Services	77,000	128,800	120,500	82,500	79,100
Total	687,000	855,000	770,000	703,300	725,900
Building:					
Personnel Services	451,900	467,200	454,300	416,500	424,000
Commodities & Services	144,700	154,400	179,800	69,200	70,200
Total	596,600	621,600	634,100	485,700	494,200
Total Expenditures	\$ 1,951,800	2,215,600	1,979,800	2,262,000	2,329,100

FUNDING SOURCES

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
CLASSIFICATIONS:					
Building Permit Fees	\$ 495,400	450,000	650,000	440,000	440,000
Permit Fees for Land Use Action	46,400	55,000	40,000	40,000	40,000
State Grants	47,300	99,000	91,400	43,400	40,000
Other Revenue	2,000	14,400	2,200	14,200	14,200
General Fund	1,360,700	1,597,200	1,196,200	1,724,400	1,794,900
Total Funding Sources	\$ 1,951,800	2,215,600	1,979,800	2,262,000	2,329,100

COMMUNITY DEVELOPMENT DEPARTMENT

STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	<u>No.</u> <u>Pos.</u>	<u>Salary & Benefits Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary & Benefits Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary & Benefits Budget</u>
CLASS TITLE:						
Administration:						
Director	1.00	\$ 78,900	1.00	\$ 78,600	1.00	\$ 81,500
Database Specialist	1.00	50,000	1.00	54,600	1.00	55,200
Programmer Analyst II (3)	1.00	59,200	1.40	82,100	1.40	84,200
Information Systems Specialist (3)	0.40	20,000	-	-	-	-
Environment/Zoning Inspector (1)	-	-	1.00	49,300	1.00	51,100
Permit Specialist (1)	-	-	1.00	55,800	1.00	56,400
Cartographer (1)	-	-	1.00	51,500	1.00	51,700
Administrative Assistant I	1.00	37,500	1.00	39,000	1.00	40,400
Secretary II	1.00	31,100	1.00	32,500	1.00	33,700
Clerk Typist II (2)	0.50	13,600	-	-	-	-
Clerk Typist III (3)	3.50	95,700	-	-	-	-
Permit Technician II (3)	-	-	1.00	34,400	1.00	35,700
Permit Technician I(3)	-	-	1.50	44,600	1.50	46,300
Office Assistant III (3)	-	-	1.00	28,100	1.00	29,200
Intern IV (4)	-	-	0.50	11,800	0.50	11,800
Overtime	-	3,400	-	4,200	-	4,300
Benefits	-	136,100	-	204,100	-	216,800
Vacancy Factor	-	(5,300)	-	(7,700)	-	(8,000)
Total before amendment	9.40	520,200	12.40	762,900	12.40	790,300
Amendment:						
Clerk Typist II (2)	(0.50)	-	-	-	-	-
Intern IV	0.50	-	-	-	-	-
Total after amendment	9.40	520,200	12.40	762,900	12.40	790,300
Planning:						
Planning Supervisor	2.00	130,300	2.00	130,300	2.00	133,900
Transportation Development Mgr	1.00	47,400	1.00	56,300	1.00	58,400
Planner II	2.83	141,500	3.00	142,700	3.00	148,100
Planner I	3.00	123,000	3.00	123,700	3.00	128,200
Permit Specialist	1.00	54,000	-	-	-	-
Cartographer	1.00	50,000	-	-	-	-
Overtime	-	12,700	-	12,600	-	12,900
Benefits	-	174,600	-	161,500	-	171,800
Vacancy Factor	-	(7,300)	-	(6,300)	-	(6,500)
Total before amendment	10.83	726,200	9.00	620,800	9.00	646,800
Amendment:						
Planner II	0.17	-	-	-	-	-
Total after amendment	11.00	726,200	9.00	620,800	9.00	646,800

COMMUNITY DEVELOPMENT DEPARTMENT

	FY02 Amended		FY03 Adopted		FY04 Approved	
	<u>No. Pos.</u>	<u>Salary & Benefits Budget</u>	<u>No. Pos.</u>	<u>Salary & Benefits Budget</u>	<u>No. Pos.</u>	<u>Salary & Benefits Budget</u>
CLASS TITLE:						
Building:						
Building Official	1.00	69,300	1.00	71,400	1.00	71,600
Inspector II	3.00	177,700	3.00	174,000	3.00	176,300
Inspector III	1.00	65,100	1.00	66,800	1.00	67,100
Environment/Zoning Inspector (1)	1.00	46,500	-	-	-	-
Overtime	-	8,400	-	8,000	-	8,000
Benefits	-	104,900	-	100,500	-	105,300
Vacancy Factor	-	(4,700)	-	(4,200)	-	(4,300)
Total	<u>6.00</u>	<u>467,200</u>	<u>5.00</u>	<u>416,500</u>	<u>5.00</u>	<u>424,000</u>
Total Budget	<u>26.40</u>	<u>\$ 1,713,600</u>	<u>26.40</u>	<u>\$ 1,800,200</u>	<u>26.40</u>	<u>\$ 1,861,100</u>

(1) The Permit Specialist and Cartographer were previously budgeted in the Planning Division and the Environment/Zoning Inspector was previously budgeted in the Building Division for FY02. For FY03/04, these positions are being transferred to the Administration Division.

(2) The Clerk Typist II position was shared with Engineering. Due to changing personnel and departmental needs, this position is no longer being utilized by Community Development.

(3) Clerk Typist III positions were reclassified to Permit Technician and Office Assistant positions. Information Systems Specialist was reclassified to Programmer Analyst II.

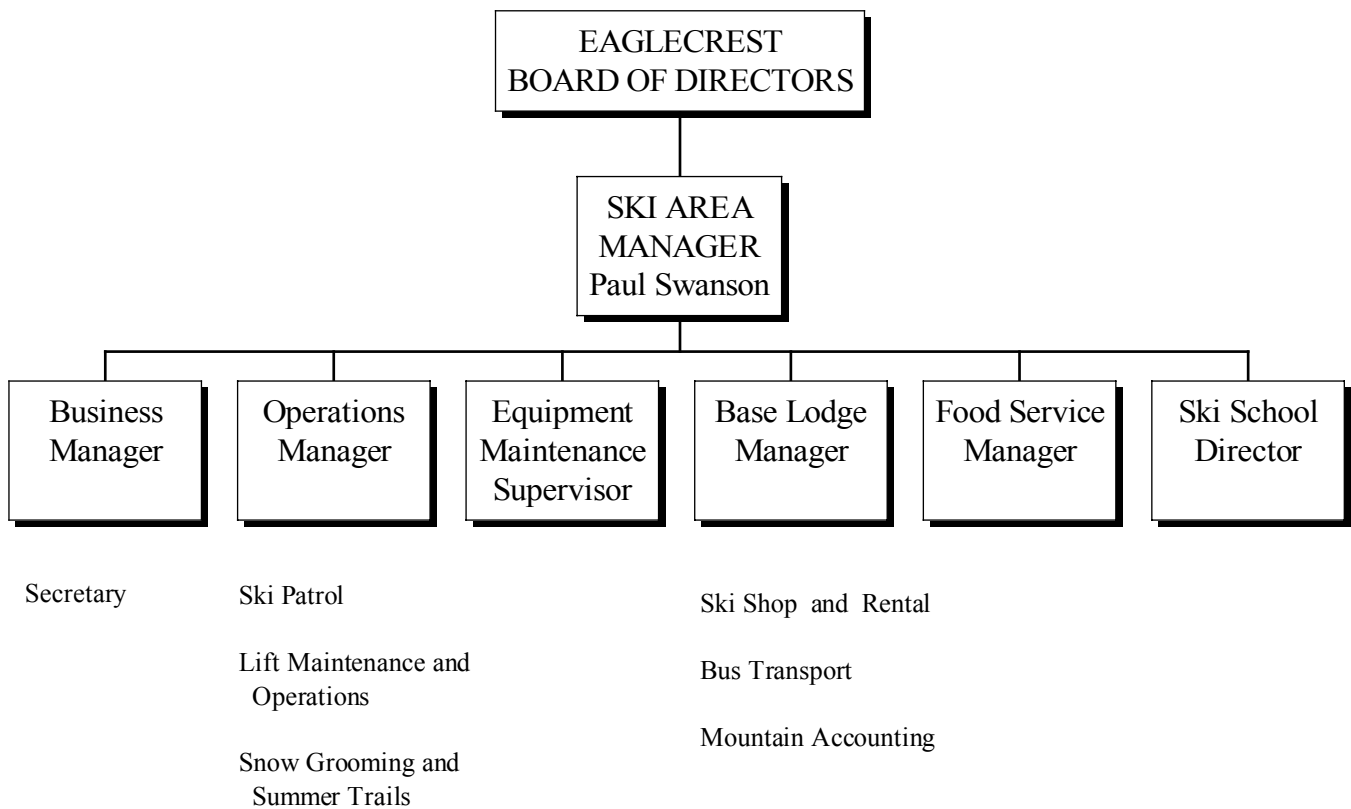
(4) Intern IV positions were previously employed and budgeted on contractual basis through University of Alaska Southeast.

EAGLECREST

MISSION STATEMENT

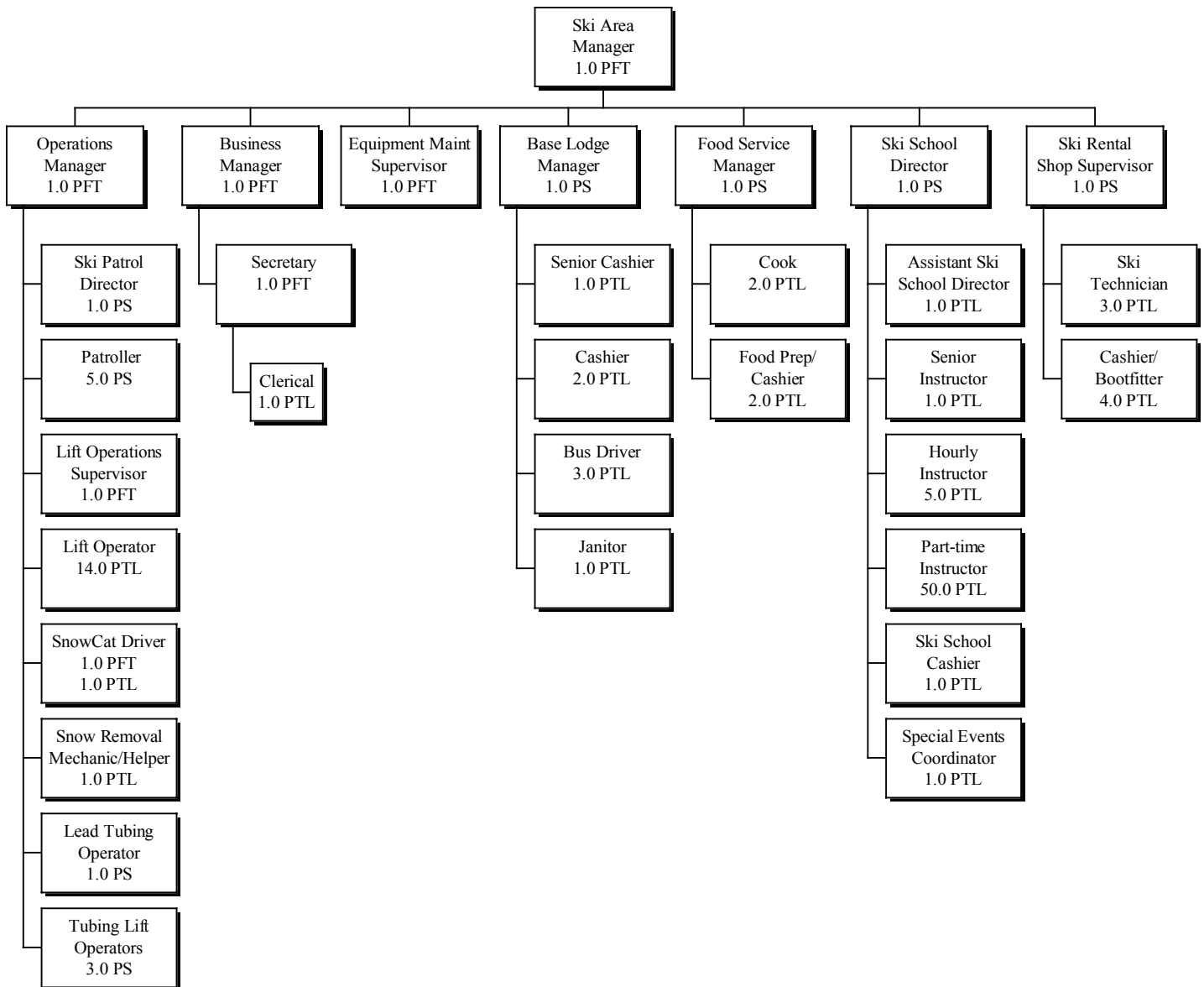
The goal of Eaglecrest Ski Area is to enhance Juneau, the capital city of Alaska, by offering year round recreation. Eaglecrest is responsible for providing affordable recreation including downhill skiing, snowboarding, nordic skiing, snow tubing and other snow activities. By offering our guests the opportunity to participate and learn outdoor winter activities, with a special emphasis on youth and families, Eaglecrest contributes to the quality of life in Juneau and Southeast Alaska.

FUNCTIONAL ORGANIZATION CHART



EAGLECREST

STAFFING ORGANIZATION CHART



See Employment Status in Glossary for definitions of
PFT, PPT, PTL and PS

EAGLECREST

OVERVIEW

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
EXPENDITURES:					
Personnel Services	\$ 754,300	944,500	897,600	1,038,800	1,047,000
Commodities and Services	550,200	567,100	513,300	629,800	635,300
Capital Outlay	-	9,000	2,500	9,700	9,700
Reserve Contribution	60,000	60,000	60,000	50,000	50,000
Total Expenditures	1,364,500	1,580,600	1,473,400	1,728,300	1,742,000
FUNDING SOURCES:					
User Fees and Permits	549,400	681,900	667,500	979,300	979,300
Rentals	110,400	137,100	148,300	179,000	179,000
Sales	113,000	176,800	193,300	221,800	221,800
Support from:					
Roaded Service Area	25,000	25,000	25,000	25,000	25,000
General Fund	333,100	333,100	333,100	363,100	363,100
Fund Balance (To) From	233,600	226,700	106,200	(39,900)	(26,200)
Total Funding Sources	\$ 1,364,500	1,580,600	1,473,400	1,728,300	1,742,000
STAFFING	32.95	33.71	33.71	33.58	33.53
FUND BALANCE	\$ 111,400	(115,300)	5,200	45,100	71,300

BUDGET HIGHLIGHT

The Eaglecrest FY03 Adopted Budget represents an increase of \$147,700 (9.3%) from the FY02 Amended Budget.

The significant budgetary changes include:

FY03

- Personnel Services increased \$94,300 to reflect increased health costs and worker's compensation.
- Insurance expense increased \$17,400 due to higher general liability costs.
- Full-cost allocated expenses increased \$31,700.
- Support from the General Fund increased \$30,000 to help offset the rising health and insurance costs.

FY04

The Eaglecrest FY04 Approved Budget represents an increase of \$13,700 (0.8%) from the FY03 Adopted Budget.

- The FY04 Approved Budget presents no significant budgetary changes from the FY03 Adopted Budget.

EAGLECREST

PROGRAM DESCRIPTION

Administration

The administration division provides overall administration to all other divisions of the ski area, including ski patrol, lift operations, mountain maintenance/vehicle maintenance, lodge operations, ski school, food service, and ski rental shop. This division coordinates and monitors the annual department budget and provides administrative and clerical support. Provides administrative support to the Eaglecrest Board of Directors; personnel and payroll services for approximately 97 seasonal and 8 year round employees; produces brochures, newsletters and other marketing pieces and oversees advertising for internet, radio and television.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Purchase Orders processed	1,300	1,700	1,600	1,600
Personnel Actions processed	118	140	120	120
Board meetings staffed	12	12	12	12
Board committee meetings staffed	37	25	20	20
Capital Improvement Projects managed	4	3	3	4
Customer newsletters published	6	6	6	6

Mountain Operations

Ski Patrol Division

The ski patrol division provides emergency medical services to ski area patrons and staff. The division assesses the avalanche hazard and performs avalanche control work as needed. It is responsible for enforcement of ski area policies regarding closed areas, ski area boundaries and reckless skiers; and for lift evacuation in the event of a mechanical breakdown. The division provides on hill training for the volunteer ski patrol; education to the public regarding the inherent risks of skiing; and marking hazards per the requirements of the Alaska Ski Safety Act of 1994.

Lift Operations Division

The lift operations division is responsible for the operation and maintenance of two double chairlifts, one surface lift and a tubing lift. The division provides staff for customer loading and unloading operations during the ski season. Staff is also responsible for ticket checking and crowd control at entrance to lift loading areas and performs repairs, upgrades and preventive maintenance during the non-winter season.

Mountain Maintenance Division

The mountain maintenance division is responsible for repair and maintenance of all mechanical equipment at the ski area, including: three snowcats, one 4wd all terrain vehicle, one snowmobile, three snowmakers, four diesel generators, one hydroelectric generator, six vehicles, a bulldozer, backhoe, loader and three school buses. The division provides grooming of the ski trails during the graveyard shift in order to provide enjoyable skiing and snowboarding for our patrons and is responsible for snow removal in parking lot areas.

Lodge Operations Division

The lodge operations division is responsible for selling lift tickets, season ski passes and ski lockers as well as providing information to the general public. This division provides maintenance and janitorial services for the day lodge, including four restrooms. The lodge operations divisions coordinates and schedules daily bus transportation; collecting, recording and depositing all mountain revenues and providing financial data to the administration division.

EAGLECREST

PROGRAM DESCRIPTION - CONTINUED

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Days of operation	53	100	101	101
Skier/Snowboarder visits	28,424	44,094	45,000	45,000
Tubing Area visits	2,466	4,481	5,000	5,000

Food Service Division

The food service division provides a diverse menu of food and beverage items to day lodge patrons and staff. Responsible for maintaining health standards and producing a quality product.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Food service revenues	\$99,466	\$154,992	\$170,000	\$170,000

Ski Shop Division

The ski shop division provides alpine, Nordic and snowboard rentals; retail sales of convenience items; ski tuning and ski repair. It is responsible for lost and found items and maintaining rental equipment to ski industry standards. The ski area's overall goal of providing affordable winter recreation for the youth of Juneau is reinforced by keeping prices low for youth equipment rentals.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Customers served	4,679	N/A	7,200	7,200
Alpine ski rentals	3,109	N/A	5,200	5,200
Snowboard rentals	1,436	N/A	1,800	1,800
Performance ski rentals	134	N/A	200	200

Ski and Snowboard School Division

The ski and snowboard school division provides downhill ski, snowboard and nordic ski instruction to a wide variety of patrons. The division coordinates with the Juneau School District for local school ski and snowboard instruction and bus transportation on weekdays; educates the skiing public about safe skiing practices and the inherent risks of skiing, and encourages use of the facility by offering discounted introductory lessons.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Total lessons offered	4,300	N/A	5,300	5,300
Local School lessons offered	2,803	N/A	2,800	2,800
Local School scholarships given	95	100	100	100

EAGLECREST

PROGRAM DESCRIPTION - CONTINUED

Juneau Ski Club Program

The Juneau Ski Club race program is offered as a partnership between the ski area and the Juneau Ski Club, which is primarily a youth oriented ski racing organization. This program promotes good sportsmanship, self-discipline and fitness for youth ages seven through eighteen. Through this program a number of Juneau youth have gone on to become top ranked skiers and snowboarders.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Mitey Mite participants	37	N/A	40	40
Development Team participants	11	N/A	15	15
Junior Race Team participants	31	N/A	40	40
Parent volunteer hours	1,200	N/A	1,500	1,500
Visiting racers hosted	-	250	150	150

Disabled Skiing Program

The disabled skiing program is offered as a partnership between the ski area and ORCA, providing ski and snowboard instruction to youth with disabilities. This program serves skiers with a wide range of developmental and physical disabilities. This program also offers instruction for special needs students as part of the ski school's local school lesson program. This program also provides para-transit transportation to disabled skiers. Through this program one of the participants has gone on to become a top ranked disabled skier.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Lessons to skiers with disabilities	44	N/A	120	120
Volunteer hours	110	N/A	400	400

Special Events

Special events are offered for the general public as recreational opportunities for the development or maintenance of physical and mental well being. Special events are operated internally or in partnership with other outside organizations.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Christmas Eve-Torchlight Parade	45	110	50	50
Women's Clinic	38	35	30	30
Olympic Torch Ceremony/Fireworks	-	150	-	-

EAGLECREST

FY03 & FY04 GOALS AND OBJECTIVES

Administration

GOAL

IT IS THE GOAL OF EAGLECREST SKI AREA TO PROVIDE AFFORDABLE OUTDOOR WINTER RECREATION FOR THE YOUTH OF JUNEAU; OFFERING THEM A HEALTHY OUTLET FOR THEIR BOUNDLESS ENERGY IN THE WINTER WHEN OTHER RECREATIONAL OPPORTUNITIES ARE LIMITED (IN COMPARISON TO THE SUMMER). BY FOCUSING ON YOUTH, WE ALSO HOPE TO BE ABLE TO TAKE ADVANTAGE OF THE TREND IN THE NUMBER OF SCHOOL AGED CHILDREN IN JUNEAU. EXPANDING THE CUSTOMER BASE IS IMPORTANT FOR THE LONG-TERM FINANCIAL VIABILITY OF OUR OPERATIONS.

Objectives

Continue to subsidize the cost of ski and snowboard lessons and bus transportation offered to Juneau local school youth as part of their physical education curriculum.	<i>Projected Completion Date</i>
	Ongoing
Through family ticket pricing and pricing of lesson programs for youth, maintain or increase the number of Juneau youth who ski or snowboard.	
	Ongoing

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<i>Key Measures</i>	<i>Actuals</i>	<i>Projected</i>	<i>Adopted Budget</i>	<i>Approved Budget</i>
Local school students in ski & snowboard lessons	2,803	N/A	2,800	2,800
Percentage of total skier visits by youth	42%	N/A	38%	38%

GOAL

IMPROVE ENERGY EFFICIENCY OF EAGLECREST SKI AREA FACILITIES IN ORDER TO REALIZE COST SAVINGS. MAKE IMPROVEMENTS TO THE FACILITY TO REDUCE ENERGY NEEDS. PROMOTE RECYCLING WHEN POSSIBLE. WE ARE UNIQUE IN THAT DUE TO OUR ISOLATION WE GENERATE OUR OWN ELECTRICITY ONSITE THROUGH DIESEL GENERATORS DURING THE OPERATING SEASON AND A HYDROELECTRIC GENERATOR DURING THE OFF-SEASON. SINCE OUR DIESEL GENERATORS PRODUCE ELECTRICITY IN EXCESS OF OUR REQUIREMENTS, REPLACEMENT OF LIGHT FIXTURES WITH ENERGY EFFICIENT UNITS WOULD HAVE A LIMITED FINANCIAL RETURN. WE TRACK OUR FUEL USAGE VERY INTENTLY, SINCE FUEL IS A SIGNIFICANT COST FOR OUR OPERATIONS. WE CONTINUE OUR FOCUS ON ENERGY MANAGEMENT DURING THE OFF SEASON. EVEN THOUGH THE WATER FOR THE HYDROELECTRIC GENERATOR IS FREE, THERE IS LIMITED STORAGE CAPACITY.

Objectives

Improve energy efficiency in heating the day lodge by including energy efficiency improvements in repair or remodel projects.	<i>Projected Completion Date</i>
	Ongoing
Maximize diesel fuel savings through use of the hydroelectric generator during the spring, summer and fall.	
	Ongoing
Purchase recycled paper products to the extent possible.	
	Ongoing
Encourage ski area personnel and customers to recycle aluminum cans through on-site collection containers. Recycle disposable items consumed at the business office in City Hall.	
	Ongoing
Capture waste heat from diesel generators for use in the new maintenance shop.	07/02
Promote extension of electrical service to Eaglecrest Ski Area, reducing usage of fossil fuels, and change lifts from diesel powered to electric powered with diesel backup power.	
	Ongoing
Continue tracking fuel utilization of lifts, generators, and ski area vehicles. Upgrade fuel efficiency to the extent possible at replacement	
	Ongoing

EAGLECREST

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

<u>Key Measures</u>	<u>FY01 Actuals</u>	<u>FY02 Projected</u>	<u>FY03 Adopted Budget</u>	<u>FY04 Approved Budget</u>
Estimated fuel savings thorough hydroelectric use	8,500 gals	8,500 gals	8,500 gals	8,500 gals

Eaglecrest Board of Directors

GOAL

MINIMIZE THE AMOUNT OF FUNDING SUPPORT FROM THE GENERAL FUND.

<u>Objectives</u>	<u>Projected Completion Date</u>
Increase user fees support in response to increased costs of operation.	Ongoing
Increase skier visitations through an expanded skier base by offering low cost youth and beginner programs.	Ongoing
Increase user fees consistent with other goals and objectives.	Ongoing

<u>Key Measures</u>	<u>FY01 Actuals</u>	<u>FY02 Projected</u>	<u>FY03 Adopted Budget</u>	<u>FY04 Approved Budget</u>
Total user fees	\$772,800	\$1,009,100	\$1,380,100	\$1,380,100
Total skier/snowboarder visits	28,424	44,094	45,000	45,000
Total tubing area visits	N/A	4,481	5,000	5,000
General fund support	\$333,100	\$333,100	\$333,100	\$333,100
Fund balance (To) from	\$233,600	\$106,200	(\$9,900)	\$3,800

Mountain Operations

GOAL

MAINTAIN OR IMPROVE THE OPERATIONS, SAFETY, RELIABILITY AND EFFICIENCY OF THE SKI AREA.

<u>Objectives</u>	<u>Projected Completion Date</u>
Complete priority items on the Eaglecrest Trail Plan that contribute to our ability to open with limited snow cover and contribute to improving skier safety.	Ongoing
Continue to work on future funding of top priority Capital Improvement Projects.	Ongoing
Maintain the ski area in accordance with applicable laws and industry standards.	Ongoing

<u>Key Measures</u>	<u>FY01 Actuals</u>	<u>FY02 Projected</u>	<u>FY03 Adopted Budget</u>	<u>FY04 Approved Budget</u>
Improvement projects funded	3	3	3	4
Capital Improvement Projects completed	2	1	3	3

EAGLECREST

FY03 & FY04 GOALS AND OBJECTIVE - CONTINUED

Food Service Division

GOAL

IMPROVE ON THE OPERATIONS, EFFICIENCY AND PROFITABILITY OF THE FOOD SERVICE OPERATIONS.

<u>Objectives</u>	<i>Projected Completion Date</i>			
Achieve a minimum gross profit of 30% on food service sales.	Ongoing			
Continue to work toward identifying popular food trends that lend themselves to our gross profit goals while also avoiding increased labor costs.	Ongoing			
<u>Key Measures</u>	<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
Gross profit percentages	28%	N/A	30%	30%

Ski Shop Division

GOAL

MAXIMIZE CONTRIBUTION TO SKI AREA'S BOTTOM LINE BY IMPROVING ON THE OPERATIONS, RELIABILITY AND EFFICIENCY OF THE SKI SHOP OPERATIONS.

<u>Objectives</u>	<i>Projected Completion Date</i>			
Achieve a net revenue contribution (revenues less direct costs) of \$15,000 from the ski shop.	Ongoing			
Maximize retail sales profits by increasing the inventory of convenience items, increasing sales volume and streamlining buying plan.	Ongoing			
Maximize ski repair profits by increasing sales volume through direct mail and word of mouth advertising from satisfied customers.	Ongoing			
Maximize snowboard rentals by increasing the number of snowboards available and by providing for rental snowboard-specific boots.	Ongoing			
<u>Key Measures</u>	<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
Retail sales revenues	\$11,236	\$23,690	\$36,000	\$36,000
Ski repair revenues	\$11,862	\$30,596	\$32,000	\$ 32,000

Ski and snowboard School Division

GOAL

PROVIDE SKI AND SNOWBOARD INSTRUCTION OPPORTUNITIES TO CITIZENS AND VISITORS TO JUNEAU IN ORDER TO ATTRACT NEW CUSTOMERS AND MAXIMIZE ENJOYMENT FOR CURRENT CUSTOMERS. PROMOTE PHYSICAL EXERCISE, OPPORTUNITIES FOR SOCIALIZING, CONFIDENCE BUILDING AND CONSTRUCTIVE USE OF LEISURE TIME FOR PARTICIPANTS, AND ESPECIALLY FOR YOUTH. CONTINUE TO PROMOTE PROGRAMS THAT GENERATE OFF-PEAK BUSINESS (MIDWEEK).

EAGLECREST

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

<u>Objectives</u>	<i>Projected Completion Date</i>			
Achieve a revenue contribution (revenues less direct costs) of \$7,000 from the ski school.	Ongoing			
Provide special recreational opportunities and programs on weekends and during times when school is out of session.	Ongoing			
Provide snowboard specific programs to support the growth of this segment of the sport.	Ongoing			
Increase the number of participants taking snowboard lessons through the Eaglecrest Ski School.	Ongoing			
Provide instructional and logistical support for Juneau Ski Club Racing programs on a fee basis.	Ongoing			
<u>Key Measures</u>	<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
Snowboard lessons	1,397	1,800	1,800	1,800

EAGLECREST

EXPENDITURES

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
PROGRAMS:					
Administration:					
Personnel Services	\$ 271,000	275,600	271,300	311,400	314,900
Commodities and Services	213,400	208,100	192,700	256,700	258,800
Total	484,400	483,700	464,000	568,100	573,700
Ski Patrol and Trail Improvements:					
Personnel Services	75,400	92,700	93,500	104,100	104,500
Commodities and Services	14,200	11,100	9,300	11,100	11,100
Capital Outlay	-	3,000	2,500	9,700	9,700
Total	89,600	106,800	105,300	124,900	125,300
Lift Operations:					
Personnel Services	74,600	119,400	119,700	127,700	128,600
Commodities and Services	38,700	49,600	36,400	49,600	49,600
Total	113,300	169,000	156,100	177,300	178,200
Maintenance:					
Personnel Services	98,800	112,000	107,500	123,300	125,000
Commodities and Services	140,200	168,500	154,400	171,200	168,700
Total	239,000	280,500	261,900	294,500	293,700
Lodge:					
Personnel Services	48,700	81,000	49,000	88,100	88,500
Commodities and Services	52,700	44,400	39,900	45,000	45,000
Total	101,400	125,400	88,900	133,100	133,500
Tubing Operations:					
Personnel Services	200	23,200	5,800	24,500	24,500
Commodities and Services	7,400	3,700	2,300	3,700	3,700
Total	7,600	26,900	8,100	28,200	28,200
Ski and Snowboard School:					
Personnel Services	86,600	115,700	116,400	121,000	121,400
Commodities and Services	5,300	3,600	3,200	3,600	8,300
Total	91,900	119,300	119,600	124,600	129,700
Rental Shop:					
Personnel Services	50,300	66,300	71,100	71,400	71,900
Commodities and Services	11,600	15,200	19,300	26,000	27,200
Capital Outlay	-	6,000	-	-	-
Total	61,900	87,500	90,400	97,400	99,100

EAGLECREST

EXPENDITURES - CONTINUED

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
PROGRAMS:					
Food Service:					
Personnel Services	48,700	58,600	63,300	67,300	67,700
Commodities and Services	66,700	62,900	55,800	62,900	62,900
Total	115,400	121,500	119,100	130,200	130,600
Reserve Contribution	60,000	60,000	60,000	50,000	50,000
Total Expenditures	\$ 1,364,500	1,580,600	1,473,400	1,728,300	1,742,000

FUNDING SOURCES

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
CLASSIFICATION:					
User Fees:					
Ski Lift Tickets	164,200	275,100	246,200	335,000	335,000
Season Tickets	292,100	245,600	253,200	455,000	455,000
Ski School Fees	63,000	116,400	105,200	117,000	117,000
Miscellaneous	30,100	44,800	62,900	72,300	72,300
Total	549,400	681,900	667,500	979,300	979,300
Rentals	110,400	137,100	148,300	179,000	179,000
Sales	113,000	176,800	193,300	221,800	221,800
Support from Roaded Service Area	25,000	25,000	25,000	25,000	25,000
Support from General Fund	333,100	333,100	333,100	363,100	363,100
Fund Balance (To) From	233,600	226,700	106,200	(39,900)	(26,200)
Total Funding Sources	\$ 1,364,500	1,580,600	1,473,400	1,728,300	1,742,000

EAGLECREST

STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	No. <u>Pos.</u>	Salary & Benefits <u>Budget</u>	No. <u>Pos.</u>	Salary & Benefits <u>Budget</u>	No. <u>Pos.</u>	Salary & Benefits <u>Budget</u>
CLASS TITLE:						
Administration:						
Ski Area Manager	1.00	\$ 69,300	1.00	\$ 75,700	1.00	\$ 75,700
Operations Manager	1.00	50,900	1.00	55,600	1.00	55,600
Business Manager	1.00	50,900	1.00	55,600	1.00	55,600
Temporary Office Staff	0.30	9,200	0.30	10,100	0.30	10,100
Secretary	1.00	27,500	1.00	28,900	1.00	28,900
Overtime	-	1,700	-	2,200	-	2,200
Benefits	-	66,100	-	83,300	-	86,800
Total before amendment	4.30	275,600	4.30	311,400	4.30	314,900
Amendment:						
Temporary Office Staff	-	-	(0.10)	-	(0.15)	-
Total after amendment	4.30	275,600	4.20	311,400	4.15	314,900
Ski Patrol:						
Ski Patrol Director	0.50	14,900	0.50	15,400	0.50	15,400
Patrollers	3.00	58,700	3.00	59,000	3.00	59,000
Overtime	-	6,200	-	12,400	-	12,400
Benefits	-	12,900	-	17,300	-	17,700
Total	3.50	92,700	3.50	104,100	3.50	104,500
Lift Operations:						
Lift Supervisor	1.00	31,700	1.00	32,500	1.00	32,500
Lift Operators	5.12	62,700	5.12	64,700	5.12	64,700
Overtime	-	4,900	-	5,000	-	5,000
Benefits	-	20,100	-	25,500	-	26,400
Total	6.12	119,400	6.12	127,700	6.12	128,600
Mountain Maintenance:						
Vehicle Maintenance Supervisor	1.00	33,600	1.00	37,100	1.00	37,100
Snowcat Operator/Mechanic	1.00	23,200	1.00	23,200	1.00	23,200
Snowcat Operator	0.53	9,500	0.53	9,500	0.53	9,500
Snow Removal/Mechanic Helper	0.53	10,700	0.53	10,700	0.53	10,700
Overtime	-	6,800	-	7,100	-	7,100
Benefits	-	28,200	-	35,700	-	37,400
Total	3.06	112,000	3.06	123,300	3.06	125,000

EAGLECREST

STAFFING DETAIL - CONTINUED

	FY02 Amended		FY03 Adopted		FY04 Approved	
	No. <u>Pos.</u>	Salary & Benefits <u>Budget</u>	No. <u>Pos.</u>	Salary & Benefits <u>Budget</u>	No. <u>Pos.</u>	Salary & Benefits <u>Budget</u>
CLASS TITLE:						
Lodge Operations:						
Lodge Manager	0.50	14,900	0.50	15,400	0.50	15,400
Senior Cashier	0.50	8,900	0.50	9,700	0.50	9,700
Cashiers	0.25	4,500	0.25	3,900	0.25	3,900
Bus Drivers	1.10	23,000	1.10	33,100	1.10	33,100
Janitor	0.50	9,700	0.50	9,500	0.50	9,500
Building Maintenance	0.17	5,200	0.17	-	0.17	-
Overtime	-	1,500	-	1,500	-	1,500
Benefits	-	13,300	-	15,000	-	15,400
Total before amendment	3.02	81,000	3.02	88,100	3.02	88,500
Amendment:						
Building Maintenance	-	-	(0.17)	-	(0.17)	-
Total after amendment	3.02	81,000	2.85	88,100	2.85	88,500
Tubeing Operations:						
Tubeing Lift Operators	0.50	20,600	0.50	9,700	0.50	9,700
Overtime	-	500	-	500	-	500
Benefits	-	2,100	-	2,000	-	2,000
Total before amendment	0.50	23,200	0.50	12,200	0.50	12,200
Amendment:						
Lead Tubeing Operator	-	-	0.25	6,500	0.25	6,500
Tubeing Lift Operators	-	-	0.25	4,800	0.25	4,800
Benefits	-	-	-	1,000	-	1,000
Total after amendment	0.50	23,200	1.00	24,500	1.00	24,500
Ski and Snowboard School:						
Ski School Director	0.45	16,800	0.45	17,400	0.45	17,400
Terrain Park Supervisor	0.50	9,200	0.50	-	0.50	-
Asst. Ski School Director	0.50	10,700	0.50	10,700	0.50	10,700
Senior Instructor	0.46	9,800	0.46	9,800	0.46	9,800
Hourly Instructors	1.10	19,500	1.10	28,700	1.10	28,700
Part-Time Instructors	5.00	22,000	5.00	22,000	5.00	22,000
Special Events Coordinator	0.20	3,300	0.20	3,400	0.20	3,400
Ski School Cashier	0.45	7,500	0.45	7,800	0.45	7,800
Overtime	-	1,700	-	1,700	-	1,700
Benefits	-	15,200	-	19,500	-	19,900
Total before amendment	8.66	115,700	8.66	121,000	8.66	121,400

EAGLECREST

STAFFING DETAIL - CONTINUED

	FY02 Amended		FY03 Adopted		FY04 Approved	
	No. <u>Pos.</u>	Salary & Benefits <u>Budget</u>	No. <u>Pos.</u>	Salary & Benefits <u>Budget</u>	No. <u>Pos.</u>	Salary & Benefits <u>Budget</u>
CLASS TITLE:						
Ski and Snowboard School (continued):						
Amendment:						
Ski School Director	-	-	0.05	-	0.05	-
Terrain Park Supervisor	-	-	(0.50)	-	(0.50)	-
Senior Instructor	-	-	(0.01)	-	(0.01)	-
Special Events Coordinator	-	-	0.10	-	0.10	-
Total after amendment	<u>8.66</u>	<u>115,700</u>	<u>8.30</u>	<u>121,000</u>	<u>8.30</u>	<u>121,400</u>
Ski Rental Shop:						
Ski Shop Supervisor	0.60	17,000	0.60	18,000	0.60	18,000
Ski Technicians	1.00	28,100	1.00	28,100	1.00	28,100
Cashiers/ Bootfitters	0.85	8,900	0.85	8,900	0.85	8,900
Overtime	-	1,100	-	2,000	-	2,000
Benefits	-	11,200	-	14,400	-	14,900
Total	<u>2.45</u>	<u>66,300</u>	<u>2.45</u>	<u>71,400</u>	<u>2.45</u>	<u>71,900</u>
Food Service:						
Food Service Manger	0.50	16,600	0.50	17,700	0.50	17,700
Cooks	1.00	16,400	1.00	17,900	1.00	17,900
Cashier/Food Prep	0.60	12,400	0.60	14,300	0.60	14,300
Overtime	-	3,400	-	4,100	-	4,100
Benefits	-	9,800	-	13,300	-	13,700
Total	<u>2.10</u>	<u>58,600</u>	<u>2.10</u>	<u>67,300</u>	<u>2.10</u>	<u>67,700</u>
Total Budget	<u>33.71</u>	<u>\$ 944,500</u>	<u>33.58</u>	<u>\$ 1,038,800</u>	<u>33.53</u>	<u>\$ 1,047,000</u>

Note: The small amendment adjustments are due to the transfer of duties among personnel. Only FTE counts are affected with no change in cost.

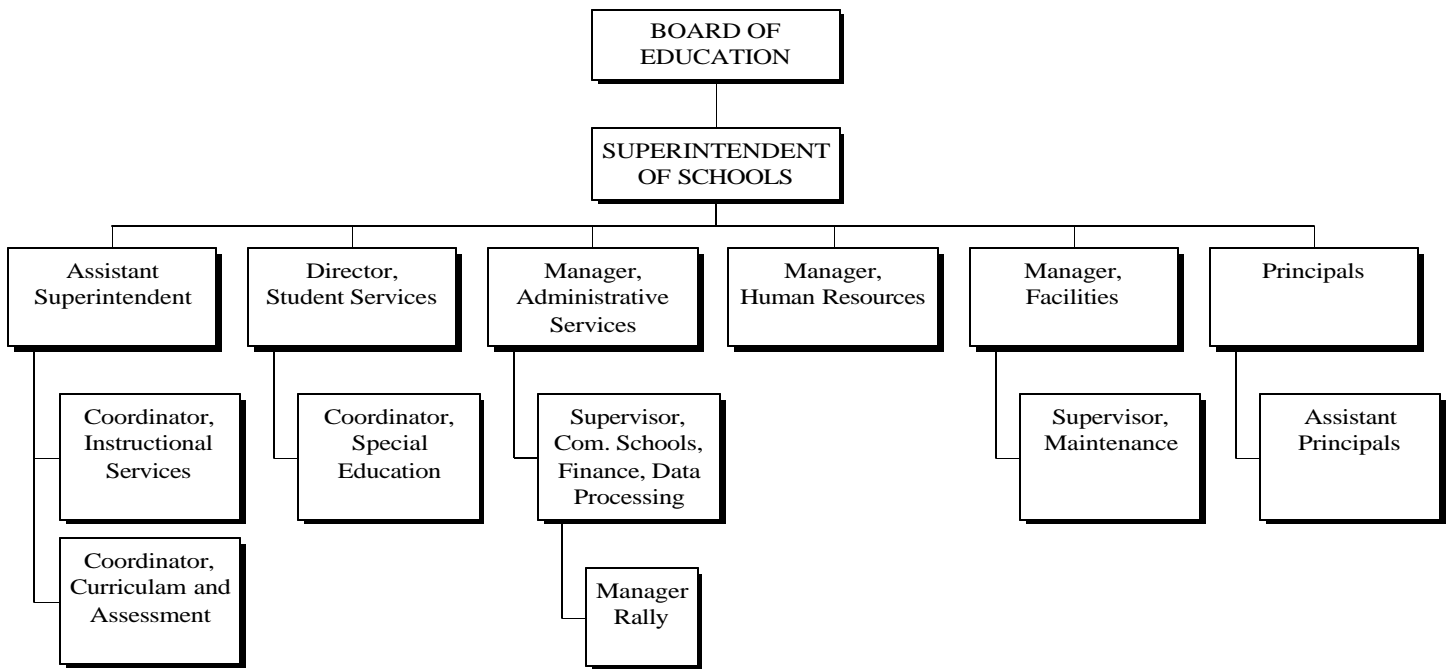
NOTES

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EDUCATION

MISSION STATEMENT

In Juneau we are all partners in providing each student with the skills, knowledge, and attitudes to be a contributing citizen in a changing world.



NOTES

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EDUCATION

OVERVIEW

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
EXPENDITURES:					
Education - Operating					
Personnel Services	\$ 32,921,600	33,661,800	33,332,300	34,019,600	33,669,900
Commodities and Services	3,803,800	3,895,800	3,895,800	4,380,400	4,440,300
State Foundation Funding Adjustment (1)	-	-	-	-	(517,900)
Support To JSD Special Revenue/Debt	995,700	871,200	941,200	610,300	193,800
Total Expenditures	37,721,100	38,428,800	38,169,300	39,010,300	37,786,100
Education - Special Revenue					
Personnel Services	1,211,000	994,300	1,033,600	1,116,100	1,126,100
Commodities and Services	2,148,000	3,315,200	2,123,500	2,635,000	2,698,900
Support To JSD Operating	-	-	70,000	-	-
Total Expenditures	3,359,000	4,309,500	3,227,100	3,751,100	3,825,000
Education - Other					
Other Special Revenue	3,202,300	4,834,700	4,952,100	5,188,500	4,749,000
Other (Student Activities)	2,154,300	2,250,000	2,250,000	2,300,000	2,350,000
Enterprise Activities	300	-	-	200,000	200,000
Total Expenditures	5,356,900	7,084,700	7,202,100	7,688,500	7,299,000
Education - Debt Service	1,369,600	684,600	684,600	684,600	-
Total Education Expenditures	\$ 47,806,600	50,507,600	49,283,100	51,134,500	48,910,100
FUNDING SOURCES:					
Education - Operating					
State Foundation Funding	\$ 20,468,300	20,749,300	20,749,300	19,984,100	19,565,400
State Foundation Funding Adjustment (1)	-	-	-	-	(421,100)
State	262,700	247,000	247,000	463,900	247,000
Federal	200	-	-	-	-
User Fees	7,400	6,000	6,000	6,000	6,000
Other	165,900	149,900	149,900	149,900	149,900
General Fund Support	16,824,100	17,276,600	17,276,600	17,731,200	18,067,600
State Foundation Funding Adjustment (1)	-	-	-	-	(96,800)
JSD Special Revenue Fund Support	-	-	70,000	-	-
Fund Balance (To) From	(7,500)	-	(329,500)	675,200	268,100
Total Operating Funding Sources	\$ 37,721,100	38,428,800	38,169,300	39,010,300	37,786,100
Education - Special Revenue					
State	1,505,300	2,637,700	1,532,300	2,062,400	2,121,000
Federal	236,000	249,000	249,000	239,800	239,800
User Fees	1,120,100	950,000	950,000	1,022,700	1,032,700
Other	77,500	79,800	79,800	75,000	75,000
JSD Operating Fund Support	223,000	113,000	183,000	-	175,600
General Fund Support	123,000	123,000	123,000	366,600	123,000
Fund Balance (To) From	74,100	157,000	110,000	(15,400)	57,900
Total Special Revenue Funding Sources	\$ 3,359,000	4,309,500	3,227,100	3,751,100	3,825,000

EDUCATION

OVERVIEW - CONTINUED

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
Funding Sources, continued:					
Education - Other Special Revenue					
State	\$ 471,900	400,700	400,700	1,218,000	778,500
Federal	2,769,600	4,376,600	4,376,600	3,876,100	3,876,100
Other	75,700	57,400	57,400	94,400	94,400
Fund Balance (To) From	(114,900)	-	117,400	-	-
Total Other Funding Sources	3,202,300	4,834,700	4,952,100	5,188,500	4,749,000
Education - Other (Student Activities)					
Other	2,037,300	2,031,800	2,031,800	2,081,800	2,131,800
JSD Operating Fund Support	18,200	18,200	18,200	-	18,200
General Fund Support	-	-	-	18,200	-
Roaded Service Area Support	200,000	200,000	200,000	200,000	200,000
Fund Balance To	(101,200)	-	-	-	-
Total Student Activities Funding Sources	2,154,300	2,250,000	2,250,000	2,300,000	2,350,000
Education - Enterprise Activities					
Fund Balance From	300	-	-	-	-
Total Enterprise Funding Sources	300	-	-	200,000	200,000
Education - Debt Service					
JSD Operating Fund Support	754,500	740,000	740,000	610,300	-
Fund Balance (To) From	615,100	(55,400)	(55,400)	74,300	-
Total Debt Service Funding Sources	1,369,600	684,600	684,600	684,600	-
Total Education Funding Sources	\$ 47,806,600	50,507,600	49,283,100	51,134,500	48,910,100
STAFFING	565.80	558.85	565.90	560.92	557.92
FUND BALANCE:					
Education - Operating	\$ 613,800	613,800	943,300	268,100	-
Education - Special Revenue/Other	\$ 1,198,200	1,096,600	1,026,200	967,300	909,400

(1) The Juneau School District (JSD) has presented a budget that assumes State Foundation Funding will increase in FY04. Currently, there is no legislation being considered that would change the foundation funding. \$19,144,300 is the amount the JSD will receive given their enrollment projections. \$421,100 is above this amount. The \$96,800 shown as a funding adjustment in this section is the CBJ increase that would occur if the State Foundation Funding were to increase.

(2) Funding in excess of the existing Assembly policy to fund to the State Department of Education and Early Development CAP.

BUDGET HIGHLIGHT

The School District budget is approved by the School Board and then submitted to the Mayor and Assembly for adoption. By city charter, the Mayor and Assembly must formally adopt the School District budget. The only action, other than adoption, taken by the Mayor and Assembly is to establish the amount of support provided to the School District by the CBJ.

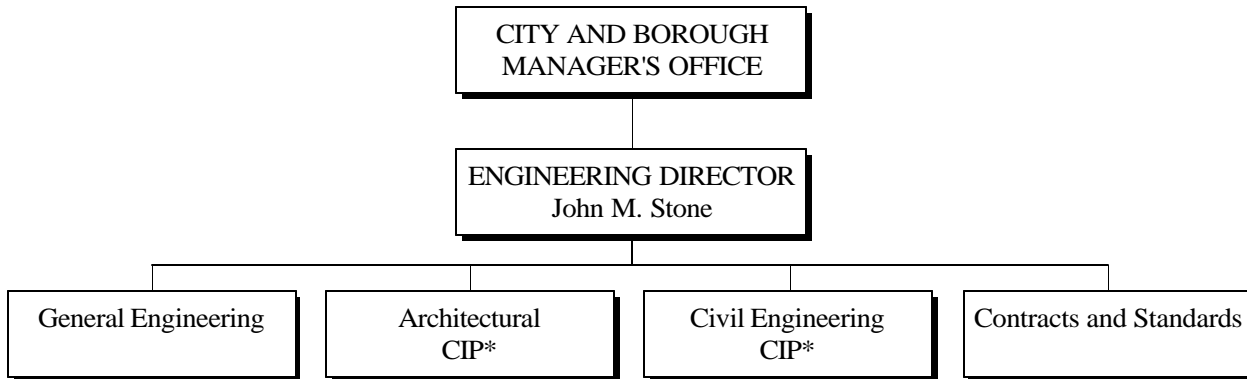
All information presented above has been provided by the School District business office.

ENGINEERING DEPARTMENT

MISSION STATEMENT

The Engineering Department provides technical engineering and architectural services to the City and Borough Manager, the Assembly and its commissions and boards, CBJ Departments, and the Public. Services are provided in a professional, timely, and cost efficient manner to support the economic growth and development of the community.

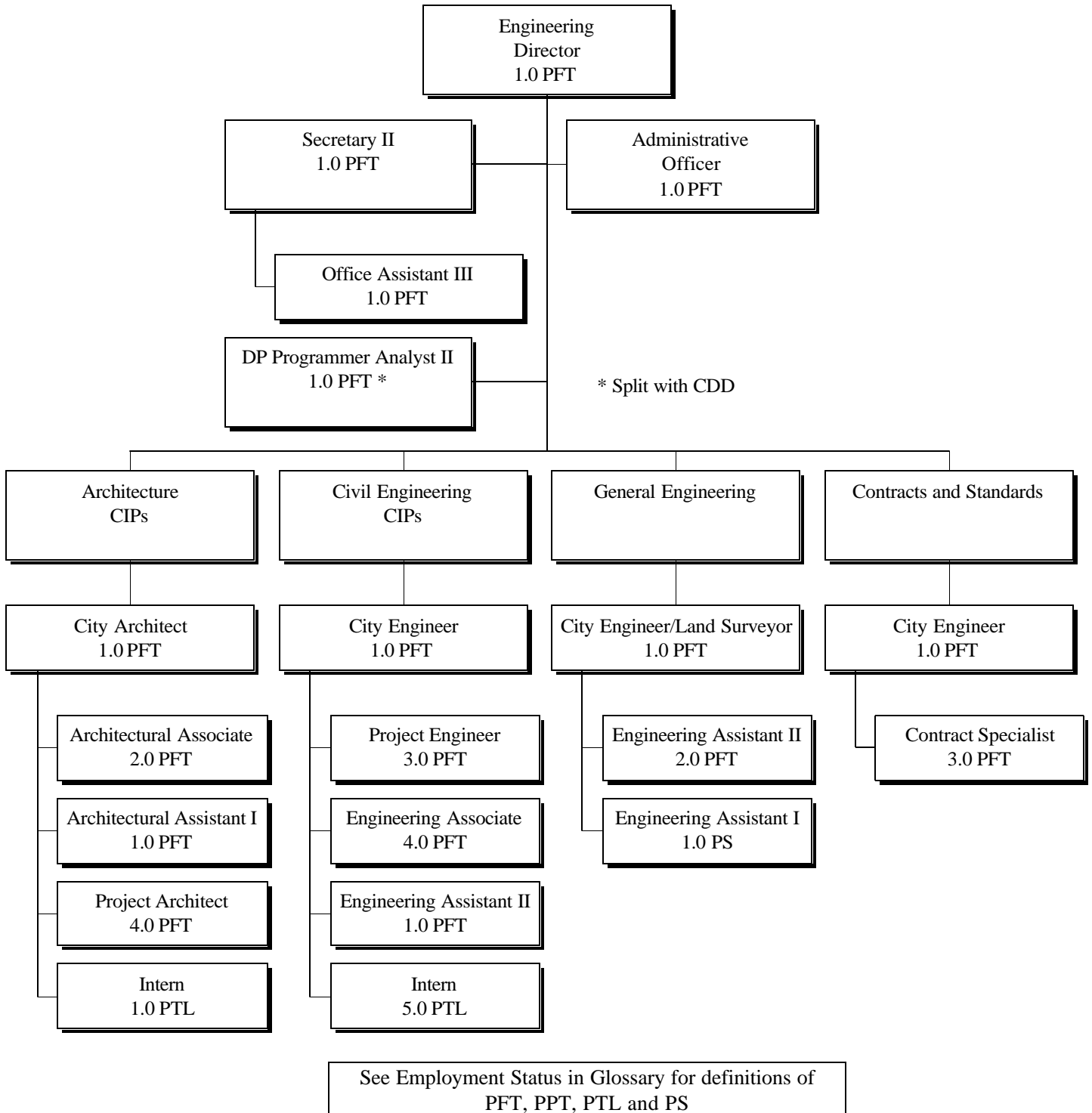
FUNCTIONAL ORGANIZATION CHART



*The Capital Improvement Program (CIP) is a separate document from the Budget and can be obtained from the CBJ Engineering Department, at the CBJ Libraries, or the CBJ Web page at www.juneau.lib.ak.us/engineering

ENGINEERING DEPARTMENT

STAFFING ORGANIZATION CHART



ENGINEERING DEPARTMENT

OVERVIEW

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
EXPENDITURES:					
Personnel Services	\$ 881,400	2,130,300	1,045,400	2,333,600	2,393,300
Commodities & Services	302,400	340,200	362,300	388,200	394,300
Capital Outlay	49,000	49,000	50,500	49,000	49,000
Total Expenditures	<u>1,232,800</u>	<u>2,519,500</u>	<u>1,458,200</u>	<u>2,770,800</u>	<u>2,836,600</u>
FUNDING SOURCES:					
Fees	25,600	20,000	10,000	10,000	10,000
Interdepartmental charges:					
General Engineering	4,900	5,000	5,000	7,200	7,300
Support from:					
General Fund	318,800	478,200	423,500	546,200	564,000
Capital Improvement Projects	631,300	1,723,800	732,900	1,890,400	1,937,500
Sales Tax Fund	134,500	133,100	140,000	140,000	140,000
Water/Sewer Extension Fund	117,700	159,400	146,800	177,000	177,800
Total Funding Sources	<u>\$ 1,232,800</u>	<u>2,519,500</u>	<u>1,458,200</u>	<u>2,770,800</u>	<u>2,836,600</u>
STAFFING	28.44	29.44	29.44	28.54	28.54
FUND BALANCE					
General Fund	N/A	N/A	N/A	N/A	N/A
LIDs/Work Force	N/A	N/A	N/A	N/A	N/A

The Engineering Department is a component of the General Fund, Special Assessments, and Capital Improvement Projects. General Engineering is a component of the General Fund. CIP Engineering is a component of the Capital Improvement Projects. Water Connection is a component of Special Assessments. See these fund balances in the "Changes in Fund Balances" schedule.

BUDGET HIGHLIGHT

The Engineering Department FY03 Adopted Budget represents an increase of \$251,300 (10.0%) from the FY02 Amended Budget. The FY04 Approved Budget is \$65,800 (2.4%) greater than the FY03 Adopted Budget.

Significant budgetary changes are:

FY03

- Additional personnel costs associated with reclassifying professional staff and increased health care costs resulted in an increase of \$200,300 from the FY02 Amended Budget.
- Materials and commodities are higher due to an increase of insurance costs of \$26,500, an increase in office rent of \$12,100 and an increase in telephone costs of \$7,200 over the FY02 Amended Budget.

ENGINEERING DEPARTMENT

BUDGET HIGHLIGHT - CONTINUED

FY04

- Additional personnel costs resulting from incremental salary increases and additional health care increases are \$59,700 over the FY03 Proposed Budget.
 - Materials and commodities are higher due to an increase in office rent of \$6,100 over the FY03 Proposed Budget.
-

PROGRAM DESCRIPTION

Office of the Director

The Office of the Director provides overall management and administration for all department offices. Specific activities include preparing and administering the annual department budget; monitoring financial condition of over 100 ongoing CIP projects with a combined budget in excess of \$140,000,000; maintaining project-specific financial files; providing accounting support for internal and grant audits; providing administrative and clerical support to all offices; providing telephone reception for the Engineering Department; providing administrative, staff support and liaison to the Assembly's Public Works and Facilities Committee; developing the annual CBJ Capital Improvement Projects (CIP) Program; and providing information technology and computer support and maintenance for the Marine View computer system that supports both the Engineering Department and the Community Development Department.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<i>Workload Indicators</i>	<i>Actuals</i>	<i>Projected</i>	<i>Adopted</i>	<i>Approved</i>
			<i>Budget</i>	<i>Budget</i>
Number of Active CIPs	135	143	140	140
Number of CIPs Closed	10	25	20	10
Annual CIP Expenditures	\$13,079,527	\$19,500,000	\$29,000,000	\$29,000,000
Number of Invoices Processed	2,500	2,500	2,500	2,500
Assembly and Public Meetings Supported	50	50	50	50
Fund transfers from closed-out to active projects	\$1,800,000	\$2,110,000	\$1,000,000	\$1,000,000
Number of phone calls answered	48,483	5,751	7,200	7,200
Number of Staff Supported	25	25	32	32

Contracts and Standards Office

The Contracts and Standards Office provides professional service contracting for engineering, architecture, surveying, and planning projects for the CBJ. This work includes development of Request For Proposals (RFP), advertisement, scoring, contract negotiations and contract execution. The Office also provides construction bidding services for the CBJ. This work includes preparation of contract bid forms, specifications, bid documents, advertisement, bid evaluation and recommendations, construction contract processing, and notices of contract award. The Office reviews Disadvantaged Business Enterprises (DBE) contract participation and compliance with State labor law in CIP project closeout. The Office also provides professional services in bid protest and contract dispute resolution on CBJ projects.

The Office provides administration of Local Improvement District (LID) programs for the CBJ. This work includes handling public requests for information on the LID process; providing assistance to the public on preparing an LID request; planning and executing public notices, mail-outs, and neighborhood meetings; preparing ordinance drafts and tracking the LID's progress to completion. The Office provides technical and administrative support to the Engineering Director.

ENGINEERING DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

Civil Engineering CIP Office

The Civil Engineering CIP Office provides professional engineering planning, design, and project management for Capital Improvement Projects (CIP) funded annually by the Assembly. The Office project managers are responsible for planning, coordination, scheduling, and successful execution of the projects. This work includes being the principal contact with the client department; project budgeting; scheduling; defining services to be provided by consultants; assistance in competitive selection of consultant for design; contract administration and construction inspection; technical assistance during the bidding process; administrative oversight of the professional service and construction contracts; approval and execution of pay requests; negotiation and processing of change orders; negotiation of contractor claims; final inspection and project closeout. Staff also provide technical services to client departments in estimating project costs, including design and inspection for non-CIP projects.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Number of CIP projects undertaken	20	25	25	25
Amount of CIP expenditures	\$12,000,000	\$12,000,000	\$15,000,000	\$15,000,000
Professional service contracts administered	21	25	20	20
CIP projects completed	20	25	30	25

CIP Architecture Office

The CIP Architecture Office provides professional architecture, planning, design, and project management for Capital Improvement Projects (CIP) funded annually by the Assembly. The Office performs and manages related project elements such as land purchases, landscape architecture, and furniture and equipment procurement. The Office performs in-house planning and services for smaller single-discipline projects, and manages consultants of large, multi-discipline projects. Construction administration services are also provided.

Planning responsibilities include capital funding strategies, feasibility studies, building condition reports, and preliminary project estimating. Design includes working with client department representatives, established committees, and members of the public to develop effective building solutions that are responsive to program needs and evoke pride and ownership from users and the general public. Construction services include all aspects of on-site contract administration and inspection during construction of the project, and warranty services after the building project is complete.

The City Architect is the assigned CBJ liaison to the School Facilities Committee and participates in facilities issues with the Assembly Public Works & Facilities Committee. An architectural Project Manager serves as staff to the Energy Advisory Committee.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
New building projects under \$100,000	10	7	15	15
New building projects \$100,000 - \$500,000	12	13	14	12
New building projects over \$500,000	5	8	10	9
Total active building projects	32	51	45	45
Architectural CIP expenditures	\$1,079,527	\$7,500,000	\$14,000,000	\$14,000,000
Arch/Eng. contracts administered	60	70	80	90
In house plan/design, CA	8	10	12	12
Projects closed out	8	10	12	12

ENGINEERING DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Request for Proposals (RFPs)	28	35	30	30
Professional services contracts	26	30	30	30
Term contracts	5	6	20	10
Project agreements	35	25	20	25
Contract amendments	55	60	50	60
Informal bids (<\$25,000)	26	25	25	25
Construction bids (>\$25,000)	28	50	40	35
Construction Contracts Awarded	27	50	40	35
Bid protests	1	1	1	1
LIDs	3	6	3	3

General Engineering Office

The General Engineering Office provides professional engineering and inspection services to CBJ's Permit Center. This work includes review of permit applications, public assistance on site grading and drainage projects, water and sewer service permits, driveway permits, and right-of-way permits.

The Office provides field inspection for water and sewer service construction, site grading and drainage permits, and driveway construction and right-of-way permit compliance. This work includes field observation, testing, and report submittal for new billing accounts.

The Office provides professional engineering and administration services for the construction and/or repairs of CBJ infrastructure resulting from commercial and residential development. This work includes plan and specification review and approval, contract administration of consultant inspection and soils testing services, dispute resolution, field inspection and acceptance of new or modified infrastructure.

The Office provides technical review of subdivision plats and subdivision construction plans for public facilities and engineering and land surveying assistance to Law Department, Lands and Resources Department, and Public Works.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Grading permits reviewed	246	200	200	200
Right-Of-Way permits reviewed	151	120	180	180
Water inspections	249	250	250	250
Sewer inspections	132	180	200	180
Subdivision reviews	50	45	40	40
Subdivision inspection contracts administered	2	2	2	2

ENGINEERING DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES

Office of the Director

GOAL

TO ASSURE THAT DEPARTMENT AND CIP BUDGET MATTERS ARE HANDLED IN A PROFESSIONAL, EFFICIENT AND TIMELY MANNER.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Key Measures</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted</u>	<u>Approved</u>
	1 Day	1 Day	1 Day	1 Day
Invoice processing time	135	143	150	150
Number of CIP projects in process	\$13,079,527	\$19,500,000	29,000,000	29,000,000
CIP expenditures	45	51	50	50
Number of state and federal grants handled	5	10	10	10
Number of CIP projects closed				

Objectives

	<i>Projected</i>
<u>Completion Date</u>	
Process billings and invoices within one week of receipt.	Ongoing
Verify all contract and sub-contractor billings for contract compliance.	Ongoing
Help project managers set-up budgets for new CIPs.	Ongoing
Provide routine budget and CIP reports on an as needed basis.	Ongoing
Monitor grant compliance and report deviations.	Ongoing
Assist project managers with closing of CIP projects.	Ongoing
Keep required financial records.	Ongoing

GOAL

PROVIDE QUALITY INFORMATION SERVICES.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Key Measures</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted</u>	<u>Approved</u>
	Yes	Yes	Yes	Yes
All staff requests handled in an acceptable manner?	7	10	10	10
Number of routine business processes computerized	Unknown	Unknown	5,000	10,000
Number of hits on Engineering Web page	Unknown	Unknown	Yes	Yes
Improvement in staff information capability	-	-	5	10
Percent of files in electronic format	Unknown	Unknown	Yes	Yes
Feedback on Engineering web page				

Objectives

	<i>Projected</i>
<u>Completion Date</u>	
Provide maximum information to the public in a timely manner in an electronic format.	Ongoing
Stay current and keep staff current with available computer technology.	Ongoing
Computer routine business processes.	Ongoing
Implement electronic filing systems.	Ongoing

ENGINEERING DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

GOAL

PROVIDE QUALITY TECHNICAL AND ADMINISTRATIVE SUPPORT TO CBJ STAFF, THE ASSEMBLY, AND THE PUBLIC.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Key Measures</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Percent of key project decisions made on a timely basis	Unknown	95%	95%	95%
Everyone well informed and needs met?	Yes	Yes	Yes	Yes
Number of CIPs out-of-control	Unknown	Unknown	-	-
Positive feedback on CIP?	Yes	Yes	Yes	Yes

<u>Objectives</u>	<u>Projected Completion Date</u>
Provide professional technical and administrative services to the Assembly and staff to assist in decision making for CIPs on a timely basis.	Ongoing
Implement a clear and orderly CIP process.	Ongoing
Review proposed project scopes and budgets with an independent and unbiased eye and provide accurate and timely feedback.	Ongoing

Contracts and Standards Office

GOAL

IMPLEMENT A PROFESSIONAL SERVICE CONTRACTING PROGRAM THAT IS FAIR, CONSISTENT, AND TIMELY TO ACHEIVE CLEAR, BINDING PROFESSIONAL SERVICE CONTRACTS REPRESENTING THE NEEDS AND INTERESTS OF THE CBJ.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Key Measures</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Negative feedback	5	6	5	5
Number of service contracts successfully awarded	26	30	30	30
Percent of RFP's issued with one-week turnaround	Unknown	90	95	95

<u>Objectives</u>	<u>Projected Completion Date</u>
To work closely and cooperatively with the Purchasing Division of the Finance Department and the Law Department to assure that professional service contracts are competitively issued in conformance with the CBJ purchasing code and applicable state and federal grant requirements.	Ongoing
To review the current insurance requirements with Risk Management and ensure that they meet the needs of the CBJ for municipal and public protection.	Ongoing
To implement the best practices of public contracting for professional services as determined from other state and local contracting agencies.	Ongoing
To work closely with staff and all CBJ departments to provide timely and effective services for professional service contracts.	Ongoing
To continue professional development of the Division's contract specialists.	Ongoing
To maintain a database on fees and costs for various types of consultant services.	Ongoing

ENGINEERING DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

GOAL

IMPLEMENT A CONSTRUCTION BIDDING AND CONTRACTING PROGRAM THAT IS FAIR, CONSISTENT, AND TIMELY TO ACHIEVE CLEAR, BINDING CONSTRUCTION CONTRACTS REPRESENTING THE NEEDS AND INTERESTS OF THE CBJ.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Key Measures</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Number of bid protests.	1	1	1	1
Percent of plans and specifications reviewed with two-week turnaround from receipt to start of bid period.	Unknown	90	90	90
Percent of general and technical specifications standardized.	-	50	50	50
Percent of contracts awarded on a timely basis.	Unknown	90	90	90

<u>Objectives</u>	<u>Projected Completion Date</u>
To work closely and cooperatively with the Purchasing Division of the Finance Department and the Law Department to assure that construction contracts are competitively issued in conformance with the CBJ purchasing code and applicable state and federal grant requirements.	Ongoing
To complete development of a methods to standardize specifications and contracts consistent with the best practices in the industry.	Ongoing
To provide continual review and updating of the CBJ's specifications to reflect changes in technology, legal issues, infrastructure maintenance, and project management issues.	Ongoing
To work closely with staff and all CBJ departments to provide timely and effective services for professional service contracts.	Ongoing
To provide construction bidding services to non-CIP projects.	Ongoing

General Engineering Division

GOAL

AMEND THE ENGINEERING PERMIT FEE SCHEDULES TO MORE ACCURATELY REFLECT THE PERMITTING COST.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Key Measures</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Accurately determine what fees should be.	None	None	2	None

<u>Objectives</u>	<u>Projected Completion Date</u>
Revise the permitting fee for Street Use Permits, incorporate a portion of subdivision application fees to the general engineering budget, add a street excavation fee to provide a fund for street surface replacement, propose a fee for street closures.	12/02

ENGINEERING DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

GOAL

ADOPT MORE CONVENIENT PROCEDURES FOR ENGINEERING PERMITS.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Key Measures</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Create new forms.	1	3	1	1

<u>Objectives</u>	<u>Projected Completion Date</u>
Revise the permit forms to integrate the permits into the Permit Plan data base, adopt a procedure to perform non-scheduled site grading permits to avoid delays to home builders in obtaining an occupancy permit during the winter months, propose revisions to the CBJ driveway permit ordinance to provide a simplified standard, produce a subdivision development guideline manual.	07/03

GOAL

INITIATE PROCEDURES FOR MORE COST-EFFECTIVE SUBDIVISION DEVELOPMENT.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Key Measures</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Rewrite the charter for Assembly approval.	-	2	1	1

<u>Objectives</u>	<u>Projected Completion Date</u>
Reassess the curb and gutter requirement for all new streets, evaluate and introduce a comprehensive sidewalk construction policy, proposed ordinance to modify the requirement for 60-foot right-of-way in certain conditions.	07/04

CIP Architecture Division

GOAL

IMPROVE THE PROFESSIONAL ARCHITECTURAL SERVICES PROVIDED TO CLIENT DEPARTMENTS, THE CITY MANAGER, THE ASSEMBLY AND THE PUBLIC.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Key Measures</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Number of in-house projects	8	10	12	12
Summary reports completed.	8	8	10	10

<u>Objectives</u>	<u>Projected Completion Date</u>
Increase the number of CBJ construction and facility maintenance projects handled in-house annually by the division. These projects include work done by seasonal intern staff.	N/A
Develop a project summary report at the conclusion of each CIP which includes information such as actual final costs, contract change orders and amendments, consultant/CBJ/contractor performance, anticipated future maintenance schedules and replacement costs to CBJ.	Ongoing

ENGINEERING DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

GOAL

IN COORDINATION WITH BUILDING MAINTENANCE DIVISION, DEVELOP A COMPREHENSIVE FACILITIES MANAGEMENT PROGRAM TO BE USED TO THE ONGING MAINTENANCE AND REPAIR OF CITY OWNED FACILITIES.

<u>Key Measures</u>	<u>FY01 Actuals</u>	<u>FY02 Projected</u>	<u>FY03 Adopted Budget</u>	<u>FY04 Approved Budget</u>
Number of facilities receiving annual condition assessments.	8	6	8	10
Percentage completion of existing building as built documents archive.	50	55	60	65

<u>Objectives</u>	<u>Projected Completion Date</u>
Develop a priority system for budgeting repairs and improvements to CBJ buildings.	Ongoing
Improve the archival documents and files for CBJ buildings using both electronic and manual file systems.	12/04

CIP Engineering Division

GOAL

TO CONTINUE TO PROVIDE THE MOST EFFICIENT, COST EFFECTIVE, PROFESSIONAL ENGINEERING SERVICES POSSIBLE TO THE CLIENT DEPARTMENTS, THE CITY MANAGER, THE ASSEMBLY, AND THE PUBLIC.

<u>Key Measures</u>	<u>FY01 Actuals</u>	<u>FY02 Projected</u>	<u>FY03 Adopted Budget</u>	<u>FY04 Approved Budget</u>
Active Construction Projects	25	25	25	20
New Projects	14	14	15	12
Projects Designed & Managed In-House	3	3	2	2
Staff Training Hours	210	210	200	200

<u>Objectives</u>	<u>Projected Completion Date</u>
To enhance the Division's construction management and design capabilities through continued staff training and procedure development.	Ongoing
To increase the use of value engineering and peer review analysis.	Ongoing
To streamline cost accounting on CIP projects to improve accuracy, timeliness and usefulness of project accounting.	Ongoing
To develop and implement an annual training program for the technical staff, which provides increased knowledge for the project manager to represent the CBJ better.	Ongoing

GOAL

TO IMPROVE THE COST EFFICIENCY OF CAPITAL IMPROVEMENT PROJECTS.

<u>Key Measures</u>	<u>FY01 Actuals</u>	<u>FY02 Projected</u>	<u>FY03 Adopted Budget</u>	<u>FY04 Approved Budget</u>
In House Design Projects	5	10	5	5

ENGINEERING DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

<u>Objectives</u>	<u>Projected Completion Date</u>
To enhance the Division's ability to produce increasingly complex bid packages through in-house design.	Ongoing
To reduce consultant fees on large CIP's by managing planning and public process with City Staff.	Ongoing
To develop rock and gravel resources which will ensure that CIP's will have a stable material supply in the future.	Ongoing

ENGINEERING DEPARTMENT

EXPENDITURES

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
PROGRAMS:					
General Engineering:					
Personnel Services	\$ 414,000	551,000	488,100	607,700	623,900
Commodities & Services	68,600	85,300	89,900	95,700	97,400
Capital Outlay	1,200	-	500	-	-
Total	483,800	636,300	578,500	703,400	721,300
CIP Engineering:					
Personnel Services	412,600	1,489,500	482,800	1,632,100	1,673,900
Commodities & Services	211,800	230,300	245,100	254,300	259,600
Capital Outlay	6,900	4,000	5,000	4,000	4,000
Total	631,300	1,723,800	732,900	1,890,400	1,937,500
Water/Sewer Connection:					
Personnel Services	54,800	89,800	74,500	93,800	95,500
Commodities & Service	22,000	24,600	27,300	38,200	37,300
Capital Outlay	40,900	45,000	45,000	45,000	45,000
Total	117,700	159,400	146,800	177,000	177,800
Total Expenditures	\$ 1,232,800	2,519,500	1,458,200	2,770,800	2,836,600

FUNDING SOURCES

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
CLASSIFICATIONS:					
Fees	\$ 25,600	20,000	10,000	10,000	10,000
Interdepartmental charges:					
General Engineering	4,900	5,000	5,000	7,200	7,300
Support from:					
General Fund	318,800	478,200	423,500	546,200	564,000
Capital Improvement Projects	631,300	1,723,800	732,900	1,890,400	1,937,500
Sales Tax Fund	134,500	133,100	140,000	140,000	140,000
Water/Sewer Extension Fund	117,700	159,400	146,800	177,000	177,800
Total Funding Sources	\$ 1,232,800	2,519,500	1,458,200	2,770,800	2,836,600

ENGINEERING DEPARTMENT

STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>
CLASS TITLE:						
General Engineering:						
Engineering Director	1.00	\$ 77,400	1.00	\$ 92,900	1.00	\$ 95,000
Chief Project Engineer	0.40	25,300	0.40	28,700	0.40	29,800
Chief Engineer	0.20	12,500	0.20	14,000	0.20	14,600
Land Surveyor	0.70	50,300	0.70	55,700	0.70	55,900
City Architect	0.25	17,900	0.25	19,200	0.25	20,000
Project Manager	0.35	21,000	0.65	42,400	0.65	43,500
Contract Specialist - RFP's	0.40	16,900	0.40	16,900	0.32	13,700
Contract Specialist - Bids	0.20	7,500	0.20	8,000	0.20	8,200
DBE Specialist	0.20	7,300	0.20	7,700	0.20	8,000
Engineering Assistant II	1.40	75,300	1.40	79,400	1.40	80,400
Engineering Assistant I	0.72	28,200	0.72	31,900	0.72	32,700
Administrative Officer	0.10	5,200	0.10	5,500	0.10	5,700
Programmer Analyst II	0.17	8,600	0.17	15,100	0.17	15,700
Secretary II	1.00	35,700	1.00	37,200	1.00	37,700
Office Assistant III	0.29	8,000	0.29	8,200	0.29	8,500
Office Assistant II	0.15	3,900	0.15	3,900	-	-
Workforce	-	6,300	-	6,300	-	6,300
Overtime	-	1,000	-	1,500	-	1,500
Benefits	-	124,500	-	147,900	-	151,800
Vacancy Factor	-	(5,100)	-	(5,100)	-	(5,100)
Total before amendments	7.53	527,700	7.83	617,300	7.60	623,900
Amendments:						
Transfer Project Manager from						
CIP Engineering	0.30	17,900	-	-	-	-
Benefits	-	5,400	-	-	-	-
Office Assistant II	-	-	(0.15)	(3,900)	-	-
Benefits	-	-	-	(1,800)	-	-
Contract Specialist - RFP's	-	-	(0.08)	(3,200)	-	-
Benefits	-	-	-	(700)	-	-
Total after amendments	7.83	551,000	7.60	607,700	7.60	623,900

ENGINEERING DEPARTMENT

STAFFING DETAIL - CONTINUED

	FY02 Amended		FY03 Adopted		FY04 Approved	
	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>
CLASS TITLE:						
CIP Engineering:						
Chief Project Engineer	0.60	38,000	0.60	43,100	0.60	44,700
Chief Engineer	0.80	49,800	0.80	56,100	0.80	58,200
Land Surveyor	0.20	14,400	0.20	15,900	0.20	16,000
City Architect	0.75	53,800	0.75	57,700	0.75	59,900
Project Manager	12.45	715,100	13.15	792,900	12.95	803,500
Contract Specialist - RFP's	0.60	25,400	0.60	25,400	0.48	20,600
Contract Specialist - Bids	0.80	30,100	0.80	31,800	0.80	32,800
DBE Specialist	0.80	29,300	0.80	30,800	0.80	31,900
Engineering Assistant I	0.50	19,900	0.50	23,400	0.50	24,200
Administrative Officer	0.80	41,400	0.80	44,100	0.80	45,700
Programmer Analyst II	0.41	19,800	0.41	34,900	0.41	36,200
Office Assistant III	0.67	18,400	0.67	19,100	0.67	19,700
Office Assistant II	0.33	8,300	0.33	8,300	-	-
Overtime	-	5,000	-	7,200	-	7,300
Benefits	-	330,400	-	392,900	-	402,700
Temporary Interns	-	38,100	-	70,500	-	70,500
Total before amendments and increment	<u>19.71</u>	<u>1,437,200</u>	<u>20.41</u>	<u>1,654,100</u>	<u>19.76</u>	<u>1,673,900</u>
Amendments:						
Transfer Project Manager to General Engineering	(0.30)	(17,900)	-	-	-	-
Benefits	-	(5,400)	-	-	-	-
Project Manager	-	-	(0.20)	(3,100)	-	-
Benefits	-	-	-	(900)	-	-
Office Assistant II	-	-	(0.33)	(8,300)	-	-
Benefits	-	-	-	(4,000)	-	-
Contract Specialist - RFP's	-	-	(0.12)	(4,800)	-	-
Benefits	-	-	-	(900)	-	-
Total amendments	<u>(0.30)</u>	<u>(23,300)</u>	<u>(0.65)</u>	<u>(22,000)</u>	<u>-</u>	<u>-</u>
Increment:						
Project Manager	1.00	58,100	-	-	-	-
Benefits	-	17,500	-	-	-	-
Total increment	<u>1.00</u>	<u>75,600</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total after amendments and increment	<u>20.41</u>	<u>1,489,500</u>	<u>19.76</u>	<u>1,632,100</u>	<u>19.76</u>	<u>1,673,900</u>

ENGINEERING DEPARTMENT

STAFFING DETAIL - CONTINUED

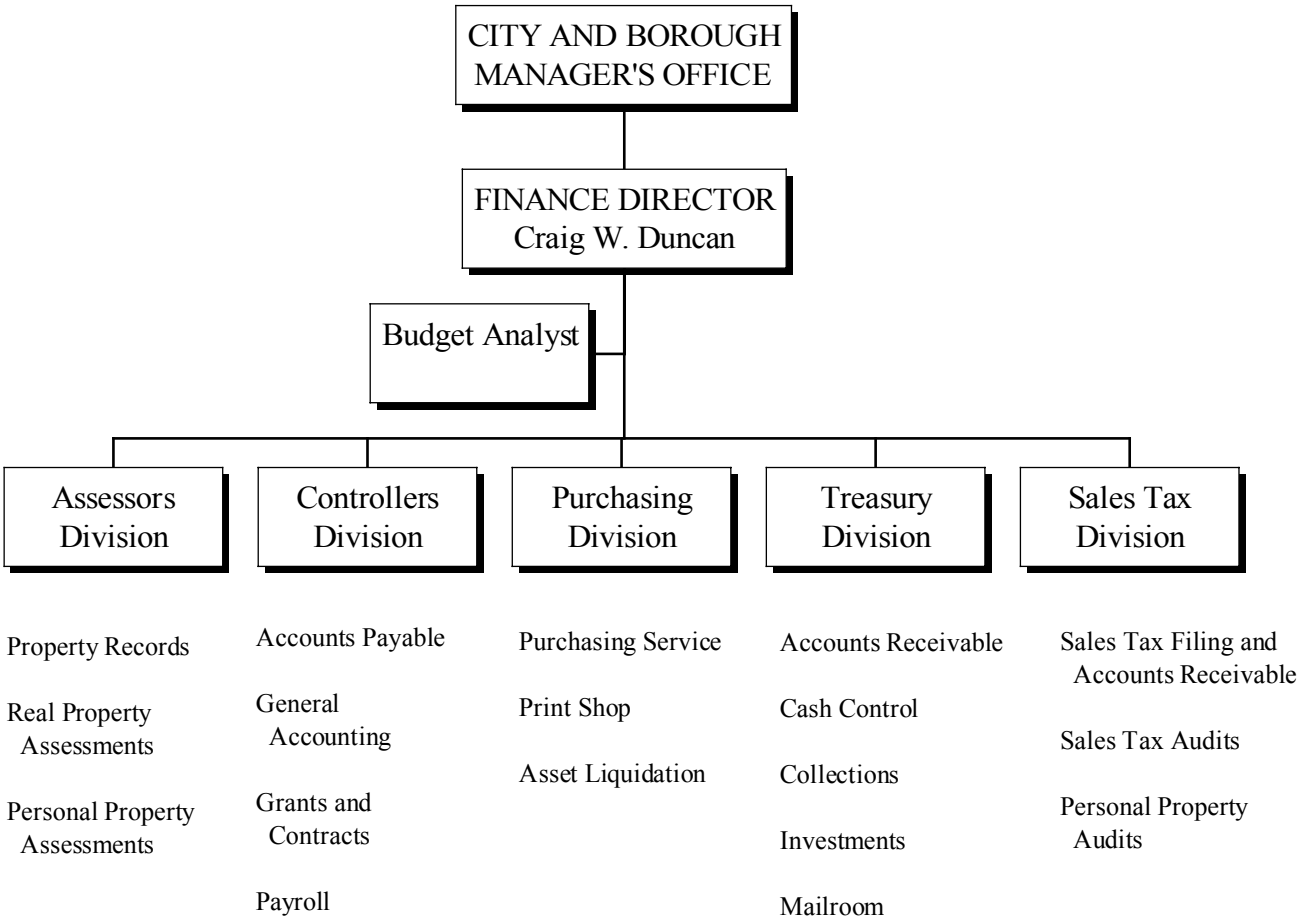
	FY02 Amended		FY03 Adopted		FY04 Approved	
	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>
CLASS TITLE:						
Water/Sewer Connection:						
Land Surveyor	0.10	7,200	0.10	8,000	0.10	8,000
Engineering Assistant II	0.60	31,700	0.60	33,000	0.60	33,600
Engineering Assistant I	0.32	12,700	0.32	12,700	0.32	12,700
Administrative Officer	0.10	5,200	0.10	5,500	0.10	5,700
Information Systems Specialist	0.02	1,200	0.02	2,100	0.02	2,200
Office Assistant III	0.04	1,100	0.04	1,100	0.04	1,200
Office Assistant II	0.02	500	0.02	500	-	-
Workforce	-	7,000	-	7,000	-	7,000
Overtime	-	4,000	-	1,500	-	1,500
Benefits	-	19,200	-	21,100	-	21,600
Temporary Interns	-	-	-	2,000	-	2,000
Total before amendment	<u>1.20</u>	<u>89,800</u>	<u>1.20</u>	<u>94,500</u>	<u>1.18</u>	<u>95,500</u>
Amendment:						
Office Assistant II	-	-	(0.02)	(500)	-	-
Benefits	-	-	-	(200)	-	-
Total after amendment	<u>1.20</u>	<u>89,800</u>	<u>1.18</u>	<u>93,800</u>	<u>1.18</u>	<u>95,500</u>
Total Budget	<u>29.44</u>	<u>\$ 2,130,300</u>	<u>28.54</u>	<u>\$ 2,333,600</u>	<u>28.54</u>	<u>\$ 2,393,300</u>

FINANCE DEPARTMENT

MISSION STATEMENT

The Finance Department is committed to providing a professional and quality level of financial services to the public and user departments. This includes insuring that proper controls and procedures are in place to manage properly and protect the public’s resources. We constantly evaluate and balance the types and levels of services provided, with customer needs, cost efficiency and available resources. Efficiencies are developed through staff training opportunities, promoting teamwork and by providing employees with a challenging and fulfilling work environment.

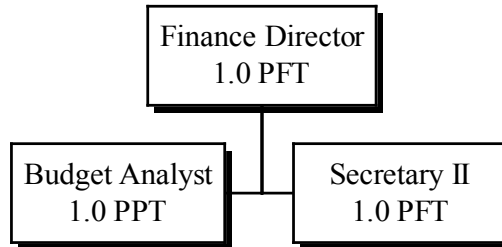
FUNCTIONAL ORGANIZATION CHART



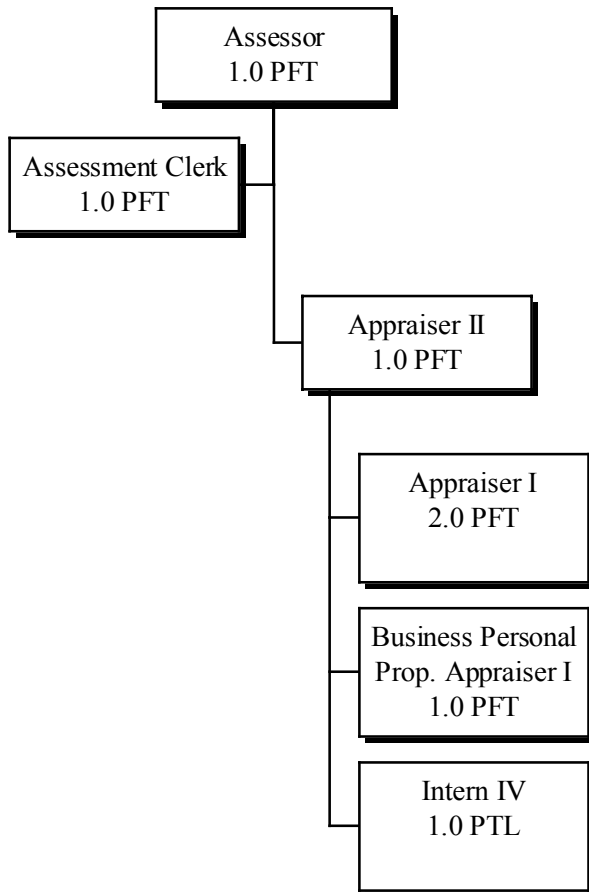
FINANCE DEPARTMENT

STAFFING ORGANIZATION CHARTS

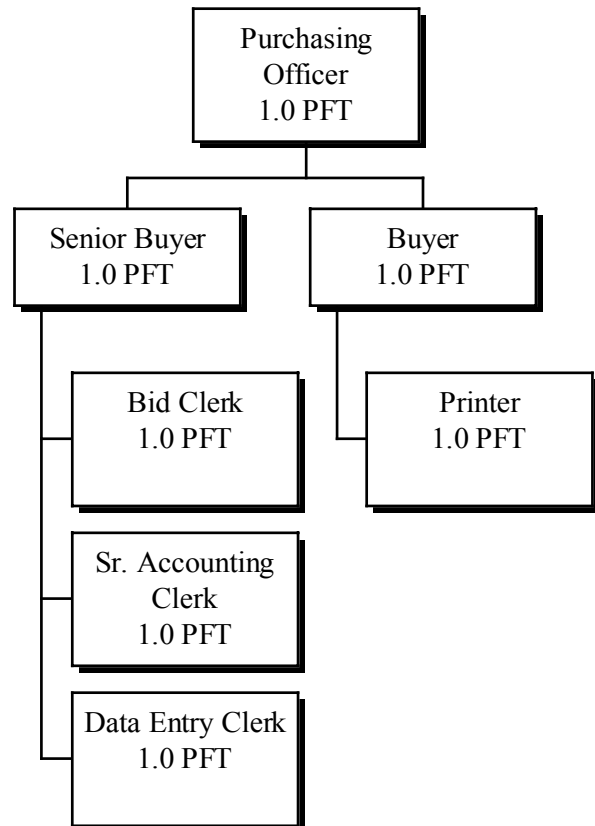
ADMINISTRATION



ASSESSOR'S DIVISION



PURCHASING DIVISION

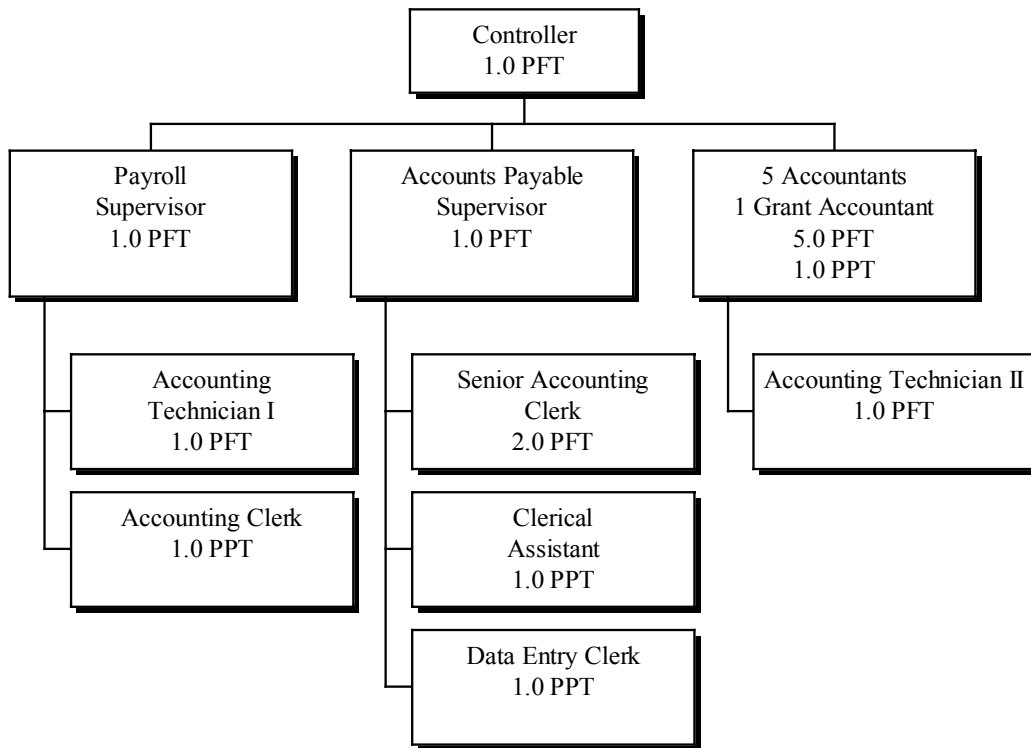


See Employment Status in Glossary for definitions of
PFT, PPT, PTL and PS

FINANCE DEPARTMENT

STAFFING ORGANIZATION CHARTS

CONTROLLER'S DIVISION

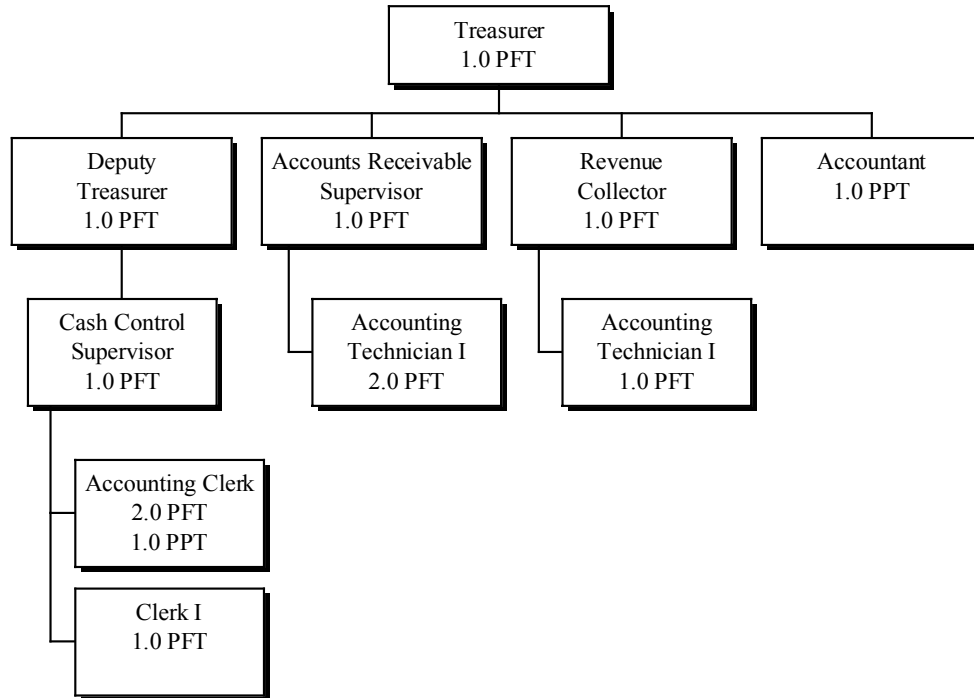


See Employment Status in Glossary for definitions of
PFT, PPT, PTL and PS

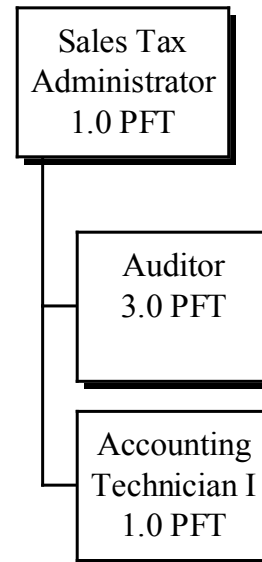
FINANCE DEPARTMENT

STAFFING ORGANIZATION CHART

TREASURER'S DIVISION



SALES TAX DIVISION



See Employment Status in Glossary for
for definitions of PFT, PPT, PTL and PS

FINANCE DEPARTMENT

OVERVIEW

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
EXPENDITURES:					
Personnel Services	2,535,400	2,837,300	2,842,000	3,068,200	3,141,600
Commodities and Services	660,400	667,000	654,200	735,600	719,200
Capital Outlay	22,700	5,000	3,000	3,000	8,800
Total Expenditures	3,218,500	3,509,300	3,499,200	3,806,800	3,869,600
FUNDING SOURCES:					
Interdepartmental Charges	1,301,500	1,374,400	1,345,000	1,446,400	1,474,400
Fees	48,700	36,500	46,200	46,900	46,900
Support from General Fund	1,868,300	2,098,400	2,108,000	2,313,500	2,348,300
Total Funding Sources	\$ 3,218,500	3,509,300	3,499,200	3,806,800	3,869,600
STAFFING	46.88	47.08	47.08	47.08	47.08
FUND BALANCE	N/A	N/A	N/A	N/A	N/A

The Finance Department is a component of the General Fund. See the General Fund fund balance in the "Changes in Fund Balances" schedule.

BUDGET HIGHLIGHT

The Finance Department FY03 Adopted Budget represents an increase of \$297,500 (8.5%) over the FY02 Amended Budget. The FY04 Approved Budget is \$62,800 (1.6%) greater than the FY03 Adopted Budget.

The significant budgetary changes include:

FY03

- Personnel services increased \$230,900 to reflect negotiated changes in the wage rate, position reclassifications and increases in health care costs.
- Insurance charges increased \$27,800 due to higher premium costs for all coverage.
- Interdepartmental printing revenue decreased \$20,000 to reflect current print rates and departmental usage.

FY04

- Personnel services increased \$73,400 due to step increases and increases in health care costs.

FINANCE DEPARTMENT

PROGRAM DESCRIPTION

Administration

Responsibilities include the financial management of the CBJ's operations, financial assistance and expertise, tracking and analyzing legislative issues. The Administration is responsible for the management and oversight of five (5) divisions: Assessor, Controller, Purchasing, Treasury and Sales Tax.

Financial Control

The responsibility to identify all funds due the CBJ, collect these funds, safeguard the funds, oversight on the expenditure of these funds, and accounting and reporting for the financial activities. These functions are accomplished within the constraints of the Charter, Codes, Regulations and Policies of the CBJ.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget (*)</u>	<u>Approved Budget (*)</u>
Number of Citywide FTE's	1,433	1,469	1,484	1,481
Billing and Cash Receipt Transactions	321,700	304,000	289,000	290,000
Payroll and Accounts Payable	55,000	46,000	46,000	46,000

* Efficiencies in operational management will reduce total transactions. Cash control through EFT, Payroll through direct deposit and Accounts Payable through the use of credit cards.

Financial Management

This responsibility includes the development of the budget, adoption of the budget, implementation and management of the budget, and reporting the results of operations in relationship to the adopted budget. This includes developing methods of presenting and analyzing financial data so the City Manager, the Assembly and the Taxpayers can review departmental financial requests, activities and the results of operations.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Total CBJ Budget Operations	\$164.0M	\$179.9M	\$173.7M	\$173.7M
Number of Budget Sections Prepared	35	34	34	34

Debt

Provide user departments, and to the city as a whole, financial advice on the issuance of debt. Debt issuance includes capital leases, revenue bonds, general obligation bonds and conduit financing. This includes recommendations on timing, projections of debt service, issuance structures, IRS arbitrage yield restrictions, and reviews of operational impacts. The analysis and issuance of debt includes the coordination of services with bond council, financial advisors, trustees, fiduciaries and underwriters.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Debt Issues Researched	4	8	4	2
Debt Issues	2	4	Unknown	Unknown
Amount of Debt Issuance	\$16.8M	\$19.4M	Unknown	Unknown

FINANCE DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

Legislative

This responsibility includes keeping informed on all federal, state and local issues that could impact the financial operation of the CBJ. Support on issues is provided by interactions with the Alaska Government Finance Officers Association, the Alaska Municipal League and the Alaska Municipal League Legislative Committee. This function includes identifying proposed legislation, tracking legislative bills and issues, analyzing legislation impacts, and, when appropriate, providing information in favor or in opposition to the legislation.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Appropriation Ordinances	63	65	50	50
Transfers	22	40	25	25
State Legislative Bills Reviewed	10	4	10	10
Major Accounting Changes, Government Accounting Standards Board	-	1	-	1

Assessor's Division

Real Property Assessments

Establish and maintain equitable, fair and uniform real property assessments borough-wide while adhering to all state and local assessment laws. Provide accurate and timely information to the general public, user departments and the State of Alaska.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
# of parcels assessed	12,490	12,580	12,630	12,680
Taxable value - Field inspections	\$2,115 Billion	\$2,257 Billion	\$2,325 Billion	\$2,371 Billion
Field inspections	2,450	2,500	2,500	2,500
Public inquires	9,600	9,800	9,900	10,000
Ownership & address changes	3,500	3,800	3,800	3,900
Senior/Disabled Veteran	918	970	1,000	1,050
Building permit inspections	1,200	1,200	1,200	1,200
Special projects	20	20	20	20

Business Personal Property Assessments

Establish and maintain equitable, fair and uniform business personal property assessments borough-wide while adhering to all state and local assessment laws. Provide accurate and timely information to the general public, user departments and the State of Alaska.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
# of accounts assessed	2,665	2,610	2,800	2,850
Taxable value - Field inspections	\$208.9 Million	\$267.3 Million	\$235 Million	\$230 Million
Detail filings	2,297	2,534	2,482	2,500

FINANCE DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

Controller's Division

General Ledger

Maintain the overall integrity of the CBJ's general ledger, including the proper recording of transactions and compliance with legal requirements and generally accepted accounting principles. This includes keeping the general ledger in balance, account maintenance, researching and resolving all subsystem problems.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Journal entries entered and reviewed	1,584	1,600	1,400	1,400
Ordinances prepared and entered	63	65	50	50
Transfers prepared and entered	22	40	25	25
Line item transfers prepared and entered	43	30	30	30
Number of accounts maintained	2,144	1,800	1,500	1,500
Funds monitored	220	220	220	220
GL and interfund balancing reports reviewed	2,643	2,643	2,640	2,640
General Ledger accounts	21,044	21,000	21,000	21,000
General Ledger transactions	392,151	400,000	400,000	400,000
Period closes	18	18	18	18

Grant Administration and CIP Accounting

Monitor grants and contracts for fiscal compliance and reporting; prepare drawdowns; coordinate and prepare the federal and state single audits. General CIP reporting for departments, audit preparation, and assist during the budget processes.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Grant drawdowns filed electronically	25	25	25	30
Grant drawdowns mailed	425	425	425	425
Grants monitored	125	125	125	125
New grants processed annually	30	30	30	30
Hours spent compiling ICAP information	150	150	150	150
Projects monitored	172	185	170	160

Budgeting

Prepare all budget information related to expenditures for the biennial budget process and document, prepare a roll forward of all fund balances, provide all expenditure numbers related to long range projections, prepare the full cost plan as a part of the budget process, provide support to the finance director and departments throughout the process.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Department budgets reviewed/schedules prepared	45	45	45	45
Hours spent preparing the biennial budget	3,000	4,500	3,000	4,500
Fund balances analyzed	38	38	38	38
Hours spent compiling information for Full Cost Plan	180	180	180	180
Ordinance and transfer preparation time in hours	450	450	450	450

FINANCE DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

Audit

We are required to have an external audit annually. This division is responsible for the research, analysis, preparation and staging of the audit. The responsibilities lie mainly with the expenditure side of the general ledger but do include the full reporting responsibility for the CAFR. This includes but is not limited to accruals, deferrals, inventory and fixed asset observations, work paper preparation, necessary schedules, analytical review of accounts identified, and any support required prior to and during field work.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<i>Workload Indicators</i>	<i>Actuals</i>	<i>Projected</i>	<i>Adopted Budget</i>	<i>Approved Budget</i>
Year End journal entries prepared	268	270	270	270
Inventories observed in hours	70	70	70	70
Fixed assets sites observed	15	15	15	15
Leases analyzed	27	30	30	30
Balance sheets reviewed and analyzed	229	229	230	230
Projects closed	32	35	30	30
Hours spent preparing for the audit	2,100	2,500	2,100	2,100

Financial Reporting

Financial reporting to departments, the assembly, external agencies, and the public is a major program of the accounting area. This includes the annual preparation of the Comprehensive Annual Financial Statement (CAFR), the Federal and State single audit schedules, the Indirect Cost Allocation Plan, Full Cost Allocation Plan and monthly trial balance reports for all departments, all capital improvement projects reports for engineering, the school district, and user departments.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<i>Workload Indicators</i>	<i>Actuals</i>	<i>Projected</i>	<i>Adopted Budget</i>	<i>Approved Budget</i>
CAFR prepared and submitted timely	1	1	1	1
ICAP prepared and timely filed	1	1	1	1
Federal and State single audits timely filed	25	25	25	25
Schedules written for the CAFR	250	250	250	250
Hours spent preparing the CAFR	2,100	2,500	2,100	2,100
Hours spent preparing single audit schedules	75	75	75	75
Department reports produced monthly	50	50	50	50
Project reports run monthly	30	30	30	30

Accountant Departmental Support

Monitor department budgets, process all PR's checking budget, prepare all department reports and accounting requests, prepare journal entries when necessary, observe inventory observation and fixed assets as part of the annual budget process, prepare ordinances, transfers and line item transfers as requested, review and provide support as part of the biennial budget process, attend board meetings upon request.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<i>Workload Indicators</i>	<i>Actuals</i>	<i>Projected</i>	<i>Adopted Budget</i>	<i>Approved Budget</i>
Number of Departments/Divisions supported	45	45	45	45
Line item transfers processed	113	110	110	110
Hours spent supporting department needs	2,500	2,500	2,500	2,500

FINANCE DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

Special Projects

The accountants also perform a variety of functions that are considered project in nature. These are typically special requests from the Finance director, the city manager, or the assembly or public. We have several routine projects that don't fit into the scope of other areas defined.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Freight bills processed monthly	50	50	50	50
Leases	27	30	30	30
1099's filed annually	153	175	175	175
Fixed assets actively monitored	2,400	2,500	2,500	2,500
Fleet schedules prepared	13	15	14	14

Systems Maintenance

We are responsible for the operation and general upkeep of the payroll, accounts payable, purchasing and general ledger subsystem in the Munifax software. This includes an understanding of how the systems operate, knowledge necessary to research and correct problems, testing upgrades, year end closes and file updates, SAN reporting and tracking, and a working knowledge of the systems and SFG.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Subsystem problems researched	45	50	30	30
SAN's reported annually	3	2	5	5
SAN's resolved annually	-	-	5	5
Upgrades tested	1	1	1	1

Accounts Payable

The processing of user department payment requests (excluding the hospital and school district), including reviews to insure payment compliance and proper documentation. Printing of checks and vouchers for distribution by the Treasury division.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Process invoices annually	31,532	28,000	25,000	24,000
Prepare checks annually	11,430	10,400	8,000	8,000
Special handling checks	110	110	50	50
Amount paid monthly	\$4.0M	\$4.9M	\$5.0M	\$5.0M
Statements reconciled monthly	75	75	75	75
Vendor profiles maintained	50	50	50	50
General Ledger transactions produced	32,730	31,200	28,000	28,000

FINANCE DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

Payroll

Processing monthly payrolls for fire fighters and biweekly payrolls for all other CBJ employees (excluding the hospital and school district), including reporting changes in status with various agencies, processing new hires and terminations, filing all reporting requirements with various state and federal agencies, and provide assistance with pay change calculations.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
	<i>Actuals</i>	<i>Projected</i>	<i>Adopted</i>	<i>Approved</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Budget</u>	<u>Budget</u>
New employees processed annually	390	450	450	450
Terminations processed annually	391	400	400	400
Average Payrolls processed monthly	12	12	12	12
Pay checks generated annually	6,408	6,000	6,000	6,000
Pay vouchers processed for direct deposit	9,310	10,600	11,000	11,500
W-2's Processed	1,235	1,250	1,300	1,300
W-4's Processed	540	600	600	600
Annual Payroll Processed	\$24.9M	\$25.6M	\$26.4M	\$27.2M
General ledger transactions produced	46,523	48,700	48,000	48,000

Purchasing

Purchasing Services

Provide professional management of purchasing function. Assist departments in drafting bids and requests for proposals. Handle purchasing inquiries from public. Ensure compliance with purchasing policies and procedures, including CBJ ordinance. Support finance administration by providing statistics, reports, and special project research on procurement issues. Process purchasing forms, maintain vendor and bid records. Provide contract administration for citywide contracts. Assist staff in reducing cost of doing business by using more efficient procurement methods. Administer purchasing protests and resolve contract disputes. Maintain networking with governments and businesses on procurement.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
	<i>Actuals</i>	<i>Projected</i>	<i>Adopted</i>	<i>Approved</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Budget</u>	<u>Budget</u>
Active vendor files maintained	2,500	3,000	3,000	3,000
New vendor files created	575	500	500	500
Develop/process, approve RFPs, Bids, IFQs, Renewals, etc.	559	450	450	450
Purchase Orders processed	1,408	1,400	1,350	1,350
Limited Purchase Orders processed	8,846	6,000	5,000	4,000
Purchase Requests processed	664	660	660	660
Travel/training forms reviewed/processed	380	360	350	350
Pre & post solicitation consultations with user depts.	1,200	1,200	900	900
Training sessions held with CBJ employees	4	8	10	10
Inquiries handled	7,800	7,800	7,800	7,800
Protests filed	1	2	3	3
Contract disputes or breaches handled	6	6	10	10
Special projects research	3	8	10	10

FINANCE DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

Print Shop

Provide printing shop services for CBJ. This includes duplicating, folding and binding of forms, brochures, packets, envelopes, all of various size and weight. Maintain equipment in Print Shop. Maintain inventory of supplies and paper necessary for uninterrupted operation of CBJ copiers & Print Shop. Provide support for daily operation of Municipal and Endicott Building copiers. Assist in support of general office supply room. Provide monthly printing statistics. Process charge outs for copying and the supply room. Deliver paper to copy machines in the Municipal and Endicott buildings.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Assembly, committee packets and dept. printing	1,356,546	1,460,000	1,400,000	1,400,000
Copier support and repair assistance	400	400	400	400
Delivery of paper to copiers	104	104	104	104
Print Shop charge outs	2,300	2,300	2,300	2,300
Stock and inventory the supply room	100	95	80	80
Supply room charge outs	600	300	200	200
Copier counts	156	156	156	156

Asset Liquidation (Excess and Surplus Property)

Provide for the storage and/or disposition of all CBJ excess and surplus property.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Departmental inquiries	156	170	208	208
Inventory adjustments for all CBJ excess property	40	45	45	45
Prepare sealed bids for surplus items	2	2	2	2
Hold auctions (equipment, vehicles, supplies)	-	1	1	1
Coordinate pick-up & disposal of unsold auction or bid items	16	18	20	20

Sales Tax

Ensures that all merchants doing business locally register and comply with the sales, hotel, tobacco and liquor tax codes. Provides assistance and guidance to the public and merchants on tax issues. Performs compliance work to determine if merchants are filing and remitting the proper level of sales tax. Performs sales tax and business personal property tax audits to ensure that the proper level of tax and personal property values are declared. Assists the Revenue Collection office with collection action on delinquent sales tax accounts and negotiate confessions of judgement (COJ) with merchants who cannot pay. Provides support to the finance committee. Work with the attorney's office on civil suits, criminal cases and appeals.

FINANCE DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Merchant accounts maintained	3,323	3,350	3,400	3,450
Returns processed and account adjustments	14,752	15,000	15,300	15,600
Estimated returns prepared by CBJ	51	55	60	65
Customer inquiries	5,590	6,400	7,500	8,500
Nonresident exemption cards issued	1,165	1,200	1,220	1,250
Senior Citizen exemption cards issued	187	200	225	250
Sales Tax audits performed	23	120	125	130
Business personal property tax audits performed	20	120	125	130
Appeals completed	-	1	1	1
Resale of Goods Certificates issued	963	975	1,000	1,000
Non registered letters mailed	20	850	900	1,000
Non filer letters mailed	1,408	1,445	1,500	1,525

Treasury

Administration

Responsible for ensuring that all revenues due the CBJ are accurately projected, fully collected, maintained in safe custody and properly accounted for.

Responsible for all Treasury operations including supervision of 11 employees. General responsibilities include budgeting, assistance in financial statement preparation, cash control, investments, property taxation, local improvement district billings, utility billings, ambulance billings, general accounts receivable, collections, debt service and public correspondence in addressing sales tax appeals and billing questions.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Hours spent on sales tax appeals	30	55	55	55
Hours spent on customer correspondence	120	85	85	85
Hours spent on personnel issues	85	135	135	135
Hours spent on special requests	480	460	460	460
# of Revenue accounts reviewed and analyzed	400	400	400	400
Bond issues assisted with	-	2	2	2
Hours spent on audit	350	300	300	300
Hours spent on biennial budget	200	100	100	100
Hours spent on long range planning	-	-	-	50
Hours spent on full cost information	15	15	15	15
Hours spent on subsystem problems research	50	50	50	50
Journal entries reviewed	250	220	220	220
Bond arbitrage calculations prepared	-	1	1	1
Bond arbitrage returns filed	4	4	-	-
State shared revenue applications filed	1	1	1	1
Quarterly reports prepared	4	4	4	4

Accounts Receivable

Maintains accurate account and billing records for utilities, ambulance, airport, lands and other miscellaneous accounts receivable. This program also bills and records real and business property tax levies and local improvement districts.

FINANCE DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Bills and statements mailed	110,000	100,000	80,000	80,000
Customer changes/additions	7,000	7,250	7,500	7,750
Customer/public inquiries	10,400	10,500	11,000	11,250

Cash Control

Collect, record and deposit funds for all central treasury transactions and ensure that the deposits are made timely and accurately. Control disbursement and reconciliation of all checks or withdrawals from central treasury accounts. Provide banking services such as ordering supplies, checks, endorsement stamps, deposit tickets and placing stop payments. Provide the public with information about city departments, their function, meetings and locations as well as the locations of other landmarks and services in the City and Borough. Sell and account for Capital Transit bus passes and tokens.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Receipt transactions	133,500	135,000	138,000	138,000
Miscellaneous bank transactions	800	800	900	1,000
Deposits processed	4,000	4,000	4,000	4,000
CBJ, School and BMH checks reconciled	55,000	46,000	46,000	46,000
Electronic bank transactions	1,000	1,000	1,500	1,500

Collections

Collect monies owed the CBJ on delinquent sales tax, business personal property tax, utilities, social services (mental health and chemical dependency), ambulance, Centennial Hall, airport, harbor and other miscellaneous accounts. Also responsible for the annual foreclosure process for delinquent real property tax levies and local improvement districts.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Collection notices mailed	8,000	8,000	8,000	8,000
Court filings	175	175	200	200
NSF checks processed	242	275	300	300
Number of delinquent real properties on 3/1	419	400	450	450
LID payment option letters	208	100	100	100
Delinquent account balances (\$):				
General A/R	343,665	200,000	200,000	200,000
Utility	35,300	25,000	25,000	25,000
Health & Social Services	900,000	900,000	950,000	1,000,000
Ambulance	273,000	200,000	220,000	240,000
Sales Tax	527,300	500,000	500,000	500,000
Harbors	69,400	85,000	85,000	85,000
Court ordered judgments	555	500	525	550
Minor violations collected	940	500	500	500
Permanent Fund Dividend dollars collected	148,405	175,000	200,000	200,000

FINANCE DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

Investments

To maximize returns on City investments without compromising safety and security priorities. Investment staff must coordinate with and monitor the external investment manager handling the CBJ's intermediate term portfolio in contract compliance, investment yield, security compliance and timely reporting. Also responsible for the investment management of CBJ's operating funds in shorter term investments.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Average portfolio balance:				
Internal portfolio	53M	50M	50M	50M
External portfolio	27M	28M	28M	28M
Investments monitored	70	70	70	70
Quarterly reports prepared	3	4	4	4
Monthly investment meetings with Finance Director	4	7	12	12

Bond Management

Responsible for tracking the billing and ensuring timely payment of all general obligation and revenue bonds and other long term debt. Prepare cash flow projections to ensure funds are available when the payments are due. Prepare refund requests for the School Construction Debt Reimbursement program administered by the State of Alaska's Department of Education. Assist in the preparation of the annual financial audit and budget for debt service.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Bond payments made	48	46	50	50
State of Alaska DOE refunds	9	14	8	7

Mailroom

Provides for the accounting of the postage reserve accounts to ensure there are adequate reserve balances. Purchases maintenance agreements and cares for the mailing equipment. Tracks postage used by departments and in some cases charges them for their postage. Receives mail from mail carriers, signs for it and notifies the respective department of its arrival. Disburses incoming mail into department mailboxes and affixes appropriate postage to outgoing mail (mail weighing less than 30 pounds and not requiring direct delivery to the U.S. Post Office such as registered or insured mail).

FINANCE DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES

Administration

General Administrative (The items appearing in the Administrative section are the Finance Department's non divisional goals and objectives. Other administrative goals and objectives will appear in the appropriate division of Finance).

GOAL

PROVIDE FOR MORE EFFICIENT, INFORMATIVE AND ACCOUNTABLE BIENNIAL OPERATING BUDGET PROCESS.

<u>Objectives</u>	<u>Projected Completion Date</u>	
Develop Program Descriptions and Goals and Objective with key measures that allow Departments, Administration, Assembly and Public to better qualify the community impacts of the service being provided.		
Train departments and develop the key measures to be used		11/02
Present the new key measures to the Assembly and the Public		04/03
Develop a brief user friendly budget summary, of 6 to 10 pages, which explains the CBJ's property tax supported governmental functions.		07/02

<u>Key Measures</u>	<u>FY01 Actuals</u>	<u>FY02 Projected</u>	<u>FY03 Adopted Budget</u>	<u>FY04 Approved Budget</u>
Number of departmental training sessions on developing program and goal and objective impact measures.	-	1	22	11

GOAL

IMPROVE DEPARTMENTAL OPERATING EFFICIENCIES.

<u>Objectives</u>	<u>Projected Completion Date</u>	
Fully implement the credit card purchasing system. Currently 13 departments are using the purchasing cards with positive results from both the merchants and the users. Full implementation of the program will reduce Finance Department operational workloads in Purchasing, Accounts Payable and in Cash Control. In addition, surveys have indicated that merchants prefer to receive small payments by credit card as opposed to limited purchase orders.		12/02

<u>Key Measures</u>	<u>FY01 Actuals</u>	<u>FY02 Projected</u>	<u>FY03 Adopted Budget</u>	<u>FY04 Approved Budget</u>
Departments using credit cards	-	13	22	22
Number of credit cards issued	-	42	100	100

FINANCE DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

Assessor's Division

GOAL

REAL PROPERTY – MAINTAIN EQUALITY AND CONSISTENCY IN THE ASSESSMENT OF REAL PROPERTY.

<u>Objectives</u>	<i>Projected</i> <u>Completion Date</u>	
Update MicroSolve software	09/02	
Train staff in new software use	10/02	
Use CAMA system to value all residential property	03/03	
Prepare CAMA system to value commercial property	09/03	
Target commercial property inspections	06/03	

<u>Key Measures</u>	<i>FY01</i> <u>Actuals</u>	<i>FY02</i> <u>Projected</u>	<i>FY03</i> <u>Adopted</u> <u>Budget</u>	<i>FY04</i> <u>Approved</u> <u>Budget</u>
Parcels inspected	1,738	2,850	2,500	2,500
Projected assessment cycle	5 year	5 year	5 year	5 year
Assessed value ratio	98.8%	99.8%	99%	99%

GOAL

BUSINESS PERSONAL PROPERTY – IMPROVE EQUITY AND CAPTURE ESCAPED PROPERTY.

<u>Objectives</u>	<i>Projected</i> <u>Completion Date</u>	
Simplify declaration forms to promote better reporting by merchants.	12/02	
Develop auditing protocols for efficiency and consistency.	06/03	

<u>Key Measures</u>	<i>FY01</i> <u>Actuals</u>	<i>FY02</i> <u>Projected</u>	<i>FY03</i> <u>Adopted</u> <u>Budget</u>	<i>FY04</i> <u>Approved</u> <u>Budget</u>
Detail filings	2,297	2,350	2,400	2,450
Force files	375	350	300	275

Controller's Division

GOAL

INCREASE EFFICIENCY TO BETTER SERVE EMPLOYEES, USER DEPARTMENTS AND THE PUBLIC.

<u>Objectives</u>	<i>Projected</i> <u>Completion Date</u>	
In coordination with the MIS and Personnel Departments, assist with the set up, training and implementation of the integrated human resource system.	06/03	
Work with Purchasing to clean up the Vendor file and eliminate incorrect and non-current vendors.	12/02	
Reevaluate Payroll, Personnel and Risk Management issues in order to develop ways to better serve CBJ employees and provide information and assistance.	06/03	
Document policies and procedures for the division to ensure: consistent and fair application, divisional knowledge is captured for future use, that periodic review is in place to evaluate each procedures continued relevance to the operation of the division.	06/04	

FINANCE DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

GOAL

ELIMINATE UNNECESSARY AND MANUALLY REDUNDANT DATA ENTRY IN OUR PROCESSES TO STREAMLINE AND INCREASE EFFICIENCIES IN OUR DAILY DUTIES.

Objectives

Begin electronic processing of accounts payable payments to selected vendors.

*Projected
Completion Date*
06/03

GOAL

COMPLY WITH MANDATED SYSTEM AND REPORTING REQUIREMENTS CHANGES TIMELY.

Objectives

Install, test and implement the new version of our Financial Software called Municipal Manager 5 within the timeline specified by Cayenta and CBJ.

Implement and report under requirements of GASB 34.

Identify and record all CBJ infrastructure for the past 30 years, in compliance with GASB 34, determine asset useful life and depreciation and book values for each asset.

*Projected
Completion Date*
04/03
06/02
06/04

Purchasing

GOAL

IMPLEMENT COOPERATIVE PURCHASING PRACTICES INTO CBJ PROCUREMENT PROCESS.

Objectives

Establish program for cooperative purchasing purchases.

Set policy & guidelines for usage.

Train staff on how to take advantage of discount purchases.

Continue streamlining process.

*Projected
Completion Date*
06/02
Ongoing

Key Measures

Begin processing cooperative purchasing requests

<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
-	5	10	15

GOAL

PROVIDE MORE EFFICIENT PROCUREMENT PROCESS BY IMPLEMENTING INFORMATION TECHNOLOGY BASED PURCHASING PRACTICES.

Objectives

Continue to refine Purchasing's ability to do analyses with data being stored electronically.

*Projected
Completion Date*
Ongoing

Key Measures

Conduct queries/reports on types of purchases

Analyze copier information to plan for future purchases

<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
-	50	100	100
-	3	3	3

FINANCE DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

Sales Tax

GOAL

IMPROVE THE COMPLIANCE, CONSISTENCY AND EQUITY IN THE COLLECTION, DECLARATION AND REMITTANCE OF SALES AND BUSINESS PROPERTY TAX.

Objectives

	<i>Projected Completion Date</i>
Improve and enhance the compliance programs for non filing and non registration	Ongoing
Create an automated audit selection process	12/02
Improve the internet web page by adding administrative guidelines on sales tax exemptions	12/02
Design and implement a join usage business personal property and sales tax master data file	12/03

Treasury

Administration

GOAL

COMPLETE AN RFP PROCESS TO IMPLEMENT NEW BANKING AND CUSTODIAL SERVICE CONTRACTS. UPDATING OUR CONTRACTS WILL PROVIDE US WITH THE OPPORTUNITY TO REVIEW CURRENT COMPETITION, SERVICE OPTIONS, CURRENT PRICING STRUCTURES AND USE OF CURRENT TECHNOLOGY.

Objectives

	<i>Projected Completion Date</i>
Finalize and put out on the street the request for proposals for banking services	05/02
Review proposals	07/02
Implementation	09/02-01/03
Draft the request for proposals for custodial services	06/02
Finalize and put out on the street the request for proposals for custodial services	07/02
Review proposals	08/02
Implementation	09/02

Accounts Receivable / Cash Collection / Mail Room

GOAL

MODIFY THE BILLING FORMAT FROM A THREE-PART FORM TO A LASER-PRINTED FORM. THIS WILL PROVIDE US THE ABILITY TO DESIGN OUR OWN FORMS, MERGE DATA FROM OUR PRINT FILES WITH A FORM TEMPLATE AND PRINT ON WHITE PAPER STOCK. THIS WILL REDUCE THE COST OF FORMS AS WELL AS ALLOW US TO STREAMLINE THE CASH HANDLING PROCESS BY ALLOWING US TO USE AN OCR READER TO READ A LINE OF DATA ON THE RETURN PORTION OF THE BILL. IT WILL ALSO ALLOW US TO REDUCE POSTAGE COSTS BY ALLOWING US TO MERGE ZIP+4 INFORMATION INTO THE DOCUMENT.

FINANCE DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

<u>Objectives</u>	<i>Projected Completion Date</i>
Design second form to use – property tax forms for flat tax taxpayers	04/02
Prepare code-formatted forms for merge process – both forms	05/02
Test the merge and print process	06/02
Print the property tax bills for flat tax taxpayers using the laser printed form process	06/02
Work with the vendor to set the OCR reader to read our line of data on the utility bill	06/02
Work with the envelope manager software to use the zip+4 and CASS certify the utility bills.	07/02
Print the utility bills using the laser printed form process	07/02-08/02

Collections

GOAL

QUANTIFY THE IMPACTS OF OUR COLLECTION EFFORTS TO PROVIDE INFORMATION ON COLLECTION TOOL EFFECTIVENESS AND WHERE COLLECTION EFFORTS PRODUCE THE GREATEST RESULTS.

<u>Objectives</u>	<i>Projected Completion Date</i>
Develop a spreadsheet that will show the dollars the collections office has been given to collect, the collection techniques applied and results of efforts.	12/02
Develop measurements showing the relationship of what is past due compared to what was billed on a monthly basis by area of collection.	07/03

<u>Key Measures</u>	<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
Past Due Receivables to Total Accounts Receivable:				
General A/R over 30 days	48%	30%	30%	30%
Utilities over 30 days	29%	15%	15%	15%
Sales taxes over 30 days ¹	95%	50%	50%	50%

¹ The past due sales tax receivable includes those accounts in appeal and bankruptcy status. These amounts affect the percentage past due.

Mail Room

GOAL

IMPLEMENT THE USE OF BAR CODING IN OUR MAIL ROOM OPERATION TO REDUCE COST OF POSTAGE AND STREAMLINE THE MAILING PROCESS

<u>Objectives</u>	<i>Projected Completion Date</i>
Make sure all city mail pieces comply with postal regulations and addresses are entered correctly.	09/03
Work on qualifying billing systems and mail outs for bar code mail rates.	01/04

FINANCE DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

Cash Control

GOAL

STREAMLINE THE CASH RECEIPT HANDLING IN THE CASH OFFICE. ACHIEVEMENT OF THIS GOAL WOULD ENHANCE THE CASH CONTROL OFFICE BY AUTOMATING SOME OF THE PROCESSES CURRENTLY PERFORMED MANUALLY. THIS WOULD ALLOW MORE EFFICIENT USE OF STAFF TIME AND BETTER CUSTOMER SERVICE.

Objectives

Request and complete a change to the software program to streamline the deposit entry system.
Work on automating electronic deposits.
Write new and update old procedure manuals for the cash office.

Projected Completion Date

Ongoing
03/02
02/04

FINANCE DEPARTMENT

EXPENDITURES

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
PROGRAMS:					
Administration:					
Personnel Services	\$ 204,800	211,300	228,500	239,300	242,600
Commodities and Services	118,700	121,400	117,600	126,000	125,500
Capital Outlay	4,800	-	-	-	-
Total	328,300	332,700	346,100	365,300	368,100
Assessors:					
Personnel Services	366,900	382,400	373,200	429,800	433,800
Commodities and Services	67,300	45,000	38,900	58,200	55,600
Total	434,200	427,400	412,100	488,000	489,400
Controllers:					
Personnel Services	725,100	864,500	863,600	891,500	909,800
Commodities and Services	44,900	45,000	41,200	49,600	50,200
Capital Outlay	-	5,000	3,000	3,000	3,000
Total	770,000	914,500	907,800	944,100	963,000
Treasury:					
Personnel Services	590,200	647,700	650,200	724,300	747,600
Commodities and Services	264,000	282,200	305,800	316,400	310,400
Capital Outlay	7,700	-	-	-	-
Total	861,900	929,900	956,000	1,040,700	1,058,000
Sales Tax:					
Personnel Services	261,100	310,500	310,500	332,700	345,500
Commodities and Services	37,100	59,000	49,600	63,800	59,200
Total	298,200	369,500	360,100	396,500	404,700
Purchasing:					
Personnel Services	332,400	364,900	357,600	391,700	402,400
Commodities and Services	50,600	39,400	34,400	46,500	41,600
Capital Outlay	-	-	-	-	5,800
Total	383,000	404,300	392,000	438,200	449,800
Print Shop:					
Personnel Services	54,900	56,000	58,400	58,900	59,900
Commodities and Services	77,800	75,000	66,700	75,100	76,700
Total	142,900	131,000	125,100	134,000	136,600
Total Expenditures	\$ 3,218,500	3,509,300	3,499,200	3,806,800	3,869,600

FINANCE DEPARTMENT

FUNDING SOURCES

	FY01 Actuals	FY02		FY03	FY04
		Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
CLASSIFICATION:					
Fees	<u>\$ 48,700</u>	<u>36,500</u>	<u>46,200</u>	<u>46,900</u>	<u>46,900</u>
Interdepartmental Charges:					
Administration	20,300	20,700	20,700	22,600	23,100
Controllers	247,900	252,900	252,900	291,400	297,200
Treasury	549,700	560,700	560,700	550,200	561,200
Sales Tax	301,300	369,500	360,100	396,500	404,700
Purchasing	112,700	90,600	90,600	125,700	128,200
Print Shop	69,600	80,000	60,000	60,000	60,000
Total	<u>1,301,500</u>	<u>1,374,400</u>	<u>1,345,000</u>	<u>1,446,400</u>	<u>1,474,400</u>
Support from General Fund	<u>1,868,300</u>	<u>2,098,400</u>	<u>2,108,000</u>	<u>2,313,500</u>	<u>2,348,300</u>
Total Funding Sources	<u>\$ 3,218,500</u>	<u>3,509,300</u>	<u>3,499,200</u>	<u>3,806,800</u>	<u>3,869,600</u>

FINANCE DEPARTMENT

STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>
CLASS TITLE:						
Administration:						
Finance Director	1.00	\$ 82,400	1.00	\$ 98,900	1.00	\$ 99,300
Budget Analyst	0.83	45,500	0.83	47,600	0.83	47,800
Secretary II	1.00	36,100	1.00	38,000	1.00	38,100
Overtime	-	700	-	300	-	300
Benefits	-	48,700	-	56,900	-	59,500
Vacancy Factor	-	(2,100)	-	(2,400)	-	(2,400)
Total	2.83	211,300	2.83	239,300	2.83	242,600
Assessors:						
Assessor	1.00	63,500	1.00	69,400	1.00	70,100
Appraiser II	1.00	53,100	1.00	57,400	1.00	58,200
Appraiser I	2.00	93,700	2.00	98,400	2.00	100,600
Business PP Appraiser II	1.00	42,700	1.00	45,200	1.00	46,900
Assessment Clerk	1.00	31,500	1.00	32,800	1.00	34,000
Intern IV	-	-	0.20	4,800	0.20	4,800
Retirement Incentive Program	-	9,100	-	9,100	-	-
Overtime	-	-	-	8,700	-	8,900
Benefits	-	92,700	-	108,300	-	114,700
Vacancy Factor	-	(3,900)	-	(4,300)	-	(4,400)
Total before amendment	6.00	382,400	6.20	429,800	6.20	433,800
Amendment:						
Intern IV	0.20	-	-	-	-	-
Total after amendment	6.20	382,400	6.20	429,800	6.20	433,800
Controllers:						
Controller	1.00	72,300	1.00	79,400	1.00	79,900
Accountant	6.00	292,300	6.00	302,300	6.00	307,200
Accounting Tech II	3.00	128,500	3.00	134,200	3.00	136,900
Accounting Tech I	1.00	38,600	1.00	40,500	1.00	40,700
Senior Accounting Clerk	2.00	74,900	2.00	77,100	2.00	77,800
Accounting Clerk	0.75	20,600	0.75	22,900	0.75	23,700
Clerical Aide	0.80	16,900	0.80	17,300	0.80	17,400
Overtime	-	10,000	-	10,000	-	6,000
Benefits	-	219,100	-	249,900	-	263,400
Vacancy Factor	-	(8,700)	-	(9,000)	-	(9,200)
Total before amendment	14.55	864,500	14.55	924,600	14.55	943,800
Amendment:						
Accountant	-	-	(0.53)	(24,200)	(0.53)	(24,600)
Benefits	-	-	-	(8,900)	-	(9,400)
Total after amendment	14.55	\$ 864,500	14.02	\$ 891,500	14.02	\$ 909,800

FINANCE DEPARTMENT

STAFFING DETAIL - CONTINUED

	FY02 Amended		FY03 Adopted		FY04 Approved	
	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>
CLASS TITLE:						
Treasury:						
Treasurer	1.00	\$ 67,800	1.00	\$ 75,400	1.00	\$ 78,200
Deputy Treasurer	1.00	55,700	1.00	54,700	1.00	56,700
Revenue Collector	1.00	54,700	1.00	56,900	1.00	57,600
Accounting Tech II	2.00	89,500	2.00	92,900	2.00	94,200
Accounting Tech I	3.00	112,800	3.00	117,300	3.00	119,700
Accounting Clerk	2.50	73,100	2.50	76,000	2.50	77,400
Clerk I	1.00	25,100	1.00	25,900	1.00	26,300
Overtime	-	7,300	-	7,300	-	7,300
Benefits	-	168,200	-	192,100	-	203,800
Vacancy Factor	-	(6,500)	-	(7,300)	-	(7,600)
Total before amendment	11.50	647,700	11.50	691,200	11.50	713,600
Amendment:						
Accountant	-	-	0.53	24,200	0.53	24,600
Benefits	-	-	-	8,900	-	9,400
Total after amendment	11.50	647,700	12.03	724,300	12.03	747,600
Sales Tax:						
Sales Tax Administrator	1.00	58,700	1.00	64,600	1.00	67,000
Accountant	3.00	141,000	3.00	147,100	3.00	150,700
Accounting Tech I	1.00	34,900	1.00	34,500	1.00	35,900
Overtime	-	1,900	-	1,800	-	1,800
Benefits	-	77,100	-	88,100	-	93,600
Vacancy Factor	-	(3,100)	-	(3,400)	-	(3,500)
Total	5.00	310,500	5.00	332,700	5.00	345,500
Purchasing:						
Purchasing Officer	1.00	59,200	1.00	63,000	1.00	65,300
Materials Management						
Analyst/Senior Buyer	1.00	58,200	1.00	59,900	1.00	61,500
Buyer	1.00	49,300	1.00	51,500	1.00	52,000
Bid Clerk	1.00	37,900	1.00	39,600	1.00	39,800
Sr Accounting Clerk	1.00	38,700	1.00	39,700	1.00	39,800
Data Entry Clerk	1.00	31,900	1.00	32,600	1.00	32,700
Temporary Salaries	-	2,000	-	4,900	-	4,900
Benefits	-	91,400	-	104,500	-	110,500
Vacancy Factor	-	(3,700)	-	(4,000)	-	(4,100)
Total	6.00	\$ 364,900	6.00	\$ 391,700	6.00	\$ 402,400

FINANCE DEPARTMENT

STAFFING DETAIL - CONTINUED

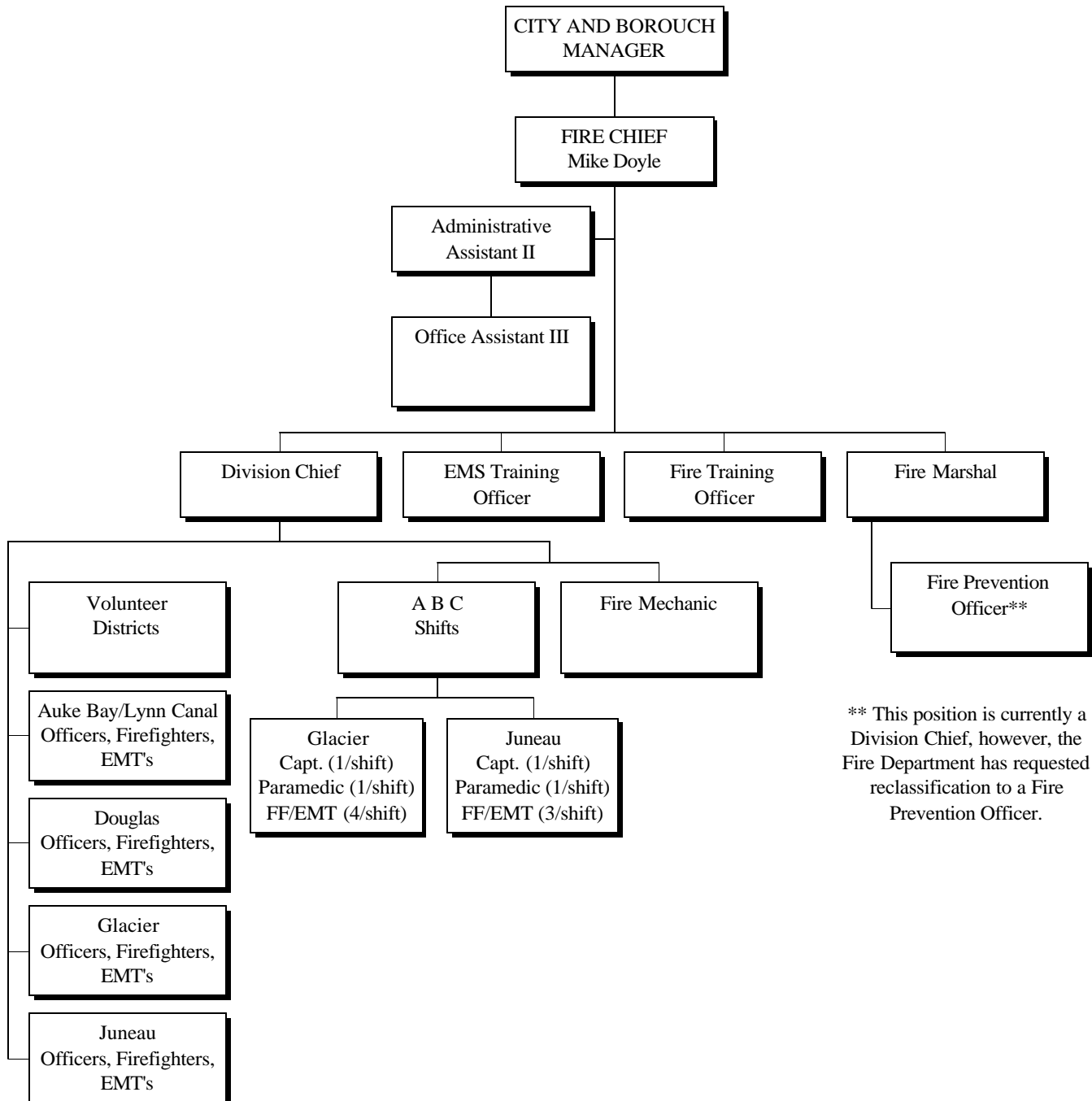
	FY02		FY03		FY04	
	Amended		Adopted		Approved	
	<u>No.</u>	<u>Salary & Benefits Budget</u>	<u>No.</u>	<u>Salary & Benefits Budget</u>	<u>No.</u>	<u>Salary & Benefits Budget</u>
CLASS TITLE:	<u>Pos.</u>		<u>Pos.</u>		<u>Pos.</u>	
Print Shop:						
Printer	1.00	\$ 41,300	1.00	\$ 42,300	1.00	\$ 42,500
Overtime	-	800	-	800	-	800
Benefits	-	14,500	-	16,400	-	17,200
Vacancy Factor	-	(600)	-	(600)	-	(600)
Total	<u>1.00</u>	<u>56,000</u>	<u>1.00</u>	<u>58,900</u>	<u>1.00</u>	<u>59,900</u>
Total Budget	<u>47.08</u>	<u>\$ 2,837,300</u>	<u>47.08</u>	<u>\$ 3,068,200</u>	<u>47.08</u>	<u>\$ 3,141,600</u>

CAPITAL CITY FIRE/RESCUE

MISSION STATEMENT

Readiness, Dedication, Service. We serve and protect our community from life and property threatening emergencies in a competent, professional manner.

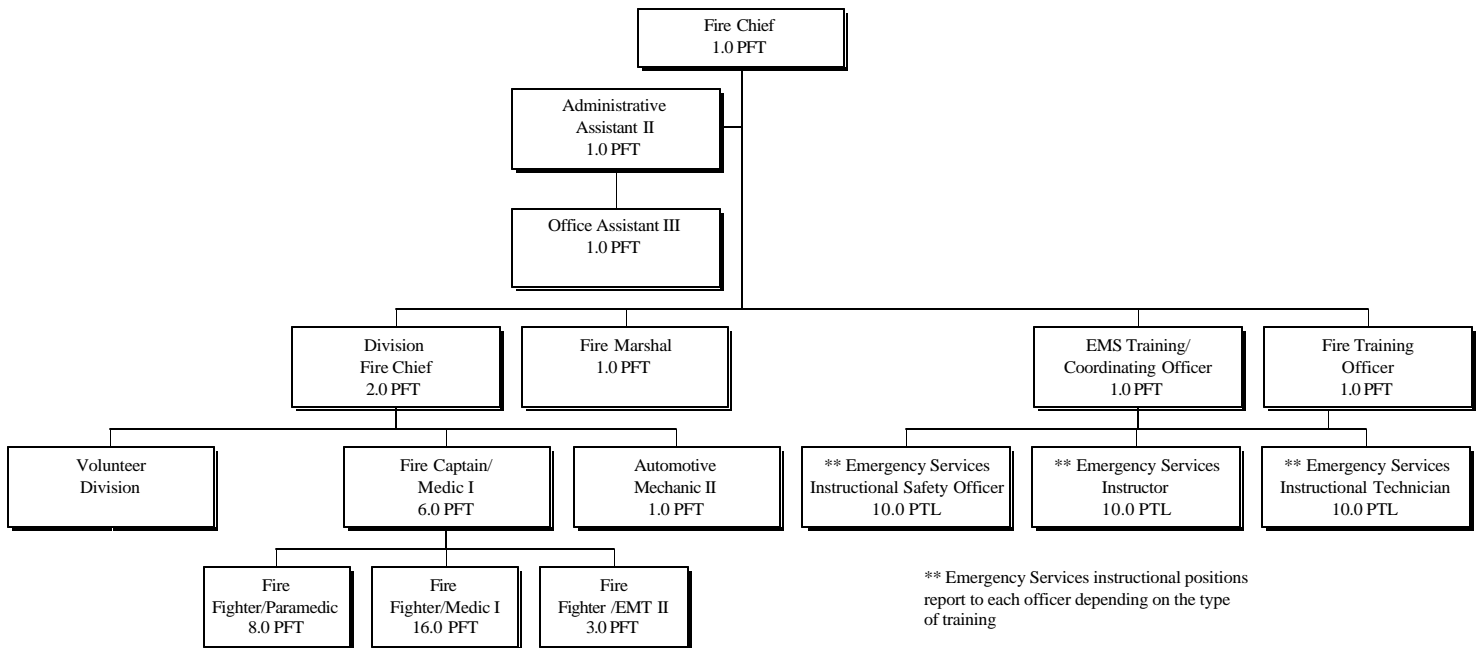
FUNCTIONAL ORGANIZATION CHART



** This position is currently a Division Chief, however, the Fire Department has requested reclassification to a Fire Prevention Officer.

CAPITAL CITY FIRE/RESCUE

STAFFING ORGANIZATION CHART



See Employment Status in Glossary for definitions of PFT, PPT, PTL and PS

CAPITAL CITY FIRE/RESCUE

OVERVIEW

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
EXPENDITURES:					
Personnel Services	\$ 2,893,500	3,179,500	2,992,300	3,492,500	3,546,900
Commodities and Services	962,200	955,100	1,009,000	1,062,100	1,071,600
Capital Outlay	13,300	11,000	11,000	11,000	11,000
Total Expenditures	3,869,000	4,145,600	4,012,300	4,565,600	4,629,500
FUNDING SOURCES:					
User Fees	524,000	498,600	514,800	539,800	550,300
Rentals	600	1,000	-	1,000	1,000
Other Revenue	305,800	307,100	307,100	323,800	331,700
Support from:					
General Fund	1,172,000	1,398,800	1,374,600	1,587,700	1,602,400
Fire Service Area	1,840,600	1,940,100	1,815,800	2,113,300	2,144,100
Fund Balance (To) From:					
Fire Training Center Fund	26,000	-	-	-	-
Total Funding Sources	\$ 3,869,000	4,145,600	4,012,300	4,565,600	4,629,500
STAFFING	39.54	42.18	42.18	43.18	43.18
FUND BALANCE:					
Fire Service Area	N/A	N/A	N/A	N/A	N/A
General Fund	N/A	N/A	N/A	N/A	N/A

The Fire Service Area and Aircraft Rescue Fire Fighting programs are components of the Fire Service Area. Emergency Medical Services/Rescue Teams is a component of the General Fund. See the Fire Service Area and General Fund fund balances in the "Changes in Fund Balances" schedule.

BUDGET HIGHLIGHT

FY01 was the first adopted budget that combined all programs managed by Capital City Fire/Rescue. This has resulted in a greatly simplified method of tracking expenditures since all of the services provided originate from one department, one staff, and one set of facilities, regardless of the funding source. The budget now consists of the Fire Service Area portion, the Aircraft Rescue Firefighting (ARFF) portion, and the General Fund reimbursables.

The Capital City Fire/Rescue Department FY03 Adopted Budget represents an increase of \$420,000 (10.1%) over the FY02 Amended Budget. The FY04 Approved Budget is \$63,900 (1.4%) over the FY03 Adopted Budget.

The significant budgetary changes include :

FY03

- \$19,300 or 13% increase in overtime. This represents the necessary increase in order to maintain minimum staffing based on historical costs.

CAPITAL CITY FIRE/RESCUE

BUDGET HIGHLIGHT - CONTINUED

- There is an increase of \$5,000 or 4.8% in volunteer wages. This is due to the increase in hourly rate from \$10 to \$14 for volunteers with a Firefighter I certificate.
- \$83,900 or 11% increase in benefits. This is a general increase in health insurance plus the increase in benefits for the additional overtime funds requested.
- Workers' compensation increased \$24,800 or 577%.
- There is an increase of \$5,500 or 19% over FY02 in the Electronics Program costs that are shared by the Juneau Police Department and Capital City Fire/Rescue.
- The increase of \$30,400 or 53% increase in building maintenance division charges is largely due to adjusting the budget to cover historical expenditures in building maintenance.
- Property and employment practices liability insurance increased \$8,900 or 38%.
- General Liability insurance increased \$26,500 or 541%.
- \$9,000 or 56% increase in telephone due to a change in the billing structure for each line.
- Fuel oil and propane decreased \$4,000 or 12%. This is based on historical usage.
- Pharmaceuticals increased \$4,000 or 133%. This increase is due to our physician sponsors requiring additional types of drugs used by EMTs coupled with rising costs.
- \$16,700 or 5% increase in ARFF. This is the Aircraft Rescue Fire fighting contractual personnel service provided to the Juneau International Airport. The increase is largely due to benefits and insurance costs.
- Funding of \$10,000 to send a firefighter to paramedic school in FY03 and FY04 was approved along with funding for a new firefighter position. The firefighter position is intended to fill in for the six months that the paramedic trainee is absent, thus saving overtime costs, and to be available to fill in for other situations that would otherwise require overtime staffing throughout the remainder of the year. The combined total of the increments for paramedic training and the new firefighter position is \$60,000 which would be the cost of just sending one employee to paramedic school alone.

FY04

- There is an additional \$17,900 increase between the FY03 Adopted and FY04 Approved Budgets for health insurance.

CAPITAL CITY FIRE/RESCUE

PROGRAM DESCRIPTIONS

Capital City Fire/Rescue provides emergency fire suppression, fire prevention, and aircraft rescue firefighting programs as part of the Fire Service Area. Additionally, emergency medical services and the special rescue teams are provided as a component of the General Fund.

Emergency Medical Services

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Total number of EMS calls	1,908	2,000	2,040	2,080
Total number of patients	1,698	1,750	1,790	1,830
Total number of air medevac incidents	44	50	55	60

Fire Operations

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Total fire responses	300	300	310	320
Total structure fires	119	120	120	120
Total false alarms	191	180	190	190

FY03 & FY04 GOALS AND OBJECTIVES

Administration

GOAL

CONTINUED APPLICATION OF EMERGENCY SERVICES TRAINING AND CONSULTING GROUP'S 2000 REPORT AND 2002 FOLLOW-UP REPORT

<u>Objectives</u>	<i>Projected Completion Date</i>
Review follow-up report.	Ongoing
Continue working with Joint Chief's Committee to find areas of agreement for implementation.	Ongoing

GOAL

CONTINUE STREAMLINING FIRE DEPARTMENT BUDGET

<u>Objectives</u>	<i>Projected Completion Date</i>
Meet with representatives of finance department to discuss fire staff suggested changes.	07-08/03

GOAL

BRING STAFFING UP TO ALLOWED STAFFING LEVELS AND WORK FOR RECLASSIFICATION OF FIRE ADMINISTRATIVE PERSONNEL

<u>Objectives</u>	<i>Projected Completion Date</i>
Continue working with Personnel Department to satisfy requirements for reclassification.	ASAP

CAPITAL CITY FIRE/RESCUE

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

Emergency Medical Services

GOAL

ESTABLISH A TIERED EMS SYSTEM WITHIN THE DEPARTMENT PROVIDING PARAMEDIC LEVEL SERVICE.

Objectives

	<i>Projected Completion Date</i>
Encourage attendance in and reimburse tuition for paramedic school prerequisites.	Ongoing
Send at least one EMT to paramedic school each year.	Ongoing
Maintain a minimum of nine-twelve paramedics within the Department through training or hiring practices.	01/04
Provide paramedics with clinical rotation opportunities in busy EMS systems to reduce skill decay.	09/03

GOAL

REVIEW BLOODBORNE PATHOGEN PROTOCOLS TO ENSURE COMPLIANCE WITH OSHA STANDARDS.

Objectives

	<i>Projected Completion Date</i>
Update exposure control document and review needed changes with medical director.	08/03
Coordinate with BRH to ensure compliance with EMT exposure notification laws.	08/03
Implement exposure control plan.	10/03
Evaluate hepatitis B vaccination and tuberculosis testing program.	10/03
Establish location of vaccination and exposure records.	01/03
Review exposure plan with Risk Management.	01/03
Evaluate existing exposure control plan for effectiveness and employee compliance.	04/03

GOAL

IMPLEMENT PARAMEDIC-LEVEL MEDICAL PROTOCOLS AND STANDING ORDERS

Objectives

	<i>Projected Completion Date</i>
Proofread final document.	07/03
Review new medications and adjust as necessary.	07/03
Initiate ongoing quarterly protocol review.	01/03

GOAL

TO DEVELOP AND IMPLEMENT A TOTAL QUALITY MANAGEMENT PROGRAM TO MONITOR, REVIEW, EVALUATE AND IMPROVE THE DELIVERY OF PREHOSPITAL CARE SERVICES.

Objectives

	<i>Projected Completion Date</i>
Establish a quality assurance group. The group shall be composed of the physician sponsor, three firefighters, and the Chief or his designee.	08/03
Have a system in place to address quality by prospective, concurrent, and retrospective analysis of all department activities. Standardize equipment, medication, and supply location on emergency vehicles.	04/03

CAPITAL CITY FIRE/RESCUE

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

GOAL

TO INTEGRATE THE VOLUNTEER EMT INTO THE DAY TO DAY OPERATIONS OF THE EMS SYSTEM.

Objectives

Provide opportunity for professional growth and advancement among the volunteer EMS providers.

Expand the knowledge base of the volunteer EMT.

Determine whether volunteers will be allowed to focus on EMS exclusively.

Projected

Completion Date

Ongoing

Ongoing

02/03

Fire and EMS Training

GOAL

CONTINUE TO CONSOLIDATE THE PLANNING, SCHEDULING, AND PROVISION OF ALL DEPARTMENT TRAINING.

Objectives

The EMS Officer and Fire Training Officer will work to continue consolidating training.

Complete the 2003 training schedule for Fire and EMS.

Review the current year's schedule and complete the 2004 training schedule.

Provide additional continuing medical educational opportunities offered by physicians.

Projected

Completion Date

Ongoing

09/03

09/04

Ongoing

Fire Operations

GOAL

CONTINUE TO CONSOLIDATE DISTRICTS AND DESIGNATE SPECIFIC RESPONSE AREAS TO PROVIDE FOR MORE EFFICIENT AND EFFECTIVE RESPONSES TO EMERGENCIES.

Objectives

Determine appropriate response areas based on geographic similarities.

Reassess current response configurations to assist in appraisal of appropriate consolidation.

Projected

Completion Date

10/03

02/03

GOAL

CONTINUE TO IMPROVE THE ACCOUNTABILITY SYSTEM SO THAT WE EFFECTIVELY AND SAFELY MANAGE EMERGENCY SCENES WITH MULTIPLE RESPONDERS FROM VARIOUS DISTRICTS.

Objectives

Research and implement an accountability system based on a proven management system established in the industry.

Projected

Completion Date

Ongoing

Fire Training

GOAL

MAINTAIN A RECRUIT FIREFIGHTER TRAINING PROGRAM.

Objectives

Continue to assess Department needs and recommendations.

Obtain curriculum approval by Joint Chiefs' Committee.

Projected

Completion Date

Ongoing

Ongoing

CAPITAL CITY FIRE/RESCUE

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

GOAL

DEVELOP AN AREAWIDE FIRE OFFICER TRAINING PROGRAM.

Objectives

Assess Department needs and recommendations.

Develop curriculum.

Projected
Completion Date
04/03
06/03

GOAL

DEVELOP AN AREAWIDE EMERGENCY VEHICLE OPERATOR COURSE.

Objectives

Assess Department needs and recommendations.

Develop curriculum.

Obtain curriculum approval by Joint Chiefs' Committee.

Projected
Completion Date
10/03
03/03
12/03

GOAL

IMPROVE AREAWIDE TRAINING PROGRAM

Objectives

Assess Department needs and recommendations.

Develop curriculum and training plan.

Obtain curriculum approval by Joint Chiefs' Committee.

Projected
Completion Date
11/03
12/03
01/03

Fire Prevention

GOAL

CONSOLIDATE THE ANNUAL FIRE SPRINKLER SYSTEM AND BACK-FLOW PREVENTION INSPECTIONS

Objectives

The Fire Marshal and Community Development Department will work together to consolidate and eliminate duplication of effort and minimize the impact on local businesses.

Projected
Completion Date
10/03

GOAL

INTERACT WITH AND PROVIDE ASSISTANCE TO THE LOCAL EMERGENCY PLANNING COMMITTEE

Objectives

The Fire Marshal will continue to devote approximately 10% of his time and effort toward the planning process for the local emergency planning committee.

Projected
Completion Date
Ongoing

GOAL

STANDARDIZE AND CONSOLIDATE THE PUBLIC FIRE SAFETY EDUCATION PROGRAM TO INCLUDE VOLUNTEERS AS WELL AS CAREER FIREFIGHTERS.

Objectives

The Fire Marshal's Office will develop and coordinate a network for consistent and on-going fire safety education.

Projected
Completion Date
Ongoing

CAPITAL CITY FIRE/RESCUE

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

GOAL

INTEGRATE NEW FIRE PREVENTION OFFICER

Objectives

Conduct hiring process pending department personnel action.

*Projected
Completion Date*
ASAP

GOAL

PROVIDE ACCURATE AND UP TO DATE FIRE DEPARTMENT INFORMATION TO THE LOCAL MEDIA

Objectives

The Captains and the Fire Marshal will design and implement a system to assist the media in reporting on emergency scenes or other incidents.

*Projected
Completion Date*
07/03

CAPITAL CITY FIRE/RESCUE

EXPENDITURES

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
PROGRAMS:					
Emergency Services/					
Rescue Teams:					
Personnel Services	\$ 1,298,200	1,456,500	1,456,500	1,625,700	1,646,100
Commodities and Services	377,300	414,900	414,900	484,800	489,600
Capital Outlay	5,000	7,000	7,000	7,000	7,000
Total	<u>1,680,500</u>	<u>1,878,400</u>	<u>1,878,400</u>	<u>2,117,500</u>	<u>2,142,700</u>
Fire Service Area:					
Personnel Services	1,289,500	1,415,900	1,228,700	1,550,400	1,576,500
Commodities and Services	551,100	540,200	594,100	569,900	574,600
Capital Outlay	-	4,000	4,000	4,000	4,000
Total	<u>1,840,600</u>	<u>1,960,100</u>	<u>1,826,800</u>	<u>2,124,300</u>	<u>2,155,100</u>
Aircraft Rescue Fire Fighting:					
Personnel Services	305,800	307,100	307,100	316,400	324,300
Commodities and Services	-	-	-	7,400	7,400
Total	<u>305,800</u>	<u>307,100</u>	<u>307,100</u>	<u>323,800</u>	<u>331,700</u>
Fire Training Center:					
Commodities and Services	33,800	-	-	-	-
Capital Outlay	8,300	-	-	-	-
Total	<u>42,100</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>\$ 3,869,000</u>	<u>4,145,600</u>	<u>4,012,300</u>	<u>4,565,600</u>	<u>4,629,500</u>

CAPITAL CITY FIRE/RESCUE

FUNDING SOURCES

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
CLASSIFICATION:					
User Fees:					
Air Medevac	\$ 38,500	28,000	35,000	35,700	36,400
Ambulance	469,400	450,600	468,800	493,100	502,900
Fire Training Center	16,100	20,000	11,000	11,000	11,000
Total	524,000	498,600	514,800	539,800	550,300
Rentals: Fire Hall	600	1,000	-	1,000	1,000
Other Revenue	305,800	307,100	307,100	323,800	331,700
Support from:					
General Fund	1,172,000	1,398,800	1,374,600	1,587,700	1,602,400
Fire Service Area	1,840,600	1,940,100	1,815,800	2,113,300	2,144,100
Total	3,012,600	3,338,900	3,190,400	3,701,000	3,746,500
Fund Balance From:					
Fire Training Center Fund	26,000	-	-	-	-
Total Funding Sources	\$ 3,869,000	4,145,600	4,012,300	4,565,600	4,629,500

CAPITAL CITY FIRE/RESCUE

STAFFING DETAIL

	FY02		FY03		FY04	
	Amended		Adopted		Approved	
	No.	Salary & Benefits Budget	No.	Salary & Benefits Budget	No.	Salary & Benefits Budget
	Pos.		Pos.		Pos.	
CLASS TITLE:						
Emergency Services/Rescue Teams:						
Fire Service Area	17.00	\$ 983,200	17.00	\$ 1,046,100	17.00	\$ 1,058,200
EMS Training Officer	1.00	48,900	1.00	56,900	1.00	58,900
Volunteers	-	30,500	-	31,900	-	31,900
Overtime	-	87,700	-	95,400	-	95,400
Retirement Incentive Program	-	12,100	-	12,100	-	-
Benefits	-	308,700	-	360,900	-	378,700
Vacancy Factor	-	(14,600)	-	(2,600)	-	(2,700)
Total before increment	18.00	1,456,500	18.00	1,600,700	18.00	1,620,400
Increment:						
Fire Service Area	-	-	0.50	21,500	0.50	22,100
Overtime	-	-	-	(5,000)	-	(5,000)
Benefits	-	-	-	8,500	-	8,600
Total after increment	18.00	1,456,500	18.50	1,625,700	18.50	1,646,100
Fire Service Area:						
Areawide Fire Chief	1.00	79,800	1.00	93,600	1.00	95,000
District Fire Chief	1.50	96,800	1.50	96,500	1.50	98,700
Areawide Training Captain	1.00	55,300	-	-	-	-
Areawide Training Officer	-	-	1.00	60,700	1.00	62,900
EMS Training Officer	1.00	48,900	1.00	56,900	1.00	58,900
Fire Marshal	1.00	58,800	1.00	62,600	1.00	64,900
Fire Captain	-	-	6.00	376,400	6.00	377,500
Fire Lieutenant	6.00	365,700	-	-	-	-
Fire fighter - Paramedic	3.00	141,600	8.00	429,000	8.00	436,900
Fire fighter	20.00	1,019,300	15.00	773,700	15.00	783,200
Volunteers	-	105,000	-	110,000	-	110,000
Automotive Mechanic II	1.00	43,900	1.00	45,700	1.00	46,400
Administrative Assistant II	1.00	44,800	1.00	41,600	1.00	43,100
Office Assistant III	-	-	1.00	28,300	1.00	29,400
Clerk Typist III	1.00	27,400	-	-	-	-
Emergency Services						
Instructional Safety Officer	0.06	2,300	0.06	2,300	0.06	2,300
Emergency Services Instructor	0.06	2,600	0.06	2,600	0.06	2,600
Emergency Services						
Instructional Technician	0.06	2,200	0.06	2,100	0.06	2,200
EMS (reimbursement)	(18.00)	(1,456,500)	(18.00)	(1,600,700)	(18.00)	(1,620,400)
EMS from Aircraft Rescue Fire Fighting	-	22,000	-	25,400	-	25,400
Overtime	-	132,200	-	151,100	-	151,100
Retirement Incentive Program	-	12,100	-	12,100	-	-
Benefits	-	660,000	-	761,900	-	787,300
Vacancy Factor	-	(48,300)	-	(6,400)	-	(6,700)
Total before increment	19.68	1,415,900	19.68	1,525,400	19.68	1,550,700

CAPITAL CITY FIRE/RESCUE

STAFFING DETAIL - CONTINUED

	FY02		FY03		FY04	
	Amended		Adopted		Approved	
	No.	Salary & Benefits	No.	Salary & Benefits	No.	Salary & Benefits
	<u>Pos.</u>	<u>Budget</u>	<u>Pos.</u>	<u>Budget</u>	<u>Pos.</u>	<u>Budget</u>
CLASS TITLE:						
Increment:						
Fire fighter - Paramedic	-	-	1.00	43,000	1.00	44,300
EMS (reimbursement)	-	-	(0.50)	(25,000)	(0.50)	(25,700)
Overtime	-	-	-	(10,000)	-	(10,000)
Benefits	-	-	-	17,000	-	17,200
Total after increment	<u>19.68</u>	<u>1,415,900</u>	<u>20.18</u>	<u>1,550,400</u>	<u>20.18</u>	<u>1,576,500</u>
Aircraft Rescue Fire Fighting:						
Administration	-	-	0.50	28,100	0.50	29,000
District Fire Chief	0.50	30,500	-	-	-	-
Fire fighter	4.00	211,100	4.00	217,800	4.00	220,400
EMS (reimbursement)	-	(22,000)	-	(25,400)	-	(25,400)
Overtime	-	11,600	-	12,000	-	12,000
Benefits	-	75,900	-	83,900	-	88,300
Total	<u>4.50</u>	<u>307,100</u>	<u>4.50</u>	<u>316,400</u>	<u>4.50</u>	<u>324,300</u>
Total Budget	<u>42.18</u>	<u>\$ 3,179,500</u>	<u>43.18</u>	<u>\$ 3,492,500</u>	<u>43.18</u>	<u>\$ 3,546,900</u>

NOTES

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HEALTH AND SOCIAL SERVICES

The Health and Social Services Department was eliminated during fiscal year 2001. The Mental Health Division was privatized and the Chemical Dependency Division was transferred to Bartlett Regional Hospital.

HEALTH AND SOCIAL SERVICES

OVERVIEW

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
EXPENDITURES:					
Personnel Services	\$ 217,800	-	-	-	-
Commodities and Services	410,300	-	-	-	-
Social Service Block Grants	472,400	-	-	-	-
Support to Mental Health	-	-	-	125,800	-
Total Expenditures	1,100,500	-	-	125,800	-
FUNDING SOURCES:					
User Fees	111,800	-	25,000	134,000	5,000
State Grants	59,000	-	-	-	-
Support from:					
Chemical Dependency	-	-	-	125,800	-
General Fund	904,100	310,400	310,400	129,000	129,000
Fund Balance (To) From	25,600	(310,400)	(335,400)	(263,000)	(134,000)
Total Funding Sources	\$ 1,100,500	-	-	125,800	-
FUND BALANCE:					
Chemical Dependency	\$ 100,800	100,800	115,800	-	-
Mental Health	\$ (962,000)	(651,600)	(641,600)	(262,800)	(128,800)
Administration	N/A	N/A	N/A	N/A	N/A

Health and Social Services Administration is a component of the General Fund. See the General Fund fund balance in the "Changes in Fund Balances" schedule.

BUDGET HIGHLIGHT

The Health & Social Services Department (HSS) was dissolved during FY01. Bartlett Regional Hospital absorbed the Chemical Dependency function and the Mental Health function was privatized. The Social Service Block Grants, previously under the Administrative function, are now handled by the grants personnel in the Controller's Office.

HSS was composed of three divisions: Administration (part of the General Fund), Mental Health (a special revenue fund), and Chemical Dependency (a special revenue fund).

The following are the remaining significant actions of the transition plan:

- Administration has discontinued its operations as it has completed its part of the transition plan.
- Chemical Dependency has completed all operations, except for the collection of old receivables. For FY03, it is estimated that \$10,000 will be collected on these accounts. At the end of FY03, the remaining fund balance (\$125,800) and any remaining receivables will be transferred to the Mental Health Fund.
- Mental Health is also in the process of collecting old receivables. For FY03 and FY04, these collections are estimated to be \$5,000 each year. In addition, an outstanding Medicaid claim (\$119,000) is expected to be resolved favorably in FY03.
- The General Fund will transfer \$129,000 in each of FY03 and FY04 to Mental Health with the intent to eliminate the fund deficit by FY05 as planned.

HEALTH AND SOCIAL SERVICES

OVERVIEW BY DIVISION

HEALTH AND SOCIAL SERVICES ADMINISTRATION

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
EXPENDITURES:					
Personnel Services	\$ 95,900	-	-	-	-
Commodities and Services	66,500	-	-	-	-
Social Service Block Grants	472,400	-	-	-	-
Total Expenditures	634,800	-	-	-	-
FUNDING SOURCES:					
State Grants	41,100	-	-	-	-
Support from General Fund	593,700	-	-	-	-
Total Funding Sources	\$ 634,800	-	-	-	-
FUND BALANCE	N/A	N/A	N/A	N/A	N/A
Health and Social Services Administration is a component of the General Fund. See the General Fund fund balance in the "Changes in Fund Balances" schedule.					

MENTAL HEALTH DIVISION

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
EXPENDITURES:					
Personnel Services	\$ 121,900	-	-	-	-
Commodities and Services	343,800	-	-	-	-
Total Expenditures	465,700	-	-	-	-
FUNDING SOURCES:					
User Fees	11,000	-	10,000	124,000	5,000
State Grants	17,900	-	-	-	-
Support from:					
General Fund	310,400	310,400	310,400	129,000	129,000
Chemical Dependency	-	-	-	125,800	-
Fund Balance (To) From	126,400	(310,400)	(320,400)	(378,800)	(134,000)
Total Funding Sources	\$ 465,700	-	-	-	-
FUND BALANCE	\$ (962,000)	(651,600)	(641,600)	(262,800)	(128,800)

HEALTH AND SOCIAL SERVICES

OVERVIEW BY DIVISION - CONTINUED

CHEMICAL DEPENDENCY DIVISION

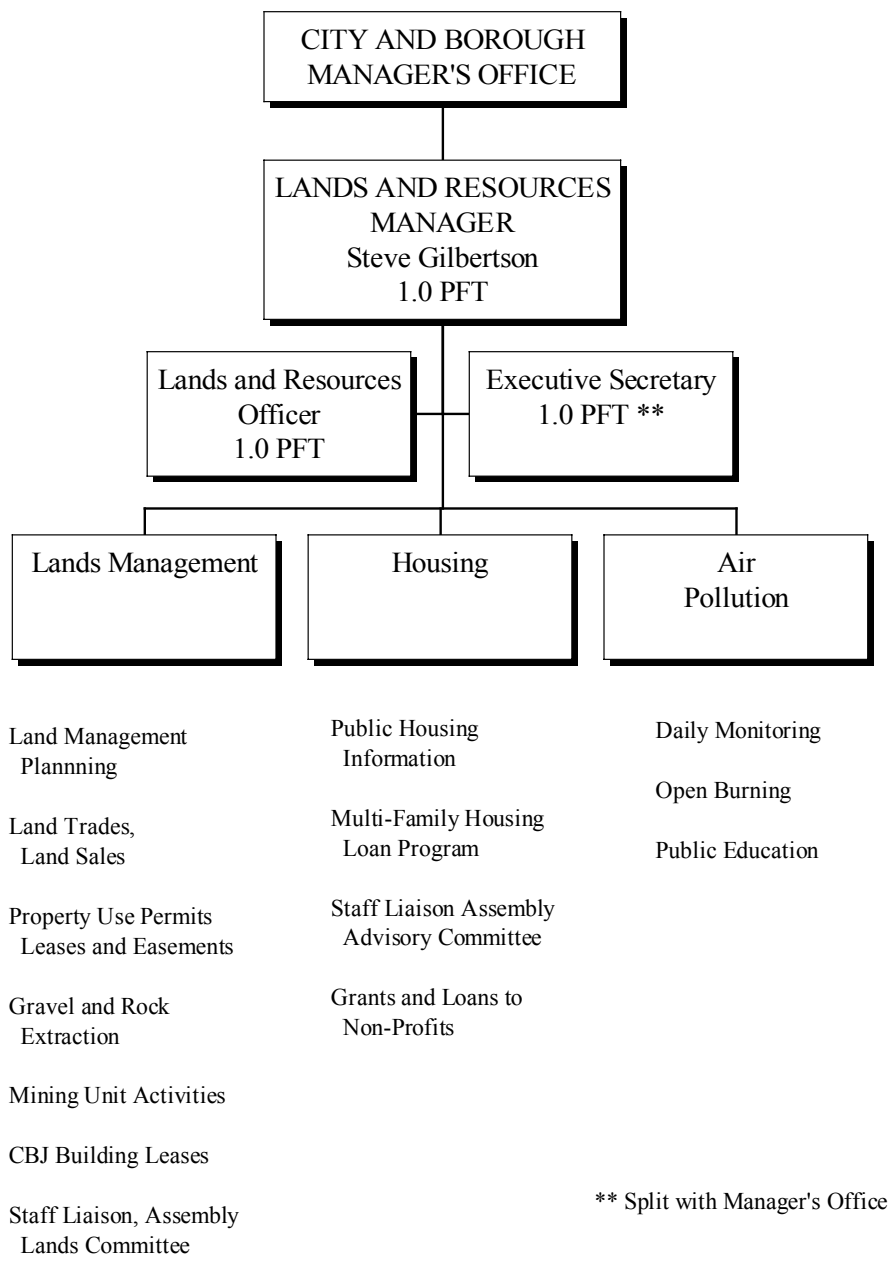
	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
EXPENDITURES:					
Support to Mental Health	\$ -	-	-	125,800	-
FUNDING SOURCES:					
User Fees	100,800	-	15,000	10,000	-
Fund Balance (To) From	(100,800)	-	(15,000)	115,800	-
Total Funding Sources	\$ -	-	-	125,800	-
FUND BALANCE	\$ 100,800	100,800	115,800	-	-

LANDS AND RESOURCE MANAGEMENT

MISSION STATEMENT

Division of Lands and Resources is responsible for managing a wide array of City-owned properties, negotiating land purchases, maintaining good air quality, and providing housing opportunities.

FUNCTIONAL AND STAFFING ORGANIZATION CHART



NOTES

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LANDS AND RESOURCES MANAGEMENT

OVERVIEW

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
EXPENDITURES:					
Personnel Services	\$ 253,300	291,200	251,200	283,400	288,800
Commodities and Services	222,800	369,900	259,300	231,400	382,400
Capital Outlay	857,500	117,000	109,600	117,000	302,000
Support to Capital Projects	485,000	250,000	250,000	-	-
Total Expenditures	1,818,600	1,028,100	870,100	631,800	973,200
FUNDING SOURCES:					
User Fees	-	-	100	-	-
Land Sales	494,300	166,700	229,600	328,400	673,200
Gravel & Rock Sales	202,000	150,000	205,200	218,000	218,000
Land Leases	33,100	49,800	44,500	44,400	44,400
Support from Capital Projects	-	600,000	600,000	-	-
Fund Balance (To) From	1,089,200	61,600	(209,300)	41,000	37,600
Total Funding Sources	\$ 1,818,600	1,028,100	870,100	631,800	973,200
STAFFING	2.50	2.50	2.50	2.50	2.50
FUND BALANCE	\$ 1,076,300	1,014,700	1,285,600	1,244,600	1,207,000

BUDGET HIGHLIGHT

The Lands and Resource Management FY03 Adopted Budget represents a decrease of \$396,300 (38.5%) from the FY02 Amended Budget. The FY04 Approved Budget is \$341,400 (54.0%) greater than the FY03 Adopted Budget.

The significant budgetary changes include:

FY03

- Personnel services decreased \$7,800 due to a decrease need for assistance from Engineering (\$16,500). This offset the negotiated increase in wages and increases in health care costs (\$8,700).
- Contractual services for land selection decreased \$150,000 because preliminary design and plat work on the Lena Point subdivision will be done in FY02 and survey work for land selection will be done in FY04.
- Support to Capital Projects decreased \$250,000, as the transfer of \$250,000 in FY02 for the purchase of West Juneau Park land will not occur in FY03.
- Land sale revenue increased \$161,700 due to the anticipated sale of nine lots in the Lena Point subdivision.
- Gravel and rock sales increased \$68,000 due to an increase in the rate charged for gravel from \$1.65/ton to \$1.90/ton and royalty payments from rock sales.

LANDS AND RESOURCES MANAGEMENT

BUDGET HIGHLIGHT - CONTINUED

FY04

- Contractual services for land selection increased \$150,000 for the survey work for selection of State lands.
- Capital outlay increased \$200,000 for the increment to develop a new gravel site. Additional funds of \$300,000 will be needed in FY05 to complete the project.
- Land sale revenue increased \$344,800 due to the anticipated sale of twenty-five lots in the Lena Point subdivision.

PROGRAM DESCRIPTION

Land Management Program

Focuses on the management of the municipality's real property, the use, retention, enhancement, acquisition, and disposal of both improved and unimproved property, and the use of natural resources for the maximum benefit of the community.

Air Quality Program

Strives to reduce the increase of air-borne pollutants from open burning and wood stoves at the times and in the areas of the CBJ that appear most adversely affected by such pollutants.

Housing Program

Advocates for community housing needs, including rental stimulation, loan programs and donation of land to non-profit housing organizations.

FY03 & FY04 GOALS AND OBJECTIVES

GOAL

IMPLEMENT THE LAND MANAGEMENT PLAN.

Objectives

Develop a 45 lot subdivision at Lena Point.

Phase 1 is 10 lots.

Phase 2 is 35 lots.

Complete feasibility and design of Auke Rec. Bypass subdivision.

*Projected
Completion Date*

09/02

09/03

06/03

Key Measures

Lots developed.

*FY01
Actuals*

-

*FY02
Projected*

-

*FY03
Adopted
Budget*

10

*FY04
Approved
Budget*

35

LANDS AND RESOURCES MANAGEMENT

GOAL

MANAGE AND ASSIST IN SPECIAL PROJECTS.

Objectives

Complete Phase III of the Alternative Heliport Study.	<i>Projected Completion Date</i> 06/03
Participate in redevelopment planning process for the Subport.	06/03
Complete land selections from State of Alaska.	06/03
Develop new gravel pit in Hidden Valley for City projects.	06/04
Land trade with Mental Health Trust for downtown armory property.	06/04

EXPENDITURES

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
PROGRAMS:					
Lands Management:					
Personnel Services	\$ 183,100	197,400	189,200	203,600	208,400
Commodities and Services	46,000	68,200	56,100	88,900	89,900
Total	229,100	265,600	245,300	292,500	298,300
Land Selection Program:					
Commodities and Services	100	152,000	150,000	-	150,000
Land Acquisition:					
Personnel Services	16,000	20,200	21,300	29,900	30,100
Commodities and Services	45,200	40,000	1,500	-	-
Capital Outlay	798,800	-	9,100	-	-
Total	860,000	60,200	31,900	29,900	30,100
Non-Enterprise Fund Leases:					
Commodities and Services	6,600	8,300	4,900	9,400	9,400
Lemon Creek Gravel Pit:					
Personnel Services	50,200	73,600	36,500	44,900	45,300
Commodities and Services	103,700	56,400	27,800	88,100	88,100
Capital Outlay	58,700	117,000	100,500	117,000	302,000
Total	212,600	247,000	164,800	250,000	435,400
Miscellaneous Lot Sales:					
Personnel Services	500	-	-	-	-
Commodities and Services	400	-	-	-	-
Total	900	-	-	-	-
Property Examinations:					
Personnel Services	3,500	-	4,200	5,000	5,000
Commodities and Services	8,200	25,000	5,000	25,000	25,000
Total	11,700	25,000	9,200	30,000	30,000
Foreclosures & LID payments:					
Commodities and Services	12,600	20,000	14,000	20,000	20,000
Support to Capital Projects	485,000	250,000	250,000	-	-
Total Expenditures	\$ 1,818,600	1,028,100	870,100	631,800	973,200

LANDS AND RESOURCES MANAGEMENT

FUNDING SOURCES

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
CLASSIFICATIONS:					
User Fees	\$ -	-	100	-	-
Land Sales	494,300	166,700	229,600	328,400	673,200
Gravel & Rock Sales	202,000	150,000	205,200	218,000	218,000
Land and Building Leases	33,100	49,800	44,500	44,400	44,400
Support from Capital Projects	-	600,000	600,000	-	-
Fund Balance (To) From	1,089,200	61,600	(209,300)	41,000	37,600
Total Funding Sources	\$ 1,818,600	1,028,100	870,100	631,800	973,200

STAFFING DETAIL

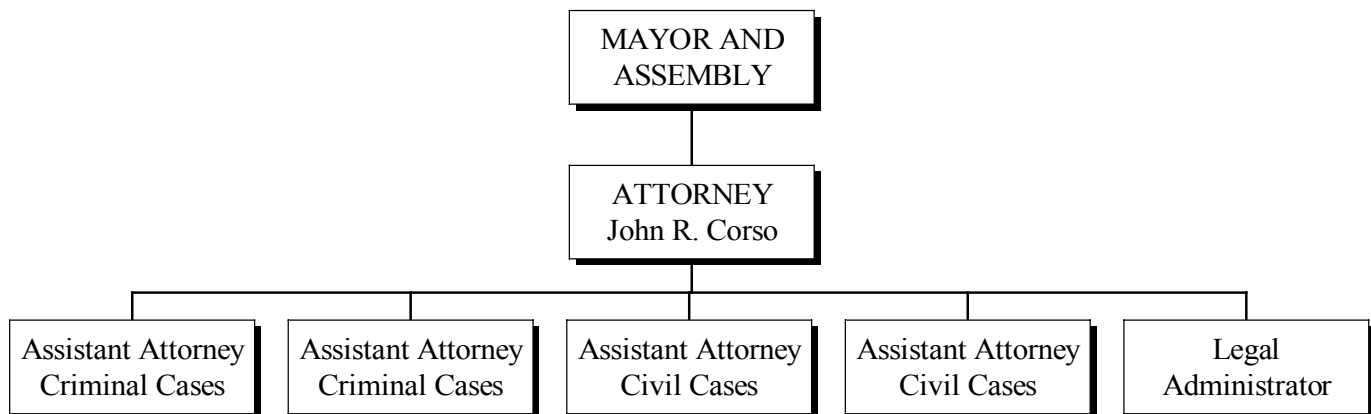
	FY 02		FY03		FY04	
	Amended		Adopted		Approved	
	No.	Salary & Benefits Budget	No.	Salary & Benefits Budget	No.	Salary & Benefits Budget
	Pos.		Pos.		Pos.	
CLASS TITLE:						
Administration:						
Lands and Resources Manager	1.00	\$ 72,300	1.00	\$ 74,500	1.00	\$ 76,200
Lands and Resources Officer	1.00	60,800	1.00	62,600	1.00	62,600
Executive Secretary	0.50	17,800	0.50	16,900	0.50	17,500
Work Force	-	96,300	-	79,800	-	80,400
Benefits	-	44,000	-	49,600	-	52,100
Total Budget	2.50	\$ 291,200	2.50	\$ 283,400	2.50	\$ 288,800

LAW DEPARTMENT

MISSION STATEMENT

The mission of the Law Department is to draft, explain, and enforce the law. The Law Department strives to advance Assembly policy and to avoid or win litigation by drafting clear and effective legislation and documents, by providing timely and reliable legal advice, and by delivering or managing effective legal advocacy.

FUNCTIONAL ORGANIZATION CHART



Legal Advice to Mayor and Assembly

Legal Advice to Manager, Staff and Public Boards

Legislative Drafting

General Legal Drafting

Criminal Enforcement

Civil Litigation and Enforcement

Administration of Law Department

Handle Citizen Requests, Inquiries and Referrals

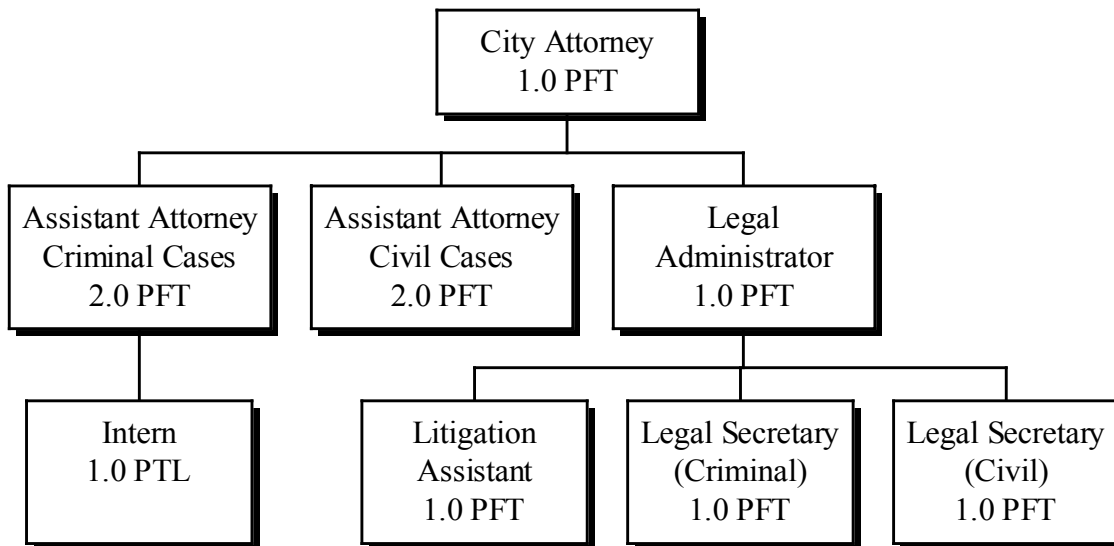
Office Administration

Codification Process

Supervision of Litigation
Assistant and Legal
Secretaries

LAW DEPARTMENT

STAFFING ORGANIZATION CHART



See Employment Status in Glossary for definitions of
PFT, PPT, PTL and PS

LAW DEPARTMENT

OVERVIEW

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
EXPENDITURES:					
Personnel Services	\$ 681,600	737,800	728,600	790,800	811,300
Commodities and Services	102,200	97,800	93,400	121,300	112,000
Total Expenditures	783,800	835,600	822,000	912,100	923,300
FUNDING SOURCES:					
Interdepartmental Charges	86,800	88,500	88,500	128,200	130,800
Support from General Fund	697,000	747,100	733,500	783,900	792,500
Total Funding Sources	\$ 783,800	835,600	822,000	912,100	923,300
STAFFING:	9.92	9.92	9.92	9.92	9.92
FUND BALANCE:	N/A	N/A	N/A	N/A	N/A

The Law Department is a component of the General Fund. See the General Fund fund balance in the "Changes in Fund Balances" schedule.

BUDGET HIGHLIGHT

The Law Department FY03 Adopted Budget represents an increase of \$76,500 (9.2 %) over the FY02 Amended Budget. The FY04 Approved Budget is \$11,200 (1.2 %) greater than the FY03 Adopted Budget.

The significant budgetary changes include:

FY03

- Personnel Services increased \$53,000 to reflect negotiated changes to wages and increased health care cost.
- General Liability coverage has increased \$11,700.
- Contractual service has been increased \$6,500 to have documents scanned for archiving with current hardware and software.

FY04

- Personnel Services increased \$20,500 due to step increases and increases in health care cost.
- Contractual service has been decreased \$6,500 as the archiving project will be completed in FY03.

LAW DEPARTMENT

PROGRAM DESCRIPTION

The Law Department workload is divided between civil and criminal law. Civil matters consist primarily of drafting and reviewing legislation, legal instruments, and advisory memoranda. Legislation is provided to the Assembly in the form of ordinances and resolutions, although some draft legislation never proceeds beyond the staff level. The figures listed below under “Legislation” represent both finished and draft legislation.

In past budgets, we provided six workload indicators. We are discontinuing two of these: review of contracts and alcohol commitments. Review of routine contracts has been largely automated through the use of standard forms, while the more complex contracts are now included in our “request for legal services” indicators. Alcohol commitments have become a standard, if not routine, item and will also be included in RLS statistics. Also, we are renaming one workload indicator from “court trials” to “traffic cases administered” which more accurately reflects what we do.

The indicator for “legislation” should be familiar to assembly members. The Law department drafts all CBJ legislation other than appropriation and bond ordinances.

The indicator for “Request for Legal Services” is a reference to our standard form for assigning civil work to lawyers. The numbers in this listing give only a general feel for our workload because each request for service, whether it consists of drafting a one-page easement or defending the pull-tab sales tax, is administered with a single RLS.

“Alcohol commitments” are a specialized and rare form of civil practice. As far as we can determine, the CBJ is the only Alaskan municipality that prosecutes these cases. Each one requires a day or so of effort unless it proceeds to a jury trial, which absorbs two or three days.

Criminal matters are handled in District Court. The figures below under “Misdemeanor Charges Filed” are a good indication of raw statistics for incoming cases.

The listing for “Court Trials” includes court trials conducted by the Juneau Police Department as well as our own staff. We assist JPD in scheduling appearances, arranging for witnesses, and other administration of court trials.

These indicators are derived from electronic records and can easily be sorted by a variety of criteria, should any member be interested.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u><i>Workload Indicators</i></u>	<u><i>Actuals</i></u>	<u><i>Projected</i></u>	<u><i>Adopted Budget</i></u>	<u><i>Approved Budget</i></u>
Legislation	126	100	110	110
Requests for Legal Services	145	190	200	200
Traffic Cases Administered	149	112	125	125
Misdemeanor Charges Filed	828	700	750	750

LAW DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES

GOAL

DIGITIZE CIVIL SECTION PAPER FILES.

Objectives

*Projected
Completion Date*

We have the hardware and software necessary to convert all civil section paper files to searchable electronic files, thereby clearing our hallway of 5 filing cabinets and making the files themselves

more accessible. The conversion process is time-consuming and may warrant contractual services.

02/03

Key Measures

Digitize Paper Files

*FY01
Actuals*

-

*FY02
Projected*

-

*FY03
Adopted
Budget*

50%

*FY04
Approved
Budget*

50%

GOAL

LIMIT INCARCERATION EXPENSES.

Objectives

*Projected
Completion Date*

We have negotiated an incarceration services contract with the state which provides 625 prisoner-days per month at a cost of \$400,000 per year. This budget requires constant management because expenditures are, for all practical purposes, controlled by judges. Our goal is to stay within the budget.

06/03

Key Measures

Maintain average of 625 prisoner-days per month

*FY01
Actuals*

-

*FY02
Projected*

-

*FY03
Adopted
Budget*

100%

*FY04
Approved
Budget*

100%

GOAL

DESIGN AND IMPLEMENT Q-LINK SYSTEM FOR ASSEMBLY PACKET PREPARATION.

Objectives

*Projected
Completion Date*

Currently, Assembly packet preparation is coordinated between the Manager, the Clerk, the Attorney, and other departments using a home-grown tracking system developed by the Law Department and based on Microsoft Outlook. The Manager has contracted with Q-Link Corporation for more sophisticated "business process management" software to improve this and

other CBJ business processes. The vendor will help us design and implement the first few of these systems, one of which is the Assembly packet process. Law will work with the vendor on design and with the CBJ staff on implementation.

11/02

Key Measures

Replace Outlook-based packet system with Q-Link system

*FY01
Actuals*

-

*FY02
Projected*

-

*FY03
Adopted
Budget*

100%

*FY04
Approved
Budget*

-

LAW DEPARTMENT

STAFFING DETAIL

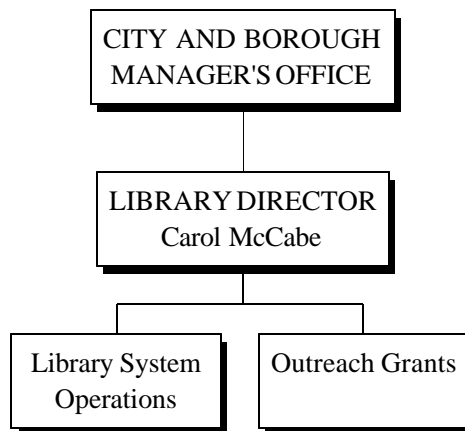
	FY02 Amended		FY03 Adopted		FY04 Approved	
	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget
CLASS TITLE:						
City and Borough Attorney	1.00	\$ 100,700	1.00	\$ 100,700	1.00	\$ 100,700
Assistant Attorneys	4.00	310,500	4.00	325,200	4.00	331,900
Office Manager	1.00	42,200	1.00	45,800	1.00	47,500
Litigation Assistant	1.00	40,200	1.00	44,200	1.00	44,400
Legal Secretary I	2.00	66,400	2.00	66,200	2.00	68,600
Intern	0.92	14,100	0.92	14,100	0.92	14,100
Overtime	-	6,400	-	6,800	-	7,000
Benefits	-	164,800	-	195,700	-	205,200
Vacancy Factor	-	(7,500)	-	(7,900)	-	(8,100)
Total Budget	9.92	\$ 737,800	9.92	\$ 790,800	9.92	\$ 811,300

LIBRARIES

MISSION STATEMENT

The Juneau Public Libraries offer all members of the community free, open, equal access to the broad spectrum of publicly available ideas and information. The library's mission is to provide the general public with professional information services, including reference, interlibrary loan, online network access, youth programs, and a circulating collection of books and other materials. The public library serves educational lifelong learning needs, as well as cultural, informational and recreational needs of constituents of all ages, reading abilities, economic levels, backgrounds and tastes.

FUNCTIONAL ORGANIZATION CHART



Reference/Electronic
Services

Youth Services

Collection Development

Circulation Service

Interlibrary Loan

Technical/Administrative
Services

SE Regional Mail Program

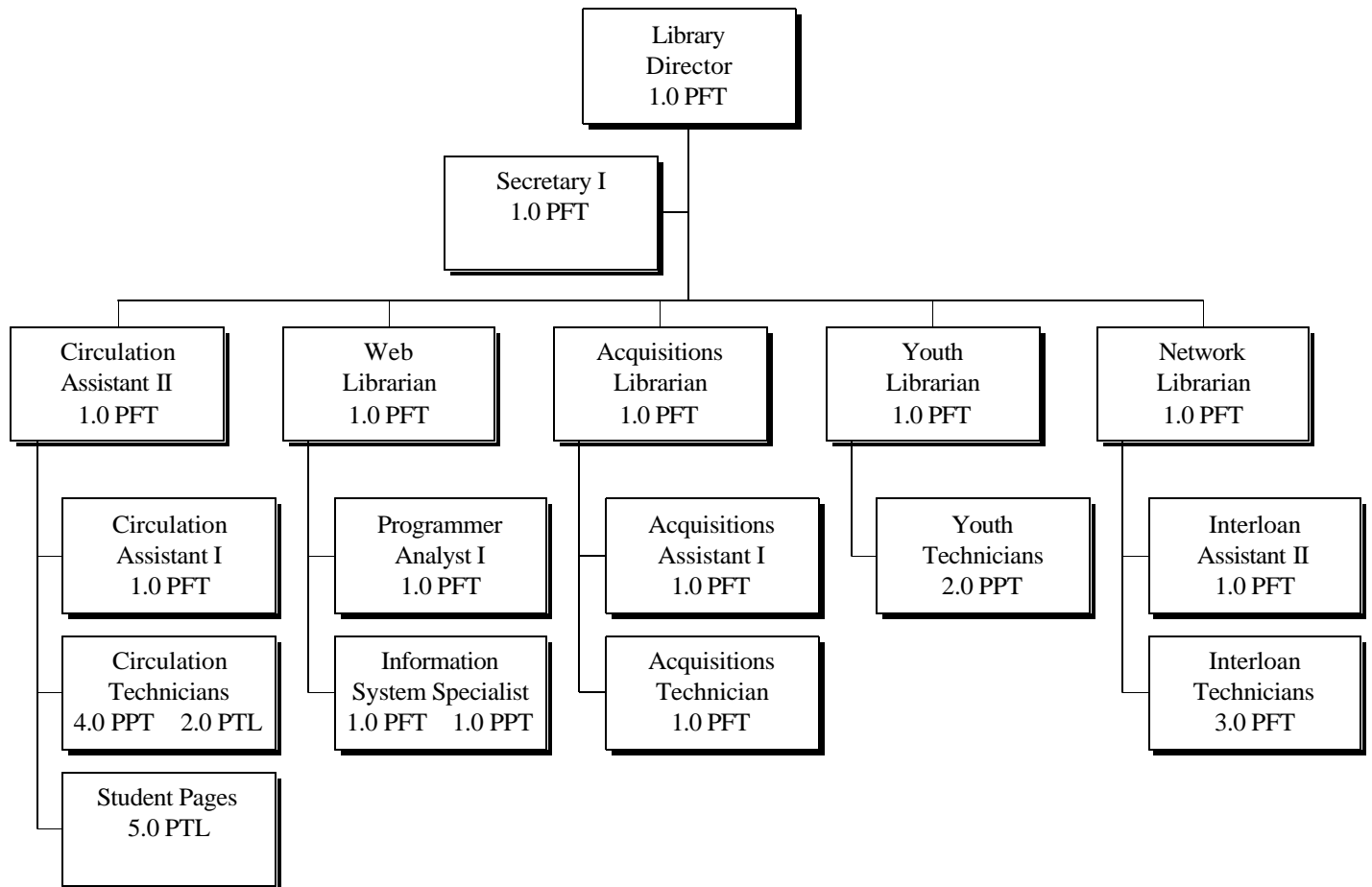
Interlibrary Cooperation

Net Lender Program

Public Library Assistance

LIBRARIES

STAFFING ORGANIZATION CHART



See Employment Status in Glossary for definitions of PFT, PPT, PTL and PS

LIBRARIES

OVERVIEW

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
EXPENDITURES:					
Personnel Services	\$ 1,034,300	1,096,800	1,123,600	1,194,200	1,225,100
Commodities and Services	578,900	577,300	593,300	675,000	613,800
Capital Outlay	4,900	10,000	22,600	-	-
Total Expenditures	<u>1,618,100</u>	<u>1,684,100</u>	<u>1,739,500</u>	<u>1,869,200</u>	<u>1,838,900</u>
FUNDING SOURCE:					
Sales	6,300	5,500	5,500	6,000	6,000
Fines	36,900	34,200	34,200	36,000	36,000
State Grants	100,500	89,000	140,000	190,500	120,500
Support from General Fund	1,474,400	1,555,400	1,559,800	1,636,700	1,676,400
Total Funding Sources	<u>\$ 1,618,100</u>	<u>1,684,100</u>	<u>1,739,500</u>	<u>1,869,200</u>	<u>1,838,900</u>
STAFFING	21.33	21.83	21.83	21.83	21.83
FUND BALANCE	N/A	N/A	N/A	N/A	N/A

The Libraries are a component unit of the General Fund. See the General Fund fund balance in the "Changes in Fund Balances" schedule.

BUDGET HIGHLIGHT

The Libraries' FY03 Adopted Budget Request represents an increase of \$185,100 (11.0%) from the FY02 Amended Budget. The FY04 Approved Budget is \$30,300 (1.6%) less than the FY03 Adopted Budget.

The significant budgetary changes include:

FY03

- Personnel Services increased \$97,400 to reflect a negotiated increase in wages and increased health costs.
- Insurance expense increased \$8,100 due to higher general liability costs.
- Capital Outlay expenses decreased \$10,000. The FY02 Capital Outlay expenses were supported with grant funds and those grant funds are not anticipated in FY03.
- Contractual Services increased \$69,700 due to increased costs associated with replacing their computer system. All of these increased costs are covered with grant funds to be received from the State.

FY04

- The FY04 Proposed budget presents no significant budgetary changes from the FY03 Proposed Budget.

LIBRARIES

PROGRAM DESCRIPTION

Library System Operations

Juneau Public Library (downtown), Mendenhall Valley Public Library, and Douglas Public Library operate as a single library in three locations, rather than as the traditional main library and branches. The downtown facility places a special focus on serving the business and government communities with print and electronic resources, and maintains an extensive retrospective collection of local Juneau municipal documents. With cruiseships docking immediately adjacent, the downtown library is a popular tourist stop for quiet reading, research and travel information. The Valley and Douglas facilities serve the suburban areas, specializing in current high demand, high interest titles in print and nonprint formats and strong juvenile collections with emphasis on preschool materials and on homework assistance.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actual</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Open hours in 3 library facilities	7,860	7,860	7,860	7,860
Patron visits	357,665	360,000	363,000	366,000
Visits per capita	11.44	11.51	11.61	11.71

Reference and Electronic Services

The public library reference desk and the library-maintained city web site are basic points of access for all citizens to information both within and beyond the local library facility. Reference search assistance is provided by staff with as much confidentiality as possible in a busy public setting. Internet workstations are provided for public use. The library's information service is available by e-mail, also by telephone by calling the downtown library weekdays from 9 a.m. All reference staff are voter registrars. Library web staff coordinate the electronic publishing of city documents, downloadable forms, and other essential government information about Juneau useful to residents, visitors, potential investors, and to Internet users internationally, and they design and maintain the official web site for the city. The web site is housed on the library webserver.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Reference transactions	20,583	21,000	21,500	22,000
Meeting room bookings	1,306	1,300	1,300	1,300
Workstation uses by public	41,341	42,000	43,000	44,000
Site hits for library's CBJ web site	16,050,138	18,000,000	20,000,000	22,000,000
Average page views on web site per day	5,071	8,000	10,000	12,000
Major CBJ documents available on web site	12	23	28	32
Total online PDFs	-	3,150	3,800	4,500
PDF requests from public	217,157	300,000	400,000	500,000
HTML files requested by public	1,594,461	2,600,000	3,500,000	4,400,000

Youth Services

The Youth Services program concentrates on stimulating the interest and appreciation for reading and learning in children of all ages, and on supporting the work of students at all grade levels. Staff members plan and offer regular programming including story hours, toddler times, summer reading, puppet shows, authors-to-Juneau presentations, as well as visits by preschools, daycare groups, and classes from public and private schools. Homework assistance is coordinated closely with school librarians, with teachers, and with parents of home-schoolers. Youth services staff selects new acquisitions for the juvenile and young adult collections and provide readers' advisory service.

LIBRARIES

PROGRAM DESCRIPTION - CONTINUED

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Youth programs	398	400	400	400
Attendance at programs	8,538	8,600	8,600	8,600

Collection Development

Juneau Public Libraries develop, maintain, promote and facilitate the use of a collection of books and other materials responsive to the diverse and constantly changing informational needs of those to whom the public library has a service obligation. Collection development staff aims to offer the most complete and balanced collection possible within existing fiscal and physical limitations, so that the library can be a resource where free individuals can examine many points of view and make their own decisions. The staff acquire, process, repair, and delete library materials. They manage the bibliographic records for holdings both in the local and in the regional/national library network databases.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Total items in collection	127,065	128,000	129,000	130,000
Items added to collection	4,508	4,000	4,000	4,000
Items deleted from collection	1,222	3,000	3,000	3,000
Periodical subscriptions	364	380	380	380
Items mended	1,666	1,600	1,600	1,600

Circulation Service

As a member of Capital City Libraries (CCL) consortium, the public library jointly operates a shared online catalog/circulation system with the Alaska State Library, the University of Alaska Southeast Egan Library, and the Juneau Douglas High School Library. The patron database is shared; a single card may be used at all four institutions. Circulation staff provides management of accounts, including overdue, and transmittal of cash, including sale of bus passes/tokens for Capital Transit.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Active borrower accounts	23,450	23,000	23,000	23,000
New patron accounts established	2,387	2,300	2,300	2,300
Juvenile items circulated	86,127	87,000	87,000	87,000
Adult items circulated	79,696	80,000	80,000	80,000
Videos Circulated	49,859	50,000	50,000	50,000
Other/AV items circulated	22,531	30,000	30,000	30,000
Total circulations	238,213	247,000	247,000	247,000
Circulations per capita	7.61	7.9	7.9	7.9
Holds filled	12,188	12,000	12,000	12,000
Reminder notices	2,925	3,000	3,000	3,000
Capital Transit passes and tokens sold	\$19,777	\$20,000	\$20,000	\$20,000

Interlibrary Loan

Interlibrary Loan Service provides access to materials beyond the single library facility. Staff manages the tracking and transport of books and other materials among libraries. Online transactions and rapid document delivery enhance the access to major collections throughout the world. A contract is maintained for courier delivery among the seven library facilities within the local Capital City Libraries consortium. This active resource sharing reduces need for duplication of titles, and enhances the range and depth of easily obtained materials.

LIBRARIES

PROGRAM DESCRIPTION - CONTINUED

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Loans sent to other libraries	7,765	7,800	7,800	7,800
Loans received from other libraries	6,365	6,400	6,400	6,400

Technical and Administrative Services

Technical staff provides daily maintenance of an automated circulation system and catalog, and manage the local area network for Juneau Public Libraries, including telecommunication lines, servers, routers, and other related communications hardware/software. Library administration provides budget oversight, purchasing, accounting, and personnel functions for library system operations and for grant-funded library services.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Computer/communications equipment items in service	260	260	270	280
Number of data lines managed	7	7	7	7
Bandwidth activity in gigabytes transferred	116.231	118.000	120.000	122.000
Board meetings staffed	8	8	8	8
Purchase and Personnel transactions (PO, PR, TR, PA)	300	300	300	300

Outreach Grants

The Alaska Department of Education has in past years awarded state and federally supported grants for outreach to targeted population groups and for resource sharing activities. Interlibrary Cooperation grants are competitive statewide. Juneau Public Library is sometimes funded to administer one or more, some years none. Net Lender Reimbursement grants have been received annually beginning calendar year, in recognition of Juneau Public Library's provision of substantially more Interlibrary Loans to other communities in Alaska than were borrowed from other libraries in-state for Juneauites.

A Regional Mail Service grant program based in Juneau Public Library sends eligible families and individuals in Southeast Alaska (living beyond the service area of their nearest local public library) books and other library materials selected to meet their expressed needs/reading profiles. Institutional grant funds previously provided for library service for Juneau Pioneer Home residents and for inmates at the Lemon Creek Correctional Center were discontinued as of June 30, 1997; minimal outreach circulation service to these populations continues under library operating funds and volunteer program.

Public Library Assistance grants based on number of branches have been used to enhance branch services each year, including ten additional staff hours per week to supplement the basic Youth Service program and increased training and education opportunities for branch staff at all levels.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Grants administered	3	4	4	3
Grant revenue	\$100,455	\$139,916	\$190,500	\$120,500
Bush patrons served by SE Mail Services program	569	570	570	570
Items circulated to bush families via SE Mail Services	7,013	7,100	7,100	7,100

LIBRARIES

FY03 & FY04 GOALS AND OBJECTIVES

GOAL

ENHANCE PUBLIC SERVICE BENEFITS FOR JUNEAU RESIDENTS BY LINKING AND MORE EXTENSIVELY SHARING RESOURCES WITH STATEWIDE PARTNERS IN THE RECENTLY FORMED ALLIANCE OF ALASKA LIBRARIES.

Objectives

*Projected
Completion Date*

Complete evaluation of functionality of SIRSI Unicorn computer system, which is currently being considered for joint use by Alliance members, as result of buyout by SIRSI of previously selected DRA Taos system.	11/02
Complete all postponed cleanup and re-indexing processes on local Juneau data, as soon as contract requirements are met by SIRSI for installation on the Fairbanks site.	01/03
Migrate to SIRSI Unicorn computer system after first-day functionality of all software modules, including those not scheduled for Fairbanks, are operating successfully at a consortium site comparable to Capital City Libraries, including public library partner(s) with size and complexity equal to that of Juneau Public Library.	08/03
Test, further develop, sign and encourage other partners to sign service agreements to expedite Interlibrary loan, document delivery, and reciprocal borrowing for library users statewide.	12/03
As soon as appropriate, seek PR opportunities that will alert the public to their increased access to major libraries throughout Alaska.	12/03
Cooperate in creation of statewide virtual reference service.	06/04

GOAL

OBTAIN THE MOST COST-EFFECTIVE TELECOMMUNICATIONS SERVICES POSSIBLE THAT WILL SUPPORT BANDWIDTH REQUIREMENTS OF NEW-GENERATION HARDWARE AND SOFTWARE.

Objectives

*Projected
Completion Date*

Apply for and use federal e-rate discounts for FY03 and FY04 (if approved) to fund appropriate telecom services.	Annually 05/03
Upgrade data lines, line speeds to handle requirements of SIRSI Unicorn system.	
Continue to apply, despite complex and constantly changing process, for future year FCC-regulated universal service discounts if opportunity remains open for public libraries	Annually
Evaluate costs/benefits/feasibility of converting to wireless internal network for Internet.	01/04

LIBRARIES

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

GOAL

ENHANCE PUBLIC COMPETENCE AND SATISFACTION WITH WEB-ACCESSIBLE INFORMATION RESOURCES PROVIDED BY THE PUBLIC LIBRARY.

Objectives

*Projected
Completion Date*

Provide additional Internet workstations for public use in Valley and Douglas facilities as soon as line speeds are able to support additional traffic.	06/03
Increase number of CBJ publications released simultaneously in print and online through the library-coordinated CBJ web page, or only online, to include all documents of high interest to the general public and other government agencies.	Ongoing
Enhance current World Wide Web presence for Juneau by adding more interactive features that facilitate direct service to the public by CBJ agencies through the CBJ web page.	Ongoing
Foster web page expertise within each CBJ department, in order to assure instant posting of schedules, packets, and time-sensitive materials onto CBJ web page.	Ongoing
Supplement locally the basic licensing the state provides for journal databases.	Ongoing
Encourage expansion of full-text coverage, with access from home, office or library for any Alaskan citizen. Arrange advertising, training and public classes to increase public use and satisfaction.	11/03
Provide timely in-service training for all staff in new technologies and search techniques immediately prior to their introduction for public use, so that patrons will receive the most effective possible one-on-one assistance in all three public libraries.	Ongoing

Key Measures

<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
Internet workstations for public use	20	23	28
Internet public instruction classes	0	4	8
CBJ documents on web	12	20	28
			36

GOAL

OFFER BARRIER-FREE SERVICES UNDERSTOOD AND VALUED BY USERS OF ALL ETHNIC BACKGROUNDS, EDUCATIONAL/ECONOMIC LEVELS, AND PHYSICAL CONDITIONS.

Objectives

*Projected
Completion Date*

Advertise widely the ADA compliant user-friendly software slated for installation Spring 02 to upgrade present voice synthesis, which reads computer screens for patrons with hearing impairments, and to provide better screen magnification for patrons with limited sight.	06/02
Maintain effective ADA outreach/publicity links, through SAIL, community newsletters, and other means.	Ongoing
Provide at least one staff training session per year on public service for special clients.	Ongoing

LIBRARIES

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

GOAL

MANAGE FOR EXCELLENCE, SERVING CUSTOMERS TO THEIR SATISFACTION, WITH ALL STAFF HOLDING CONSTANTLY IN MIND THE VISION OF WHAT IT TAKES TO BE THE FINEST PUBLIC LIBRARY IN ALASKA.

Objectives

Talk to library customers about service quality. Listen to them. Commit to improving service in ways they suggest whenever possible.

Enhance Valley facility, adding space in children's area if possible.

Do program planning and preliminary design for a new Valley library.

Assist Friends of Library and other support groups in their efforts to seek improvements for libraries

Continue annual Staff Retreat to revise goals and objectives, to set timelines, to assign work team priorities

Use monthly all-staff meetings to train, to review concerns, to help achieve service goals through full team efforts in which all contributions are valued.

*Projected
Completion Date*

Ongoing

08/02

06/03

Ongoing

Annually

Ongoing

LIBRARIES

EXPENDITURES

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
PROGRAMS:					
Operations:					
Personnel Services	981,800	1,037,100	1,045,100	1,102,100	1,129,700
Commodities and Services	535,800	558,000	554,400	576,600	588,700
Total	1,517,600	1,595,100	1,599,500	1,678,700	1,718,400
Grants:					
Personnel Services	52,500	59,700	78,500	92,100	95,400
Commodities and Services	43,100	19,300	38,900	98,400	25,100
Capital Outlay	4,900	10,000	22,600	-	-
Total	100,500	89,000	140,000	190,500	120,500
Total Expenditures	\$ 1,618,100	1,684,100	1,739,500	1,869,200	1,838,900

FUNDING SOURCES

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
CLASSIFICATION:					
Sales	\$ 6,300	5,500	5,500	6,000	6,000
Fines	36,900	34,200	34,200	36,000	36,000
State Grants	100,500	89,000	140,000	190,500	120,500
Support from General Fund	1,474,400	1,555,400	1,559,800	1,636,700	1,676,400
Total Funding Sources	\$ 1,618,100	1,684,100	1,739,500	1,869,200	1,838,900

LIBRARIES

STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	No. <u>Pos.</u>	Salary & Benefits <u>Budget</u>	No. <u>Pos.</u>	Salary & Benefits <u>Budget</u>	No. <u>Pos.</u>	Salary & Benefits <u>Budget</u>
CLASS TITLE:						
Grants:						
Library Assistant II	0.25	\$ 10,900	0.25	\$ 11,300	0.25	\$ 11,500
Info. Systems Specialist	-	-	0.50	20,000	0.50	20,600
Assistant Library Technician	1.08	31,600	1.08	33,200	1.08	33,900
Benefits	-	17,200	-	27,600	-	29,400
Total before amendment	1.33	59,700	1.83	92,100	1.83	95,400
Amendment:						
Info. Systems Specialist	0.50	19,500	-	-	-	-
Benefits	-	5,700	-	-	-	-
Total after amendment	1.83	84,900	1.83	92,100	1.83	95,400
Operations:						
Library Director	1.00	67,800	1.00	71,000	1.00	71,600
Librarian	4.00	218,900	4.00	213,600	4.00	215,400
Library Assistant II	1.75	77,500	1.75	80,400	1.75	81,900
Library Assistant I	2.00	80,500	2.00	84,300	2.00	85,000
Info. System Specialist	1.00	41,200	1.00	43,900	1.00	45,500
DP Programmer/Analyst	1.00	47,800	1.00	50,800	1.00	52,700
Secretary I	1.00	31,200	1.00	30,500	1.00	31,600
Assistant Library Technician	6.95	192,000	6.95	210,600	6.95	215,100
Clerical Aid	1.30	20,500	1.30	21,200	1.30	21,600
Shift Differential	-	3,100	-	2,900	-	2,900
Retirement Incentive Program	-	4,100	-	4,100	-	-
Benefits	-	263,000	-	299,900	-	317,800
Vacancy Factor	-	(10,500)	-	(11,100)	-	(11,400)
Total	20.00	1,037,100	20.00	1,102,100	20.00	1,129,700
Total Budget	21.83	\$ 1,122,000	21.83	\$ 1,194,200	21.83	\$ 1,225,100

NOTES

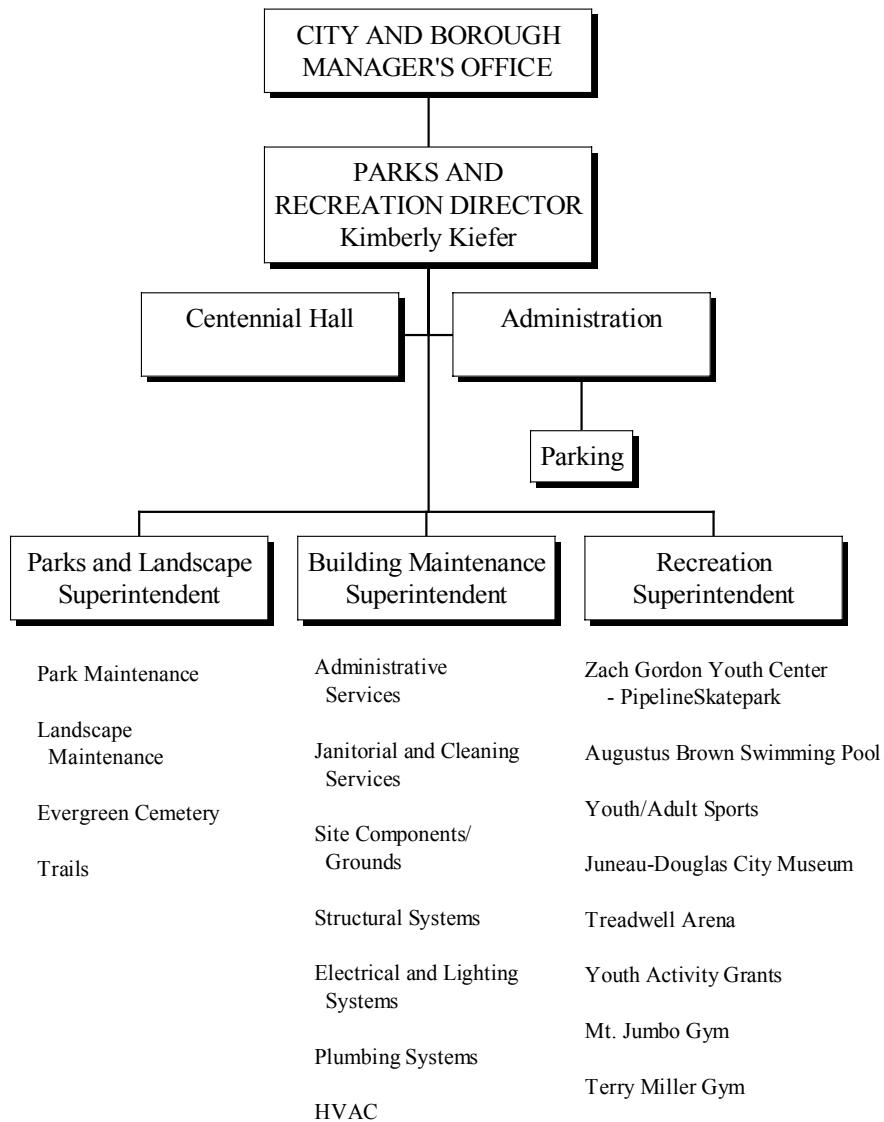
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PARKS AND RECREATION DEPARTMENT

MISSION STATEMENT

The provision of leisure services, well-managed facilities, and the quality of the local environment are the foundations of community pride. The Parks and Recreation Department strives to provide the most cost effective opportunities to enjoy parkland and trails, and promote the social, cultural, educational, recreational and physical well-being of Capital City residents and visitors.

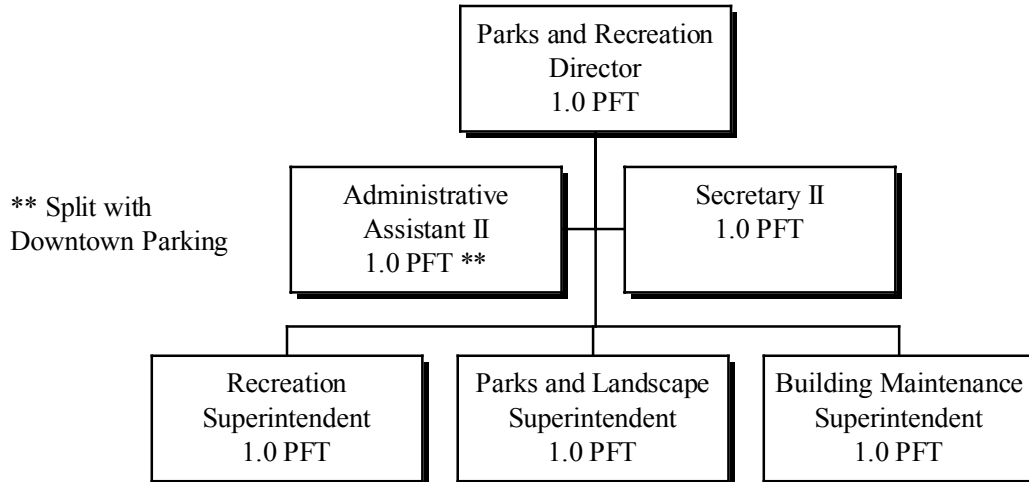
FUNCTIONAL ORGANIZATION CHART



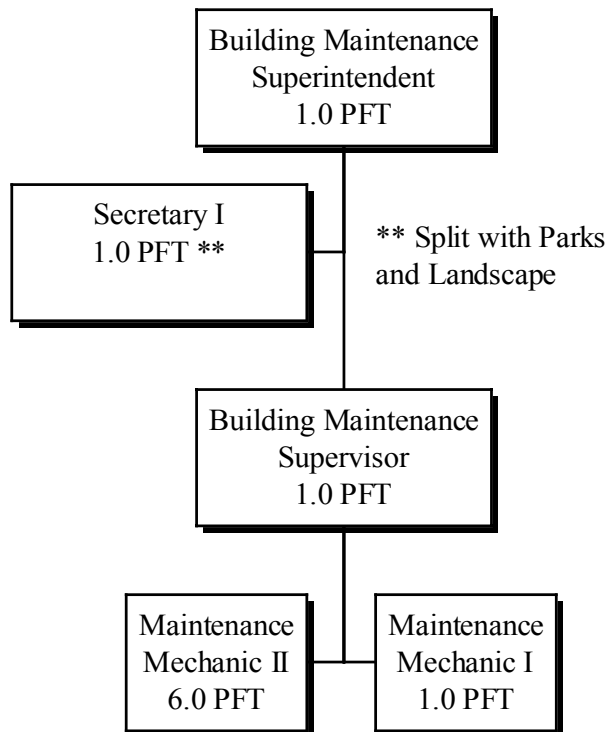
PARKS AND RECREATION DEPARTMENT

STAFFING ORGANIZATION CHART

ADMINISTRATION



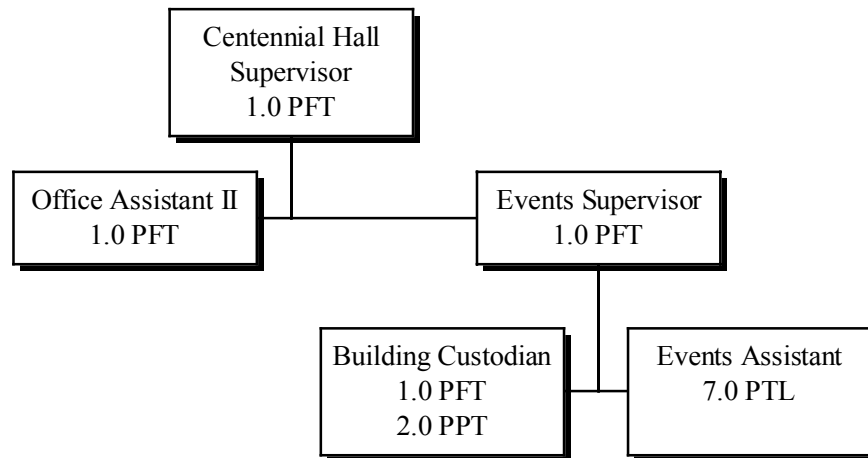
BUILDING MAINTENANCE DIVISION



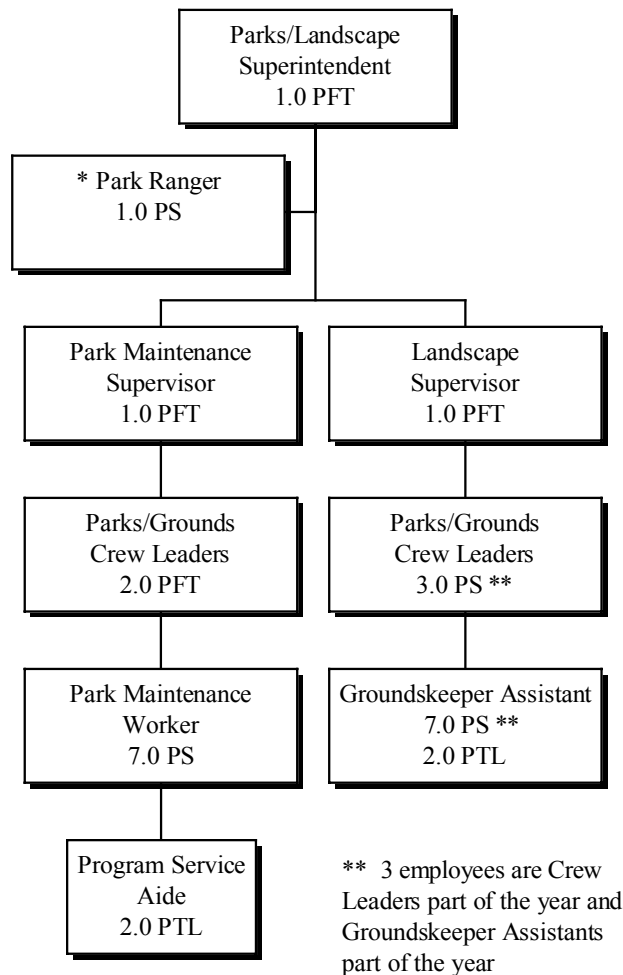
PARKS AND RECREATION DEPARTMENT

STAFFING ORGANIZATION CHART

CENTENNIAL HALL DIVISION



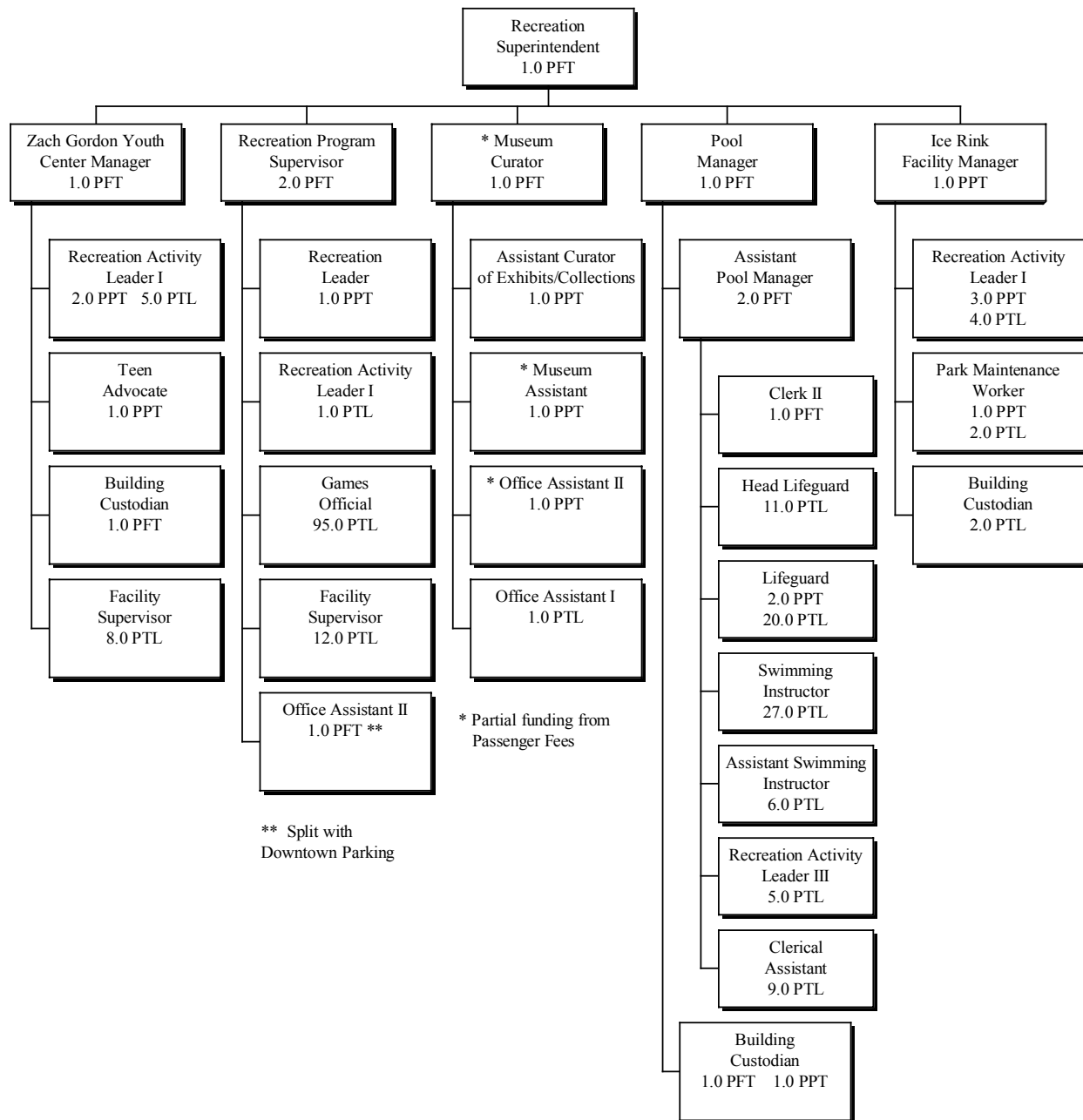
PARKS AND LANDSCAPE MAINTENANCE



* Full funding from
Passenger Fees

PARKS AND RECREATION DEPARTMENT

STAFFING ORGANIZATION CHART RECREATION DIVISION



See Employment Status in Glossary for definitions of PFT, PPT, PTL and PS

PARKS AND RECREATION DEPARTMENT

COMBINED OVERVIEW

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
EXPENDITURES:					
Personnel Services	\$ 2,715,900	3,101,200	3,025,400	3,536,300	3,613,700
Commodities and Services	1,961,600	2,285,000	2,214,000	2,653,400	2,539,800
Capital Outlay	27,200	13,000	12,400	29,400	36,400
Juneau Convention and Visitors Bureau (JCVB) and Southeast Alaska Marketing Council:					
Hotel Tax Funding	548,300	579,200	579,200	505,000	537,000
Marine Passenger Fee Funding	97,000	97,000	97,000	97,000	-
Youth Activities Grant Program:					
Community	242,800	256,200	256,200	250,000	250,000
School District	200,000	200,000	200,000	200,000	200,000
Interdepartmental Charges	33,300	34,000	34,000	37,200	37,900
Total Expenditures	<u>5,826,100</u>	<u>6,565,600</u>	<u>6,418,200</u>	<u>7,308,300</u>	<u>7,214,800</u>
FUNDING SOURCES:					
User Fees	921,400	948,100	923,500	1,129,500	1,173,900
Rentals	273,800	238,500	245,600	302,400	307,200
Sales	48,700	54,700	51,900	46,700	47,300
State Grants	15,300	11,900	11,900	7,500	7,500
Federal Grants	1,800	1,200	1,200	-	-
Ordinance Violations	8,300	11,500	8,400	8,500	8,500
Other Revenues	5,000	3,900	4,100	28,700	28,700
Interdepartmental Charges	513,000	515,200	547,800	585,200	555,000
Support from:					
Sales Tax	450,000	450,000	450,000	450,000	450,000
Hotel Tax-Centennial Hall	409,900	434,400	434,400	374,800	402,800
Hotel Tax-JCVB	548,300	579,200	579,200	505,000	537,000
General Fund	1,619,800	1,873,200	1,819,400	2,045,500	2,034,900
Roaded Service Area	947,600	1,286,300	1,194,800	1,544,100	1,546,300
Marine Passenger Fee	105,000	110,000	110,000	120,000	110,000
Marine Passenger Fee-JCVB	97,000	97,000	97,000	97,000	-
Fund Balance (To) From:					
Downtown Parking	(84,600)	(66,100)	(64,000)	(74,700)	(97,600)
Visitor Services	(56,800)	14,100	1,700	133,300	100,300
Parks & Recreation Improvements	2,600	2,500	1,300	4,800	3,000
Total Funding Sources	<u>\$ 5,826,100</u>	<u>6,565,600</u>	<u>6,418,200</u>	<u>7,308,300</u>	<u>7,214,800</u>
STAFFING	62.97	67.32	67.32	72.28	72.16
FUND BALANCES:					
Roaded Service Area	N/A	N/A	N/A	N/A	N/A
General Fund	N/A	N/A	N/A	N/A	N/A
Downtown Parking	\$ 464,400	530,500	528,400	603,100	700,700
Visitor Services	\$ 305,900	291,800	304,200	170,900	70,600
Parks & Recreation Improvements	\$ 9,100	6,600	7,800	3,000	-

PARKS AND RECREATION DEPARTMENT

BUDGET HIGHLIGHT

The Parks and Recreation Department FY03 Adopted Budget represents an increase of \$742,700 (11.3%) over the FY02 Amended Budget. The FY04 Approved Budget is \$93,500 under the FY03 Adopted budget.

The significant budgetary changes include:

FY03

- Overall Personnel Services increased \$435,100, due to increases in health and worker's compensation insurance costs, step increases, and reallocation of four partially exempt positions to higher salary ranges. This increase also includes \$8,500 for headlife guards which results in an additional .27 FTE. Head lifeguards are now scheduled to work during times that the Glacier Swim Club uses the pool. The Assistant Swimming Pool Manager no longer supervises the facility during swim club practice times.
- Overall increase in General Liability costs of \$82,400.
- Administration's contractual budget increased \$6,000 for Trail Mix, Inc., due to an increase in commercial trail use revenues.
- Overall increase of 0.20 FTE in Areawide Recreation due to reorganization of staffing in FY02. A Recreation Program Manager position was eliminated and other positions were reallocated within the existing budget to better meet the needs of the department and the community.
- Youth sports program eliminated T-shirts for participants; use of returnable jerseys resulted in an annual savings of \$12,000.
- Management of the Pipeline Skatepark has transferred from Areawide Recreation to the Zach Gordon Youth Center. As a result five Facility Supervisor positions, materials/commodities, safety equipment, and contractual costs moved from Areawide Recreation to Zach Gordon Youth Center budget.
- An increase of \$6,400 in Building Maintenance budget for janitorial services.
- An increase of \$56,900 in Building Maintenance materials/commodities budget for necessary facilities repair.
- An increase of \$234,800 in revenues and \$292,400 in expenditures for Treadwell Arena operations. This also resulted in an increase of 4.69 FTE. FY03 represents the first full fiscal year of operations.
- A decrease of \$59,600 (13.7%) in Hotel Tax revenue for Centennial Hall operations.
- A decrease of \$74,200 (12.8%) in Hotel Tax revenue to the Juneau Convention and Visitors Bureau.

FY04

- A planned 0.12 FTE reduction in the Facility Manager position for the Treadwell Arena.
- Overall, personnel services increased \$77,400 (2.2%). This is largely due to health insurance costs and merit increases.
- The \$97,000 for the Juneau Convention and Visitors Bureau to provide additional visitor information services is only included for FY03 since the Passenger Fee Proceeds Committee only approves one fiscal year at a time.

PARKS AND RECREATION DEPARTMENT

BUDGET HIGHLIGHT - CONTINUED

- Overall, materials and commodities decreased \$113,600 (4.3%). Building Maintenance materials and commodities decreased by \$96,900 during FY04 due to completion of needed building repairs during FY03. Centennial Hall decreased by \$20,000 for FY04 due to completing building repairs and equipment replacement during FY03.
 - An increase of \$32,000 to Juneau Convention and Visitors Bureau and an increase of \$28,000 to Centennial Hall as a result of an anticipated moderate increase in Hotel Tax revenues.
-

PROGRAM DESCRIPTION

Administration Division

Provides overall department administration for all divisions, including Building Maintenance, Parks Maintenance, Landscape Maintenance, Parks and Recreation Improvements, Trails, Recreation (Augustus Brown Swimming Pool, City Museum, Zach Gordon Youth Center, Adult Sports, Youth Sports, Treadwell Arena, Mt. Jumbo Gym, Terry Miller Gym, Pipeline Skatepark), Downtown Parking, Centennial Hall, and Administration. Coordinates and monitors annual departmental budget; provides administrative and clerical support primarily to recreation division as well as support to other divisions. Provides administrative and staff support and acts as CBJ liaison to a variety of committees (Parks and Recreation Advisory Committee (PRAC), Trail Mix, Juneau Convention and Visitors Bureau, Trails Working Group, Urban Forestry Committee). Administers Youth Scholarship Program and Concerts in the Park. Manages commercial use of CBJ parkland. Coordinates a variety of agreements including the Community Garden, Juneau Archery Club, Hank Harmon Rifle Range, Juneau Gold Rush Committee, special focus groups and coordination with the Alaska Department of Transportation and Public Facilities, and Alaska Department of Fish and Game on numerous community projects. Coordinates projects with other CBJ Departments including Lands & Resources, Engineering, Harbors, Community Development, Police and Public Works.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Directly/indirectly supervised	6/235	6/235	6/235	6/235
PRAC meetings staffed	12	12	12	12
Other user meetings staffed	40	40	40	40
Phone calls through the front desk	10,560	11,057	11,200	11,500
Front desk contacts	3,140	3,303	3,400	3,400
Commercial use permits	6	10	10	10
Youth scholarships – youth served	159	220	225	225

PARKS AND RECREATION DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

Parks/Landscape Division

Administrative Function

Parks

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Staff hours on operations (planning, budgeting, monitoring)	750	750	750	750
Staff hours on CIPs (planning, budgeting, monitoring)	650	650	650	650
Purchase orders	300	300	300	300
Phone calls	1,000	1,050	1,100	1,100

Trails

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Staff hours on operations (planning, budgeting, monitoring)	75	75	75	75
Staff hours on CIPs (planning, budgeting, monitoring)	100	100	100	100
Purchase orders	10	10	10	10
Phone calls	250	250	250	250

Landscape

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Staff hours on operations (planning, budgeting, monitoring)	400	400	400	400
Staff hours on CIPs (planning, budgeting, monitoring)	150	150	150	150
Purchase orders	100	100	100	100
Phone calls	700	700	700	700
Cemetery records entries	30	30	30	30

PARKS AND RECREATION DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

Parks

The Parks Section is responsible for the maintenance of CBJ parks and outdoor recreation facilities.

Sports Facilities

Perform maintenance and repair of outdoor community sports facilities.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Directly/Indirectly Supervised	1/10	1/13	1/13	1/13
Sportsfield	24	25	25	25
Grandstand	5	5	5	5
Portable bleachers	20	23	27	27
Dugout	34	36	40	40
Scorers booths	8	9	9	9
Backstops	21	22	22	22
LF of fencing	12,200	14,300	14,500	14,500
Batting cages	2	2	2	2
Electronic scoreboards	8	8	8	8
Outdoor tennis courts	7	7	4	4
Outdoor basketball courts	8	8	6	6
Running tracks	1	1	1	1
Running path	1	1	1	1
Covered skatepark	1	1	1	1
Trash receptacles	74	74	74	74

Picnic Facilities

Perform maintenance and repair of community picnic facilities.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Shelters	4	4	4	4
Tables	60	60	60	60
Grills	15	16	16	16
Trash receptacles	36	36	36	36

Playgrounds: Perform maintenance and repair of community playgrounds.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Playgrounds	13	13	13	14
Play structures	9	11	11	12
Swing sets	12	12	13	13
Sand-surfaced playfields	1	1	1	1
Trash receptacles	14	14	14	15

PARKS AND RECREATION DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

Downtown Street Amenities

Perform maintenance, repair, and seasonal installation/removal of various downtown street amenities.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Free standing benches/planter benches	18	18	18	18
Streetlight banners	104	104	104	104

General Park Facilities

Perform maintenance and repair of general park components exclusive of sports, picnic, playground, and downtown street amenities.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Restrooms	6	7	9	9
Parking lots	19	19	19	19
Fishing Dock	-	-	1	1
Trash receptacles	46	46	46	46
Signs	135	135	140	150
Retaining walls	21	21	21	21

Trails

The Parks and Landscape Division is also responsible for overseeing the management, maintenance, and improvement of the CBJ trail system. Work is performed with the assistance of Trail Mix, Inc.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Trails	32	33	34	35
Public beach access sites	14	14	14	14
Miles of trail	42	43	44	45
Bridges	26	27	28	28
Miles of planking	5.5	5.5	5.5	5.5
Signs	48	54	59	61

Landscape

The Landscape Section is responsible for the maintenance of CBJ landscaping and the operation and maintenance of Evergreen Cemetery

PARKS AND RECREATION DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

Annuals

Provide seasonal color through the growing and planting of annual materials and the care and maintenance of municipal beds and containers.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Directly/Indirectly Supervised	1/9	1/9	1/9	1/9
Container sites	22	22	22	22
Containers	300	300	300	300
Container plants	5,944	5,944	5,944	5,944
Bed sites	6	6	6	6
Beds	30	30	30	30
Bed plants	7,872	7,872	7,872	7,872

Perennial

Provide seasonal color through the care and maintenance of municipal perennial plantings.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Container sites	4	4	4	4
Containers	25	25	25	25
SF of perennial containers	859	859	859	859
Bed sites	17	17	17	17
Beds	46	48	48	48
SF of perennial beds	15,370	15,640	15,640	15,640

Turf

Maintain municipal turf areas.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Turf sites	38	38	38	38
SF of turf	1,074,170	1,074,170	1,074,170	1,074,170
Acres of turf	24.6	24.6	24.6	24.6

Shrubs and Trees

Maintain municipal shrub and tree plantings.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Sites	44	46	48	50
Shrubs	1,237	1,237	1,237	1,237
Trees	1,250	1,305	1,325	1,350

PARKS AND RECREATION DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

Evergreen Cemetery: Maintain grave and headstones, perform burials, install headstones, and maintain records and maps.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Graves	6,604	6,618	6,632	6,642
Headstones	5,638	5,658	5,678	5,698
Burials	14	14	14	14
Headstone installations	20	20	20	20

Centennial Hall Division

MISSION: To promote and facilitate events and activities which generate economic benefits to the City and Borough of Juneau, provide services and a facility to respond to the needs of local community activities, and enhance quality of life for the community it serves.

Centennial Hall is a 40,000 square foot convention/civic center with 2,250-sq. ft. leased to Juneau Convention & Visitors Bureau (JCVB) as a visitor information center. Staff oversees contracts and special projects including the JCVB Lease, contractual catering, snow removal/sanding, CIP's, vending machines, indoor foliage, electronic/sound equipment, facility maintenance, insurance and all events at Centennial Hall. The staff consists of a Hall Supervisor, Event Supervisor, Office Assistant II, one full time and two part-time Building Custodians, and seven part-time event assistants. The priorities for Centennial Hall use are: providing professional space and service for conventions and statewide meetings bringing new dollars to Juneau; provide a venue for locally produced consumer shows and meetings; provide a venue large enough to attract concerts and entertainers from the continental United States.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Directly/Indirectly Supervised	2/11	2/11	2/11	2/11
Room rentals:				
Local non-profit	402	400	400	400
Regular	576	600	600	600
Conventions (annual, member, 3 day, min. attend. 100)	4	5	4	6
Trade/consumer shows	8	8	8	8
Concerts/shows (based on past three years)	8	8	8	8
Number of event participants(estimate by staff count)	75,945	76,000	76,000	76,000
Number of visitors (counter at entrance of visitor center)	Unknown*	31,000	32,000	32,000
Event set-up (hours) formula	3,814	3,800	3,800	3,800
Facility Maintenance hours (Bldg Maint. and in house)	5,213	4,322	4,322	4,322
Event coordination hours	1,950	1,950	1,950	1,950
Public contacts (est. phone, walk-in, events, w/staff)	17,550	17,550	17,550	17,550

*Number of visitors – Transition between USFS and JCVB Lease – count not documented.

Recreation Division

The Recreation Division includes the Youth Sports leagues, Adult Sports leagues, facility scheduling, Augustus Brown Pool, Zach Gordon Youth Center, Special Events, Hike program, Juneau-Douglas City Museum, Mt. Jumbo Gym, Terry Miller Legislative Building gym, the Pipeline Skatepark and the Treadwell Arena.

PARKS AND RECREATION DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

Administrative Function

Provides overall coordination of Recreation Division staff, coordinates the outdoor field use for all users, provides staff support and acts as CBJ liaison to a variety of committees (Community Schools, Youth Activities Board, Mayor's Task Force on Youth, Zach Gordon Teen Club, Inc.), and coordinates and monitors annual division budget.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Directly/indirectly supervised - Recreation	2/111	2/111	2/111	2/111
Directly/indirectly supervised - Pool	1/79	1/75	1/75	1/75
Directly/indirectly supervised - Museum	1/3	1/4	1/4	1/4
Directly/indirectly supervised - Youth Center/Skate Park	1/17	1/17	1/17	1/17
Directly/indirectly supervised - Treadwell Arena	N/A	1/1	1/12	1/12
Major field users	14	15	15	15
Field hours scheduled	N/A	15,859	16,000	16,000
Youth activities grants awarded	24	23	23	23
Funds awarded	\$237,264	\$243,144	\$237,500	\$237,500
Contingency requests	2	3	3	3
Contingency awards	\$7,000	\$7,000	\$12,500	\$12,500
Intern supervised/coordinated	-	-	1	1
Community brochure coordinated with School District	3	3	3	3

Sports Function

Organized sports provide the opportunity for social interaction, confidence building, responsibility, fun, and family involvement.

Youth Sports League

Offer basketball, indoor and outdoor soccer programs for youth ages 6 to 18, providing an opportunity to learn and develop sports skills and game fundamentals. The youth sports programs are conducted with emphasis on recreation, sportsmanship, fair play, and participation, rather than a competitive, win-oriented philosophy. Organized sports provide opportunities for social interaction and confidence building for youth. Coordinate and plan with a qualified contractor to provide high quality sports summer day camps.

PARKS AND RECREATION DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Basketball participants	571	552	560	560
Basketball waiting list	64	37	30	30
Indoor soccer participants	1,171	1,125	1,200	1,200
Indoor soccer waiting list	101	47	40	40
Outdoor soccer participants	864	734	740	740
Outdoor soccer waiting list	94	68	50	50
Volunteer coaches	355	350	350	350
Officials	55	55	55	55
Games played	1,300	1,115	1,115	1,115
Practices held	1,730	1,500	1,500	1,500
Pee Wee Skills Clinic	10	10	10	10
Skills clinics	10	10	10	10
Sports camp attendance	550	420	470	470
Coaching clinic	10	12	12	12
Officials clinic	10	4	5	5
Field use hours	2,000	2,000	2,000	2,000
Gym use hours	1,954	1,800	1,900	1,900

Adult Sports League

Provide opportunities for physical exercise, socialization, and healthy and constructive use of leisure time for adults through men's and women's and coed volleyball and basketball. Direct costs for the programs are paid by the participants.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Men's/Women's volleyball estimated participants	542	488	520	520
Basketball estimated participants	408	420	440	440
Coed volleyball estimated participants	513	530	560	560
Classic basketball program	42	45	60	60
Officials	25	25	27	27
Score keepers	17	17	15	15
Volleyball matches played	1,360	1,352	1,370	1,370
Basketball games played	353	432	470	470
Gym use hours	1,027	1,045	1,050	1,050

Mt. Jumbo Gymnasium

Mt. Jumbo Gym offers open gym forum for pre-school age youth and licensed pre-school care providers to promote exercise and a dry, warm play area for children in the winter. The facility is also available for rentals by the public for a variety of uses, providing an unstructured environment for physical activity and social recreation.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Youth participants	4,778	4,800	4,800	4,800
Adult participants	5,317	5,300	5,300	5,300
Number of rentals	401	400	400	400
Hours of rental	697	650	650	650
Pre-school open gym hours	369	370	370	370

PARKS AND RECREATION DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

Treadwell Arena

Offer a full range of skating activities September through April, as well as basketball and tennis May through August. Provide opportunities to learn and develop skating skills, offer public recreational skating experiences for all ages, and provide a venue for a variety of ice related sports. The public can rent the facility for private parties, meetings, or special events.

Facility Management

Ensure a safe, professionally run facility for visitors and local citizens.

	<i>FY03</i>	<i>FY04</i>
	<i>Adopted</i>	<i>Approved</i>
<u>Workload Indicators</u>	<u>Budget</u>	<u>Budget</u>
Hours open to public	3,092	3,092
Ice Arena use hours	2,752	2,752
Basketball/Tennis use hours	340	340
Basketball/Tennis - revenues	\$12,000	\$12,000
Rentals - revenues	\$36,500	\$36,500
Hours of recreational skating	1,472	1,472
Free skating - participants	6,176	6,176
Free skating - revenues	\$117,200	\$117,200
Lesson - revenues	\$38,400	\$38,400
Hours of instruction	640	640

Augustus Brown Swimming Pool

The Augustus Brown swimming pool is the only public swimming pool in Juneau and provides a valuable service in providing opportunities for aquatic safety and education, therapeutic exercise, recreational and competitive swimming.

Lessons

Offer water safety classes for youth and adult

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
	<i>Actuals</i>	<i>Projected</i>	<i>Adopted</i>	<i>Approved</i>
<u>Workload Indicators</u>			<u>Budget</u>	<u>Budget</u>
Lesson Registration	2,553	2,550	2,550	2,550
Lesson Visits	22,023	22,950	22,200	22,200
Hours of instruction	3,170	3,200	3,200	3,200
Revenue	\$93,700	\$87,000	\$87,000	\$87,000

Open / Lap Swim

Open swim time offers swimming enjoyment, family fun, and social interaction for all ages, and a time for the public to practice skills learned in lessons. Lap swims provide a time for the public to physically conditions by swimming lengths in an organized routine and by use of exercise equipment. Lap swims also provide therapeutic practice times.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
	<i>Actuals</i>	<i>Projected</i>	<i>Adopted</i>	<i>Approved</i>
<u>Workload Indicators</u>			<u>Budget</u>	<u>Budget</u>
Hours of Open Swim	2,220	2,220	2,220	2,220
Participants	60,681	62,000	62,000	62,000
Revenue	\$161,100	\$169,000	\$169,000	\$169,000

PARKS AND RECREATION DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

School District Lesson Program

Offer swimming lessons and conditioning for two periods of high school students

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Hours of instruction - High School	266	220	270	270
Participants - High School	132	132	132	132

Rentals

Encourage and increase pool use through private rentals. Offer time for groups to use pool facility privately.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Hours of Rentals	1,355	1,137	1,355	1,355
Participants	10,496	11,130	11,130	11,130
Revenue	\$55,600	\$56,000	\$56,000	\$56,000

Zach Gordon Youth Center

Drop-in Activities

Provide a home-away-from-home atmosphere in Juneau in accordance with the Zach Gordon Youth Center philosophy. Provide a safe and supervised facility where youth can socialize and participate in leisure and recreational activities that are positive lifestyle choices and alternatives to unhealthy behaviors. Adults can participate if accompanied by a youth, or for a fee, can use the weight room, racquetball courts, and climbing wall. The public can rent the facility for private parties, meetings, or special events.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Hours of service	3,408	3,500	3,500	3,500
Participants	15,022	15,000	15,000	15,000
Adult	3,946	4,000	4,000	4,000
Youth	11,054	11,000	11,000	11,000
Adult Court Fees/Weights/Shower	\$5,774	\$5,700	\$5,700	\$5,700
Rentals	40	40	40	40

PARKS AND RECREATION DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

Specialty Classes

Provide weekly educational, recreational, or social classes for the time school is out of session and during parent/teacher conference weeks, spring break, as well as other times during the school year.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Week long classes	14	14	14	14
Participants	110	110	110	110

Community Special Events Programs

Provide youth with social and recreational opportunities to participate in programs such as the Easter Egg Hunt, Hershey's Track Meet, Pumpkin Carving Contest, and Day at the Lake Fun Run. These activities promote physical and mental well being, and provide a creative outlet for youth.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Youth special events	7	7	7	7
Adult special events (Marriott Ski Tour)	1	1	1	1
Participants	1,065	1,075	1,075	1,075
Volunteers	40	40	40	40

Zach Gordon Youth Center Special Events

Provide youth with social and recreational opportunities to participate in events such as pool tournaments, special dinners, basketball tournaments, campfires, climbing competitions and canoeing. These activities promote participation in healthy behaviors and incorporation of physical exercise into their lifestyles.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Youth special events	5	15	20	20
Participants	150	400	500	500
Volunteers	3	10	12	12

Hike Program

Provide an opportunity to explore Juneau's extensive trail system with experienced and knowledgeable hike leaders. Promotes physical exercise, mental well being, and appreciation of Juneau's spectacular natural environment.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Number of Hikes offered	104	104	104	104
Participants	416	416	416	416
Program Volunteers	10	10	10	10

PARKS AND RECREATION DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

Climbing Wall

Provide a supervised indoor climbing wall for recreation purposes. Promote skill building, increased strength, physical and mental well being, and self-esteem through exercise challenges and accomplishments.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<i>Workload Indicators</i>	<i>Actuals</i>	<i>Projected</i>	<i>Adopted Budget</i>	<i>Approved Budget</i>
Hours of service	936	936	936	936
Participants	2,866	2,500	2,500	2,500
Adult	98	75	75	75
Youth	2,798	2,400	2,400	2,400
Rentals	45	45	45	45

Skate Park

The Pipeline Skate Park provides an open facility for skateboarders and in line skaters to learn and challenge their skating abilities, and get physical exercise in a non-traditional format. It is also a place to hold special events for skaters.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<i>Workload Indicators</i>	<i>Actuals</i>	<i>Projected</i>	<i>Adopted Budget</i>	<i>Approved Budget</i>
Number of special events	5	5	5	5
Number of grants written and received	2	2	1	1
Number of Skate Board Meetings held	5	6	6	6

Juneau-Douglas City Museum

The mission of the Juneau-Douglas City Museum is to foster among its diverse audiences an awareness of Juneau's cultural heritage, values and community memory so we may draw strength and perspective from the past and find purpose for the future.

A public trust, the Juneau-Douglas City Museum will collect, preserve, interpret, and exhibit those materials that document the cultures and history of the Juneau and Douglas area. Recreation, cultural facilities and park services are a catalyst for tourism, a growing sector of our economy.

Collection Management

Identify and process incoming acquisitions and loaned items: maintain records, prepare objects for storage or exhibit, and provide for protection while in storage or on exhibit. Inventory biannually, research, and provide for preservation of the area's material culture in the Museum and outreach exhibits at: the Last Chance Mining Museum, Douglas Library, and the Juneau International Airport. Maintain and assist researchers with collections, research files and reference library.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<i>Workload Indicators</i>	<i>Actuals</i>	<i>Projected</i>	<i>Adopted Budget</i>	<i>Approved Budget</i>
Objects acquired	302	177	800	300
Loaned items	-	13	20	20
Interns/volunteers supervised	6	6	6	6
Items in permanent collection	5,000	5,200	6,000	6,300
Value of permanent collection	\$610,000	\$629,000	\$645,000	\$660,000
% of Collections Photographed	30%	55%	70%	85%

PARKS AND RECREATION DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

Facility Management and Visitor Information

Ensure a safe, professionally run facility for visitors to the City Museum. Provide visitors with accurate information about Juneau area history, culture, fine arts, natural history, points of interest, and general visitor information. Provide for the sale of appropriate related items in the Museum Store.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Hours open to public	1,600	2,100	2,100	2,100
Visitors	16,944	16,800	18,000	19,000
Rentals	6	6	6	6
Volunteers	50	50	50	50
Volunteer hours	1,902	1,800	1,800	1,800
Number of different kinds of sales objects	138	141	140	140
Number of deposits and transmittals processed	43	55	55	55

Public Education/CBJ Assistance

Develop, coordinate and/or schedule educational programs, tours, brochures, curricula, articles, and advertising for local and visiting adults and children in order to satisfy and generate interest in the history and culture of the Juneau area. Assist the general public and public agencies with historical related questions and serve on committees. Market and advertise services to local and tourism audiences.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Adult & Youth Participants in Programs	1,945	2,405	2,500	2,500
Children's Programs	35	22	55	55
Adult Programs	20	11	15	15
Family Programs	10	34	25	25
History grants awarded	1	2	2	2
Brochures and rack cards produced	1/15,000	2/10,000	1/10,000	1/10,000
Posters & Postcards Produced	6	10	10	10

Exhibit Research, Design and Maintenance

Research, design, install, and maintain safe and effective exhibits in the museum and at other CBJ facilities including the Douglas Library, Last Chance Mining Museum, and Juneau International Airport.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
New exhibits	6	16	10*	10*
Exhibit square footage	3,000	3,000	3,000	3,000
Outreach exhibit footage	600	600	600	600
Number of outreach exhibits	2	4	4	4

*New exhibits are in direct relationship with Marine Passenger funding for staffing.

Administrative Services

Prepare, implement and monitor annual budgets and long range planning, oversee facility and grounds maintenance, janitorial direction. Coordinate joint use programs and projects with community groups. Co-staff liaison for Historic Resources Advisory Committee.

PARKS AND RECREATION DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted</u>	<u>Approved</u>
Staff directly supervised	5	7	7	7
Staff/admin. meetings attended	40	70	90	90

Building Maintenance Division

Provides routine facility maintenance for various CBJ departments by repairing or replacing existing systems and/or components that are damaged or have failed. Performs pre-scheduled regular preventive maintenance tasks to ensure performance and extended life of facilities and/or components, following recommended manufacturer specifications. Completes facility projects, involving something other than routine basic repairs, based on requests received from a building occupant or a task initiated by Building Maintenance Mechanics, including requests to re-key doors or install new locks and cores. Completes special projects/tasks pertaining to/initiated by special organizations and programs such as ADA, Energy Efficiency programs, Safety Compliance programs (OSHA), etc. Maintains an accurate inventory and current costs of materials used to complete routine and preventive maintenance repairs, allowing cost savings due to the purchase of items by volume, along with ensuring immediate availability of materials necessary to complete various maintenance tasks. Maintains facilities core and lock layouts and key issuance inventory. Performs core repairs, installations and changes. Issues keys and maintains employee/contractor records and key agreements. Responsible for contract administration, ensuring that the work performed is per specifications as stated in the RFP's. Monitors performance of contractor by on-site inspections where applicable. Evaluates whether or not various specifications need to be changed or updated. Puts contracts back out to bid when necessary. Documents work performed. Makes a recommendation for renewal when necessary and updates RFP's at appropriate time for re-bid. Maintains necessary documentation concerning contract. Facilities Maintenance Superintendent acts as CBJ staff liaison for Assembly appointed Juneau Shooting Range Advisory Committee attending the committee's quarterly meetings to ensure that CBJ charters and resolutions are followed accordingly.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted</u>	<u>Approved</u>
Directly/indirectly supervised	2/7	2/7	2/7	2/7
Phone calls through the front desk	8,320	8,300	8,300	8,300
Routine Work Orders	1,426	1,400	1,400	1,400
Preventative maintenance Work Orders	2,308	2,600	2,800	2,800
Project Work Orders	452	450	450	450
Special Work Orders (ADA/Energy/Safety/Contracts)	100	200	200	200
Ordering materials	81 Hours	120 Hours	120 Hours	120 Hours
Receiving materials	52 Hours	100 Hours	100 Hours	100 Hours
Annual inventory	73 Hours	200 Hours	200 Hours	200 Hours
Key issuance/returns	260 Hours	280 Hours	280 Hours	280 Hours
Lock/core issuance/changes	35 Hours	35 Hours	35 Hours	35 Hours
Lock combination issuance/changes	15 Hours	15 Hours	15 Hours	15 Hours
Janitorial contract administration	4 -RFP	4 -RFP	4-RFP	4-RFP
Fire alarm contract administration	19	20	21	21
Elevator contract administration	5	5	5	5
Snow removal contract administration	2	2	3	3
Energy management system contract administration	5	4	5	5
Fire sprinkler testing contract administration	16	15	16	16
JSRAC meetings staffed	4	4	4	4
JSRAC administrative support	30 Hours	30 Hours	30 Hours	30 Hours
JSRAC outside coordination of projects	40 Hours	60 Hours	60 Hours	40 Hours

PARKS AND RECREATION DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES

Administration

GOAL

OBTAIN FUNDING TO PLAN AND DEVELOP THE WEST JUNEAU PARK.

Objectives

Complete Master Plan for West Juneau Park if funds are available	<i>Projected Completion Date</i> 06/03
Begin phase one development of West Juneau Park if funding is available	09/04

GOAL

UPDATE PARKS AND RECREATION 1996 COMPREHENSIVE PLAN PROJECT LIST AND COMMUNITY PRIORITIES.

Objectives

Survey the community on the recreation needs based on survey in the Comp Plan	<i>Projected Completion Date</i> 12/02
Hold neighborhood meeting during the winter of 2002-03 to determine project lists	05/03
Provide updated information to the Assembly for approval	09/03

GOAL

CONTINUE DEVELOPMENT OF THE DIMOND PARK COMMUNITY CENTER.

Objectives

Continue with the community meetings and public input of needs	<i>Projected Completion Date</i> Ongoing
Coordinate with a Contractor to complete a conceptual design for the facility	06/03

GOAL

UPDATE CLASS SPECIFICATIONS AND JOB DESCRIPTIONS FOR ALL POSITIONS WITHIN THE DEPARTMENT.

Objectives

Update class specifications and/or position descriptions using standardized format, with ADA and legal requirements met (fingerprinting, criminal background checks, certifications) - one division	<i>Projected Completion Date</i> 10/03
per quarter	
Develop evaluation standards for each classification - one division per quarter	10/04

GOAL

RESEARCH FUNDING SOURCES TO ENHANCE PARKS AND RECREATION OPERATIONS.

Objectives

Submit eight grant applications annually	<i>Projected Completion Date</i> 04/04
Receive \$100,000 annually in grant awards	06/04

	<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
<u>Key Measures</u>				
Number of grant applications submitted	4	4	8	8
Number of grant applications approved	4	3	4	4
Amount of grant funding requested	\$399,284	\$1,158,070	-	-
Amount of grant funding received	\$14,284	\$1,247,136	\$100,000	\$100,000

PARKS AND RECREATION DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

GOAL

IMPLEMENT DEPARTMENTAL PROCEDURES TO ENHANCE OPERATIONS.

Objectives

	<i>Projected Completion Date</i>
Internal training for division staff to assume processing of electronic timesheets	08/02
Electronic timesheets to be completed by individual division staff	08/02
Develop departmental standards for travel/training and purchasing procedures	07/02
Meet with Division Managers to evaluate new procedures	09/02
Implement new procedures by division: one division per month	01/03

Parks/Landscape Division

Parks

GOAL

ENHANCE COMMUNITY PARK AND OUTDOOR RECREATION OPPORTUNITIES.

Objectives

	<i>Projected Completion Date</i>
Complete Melvin Park Field 1 resurfacing	09/02
Complete Fish Creek Park Master Plan	12/02
Implement Phase 1 of Master Plan	09/03
Complete Mendenhaven Park play equipment replacement	04/03
Complete Melvin Park play equipment replacement and roof construction	04/03
Complete Glacier Valley Sportsfields restroom construction pending CIP funding	05/03
Complete Mendenhall River Sportsfields restroom construction pending CIP funding	05/03
Complete Auke View Park dugout construction pending funding	09/03
Complete Lena Loop Park dugout construction pending funding	09/03
Complete Amalga Meadows Park Master Plan	12/03
Implement Amalga Meadows Park Phase 1 Improvements	09/04
Complete Savikko Park Field 2 resurfacing pending funding	04/04
Complete Melvin Park Field 2 resurfacing pending funding	04/04
Complete Dimond Park Field 3 resurfacing pending funding	04/04
Complete Lena Loop Park play equipment installation pending funding	04/04
Complete Dimond Park restroom construction pending funding	06/04
Complete Cope Park restroom replacement	06/04

Key Measures

	<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
Number of park projects completed	6	5	6	10

PARKS AND RECREATION DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

Trails

GOAL

ENHANCE RECREATIONAL TRAIL OPPORTUNITIES.

Objectives

	<i>Projected Completion Date</i>
Complete Perseverance Trail reconstruction (Granite Creek to End)	09/02
Complete Treadwell Ditch Trail improvements (Blueberry Hills to Lawson Cr.)	09/02
Complete Dimond Park Trail construction (Bridge to Riverbend School along river)	09/02
Complete Pt. Stephens Beach Access Trail construction (Trails End Drive to Tee Harbor Beach)	09/02
Complete Fish Creek Park trails improvements	09/02
Complete new Sunshine Cove Beach Access construction	09/03
Complete Treadwell Ditch Trail improvements (Lawson Cr. to Mt. Jumbo Trail)	09/03
Complete Montana Cr. Trail improvements (Mendenhall River to Community Garden)	09/03
Complete Mt. Jumbo Trail parking lot	09/03
Complete Perseverance Trail system improvements (Red Mill, Glory Hole, Perseverance Portal)	09/03

	<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
<u>Key Measures</u>				
Number of trail projects completed	5	6	5	5

Landscape

GOAL

ENHANCE THE VISUAL QUALITY OF MUNICIPAL PARKS, GROUNDS AND TRANSPORTATION CORRIDORS.

Objectives

	<i>Projected Completion Date</i>
Complete brushing and cleanup of Douglas IOOF and Masonic cemeteries	09/02
Complete next project phase of Dimond Park landscaping	09/02
Complete Renninger Park landscaping project	09/02
Complete planning for FY03 Community Forestry/Arbor Day projects	03/03
Complete FY03 projects	06/03
Complete plan for Evergreen Cemetery tree replacement	03/03
Complete phase 1 of tree replacement	09/03
Complete landscaping plan for Lena Loop Park	03/03
Complete phase 1 landscaping project	09/03
Complete landscaping plan for Auke View Park	03/03
Complete phase 1 of landscaping project	09/03
Obtain grant or other funding to continue the Community Forestry Tree Program	03/04
Complete planning for FY04 Community Forestry/Arbor Day Projects	03/04
Complete FY04 projects	06/04

	<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
<u>Key Measures</u>				
Number of landscaping projects completed	2	3	5	5

PARKS AND RECREATION DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

Centennial Hall

GOAL

PROVIDE A SAFE AND COMFORTABLE ENVIRONMENT FOR USERS AND STAFF.

Objectives

	<i>Projected Completion Date</i>
Install an entry and intrusion security system	06/03
Prepare a cost analysis for either replacing or enhancing the existing audience lighting in Sheffield Ballrooms	06/03
Install an additional exterior sidewalk	06/03
Purchase new chairs (pending CIP funding)	06/04

GOAL

ENHANCE MARKETING OF CENTENNIAL HALL CONVENTION CENTER.

Objectives

	<i>Projected Completion Date</i>
Market Centennial Hall through local media	Ongoing
Develop marketing strategies with Juneau Convention and Visitors Bureau Marketing Director	12/02
Develop incentives for use of Centennial Hall during low use months	06/03

GOAL

PROVIDE AN EFFICIENT, SAFE, HIGH-QUALITY KITCHEN FOR CATERERS.

Objectives

	<i>Projected Completion Date</i>
Replace the existing dishwasher	06/04
Review/ revise (if necessary) existing catering contract	06/04
Examine in depth functionality and life expectancy of kitchen heating and cooling equipment i.e. wiring, appliances, heat escape from cooler and appliances, etc.	06/04

GOAL

GENERATE ADDITIONAL REVENUE AND INCREASE USE AT CENTENNIAL HALL.

Objectives

	<i>Projected Completion Date</i>
Review existing rental periods and fees with recommendations	06/04
Create a new community event	06/04
Research feasibility of replacing exterior signage (marquee) and make written recommendation	06/04

Recreation Division

Administration

GOAL

FURTHER IMPLEMENT SIERRA DIGITAL RECWARE COMPUTERIZED SOFTWARE PROGRAM.

Objectives

	<i>Projected Completion Date</i>
Research ways current Safari software can be further incorporated into use.	06/03
Investigate the possibility of using on-line/internet registration for some programs	06/04

PARKS AND RECREATION DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

GOAL

WORK WITH PERSONNEL TO CREATE A RECREATION LEADER CLASS SERIES.

Objectives

	<i>Projected Completion Date</i>
Expand class specifications for Recreation Leader classification into a series of positions with increasing levels of responsibility and have Personnel review.	09/02
Identify and review with Personnel the existing Recreation positions that may be re-classified into this series	06/03
Rewrite job descriptions and convert positions	06/04

GOAL

OPEN AND OPERATE TREADWELL ICE ARENA.

Objectives

	<i>Projected Completion Date</i>
Furnish, equip, and set up systems for maintenance and operation of the new facility.	10/02
Oversee development of programs, establishment of facility hours and operations.	10/02
Work with the public to determine the needs of the community for programs and services.	Ongoing

Youth Sports

GOAL

EDUCATE PARENTS ON THE RECREATIONAL PHILOSOPHY OF THE PROGRAM, EMPHASIZING THE IMPORTANCE OF SPORTSMANSHIP, FAIR PLAY AND FULL PARTICIPATION OVER COMPETITION.

Objectives

	<i>Projected Completion Date</i>
Offer parents clinic on how to be a good sports parent	06/03
Incorporate "silent" games into regular season play	06/03

GOAL

IMPROVE THE QUALITY OF COACHING BY VOLUNTEER COACHES.

Objectives

	<i>Projected Completion Date</i>
Provide coaches training by holding coaching clinics, offering access to further training, making video's and printed materials available	06/03
Ask parents and players to evaluate coaches performance	End of season
Provide performance evaluation reports to coaches	End of season

Mt Jumbo Gym

GOAL

INCREASE OPPORTUNITIES FOR VARIED USE OF THE MT JUMBO GYM.

Objectives

	<i>Projected Completion Date</i>
Evaluate and test re-establishing Youth After School Open Gyms	04/03
Begin a Start Smart Sports Development Program for youth ages 3-5	01/03

PARKS AND RECREATION DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

Adult Sports

GOAL

REVIEW CLASSIC WOMEN'S BASKETBALL LEAGUE MISSION AND ORGANIZATIONAL STRUCTURE TO ENCOURAGE MORE GROWTH WITHIN THE PROGRAM.

Objectives

	<i>Projected Completion Date</i>
Establish Advisory Board to work on classic league issues	07/02
Complete a telephone survey of all existing players and some former players to determine strengths and weaknesses of the current program	08/02
Amend mission statement of classic league if necessary	09/02
Make changes to the classic league program where needed	09/02

GOAL

PROVIDE THE MOST EFFICIENT AND USER FRIENDLY PROGRAM REGISTRATION PROCESS AS NECESSARY.

Objectives

	<i>Projected Completion Date</i>
Review all program registration procedures for efficiency and effectiveness	06/03
Work with Advisory Boards to identify changes if necessary	08/03
Investigate the possibility of on-line internet registrations	06/04

GOAL

ESTABLISH BETTER RECRUITMENT FOR NEW GAMES OFFICIALS.

Objectives

	<i>Projected Completion Date</i>
Do early announcements through media, public service announcements regarding need for more officials	06/03
Encourage and work with youth officials to move up to next level of officiating within the adult programs	09/03

GOAL

PROVIDE MORE OFFICIALS TRAINING FOR BASKETBALL AND VOLLEYBALL GAMES OFFICIALS.

Objectives

	<i>Projected Completion Date</i>
Conduct officials clinics for each sport	09/03
Offer class room discussion periods to review rules and regulations throughout each season	10/03

Augustus Brown Swimming Pool

GOAL

INCREASE ORGANIZATIONAL EFFICIENCY OF INTERNAL POOL OPERATIONS.

Objectives

	<i>Projected Completion Date</i>
Set up a preventative maintenance system for exercise equipment	08/02
Develop more efficient means to track expenditures	12/02
Review and improve pool filing system	06/03

PARKS AND RECREATION DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

GOAL

INCREASE QUALITY OF LIFEGUARD TRAINING FOR A SAFER AND HIGHER QUALITY EXPERIENCE FOR THE PUBLIC.

Objectives

Review and update lifeguard inservice program

Review the possibility of providing Automatic External Defibrillator training for staff

*Projected
Completion Date*

09/02

06/03

GOAL

REVIEW AND EVALUATE STORAGE SPACE EFFICIENCY.

Objectives

Establish a periodic review schedule of facility space use

Research less expensive ways to create external storage

*Projected
Completion Date*

06/04

06/04

GOAL

INCREASE THE QUALITY OF TRAINING FOR WATER EXERCISE INSTRUCTIONAL STAFF.

Objectives

Look into methods where staff can receive local training in water fitness

*Projected
Completion Date*

08/03

GOAL

EXPAND POSSIBILITIES OF CURRENT COMPUTERIZED REGISTRATION PROGRAM.

Objectives

Look into the possibility of expanding to electronic membership cards for pass holders

*Projected
Completion Date*

06/03

GOAL

OFFER A HIGH QUALITY SWIM LESSON PROGRAM THAT MEETS THE NEEDS OF CHANGING POPULATION.

Objectives

Craft lesson schedules to offer adequate lesson time for those ages and levels that are most in demand

*Projected
Completion Date*

Ongoing

GOAL

OFFER A BALANCED RECREATIONAL SWIMMING SCHEDULE TO MEET PUBLIC DEMAND.

Objectives

Review pool schedules twice yearly

*Projected
Completion Date*

Ongoing

PARKS AND RECREATION DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

Zach Gordon Youth Center

GOAL

INCREASE THE OVERALL YOUTH ASSETS FOR YOUTH THAT ATTEND THE ZACH GORDON FACILITY.

Objectives

*Projected
Completion Date*

Implement expanded assets training program for staff, including an annual retreat, and new employee training on the Asset Model.

06/03

Conduct survey of Zach Gordon Youth that would include only youth who attend the center on an average of twice per week.

06/03

Evaluate activities and programs offered in light of assets developed and offered.

Ongoing

GOAL

PROVIDE EMPLOYMENT AND EDUCATION OPPORTUNITIES FOR YOUTH AT THE ZACH GORDON YOUTH CENTER.

Objectives

*Projected
Completion Date*

Educate staff on the options and opportunities available through educational and employment agencies within our community.

12/03

Establish a procedure to collect and disseminate information on educational and employment choices available to our teens.

06/03

GOAL

PROVIDE PROGRAMS AND AN ENVIRONMENT FOR YOUTH THAT HELPS THEM TO DEVELOP HEALTHY LIFESTYLES AND RESILIENT BEHAVIORS, EMPOWERING THEM TO BE THE BEST THEY CAN BE.

Objectives

*Projected
Completion Date*

Develop and offer a variety of programs or drop off activities for youth to develop physical social, and healthy related life skills to carry over into life outside the center.

02/04

Establish a teen volunteer program for teens 18 and over that will enable youth to set goals and learn skills while creating more ownership in the youth center.

01/04

The Pipeline Skate Park

GOAL

PROVIDE A SAFE ENVIRONMENT AND FUN EXPERIENCE FOR YOUTH IN LINE SKATERS AND SKATEBOARDERS.

Objectives

*Projected
Completion Date*

Research the pros and cons of purchasing prebuilt ramps for greater flexibility.

06/03

GOAL

INVOLVE YOUTH IN THE PLANNING AND LEADERSHIP OF PROGRAMS AT THE SKATE PARK.

Objectives

*Projected
Completion Date*

Create two additional youth/adult partnerships to encourage involvement and cultivate relationships with cross-generational age groups at the park. The SkateBoard, special events and The Seven Circles Coalition activities involving the Skate Park will allow the avenue for these relationships to be built.

06/04

PARKS AND RECREATION DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

GOAL

INCREASE YOUTH /ADULT INVOLVEMENT IN PROGRAMMING AND MANAGEMENT OF THE SKATE PARK.

Objectives

Identify a youth group or agency that would be appropriate partners for planning and putting on events, providing informal supervision, and bringing in an unrepresented population

*Projected
Completion Date*

06/04

Climbing Wall

GOAL

INCREASE OPPORTUNITIES FOR YOUTH AND ADULTS TO LEARN CLIMBING SKILLS AND ENGAGE IN A HEALTHY FORM OF EXERCISE THAT PROMOTIES SELF ESTEEM AND PERSONAL WELL BEING.

Objectives

Design marketing campaign to cultivate and encourage new and younger climbers
Research cost and feasibility of building a bouldering component.

*Projected
Completion Date*

06/03

06/03

Juneau Douglas City Museum

GOAL

COMPLETE MUSEUM MASTER PLAN. *(SEE FOLLOWING PAGE).

Objectives

Update and finish incomplete chapters from previous start on this project
Identify goals and objectives for the next five years and a strategic plan to implement them

*Projected
Completion Date*

12/02

07/03

GOAL

SECURE CONTINUED PRIVATE FUNDING TO SUPPORT FREE WINTER ADMISSION

Objectives

Identify opportunities to solicit funding donors
Solicit donors for winter of FY03/04

*Projected
Completion Date*

06/02

09/02

GOAL

RESEARCH , AND , IF APPROPRIATE, ESTABLISH AN ENDOWMENT FUND. **(SEE FOLLOWING PAGE).

Objectives

Research the ability to establish an endowment fund within a municipal government structure
Identify key individuals to work on creating the fund and developing protocols for raising and using funds

*Projected
Completion Date*

06/03

07/04

PARKS AND RECREATION DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

GOAL

RESEARCH AND IMPROVE COLLECTION MANAGEMENT TECHNIQUES AND CARE**.

<u>Objectives</u>	<i>Projected Completion Date</i>
Research environmental control needs at JDCM	09/02
Research and write Collections Disaster Preparedness Plan	06/03
Improve storage conditions for the existing collections and identify storage for oversize objects	10/02
Reorganize collections documentation for easy and efficient access by Museum Personnel and the general public	07/03
Work with Last Chance Mining Museum personnel to improve storage and environmental conditions at LCMM	10/02

GOAL

IMPROVE EXHIBITS AND PUBLIC PROGRAMMING**.

<u>Objectives</u>	<i>Projected Completion Date</i>
Install community oriented exhibits to include underrepresented populations, addressing historical prejudice and discrimination	10/03
Update 25% of permanent exhibits at City Museum and work with Mining Museum personnel to update exhibits at the LCM	05/04
Increase public programs both on and off site	05/03
Work with other agencies to create off site exhibit opportunities	05/04

GOAL

IMPROVE COMMUNITY OUTREACH AND SUPPORT**.

<u>Objectives</u>	<i>Projected Completion Date</i>
Increase marketing through postcard invitations & newsletter	10/02
Investigate the possibility of developing "Friends" group	07/03

* Pending project funding

** Pending continued staffing levels

Building Maintenance Division

GOAL

UPGRADE AND INITIATE REVISED PREVENTIVE MAINTENANCE SYSTEM THROUGH NEW MAINTENANCE MANAGEMENT SYSTEM.

<u>Objectives</u>	<i>Projected Completion Date</i>
Inventory individual building components in 56 buildings/sites	09/02
Assign identification (tag) numbers to approximately 3,300+ components	09/02
Assign task/procedure list to each component for preventive maintenance work orders	10/02
Assign maintenance schedules to all components identified	12/02
Provide training for staff on new Computerized Maintenance Management System	04/03
Input new data into Computerized Maintenance Management System	05/03
Implement program	07/03

PARKS AND RECREATION DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

GOAL

UPGRADE AND AUTOMATE STOCK INVENTORY SYSTEM THROUGH NEW MAINTENANCE MANAGEMENT SYSTEM PROGRAM TO INITIATE SAVINGS AND PROVIDE A WELL-MAINTAINED STOCKROOM.

Objectives

*Projected
Completion Date*

Complete physical inventory of main stockroom, 2 satellite stockrooms and 7 vans. Approximately

55,600 items	08/03
Input inventory into Computerized Maintenance Management System	06/04
Research vendor participation in providing scanner labels in preparation for scanner automation	06/04

PARKS AND RECREATION DEPARTMENT

EXPENDITURES

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
PROGRAMS:					
Administration:					
Personnel Services	\$ 203,100	196,900	198,900	226,700	232,100
Commodities and Services	70,600	84,100	88,500	111,900	108,000
Youth Activities Grant Program:					
Community	242,800	256,200	256,200	250,000	250,000
School District	200,000	200,000	200,000	200,000	200,000
Total	716,500	737,200	743,600	788,600	790,100
Recreation:					
Personnel Services	271,100	343,900	292,800	353,700	364,400
Commodities and Services	172,800	241,000	218,400	237,700	240,000
Capital Outlay	20,500	10,000	9,400	-	-
Total	464,400	594,900	520,600	591,400	604,400
Swimming Pool:					
Personnel Services	462,900	518,900	505,800	556,800	572,000
Commodities and Services	155,200	178,300	152,700	210,600	202,100
Total	618,100	697,200	658,500	767,400	774,100
Youth Center:					
Personnel Services	195,300	202,100	204,100	239,700	245,500
Commodities and Services	45,500	60,500	54,900	76,200	78,000
Total	240,800	262,600	259,000	315,900	323,500
Youth Services:					
Commodities and Services	7,400	12,000	12,000	12,000	12,000
City Museum:					
Personnel Services	105,300	181,700	182,100	200,000	207,300
Commodities and Services	57,200	63,000	55,000	58,700	57,500
Capital Outlay	2,200	3,000	3,000	3,000	3,000
Total	164,700	247,700	240,100	261,700	267,800
Ice Rink:					
Personnel Services	-	10,700	10,700	207,500	204,100
Commodities and Services	-	3,600	3,600	99,200	94,700
Total	-	14,300	14,300	306,700	298,800
Total Expenditures	\$ 2,211,900	2,565,900	2,448,100	3,043,700	3,070,700

PARKS AND RECREATION DEPARTMENT

FUNDING SOURCE

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
CLASSIFICATIONS:					
User Fees:					
Administration	\$ 38,600	41,000	41,000	40,100	41,000
Recreation	226,900	234,000	220,200	229,000	245,400
Swimming Pool	279,200	278,000	277,100	285,100	285,100
Youth Center	21,600	28,100	20,400	20,900	20,900
City Museum	38,200	39,100	34,300	38,900	41,000
Ice Rink	-	-	-	170,600	170,600
Total	604,500	620,200	593,000	784,600	804,000
Rentals:					
Recreation	16,400	14,500	14,400	16,400	16,400
Swimming Pool	41,600	40,000	42,000	38,000	42,000
Youth Center	4,800	3,200	4,800	4,800	4,800
City Museum	800	600	600	600	600
Ice Rink	-	-	-	39,200	39,200
Total	63,600	58,300	61,800	99,000	103,000
Sales:					
Administration	1,000	5,000	5,200	-	-
City Museum	9,100	10,000	10,000	9,000	9,600
Total	10,100	15,000	15,200	9,000	9,600
Ordinance Violations:					
Swimming Pool	1,200	4,000	1,000	1,000	1,000
Other Revenue:					
Recreation	200	1,000	1,000	-	-
City Museum	4,500	2,900	3,100	3,700	3,700
Ice Rink	-	-	-	25,000	25,000
Total	4,700	3,900	4,100	28,700	28,700
Interdepartment Charges	38,100	38,900	38,900	39,800	40,600
State Grants	10,300	8,100	8,100	7,500	7,500
Federal Grants	1,800	1,200	1,200	-	-
Support from:					
Marine Passenger Fee	80,000	80,000	80,000	80,000	80,000
Sales Tax	450,000	450,000	450,000	450,000	450,000
Roaded Service Area	947,600	1,286,300	1,194,800	1,544,100	1,546,300
Total	1,477,600	1,816,300	1,724,800	2,074,100	2,076,300
Total Funding Sources	\$ 2,211,900	2,565,900	2,448,100	3,043,700	3,070,700

PARKS AND RECREATION DEPARTMENT

STAFFING DETAIL

	FY02		FY03		FY04	
	Amended		Adopted		Approved	
	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget
CLASS TITLE:						
Administration:						
Parks and Recreation Director	1.00	\$ 73,200	1.00	\$ 90,600	1.00	\$ 91,800
Administrative Assistant II	0.95	42,500	0.95	44,000	0.95	44,900
Secretary II	1.00	35,400	1.00	37,100	1.00	37,500
Benefits	-	47,800	-	57,300	-	60,200
Vacancy Factor	-	(2,000)	-	(2,300)	-	(2,300)
Total	2.95	196,900	2.95	226,700	2.95	232,100
Recreation:						
Recreation Superintendent	1.00	58,900	1.00	69,100	1.00	71,700
Recreation Supervisor	1.00	51,800	2.00	94,800	2.00	96,800
Part-time Supervisors & Aides (1)	4.90	84,400	3.65	64,100	3.65	64,500
Recreation Leader I	0.22	4,200	0.22	4,300	0.22	4,300
Recreation Leader III	1.55	59,100	-	-	-	-
Recreation Leader	-	-	0.75	19,700	0.75	20,200
Office Assistant II	-	-	0.66	17,900	0.66	18,500
Clerk Typist II	0.66	16,800	-	-	-	-
Benefits	-	71,500	-	86,600	-	91,300
Vacancy Factor	-	(2,800)	-	(2,800)	-	(2,900)
Total before amendment	9.33	343,900	8.28	353,700	8.28	364,400
Amendment (2):						
Recreation Supervisor	0.45	-	-	-	-	-
Recreation Leader III	(1.00)	-	-	-	-	-
Recreation Leader	0.75	-	-	-	-	-
Total after amendment	9.53	343,900	8.28	353,700	8.28	364,400
Swimming Pool:						
Pool Manager	1.00	56,900	1.00	58,600	1.00	58,900
Assistant Pool Manager	2.00	86,500	2.00	89,900	2.00	91,500
Building Custodian	1.51	39,900	1.51	41,200	1.51	42,300
Head Guards	0.85	24,200	1.12	32,500	1.12	32,600
Lifeguards	3.04	77,800	3.04	79,000	3.04	82,200
Swim Instructors	2.15	53,000	2.15	54,700	2.15	55,000
Assistant Swim Instructors	0.23	4,400	0.23	4,500	0.23	4,500
Recreation Leader III	0.20	4,900	0.20	5,100	0.20	5,100
Clerk II	1.00	24,700	1.00	25,700	1.00	26,700
Clerical Assistants	1.55	24,300	1.55	25,000	1.55	25,100
Shift Differential and Lead	-	8,100	-	5,300	-	5,800
Overtime	-	6,000	-	6,200	-	6,200
Benefits	-	113,400	-	134,700	-	141,900
Vacancy Factor	-	(5,200)	-	(5,600)	-	(5,800)
Total	13.53	518,900	13.80	556,800	13.80	572,000

PARKS AND RECREATION DEPARTMENT

STAFFING DETAIL – CONTINUED

	FY02		FY03		FY04	
	Amended		Adopted		Approved	
	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget
CLASS TITLE:						
Youth Center:						
Youth Center Manager	1.00	54,400	1.00	53,800	1.00	55,000
Recreation Leader I	2.20	42,600	2.20	44,600	2.20	44,800
Teen Health Advocate	0.48	13,500	0.48	13,900	0.48	13,900
Building Custodian	1.00	26,400	1.00	28,000	1.00	29,000
Part-time Supervisors & Aides (1)	0.81	14,400	2.06	37,700	2.06	37,800
Shift Differential	-	2,900	-	2,900	-	2,900
Benefits	-	49,900	-	61,200	-	64,600
Vacancy Factor	-	(2,000)	-	(2,400)	-	(2,500)
Total	5.49	202,100	6.74	239,700	6.74	245,500
City Museum:						
Museum Curator	1.00	51,000	1.00	52,800	1.00	54,000
Museum Assistant	1.60	51,900	1.60	56,700	1.60	58,200
Office Assistant II	-	-	0.84	24,100	0.84	25,000
Clerk Typist II	0.84	22,400	-	-	-	-
Office Assistant I	-	-	0.39	8,700	0.39	8,900
Clerk Typist I	0.39	8,400	-	-	-	-
Overtime	-	300	-	400	-	400
Benefits	-	47,700	-	57,300	-	60,800
Total	3.83	181,700	3.83	200,000	3.83	207,300
Ice Rink:						
Facility Manager	0.88	7,900	1.00	49,200	0.88	41,700
Recreation Leader I	-	-	2.72	53,400	2.72	54,800
Building Custodian	-	-	0.56	14,100	0.56	14,300
Park Maintenance Worker	-	-	1.29	37,600	1.29	38,200
Benefits	-	2,800	-	53,200	-	55,100
Total	0.88	10,700	5.57	207,500	5.45	204,100
Total Budget	36.21	\$ 1,454,200	41.17	\$ 1,784,400	41.05	\$ 1,825,400

(1) Five positions (1.25 FTE) were transferred from Recreation to the Youth Center.

(2) The Recreation Division reorganized during FY02. A 0.55 FTE Recreation Leader III position was reclassified to a 1.0 FTE Recreation Supervisor position. A 1.0 FTE Recreation Leader position was eliminated and a 0.75 Recreation Leader position was added. The net result was the addition of 0.20 FTE at no additional cost.

BUILDING MAINTENANCE

OVERVIEW

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
EXPENDITURES:					
Personnel Services	\$ 527,800	598,900	583,000	637,700	647,300
Janitorial Services	243,800	283,900	282,400	288,800	306,100
Commodities and Services	463,600	533,200	536,700	660,400	563,500
Total Expenditures	1,235,200	1,416,000	1,402,100	1,586,900	1,516,900
FUNDING SOURCES:					
Interdepartmental Charges	434,500	438,300	472,400	507,300	475,700
Support from:					
Marine Passenger Fee Fund	-	5,000	5,000	15,000	5,000
General Fund	800,700	972,700	924,700	1,064,600	1,036,200
Total Funding Sources	\$ 1,235,200	1,416,000	1,402,100	1,586,900	1,516,900
STAFFING	9.84	9.84	9.84	9.84	9.84

STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget
CLASS TITLE:						
Facilities Superintendent	1.00	\$ 61,400	1.00	\$ 67,600	1.00	\$ 67,800
Building Maintenance Supervisor	1.00	52,200	1.00	54,500	1.00	55,200
Maintenance Mechanic II	6.00	259,900	6.00	271,900	6.00	276,300
Maintenance Mechanic I	1.00	32,500	1.00	34,100	1.00	35,400
Secretary I	0.84	26,600	0.84	28,200	0.84	28,700
Overtime	-	14,600	-	11,300	-	11,300
Retirement Incentive Program	-	7,000	-	7,000	-	-
Benefits	-	150,700	-	169,400	-	179,100
Vacancy Factor	-	(6,000)	-	(6,300)	-	(6,500)
Total Budget	9.84	\$ 598,900	9.84	\$ 637,700	9.84	\$ 647,300

PARKS AND LANDSCAPE

OVERVIEW

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
EXPENDITURES:					
Personnel Services	\$ 657,300	723,000	722,300	760,700	777,700
Commodities and Services	284,700	312,000	301,300	341,000	342,400
Capital Outlay	-	-	-	6,400	6,400
Total Expenditures	942,000	1,035,000	1,023,600	1,108,100	1,126,500
FUNDING SOURCES:					
User Fees	42,000	54,300	50,700	51,200	51,200
Rentals	10,500	13,400	12,900	12,900	12,900
State Grant	5,000	3,800	3,800	-	-
Interdepartmental Charges	40,400	38,000	36,500	38,100	38,700
Support from:					
Marine Passenger Fee	25,000	25,000	25,000	25,000	25,000
General Fund	819,100	900,500	894,700	980,900	998,700
Total Funding Sources	\$ 942,000	1,035,000	1,023,600	1,108,100	1,126,500
STAFFING	12.96	13.79	13.79	13.79	13.79

PARKS AND LANDSCAPE

STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>
CLASS TITLE:						
Park Maintenance:						
Park/Landscape Superintendent	0.55	\$ 38,100	0.55	\$ 39,200	0.55	\$ 39,400
Park Maint. Supervisor	1.00	54,200	1.00	57,000	1.00	57,100
Parks/Grounds Leader	2.00	82,900	2.00	85,800	2.00	84,300
Park Ranger	0.51	17,800	0.51	17,400	0.51	17,800
Park Maintenance Worker	3.47	107,900	3.47	112,200	3.47	114,700
Park Maintenance Intern	0.46	7,700	0.46	7,900	0.46	8,000
Secretary I	0.10	3,200	0.10	3,400	0.10	3,400
Shift Differential	-	1,100	-	800	-	1,000
Snow Removal Temporaries	-	-	-	2,100	-	2,100
Overtime	-	8,400	-	8,400	-	8,400
Benefits	-	109,500	-	122,400	-	129,200
Vacancy Factor	-	(3,900)	-	(4,300)	-	(4,400)
Total	<u>8.09</u>	<u>426,900</u>	<u>8.09</u>	<u>452,300</u>	<u>8.09</u>	<u>461,000</u>
Landscape:						
Park/Landscape Superintendent	0.45	31,100	0.45	32,100	0.45	32,200
Landscape Supervisor	1.00	53,100	1.00	55,000	1.00	56,200
Parks/Grounds Leader	1.20	44,400	1.20	45,500	1.20	46,100
Groundskeeper Assistant	2.99	88,700	2.99	92,000	2.99	93,500
Secretary I	0.06	1,900	0.06	2,000	0.06	2,100
Overtime	-	1,400	-	1,500	-	1,500
Benefits	-	74,900	-	83,400	-	88,300
Vacancy Factor	-	(3,000)	-	(3,100)	-	(3,200)
Total	<u>5.70</u>	<u>292,500</u>	<u>5.70</u>	<u>308,400</u>	<u>5.70</u>	<u>316,700</u>
Total Budget	<u>13.79</u>	<u>\$ 719,400</u>	<u>13.79</u>	<u>\$ 760,700</u>	<u>13.79</u>	<u>\$ 777,700</u>

DOWNTOWN PARKING

OVERVIEW

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
EXPENDITURES:					
Personnel Services	\$ 10,600	15,700	15,700	17,000	17,800
Commodities and Services	82,400	108,200	110,300	110,100	110,700
Interdepartmental Charges	33,300	34,000	34,000	37,200	37,900
Total Expenditures	126,300	157,900	160,000	164,300	166,400
FUNDING SOURCES:					
Parking Lease Revenue	203,900	217,000	217,000	232,000	257,000
Ordinance Violations	7,000	7,000	7,000	7,000	7,000
Fund Balance (To)	(84,600)	(66,100)	(64,000)	(74,700)	(97,600)
Total Funding Sources	\$ 126,300	157,900	160,000	164,300	166,400
STAFFING	0.39	0.39	0.39	0.39	0.39
FUND BALANCE	\$ 464,400	530,500	528,400	603,100	700,700

STAFFING DETAIL

	FY02		FY03		FY04	
	Amended		Adopted		Approved	
	No.	Salary & Benefits Budget	No.	Salary & Benefits Budget	No.	Salary & Benefits Budget
CLASS TITLE:	Pos.		Pos.		Pos.	
Administrative Assistant II	0.05	\$ 2,200	0.05	\$ 2,300	0.05	\$ 2,400
Office Assistant II	0.34	8,700	0.34	9,200	0.34	9,500
Benefits	-	4,800	-	5,500	-	5,900
Total Budget	0.39	\$ 15,700	0.39	\$ 17,000	0.39	\$ 17,800

VISITOR SERVICES

OVERVIEW

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
EXPENDITURES:					
Personnel Services	\$ 278,100	304,000	304,600	330,700	339,500
Commodities and Services	378,400	405,100	398,100	444,700	424,700
Capital Outlay	4,500	-	-	20,000	27,000
Juneau Convention and Visitors Bureau (JCVB) and Southeast Alaska Marketing Council					
Hotel Tax Funding	548,300	579,200	579,200	505,000	537,000
Marine Passenger Fee Funding	97,000	97,000	97,000	97,000	-
Total Expenditures	1,306,300	1,385,300	1,378,900	1,397,400	1,328,200
FUNDING SOURCES:					
User Fees	69,200	53,600	58,600	58,600	58,600
Sales	38,600	39,700	36,700	37,700	37,700
Rentals	199,700	166,800	170,900	190,500	191,300
Ordinance Violations	100	500	400	500	500
Other Revenue	300	-	-	-	-
Support From:					
Hotel Tax - Centennial Hall	409,900	434,400	434,400	374,800	402,800
Hotel Tax - JCVB	548,300	579,200	579,200	505,000	537,000
Marine Passenger Fee - JCVB	97,000	97,000	97,000	97,000	-
Fund Balance (To) From	(56,800)	14,100	1,700	133,300	100,300
Total Funding Sources	\$ 1,306,300	1,385,300	1,378,900	1,397,400	1,328,200
STAFFING	6.97	6.97	6.97	6.97	6.97

STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget
CLASS TITLE:						
Centennial Hall Supervisor	1.00	\$ 46,600	1.00	\$ 49,700	1.00	\$ 50,600
Building Custodian	2.50	68,100	2.50	70,700	2.50	72,300
Events Manager	1.00	42,900	1.00	45,100	1.00	45,400
Events Assistant	1.47	31,700	1.47	32,900	1.47	33,000
Office Assistant II	1.00	29,600	1.00	30,600	1.00	31,300
Shift Differential and Lead	-	6,000	-	6,500	-	6,500
Overtime	-	3,800	-	8,900	-	8,900
Benefits	-	78,400	-	89,600	-	94,900
Vacancy Factor	-	(3,100)	-	(3,300)	-	(3,400)
Total Budget	6.97	\$ 304,000	6.97	\$ 330,700	6.97	\$ 339,500

PARKS AND RECREATION IMPROVEMENTS

OVERVIEW

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
EXPENDITURES:					
Personnel Services	\$ 4,400	5,400	5,400	5,800	6,000
Commodities and Services	-	100	100	2,100	100
Total Expenditures	4,400	5,500	5,500	7,900	6,100
FUNDING SOURCES:					
Donations	1,800	3,000	4,200	3,100	3,100
Fund Balance From	2,600	2,500	1,300	4,800	3,000
Total Funding Sources	\$ 4,400	5,500	5,500	7,900	6,100
STAFFING	0.12	0.12	0.12	0.12	0.12
FUND BALANCE	\$ 9,100	6,600	7,800	3,000	-

STAFFING DETAIL

	FY02		FY03		FY04	
	Amended		Adopted		Approved	
	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget
CLASS TITLE:						
Parks/Grounds Leader	0.04	\$ 1,500	0.04	\$ 1,600	0.04	\$ 1,600
Groundskeeper Assistant	0.08	2,300	0.08	2,400	0.08	2,500
Benefits	-	1,600	-	1,800	-	1,900
Total Budget	0.12	\$ 5,400	0.12	\$ 5,800	0.12	\$ 6,000

NOTES

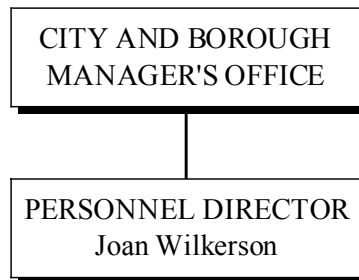
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PERSONNEL

MISSION STATEMENT

The Personnel Department is responsible for: recruitment and examination of employees; maintenance and safekeeping all employee records; maintenance of the classification and pay system; representation of the City and Borough in all labor relations matters and in negotiations of union contracts; update and maintenance of the CBJ Personnel Management Code and the Personnel Rules; presentation of all human resource training for CBJ employees; guidance to the public, employees and management on personnel management practices.

FUNCTIONAL ORGANIZATION CHART



Recruitment and Examination

Employee Record Maintenance
and Safekeeping

Maintenance and update of CBJ
Code and Personnel Rules*

Labor Relations

Union Contract Negotiations/Administration

Classification and Pay Systems

Human Resource Training

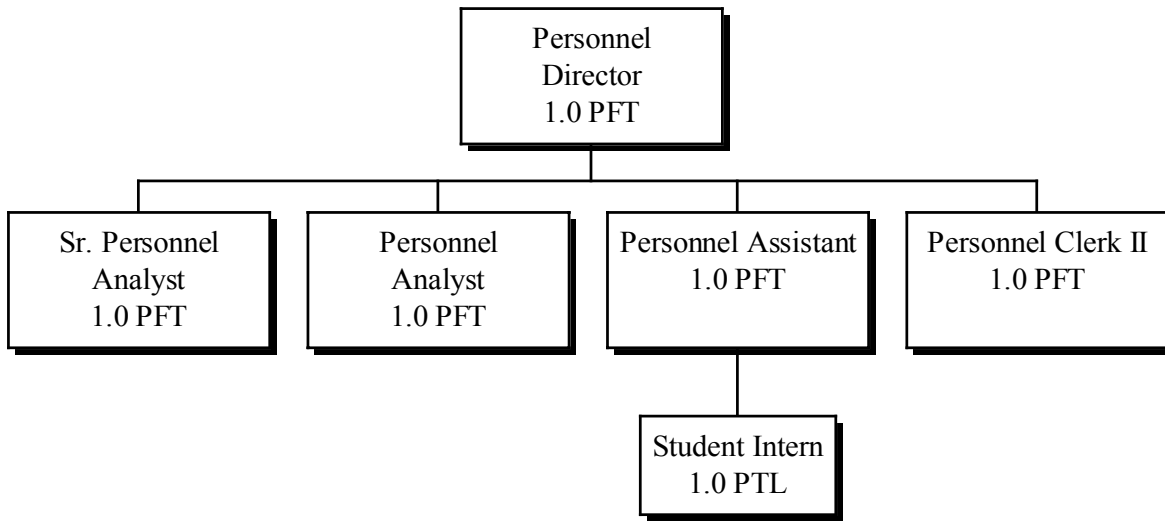
Employee/Management Relations

Employee Performance Competency
System

*To meet federal requirements for Affirmative Action, ADA, FMLA, FLSA,
Drug/Alcohol testing, and more.

PERSONNEL

STAFFING ORGANIZATION CHART



See Employment Status in Glossary for definitions of
PFT, PPT, PTL and PS

PERSONNEL

OVERVIEW

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actual	Adopted Budget	Approved Budget
EXPENDITURES:					
Personnel Services	\$ 294,000	337,400	311,600	352,800	365,200
Commodities and Services	53,500	55,900	54,100	45,700	42,800
Capital Outlay	10,000	-	-	-	-
Total Expenditures	357,500	393,300	365,700	398,500	408,000
FUNDING SOURCES:					
Interdepartmental Charges	65,700	67,000	67,000	72,500	74,000
Support from General Fund	291,800	326,300	298,700	326,000	334,000
Total Funding Sources	\$ 357,500	393,300	365,700	398,500	408,000
STAFFING	5.27	5.27	5.27	5.27	5.27
FUND BALANCE	N/A	N/A	N/A	N/A	N/A

The Personnel Department is a component unit of the General Fund. See the General Fund fund balance in the "Changes of Fund Balances" schedule.

BUDGET HIGHLIGHT

The Personnel Department's FY03 Adopted Budget represents an increase of \$5,200 (1.3%) from the FY02 Amended Budget. The FY04 Approved Budget is \$9,500 (2.4%) greater than the FY03 Adopted Budget.

The significant budgetary changes include:

FY03

- Personnel Services increased \$15,400 to reflect negotiated changes to the wage and increased health care cost.

FY04

- Personnel Services increased \$12,400 to reflect step increases and health care increases.

PERSONNEL

PROGRAM DESCRIPTION

Recruitment and Examination

Produce job announcements of all open positions; advertise in appropriate medium. Provide examination materials and proctor for eligible list hiring. Review all interview examination questions and selections processes to ensure compliance with federal law.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Job announcements requested	171	200	210	220
Advertisement	370	390	400	410
Applications screened and logged in	1,400	2,064	2,200	2,500
Selection processes evaluated, developed and approved	30	70	70	70
Selection processes proctored	19	26	25	25
Testing products reviewed for rental and/or purchase	N/A	2	2	2

Employee Record Maintenance and Safekeeping

Maintain a filing system for all confidential employee records, keeping medical records, EEO, grievance and harassment investigations files separate from personnel files. Purge files in accordance with record retention rules. Maintain security of all personnel information. Assist new employees to complete sign-up paper work.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Personnel Action forms processed	3,350	3,400	1,800	1,880
New files created	139	150	150	150
Amount of paper shredded	15 feet	20 feet	25 feet	25 feet
Distributed to new employees	741	250	250	250
Provide copies of personnel documents	7,647	7,000	7,000	7,000
Sign up new employees	139	150	150	150

Maintenance and Update of CBJ Code and Personnel Rules

Ensure that CBJ Code and Personnel Rules reflect changes in relevant laws and regulations. Provide updates to every CBJ employee required to maintain Personnel Rules binder. (For major changes, such as the development of new policies, please see the section on Goals and Objectives.) Provide copies of Personnel Rules and policies to all new employees when they sign-up.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Changes to Personnel Rules by resolution	15	15	9	9
Number of policies written, approved and published	2	10	4	4
Interpretation of policies, laws, rules	365	400	450	450
Number of hours spent in HR policy committees	60	150	150	-

Union Contract Negotiations/Administration

Research and write all contract proposals with assistance of department directors assigned to negotiation teams. Act as lead spokesperson for team. Provide status reports to City Manager's Office. Explain tentative agreements to Assembly. Ensure uniformity of contract provisions with non-bargaining unit employees. Draft, print and disseminate ratified contract.

PERSONNEL

PROGRAM DESCRIPTION - CONTINUED

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Contracts negotiated, written, published, taught to supervisors	2	1	-	1
Letters of Agreement	8	2	4	4

Labor Relations Maintenance and Safekeeping

Responsible for the development of employment programs to create a positive employment environment and system. Provide advice and counsel to administrative and supervisory staff in all matters involving discipline of employees. Field questions, audit contract compliance, conduct investigations, ensure consistent application of levels of discipline, respond to grievances: provide full range of representation to CBJ in all labor relations matters from inquiries to arbitration.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Disciplinary inquiries	144	130	100	100
Pre-disciplinary conferences	9	9	12	12
Investigations conducted	8	10	10	10
Grievances	2	2	2	2
Arbitrations	-	-	-	-
Miscellaneous hearings	3	5	5	5
Responses to investigations by outside agencies	2	2	2	2
Hours spent preparing and testifying as CBJ represent.	25	15	15	15

Classification and Pay System

Maintain a classification and pay system based on the principle of like pay for like work. Classifications are created, revised and eliminated based on changes in duties, pay and changes in the industry.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Assisting with processes for major changes	2	3	5	5
Class specs revised/established	34	75	50	50
Position descriptions reviewed	68	200	125	125
Salary Surveys	N/A	2	2	2

Human Resource Training

Provide training in all areas of human resources. Employee In-service training orientation offered on a quarterly basis. Supervisor Training, a three session program on hiring rules and procedures, legal compliance, discipline, grievance response, performance evaluations, etc., is offered twice per year. Classes on Personnel procedures and forms are offered as needed. When new personnel policies and procedures are written, and new collective bargaining agreements ratified, training is provided.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Supervisory Training classes	12	4	4	4
Employee In-service Training	4	4	4	4
Drug/Alcohol Policy training	2	2	2	2
New policies; contracts	8	8	8	8

PERSONNEL

FY03 & FY04 GOALS AND OBJECTIVES

GOAL

FOR EVERY OBJECTIVE LISTED BELOW, PERSONNEL'S GOAL IS TO GUARANTEE THE CITY'S COMPLIANCE WITH FEDERAL, STATE, AND CBJ LAWS AND REGULATIONS ON EMPLOYMENT.

Objective

*Projected
Completion Date*

Update essential functions for each position and the physical abilities required to perform the essential functions prior to advertising each vacancy in order to maintain compliance with the Americans with Disabilities Act.

Ongoing

Key Measures

*FY01
Actuals*

*FY02
Projected*

*FY03
Adopted
Budget*

*FY04
Approved
Budget*

Review position descriptions

68

200

125

125

Train managers to identify and write physical requirements into position descriptions

N/A

N/A

6

8

Objective

*Projected
Completion Date*

Encourage and support the efficient and effective use of the services provided by the citizens who volunteer to perform functions for CBJ by developing and implementing a comprehensive plan to address the legal, personnel and risk management issues associated with volunteer activities.

Ongoing

Key Measures

*FY01
Actuals*

*FY02
Projected*

*FY03
Adopted
Budget*

*FY04
Approved
Budget*

Form a committee to review all HR services

6/01

-

-

-

Research, draft policy, procedures, forms

-

3/02

-

-

Replace present system.

-

6/02

-

-

Have it approved, printed, published

-

-

7/02

-

Teach classes on new system

-

-

9/02

-

Evaluate system, make changes

-

-

-

Ongoing

Objective

*Projected
Completion Date*

Continue to provide assistance to departments in tailoring recruitment and selection to fit the needs of the specific position in order to facilitate hiring of the most qualified employee for the position.

Ongoing

Key Measures

*FY01
Actuals*

*FY02
Projected*

*FY03
Adopted
Budget*

*FY04
Approved
Budget*

Full or modified assessment centers

5

7

6

6

Multi-position hires

6

6

6

6

PERSONNEL

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

Objectives

*Projected
Completion Date*

Ensure compliance with Federal Department of Transportation regulations and maintain a safe and efficient workplace by conducting pre-employment testing for controlled substances of all candidates selected for positions which require driving commercial vehicles or performing safety sensitive functions and on-going testing for alcohol and controlled substances of employees holding such positions. Orient new employees on policy.

Ongoing

<u>Key Measures</u>	<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
Blind Samples	3	3	4	4
Follow-up (Alcohol and/or Controlled Substances)	4	19	12	12
Post-Accident (Alcohol and Controlled Substances)	4	3	3	3
Pre-employment Tests (Controlled Substances)	31	26	35	35
Random (Controlled Substances)	49	53	52	52
Random (Alcohol)	26	26	26	26
Reasonable Suspicion	-	1	1	1
Return to Duty (Alcohol and/or Controlled Substances)	1	3	2	2
New employee orientation	31	26	35	35
Check testing history with previous employer	30	36	50	50

PERSONNEL

STAFFING DETAIL

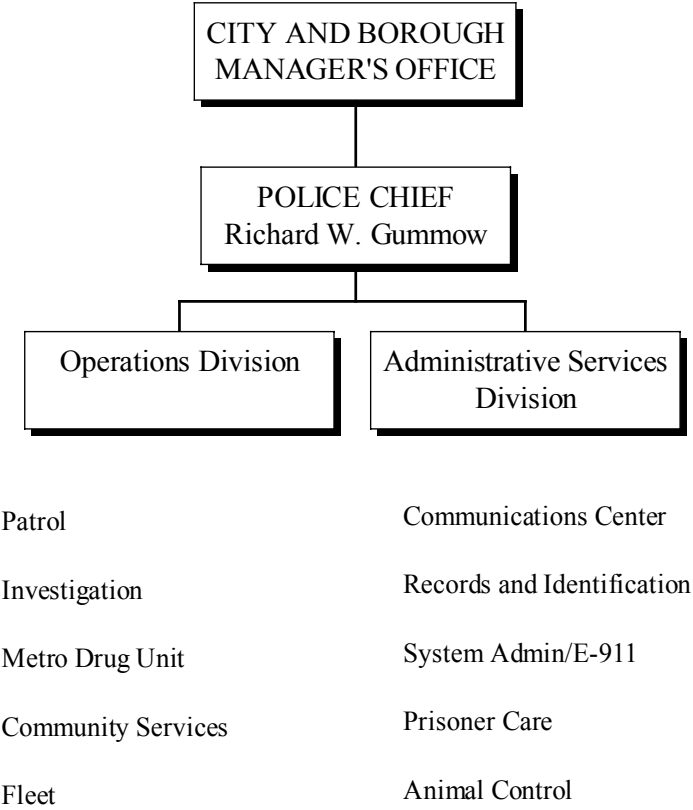
	FY02 Amended		FY03 Adopted		FY04 Approved	
	<u>No.</u>	<u>Salary & Benefits Budget</u>	<u>No.</u>	<u>Salary & Benefits Budget</u>	<u>No.</u>	<u>Salary & Benefits Budget</u>
CLASS TITLE:	<u>Pos.</u>		<u>Pos.</u>		<u>Pos.</u>	
Personnel Director	1.00	\$ 78,900	1.00	\$ 94,100	1.00	\$ 95,000
Senior Personnel Analyst	1.00	59,100	1.00	55,100	1.00	57,100
Personnel Assistant	1.00	33,100	1.00	34,000	1.00	35,300
Personnel Clerk II	1.00	28,900	1.00	28,900	1.00	30,000
Personnel Analyst	1.00	50,000	1.00	43,600	1.00	45,300
Intern	0.27	4,200	0.27	4,300	0.27	4,300
Overtime	-	5,800	-	5,800	-	5,800
Benefits	-	80,800	-	90,600	-	96,100
Vacancy Factor	-	(3,400)	-	(3,600)	-	(3,700)
Total Budget	<u>5.27</u>	<u>\$ 337,400</u>	<u>5.27</u>	<u>\$ 352,800</u>	<u>5.27</u>	<u>\$ 365,200</u>

POLICE DEPARTMENT

MISSION STATEMENT

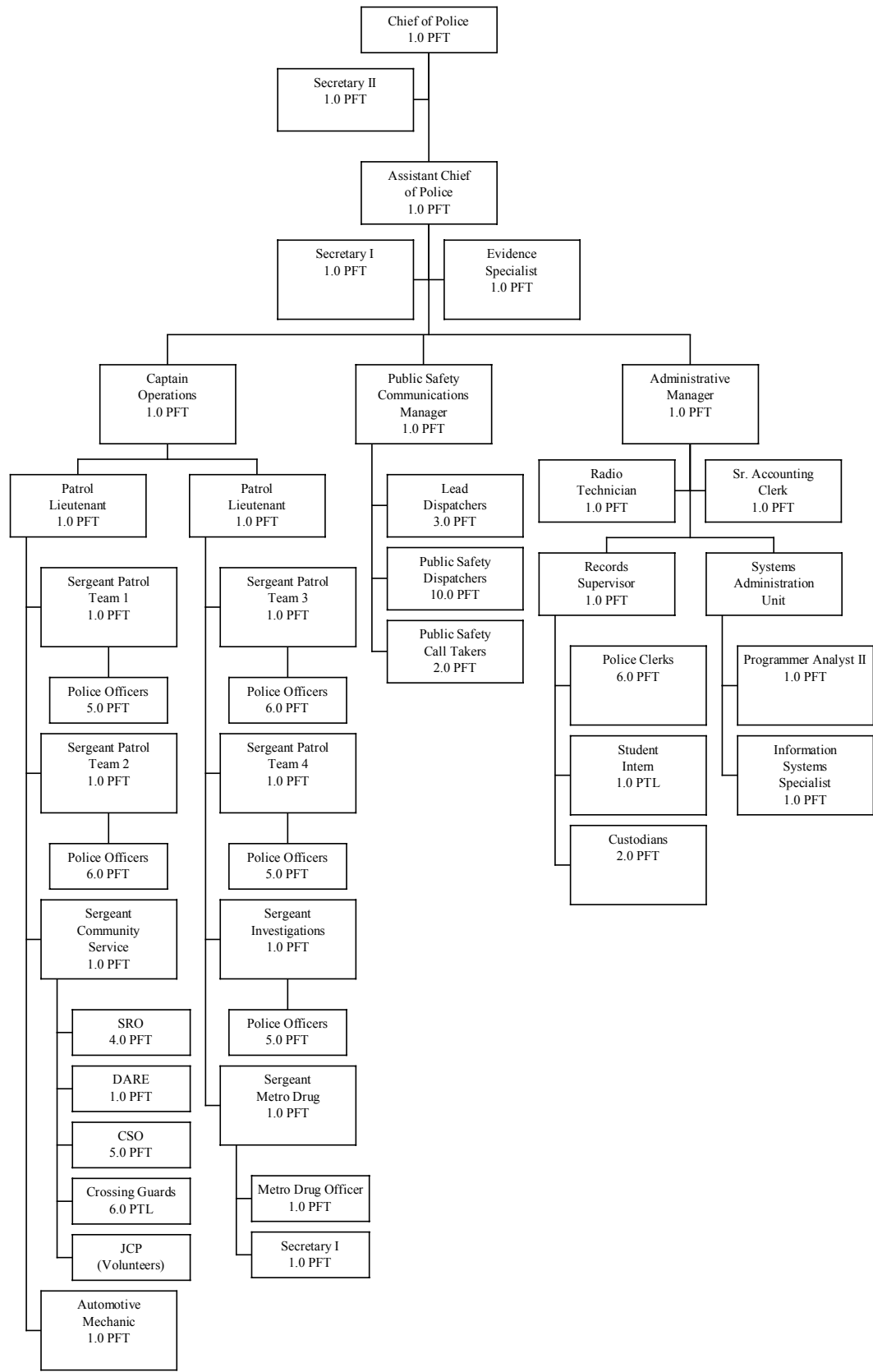
The Juneau Police Department is committed to provide outstanding service, with fairness, justice and equality to all residents and visitors. The department will interact with the public through a community policing approach to solve the problems of crime, safety, and fear of crime in our community. We will strive to improve the quality of life in Juneau and promote the safety and security of the community by developing partnerships, addressing community problems, and enhancing services to the public through the creative utilization of all available resources.

FUNCTIONAL ORGANIZATION CHART



POLICE DEPARTMENT

STAFFING ORGANIZATION CHART



POLICE DEPARTMENT

OVERVIEW

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
EXPENDITURES:					
Personnel Services	\$ 5,409,800	5,878,600	5,886,000	6,662,900	7,081,600
Commodities and Services	2,118,600	2,103,600	2,096,200	2,448,200	2,482,500
Total Expenditures	7,528,400	7,982,200	7,982,200	9,111,100	9,564,100
FUNDING SOURCES:					
User Fees and Permits	170,500	136,600	135,000	139,800	142,600
Ordinance Violations	355,400	378,400	352,200	377,600	390,000
Federal Grants	12,400	-	-	-	-
State Surcharge	22,800	20,000	20,000	20,600	21,200
E911 Surcharge	212,700	212,000	236,600	258,300	284,100
Support from:					
Marine Passenger Fee	25,000	25,000	25,000	50,200	25,000
Roaded Service Area	6,729,600	7,210,200	7,213,400	8,264,600	8,701,200
Total Funding Sources	\$ 7,528,400	7,982,200	7,982,200	9,111,100	9,564,100
STAFFING	84.64	87.64	87.64	90.64	92.64
FUND BALANCE	N/A	N/A	N/A	N/A	N/A

The Police Department is a component of the Roaded Service Area. See the Roaded Service Area fund balance in the "Changes in Fund Balances" schedule.

BUDGET HIGHLIGHT

The Police Department FY03 Adopted Budget represents an increase of \$1,128,900 (14.1%) over the FY02 Amended Budget. The FY04 Approved Budget is \$453,000 (5.0%) over the FY03 Adopted budget.

The significant budgetary changes include:

FY03

- Department salaries, including the overtime rate, increased \$285,100. This increase is due to the standard progression through the CBJ salary schedule and negotiated PSEA salary increases. This increase does not include additional staff that has been added to the Police Department.
- Due to rising health care costs, benefits increased \$153,400.
- The Gastineau Humane Society's budget increased by \$116,800. This increase is largely due to personnel services and insurance expenses.
- General and Employee Practice Liability insurance increased \$92,700 and Workers' Compensation increased \$40,500
- Two additional Public Safety Emergency Dispatchers were added increasing personnel services by \$112,300. This additional staff was necessary to provide consolidated Police/Fire dispatch services.

POLICE DEPARTMENT

- The contract administration duties for the abandoned vehicle contract were passed from Community Development to the Police Department. Before this transferal, Community Development estimated \$37,500 additional funds were necessary to pay for the abandoned vehicle towing services.
- During Fiscal Year 2002, the Police Department began providing consolidated Police/Fire/EMS dispatching. Due to this new service and the Department's reliance on technology, the Department requested and was granted a new position. The Police Department's budget was increased by \$64,300 to pay for this position.
- Two additional Police Officer positions were added to the Department's budget. The funding for the two positions does not occur until January 1, 2003. The 2003 fiscal year funds necessary for these positions are \$72,400.
- The Police Department was granted \$4,800 additional funds for officer overtime. The funds will be used to provide officer safety during special operations.
- An additional Community Services Officer was added increasing personnel services by \$57,400. This additional staff member is necessary to properly address urban bear issues.
- The Police Department's building maintenance expenses increased \$29,700. This is a temporary increase and the majority of this expense will not be seen in FY04. There are several special projects (one-time events) scheduled for FY03 that are not routine building maintenance.

FY04

- Department salaries, including the overtime rate, will increase \$184,500. This increase is due to the standard progression through the CBJ salary schedule and negotiated PSEA salary increases.
- Due to rising health care costs, benefits increase by \$75,300.
- The Gastineau Humane Society's budget increases by \$23,900. This increase is largely due to personnel services and insurance expenses.
- Two additional Police Officer positions were added to the Department's budget. The funding for the two positions does not occur until January 1, 2004. The 2004 fiscal year funds necessary for these positions, as well as, the two additional positions granted in fiscal year 2003, are \$230,400.
- Although the Department is receiving \$25,000 from Marine Passenger Fees per year to operate the Crossing Guard program, total personnel services is \$50,400. This funding shortfall has created a \$25,400 increase in the Police Department's operating budget.

POLICE DEPARTMENT

PROGRAM DESCRIPTION

The primary purpose of the Juneau Police Department is to provide a mechanism for the delivery of quality police services in a manner that best addresses public safety needs and expectations of our community. This requires a determination of how these services can most effectively be delivered to the customer to establish a perception and attitude that Juneau is a safe and desirable city in which to live and visit.

A primary goal of the department is to insure the community receives professional, empathetic, and impartial service by all department members. In this way, it will be possible to establish a rapport that fosters a free and open communication between the Police Department and all segments of our community. This goal may be achieved by insuring careful selection, training, and promotion of staff, and through motivation and accountability of all department members.

Administration

Chief of Police and Assistant Chief of Police

Provide the leadership, administration, and oversight of all Police Department activities. Provide planning and analysis to determine the most effective path to accomplish our mission. Responsible for the development of policy and procedures to govern all aspects of Department operations. Direct investigations of citizen complaints to insure the highest ethical standards are maintained. Develop and implement training processes, recruitment, selection and promotion procedures and criteria, equipment acquisition, and intra and inter-agency coordination.

Operations Division

Patrol

To prevent and reduce crime; to reduce loss of life and property caused by traffic accidents; to provide response to calls for police service as rapidly as possible; to increase protection of citizens; to eliminate citizen apathy about reporting crime to police; and to deliver to residents quality law enforcement service consistent with community needs and contemporary police practice.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<i><u>Workload Indicators</u></i>	<i><u>Actuals</u></i>	<i><u>Projected</u></i>	<i><u>Adopted Budget</u></i>	<i><u>Approved Budget</u></i>
Calls for Service	23,525	25,000	26,250	27,562
Part I offenses reported ¹	1,177	1,200	1,200	1,200
Part II offenses reported ²	2,478	2,898	2,955	3,015
Arrests (includes Juveniles)	1,372	1,032	1,052	1,073
Arrests - warrant	329	360	367	374
Domestic disputes	481	534	550	567
Major events worked	2	3	3	3

¹Serious felony offenses including homicide, forcible rape, robbery, aggravated assault, burglary, larceny, motor vehicle theft, and arson.

²Lesser offenses including assaults, forgery, counterfeiting, fraud, embezzlement, stolen property, weapons, prostitution, sex offenses, drug abuse, gambling, offenses against family and children, DWI, liquor laws, disorderly conduct, curfew, runaways, and all other offenses.

POLICE DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

Investigations

To identify, apprehend and convict perpetrators of major crimes; to recover stolen property; to complete police applicant background investigations and to conduct any assigned administrative investigations of alleged misconduct of department employees.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<i>Workload Indicators</i>	<i>Actuals</i>	<i>Projected</i>	<i>Adopted Budget</i>	<i>Approved Budget</i>
New Cases Opened	130	150	153	156
Cases Closed	125	140	142	146
Internal Investigations	9	5	7	8
Background Investigations	18	24	26	28

Metro Drug Unit

To reduce the amount of illicit narcotics being trafficked in the community; to identify and apprehend drug dealers; to locate and remove drugs from circulation in the community; and to cooperate with other agencies combating trafficking of drugs.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<i>Workload Indicators</i>	<i>Actuals</i>	<i>Projected</i>	<i>Adopted Budget</i>	<i>Approved Budget</i>
Cases Logged	259	436	475	500
Cases Investigated	49	66	70	75
Arrests	11	14	15	17
Agency assists	43	50	50	50

Community Services

School Resource Officer/Elementary, Middle, and High Schools

A long-term crime prevention effort to prevent or quell neighborhood crime by working with community groups, assisting to create and become active in neighborhood watch organizations, and formulating working relationships with other community social service organizations. SROs are assigned as "officers-in-the-schools" that work with school administrators and teachers to attempt to bridge the gap between police and juveniles. The SROs work towards increasing positive attitudes in juveniles towards law enforcement through classroom presentations and associations in positive activities, encouraging more citizen cooperation between juveniles and police through interactions in positive after-school activities, and encouraging civic and personal responsibility. The program allows officers to not only work as enforcement agents, but also as teachers, mentors, and counselors. This program uses many anti-drug/violence models as foundations for presentations to all three educational tiers. Some examples are; Drug Abuse Resistance Education (DARE), LRE (Law Related Education) courses, conflict resolution, home/personal/pedestrian/school safety courses, anti-smoking and anti-drug courses, to various adult and youth audiences.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<i>Workload Indicators</i>	<i>Actuals</i>	<i>Projected</i>	<i>Adopted Budget</i>	<i>Approved Budget</i>
Classroom presentations	438	214	220	220
Students receiving instruction	8,617	4,564	4,792	5,032
Parent/Staff Presentations	34	10	10	10
Number Attended	226	75	75	75
Counseling Sessions	74	44	46	49
Citations/arrests	290	200	200	200
Cases Generated	133	204	208	212

POLICE DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

Community Service Officers

Responsible for enforcement of the time parking ordinances in the core area to allow maximum use of parking for downtown commerce; to reduce the number of illegally parked vehicles that cause traffic restriction and increase danger of personal injury and traffic accidents; and to provide tourist information. Community Service Officers also provide police services in the areas of litter and urban bear control, coordinating their enforcement efforts with other governmental agencies and private organizations. CSOs also coordinate special events and parades to ensure public safety and attend/participate in other community policing activities.

The Commercial Passenger Vehicle administrator handles all CPV correspondence, attends community meetings related to CPV, processes permits, inspects commercial passenger vehicles, investigates CPV complaints, and issues citations.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Parking complaints	200	170	200	200
Parking citations	6,424	5,870	6,457	7,102
Parking warnings	256	292	321	353
Litter Complaints Received	409	360	378	396
Litter Citations Issued	117	142	156	172
Litter Warnings	596	490	539	593
Urban Bear Ordinance Citations	N/A	N/A	150	125
Urban Bear Ordinance Warnings	N/A	N/A	200	175
Urban Bear Meetings	N/A	N/A	20	20
Urban Bear Educational Programs	N/A	N/A	30	25
Abandoned Vehicles Tagged for Impound	292	266	266	266
Abandoned Vehicles Tagged for Litter	172	138	140	144
CPV Complaints/Investigations	120	60	62	63
CPV Vehicle Inspections	218	220	220	220
CPV Citations	21	10	11	12
CPV Warnings	201	28	30	33

Administrative Services Division

Animal Control

Manages contract with Gastineau Humane Society for enforcement of all applicable City and Borough animal control ordinances, issuance of citations, public information, ensure licensing of the greatest number of animals possible, develop a sense of responsibility to the individual owners and make them responsible owners, be responsive to animal control needs of the community and respond to them to the fullest extent possible.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Calls for service	1,610	2,250	2,800	3,300
Animals impounded	337	404	412	420
Citations issued	198	200	210	220
Warnings issued	240	276	302	330
Cruelty investigations	28	21	28	30
Bite cases	48	50	50	48
Miles patrolled	48,196	51,400	53,400	55,400

POLICE DEPARTMENT

PROGRAM DESCRIPTION - CONTINUED

Communications Center/E911

Provides 24-hour communications with on-duty emergency services personnel; receives complaints from the public; types required reports; monitors alarms and provides communications network for all emergency services; 24 hours/day, 365 days/year staffing to prevent loss of property and human life and causes the timely apprehension of criminals; answers all 911 emergency telephone calls and coordinates emergency response; monitors the Alaska Disaster Radio Network and notifies all surrounding communities of major earthquake and tsunami warnings. The JPD communications center will, as of early 2002, provide consolidated dispatch services for police, fire and emergency medical personnel.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
CAD incidents	34,667	43,376	47,714	52,485
Bear Reports	N/A	1,700	1,700	1,700
Fire Calls	N/A	298	302	305
EMS Calls	N/A	860	868	877
911 Calls	8,349	10,384	10,903	11,448

Records and Identification

Maintains department records, reports, citations, court papers, and other information on a daily basis; processes and fingerprints applicants for employment and licensing; issues licenses and permits; processes and maintains photos for evidentiary purposes; presents minor violations cases before district and after-school courts; maintains mug shot files; prepares letters and manages collection process of overdue parking, equipment, and moving violation fines; notifies officers and citizens of court subpoenas; receives payment for citations; registers convicted sex offenders; acts as a receptionist to all incoming non-emergency calls and public window.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Payments Processed	10,712	10,240	10,445	10,654
Citations Processed	15,007	16,218	16,704	17,206
Subpoenas Received	2,480	3,134	3,290	3,455
Arrests Processed	1,206	1,066	1,097	1,131
Bank transmittals Issued	122	95	98	101
License & Permits Issued	123	108	110	111
Sex Offender Registrations	136	160	163	166
Window Contacts	7,027	7,648	9,000	10,500
Incoming Phone Calls	31,576	32,358	33,005	33,665
Persons Fingerprinted	86	70	70	70
Report Requests	2,034	2,472	2,719	2,991
Photo Requests	1,757	1,210	968	774
Rap Sheets	N/A	182	182	182
APSIN Property Validations	N/A	250	250	250
Pawn Tickets Processed	N/A	1,704	1,721	1,738

POLICE DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES

Operations Division

GOAL

TRANSITION FROM AN ENFORCEMENT AND RESPONSE DRIVEN ORGANIZATION TO A SERVICE ORIENTED COMMUNITY POLICING ORGANIZATION WITH AN EMPHASIS ON CRIME PREVENTION, PROBLEM SOLVING, AND COMMUNITY PARTNERSHIP.

Objectives

Maintain neighborhood and business crime prevention programs through community policing activities, such as neighborhood watch, youth court, mayor's task force, inter-agency team, multi-disciplinary teams, KID SAFE and SAFEKID programs.

*Projected
Completion Date*

Ongoing

<u>Key Measures</u>	<u>FY01 Actuals</u>	<u>FY02 Projected</u>	<u>FY03 Adopted Budget</u>	<u>FY04 Approved Budget</u>
Community Policing meetings	69	24	25	26
Community Members Attending	2,020	910	955	1,003
Business meetings	83	132	135	137
Business members attending	639	876	893	911

GOAL

ENHANCE SAFETY, EFFICIENCY AND EFFECTIVENESS.

Objectives

Maintain an average response time of five minutes thirty seconds or less to all priority calls for service.

*Projected
Completion Date*

Ongoing

<u>Key Measures</u>	<u>FY01 Actuals</u>	<u>FY02 Projected</u>	<u>FY03 Adopted Budget</u>	<u>FY04 Approved Budget</u>
Average response time	5:05	5:09	5:20	5:30

Objectives

To reduce the number of fatal and injury traffic collisions, achieve a modified Traffic Enforcement Index (TEI)* of 20 moving violations and DWI arrests for each fatal and injury accident reported.

*Projected
Completion Date*

Ongoing

<u>Key Measures</u>	<u>FY01 Actuals</u>	<u>FY02 Projected</u>	<u>FY03 Adopted Budget</u>	<u>FY04 Approved Budget</u>
DWI Arrests	243	280	285	291
Moving Citations	1,426	1,400	1,442	1,485
Fatal and Injury Crashes	121	142	120	110
TEI achieved	13.8:1	11.8:1	14.3:1	16.1:1

*TEI is the ratio of Moving Citations and DWI arrests to Fatal and Injury Crashes.

POLICE DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

GOAL

TO ASSURE OPTIMAL PERFORMANCE AND TO MAINTAIN A COMPREHENSIVE STAFF DEVELOPMENT AND TRAINING PROGRAM.

Objectives

*Projected
Completion Date*

Provide a minimum of 40 hours in-service training for all sworn and reserve staff to improve professionalism and reduce potential liability, including but not limited to, ethics, domestic violence intervention, sexual harassment, cross-cultural communication, principles of police supervision and management, use of force, arrest control techniques, driver training, CPR, first aid, OSHA bloodborne pathogens, and hazardous materials. Although Alaska does not impose in-service training standards for police officers, most other states require 40 to 80 hours of training annually to maintain proficiency and certification.

Ongoing

Key Measures

<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
Number of out-of-town classes	33	42	49
Number trained out-of-town	41	46	41
Instruction hours out-of-town	1,816	1,320	2,616
Number of local classes	80	68	66
Number trained locally	396	270	295
Instruction hours local	1,108	1,755	1,960
Hours of Instruction/sworn	43	39	88
			74

GOAL

IMPROVE EMERGENCY RESPONSE CAPABILITY

Objectives

*Projected
Completion Date*

Update disaster, terrorist threat and civil disorder training. Obtain and maintain necessary equipment. Participate in regular interagency drills. Maintain the emergency operations center.

Ongoing

Key Measures

<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
Hours of training, Emergency Response	24	58	100
Riot equipment update	N/A	5/02	N/A
Hostage situation equipment update	N/A	4/02	N/A
			N/A

POLICE DEPARTMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

Administrative Services Division

GOAL

PROVIDE CONSOLIDATED PUBLIC SAFETY DISPATCH SERVICES.

Objectives

Consolidate Police, Fire and EMS dispatch functions. Provide the facility, equipment, training and personnel to provide first rate 911 and non-emergency dispatch service to our community.

*Projected
Completion Date*

05/02

Key Measures

	<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
Increase dispatch staffing	N/A	6/02	N/A	N/A
Fire/EMS dispatch training	N/A	3/02	N/A	N/A
Computer interconnectivity updates	N/A	2/02	N/A	N/A

GOAL

ENHANCE THE EFFECTIVENESS OF OUR COMMUNICATION SYSTEMS, IMPROVING BOTH THE QUALITY OF INFORMATION AVAILABLE TO OUR EMPLOYEES AND THE QUALITY OF OUR COMMUNICATION WITH THE COMMUNITY.

Objectives

Implement mobile computing.
 Install in-car video systems in patrol cars to better document arrests and other interaction with the public, particularly DWI arrests.
 Provide for a redundant 911 answering point, so that 911 service to the community will be more reliable and uninterrupted.
 Enhance our department's web page to allow for better information exchange between the police and the community and allow for automated processing of parking tickets.
 Provide for video arraignment of prisoner, enhancing public safety and saving preventive patrol time.
 Provide for scrambled radio communications, increasing the security of police operations.

*Projected
Completion Date*

6/03

7/02

6/03

6/02

6/03

8/02

POLICE DEPARTMENT

EXPENDITURES

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
PROGRAMS:					
Administration:					
Personnel Services	\$ 615,900	704,900	627,900	740,800	758,000
Commodities and Services	480,900	435,900	466,800	581,000	567,200
Total	1,096,800	1,140,800	1,094,700	1,321,800	1,325,200
Patrol:					
Personnel Services	2,485,100	2,413,600	2,471,800	2,837,500	3,107,400
Commodities and Services	60,400	71,500	63,600	74,500	74,500
Total	2,545,500	2,485,100	2,535,400	2,912,000	3,181,900
Investigation:					
Personnel Services	432,100	496,700	514,300	536,600	556,600
Commodities and Services	35,500	31,000	35,000	35,000	35,000
Total	467,600	527,700	549,300	571,600	591,600
Metro Drug Unit:					
Personnel Services	131,500	227,000	228,200	259,300	268,100
Commodities and Services	39,600	40,100	39,200	39,700	40,200
Total	171,100	267,100	267,400	299,000	308,300
Communications:					
Personnel Services	688,500	852,200	898,400	1,015,600	1,070,900
Commodities and Services	51,700	37,200	35,500	40,900	42,700
Total	740,200	889,400	933,900	1,056,500	1,113,600
System Admin/E911:					
Personnel Services	53,800	109,600	83,600	107,000	109,700
Commodities and Services	84,800	89,000	95,300	105,800	113,600
Total	138,600	198,600	178,900	212,800	223,300
Records & Identification:					
Personnel Services	317,900	344,900	335,300	379,400	387,900
Commodities and Services	65,300	60,000	45,100	58,400	59,400
Total	383,200	404,900	380,400	437,800	447,300
Animal Control:					
Commodities and Services	429,000	443,200	443,200	560,000	583,900
Prisoner Care:					
Commodities and Services	\$ 525,000	524,200	524,200	524,200	524,200

POLICE DEPARTMENT

EXPENDITURES - CONTINUED

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
PROGRAMS:					
Community Services:					
Personnel Services	\$ 625,500	668,200	662,400	721,100	755,800
Commodities and Services	14,500	18,500	18,500	84,500	84,500
Total	640,000	686,700	680,900	805,600	840,300
Fleet:					
Personnel Services	59,500	61,500	64,100	65,600	67,200
Commodities and Services	226,000	223,000	219,800	211,500	218,800
Total	285,500	284,500	283,900	277,100	286,000
Travel and Training:					
Commodities and Services	82,600	110,000	90,000	112,700	118,500
State Surcharge:					
Commodities and Services	23,300	20,000	20,000	20,000	20,000
Total Expenditures	\$ 7,528,400	7,982,200	7,982,200	9,111,100	9,564,100

POLICE DEPARTMENT

FUNDING SOURCES

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
CLASSIFICATIONS:					
User Fees and Permits:					
User fees	\$ 24,300	42,800	25,800	28,800	30,100
Permits	82,100	32,800	49,000	49,000	49,000
Licenses	50,400	55,000	49,700	50,000	51,500
Miscellaneous	13,700	6,000	10,500	12,000	12,000
Total	170,500	136,600	135,000	139,800	142,600
Ordinance Violations	355,400	378,400	352,200	377,600	390,000
Federal Grants	12,400	-	-	-	-
State Surcharge	22,800	20,000	20,000	20,600	21,200
E911 Surcharge	212,700	212,000	236,600	258,300	284,100
Support From:					
Marine Passenger Fee	25,000	25,000	25,000	50,200	25,000
Roaded Service Area	6,729,600	7,210,200	7,213,400	8,264,600	8,701,200
Total	6,754,600	7,235,200	7,238,400	8,314,800	8,726,200
Total Funding Sources	\$ 7,528,400	7,982,200	7,982,200	9,111,100	9,564,100

POLICE DEPARTMENT

STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	<u>No.</u> <u>Pos.</u>	<u>Salary & Benefits Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary & Benefits Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary & Benefits Budget</u>
CLASS TITLE:						
Administration:						
Chief	1.00	\$ 78,900	1.00	\$ 92,600	1.00	\$ 95,000
Assistant Chief	1.00	72,300	1.00	75,000	1.00	76,500
Lieutenant (1)	1.00	68,600	-	-	-	-
Administrative Manager	-	-	1.00	65,300	1.00	65,700
Secretary II	1.00	37,600	1.00	34,600	1.00	35,900
Administrative Officer	1.00	57,400	-	-	-	-
Evid/Prop Specialist	1.00	41,100	1.00	43,800	1.00	44,400
Building Custodians	2.00	55,900	2.00	59,500	2.00	61,500
Public Safety Comm Tech	1.00	50,000	1.00	51,500	1.00	51,700
Programmer/Analyst	0.50	27,100	0.50	27,900	0.50	29,000
Senior Accounting Clerk	1.00	38,400	1.00	39,700	1.00	39,800
Overtime	-	14,600	-	16,600	-	13,100
Benefits	-	170,100	-	176,800	-	186,000
Vacancy Factor	-	(7,100)	-	(6,800)	-	(7,000)
Total before increment	10.50	704,900	9.50	676,500	9.50	691,600
Increment:						
Emergency Medical Dispatch Coordinator/Trainer	-	-	1.00	42,800	1.00	43,800
Overtime	-	-	-	4,500	-	4,500
Benefits	-	-	-	17,000	-	18,100
Total after increment	10.50	704,900	10.50	740,800	10.50	758,000
Patrol:						
Captain	1.00	64,800	1.00	69,300	1.00	70,100
Lieutenant (1)	1.00	69,200	2.00	142,600	2.00	143,200
Sergeant	4.00	259,600	4.00	262,300	4.00	274,100
Officers (2)	23.00	1,200,700	24.00	1,364,600	24.00	1,426,200
Secretary I	1.00	30,600	1.00	30,300	1.00	31,400
Overtime	-	246,700	-	270,600	-	280,700
Benefits	-	538,800	-	654,100	-	682,400
Vacancy Factor	-	(24,400)	-	(28,100)	-	(29,300)
Retirement Incentive Program	-	27,600	-	-	-	-
Total before increment	30.00	2,413,600	32.00	2,765,700	32.00	2,878,800
Increment:						
Officers	-	-	2.00	48,700	4.00	154,200
Overtime	-	-	-	5,000	-	15,800
Benefits	-	-	-	18,100	-	58,600
Total after increment	30.00	2,413,600	34.00	2,837,500	36.00	3,107,400

POLICE DEPARTMENT

STAFFING DETAIL - CONTINUED

	FY02 Amended		FY03 Adopted		FY04 Approved	
	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>
CLASS TITLE:						
Investigation:						
Sergeant	1.00	65,300	1.00	69,500	1.00	71,900
Investigators	5.00	291,000	5.00	308,200	5.00	320,000
Overtime	-	35,000	-	39,100	-	40,400
Benefits	-	110,400	-	125,200	-	130,000
Vacancy Factor	-	(5,000)	-	(5,400)	-	(5,700)
Total	6.00	496,700	6.00	536,600	6.00	556,600
Metro Drug:						
Sergeant	1.00	65,300	1.00	69,500	1.00	71,900
Officer	1.00	60,600	1.00	65,200	1.00	67,400
Secretary I	1.00	34,500	1.00	41,500	1.00	43,000
Overtime	-	16,700	-	20,400	-	21,000
Benefits	-	52,200	-	60,500	-	62,700
Vacancy Factor	-	(2,300)	-	(2,600)	-	(2,700)
Total	3.00	227,000	3.00	254,500	3.00	263,300
Increment:						
Overtime	-	-	-	4,100	-	4,100
Benefits	-	-	-	700	-	700
Total after increment	3.00	227,000	3.00	259,300	3.00	268,100
Communications:						
Police Dispatchers	13.00	537,300	15.00	652,900	15.00	691,900
Public Safety Comm Supv.	1.00	51,300	1.00	53,700	1.00	54,400
Overtime	-	57,700	-	46,600	-	49,200
Benefits	-	214,500	-	272,700	-	286,300
Vacancy Factor	-	(8,600)	-	(10,300)	-	(10,900)
Total before amendment	14.00	852,200	16.00	1,015,600	16.00	1,070,900
Amendment						
Dispatchers (3)	2.00	-	-	-	-	-
Total after amendment	16.00	852,200	16.00	1,015,600	16.00	1,070,900

POLICE DEPARTMENT

STAFFING DETAIL - CONTINUED

	FY02 Amended		FY03 Adopted		FY04 Approved	
	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>
CLASS TITLE:						
System Admin/Emergency 911:						
Programmer/Analyst	0.50	27,100	0.50	27,900	0.50	29,000
E911 Coordinator	1.00	48,700	1.00	44,400	1.00	45,600
Overtime	-	9,300	-	7,600	-	6,500
Benefits	-	25,600	-	28,200	-	29,700
Vacancy Factor	-	(1,100)	-	(1,100)	-	(1,100)
Total	1.50	109,600	1.50	107,000	1.50	109,700
Records & Identification:						
Police Records Supervisor	1.00	46,900	1.00	49,300	1.00	46,800
Police Clerk	6.00	185,600	6.00	198,100	6.00	202,300
Clerical Assistant	0.60	9,500	0.60	9,700	0.60	9,700
Overtime	-	6,600	-	8,900	-	9,000
Benefits	-	99,800	-	117,200	-	124,000
Vacancy Factor	-	(3,500)	-	(3,800)	-	(3,900)
Total	7.60	344,900	7.60	379,400	7.60	387,900
Community Services:						
Sergeant	1.00	58,300	1.00	63,000	1.00	66,300
Community Service Officers	3.00	139,500	3.00	177,100	3.00	186,300
Police Officers	4.00	221,000	4.00	192,000	4.00	201,400
Commercial Passenger Vehicle Administrator	1.00	40,800	1.00	44,900	1.00	48,000
Crossing Guards	2.04	24,000	2.04	46,000	2.04	46,500
Overtime	-	39,600	-	32,700	-	34,400
Benefits	-	151,500	-	172,700	-	180,600
Vacancy Factor	-	(6,500)	-	(7,300)	-	(7,700)
Total before amendment	11.04	668,200	11.04	721,100	11.04	755,800
Amendment						
Community Service Officer (3)	1.00	-	-	-	-	-
Total after amendment	12.04	668,200	11.04	721,100	11.04	755,800
Fleet:						
Automotive Mechanic	1.00	45,000	1.00	46,800	1.00	47,400
Overtime	-	1,700	-	1,700	-	1,700
Benefits	-	15,400	-	17,800	-	18,800
Vacancy Factor	-	(600)	-	(700)	-	(700)
Total	1.00	61,500	1.00	65,600	1.00	67,200
Total Budget	87.64	\$ 5,878,600	90.64	\$ 6,662,900	92.64	\$ 7,081,600

- (1) One position transferred to Patrol from Administration.
 (2) One position transferred to Patrol from Community Services.
 (3) Funded out of vacancies in FY02

NOTES

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PUBLIC WORKS ADMINISTRATION

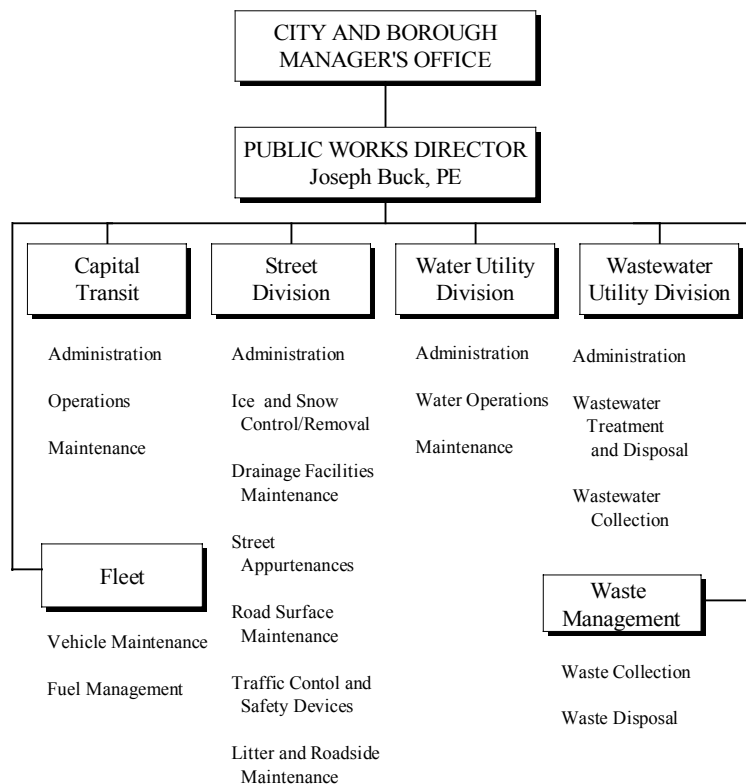
MISSION STATEMENT

The Public Works Department is committed to providing a high quality and level of services to the residents of our community. Our personnel are committed to anticipating and identifying problems and needs within our community and the development and implementation of creative and innovative solutions. Services include the following:

- Production and delivery of water for potable and fire suppression use that meets or exceeds federal and state health and welfare standards.
- Collection, treatment, and disposal of the community's wastewater in a manner that meets environmental protection requirements.
- Maintaining and repairing the complex network of streets, sidewalks, stairways, drainage systems, and retaining walls throughout our community.
- Offering low-cost public bus transportation and related services to the elderly and persons with disabilities through the Care-A-Van.

Note that the only Public Works divisions found behind the Public Works tab are Public Works Administration and Streets. The utilities divisions are shown in the Enterprise section of the book behind tabs labeled Water and Sewer. Fleet is shown behind the tab labeled Fleet Services. Capital Transit is located behind a separate tab labeled Capital Transit.

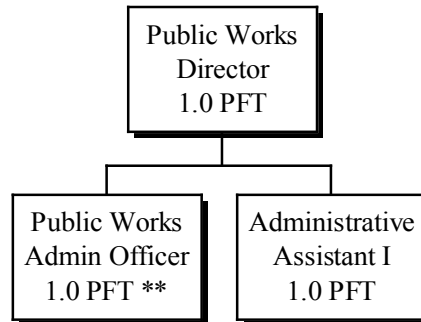
FUNCTIONAL ORGANIZATION CHART



PUBLIC WORKS ADMINISTRATION

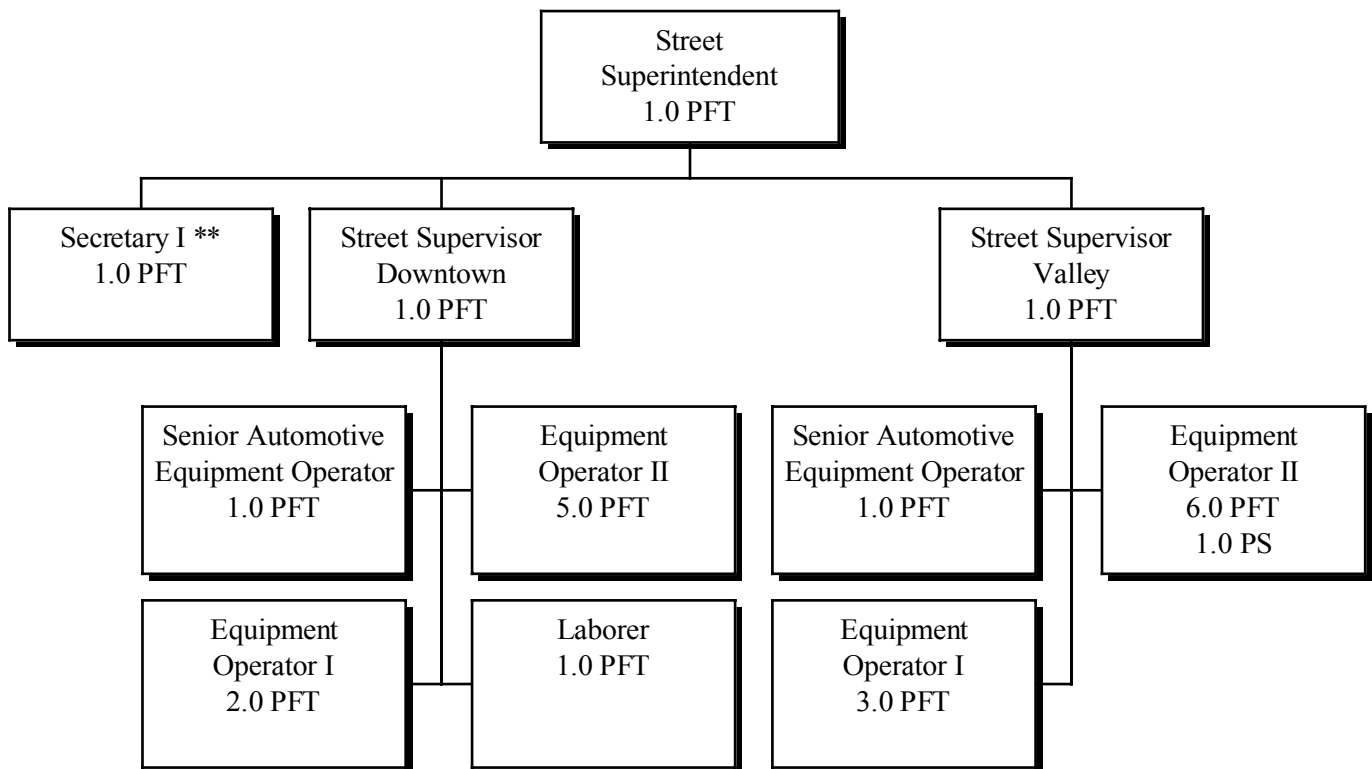
STAFFING ORGANIZATION CHART

ADMINISTRATION



** Split with Waste Management

STREET DIVISION



** Split with Fleet

See Employment Status in Glossary for definitions of PFT, PPT, PTL and PS

PUBLIC WORKS ADMINISTRATION

MISSION STATEMENT

The Public Works Administration Division is committed to providing quality supervision, management and support to the Public Works Department.

OVERVIEW

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
EXPENDITURES:					
Personnel Services	\$ 210,800	217,300	217,300	244,000	247,300
Commodities and Services	32,400	25,100	24,900	29,900	30,200
Total Expenditures	243,200	242,400	242,200	273,900	277,500
FUNDING SOURCES:					
Interdepartmental Charges	\$ 243,200	242,400	242,200	273,900	277,500
STAFFING:	2.75	2.75	2.75	2.75	2.75

Public Works' Administration is a component of the Work Force fund. See the Work Force fund balance in the "Changes in Fund Balances" schedule.

BUDGET HIGHLIGHT

The Public Works Administration FY03 Adopted Budget represents an increase of \$31,500 (13.0%) from the FY02 Amended Budget. The FY04 Approved Budget is \$3,600 (1.3%) greater than the FY03 Adopted Budget.

The significant budgetary change is:

FY03

- The increase in Personnel Services of \$26,700 is due to increases in health care costs and director salary being upgraded.

FY04

- The FY04 Proposed budget presents no significant budgetary changes from the FY03 Proposed Budget.

PUBLIC WORKS ADMINISTRATION

PROGRAM DESCRIPTION

The Public Works Administrative Division supervises and manages the Public Works Department. This includes long-term planning, problem resolution, policy setting, aid in preparing and administering budgets, coordinating activities with other CBJ and governmental agencies, and overseeing the divisional purchasing, personnel functions, fleet, and household hazardous waste programs.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
No. telephone call and inquiries/month	145	147	152	155
Meetings attended/month	26	26	25	24
Review personnel action and evaluation forms/month	29	35	30	32
Review employee incident reports/month	9	8	8	7
Review purchase requests/month	14	15	16	17

FY03 & FY04 GOALS AND OBJECTIVES

GOAL

CONTINUE TO STRESS SAFETY AWARENESS TO ALL PUBLIC WORKS EMPLOYEES.

Objectives

Reduce the number of recordable personal injuries from the prior fiscal year by increasing safety awareness through regular safety training

*Projected
Completion Date*

Ongoing

Key Measures

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Personal injuries	4	3	3	2
Safety meetings held	70	73	76	79

GOAL

IMPROVE CUSTOMER SERVICE.

Objectives

Respond more quickly to complaints

*Projected
Completion Date*

Ongoing

Key Measures

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Average hourly response time	6	5	5	4

PUBLIC WORKS ADMINISTRATION

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

GOAL

GIVE STAFF PROMPT FEEDBACK ON THEIR PERFORMANCE.

Objectives

Give all performance evaluations in the month they are due.

*Projected
Completion Date
Ongoing*

Key Measures

% of evaluations given the month they are due

*FY01
Actuals
80%*

*FY02
Projected
83%*

*FY03
Adopted
Budget
85%*

*FY04
Approved
Budget
87%*

PUBLIC WORKS ADMINISTRATION

STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget
CLASS TITLE:						
Public Works Director	1.00	\$ 84,200	1.00	\$ 98,900	1.00	\$ 99,200
Public Works Admin Officer	0.75	45,600	0.75	47,000	0.75	47,200
Secretary II	1.00	38,700	1.00	41,300	1.00	41,600
Overtime	-	200	-	200	-	200
Benefits	-	48,600	-	56,600	-	59,100
Total Budget	2.75	\$ 217,300	2.75	\$ 244,000	2.75	\$ 247,300

PUBLIC WORKS STREETS

MISSION STATEMENT

The Public Works Streets Division is committed to maintaining and repairing the complex network of streets, sidewalks, traffic control devices, stairways, storm drainage facilities and street appurtenances throughout the City and Borough of Juneau. We are committed to constantly training our personnel to ensure that these systems are maintained in the best condition possible. The safety of the general public in the use of these systems is of paramount importance.

OVERVIEW

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
EXPENDITURES:					
Personnel Services	\$ 1,316,400	1,544,100	1,526,700	1,616,700	1,668,900
Commodities and Services	1,438,000	1,619,900	1,547,300	1,728,300	1,731,100
Capital Outlay	9,300	-	-	-	-
Total Expenditures	2,763,700	3,164,000	3,074,000	3,345,000	3,400,000
FUNDING SOURCES:					
Support from Roaded Service Area	2,763,700	3,164,000	3,074,000	3,345,000	3,400,000
Total Funding Sources	\$ 2,763,700	3,164,000	3,074,000	3,345,000	3,400,000
STAFFING	22.50	23.00	23.00	23.00	23.00

Public Works' Street Division is a component of the Roaded Service Area. See the Roaded Service Area fund balance in the "Changes in Fund Balances" schedule.

BUDGET HIGHLIGHT

The Public Works Streets Division's FY03 Adopted Budget represents an increase of \$181,000 (5.7%) from the FY02 Amended Budget. The FY04 Approved Budget is \$55,000 (1.6%) greater than the FY03 Adopted Budget.

The significant budgetary changes include:

FY03

- Personnel Services increased \$72,600 to reflect increased health costs.
- Insurance expense increased \$94,400 due to higher general liability and auto insurance premium charges.
- Building Maintenance charges increased by \$12,000. The Streets Division is remodeling the Valley Shop restrooms to bring them into compliance with ADA (American with Disabilities Act) regulations.
- Fleet maintenance costs decreased \$11,300 in FY03, as newer equipment needs fewer repairs.

FY04

- Personnel Services increased \$52,200 to reflect step increases for employees and increased health costs.

PUBLIC WORKS STREETS

PROGRAM DESCRIPTION

Streets Division

The Streets Division maintains and repairs the complex network of streets, sidewalks, traffic control devices, stairways, storm drainage facilities, and street appurtenances throughout the City and Borough of Juneau.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<i>Workload Indicators</i>	<i>Actuals</i>	<i>Projected</i>	<i>Adopted Budget</i>	<i>Approved Budget</i>
Lane miles of roadway	187	189	189	193
Miles of primary sidewalks	27	27	28	29
Catch basins and manholes	1,829	1,836	1,850	1,860
Miles of drainage ditches	67	67	66	68
Culverts	5,054	5,062	5,070	5,065
Traffic and street signs	1,100	1,135	1,145	1,142
Miles of curb and gutter	49	52	57	57
Miles of sidewalks and stairways	39	39	40	41
Street lights	1,203	1,215	1,225	1,236
Litter containers	40	40	42	45
Feet of chip seal applied to asphalt pavement	19,000	18,500	22,000	30,000
Tons of crack sealant put on asphalt streets	4	4	4	3
Inches of snow (average/calendar year)	29.3	75	110	110
Inches of precipitation (average/calendar year)	68.84	70	71	71

FY03 & FY04 GOALS AND OBJECTIVES

GOAL

PROVIDE SAFE AND CONVENIENT ACCESS TO CBJ STREETS, SIDEWALKS AND BICYCLE LANES. THIS INCLUDES PLANNING OF CAPITAL IMPROVEMENT PROJECTS FOR ALL CBJ SURFACE TRANSPORTATION CORRIDORS, SNOW AND ICE CONTROL; MAINTAINING STREET APPURTENANCES, STREET AND SIDEWALK SWEEPING; MAINTAINING AGGREGATE AND ASPHALT STREET SURFACES; REPAIR AND MAINTENANCE OF SIDEWALKS.

Objectives

	<i>Projected Completion Date</i>
Plow, sand and de-ice all CBJ maintained streets clear of snow on a priority basis; school/city bus routes and main arterial roads first; other arterial and main collectors second; subdivisions, cul-de-sacs and all other third.	Ongoing
Respond to pothole complaints as soon as possible, preventing further road surface deterioration.	Ongoing
Replace stop and yield signs within two hours.	Ongoing
Have the Division ready for snow removal operations by November 1.	Ongoing
Grade aggregate streets within 50 hours of the beginning of the window of opportunity.	Ongoing
Clean downtown streets and sidewalks before May 15.	Ongoing
Paint curbs, crosswalks, and street markings by May 15.	Ongoing
Empty trash containers downtown twice weekly in winter and five days per week in summer.	Ongoing
Sweep and clean valley streets before June 1.	Ongoing
Sweep and clean downtown business district streets as needed.	Ongoing
Hire temporary employees for winter street maintenance by Oct. 15.	Ongoing
Replace signs (other than Stop/Yield) within 10 working days.	Ongoing
Replace/repair streetlights as needed in a timely manner. (Contracted out)	Ongoing

PUBLIC WORKS STREETS

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Key Measures</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
% Of time winter maintenance is performed as needed	96%	98%	100%	100%
% Of time pothole response within 24 hrs	98%	98%	90%	90%
% Of time stop sign replacement is complete within 2 hrs	100%	100%	100%	100%
% Of time ready for snow removal by Nov.15.	100%	100%	100%	100%
% Of grading aggregate Streets within 50 hours.	80%	80%	90%	90%
% Of clean town streets and walks before May 15.	98%	100%	100%	100%
% Of curbs, walks, marks painted by May 15.	100%	100%	100%	100%
% Of empty trash cont. 2x/wk winter, 5x/wk summer.	100%	100%	100%	100%
% Of valley streets swept before June 1.	98%	98%	100%	100%
% Of downtown business district swept 2x/mo.	100%	100%	100%	100%
% Of other downtown streets swept as needed.	98%	98%	100%	100%
% Of valley streets swept as needed.	95%	95%	100%	100%
% Of winter maintenance temps hired by Nov. 15.	100%	100%	100%	100%
% Of signs replaced (exc. Stop/yield) within 10 days.	98%	98%	100%	100%
% Of streetlights repaired/replaced by contractors on time.	85%	85%	90%	90%

GOAL

INCREASE THE USABLE LIFE OF OUR ASPHALT AND AGGREGATE STREET SURFACES.

<u>Objectives</u>	<u>Projected Completion Date</u>
Repair deficiencies in the surface of asphalt streets through application of rubberized crack sealant, hot mix asphalt and/or chip seal.	Ongoing
Clean drainage structures and ditches to alleviate water damage to sub-base materials, reducing potholes and alligator cracks	Ongoing
Improve aggregate streets by resurfacing with D-1 and/or chip seal	Ongoing
Repair/replace sidewalks and stairways.	Ongoing

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Key Measures</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Tons crack sealant applied	2	3	4	5
Chip seal (lineal ft)	16,000	13,000	15,168	32,000
Tons Hot Asphalt Mix applied	396	450	350	350
Drainage structures cleaned	1,100	1,100	1,200	1,200
Ditches cleaned (lineal ft.)	45,000	45,000	35,000	37,000
Utiliwalk replacement/sidewalk repair (sq. yd. concrete)	75	100	130	460
Culvert Replacements	38	32	30	35
Resurface aggregate roads (tons D-1)	3,200	3,500	3,000	3,000

PUBLIC WORKS STREETS

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

GOAL
MAINTAIN A SAFE WORK ENVIRONMENT FOR EMPLOYEES AS WELL AS MAINTAINING AN EXCELLENT SAFETY RECORD.

Objectives
Increase safety awareness and promote safe work practices among employees.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<i><u>Key Measures</u></i>	<i><u>Actuals</u></i>	<i><u>Projected</u></i>	<i><u>Adopted</u></i>	<i><u>Approved</u></i>
Safety meetings	24	24	24	24
Weekly equipment inspections (random)	12	12	12	12
Shop inspections	12	12	12	12
Safety Awards	18	15	21	21

PUBLIC WORKS STREETS

STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget
CLASS TITLE:						
Streets Superintendent	1.00	\$ 61,200	1.00	\$ 67,300	1.00	\$ 69,800
Streets Maintenance Supervisor	2.00	109,800	2.00	118,400	2.00	121,200
Sr. Automotive Equip Operator	2.00	100,800	2.00	103,500	2.00	105,600
Automotive Equipment Operator	11.00	494,000	11.50	507,800	11.50	519,900
Asst. Automotive Equip Operator	5.00	186,400	4.00	159,500	4.00	165,400
Laborer	1.00	29,700	2.00	59,400	2.00	61,600
Secretary I	0.50	16,100	0.50	17,200	0.50	17,500
Snow Removal Temporaries	-	57,200	-	47,100	-	47,300
Work Force	-	49,500	-	52,400	-	53,100
Overtime	-	79,500	-	79,500	-	79,500
Retirement Incentive Program	-	3,300	-	-	-	-
Benefits	-	345,400	-	420,900	-	444,900
Vacancy Factor	-	(15,300)	-	(16,300)	-	(16,900)
Total before increment	22.50	1,517,600	23.00	1,616,700	23.00	1,668,900
Increment:						
Automotive Equipment Operator	0.50	19,500	-	-	-	-
Benefits	-	7,000	-	-	-	-
Total after increment	23.00	\$ 1,544,100	23.00	\$ 1,616,700	23.00	\$ 1,668,900

NOTES

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NONDEPARTMENTAL SPECIAL REVENUE FUNDS

This section contains various Revenue Funds. The funds are listed mainly for accounting purposes to keep track of revenues and support to service departments. The dollar amounts listed in these funds support the budgeted service listed in other sections.

REVENUE FUNDS

Hotel Tax
Tobacco Excise Tax
Sales Tax
Port Development
Pass Through Grants
Library Minor Contributions
Marine Passenger Fee

NONDEPARTMENTAL SPECIAL REVENUE FUNDS

HOTEL TAX FUND

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
EXPENDITURES:					
Sales Tax Division Allocation	\$ 9,600	11,800	11,500	5,900	6,000
Interdepartmental Charges	6,700	6,800	6,800	7,700	7,900
Support to Visitor Services:					
Centennial Hall	409,900	465,300	465,300	374,800	402,800
Juneau Convention and Visitors Bureau (JCVB) and Southeast Alaska Marketing Council	548,300	548,300	548,300	505,000	537,000
Total Expenditures	974,500	1,032,200	1,031,900	893,400	953,700
FUNDING SOURCES:					
Hotel Tax Revenue	961,100	961,700	905,000	940,000	955,000
Fund Balance (To) From	13,400	70,500	126,900	(46,600)	(1,300)
Total Funding Sources	\$ 974,500	1,032,200	1,031,900	893,400	953,700
FUND BALANCE	\$ 89,800	19,300	(37,100)	9,500	10,800

TOBACCO EXCISE TAX FUND

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
EXPENDITURES:					
Sales Tax Division Allocation	\$ 2,000	2,500	2,400	2,700	2,700
Support to:					
Social Services Block Grants	-	-	-	215,000	65,000
Bartlett Regional Hospital	267,800	228,100	228,100	239,500	251,500
Total Expenditures	269,800	230,600	230,500	457,200	319,200
FUNDING SOURCES:					
Tobacco Excise Tax	271,500	230,400	297,500	306,500	315,700
Fund Balance (To) From	(1,700)	200	(67,000)	150,700	3,500
Total Funding Sources	\$ 269,800	230,600	230,500	457,200	319,200
FUND BALANCE	\$ 107,000	106,800	174,000	23,300	19,800

NONDEPARTMENTAL SPECIAL REVENUE FUNDS

SALES TAX FUND

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
EXPENDITURES:					
Sales Tax Division Allocation	\$ 289,700	355,200	346,200	387,900	396,000
Interdepartmental Charges	304,500	310,600	310,600	281,700	287,500
Support to:					
Debt Service	-	348,300	348,300	293,500	293,100
General Fund - Areawide	15,039,500	15,578,400	15,578,400	15,206,000	14,903,600
Areawide Capital Projects	10,272,600	14,406,500	14,406,500	12,156,200	12,525,000
Fire Service Area	-	-	-	175,000	175,000
Roaded Service Area	450,000	450,000	450,000	2,462,000	2,462,000
Liquor Sales Tax to:					
Social Services Block Grants	-	-	-	18,000	30,000
Bartlett Regional Hospital	573,700	559,900	559,900	587,900	617,300
Total Expenditures	26,930,000	32,008,900	31,999,900	31,568,200	31,689,500
FUNDING SOURCES:					
Sales Tax:					
General Sales - 4%	23,088,200	23,246,000	23,433,900	23,678,500	24,242,300
General Sales - 1%:					
Recreation Projects	3,117,800	-	-	-	-
JSD/BRH/Ice Rink	2,646,500	5,811,500	5,858,500	5,919,600	6,060,600
Liquor Sales Tax	591,200	571,000	573,000	622,700	646,800
Miscellaneous	25,600	45,000	25,000	25,000	25,000
Support from General Fund	739,300	557,100	557,100	-	-
Fund Balance (To) From	(3,278,600)	1,778,300	1,552,400	1,322,400	714,800
Total Funding Sources	\$ 26,930,000	32,008,900	31,999,900	31,568,200	31,689,500
FUND BALANCE	\$ 10,460,800	8,682,500	8,908,400	7,586,000	6,871,200

NONDEPARTMENTAL SPECIAL REVENUE FUNDS

PORT DEVELOPMENT FUND

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
EXPENDITURES:					
Support to:					
Debt Service	\$ 949,300	948,100	948,100	-	-
Capital Projects	<u>500,000</u>	<u>900,000</u>	<u>900,000</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>1,449,300</u>	<u>1,848,100</u>	<u>1,848,100</u>	<u>-</u>	<u>-</u>
FUNDING SOURCES:					
Port Fees	1,924,700	1,207,500	1,229,900	-	-
Fund Balance (To) From	<u>(475,400)</u>	<u>640,600</u>	<u>618,200</u>	<u>-</u>	<u>-</u>
Total Funding Sources	<u>\$ 1,449,300</u>	<u>1,848,100</u>	<u>1,848,100</u>	<u>-</u>	<u>-</u>
FUND BALANCE	\$ 964,000	323,400	345,800	345,800	345,800

NONDEPARTMENTAL SPECIAL REVENUE FUNDS

PASS THROUGH GRANTS FUND

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
EXPENDITURES:					
State Shared Revenue:					
Gastineau Manor	\$ -	8,900	10,000	10,000	10,000
Saint Ann's Care Center	13,100	13,100	13,000	13,000	13,000
REACH, Inc.	8,600	8,600	7,400	7,400	7,400
Juneau Youth Services, Inc.	9,200	9,200	9,700	9,700	9,700
AWARE	14,200	14,200	14,100	14,100	14,100
Juneau Alliance for Mental Health	2,400	2,400	2,900	2,900	2,900
Total Expenditures	47,500	56,400	57,100	57,100	57,100
FUNDING SOURCES:					
State-Shared Revenues	47,500	56,400	57,100	57,100	57,100
Total Funding Sources	\$ 47,500	56,400	57,100	57,100	57,100
FUND BALANCE	-	-	-	-	-

LIBRARY MINOR CONTRIBUTIONS FUND

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
EXPENDITURES:					
Commodities and Services	\$ -	8,400	9,600	9,600	9,600
Total Expenditures	-	8,400	9,600	9,600	9,600
FUNDING SOURCES:					
Donations	10,100	8,400	9,600	9,600	9,600
Fund Balance (To) From	(10,100)	-	-	-	-
Total Funding Sources	\$ -	8,400	9,600	9,600	9,600
FUND BALANCE	\$ 86,000	86,000	86,000	86,000	86,000

NONDEPARTMENTAL SPECIAL REVENUE FUNDS

MARINE PASSENGER FEE

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
EXPENDITURES:					
Support to:					
General Fund	\$ 954,200	756,200	756,200	975,300	580,600
Roaded Service Area	453,200	441,000	441,000	541,700	534,200
Fire Service Area	59,400	46,800	46,800	59,300	61,100
Visitor Services -					
Juneau Convention and Visitors					
Bureau (JCVB) and Southeast					
Alaska Marketing Council	97,000	97,000	97,000	97,000	-
Capital Transit	60,000	165,000	165,000	205,000	205,000
Capital Projects	2,615,000	1,991,000	1,991,000	1,645,000	1,668,000
Total Expenditures	<u>4,238,800</u>	<u>3,497,000</u>	<u>3,497,000</u>	<u>3,523,300</u>	<u>3,048,900</u>
FUNDING SOURCES:					
Marine Passenger Fee	3,016,700	3,484,000	3,332,600	3,542,600	3,685,400
Fund Balance (To) From	1,222,100	13,000	164,400	(19,300)	(636,500)
Total Funding Sources	<u>\$ 4,238,800</u>	<u>3,497,000</u>	<u>3,497,000</u>	<u>3,523,300</u>	<u>3,048,900</u>
FUND BALANCE	\$ 145,100	132,100	(19,300)	-	636,500

ENTERPRISE FUNDS

OVERVIEW

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
EXPENSES:					
Personnel Services	\$ 26,955,000	29,216,700	29,509,600	32,163,100	32,366,800
Commodities & Services	21,581,500	23,902,600	23,553,700	25,159,200	25,102,100
Capital Outlay	1,604,300	1,004,500	936,200	1,179,700	1,164,000
Debt Service	2,251,400	2,726,900	2,680,400	2,311,200	2,309,600
Reserve Contribution	1,228,500	1,432,300	1,386,000	325,400	360,000
Support to Capital Projects	6,242,900	2,060,500	2,060,500	1,701,000	1,630,300
Total Expenses	59,863,600	60,343,500	60,126,400	62,839,600	62,932,800
FUNDING SOURCES:					
User Fees	50,665,000	53,313,200	53,203,800	56,667,300	56,952,800
Rentals & Sales	2,379,400	2,551,500	2,361,900	2,538,600	2,548,800
State Grants	580,800	630,000	598,700	593,200	593,200
Federal Revenues	335,400	-	-	212,800	100,500
State Revenues	403,000	344,400	328,600	393,600	403,600
Fines & Penalties	22,500	17,000	16,000	19,000	19,000
Interest	1,295,200	799,800	868,000	868,000	868,000
Other	74,600	72,500	75,000	75,000	75,000
Support from :					
Capital Projects	-	-	-	40,400	149,400
Liquor Tax	573,700	559,900	559,900	587,900	617,300
Tobacco Tax	267,800	228,100	228,100	239,500	251,500
General Fund for bond payment	587,300	588,500	588,500	611,800	610,200
General Fund for Juneau					
Recovery Unit	205,700	205,700	205,700	205,700	205,700
Equity (To) From Fund Balance	2,473,200	1,032,900	1,092,200	(213,200)	(462,200)
Total Funding Sources	\$ 59,863,600	60,343,500	60,126,400	62,839,600	62,932,800
STAFFING	400.71	439.00	439.00	448.16	448.16

NOTES

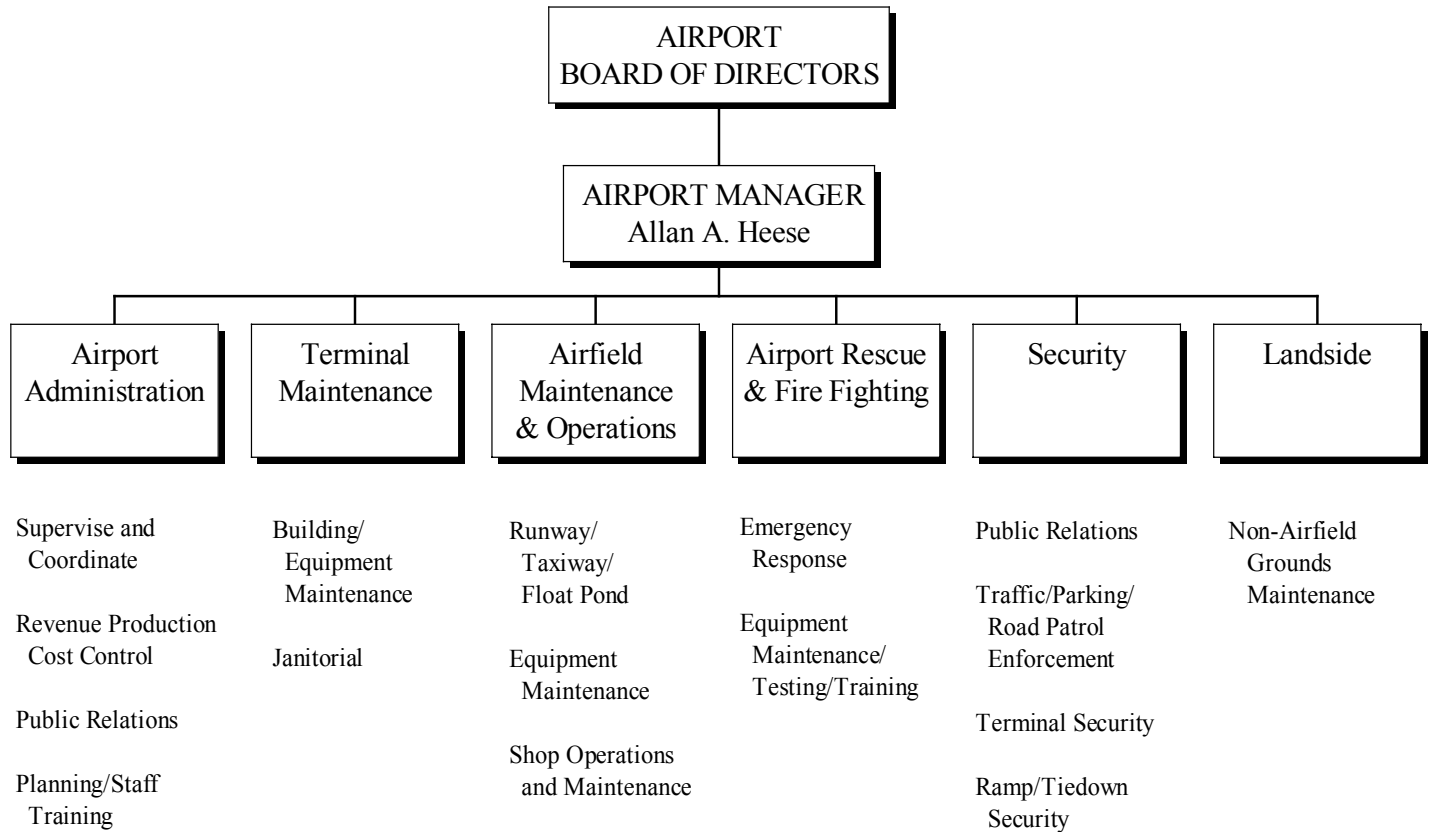
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AIRPORT

MISSION STATEMENT

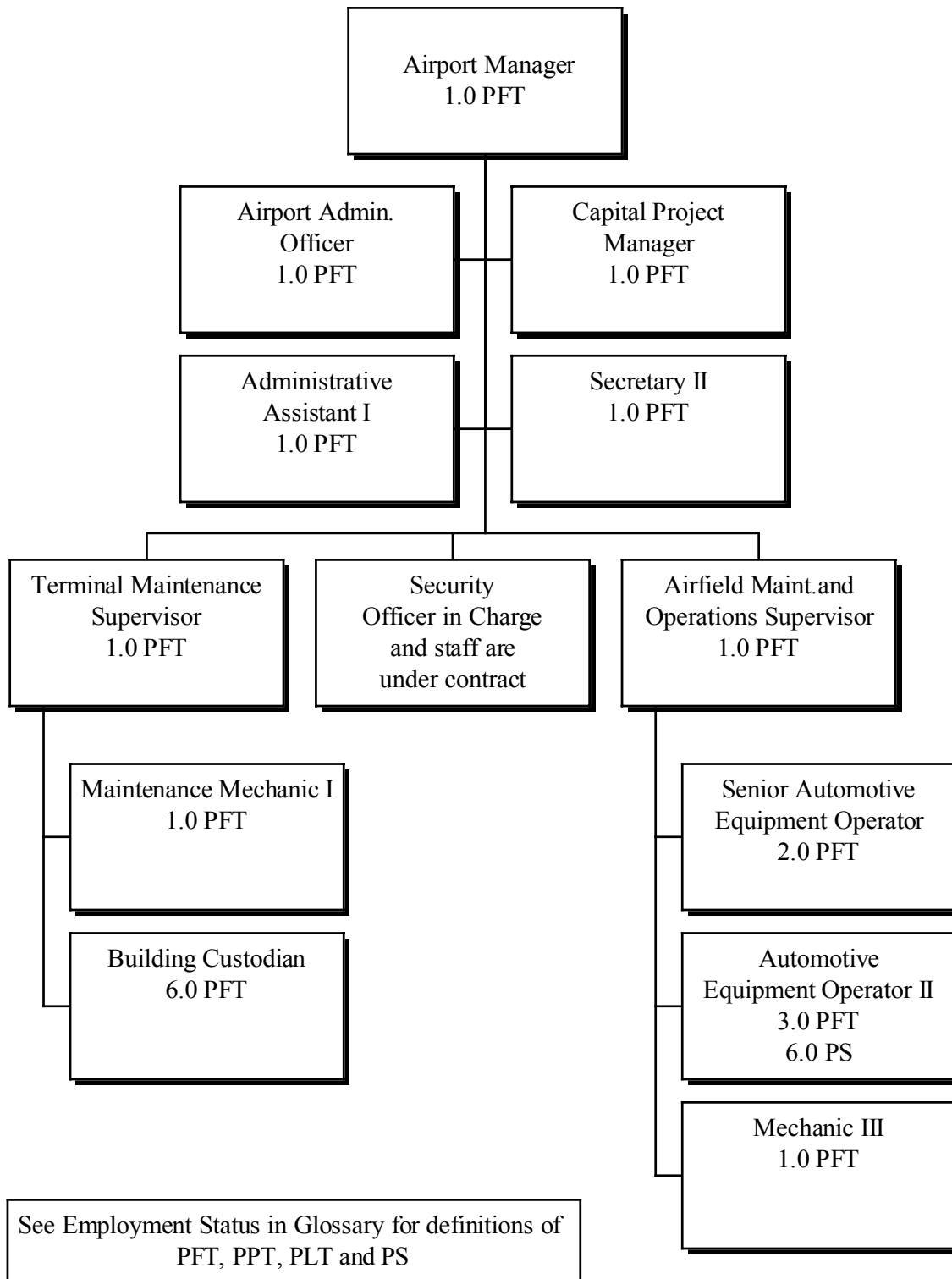
The mission of the Juneau International Airport is to provide safe, efficient aviation services and facilities for passengers, aircrew members, and visitors who require the services of general aviation, commercial aviation, and military aviation.

FUNCTIONAL ORGANIZATION CHART



AIRPORT

STAFFING ORGANIZATION CHART



AIRPORT

OVERVIEW

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
EXPENSES:					
Personnel Services	\$ 1,107,300	1,416,800	1,276,200	1,502,900	1,556,500
Commodities & Services	1,878,500	2,013,200	1,885,500	2,166,300	2,122,500
Capital Outlay	388,100	44,000	151,200	52,500	15,000
Debt Service	119,000	30,100	29,700	-	-
Support to Capital Projects	-	142,900	142,900	-	-
Contingency	-	46,300	-	125,400	160,000
Total Expenses	3,492,900	3,693,300	3,485,500	3,847,100	3,854,000
FUNDING SOURCES:					
User Fees and Permits	1,188,800	1,240,000	1,244,300	1,260,100	1,260,100
Rentals and Sales	2,196,100	2,214,100	2,029,100	2,200,800	2,211,000
Federal Revenues	335,400	-	-	212,800	100,500
State Revenues	81,700	80,000	80,000	80,000	80,000
Fines and Penalties	6,400	5,000	5,000	5,000	5,000
Interest-Investment/Delinquencies	83,700	50,000	48,000	48,000	48,000
Support from Capital Projects	-	-	-	40,400	149,400
Equity (To) From Fund Balance	(399,200)	104,200	79,100	-	-
Total Funding Sources	\$ 3,492,900	3,693,300	3,485,500	3,847,100	3,854,000
STAFFING	22.50	22.50	22.50	22.50	22.50
FUND BALANCE	\$ 946,200	842,000	867,100	867,100	867,100

BUDGET HIGHLIGHT

The Airport FY03 Adopted Budget represents an increase of \$153,800 (4.2%) from the FY02 Amended Budget. The FY04 Approved Budget is \$6,900 (0.2%) greater than the FY03 Adopted Budget.

The significant budgetary changes for FY03 and FY04 include:

- The events of September 11, 2001 had a rippling effect throughout United States businesses and personal lives. Passenger travel and operations dropped after September 11th, but have seen a gradual upward trend again for the last half of FY02. The Federal Aviation Administration (FAA) reports enplanements in calendar years (CY). While CY01 total enplanements are expected to be down around 388,000, they are anticipated to rebound to 395,000 for CY02. Likewise, anticipated enplanements should resume their upward trend again to 398,000 in CY03 and 400,000 in CY 04. Enplanements had previously been reported in the Terminal Operations portion of the Budget Highlights, however, we felt that total enplanements should be mentioned in the general scheme of the Budget Highlights and reserve the *actual* terminal enplanement in the Terminal section of this summary. The differences between total enplanements and total terminal enplanements are operators (such as the helicopter operators), who operate from the field and add to the total enplanements reported by the FAA, but do not necessarily add to the terminal workload factors since the passengers do not come through the terminal. Thus, we have separated the terminal enplanements out of the total enplanements.

AIRPORT

BUDGET HIGHLIGHT - CONTINUED

- The FAA's mandated changes have had an impact not only on the Airport's day-to-day operations, but financially as well. Some of these changes will carry through into the FY03 and FY 04 budget. The airport staff continues looking for revenue enhancements and ways to reduce expenses. Revenues for FY 03/04 remain consistent with the last two budget years. Expenses are slightly increased but still in-line with anticipated revenues.
- Dramatic increases can be seen in insurance rates and the health benefits package. Property and employment liability went from \$41,200 in FY02 to \$97,300 in FY03 and FY04. Health insurance alone increased by \$1,605 per employee per year.
- The Airport is also experiencing increases in security costs due to the events of September 11th. Additional law enforcement officials and screening of all vehicles entering short-term parking are now required. The additional costs incurred are expected to be offset by additional user fees and reimbursement from the Transportation Safety Administration (TSA).
- Beginning in FY02, the Airport set up a reserve account through the operating budget. This reserve account was set up to put aside money for capital project matches and emergency maintenance funds. These funds were used in their entirety in FY02 for capital project matches and to help offset costs stemming from September 11th. For FY03 and FY04, \$200,000 is again budgeted in the operating budget for this cost center. A portion of the reserve funds has already been allocated to specific capital projects.
- For revenues, the Airport completed its rates and charges negotiations in February 2001. There were increases to some rates and fees, while others were lowered in the model. The result was a fair, equitable rate structure for airport tenants and users while holding the line on most rates and fees. The Airport did increase a couple of fees for FY03 and FY 04, such as general aviation tie-downs and jet ramp parking, which had not been increased since 1993 and were out of proportion to other tie-down rates.
- Despite valiant efforts to trim expenses and maximize revenues, expenses are expected to exceed revenues in both the FY03 and FY 04 budget years. In order to overcome this deficit, the Airport Board decided to transfer funds from the Passenger Facility Charge (PFC) reserve account into the operating budget. \$40,400 will be transferred into the operating budget for FY03 and \$149,400 will be transferred in FY04. These PFC funds were reimbursements for past projects paid for out of the operating funds. The Airport Board believes this is a reasonable solution for now and plans to revisit the rates and charges, with possible future rate increases. This would potentially provide time for recent events and insurance costs to stabilize.

AIRPORT

PROGRAM DESCRIPTION

Administration

Provide and maintain an efficient, properly trained and directed staff in all areas of airport maintenance, repair, development, and program implementation. Coordinate with the Airport Board and tenants. Coordinate with CBJ Engineering Department on airport construction projects. Seek, review, and maintain stable sources of revenue, which consistently meet or exceed airport operating costs; control costs in all departments. Improve/expand revenue stream through increased rental of usable spaces and service contracts while reflecting local market prices. Provide and maintain a customer service oriented facility for air travelers, building tenants, airfield tenants, and the community in general. Maintain the airport as a source of pride for the community and a positive first and last impression of Alaska's Capital City to all visitors. Review current and future airport needs pertaining to safety and capacity. These include needs for air operations, customer parking, and airport property development in accordance with the Airport Master Plan. Plan and implement staff development to meet airport needs.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Leases	123	121	126	130
Meetings with FAA	23	20	20	20
Airport Board Meetings	15	12	13	13
Airport Board Committee Meetings	12	12	12	12
CBJ Assembly Meetings	23	23	23	23

Terminal Operations

Maintain building heating, plumbing, ventilation, electrical, and water systems at an efficient level for tenants and public at minimum cost to CBJ. Maintain vacuums, buffers, and carpet cleaning machines for daily use. Provide and maintain the public areas of the airport terminal in a manner befitting Alaska's capital city, keeping in mind the airport is often the first and last impression of Juneau to its visitors.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Terminal Tenants	18	15	16	16
Rest Rooms Maintained	6	6	8	8
Total Square Feet Maintained	72,000	72,000	72,000	72,000
Total Terminal Based Enplanements (estimated)	335,000	340,000	343,000	345,000
Total Terminal Visitors (estimated)	1,155,000	1,160,000	1,180,000	1,210,000

Airfield Maintenance

Maintain the highest standards of operational safety and efficiency in airfield operations so flight delays or passenger injuries do not occur due to unsafe conditions on the aircraft movement areas. This includes all-weather surface conditioning of the areas with heavy and light snow removal equipment by skilled operators. Maintain equipment for airfield maintenance by providing maintenance, repair, reconstruction and fabrication of machinery and needed parts. This includes repairs and maintenance for heavy loaders, graders, plows, and blowers as well as completing valve jobs, painting, transmission, and transaxle work. Provide and maintain a safe, heavy equipment maintenance shop that uses time, work force, and materials in an orderly, efficient manner. Maintain runway and taxiway lighting and signs. Monitor airfield construction projects to ensure airport interests and concerns are addressed. Increase space for aircraft parking either in hangars or on tie downs/float pond spaces. Implement and maintain a Wildlife Management Program for the safety of the traveling public.

AIRPORT

PROGRAM DESCRIPTION - CONTINUED

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Airfield Tenants	300	322	333	335
Airfield Maintenance Motorized Equipment	31	34	34	36
Equipment Currently Under Cover	8	8	8	8
Aircraft Operations	142,833	140,000	145,000	145,000
Feet of Runway Maintained	8,456'X150'	8,456'X150'	8,456'X150'	8,456'X150'
Feet of Perimeter Fencing Maintained	11,500	11,500	11,500	13,500
Acres of Grass Maintained	25	25	25	25
Private Hangars	75	77	79	79
Tie Downs	200	210	210	215
Float Pond Spaces				
Wildlife measures (FY 05/06)	78	78	80	85

Landside Operations

Provide a safe and aesthetically pleasing road system and grounds for air traffic users and the community. Maintain exterior of terminal building and keep immediately adjoining sidewalks and grounds in a safe, attractive condition. Construct and maintain safety and security barriers as necessary.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Area of Public Highway Maintained	4 miles	4 miles	4 miles	4 miles
Square feet of grass, trees, drainage maintained	67,300	67,300	60,000	60,000
Square feet of sidewalk maintained	10,000	10,000	10,000	10,000

Airport Rescue and Fire Fighting (ARFF)

Provide trained Fire Fighter personnel, tools and fire fighting equipment in ready-status to meet the emergency response requirements as mandated by FAA for an index "B" certified airport. Hold periodic drills and annual exercises to determine response and readiness to handle emergency situations. During the absence of airfield maintenance personnel provide daily safety inspections of the runway for hazardous debris or conditions. Inspect the runway lighting system for proper function. Provide back-up response for security situations. Provide training materials, fire fighting chemicals, and hydrocarbon fuel for off-site live fire training as required by FAA for Fire Fighter personnel.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Vehicles at Glacier Fire Station	3	2	2	3
Paid qualified personnel stationed at Glacier Fire Station	4.5	4.5	4.5	4.5
Inter-Agency Emergency Exercises	1	1	2	2

AIRPORT

PROGRAM DESCRIPTION - CONTINUED

Security

Foster and maintain a friendly, helpful attitude toward all users of the facility while enforcing airport regulations. Security officers must know the services offered in the community and how to help all users access them. Provide and maintain a visible security and traffic flow/parking watch presence on the curbside to deter and correct inappropriate usage of airport facilities which could cause delays to the public or harm to persons or property. Provide and maintain a visible security presence inside the terminal to deter and correct inappropriate usage of the facility which could cause harm to persons or property. Provide appropriate badging of individuals, conduct investigation as directed regarding airport/traveler issues, and handle lost and found department. Contact Juneau Police Department or Alaska State Troopers, if their response is necessary. Provide airport security as required by FAA. Provide patrol and observation of all airfield property such that a visible security presence is perceived. Reduce theft and property damage on-field.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Vehicular Traffic (estimated) assisted, as needed	245,000	250,000	255,000	260,000
Travelers/Airport Visitors (est.)	1,155,000	1,160,000	1,180,000	1,210,000
Building Tenants (all buildings)	106	104	108	115
Airfield Tenants (inc. tie downs, hangars)	293	265	273	290
Float/Tie Down Tenants	265	239	245	260
Commercial Permits	100	75	90	95
Ground Transportation Permits	179	200	210	210
Airport Operations Area Permits	100	55	60	70
Security Access Badges Issued	693	700	710	720
Personnel Fingerprinted	-	195	235	35

AIRPORT

FY03 & FY04 GOALS AND OBJECTIVES

GOAL

ASSURE THAT THE JUNEAU INTERNATIONAL AIRPORT REMAINS AS FINANCIALLY SELF SUFFICIENT AS POSSIBLE.

<u>Objectives</u>	<u>Projected Completion Date</u>			
Implement and monitor Rates and Charges model and adjust rates and fees as necessary on a fair and equitable basis				Ongoing
Continue to build reserve account for capital reserve match and emergency maintenance account				Ongoing
Establish Air Carrier Agreement				04/02
<u>Key Measures</u>	<u>FY01 Actuals</u>	<u>FY02 Projected</u>	<u>FY03 Adopted Budget</u>	<u>FY04 Approved Budget</u>
Continued negotiations/meetings with tenants on Rates and Charges; air carrier agreement meetings	10	2	4	4

GOAL

DEVELOP THE JUNEAU INTERNATIONAL AIRPORT FOR BOTH AERONAUTICAL AND NON-AERONAUTICAL USES.

<u>Objectives</u>	<u>Projected Completion Date</u>			
Increase the number of float plane docking spaces for leases				09/03
Develop Block P and Block Q area for commercial rental/construction				09/04
Make more land available for commercial & private hangar construction				09/04
<u>Key Measures</u>	<u>FY01 Actuals</u>	<u>FY02 Projected</u>	<u>FY03 Adopted Budget</u>	<u>FY04 Approved Budget</u>
Additional square feet available for hangar construction	-	-	-	784,000 SF

GOAL

EMPHASIZE THE AIRPORT PRIORITIES THAT INCLUDE AVIATION AND GROUND SAFETY AS THE NUMBER ONE AND NUMBER TWO AIRPORT PRIORITIES.

<u>Objectives</u>	<u>Projected Completion Date</u>			
Incorporate safety report and inspection recommendations into routine procedures or capital improvements.				Ongoing
<u>Key Measures</u>	<u>FY01 Actuals</u>	<u>FY02 Projected</u>	<u>FY03 Adopted Budget</u>	<u>FY04 Approved Budget</u>
Percent of reported discrepancies incorporated	100	100	100	100

AIRPORT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

GOAL

REVIEW AIRPORT RATES AND CHARGES STRUCTURE TO ENSURE EQUITABLE ALLOCATION OF EXPENSES TO VARIOUS AVIATION USERS.

Objectives

Monitor and adjust rates and charges structure to ensure fair and equitable treatment of aviation tenants.

*Projected
Completion Date*

Ongoing

<u>Key Measures</u>	<u>FY01 Actuals</u>	<u>FY02 Projected</u>	<u>FY03 Adopted Budget</u>	<u>FY04 Approved Budget</u>
Consensus on rates and charges structure, implementation of changes as required, and incorporation into budget.	-	Review and Discussions	-	Review and Monitor

GOAL

IMPROVE SAFETY AT JUNEAU INTERNATIONAL AIRPORT.

Objectives

Minimize bird attractants by filling dredge pond near runway.

Expand Runway Safety Area (RSA) to meet FAA standards to the extent practicable

Implement Wildlife Hazard Plan and assess bird/deer/mammal activity in woodland areas

*Projected
Completion Date*

09/03

10/04

Ongoing

<u>Key Measures</u>	<u>FY01 Actuals</u>	<u>FY02 Projected</u>	<u>FY03 Adopted Budget</u>	<u>FY04 Approved Budget</u>
Percent of Block "O" filled to eliminate bird habitat.	-	40	75	100
Amount of existing RSA as percentage of FAA standard.	50	50	50	75

GOAL

PROTECT PUBLIC'S INVESTMENT IN SNOW REMOVAL EQUIPMENT AND PROVIDE BETTER FACILITY FOR MAINTENANCE OF EQUIPMENT, SNOW REMOVAL EQUIPMENT OPERATORS, AND STORAGE OF SAND/CHEMICALS.

Objectives

Construct new snow removal equipment building.

Construct new sand/chemical storage facility.

*Projected
Completion Date*

10/06

10/06

<u>Key Measures</u>	<u>FY01 Actuals</u>	<u>FY02 Projected</u>	<u>FY03 Adopted Budget</u>	<u>FY04 Approved Budget</u>
Percentage of completion of permitting, design, and construction of new facilities.	5	5	15	30

AIRPORT

EXPENSES

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
PROGRAMS:					
Airport Administration:					
Personnel Services	\$ 221,500	318,700	298,300	356,700	371,700
Commodities and Services	253,500	265,900	315,400	235,100	246,200
Capital Outlay	6,500	-	-	-	-
Total	481,500	584,600	613,700	591,800	617,900
Terminal Operations:					
Personnel Services	373,600	418,300	368,700	420,900	432,600
Commodities and Services	426,200	432,300	376,600	384,700	390,700
Capital Outlay	7,800	15,000	15,000	5,000	5,000
Total	807,600	865,600	760,300	810,600	828,300
Airfield Maintenance:					
Personnel Services	503,700	673,900	580,800	717,300	744,200
Commodities and Services	545,000	604,200	478,800	557,500	585,000
Capital Outlay	34,000	29,000	33,200	8,000	5,000
Total	1,082,700	1,307,100	1,092,800	1,282,800	1,334,200
Landside Operations:					
Personnel Services	2,100	-	-	-	-
Commodities and Services	19,900	20,900	18,400	17,400	17,400
Total	22,000	20,900	18,400	17,400	17,400
Airport Rescue and Fire Fighting:					
Contract Services-Fire Fighting	305,800	307,100	307,100	323,800	331,700
Commodities and Services	71,300	79,400	71,000	76,700	76,700
Total	377,100	386,500	378,100	400,500	408,400
Airport Security:					
Commodities and Services	217,600	253,400	309,900	536,100	439,800
Engineering Activities					
Personnel Services	6,400	5,900	28,400	8,000	8,000
Commodities and Services	39,200	50,000	8,300	35,000	35,000
Capital Outlay	339,800	-	103,000	39,500	5,000
Total	385,400	55,900	139,700	82,500	48,000
Debt Service	119,000	30,100	29,700	-	-
Replacement Reserve	-	46,300	-	125,400	160,000
Support to Capital Projects	-	142,900	142,900	-	-
Total Expenses	\$ 3,492,900	3,693,300	3,485,500	3,847,100	3,854,000

AIRPORT

FUNDING SOURCES

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
CLASSIFICATION:					
User Fees:					
Taxi, Bus Access Fees	\$ 31,400	30,000	28,000	30,000	30,000
Landing Fees	985,000	961,000	976,000	976,000	976,000
Tiedown Fees	105,500	110,000	89,500	101,300	101,300
Vending	15,900	19,000	20,800	22,800	22,800
Fuel Flowage Fees	51,000	120,000	130,000	130,000	130,000
Total	1,188,800	1,240,000	1,244,300	1,260,100	1,260,100
Rentals & Sales:					
Land Leases	294,300	282,000	269,000	285,000	285,000
Parking Leases	394,600	410,800	266,000	334,000	335,000
Building Leases	1,446,900	1,450,800	1,431,500	1,461,800	1,461,700
Advertising	30,400	45,000	31,000	31,000	31,000
Search Fees	-	-	-	51,500	66,800
Miscellaneous	29,900	25,500	31,600	37,500	31,500
Total	2,196,100	2,214,100	2,029,100	2,200,800	2,211,000
Federal Revenues	335,400	-	-	212,800	100,500
State Revenues	81,700	80,000	80,000	80,000	80,000
Fines & Penalties	6,400	5,000	5,000	5,000	5,000
Interest- Investment/Delinquencies	83,700	50,000	48,000	48,000	48,000
Support from Capital Projects	-	-	-	40,400	149,400
Equity (To) From Fund Balance	(399,200)	104,200	79,100	-	-

AIRPORT

STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>
CLASS TITLE:						
Airport Administration:						
Airport Manager	1.00	\$ 70,300	1.00	\$ 85,300	1.00	\$ 88,400
Airport Admin. Officer	1.00	48,800	1.00	52,000	1.00	53,900
Capital Projects Manager	1.00	48,000	1.00	50,000	1.00	51,900
Secretary II	1.00	37,700	1.00	38,900	1.00	39,800
Administrative Assistant	1.00	32,600	1.00	35,000	1.00	36,400
Overtime	-	2,000	-	1,000	-	1,000
Benefits	-	79,300	-	94,500	-	100,300
Total	5.00	318,700	5.00	356,700	5.00	371,700
Terminal Operations:						
Maintenance Mechanic III	1.00	48,900	1.00	51,500	1.00	51,700
Maintenance Mechanic I	1.00	31,500	1.00	42,300	1.00	42,700
Building Custodian	6.00	191,800	6.00	185,000	6.00	188,700
Overtime	-	3,500	-	3,500	-	3,500
Shift Differential	-	13,200	-	9,200	-	9,100
Benefits	-	129,400	-	129,400	-	136,900
Total	8.00	418,300	8.00	420,900	8.00	432,600
Airfield Maintenance:						
Automotive Shop Foreman	1.00	60,600	1.00	59,300	1.00	61,400
Sr. Equipment Operator	2.00	102,700	2.00	105,800	2.00	107,700
Equipment Operator	5.50	207,700	5.50	233,000	5.50	238,300
Automotive Mechanic III	1.00	39,800	1.00	44,100	1.00	45,800
Shift Differential	-	16,700	-	17,400	-	17,500
Overtime	-	40,400	-	50,700	-	55,700
Benefits	-	185,500	-	184,300	-	195,100
Manpower	-	20,500	-	22,700	-	22,700
Total	9.50	673,900	9.50	717,300	9.50	744,200
Engineering Activities:						
Manpower	-	5,900	-	8,000	-	8,000
Total Budget	22.50	\$ 1,416,800	22.50	\$ 1,502,900	22.50	\$ 1,556,500

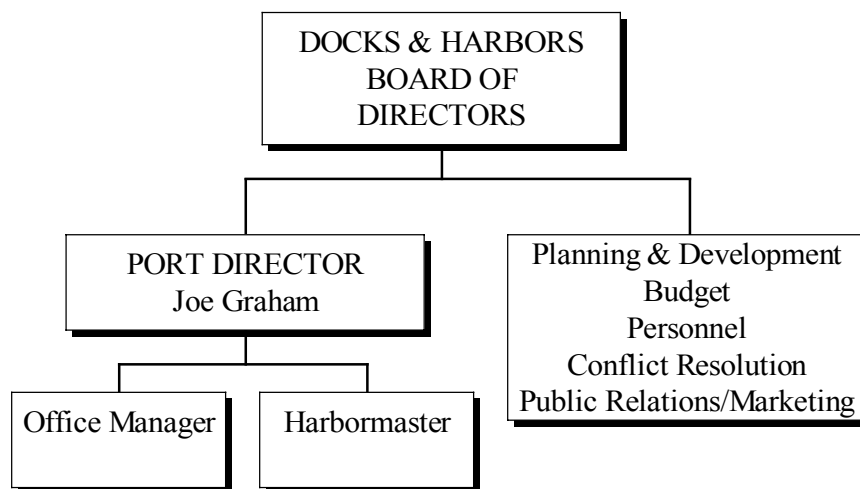
HARBORS

HARBORS MISSION STATEMENT

The CBJ Docks & Harbors Board exists to promote the health of the City & Borough of Juneau through the planning, development, and management of its marine-related property and facilities on a self-supporting basis. To this end, the Board develops and provides the facilities and services to promote and accommodate marine related commerce, industry, fisheries, recreation, and visitors.

*This Mission Statement was adopted by the Docks & Harbors Board on June 30, 1994.

FUNCTIONAL ORGANIZATION CHART



Data Processing

Safe Moorage

Accounts Receivable

Facilities Maintenance

Accounts Payable

Regulatory Supervision

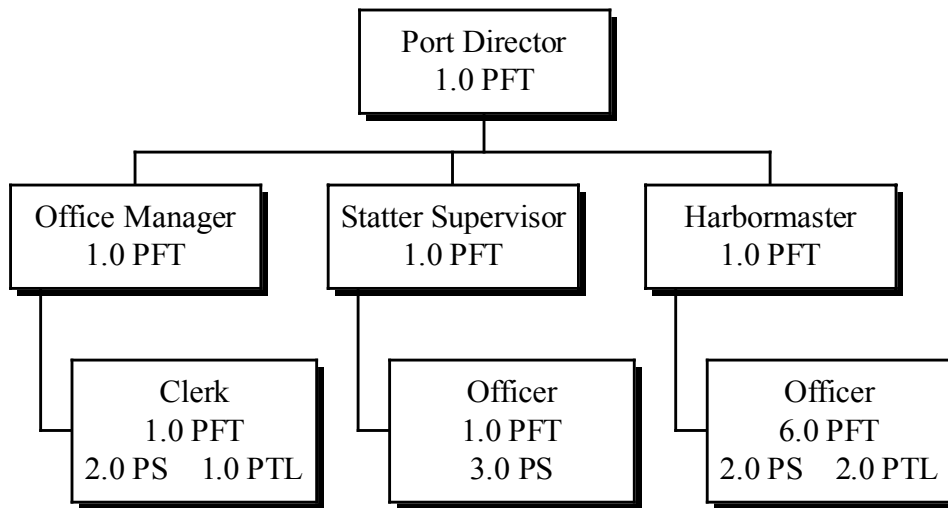
Record Keeping

Property Security

Routine Capital Improvement

HARBORS

STAFFING ORGANIZATION CHART FOR HARBORS AND DOCKS



See Employment Status in Glossary for definitions of
PFT, PPT, PTL and PS

HARBORS

OVERVIEW

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
EXPENSES:					
Personnel Services	\$ 671,500	712,400	732,800	770,100	780,800
Commodities and Services	607,300	779,200	946,600	991,500	1,005,800
Capital Outlay	17,100	35,000	25,000	35,000	35,000
Support to Capital Projects	600,000	300,000	300,000	-	-
Total Expenses	1,895,900	1,826,600	2,004,400	1,796,600	1,821,600
FUNDING SOURCES:					
User Fees and Permits	1,243,300	1,251,500	1,255,600	1,301,500	1,316,500
Rentals and Sales	17,200	168,100	163,100	168,100	168,100
State Shared Revenue	238,300	190,000	175,000	240,000	250,000
Fines and Penalties	16,100	12,000	11,000	14,000	14,000
Interest Income	177,200	30,000	73,000	73,000	73,000
Equity From Fund Balance	203,800	175,000	326,700	-	-
Total Funding Sources	\$ 1,895,900	1,826,600	2,004,400	1,796,600	1,821,600
STAFFING	9.75	10.75	10.75	11.45	11.45
FUND BALANCE	\$ 545,600	370,600	218,900	218,900	218,900

BUDGET HIGHLIGHT

The Harbors FY03 Adopted Budget represents a decrease of \$30,000 (1.6%) from the FY02 Amended Budget. The FY04 Approved Budget is \$25,000 (1.4%) greater than the FY03 Adopted Budget.

The significant budgetary changes include:

FY03

- Personnel services increased \$57,700 due to the net effect of negotiated changes in wage rates, increases in the health care costs and an addition of 0.7 FTE offset by a decrease in seasonal labor.
- Insurance charges increased \$12,900 due to higher premium cost for all insurance coverage.
- Board contingency expense increased \$186,400. This amount is used as a reserve to provide the Board with budget flexibility.
- Support to capital projects decreased \$300,000 as funds are appropriated in supplemental ordinances during the year as needed from fund balance or board contingency funds.

FY04

- No material changes from FY03 to FY04.

HARBORS

PROGRAM DESCRIPTION

Administration

This service package provides oversight of marinas, launch ramps, and associated uplands and tidelands. Includes moorage assignment, staff and maintenance scheduling, fee computation, billing, and collection, utilities delivery and security. This element also provides interagency coordination and pertinent staff support for the Docks & Harbors Board of Directors and City and Borough Assembly.

Small Boat Moorage

Includes the systematic provision of regular annual small-boat moorage and the timely and applicable assignment of transient, or temporary, small-boat moorage to resident and visitor vessels within four municipal marinas.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Assigned annual boat slips	860	860	860	900
Long-term transients (unassigned annual moorage)	185	195	155	160
Transient moorage assignments (by vessel)	1,100	1,300	1,300	1,300

Facilities Maintenance

This package consists of routine and regular maintenance flotation, decking, railing, associated hardware, and upkeep of related parking and other upland areas, including signage and safety measures.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Electrical system repairs	51	65	70	50
Decking replacement	150'	200'	200'	200'
Flotation replacement	75'	150'	150'	200'
Bullrail replacement	200'	200'	200'	200'

Regulatory Supervision and Security

Includes regular and routine patrol of marina float systems, launch ramps, and associated uplands to assure proper mooring procedures, parking management, and site security.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Vessel violations	35	40	40	50
Vehicle violations	1,250	1,250	1,250	1,000
Routine patrols	1,200	1,200	1,200	1,200
Traffic patrols	700	700	700	700

Special Services

Provision of incidental and irregular services outside of routine duties, such as vessel towing, dewatering, storm watch and repair, emergency response, and snow removal.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Vessel tows	53	60	60	60
Vessel dewatering	12	15	15	15
Emergency responses	18	22	25	25
Snow removal (staff hours)	1,400	1,100	1,500	1,500

HARBORS

PROGRAM DESCRIPTION - CONTINUED

Capital Improvements & Enhancement

Conception, development, and implementation of both major and minor improvements to facilities. Includes needs determination, project evaluation, public process, cost analysis (construction, maintenance and operational), and funding source.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
CIP's	6	5	6	6
In-house projects	8	11	15	15

FY03 & FY04 GOALS AND OBJECTIVES

GOAL

IMPROVE FACILITIES INFRASTRUCTURE TO PROVIDE GREATER SERVICE/SAFETY TO CUSTOMERS

<u>Objectives</u>	<i>Projected Completion Date</i>
Complete Norway Point Transient Float/Gear Repair area	09/03
Complete Areawide Restroom expansion	07/04
Continue moorage/upland expansion at Douglas Harbor	07/04
Replace 200 lineal ft. of float decking as part of routine annual rehabilitation	07/03-04
Replace 200 lineal ft. of float bull-rail as part of routine annual rehabilitation	07/03-04
Replace 150 flotation billets as part of routine annual rehabilitation	07/03-04
Upgrade one approach trestle oil/refuse reception site	07/03-04
Continue upgrade of landscaping/beautification of facilities	07/03-04

GOAL

EXPAND USE AND FUNCTIONS OF FISHERIES TERMINAL

<u>Objectives</u>	<i>Projected Completion Date</i>
Lease remaining areas of Parcel "C" to private vendors to service the fleet and increase revenues	07/03
Proceed with CIP for dredge/fill Parcel "B" tidelands for possible lease	07/04

GOAL

CONTINUE STAFF TRAINING/EDUCATION TO PROMOTE COMPETENCY/PROFESSIONALISM

<u>Objectives</u>	<i>Projected Completion Date</i>
Participate in local and regional training opportunities in construction and regulatory areas	07/03-04
Continue participation in national maritime information agencies and organization	07/03-04
Focus supervisory staff towards Certified Public Manager training	07/03-04

GOAL

INITIATE MULTI-YEAR LAND USE PLAN FOR DEPARTMENT TIDELANDS

<u>Objectives</u>	<i>Projected Completion Date</i>
Select most favorable properties for development	09/03
Contract with consultant for property evaluation	10/03
Market properties	11/04

HARBORS

FY03 & FY04 GOALS AND OBJECTIVES – CONTINUED

GOAL

COMPLETE RATE ANALYSIS AND INSTITUTE LONG-RANGE REVENUE PROGRAM

Objectives

Finalize rate analysis for moorage and related business opportunities

Projected

Completion Date

01/03

HARBORS

EXPENSES

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
PROGRAMS:					
Operations:					
Personnel Services	\$ 671,500	712,400	732,800	770,100	780,800
Commodities and Services	607,300	779,200	946,600	991,500	1,005,800
Capital Outlay	17,100	35,000	25,000	35,000	35,000
Total	1,295,900	1,526,600	1,704,400	1,796,600	1,821,600
Support to Capital Projects	600,000	300,000	300,000	-	-
Total Expenses	\$ 1,895,900	1,826,600	2,004,400	1,796,600	1,821,600

FUNDING SOURCES

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
CLASSIFICATION:					
User Fees and Permits:					
Stall Rents	\$ 513,200	520,000	525,000	525,000	525,000
Grid Fees	3,400	4,000	3,500	4,000	4,000
Monthly Mooring Fees	87,200	100,000	95,000	100,000	100,000
Mooring Fees	419,500	400,000	410,000	420,000	420,000
Launch Ramp Fees	59,800	60,000	60,000	60,000	60,000
Seaplane & Crane User Fees	6,900	8,000	7,000	7,000	7,000
Wait List Administration Fees	5,900	7,500	6,100	7,500	7,500
Transient Electricity	66,500	60,000	65,000	80,000	85,000
Resident Solid Waste Fees	29,300	30,000	30,000	40,000	50,000
Other Miscellaneous Fees	51,600	62,000	54,000	58,000	58,000
Total	1,243,300	1,251,500	1,255,600	1,301,500	1,316,500
Rentals and Sales:					
Sublease	5,100	13,000	5,100	5,100	5,100
Gas and Oil Lease	12,100	155,100	158,000	163,000	163,000
Total	17,200	168,100	163,100	168,100	168,100
Fines and Penalties:					
Ordinance Violations	16,100	12,000	11,000	14,000	14,000
State Revenues:					
Raw Fish tax	238,300	190,000	175,000	240,000	250,000
Interest Income	177,200	30,000	73,000	73,000	73,000
Equity From Fund Balance	203,800	175,000	326,700	-	-
Total Funding Sources	\$ 1,895,900	1,826,600	2,004,400	1,796,600	1,821,600

HARBORS

STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	<u>No.</u> <u>Pos.</u>	<u>Salary & Benefits Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary & Benefits Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary & Benefits Budget</u>
CLASS TITLE:						
Harbormaster (1)	-	\$ -	0.95	\$ 56,800	0.95	\$ 57,000
Office Manager	0.50	27,900	0.50	29,400	0.50	29,500
Clerk	2.00	70,600	2.50	86,700	2.50	87,100
Supervisor (1)	1.50	85,800	1.00	58,800	1.00	59,100
Officer	6.25	286,000	6.25	293,700	6.25	295,900
Seasonal labor	-	-	-	12,300	-	12,700
Shift Differential	-	16,000	-	16,700	-	16,100
Overtime	-	31,200	-	31,200	-	31,200
Benefits	-	143,800	-	169,000	-	176,500
Total before amendments	10.25	661,300	11.20	754,600	11.20	765,100
Amendments:						
Clerk	0.50	15,100	-	-	-	-
Officer	-	-	0.25	11,300	0.25	11,300
Seasonal labor	-	31,600	-	-	-	-
Benefits	-	4,400	-	4,200	-	4,400
Total after amendments	10.75	\$ 712,400	11.45	\$ 770,100	11.45	\$ 780,800

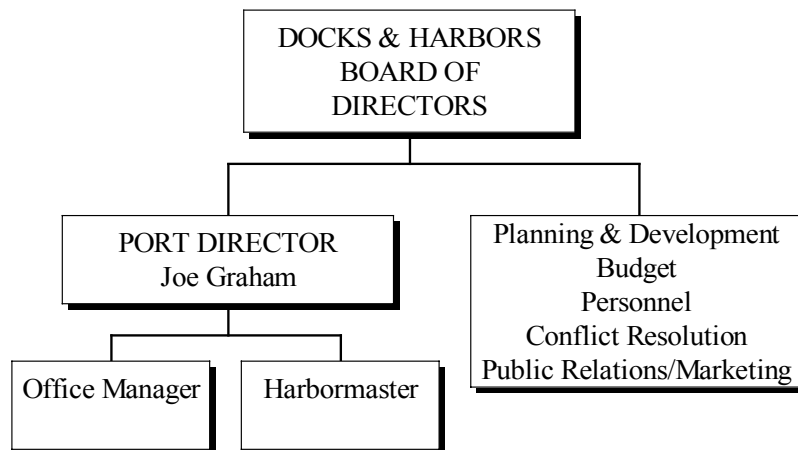
(1) 0.5 FTE Supervisor position was reclassified as Harbormaster and 0.45 FTE Harbormaster position was transferred from Docks

DOCKS

DOCKS MISSION STATEMENT

The CBJ Docks & Harbors Board exists to promote the health of the City & Borough of Juneau through the planning, development, and management of its marine-related property and facilities on a self-supporting basis. To this end, the Board develops and provides the facilities and services to promote and accommodate marine related commerce, industry, fisheries, recreation, and visitors.

*This Mission Statement was adopted by the Docks & Harbors Board on June 30, 1994.



Data Processing

Safe Moorage

Accounts Receivable

Facilities Maintenance

Accounts Payable

Regulatory Supervision

Record Keeping

Property Security

Routine Capital Improvement

DOCKS

STAFFING ORGANIZATION CHART

See chart at Staffing Organization Chart for Harbors and Docks

DOCKS

OVERVIEW

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
EXPENSES:					
Personnel Services	\$ 384,400	460,200	457,100	465,900	473,800
Commodities and Services	225,200	372,600	411,800	459,800	453,900
Capital Outlay	13,800	25,000	25,000	25,000	25,000
Support to Capital Projects	1,050,000	300,000	300,000	-	-
Total Expenses	1,673,400	1,157,800	1,193,900	950,700	952,700
FUNDING SOURCES:					
User Fees and Permits	620,300	651,000	635,000	642,000	644,000
Rentals	166,100	169,300	169,700	169,700	169,700
Interest	101,500	15,000	64,000	64,000	64,000
Other	74,600	72,500	75,000	75,000	75,000
Equity From Fund Balance	710,900	250,000	250,200	-	-
Total Funding Sources	\$ 1,673,400	1,157,800	1,193,900	950,700	952,700
STAFFING	6.25	5.75	5.75	5.55	5.55
FUND BALANCE	\$ 569,100	319,100	318,900	318,900	318,900

BUDGET HIGHLIGHT

The Docks FY03 Adopted Budget represents a decrease of \$207,000 (17.89%) from the FY02 Amended Budget. The FY04 Approved Budget is \$2,000 (0.2%) greater than the FY03 Adopted Budget.

The significant budgetary changes include:

FY03

- Personnel services increased \$6,700 due to the net effect of negotiated changes in wage rates, increases in the health care costs, and position reclassification offset by a decrease in seasonal labor and a transfer of 0.2 FTE to Harbors.
- Insurance charges increased \$12,900 due to higher premium cost for all insurance coverage.
- Board contingency expense increased \$59,600. This amount is used as a reserve to provide the Board with budget flexibility.
- Support to capital projects decreased \$300,000 as funds are appropriated in supplemental ordinances during the year as needed from fund balance or board contingency funds.

FY04

- No material changes from FY03 to FY04.

DOCKS

PROGRAM DESCRIPTION

Administration

This service package provides oversight of the municipal wharves, lightering facilities, Intermediate Vessel Float, National Guard Dock, and associated uplands and tidelands. Includes berthing and moorage assignments, staff and maintenance scheduling, fee computation, billing, and collection, and utility delivery. This element also provides interagency coordination and pertinent staff support for both the Docks & Harbors Board of Directors and the City and Borough of Juneau Assembly. There is an additional component which relates to management of port vendors and passenger loading activities.

Dockage and Lighterage

Includes the timely provision of dock and anchor areas for ships calling on the municipal wharves and for intermediate sized vessels requiring moorage and the downtown float facilities. Port staff also attends to utility needs of ships and smaller vessels.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Ships alongside wharves	236	233	256	260
Ships at anchor	28	37	25	28
Vessels calling at Intermediate Vessel Float	122	131	120	120

Facilities Maintenance

This package consists of routine and regular preventative maintenance of decking, pavement, concrete, paint, associated hardware/signage and refuse collection. There are occasional in-house capital projects performed within this package, as well.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Decking replacement	400'	400'	50'	50'
Bull-rail replacement	400'	400'	50'	50'
Pavement repairs	122sf	100sf	25sf	25sf
Waterline repairs	8	4	1	1
Electrical repairs	3	6	5	5

Regulatory Supervision and Security

Includes regular and routine patrol of wharves, port parking lots and loading zones, supervision of waterfront vendors and port security issues.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Routine patrols	360	540	540	540
Vessel violations	1	2	4	4
Traffic violations	73	50	50	50

DOCKS

PROGRAM DESCRIPTION - CONTINUED

Special Services

This package consists of utilities provision to user vessels, special communications, service to ships company, and interagency coordination.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Refuse pickups	12	10	10	10
Water hook-ups	236	233	256	260
Meetings	3	233	256	260

Capital Improvement & Enhancement

Conception, development, and implementation of both major and minor improvements to facilities. Includes needs assessment, project evaluation, public process, cost analysis (construction, maintenance and operation), and funding source.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
CIPs	3	2	2	2
In-house projects	4	8	12	12

FY03 & FY04 GOALS AND OBJECTIVES

GOAL

IMPROVE FACILITIES INFRASTRUCTURE TO PROVIDE GREATER SERVICE/SAFETY TO CUSTOMERS

<u>Objectives</u>	<u>Projected Completion Date</u>
Install additional benches and pedestrian amenities on associated uplands	07/03-04
Institute Passenger Terminal Security Plan	05/03-04

GOAL

INITIATE FULL-USE OF NATIONAL GUARD FLOAT

<u>Objectives</u>	<u>Projected Completion Date</u>
Market facility to tug providers and other intermediate sized vessels	01/03

GOAL

CONTINUE STAFF TRAINING/EDUCATION TO PROMOTE COMPETENCY/PROFESSIONALISM

<u>Objectives</u>	<u>Projected Completion Date</u>
Participate in local and regional training opportunities in construction and regulatory areas	07/03-04
Continue participation in national maritime information agencies and organizations	07/03-04
Focus supervisory staff towards Certified Public Manager Training	07/03-04

DOCKS

FY03 & FY04 GOALS AND OBJECTIVES – CONTINUED

GOAL

INITIATE MULTI-YEAR LAND-USE PLAN FOR DEPARTMENT PROPERTIES

Objectives

Select appropriate properties for marketing
Assess and value properties
Market properties

*Projected
Completion Date*
09/03
10/03
11/04

GOAL

COMPLETE RATE ANALYSIS AND INSTITUTE LONG-RANGE REVENUE PROGRAM

Objectives

Finalize rate analysis for dockage, lighterage, and related business opportunities

*Projected
Completion Date*
01/03

DOCKS

EXPENSES

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
PROGRAMS:					
Operations:					
Personnel Services	\$ 384,400	460,200	457,100	465,900	473,800
Commodities and Services	225,200	372,600	411,800	459,800	453,900
Capital Outlay	13,800	25,000	25,000	25,000	25,000
Support to Capital Projects	1,050,000	300,000	300,000	-	-
Total Expenses	\$ 1,673,400	1,157,800	1,193,900	950,700	952,700

FUNDING SOURCES

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
CLASSIFICATION:					
User Fees and Permits:					
Ship Mooring Fee	\$ 416,400	450,000	425,000	425,000	425,000
Transfer Bridge Fee	32,200	30,000	30,000	30,000	30,000
Lightering Fee	42,100	31,000	41,000	42,000	44,000
Waterfront Sales	107,500	110,000	110,000	115,000	115,000
Monthly Fee	22,100	30,000	29,000	30,000	30,000
Total	620,300	651,000	635,000	642,000	644,000
Rentals					
Dock Lease	14,400	14,000	14,400	14,400	14,400
Franklin Dock	25,300	25,300	25,300	25,300	25,300
Cultural Center	36,400	40,000	40,000	40,000	40,000
Tram Revenues	90,000	90,000	90,000	90,000	90,000
Total	166,100	169,300	169,700	169,700	169,700
Interest - Allocation	101,500	15,000	64,000	64,000	64,000
Other	74,600	72,500	75,000	75,000	75,000
Equity From Fund Balance	710,900	250,000	250,200	-	-
Total Funding Sources	\$ 1,673,400	1,157,800	1,193,900	950,700	952,700

DOCKS

STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>
CLASS TITLE:						
Operations:						
Port Director	1.00	\$ 82,400	1.00	\$ 87,400	1.00	\$ 87,900
Harbormaster (1)	-	-	0.05	3,000	0.05	3,000
Office Manager	0.50	27,900	0.50	29,400	0.50	29,500
Supervisor (1)	0.50	28,800	-	-	-	-
Officer	3.75	178,500	3.75	186,600	3.75	188,300
Seasonal Labor	-	-	-	31,600	-	31,600
Shift Differential	-	200	-	200	-	200
Overtime	-	14,000	-	11,400	-	12,200
Benefits	-	93,800	-	100,800	-	105,400
Total before amendment	5.75	425,600	5.30	450,400	5.30	458,100
Amendment:						
Seasonal Labor	-	31,600	-	-	-	-
Officer	-	-	0.25	11,300	0.25	11,300
Benefits	-	3,000	-	4,200	-	4,400
Total after amendment	5.75	\$ 460,200	5.55	\$ 465,900	5.55	\$ 473,800

(1) Supervisor position was reclassified as Harbormaster and 0.45 FTE of the position was transferred to Harbors

HOSPITAL

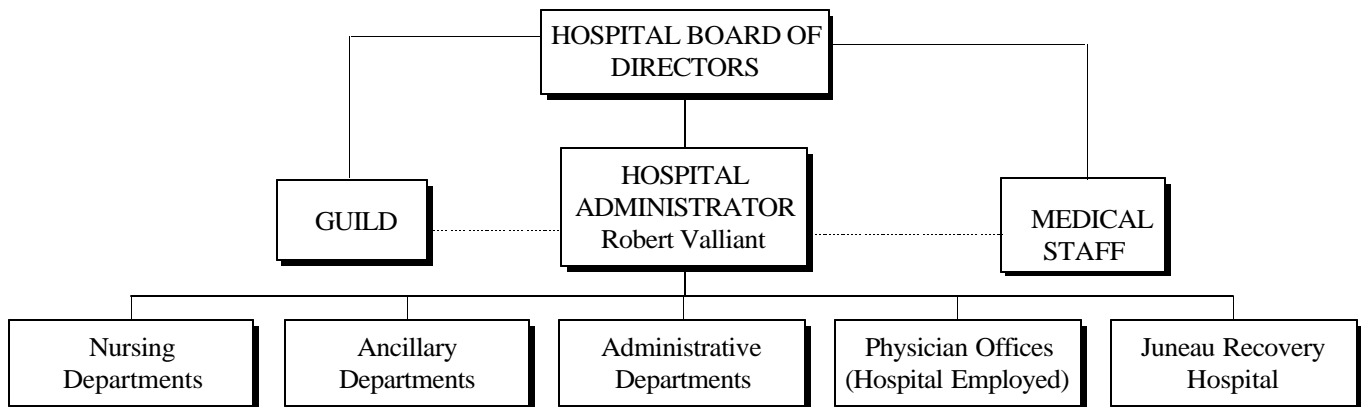
MISSION STATEMENT

Bartlett Regional Hospital is committed to providing Primary Health Care and Health Education to the people and communities of Northern Southeast Alaska in a manner which:

- * Improves the overall health of each community;
- * Emphasizes patient dignity;
- * Makes the best use of the available resources; and
- * Is recognized for excellence.

We want to make sure that the people and communities of Northern Southeast Alaska can depend on Bartlett Regional Hospital for their health care needs.

Our success in this mission will be measured by customer, community, and employee satisfaction; and by financial viability. (Adopted June 23,1992)



NOTES

This page has been left for notes.

HOSPITAL

OVERVIEW

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
EXPENSES:					
Personnel Services	\$ 21,709,500	23,321,900	23,648,100	25,764,100	25,764,100
Commodities and Services	15,038,000	16,693,000	16,462,400	17,156,400	17,157,800
Capital Outlay	973,400	575,000	575,000	788,000	788,000
Debt Service	1,735,300	1,730,400	2,083,300	1,752,000	1,748,100
Support to Capital Projects	2,805,000	1,014,000	1,014,000	1,500,000	1,500,000
Reserves	1,228,500	1,236,000	1,236,000	-	-
Total Expenses	43,489,700	44,570,300	45,018,800	46,960,500	46,958,000
FUNDING SOURCES:					
User Fees	39,560,600	42,021,900	41,933,300	45,088,100	45,088,100
State Grants	580,800	630,000	598,700	593,200	593,200
State Shared Revenues	83,000	74,400	73,600	73,600	73,600
Interest	473,600	427,400	375,000	375,000	375,000
Support from:					
General Fund for bond payment	587,300	588,500	588,500	611,800	610,200
General Fund for Juneau Recovery Unit	205,700	205,700	205,700	205,700	205,700
Liquor Tax	573,700	559,900	559,900	587,900	617,300
Tobacco Excise Tax	267,800	228,100	228,100	239,500	251,500
Equity From (To) Fund Balance	1,157,200	(165,600)	456,000	(814,300)	(856,600)
Total Funding Sources	\$ 43,489,700	44,570,300	45,018,800	46,960,500	46,958,000
STAFFING	311.84	349.73	349.73	358.61	358.61
FUND BALANCE	\$ 2,410,000	2,575,600	1,954,000	2,768,300	3,624,900

BUDGET HIGHLIGHT

The Hospital FY03 Adopted Budget represents an increase of \$2,390,200 (5.4%) from the FY02 Amended Budget. As the Hospital Finance Committee has not approved a FY04 budget yet, the FY03 Adopted Budget has been presented also as the FY04 Approved Budget, except for known revisions in amounts due to and from other funds of CBJ.

The significant budgetary changes include:

FY03

- Personnel services increased \$2,442,200 due to negotiated changes in the wage rates and increases in health and wellness charges.
- Commodities and services increased \$463,400 due to increased workload. Included in this amount is an increase of \$61,000 in insurance due to higher premium costs.
- Capital outlay increased \$213,000 due to additional equipment needs.
- Support to Capital Projects of \$1,500,000 is board designated funding for Project 2005.
- No addition to the reserves is budgeted.

HOSPITAL

STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget
CLASS TITLE:						
Hospital Employees:						
Patient Care Administrator	1.00	105,800	1.00	122,500	1.00	122,500
Human Resources Administrator	1.00	80,100	1.00	98,200	1.00	98,200
Director of Pharmacy	1.00	83,100	1.00	90,700	1.00	90,700
Director of Materials Mgmt	1.00	61,200	1.00	66,000	1.00	66,000
Director of Health Info Mgmt	1.00	59,400	1.00	63,600	1.00	63,600
Director of Social Work Services	0.91	61,200	1.00	71,600	1.00	71,600
Laboratory Manager	1.09	73,500	1.00	71,200	1.00	71,200
Radiology Manager	1.00	70,600	1.00	88,500	1.00	88,500
Facility Manager	1.00	65,200	1.00	68,400	1.00	68,400
Capital Project Manager	1.00	81,400	1.00	85,400	1.00	85,400
Information Systems Mgmt	1.00	66,100	1.00	72,700	1.00	72,700
Communications Systems Manager	-	-	1.00	63,600	1.00	63,600
Respiratory Therapy Manager	1.14	79,200	-	-	-	-
Physical Rehab Manager	1.00	68,100	1.00	71,200	1.00	71,200
Dietary Assistant Manager	1.02	49,000	1.00	52,500	1.00	52,500
Patient Account Manager	1.10	69,300	1.00	78,300	1.00	78,300
Regional Affairs Coordinator	1.00	51,300	-	-	-	-
Controller	1.00	81,600	1.00	86,800	1.00	86,800
OB Supervisor	-	-	0.80	55,300	0.80	55,300
Trauma Coordinator	0.30	19,600	0.30	21,000	0.30	21,000
Nurse Manager	3.51	240,900	3.50	256,300	3.50	256,300
House Supervisor	7.09	519,400	4.78	369,600	4.78	369,600
Patient Education Coordinator	1.00	63,600	1.80	127,700	1.80	127,700
House Supervisor II	-	-	1.07	81,800	1.07	81,800
Utilization Review Coordinator	1.91	122,700	2.00	134,300	2.00	134,300
Nursing System Manager	1.02	73,200	1.00	75,400	1.00	75,400
Quality / Risk Manager	1.00	64,600	1.00	67,800	1.00	67,800
Education Director	1.00	66,600	1.00	71,200	1.00	71,200
Education Coordinator	1.60	96,000	1.65	108,100	1.65	108,100
Quality Assurance Coordinator	0.65	41,800	0.81	54,900	0.81	54,900
Cardiac Rehab Care Coordinator	1.10	73,000	0.68	48,600	0.68	48,600
Clinical Info Sys Coordinator	1.00	70,400	1.00	74,000	1.00	74,000
Clinical Nurse V	6.97	518,600	5.60	386,900	5.60	386,900
Clinical Nurse IV	14.25	951,700	11.75	777,600	11.75	777,600
Clinical Nurse III	33.79	2,146,300	36.73	2,721,400	36.73	2,721,400
Clinical Nurse II	15.76	914,600	13.42	766,800	13.42	766,800
Clinical Nurse I	2.08	98,400	1.84	78,000	1.84	78,000
Licensed Practical Nurse - B	6.11	293,000	6.94	314,200	6.94	314,200
Pharmacist	3.90	302,600	3.76	355,400	3.76	355,400
Physical Therapist	5.21	311,300	5.74	355,600	5.74	355,600
Occupational Therapist	2.31	134,500	2.16	134,800	2.16	134,800
Prosthetics / Orthotics	0.17	10,600	-	-	-	-
Respiratory Therapist	2.18	134,400	2.25	143,500	2.25	143,500
Respiratory Therapy Coordinator	-	-	1.07	71,900	1.07	71,900
Compliance Officer	1.00	52,100	1.00	54,800	1.00	54,800
Dietician	1.00	46,400	1.00	51,600	1.00	51,600
Accountant	1.00	48,100	1.00	50,500	1.00	50,500
Physician Office Billing Manager	1.00	54,100	1.00	66,400	1.00	66,400
Assistant Radiology Manager	1.30	104,000	1.21	110,700	1.21	110,700

HOSPITAL

STAFFING DETAIL - CONTINUED

	FY02 Amended		FY03 Adopted		FY04 Approved	
	<u>No. Pos.</u>	<u>Salary & Benefits Budget</u>	<u>No. Pos.</u>	<u>Salary & Benefits Budget</u>	<u>No. Pos.</u>	<u>Salary & Benefits Budget</u>
CLASS TITLE:						
Hospital Employees:						
Patient Access Services Sup.	1.05	48,600	1.05	51,900	1.05	51,900
Collection Supervisor	1.05	47,700	1.04	49,000	1.04	49,000
Patient Account Supervisor	1.10	51,900	1.10	55,400	1.10	55,400
Physician Office Manager	1.00	42,900	1.99	85,700	1.99	85,700
Social Worker	1.34	65,400	1.67	93,200	1.67	93,200
Social Work Services Associate	2.59	119,600	2.50	127,700	2.50	127,700
Activities Program Coordinator	0.72	26,300	0.53	22,300	0.53	22,300
Laboratory - Med Tech II	5.21	299,700	5.04	309,100	5.04	309,100
Laboratory - Med Tech	7.14	380,900	6.83	391,800	6.83	391,800
Laboratory - Aide	5.53	166,800	0.61	19,400	0.61	19,400
Laboratory - Aide II	-	-	4.15	149,900	4.15	149,900
Histology Tech	-	-	2.05	60,300	2.05	60,300
Histology Assistant	-	-	1.01	33,300	1.01	33,300
OR - Support Tech	4.94	200,200	4.57	233,900	4.57	233,900
Mental Health Assistant I	4.57	160,800	-	-	-	-
Therapy Aide/Clerk	2.01	57,500	2.01	61,300	2.01	61,300
Certified Nursing Asst I	5.48	196,900	2.79	265,500	2.79	265,500
Radiology / EEG Nurse	0.36	19,600	0.36	20,700	0.36	20,700
Radiology Tech III	9.24	518,600	1.19	77,200	1.19	77,200
Radiology Tech II	4.88	253,200	7.35	448,500	7.35	448,500
Nuclear Med Tech II	-	-	1.11	93,900	1.11	93,900
CT Scan Tech II	-	-	1.67	138,900	1.67	138,900
Special Imaging Coordinator	-	-	1.23	85,500	1.23	85,500
Radiology Coordinator	-	-	1.18	74,100	1.18	74,100
Ultrasound Tech III	1.30	79,400	-	-	-	-
Ultrasound Tech II	2.08	107,200	4.10	247,400	4.10	247,400
Health Info Mgmt Tech II	2.51	81,400	2.30	80,700	2.30	80,700
Health Info Mgmt Tech I	6.65	245,600	6.80	277,600	6.80	277,600
Mental Health Assistant II	-	-	5.41	200,500	5.41	200,500
Certified Nursing Asst II	2.96	123,500	13.79	519,700	13.79	519,700
Pharmacy Tech III	1.07	39,400	1.01	42,400	1.01	42,400
Pharmacy Tech II	0.89	32,600	0.96	39,900	0.96	39,900
Pharmacy Tech I	1.69	48,900	1.66	56,000	1.66	56,000
Operations Support Tech	1.00	45,000	-	-	-	-
Network Support Tech	1.00	51,300	1.08	58,200	1.08	58,200
Telecommunications Specialist	1.11	54,400	1.00	50,600	1.00	50,600
Network Administrator	1.00	54,300	2.36	164,100	2.36	164,100
Administrative Assistant	4.10	145,900	3.02	123,500	3.02	123,500
HR Asst	1.00	42,200	1.00	44,300	1.00	44,300
Administrative Clerk	4.00	108,700	3.70	108,900	3.70	108,900
HR Admin Clerk	1.03	28,700	1.00	27,500	1.00	27,500
Patient Accounts Clerk	7.69	260,800	7.79	281,000	7.79	281,000
Physician Billing Clerk	1.50	45,400	3.51	118,000	3.51	118,000
Secretary	1.00	34,400	1.00	31,000	1.00	31,000
Accounting Clerk I	1.00	34,400	1.00	36,800	1.00	36,800
Administrative Clerk II	-	-	2.05	69,600	2.05	69,600
Insurance Verification Clerk	1.02	35,200	1.49	53,700	1.49	53,700
Patient Account Services Clerk	8.48	295,000	8.54	321,400	8.54	321,400

HOSPITAL

STAFFING DETAIL - CONTINUED

	FY02 Amended		FY03 Adopted		FY04 Approved	
	<u>No. Pos.</u>	<u>Salary & Benefits Budget</u>	<u>No. Pos.</u>	<u>Salary & Benefits Budget</u>	<u>No. Pos.</u>	<u>Salary & Benefits Budget</u>
CLASS TITLE:						
Hospital Employees:						
Patient Account Services Spec	2.04	75,600	2.02	81,200	2.02	81,200
Office Receptionist	3.22	91,600	3.22	102,100	3.22	102,100
Buyer	1.82	88,500	1.50	68,500	1.50	68,500
Storeroom Clerk II	1.00	33,500	1.00	34,400	1.00	34,400
Storeroom Clerk I	1.00	29,400	1.00	31,100	1.00	31,100
Accounting Clerk II	1.00	32,600	1.00	35,900	1.00	35,900
Unit Clerk	9.63	316,300	7.81	273,300	7.81	273,300
Surgical Support Tech	1.02	32,800	1.00	34,600	1.00	34,600
Cook	10.78	349,800	6.27	261,500	6.27	261,500
Diet Aide	9.52	301,900	9.27	307,000	9.27	307,000
Lead Security Officer	-	-	1.00	39,200	1.00	39,200
Security Officer	-	-	4.23	131,400	4.23	131,400
Lead Housekeeper	1.00	41,000	1.10	51,100	1.10	51,100
Housekeeper	16.00	503,500	15.90	504,000	15.90	504,000
Housekeeper Aide	0.27	3,600	0.28	4,000	0.28	4,000
Lead Maintenance Mechanic	1.00	50,400	1.02	61,500	1.02	61,500
Bio-Ed Tech	1.00	51,200	1.04	55,200	1.04	55,200
Maintenance Mechanic II	2.23	115,900	2.12	109,300	2.12	109,300
Maintenance Mechanic I	2.23	74,000	2.09	78,000	2.09	78,000
Adult Psychiatrist	3.03	485,600	2.00	340,200	2.00	340,200
Psychologist	1.00	75,700	-	-	-	-
Senior Psychiatrist	0.50	93,400	0.50	98,900	0.50	98,900
Child Psychiatrist	-	-	1.00	172,300	1.00	172,300
Benefits	-	5,496,200	-	6,091,400	-	6,091,400
Total before amendment	318.05	21,771,400	327.83	24,104,700	327.83	24,104,700
Amendment:						
Positions added	0.51	-	-	-	-	-
Total after amendment	318.56	21,771,400	327.83	24,104,700	327.83	24,104,700

HOSPITAL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget
CLASS TITLE:						
Juneau Recovery Hospital						
Nurse Manager	0.50	33,300	0.50	39,300	0.50	39,300
House Supervisor	1.08	69,200	1.02	74,200	1.02	74,200
JRH Administrator	1.00	66,600	1.00	92,700	1.00	92,700
Clinical Nurse III	2.09	137,900	2.85	201,000	2.85	201,000
Clinical Nurse II	1.90	115,300	1.68	102,500	1.68	102,500
Licensed Practical Nurse-B	5.00	197,500	2.75	132,200	2.75	132,200
Clinical Services Coordinator	1.00	48,700	-	-	-	-
Substance Abuse Counselor	5.54	270,200	5.03	282,800	5.03	282,800
Activities Program Coordinator	0.50	16,600	0.40	17,500	0.40	17,500
Mental Health Clinician	1.20	61,400	1.00	61,900	1.00	61,900
Certified Nurse Asst II	-	-	2.11	78,100	2.11	78,100
Emergency Medical Technician	6.92	253,100	5.38	218,000	5.38	218,000
Administrative Assistant	-	-	1.01	44,700	1.01	44,700
Physician Billing Clerk	1.00	34,400	1.00	36,900	1.00	36,900
Administrative Clerk II	1.00	30,300	1.00	38,900	1.00	38,900
Insurance Verification Clerk II	1.00	28,600	1.00	34,800	1.00	34,800
Office Receptionist	1.00	29,100	0.50	15,200	0.50	15,200
Unit Clerk	2.03	65,900	2.05	79,500	2.05	79,500
Senior Psychiatrist	0.50	92,400	0.50	109,200	0.50	109,200
Total before amendment	33.26	1,550,500	30.78	1,659,400	30.78	1,659,400
Amendment:						
Positions deleted	(2.09)	-	-	-	-	-
Total after amendment	31.17	1,550,500	30.78	1,659,400	30.78	1,659,400
Total Hospital Employees	349.73	23,321,900	358.61	25,764,100	358.61	25,764,100
Contract Employees:						
Administrator / CEO	1.00	153,200	1.00	180,000	1.00	180,000
Controller / CFO	1.00	108,900	1.00	114,000	1.00	114,000
Dietary Manager	1.00	53,000	1.00	60,500	1.00	60,500
Total Contract Employees	3.00	315,100	3.00	354,500	3.00	354,500
Total Budget	352.73	\$ 23,637,000	361.61	\$ 26,118,600	361.61	\$ 26,118,600

Benefits are reported in aggregate and are not divided between Bartlett Hospital and Juneau Recovery Hospital.

The FY03 Adopted Budget is presented as the FY04 Approved Budget because the Hospital budgets on an annual basis only.

NOTES

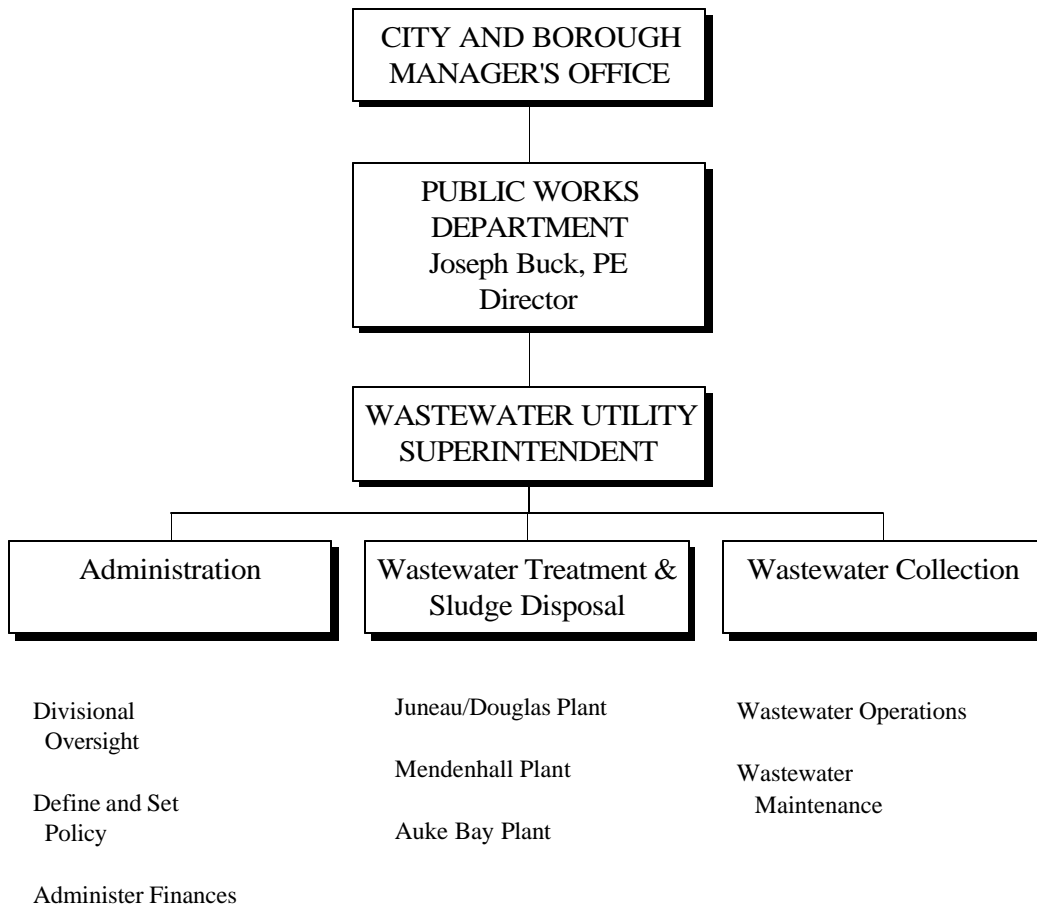
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SEWER

MISSION STATEMENT

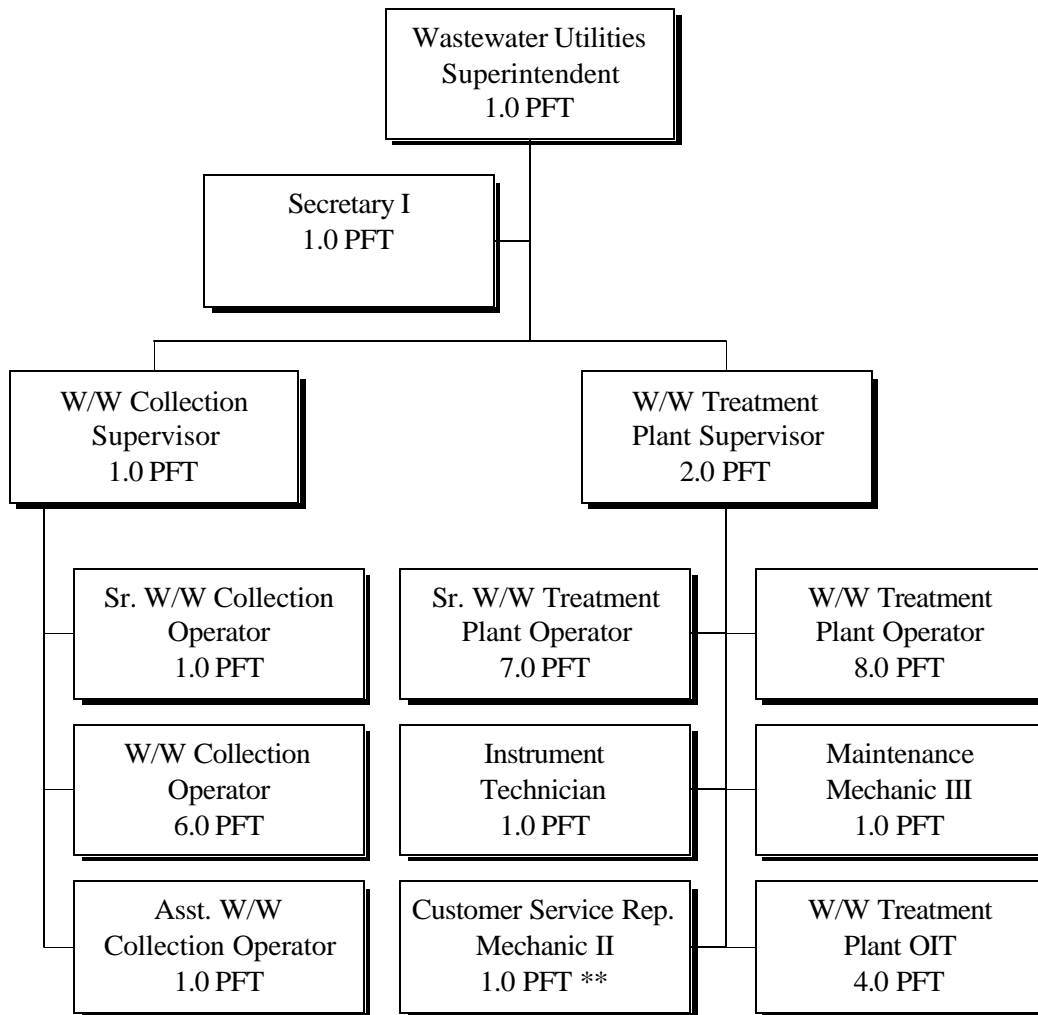
Our mission is to enhance the health and quality of life for the City and Borough of Juneau Wastewater Utility Division's customers by providing them an effective efficient system for collecting, treatment, and disposing of wastewater and its byproducts at a reasonable price while providing customer service in a prompt and courteous manner.

FUNCTIONAL ORGANIZATION CHART



SEWER

STAFFING ORGANIZATION CHART



** Split with Water

See Employment Status in Glossary for definitions of
PFT, PPT, PTL and PS

SEWER

OVERVIEW

		FY02		FY03	FY04
	FY01 Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
EXPENSES:					
Personnel Services	\$ 2,102,900	2,262,400	2,352,700	2,510,900	2,601,700
Commodities and Services	2,464,500	2,593,300	2,439,700	2,826,800	2,766,000
Capital Outlay	108,200	290,500	125,000	239,200	261,000
Debt Service	268,300	555,900	326,900	326,000	324,100
Support to Capital Projects	919,900	4,200	4,200	-	-
Total Expenses	5,863,800	5,706,300	5,248,500	5,902,900	5,952,800
FUNDING SOURCES:					
User Fees and Permits	4,915,800	5,016,400	4,948,600	5,193,600	5,451,100
Interest	140,900	90,000	82,000	82,000	82,000
Equity From Fund Balance	807,100	599,900	217,900	627,300	419,700
Total Funding Sources	\$ 5,863,800	5,706,300	5,248,500	5,902,900	5,952,800
STAFFING	34.50	34.50	34.50	34.30	34.30
FUND BALANCE	\$ 1,352,900	753,000	1,135,000	507,700	88,000

BUDGET HIGHLIGHT

The Public Works Wastewater Division's FY03 Adopted Budget represents an increase of \$196,600 (3.4%) from the FY02 Amended Budget. The FY04 Approved Budget is \$49,900 (0.8%) greater than the FY03 Adopted Budget.

The significant budgetary changes include :

FY03

- Personnel Services increased \$248,500 to reflect increased health costs and position reclassifications.
- Insurance expense increased \$218,800 due to higher general liability.
- Minor equipment purchases decreased \$49,900 as most purchases are expected to take place in FY02.
- Capital Outlay decreased by \$51,300. This is a combination of an increase of \$71,200 in the Collections Division for the purchase of equipment (a new high pressure water jetting trailer unit, spare pumps for Valley court, and an incline grinder for Lemon "A" Lift Pump station and a decrease in construction costs of \$122,500 (only effluent pump acutators instead of the entire effluent pumps are being replaced).

FY04

- Personnel Services increased \$90,800 to reflect step increases for employees and increased health costs.
- Contractual Services decreased \$70,800 as all costs for the new facility plan (\$75,000) will have been expended in FY03.

SEWER

BUDGET HIGHLIGHT - CONTINUED

? Electricity expenses are anticipated to increase by almost \$36,000 with the new Ultra Violet Disinfection System coming on-line.

PROGRAM DESCRIPTION

The Wastewater Utility Division collects human waste, conveys waste to the treatment facilities, biologically treats the waste and disposes of all waste materials generated in the process. To ensure public and environmental safety, this must be done in compliance with EPA and ADEC regulations.

<u>Workload Indicators</u>	<u>FY01 Actuals</u>	<u>FY02 Projected</u>	<u>FY03 Adopted Budget</u>	<u>FY04 Approved Budget</u>
Juneau-Douglas Treatment Plant				
Time met National Pollution Discharge Elimination Permit Requirements	100%	100%	100%	100%
Time incinerated sludge 7 days/wk	100%	100%	100%	100%
Mendenhall Treatment Plant				
Time performed EPA required laboratory testing	100%	100%	100%	100%
Billions gal. wastewater at all treatment facilities	1.658	1.730	1.8	1.8
Millions gal. waste sludge processed at all treatment facilities	17.71	24.0	24.5	24.5
Millions pounds dry sludge	2.51	2.61	2.64	2.64
Wastewater Collection				
Sewer customers	7,744	7,994	8,244	8,350
Lift stations	36	37	37	40
Manholes and cleanouts	2,129	2,179	2,229	2,304
Miles of sewer lines cleaned	116	118	120	125
Manholes reconstructed	37	40	55	60
Miles mainlines jet cleaned	65	65	65	70

FY03 & FY04 GOALS AND OBJECTIVES

Mendenhall Plant

GOAL

REPLACE EXISTING EFFLUENT VALVE ACTUATORS.

Objectives

Reduce high costs associated with maintenance and operation of existing effluent valves system.
Fewer plant upsets, call outs, and emergency repairs

*Projected
Completion Date*

05/03

SEWER

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

<u>Key Measures</u>	<u>FY01 Actuals</u>	<u>FY02 Projected</u>	<u>FY03 Adopted Budget</u>	<u>FY04 Approved Budget</u>
Progress of project	-	Plan project & get materials	Complete	-

GOAL

IMPROVE INFLUENT PUMP OPERATIONS.

<u>Objectives</u>	<u>Projected Completion Date</u>
Install variable frequency drives (VFD) on all five influent valves to improve calculated flow, decreasing damage to pumps and check valves.	11/04

<u>Key Measures</u>	<u>FY01 Actuals</u>	<u>FY02 Projected</u>	<u>FY03 Adopted Budget</u>	<u>FY04 Approved Budget</u>
Progress of project	-	-	Plan project & get materials	Complete

Juneau-Douglas Plant

GOAL

CLEAN THE DIGESTER

<u>Objectives</u>	<u>Projected Completion Date</u>
Remove capacity-robbing sand and gravel from the digester and correct piping deficiencies.	04/03

<u>Key Measures</u>	<u>FY01 Actuals</u>	<u>FY02 Projected</u>	<u>FY03 Adopted Budget</u>	<u>FY04 Approved Budget</u>
Progress of project	-	Plan project & get materials	Complete	-

GOAL

RECONDITION ONE OF THE TWO CLARIFIERS.

<u>Objectives</u>	<u>Projected Completion Date</u>
Rehabilitate the clarifier mechanism and sweep arms for future years of service.	05/04

<u>Key Measures</u>	<u>FY01 Actuals</u>	<u>FY02 Projected</u>	<u>FY03 Adopted Budget</u>	<u>FY04 Approved Budget</u>
Progress of project	-	-	Plan project & get materials	Complete

SEWER

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

GOAL

RECONDITION THE SECOND OF THE TWO CLARIFIERS.

Objectives

Rehabilitate the clarifier mechanism and sweep arms for future years of service.

*Projected
Completion Date*
10/05

<u>Key Measures</u>	<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
Progress of project	-	-	-	Plan project & get materials (completed in FY05)

Wastewater Collections

GOAL

REMODEL ABF BUILDING/CONSTRUCT NEW OFFICES

Objectives

Obtain needed shop and office space for Wastewater Collections Sections

*Projected
Completion Date*
03/04

<u>Key Measures</u>	<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
Progress of project	-	Plan	Plan & get materials	Complete

GOAL

UPGRADE OUTER DRIVE LIFT STATION.

Objectives

Install new force line, variable frequency devices (VFD) with control panels to maintain cost efficient pumping

*Projected
Completion Date*
11/03

<u>Key Measures</u>	<i>FY01 Actuals</i>	<i>FY02 Projected</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
Progress of project	-	Plan & evaluate	Construction	Complete

SEWER

EXPENSES

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
PROGRAMS:					
Wastewater Treatment and Sludge Disposal					
Personnel Services	\$ 2,102,900	2,262,400	2,352,700	2,510,900	2,601,700
Commodities and Services	2,464,500	2,593,300	2,439,700	2,826,800	2,766,000
Capital Outlay	108,200	290,500	125,000	239,200	261,000
Total	<u>4,675,600</u>	<u>5,146,200</u>	<u>4,917,400</u>	<u>5,576,900</u>	<u>5,628,700</u>
Debt Service	<u>268,300</u>	<u>555,900</u>	<u>326,900</u>	<u>326,000</u>	<u>324,100</u>
Support to Capital Projects	<u>919,900</u>	<u>4,200</u>	<u>4,200</u>	<u>-</u>	<u>-</u>
Total Expenses	<u>\$ 5,863,800</u>	<u>5,706,300</u>	<u>5,248,500</u>	<u>5,902,900</u>	<u>5,952,800</u>

FUNDING SOURCES

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
CLASSIFICATION:					
User Fees and Permits:					
Sewer Service	\$ 4,905,300	4,973,900	4,906,100	5,151,100	5,408,600
Miscellaneous Fees	10,500	42,500	42,500	42,500	42,500
Total	<u>4,915,800</u>	<u>5,016,400</u>	<u>4,948,600</u>	<u>5,193,600</u>	<u>5,451,100</u>
Interest	<u>140,900</u>	<u>90,000</u>	<u>82,000</u>	<u>82,000</u>	<u>82,000</u>
Equity (To) From Fund Balance	<u>807,100</u>	<u>599,900</u>	<u>217,900</u>	<u>627,300</u>	<u>419,700</u>
Total Funding Sources	<u>\$ 5,863,800</u>	<u>5,706,300</u>	<u>5,248,500</u>	<u>5,902,900</u>	<u>5,952,800</u>

SEWER

STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	<u>No. Pos.</u>	<u>Salary & Benefits Budget</u>	<u>No. Pos.</u>	<u>Salary & Benefits Budget</u>	<u>No. Pos.</u>	<u>Salary & Benefits Budget</u>
CLASS TITLE:						
Wastewater Treatment and Sludge Disposal:						
Wastewater Superintendent	1.00	\$ 63,500	1.00	\$ 59,300	1.00	\$ 61,500
Wastewater Treatment Plant Supervisor (1)	1.00	54,200	2.00	126,000	2.00	128,600
Wastewater Treatment Plant Foreman (1)	2.00	119,200	-	-	-	-
Senior Wastewater Treatment Plant Operator (2)	6.00	305,800	5.00	271,100	5.00	276,800
Wastewater Treatment Plant Operator (3)	11.00	483,900	10.80	509,000	10.80	523,300
Electronics Technician	1.00	46,100	1.00	48,800	1.00	50,900
Wastewater Treatment Plant Assistant Operator	-	-	-	-	-	-
Wastewater Treatment Plant Operator In Training (4)	2.00	64,100	1.00	30,800	1.00	32,000
Wastewater Collection Supervisor (1)	-	-	1.00	63,600	1.00	64,200
Senior Wastewater Collection Operator (2)	1.00	53,500	2.00	110,700	2.00	113,500
Wastewater Collection Operator (4)	6.00	257,400	7.00	335,900	7.00	345,800
Wastewater Collection Operator In Training	1.00	35,700	1.00	40,300	1.00	41,800
Wastewater Treatment Plant Mechanic	-	-	1.00	43,700	1.00	45,300
Maintenance Mechanic II	-	-	0.50	27,500	0.50	28,200
Maintenance Mechanic	1.50	65,000	-	-	-	-
Secretary I	1.00	35,500	1.00	36,800	1.00	37,300
Overtime	-	102,400	-	109,400	-	115,400
Benefits	-	543,200	-	636,900	-	674,800
Vacancy Factor	-	(44,500)	-	(23,000)	-	(23,800)
Work Force	-	77,400	-	84,100	-	86,100
Total Budget	<u>34.50</u>	<u>\$ 2,262,400</u>	<u>34.30</u>	<u>\$ 2,510,900</u>	<u>34.30</u>	<u>\$ 2,601,700</u>

(1) One Treatment Plant Foreman reclassified to Treatment Plant Supervisor and another reclassified to Collections Supervisor.

(2) Senior Treatment Plant Operator reclassified to Senior Collection Operator.

(3) Full-time Treatment Plant Operator position reclassified to Permanent Part-time position.

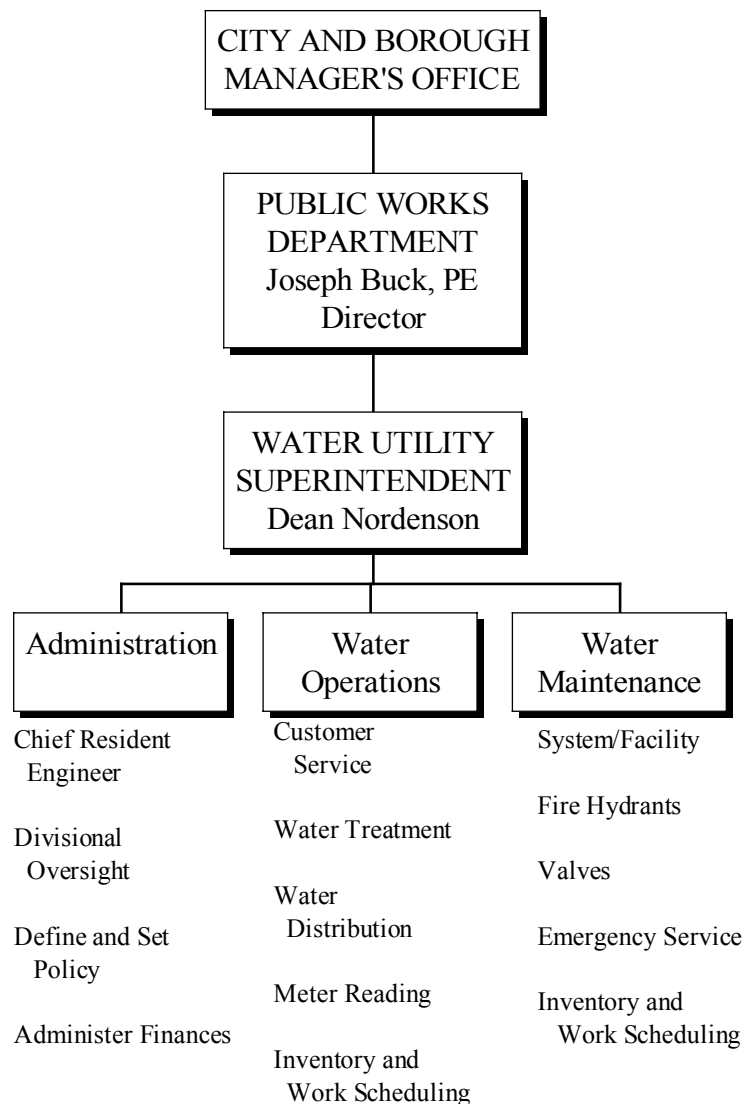
(4) Treatment Plant Operator In Training reclassified to Collection Operator.

WATER

MISSION STATEMENT

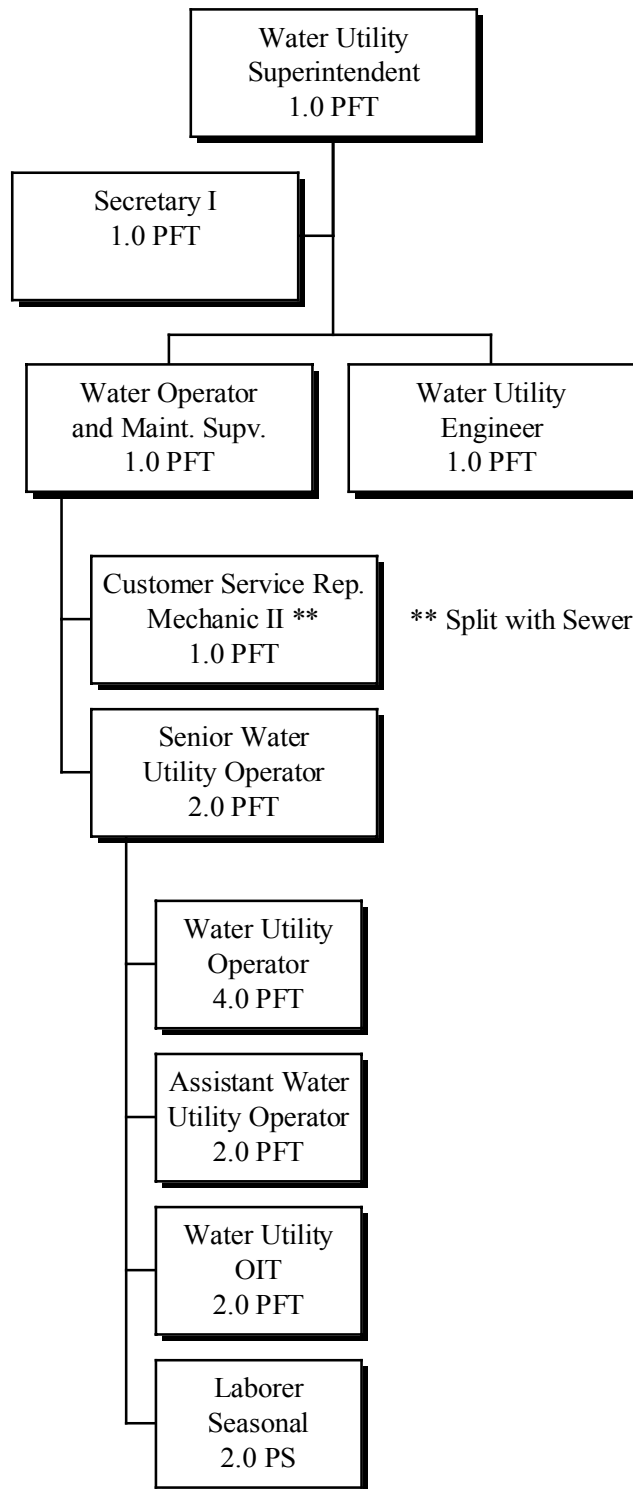
The purpose of the Water Utility is to insure that the collection, treatment, storage, transmission and distribution of water is done in a professional manner which protects the public's health requirements. To provide potable water that is satisfactory for drinking in its physical, chemical and biological characteristics. To produce adequate quantities of water to meet the demands for consumption and fire suppression in a cost-effective manner that preserves the public's investment in the Areawide Water System.

FUNCTIONAL ORGANIZATION CHART



WATER

STAFFING ORGANIZATION CHART



See Employment Status in Glossary for definitions of PFT, PPT, PTL and PS

WATER

OVERVIEW

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
EXPENSES:					
Personnel Services	\$ 955,200	1,017,200	1,016,900	1,120,200	1,160,500
Commodities and Services	932,000	964,900	927,300	1,053,600	1,090,800
Capital Outlay	11,100	35,000	35,000	40,000	40,000
Debt Service	128,800	410,500	240,500	233,200	237,400
Reserve Contribution	-	150,000	150,000	200,000	200,000
Support to Capital Projects	868,000	299,400	299,400	201,000	130,300
Total Expenses	2,895,100	2,877,000	2,669,100	2,848,000	2,859,000
FUNDING SOURCES:					
User Fees and Permits	2,605,600	2,617,000	2,625,000	2,647,000	2,658,000
Interest	275,100	160,000	201,000	201,000	201,000
Equity (To) From Fund Balance	14,400	100,000	(156,900)	-	-
Total Funding Sources	\$ 2,895,100	2,877,000	2,669,100	2,848,000	2,859,000
STAFFING	15.52	15.52	15.52	15.50	15.50
FUND BALANCE	\$ 1,642,100	1,542,100	1,799,000	1,799,000	1,799,000

BUDGET HIGHLIGHT

The Public Works Water Utility FY03 Adopted Budget represents a decrease of \$29,000 (1.0%) from the FY02 Amended Budget. The FY04 Approved Budget represents an increase of \$11,000 (0.4%) from the FY03 Adopted Budget.

The significant budgetary changes include:

FY03

- Personnel Services increased \$103,000 to reflect increases in health care costs.
- Supplies increased by \$13,500 as prices for most materials and commodities have increased.
- Electricity has increased \$10,000 to account for the introduction of the new Lena Point pump station. FY03 will be the first entire year that the pump station will be in use.
- Property insurance has increased \$19,200 due to increased coverage.
- General Liability insurance has increased \$42,000 as insurance premiums have increased.
- Debt Service costs have decreased \$177,300 due to the removal of the unused loan from the State of Alaska for the Lena Point project. The project was eventually funded by a grant from the State.
- The Water Utility will be requesting a rate increase of 5% for FY03. This would be the first increase in over ten years.

WATER

BUDGET HIGHLIGHT - CONTINUED

FY04

- There are no significant changes between the FY04 Approved Budget and FY03 Adopted Budget.
-

PROGRAM DESCRIPTION

Administration

Four people, the Superintendent, Resident Engineer, Maintenance and Operations Supervisor, and the Divisional Secretary provide the Water Utility Administration. The primary duties include oversight of the maintenance and operations of the area wide water system, insuring compliance with current ADEC and EPA water regulations, developing expenditure and revenue flow, project management, construction review and public relations. In addition it serves as the focal point for news releases, regulatory agency submittals, public education programs, and short and long term planning.

Maintenance

The Maintenance section is administered by the Maintenance and Operations Supervisor and consists of seven full time employees. They are required to prepare and implement a maintenance program which insures the dependability and prolonged life of the area wide water system. This includes field maintenance of all transmission and service lines, valves, fire hydrants, and other appurtenances. Also included is working with local contractors and other utilities on water related projects. All minor in-house construction and betterment projects are done by the maintenance staff. Additional duties include leak detection, updating as-built drawings and maps, parts inventory, and maintaining a computer database mapping system.

Operations

The Operations section is also administered by the Maintenance and Operations Supervisor and has 4.5 permanent employees. One staff member is shared with the Wastewater Utility for customer service. They perform the collection, treatment, and insure availability of water that meets all current federal, state, and local requirements for potable water. They are responsible for the accurate accounting of all water supplied to the community annually. They take samples for testing from throughout the system daily as well as monitor and record data from the pump stations, reservoirs, and the distribution system both in the field and with the SCADA system. They maintain and read all meters each month, are responsible for handling of delinquent accounts, turning services on and off. Additional duties include answering billing questions, investigation of high/low consumption, and supplying and maintaining an extensive inventory of parts for new customer hook-up.

WATER

PROGRAM DESCRIPTION – CONTINUED

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
	<i>Actuals</i>	<i>Projected</i>	<i>Adopted</i>	<i>Approved</i>
<u>Workload Indicators</u>			<u>Budget</u>	<u>Budget</u>
Miles of transmission lines	160	162	162	164
Miles of service lines	41	42	42	42
Reservoirs	8	9	9	9
Pump stations/pumps	7/15	8/17	8/17	8/17
Treatment facilities/pumps	2/3	2/3	2/3	2/3
Wells/pumps	5/5	5/5	5/5	5/5
Fire hydrants	1,210	1,225	1,230	1,235
Fire hydrant valves	1,210	1,225	1,230	1,235
Mainline valves	3,060	3,075	3,080	3,080
Service valves	6,900	6,950	6,975	7,000
Meters	1,075	1,100	1,100	1,100
Transmitters	915	950	1,000	1,000
Customer accounts	7,000	7,025	7,050	7,050
Reservoir capacity Millions of gallons	12.6	13.6	13.6	13.6
Millions of gallons of water treated/processed per day	3.75	3.75	3.80	3.80
Millions of gallons of water treated/processed per month	114.5	115	116	116
Billions of gallons of water treated/processed per year	1.36	1.37	1.38	1.38

FY03 & FY04 GOALS AND OBJECTIVES

GOAL

TO COMPLETE THE EXPANSION AND REMODELING OF THE EXISTING WATER UTILITY FACILITIES AT LEMON CREEK

<u>Objectives</u>	<i>Projected</i>
	<u>Completion Date</u>
Provide adequate restroom and shower facilities for our staff and others that use the building.	08/03
Provide a lunchroom for our employees that meets acceptable standards for its use.	08/03
Provide safe and well-ventilated shop space with a clean well lighted building for crews to do repair work in and at the same time improves our storage space for our parts inventory.	08/03

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
	<i>Actuals</i>	<i>Projected</i>	<i>Adopted</i>	<i>Approved</i>
<u>Key Measures</u>			<u>Budget</u>	<u>Budget</u>
Planning and Construction	10%	40%	45%	5%
New Inventory location	-	80%	15%	5%
In-house repairs and work	50%	30%	15%	5%

GOAL

CONTINUE TO REVIEW AND TRY AND IMPROVE OUR USE OF ELECTRONIC EQUIPMENT FOR OPERATIONS OF THE AREA WIDE WATER SYSTEM.

<u>Objectives</u>	<i>Projected</i>
	<u>Completion Date</u>
Continue with the review of the possibilities of using a GPS survey and retrieval system for field location of appurtenances. This will depend on the success of the on going CBJ program which is currently using this technology.	10/04

WATER

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

Continue to review automated methods for quality testing within the water system. This could lead

to reduced costs in the future and will be an expanding area of new technology.

Start the review process for future SCADA and meter reading upgrades and system refinement.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Key Measures</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Review GPS equipment	-	15%	30%	55%
Investigate automated testing	-	10%	40%	50%
Review SCADA meter equipment	-	15%	20%	65%

GOAL

TO CONTINUE TO MEET AND EXCEED ALL OF THE RIGID NEW REQUIREMENTS SET FORTH IN THE FEDERAL SAFE DRINKING WATER ACT AND TO ASSURE THE PUBLIC THAT THIS IS ONE OF THE SAFEST AND BEST RUN UTILITIES IN THE US. KEEP THE PUBLIC INFORMED OF OUR OPERATIONS AND SERVICES.

Objectives

*Projected
Completion Date*

Complete and improve upon the mandated Consumer Confidence Report. This will be an ongoing task for the foreseeable future.

Complete all water testing and reporting in a timely and satisfactory manner.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Key Measures</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Consumer Confidence reports	16,500	16,500	16,500	16,500
Water sampling/testing	3,700	3,750	3,750	3,750
Regulatory/testing reports	580	580	580	590

GOAL

SEE THAT STAFF IS WELL TRAINED IN THEIR JOB PERFORMANCE AND THE USE OF MODERN TECHNOLOGY.

Objectives

*Projected
Completion Date*

Provide the tools and training needed for staff to pass all required Federal and State certification programs and to maintain their certificates.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Key Measures</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Staff currently in Upward Mobility	6	3	3	2
Staff that complete Upward Mobility	7	10	10	11
Training hours	650	650	700	700

WATER

EXPENSES

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
PROGRAMS:					
Operations:					
Personnel Services	\$ 955,200	1,017,200	1,016,900	1,120,200	1,160,500
Commodities and Services	932,000	964,900	927,300	1,053,600	1,090,800
Capital Outlay	11,100	35,000	35,000	40,000	40,000
Total	1,898,300	2,017,100	1,979,200	2,213,800	2,291,300
Debt Service	128,800	410,500	240,500	233,200	237,400
Reserve Contribution	-	150,000	150,000	200,000	200,000
Support to CIP	868,000	299,400	299,400	201,000	130,300
Total Expenses	\$ 2,895,100	2,877,000	2,669,100	2,848,000	2,859,000

FUNDING SOURCES

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
CLASSIFICATION:					
User Fees and Permits:					
Water Service	\$ 2,593,100	2,600,000	2,613,000	2,634,000	2,644,000
Miscellaneous Fees	12,500	17,000	12,000	13,000	14,000
Total	2,605,600	2,617,000	2,625,000	2,647,000	2,658,000
Interest Allocation	275,100	160,000	201,000	201,000	201,000
Equity (To) From Fund Balance	14,400	100,000	(156,900)	-	-
Total Funding Sources	\$ 2,895,100	2,877,000	2,669,100	2,848,000	2,859,000

WATER

STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	No. <u>Pos.</u>	Salary & Benefits <u>Budget</u>	No. <u>Pos.</u>	Salary & Benefits <u>Budget</u>	No. <u>Pos.</u>	Salary & Benefits <u>Budget</u>
CLASS TITLE:						
Operations:						
Utility Superintendent	1.00	\$ 73,900	1.00	\$ 73,900	1.00	\$ 74,800
Civil Engineer III	1.00	65,000	1.00	67,000	1.00	69,500
Utilities Foreman	1.00	61,300	1.00	62,900	1.00	64,200
Senior Water Utilities Operator	2.00	98,200	2.00	101,900	2.00	105,900
Water Utilities Operator	3.00	140,700	6.00	275,800	6.00	284,100
Assist. Water Utilities Operator	2.00	74,400	2.00	81,300	2.00	84,300
Water Utilities Operator In Training	3.00	112,800	1.00	33,500	1.00	34,700
Maintenance Mechanic II	0.50	25,200	0.50	27,600	0.50	28,200
Laborer (1)	1.02	28,500	-	-	-	-
Secretary I	1.00	31,500	1.00	33,300	1.00	34,500
Overtime	-	39,200	-	47,100	-	47,100
Vacancy Factor	-	(20,800)	-	(11,300)	-	(11,700)
Benefits	-	242,900	-	281,200	-	298,300
Work Force	-	44,400	-	46,000	-	46,600
Total Budget	<u>15.52</u>	<u>\$ 1,017,200</u>	<u>15.50</u>	<u>\$ 1,120,200</u>	<u>15.50</u>	<u>\$ 1,160,500</u>

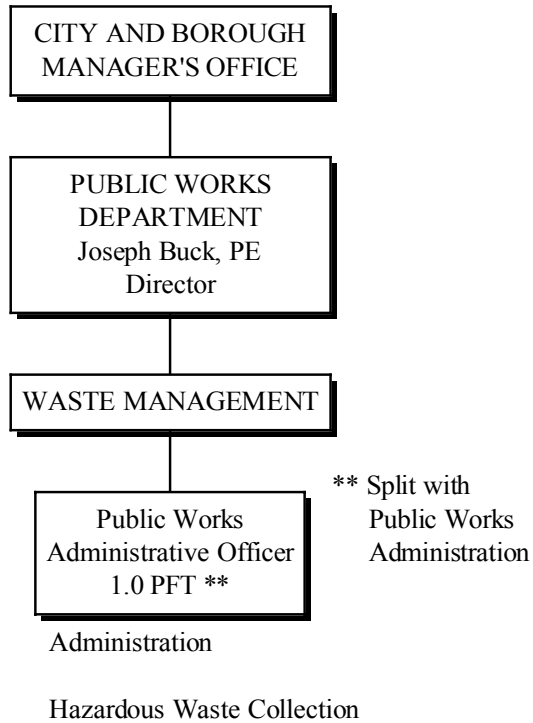
(1) Temporary Laborer positions reclassified as Water Utilities Operator in Training.

WASTE MANAGEMENT

MISSION STATEMENT

The mission of the Waste Management Program is to eliminate improper disposal of hazardous wastes through public education, convenient collection, and safe disposal of these materials.

FUNCTIONAL AND STAFFING ORGANIZATION CHART



NOTES

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WASTE MANAGEMENT

OVERVIEW

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
EXPENSES:					
Personnel Services	\$ 24,200	25,800	25,800	29,000	29,400
Commodities and Services	436,000	486,400	480,400	504,800	505,300
Capital Outlay	92,600	-	-	-	-
Total Expenses	552,800	512,200	506,200	533,800	534,700
FUNDING SOURCES:					
User Fees	530,600	515,400	562,000	535,000	535,000
Interest Income	43,200	27,400	25,000	25,000	25,000
Equity (to) Fund Balance	(21,000)	(30,600)	(80,800)	(26,200)	(25,300)
Total Funding Sources	\$ 552,800	512,200	506,200	533,800	534,700
STAFFING	0.35	0.25	0.25	0.25	0.25
FUND BALANCE	\$ 422,200	452,800	503,000	529,200	554,500

BUDGET HIGHLIGHT

The Public Works Waste Management's FY03 Adopted Budget represents an increase of \$21,600 (4.2%) over the FY02 Amended Budget. The FY04 Approved Budget represents an increase of \$900 (0.002%) over the FY03 Adopted Budget.

The significant budgetary changes include:

FY03

- Personnel Services increased \$3,200 to reflect increases in health care costs.
- Supplies increased by \$15,900 to purchase parts and maintenance of the recycling baler.
- There was a \$12,000 reduction in advertising.

FY04

- The FY04 Approved Budget has no significant changes from the FY03 Adopted Budget.

WASTE MANAGEMENT

PROGRAM DESCRIPTION

The Waste Management Program collects and disposes of hazardous waste not accepted at the landfill.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
No. of events per year	7	7	7	7
Average number vehicles dropping off at each event	272	290	305	315
Average pounds hazardous waste turned in each event	28,624	30,000	32,000	34,000

FY03 & FY04 GOALS AND OBJECTIVES

GOAL

IMPROVE HAZARDOUS WASTE SERVICES BY CONTINUED ADVERTISING AND INFORMATION DISSEMINATION.

<u>Objectives</u>	<i>Projected Completion Date</i>			
Put ads in the newspapers and on the CBJ web site announcing hazardous waste collection and recycling events; install a sign at the collection location announcing the next waste collection event	Ongoing			
<u>Key Measures</u>	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Post sign at PW Warehouse on Commercial Blvd. announcing next hazardous waste event	Completed 06/01	Sign updated after each event	Sign updated after each event	Sign updated after each event
# of newspaper ads	3	3	3	3

WASTE MANAGEMENT

STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
CLASS TITLE:	<u>No.</u> <u>Pos.</u>	<u>Salary & Benefits Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary & Benefits Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary & Benefits Budget</u>
PW Admin Officer	0.25	15,200	0.25	15,700	0.25	15,700
Benefits	-	4,400	-	4,900	-	5,100
Workforce	-	6,200	-	8,400	-	8,600
Total Budget	<u>0.25</u>	<u>\$ 25,600</u>	<u>0.25</u>	<u>\$ 29,000</u>	<u>0.25</u>	<u>\$ 29,400</u>

NOTES

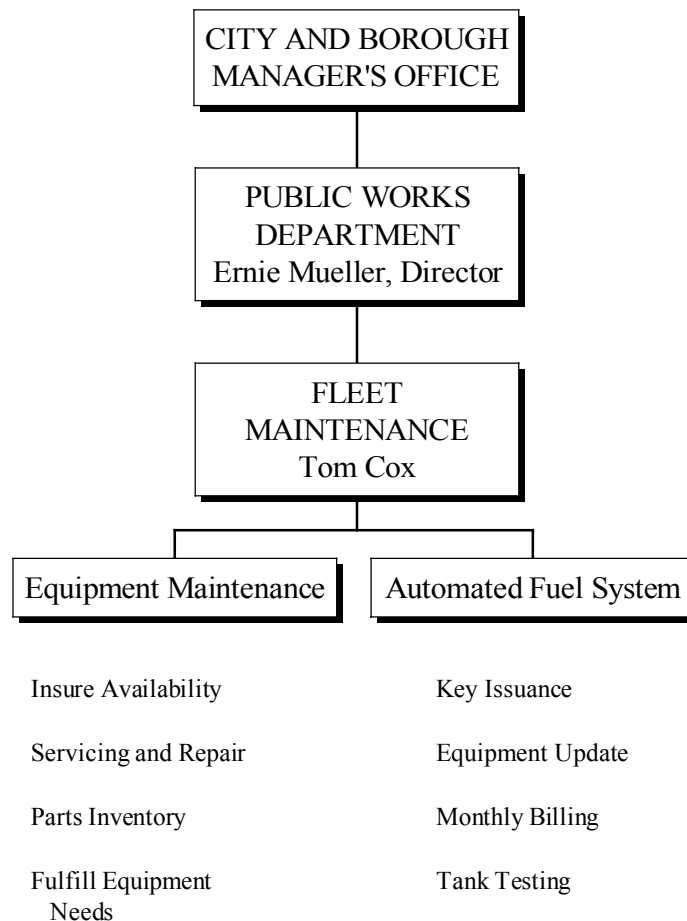
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PUBLIC WORKS FLEET MAINTENANCE

MISSION STATEMENT

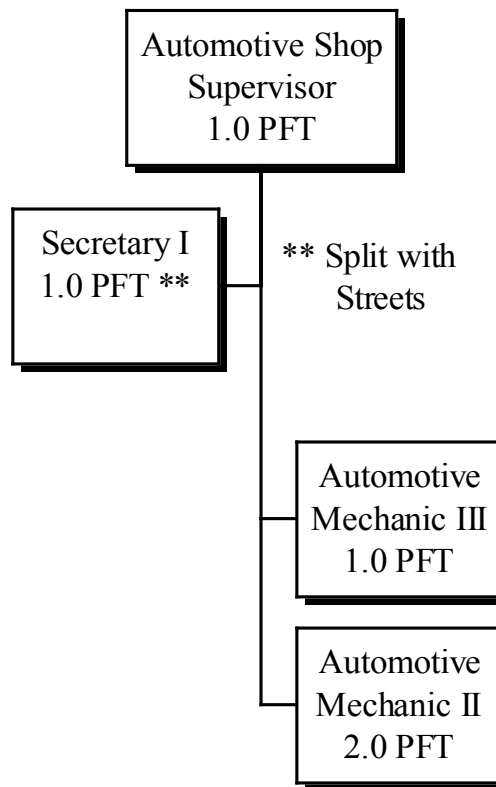
Public Works Fleet Maintenance provides preventive maintenance and repair of public works automotive equipment. This work will protect the public's investment in these resources and provide safe and dependable units using cost effective methods so that City employees can perform with a minimum of downtime. Public Works Fleet Maintenance also provides the City with an automated fuel system at two locations.

FUNCTIONAL ORGANIZATION CHART



PUBLIC WORKS FLEET MAINTENANCE

STAFFING ORGANIZATION CHART



See Employment Status in Glossary for definitions of
PFT, PPT, PTL and PS

PUBLIC WORKS FLEET MAINTENANCE

OVERVIEW

	FY01	FY02		FY03	FY04
	Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
EXPENSES:					
Personnel Services	\$ 263,200	285,700	286,700	304,800	312,700
Commodities and Services	577,200	624,400	604,200	626,700	635,100
Capital Outlay	-	8,000	6,000	3,500	-
Total Expenses	840,400	918,100	896,900	935,000	947,800
FUNDING SOURCES:					
Intergovernmental User Fees	917,700	902,200	893,400	958,300	972,000
Equity (to) from Fund Balance	(77,300)	15,900	3,500	(23,300)	(24,200)
Total Funding Sources	\$ 840,400	918,100	896,900	935,000	947,800
STAFFING	4.50	4.50	4.50	4.50	4.50
FUND BALANCE	N/A	N/A	N/A	N/A	N/A

Public Works Fleet Maintenance is a component of Public Works Fleet. See the Public Works Fleet fund balance in the "Changes in Fund Balances" schedule.

BUDGET HIGHLIGHT

The Public Works Fleet Maintenance Fund FY03 Adopted Budget represents an increase of \$16,900 (1.8%) from the FY02 Amended Budget. The FY04 Approved Budget is \$12,800 (1.4%) greater than the FY03 Adopted Budget

The significant budgetary changes include:

FY03

- Personnel services increased \$19,100 to reflect negotiated changes in the wage rates and increases in health care costs.
- Materials and commodities decreased \$15,000 due to planned reduction of spare parts.
- Insurance charges increased \$5,200 due to higher premium cost for all insurance coverage.
- Fuel increased \$6,800 due to projected increase in departmental usage.

FY04

- No material changes from FY03 to FY04

PUBLIC WORKS FLEET MAINTENANCE

PROGRAM DESCRIPTION

The Public Works Fleet Maintenance Division supervises, manages and performs the maintenance and repair of all Public Works owned vehicles, off-road equipment, standby generators and automated fuel-dispensing system. The division also provides technical assistance to departments in developing equipment related specifications, system and equipment design and failure analysis.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Light duty trucks and vans	41	44	44	43
Medium and heavy duty trucks	18	21	20	19
Off-road vehicles and equipment	43	42	42	42
Trailers	8	12	12	12
Attachments	97	97	98	98
Emergency standby generators	26	28	28	29
Fuel dispensing tanks	6	6	6	6
Fuel dispensing units	8	8	8	8

FY03 & FY04 GOALS AND OBJECTIVES

GOAL

PURCHASE A MULTI-USE TRUCK TO TAKE THE PLACE OF TWO TRUCKS BEING USED BY PW WASTEWATER UTILITIES.

<u>Objectives</u>	<i>Projected Completion Date</i>
Eliminate the need for a standby dump truck to haul sludge. Utilize division's tanker truck Efficiently.	07/03

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Key Measures</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Number of class 8 trucks.	4	4	3	2

PUBLIC WORKS FLEET MAINTENANCE

EXPENSES

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
PROGRAMS:					
Equipment Maintenance:					
Personnel Services	\$ 254,400	277,200	278,900	295,700	303,400
Commodities and Services	269,600	309,900	299,200	303,400	309,000
Capital Outlay	-	8,000	6,000	3,500	-
Total	524,000	595,100	584,100	602,600	612,400
Automated Fuel System:					
Personnel Services	8,800	8,500	7,800	9,100	9,300
Commodities and Services	307,600	314,500	305,000	323,300	326,100
Total	316,400	323,000	312,800	332,400	335,400
Total Expenses	\$ 840,400	918,100	896,900	935,000	947,800

FUNDING SOURCES

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
CLASSIFICATIONS:					
Intergovernmental User Fees:					
Equipment Maintenance	\$ 549,600	575,900	549,000	591,800	601,700
Automated Fuel System	346,200	309,800	330,900	345,200	348,600
Generator Maintenance	21,900	16,500	13,500	21,300	21,700
Total	917,700	902,200	893,400	958,300	972,000
Equity (to) from Fund Balance	(77,300)	15,900	3,500	(23,300)	(24,200)
Total Funding Sources	\$ 840,400	918,100	896,900	935,000	947,800

PUBLIC WORKS FLEET MAINTENANCE

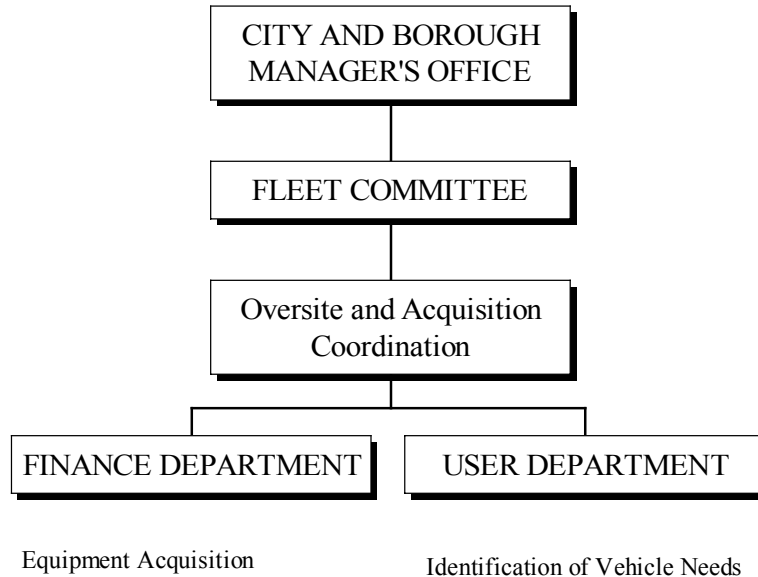
STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	<u>No. Pos.</u>	<u>Salary & Benefits Budget</u>	<u>No. Pos.</u>	<u>Salary & Benefits Budget</u>	<u>No. Pos.</u>	<u>Salary & Benefits Budget</u>
CLASS TITLE:						
Equipment Maintenance:						
Secretary I	0.40	\$ 13,300	0.40	\$ 13,800	0.40	\$ 14,000
Automotive Shop Foreman	0.95	54,200	0.95	55,700	0.95	56,000
Automotive Mechanic III	1.00	50,200	1.00	51,500	1.00	51,700
Automotive Mechanic II	2.00	83,300	2.00	87,600	2.00	90,200
Overtime	-	8,000	-	8,000	-	8,000
Benefits	-	68,200	-	79,100	-	83,500
Total	<u>4.35</u>	<u>277,200</u>	<u>4.35</u>	<u>295,700</u>	<u>4.35</u>	<u>303,400</u>
Fuel System:						
Secretary I	0.10	3,300	0.10	3,400	0.10	3,500
Automotive Shop Foreman	0.05	2,900	0.05	2,900	0.05	2,900
Overtime	-	200	-	200	-	200
Benefits	-	2,100	-	2,600	-	2,700
Total	<u>0.15</u>	<u>8,500</u>	<u>0.15</u>	<u>9,100</u>	<u>0.15</u>	<u>9,300</u>
Total Budget	<u>4.50</u>	<u>\$ 285,700</u>	<u>4.50</u>	<u>\$ 304,800</u>	<u>4.50</u>	<u>\$ 312,700</u>

EQUIPMENT ACQUISITION FUND

MISSION STATEMENT

The Equipment Acquisition Fund will determine ways of reducing the cost of equipment acquisition through better management, coordination and planning. Identify and develop a balance between meeting CBJ's long term equipment acquisition needs with available funding sources.



NOTES

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EQUIPMENT ACQUISITION FUND

OVERVIEW

	FY01 Actuals	FY02		FY03 Adopted Budget	FY04 Approved Budget
		Amended Budget	Projected Actuals		
EXPENSES:					
Interdepartmental Charges	\$ 28,100	28,700	28,700	32,500	33,200
Commodities and Services	6,700	-	1,000	-	-
Capital Outlay	1,240,200	1,229,400	1,334,500	1,115,700	1,500,500
Support to Capital Projects	-	-	-	191,000	-
Total Expenses	1,275,000	1,258,100	1,364,200	1,339,200	1,533,700
FUNDING SOURCES:					
Contributions from departments	1,015,600	987,000	987,000	972,600	993,900
Interest Income	183,400	120,000	121,000	121,000	121,000
Federal Grant	-	90,000	78,600	-	-
Gain on Equipment Sales	34,900	15,000	7,000	53,000	25,000
Usage of Reserve	41,100	46,100	170,600	192,600	393,800
Total Funding Sources	\$ 1,275,000	1,258,100	1,364,200	1,339,200	1,533,700
FUND BALANCE	N/A	N/A	N/A	N/A	N/A

The Equipment Acquisition Fund is a component of Public Works Fleet. See the Public Works Fleet fund balance in the "Changes in Fund Balances" schedule.

BUDGET HIGHLIGHT

The Equipment Acquisition Fund FY03 Adopted Budget represents an increase of \$81,100 (6.4%) from the FY02 Amended Budget. The FY04 Approved Budget is \$194,500 (14.5%) greater than the FY03 Adopted Budget.

The Equipment Acquisition Fund accumulates contributions from other CBJ departments for the future purchase of vehicles and equipment. The purpose of the fund is to allow departments to make small contributions over time to fund the acquisition of expensive equipment rather than paying for the entire purchase in a single year. A schedule of vehicle replacement needs is maintained, and updated annually during the budget process. The amount of each department's annual contribution is based on the equipment needs of that department. It is normal for changes to the replacement schedule to occur as the result of deferring replacement, adding new equipment, purchasing equipment in an earlier fiscal year than planned and deleting equipment without replacement. Due to the nature of this fund, describing the changes between fiscal years is not meaningful since large fluctuations are normal.

The significant budgetary changes for FY03 and FY04 from the replacement plans established with the FY02 Adopted Budget include:

FY03

- Airport will purchase a crack sealer (\$38,500) and paint machine (\$15,000), which were previously funded from the operational budget. A Security Van (\$26,000) will not be replaced with Fleet funds as its replacement in FY02 was funded by Passenger Facility Charges.
- Capital Transit will need to provide the 10% local match (\$81,000) for three busses scheduled for replacement. Previously, the State Department of Transportation provided the local match. The purchase of the busses will be done through a capital project, so the match is included in the support to capital projects.

EQUIPMENT ACQUISITION FUND

BUDGET HIGHLIGHT - CONTINUED

- The Police Department will replace one less patrol car (\$30,400) due to length of time needed to put new vehicles in service. Five patrol cars will be replaced instead of six.
- The Police Department will transfer funds accumulated for the 911 System replacement to Capital Projects (\$110,000). The system will now be replaced mainly with federal grant monies through the capital project process instead of with equipment replacement reserve funds.
- The Streets Department will purchase two motor graders (\$370,000), which were originally scheduled for replacement in FY05. The purchase will be partially funded by selling the old graders for \$20,000. The replacement was moved up due to the condition of the old graders and the ability to purchase at a reduced price under the state contract.
- The Wastewater Department will defer the replacement of a skid loader (\$40,000), as the current unit was overhauled in FY02 for \$10,800, which extended the estimated useful life five years.
- Purchases originally planned for FY03 that were purchased in FY02 were a vehicle for Engineering (\$25,000) and two sander boxes for Streets (\$40,400). In total, the purchase price in FY02 was \$5,100 less than planned.
- The net result of the changes to the replacement schedule is to increase FY03 equipment purchases by \$474,500 over the amount in the replacement schedule in effect as of July 1,2001.

FY04

- The Wastewater Department will spend an additional \$40,000 for the purchase of a sludge truck. The revised estimated cost is \$140,000, as opposed to the \$100,000 that was originally projected.
- The Water Department plans to recondition a thawing unit (\$20,000) as opposed to replacing it at a cost of \$40,000. This will result in savings of \$20,000.
- Capital Transit will defer the replacement of a Utility Truck (\$40,900) until 2005 and will not replace a portable vehicle lift (\$30,000) because lifts are being installed in buses when they are purchased. Capital Transit will also have additional costs for the local match on grants to replace two more busses (\$10,800).
- The Police Department will purchase six patrol cars (\$189,000) as part of the process to maintain an eighteen month life cycle for the patrol fleet. The Police Department will defer the purchase of two investigation cars (\$45,400) for two years (as the useful lives are being extended based on the actual miles driven) and the purchase of a specialty four-wheel drive patrol car (\$34,500) for one year.
- The net result of the changes to the replacement schedule is to increase FY04 equipment purchases by \$65,900 over the amount in the replacement schedule in effect as of July 1,2001.

EQUIPMENT ACQUISITION FUND

PROGRAM DESCRIPTION

The Equipment Acquisition Fund is managed by a Fleet Committee, which is composed of participating department directors and chaired by the Deputy Manager. The Committee reviews and recommends to the Manager annual budget contributions to the reserve for each department based on a ten-year equipment acquisition schedule. The Committee, through its subcommittees, oversees the development of standardized specifications for equipment and reviews and approves non-standard specifications. The Committee, in addition, reviews each purchase request according to standard criteria. The Committee takes up other matters as necessary to provide for the efficient coordination of the CBJ fleet, including providing for minimum standards for maintenance and repair records and maximizing return on surplus vehicles.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Purchases	32	25	25	36
Dollar amount of purchases	1,173,400	1,189,900	1,052,100	1,355,900
Lease costs	66,800	144,600	144,600	144,600

NOTES

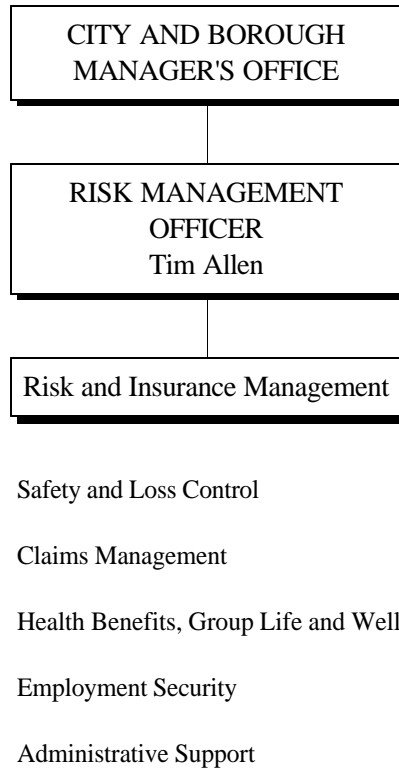
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RISK MANAGEMENT

MISSION STATEMENT

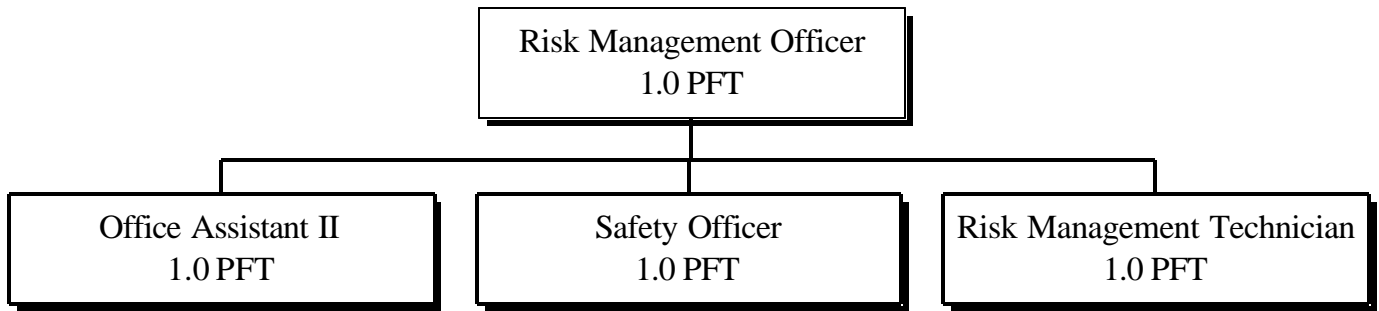
The Risk Management Fund supports the City and Borough Risk Management Programs. Risk Management is committed to preventing injury and loss to citizens and employees as a result of City and Borough operations and minimizing the possibility of catastrophic loss to the City and Borough of Juneau through application of sound risk management techniques. Risk Management attempts to provide the best possible health benefits for our employees at the most economical cost to the City and Borough. The Division also administers the Employee Assistance Program for the CBJ.

FUNCTIONAL ORGANIZATION CHART



RISK MANAGEMENT

STAFFING ORGANIZATION CHART



See Employment Status in Glossary for definitions of
PFT, PPT, PTL and PS

RISK MANAGEMENT

OVERVIEW

		FY02		FY03	FY04
	FY01 Actuals	Amended Budget	Projected Actuals	Adopted Budget	Approved Budget
EXPENSES:					
Personnel Services	\$ 180,000	229,700	198,700	248,800	257,000
Commodities and Services	7,891,400	8,075,800	9,033,800	10,668,100	11,427,100
Total Expenses	8,071,400	8,305,500	9,232,500	10,916,900	11,684,100
FUNDING SOURCES:					
Intergovernmental User Fees	5,924,800	7,031,700	7,586,100	10,528,200	11,237,800
Other Revenues	513,000	305,000	344,400	412,700	730,400
Equity (to) from Fund Balance	1,633,600	968,800	1,302,000	(24,000)	(284,100)
Total Funding Sources	\$ 8,071,400	8,305,500	9,232,500	10,916,900	11,684,100
STAFFING	4.00	4.00	4.00	4.00	4.00
FUND BALANCE	\$ 2,150,300	1,181,500	848,300	872,300	1,156,400

BUDGET HIGHLIGHT

The Risk Management FY03 Adopted Budget represents an increase of \$2,611,400 (31.4%) from the FY02 Amended Budget. The FY04 Approved Budget is \$767,200 (7.0%) greater than the FY03 Adopted Budget.

The significant budgetary changes include:

FY03

- Personnel services increased \$19,100 to reflect negotiated changes in the wage rate and increases in health care costs.
- Health and Wellness costs increased \$1,549,600 due to medical cost increases far greater than the general inflation rate. Medical costs are projected to increase 9.5% annually while prescription drug costs are projected to increase 25% annually.
- Liability, property, general, auto and special insurance premiums increased \$856,600 due to unfavorable conditions in the commercial insurance market.
- Workers compensation claims increased \$159,100 due to higher anticipated claims cost resulting from the increase in medical costs.
- Intergovernmental user fee revenue increased \$3,496,500 due to the need to recover the increased costs incurred and the prior biennial budget reduction in rates to utilize fund balance.
- Other revenues include \$58,300 in new revenues from anticipated employee co-payments for health insurance.

RISK MANAGEMENT

BUDGET HIGHLIGHT – CONTINUED

FY04

- Health and wellness costs increased \$701,600 due to the anticipated continuation in the growth of medical and prescription drug costs.
 - Intergovernmental user fee revenue increased \$709,600 to recover the increase in health and wellness costs.
 - Other revenues include \$366,000 from anticipated employee co-payments for health insurance.
-

PROGRAM DESCRIPTION

Risk Management/Insurance

The Risk Management Office has, as its ultimate objective, the preservation of the City & Borough of Juneau's assets. As a means to that end, the Risk Manager has the responsibility of formulating and implementing programs and procedures that will minimize the CBJ's property, revenue, and personnel losses.

Risk Management is a four-step process used to determine the best way to protect the CBJ assets. The first step is to identify and evaluate all types of losses to which the CBJ might be exposed. Secondly, alternative risk management techniques to treat those loss exposures are analyzed. Next, the most viable risk management techniques for the loss exposure are selected and implemented. That combination of risk management techniques constitutes the risk management program for CBJ. The fourth step in the process is constant monitoring of the program to ensure that the techniques selected are still the most viable ones. Changes in economic conditions or other factors make the process cyclical as it does not stop once a program has been implemented.

Loss exposures that have been identified for the CBJ fall into the following categories:

- Property (buildings and contents)
- General liability
- Excess liability
- Workers Compensation
- Automobile liability
- Professional liability
- Employee fidelity
- Airport liability
- Bartlett Memorial Hospital/Juneau Recovery Hospital liability
- Eaglecrest Ski Area liability
- Harbors, Docks and Marina Operators liability

All of these exposures are quite different from each other, are governed by different laws and statutes, and must be handled in different ways. Consequently, no single risk management technique can be aptly applied to all CBJ exposures. Rather, a combination of risk control and risk financing techniques must be utilized to minimize the CBJ losses. Risk control techniques (i.e. loss prevention and loss control) are used to lower the frequency and severity of losses. Since some losses will inevitably befall the CBJ, risk-financing techniques (i.e. conventional insurance, self-insurance) must be utilized to fund these losses at the lowest possible cost.

RISK MANAGEMENT

PROGRAM DESCRIPTION - CONTINUED

CBJ has a comprehensive insurance program designed to finance the losses that do occur. The CBJ utilizes the services of two insurance brokers, and as many as twenty-nine insurance carriers to provide adequate insurance protection. The risk management office administers the insurance program and manages all claims on the CBJ's behalf. The CBJ purchases primary and excess property and general liability insurance coverage with a \$25,000 deductible. Worker's compensation excess insurance carries a \$350,000 self-insured retention.

The Risk Management program provides the methodology for financing the CBJ insurance program through departmental allocations based upon tracked experience.

The CBJ Risk Management Program is considered to be an appropriate one, given current conditions. Risk Management, will, however, continually monitor the program as well as internal and external conditions that affect the program to assure that it continues to be the most appropriate program to meet the CBJ's needs. When it is determined that the program no longer meets the needs in the most efficacious manner, adjustments to the program will be made.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Draft service contracts	4	5	5	5
Property/Casualty/Auto Claims Management	60	70	70	70
Worker's Compensation Claims Manager	150	150	150	150
Review contractual insurance requirements	150	150	150	150
Respond to public phone calls	500	500	500	500
Prepare annual renewal insurance specifications	1	1	1	1
Prepare loss reports	12	12	12	12
Special projects re: liability issues	12	12	12	12
Prepare billing for insurance premiums, goods and services	150	150	150	150
Meeting with brokers/insurance underwriters (in Seattle)	2	3	4	4
Weekly meetings with CBJ contracting staff	50	50	50	50
Monthly meetings with BRH Administration	12	12	12	12
Monthly meetings with Juneau School District Admin.	12	8	12	12
Attend Workers' Compensation hearings	-	2	2	2

RISK MANAGEMENT

PROGRAM DESCRIPTION - CONTINUED

Safety and Loss Control

This effort utilizes several different means to achieve one important end; employee awareness. This service provides and integrated and structured program for CBJ-wide incident investigation of injuries, property and equipment damage, and “near misses”. It provides a necessary focal point intended to assure follow-up to the investigation for employees and managers alike. Through inspections, safety meetings, safety training, and the investigation reports all hazardous conditions and dangerous practices are identified. Our service is operative in the active elimination of hazards and the abatement of potential liabilities. Management of the worker’s compensation program is included in this section of Risk Management.

	<i>FY01</i>	<i>FY02</i>	<i>FY03</i>	<i>FY04</i>
<u>Workload Indicators</u>	<u>Actuals</u>	<u>Projected</u>	<u>Adopted Budget</u>	<u>Approved Budget</u>
Conduct work site evaluations	15	15	15	15
Accompany OSHA on site inspections	2	6	4	4
Attend department safety meetings	20	20	20	20
Conduct 40 hour Hazardous Materials Training	1	2	2	2
Prepare health and safety plans/update	7	7	7	7
Attend formal training (OSHA) course(s) seminars	1	1	1	2
Conduct industrial hygiene sampling	-	10	20	20
Conduct 10-hour construction training	-	-	3	3

FY03 & FY04 GOALS AND OBJECTIVES

Risk Management

GOAL

VERIFY APPROPRIATE LIMITS FOR BUSINESS INTERRUPTIONS INSURANCE COVERAGE FOR ALL CBJ DEPARTMENTS, BARTLETT REGIONAL HOSPITAL AND JUNEAU SCHOOL DISTRICT.

<u>Objectives</u>	<i>Projected Completion Date</i>
Conduct onsite meetings with financial administrators for all of the above listed entities.	Ongoing
Submit a written business interruption loss analysis to all CBJ property/casualty insurer.	Ongoing

GOAL

CONTAIN COSTS FOR THE CBJ HEALTH INSURANCE BENEFIT PLAN WHILE CONTINUING TO PROVIDE A SATISFACTORY BENEFIT PACKAGE TO CBJ EMPLOYEES.

<u>Objectives</u>	<i>Projected Completion Date</i>
Perform a complete health benefit plan review and make recommendations to the CBJ Health Benefits Committee and CBJ management.	07/02

RISK MANAGEMENT

FY03 & FY04 GOALS AND OBJECTIVES - CONTINUED

GOAL

PROVIDE INFORMATION TO THE JUNEAU AIRPORT BOARD ABOUT PROPOSED INSURANCE REQUIREMENTS FOR USERS OF THE AIRPORT FACILITY.

Objectives

Research and analyze insurance requirements used by other airports similar to the Juneau Airport.
Meet with the Airport Board and present a report of findings.

*Projected
Completion Date*

07/03
07/03

GOAL

CREATE A WEBSITE FOR EMPLOYEE HEALTH AND WELLNESS INFORMATION AND SAFETY AWARENESS ON THE JOBSITE.

Objectives

Meet with the webmaster to determine feasibility and creation of web site

*Projected
Completion Date*

07/03

Safety and Loss Control

GOAL

IMPLEMENT THE OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) STAR PROGRAM OF THE STATE OF ALASKA VOLUNTARY PROTECTION PROGRAM (VPP), ADMINISTERED BY THE ALASKA DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT.

VPP PARTICIPANTS GENERALLY EXPERIENCE 60 TO 80 PERCENT FEWER LOST WORKDAY INJURIES THAN WOULD BE EXPECTED OF AN "AVERAGE" SITE OF THE SAME SIZE. WORKER'S COMPENSATION COST ARE REDUCED AND EMPLOYEES PROVIDE BETTER QUALITY AND PRODUCTIVITY.

Objectives

Commit management to provide the motivating force and resources for employees to use as the means through which they express their own dedication to safety and health protection.
Identify existing hazards and conditions/operations to anticipate changes, which might occur to create hazards.
Provide continuous training to address the safety and health responsibilities and concerns of CBJ employees.

*Projected
Completion Date*

Ongoing
Ongoing
Ongoing

Key Measures

Complete OSHA provided Self-Assessment (site) Check list
Prepare VPP Application for submission to OSHA
Request AK. Dept. of Labor initial site evaluation
Appoint Department/Division Safety representatives
Conduct site evaluations
Develop and conduct health and safety training classes

*FY01
Actuals*

*FY02
Projected*

*FY03
Adopted
Budget*

*FY04
Approved
Budget*

1	1	1	1
-	-	1	-
-	-	10	-
10	10	18	-
12	12	20	20
10	12	12	12

RISK MANAGEMENT

EXPENSES

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
Administration:					
Personnel Services	\$ 180,000	229,700	198,700	248,800	257,000
Commodities and Services	55,100	70,300	64,700	103,000	95,000
Total Administration	235,100	300,000	263,400	351,800	352,000
Employee Assistance Program:					
Commodities and Services	43,500	46,200	46,900	50,000	50,000
Insurance Policies Premiums:					
Commodities and Services	1,077,300	1,168,300	1,301,400	2,024,900	2,024,900
Departmental Claims:					
Commodities and Services	746,100	898,400	1,021,000	1,072,100	1,125,700
Unemployment Claims:					
Commodities and Services	212,100	178,400	130,600	144,000	148,000
Health, Life and Wellness Program:					
Commodities and Services	5,635,300	5,590,200	6,341,000	7,141,600	7,846,500
Consultant Services:					
Commodities and Services	122,000	124,000	128,200	132,500	137,000
Total Expenses	\$ 8,071,400	8,305,500	9,232,500	10,916,900	11,684,100

FUNDING SOURCES

	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
CLASSIFICATIONS:					
Intergovernmental User Fees:					
Workers compensation	\$ 188,900	80,000	80,000	600,000	600,000
General liability	90,100	210,000	210,000	1,200,000	1,200,000
Unemployment compensation	173,600	177,500	135,200	139,800	144,400
Special policy premiums	648,700	652,000	683,100	1,076,000	1,076,000
Health, life, and wellness	4,823,500	5,912,200	6,477,800	7,512,400	8,217,400
Total	5,924,800	7,031,700	7,586,100	10,528,200	11,237,800
Other Revenues	513,000	305,000	344,400	412,700	730,400
Equity (to) from Fund Balance	1,633,600	968,800	1,302,000	(24,000)	(284,100)
Total Funding Sources	\$ 8,071,400	8,305,500	9,232,500	10,916,900	11,684,100

RISK MANAGEMENT

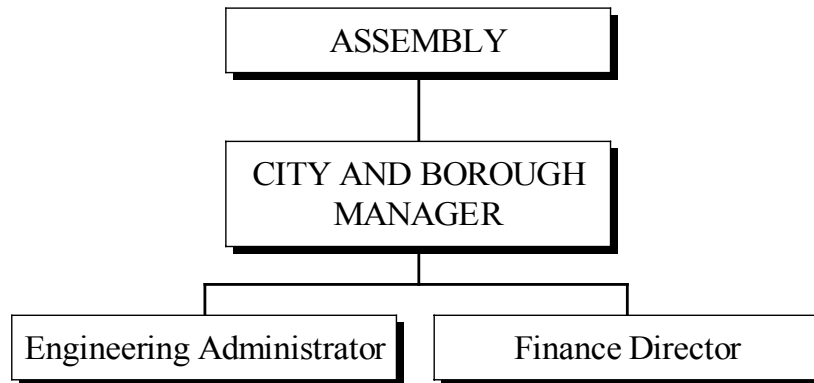
STAFFING DETAIL

	FY02 Amended		FY03 Adopted		FY04 Approved	
	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>	<u>No.</u> <u>Pos.</u>	<u>Salary &</u> <u>Benefits</u> <u>Budget</u>
CLASS TITLE:						
Administration						
Risk Management Officer	1.00	\$ 62,200	1.00	\$ 66,500	1.00	\$ 67,100
Safety Officer	1.00	51,200	1.00	52,800	1.00	54,000
Secretary I	1.00	32,400	1.00	36,200	1.00	37,600
Office Assistant II	1.00	25,000	1.00	25,400	1.00	26,300
Benefits	-	58,900	-	67,900	-	72,000
Total	<u>4.00</u>	<u>\$ 229,700</u>	<u>4.00</u>	<u>\$ 248,800</u>	<u>4.00</u>	<u>\$ 257,000</u>

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SPECIAL ASSESSMENT FUNDS – L.I.D.



Responsible For:

Processing petitions from citizens requesting an L.I.D. and developing project cost estimates.

Construction of an approved project.

Responsible For:

Obtaining project funds as directed by the Assembly.

Billing benefitted property owners as directed by the Assembly.

Making debt service payments.

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SPECIAL ASSESSMENT FUNDS – L.I.D.

Local Improvement District (L.I.D.) is a method of financing public improvements by assessing the benefiting property owners for all or part of the costs. A L.I.D. boundary is established by the Assembly and may be as large or small as necessary to accomplish the desired improvements. A L.I.D. may only be created by an ordinance and is usually initiated by a petition from the property owners.

For certain types of projects, part of the cost may be matched with City and Borough funds or with state or federal grants.

SPECIAL ASSESSMENTS

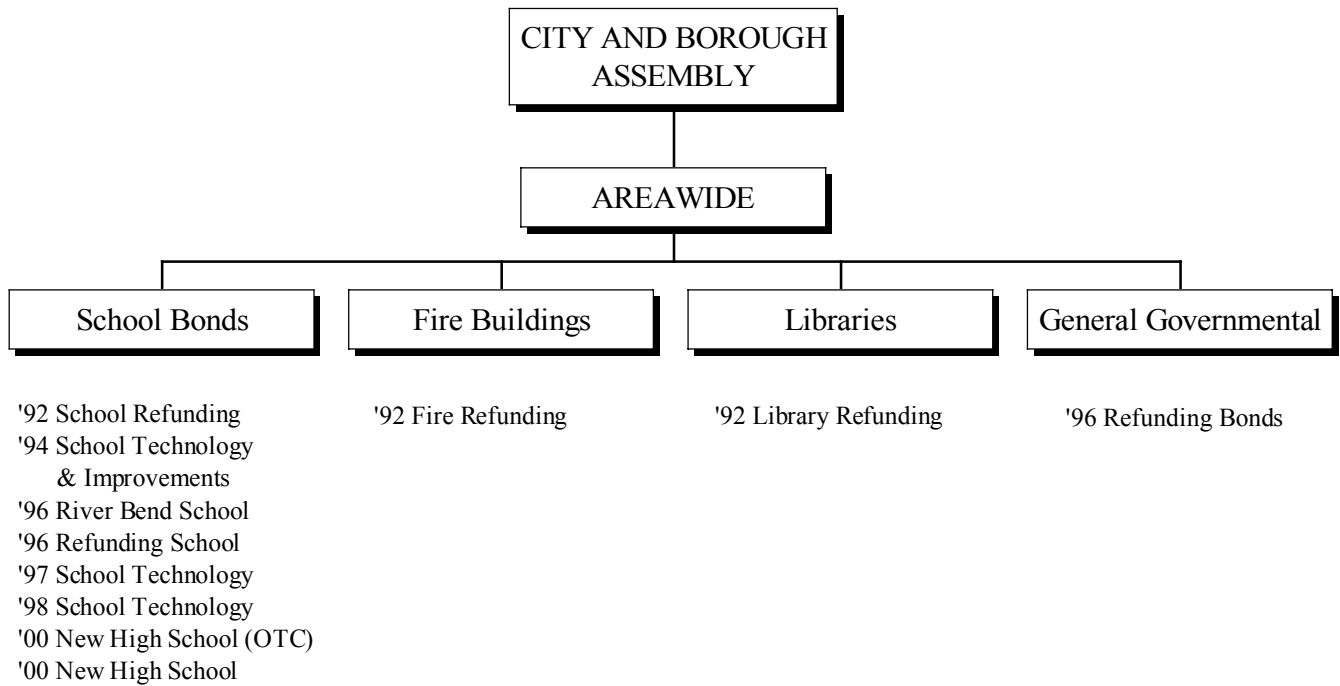
	FY01 Actuals	FY02 Amended Budget	FY02 Projected Actuals	FY03 Adopted Budget	FY04 Approved Budget
EXPENDITURES:					
Personnel Services	\$ 54,800	89,800	74,500	93,800	95,500
Commodities and Services	22,000	24,600	27,300	38,200	37,300
Capital Outlay	40,900	45,000	45,000	45,000	45,000
Debt Service:					
#72 Channel Drive Sewer	50,400	48,700	48,700	47,000	45,300
#73 Backloop Sewer	110,000	105,700	101,000	97,600	95,300
#74 Goat Hill Sewer	18,500	17,900	16,800	16,400	16,000
#82 Auke Lake Sewer Ext.	31,200	30,300	27,600	26,800	26,200
Support to General Fund	-	206,000	206,000	44,000	85,700
Total Expenditures	327,800	568,000	546,900	408,800	446,300
FUNDING SOURCES:					
Assessment Payments	385,500	217,400	308,900	261,600	256,700
Square Foot Add-on Fees	153,000	175,000	50,000	50,000	50,000
Penalties and Interest	98,200	85,700	84,400	121,500	100,300
Support from General Fund	36,700	-	-	-	-
Fund Balance (To) From	(345,600)	89,900	103,600	(24,300)	39,300
Total Funding Sources	\$ 327,800	568,000	546,900	408,800	446,300
FUND BALANCE	\$ 422,500	332,600	318,900	343,200	303,900

SPECIAL ASSESSMENT FUNDS – L.I.D.

ASSESSMENT REVENUE

	FY03 Adopted		FY04 Approved	
	Assessment Payments	Penalty Interest	Assessment Payments	Penalty Interest
LIDS:				
#67 Poplar and Dogwood	\$ 300	-	-	-
#68 Duran Street	200	-	-	-
#69 LaPerouse Avenue	600	100	-	-
#70 Long Run/Killewich/Gee/Betty	3,800	400	-	-
#71 Emily Way	1,100	200	1,100	100
#72 Channel Drive Sewer	20,400	4,600	20,400	3,700
#73 Backloop Sewer	45,100	4,300	45,100	2,200
#74 Goat Hill Sewer	5,000	900	5,000	600
#75 Valley Surface Treatment	6,200	1,000	6,200	500
#76 Mendenhall Area	2,300	400	2,300	200
#77 Mendenhall Valley	36,000	8,700	36,000	5,800
#79 5th Street Paving Douglas	5,300	2,500	5,300	2,100
#80 Greenwood Subdivision	2,000	1,000	2,000	800
#81 White Subdivision Imp.	7,900	3,400	7,900	2,800
#82 Auke Lake Sewer Ext.	14,800	7,200	14,800	6,200
#83 Linellen Subdivision	2,200	1,000	2,200	900
#84 Trafalgar Ave Sewer	7,600	3,500	7,600	3,000
#85 Bellevue	13,500	8,800	13,500	7,800
#86 N Douglas Sewer	82,700	51,700	82,700	46,500
#87 Great Western Street Paving	4,600	3,000	4,600	2,700
Total	261,600	102,700	256,700	85,900
FEES:				
Loan Interest	-	18,800	-	14,400
Water Connect Add-On	50,000	-	50,000	-
Total	\$ 50,000	18,800	50,000	14,400

DEBT SERVICE FUND



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DEBT SERVICE FUND

Authority

State Statute and CBJ's Home Rule Charter provides the CBJ with the authority to borrow funds for capital improvement projects (CIPs) through the issuance of debt. This authorization includes the authority to issue both revenue and general obligation (G.O.) bond debt. Revenue bonds can be issued under the authority of the CBJ Assembly. G.O. bonds must be approved by the Assembly and ratified by a majority of the CBJ's voters. No legal debt limits have been imposed by the State or by Juneau's Charter. The Assembly has adopted a policy that places a self-imposed maximum limit on outstanding debt. This policy reads as follows.

- Bond indebtedness will be maintained at less than 5% of the assessed borough property value.
- Bond propositions approved by the voters will result in a mill levy increase equivalent to the amount necessary to retire the debt.

Juneau voters have approved a 12 mill property tax levy cap on general governmental operations. However, this cap does not apply to special or G.O. bond indebtedness.

Payment of Debt Service

CBJ has historically issued debt only when the cost of general governmental capital project construction exceeds the municipality's ability to fund the project from current operations or surpluses. The practice of bonding for capital projects is considered equitable, as the burden of repayment becomes the responsibility of the taxpayers (voters) who approved the bonding and received the benefit from the facility.

Historically a significant portion of the debt authorized by CBJ's voters has qualified for partial reimbursement under the State of Alaska's School Construction Bond Debt Reimbursement Program. This program has and will continue to reimburse the CBJ between 70% and 100%, depending on the year of issuance, of the debt service paid on qualifying school construction bonds. To qualify for the program the underlying school debt must have been authorized by voters between 1970 and July 1, 2004 and the capital projects approved by the Department of Education. We are projecting that the CBJ will receive \$2,642,200 in FY02, \$1,629,700 in FY03, and \$1,693,800 in FY04 in state School Construction Debt Reimbursement Program payments. The last CBJ bond issued qualifying for reimbursement under this program was issued in March 2002 and will be 70% reimbursed under this program.

The CBJ has also levied a net tonnage port fee on cruise ship traffic using City and Borough facilities. Under a general understanding with the cruise industry, port fee payments received by the CBJ are used for G.O. port bond debt service. Any additional amounts collected above the amount needed for debt service is used to fund related dock projects. The final Port G.O. (1991) payment was made in July 2001.

G. O. debt service not paid through the sources noted above are funded through CBJ general governmental revenue sources.

Budgeting and Accounting for Debt Service

Annual debt service funding needs are budgeted for and reported in the Debt Service Fund. Debt issued for enterprise fund projects are considered liabilities of those funds. As such, debt service incurred on those issues are recorded as liabilities of those funds and repaid from the appropriate Enterprise Fund's funding sources.

DEBT SERVICE FUND

Total Debt Service (includes principal and interest)

	<i>FY02 Amended Budget</i>	<i>FY03 Adopted Budget</i>	<i>FY04 Approved Budget</i>
Debt Service Funds			
School Improvement Bonds	\$ 5,141,400	3,829,400	3,927,300
Building Bonds	<u>1,288,700</u>	<u>353,800</u>	<u>355,700</u>
Total Debt Service Fund:	<u>6,430,100</u>	<u>4,183,200</u>	<u>4,283,000</u>
Enterprise Funds:			
Airport	29,800	-	-
Sewer	521,100	513,800	506,900
Water	240,500	233,200	237,400
Hospital	<u>897,300</u>	<u>929,300</u>	<u>925,400</u>
Total Enterprise Fund Debt:	<u>1,688,700</u>	<u>1,676,300</u>	<u>1,669,700</u>
Total Debt Service	<u>\$ 8,118,800</u>	<u>5,859,500</u>	<u>5,952,700</u>

Changes in Outstanding Debt Balances

The total debt service amount above includes the debt service for both G.O. and revenue bond issues for the enterprise operations. Of the \$8.12 million debt service for FY02, \$6.44 million represents debt principal. Of the \$5.86 million debt service for FY03, \$4.16 million represents debt principal. Of the \$5.95 million debt service for FY04, \$4.35 million represents debt principal. The voters approved in March 2002 the issuance of \$12.995 million in G.O. Bonds for a new high school. In addition, in February 2002, \$2.69 million of Water and Sewer Revenue and Refunding bonds were issued. The proceeds from which have been used to prepay the '97 Salmon Creek Revenue Bonds and to reimburse the utilities for the Willoughby Avenue construction project.

The net change in Debt Service Fund expenditures for FY03 is a decrease of \$2.26 million from the FY02 Projected Actuals. This change is primarily due to the maturity and final payment of the '91 School ('96 Refunding) G.O. Bonds in FY02.

General Obligation debt balances for issues issued for general governmental purposes are accounted for and reported in the CBJ's General Long Term Debt Account Group (GLTDAG). General Obligation debt balances for issues issued for enterprise activities are accounted for in the appropriate proprietary fund's accounts.

DEBT SERVICE FUND

OVERVIEW

		FY02		FY03	FY04
	FY01	Amended	Projected	Adopted	Approved
	Actuals	Budget	Actuals	Budget	Budget
EXPENDITURES:					
GO School Bonds:					
'92 Refunding Bonds:					
1985 Variable School	\$ 74,300	74,600	74,600	77,600	77,400
'94 School Bonds	301,700	303,900	303,900	300,200	296,000
'96 School Bonds (Series A)	518,400	518,200	518,200	516,200	514,800
'96 School Bonds (Series B)	38,800	39,400	39,400	38,800	39,200
'96 Refunding Bonds:					
1991 A School	2,267,600	2,255,000	2,255,000	-	-
'97 School Tech Bonds	107,800	62,700	62,800	90,000	38,700
'98 School Tech Bonds	373,200	421,300	421,300	393,500	449,400
'00 New High School (OTC)	125,100	104,500	104,600	102,400	98,000
'00 New High School	(6,700)	1,361,600	1,361,600	1,137,400	1,148,100
'02 New High School	-	-	-	1,173,300	1,265,700
Total School Debt	3,800,200	5,141,200	5,141,400	3,829,400	3,927,300
GO Building Bonds:					
'92 Refunding Bonds:					
1985 Douglas Fire/Library	341,600	340,600	340,600	353,800	355,700
'96 Refunding Bonds:					
1991 Port	948,300	948,100	948,100	-	-
Total Building Debt	1,289,900	1,288,700	1,288,700	353,800	355,700
Total Areawide Debt	5,090,100	6,429,900	6,430,100	4,183,200	4,283,000
FUNDING SOURCES:					
Support From:					
Sales Tax	-	348,300	348,300	293,500	293,100
General Fund	4,080,900	5,252,000	5,252,000	3,671,900	3,989,900
Port Fund	949,300	948,100	948,100	-	-
Fund Balance (To) From	59,900	(118,500)	(118,300)	217,800	-
Total Funding Sources	\$ 5,090,100	6,429,900	6,430,100	4,183,200	4,283,000
FUND BALANCE:	\$ 149,500	268,000	267,800	50,000	50,000

DEBT SERVICE FUND

PRINCIPAL AND INTEREST SPLIT

	FY03 Adopted		FY04 Approved	
	Principal	Interest	Principal	Interest
EXPENDITURES:				
GO School Bonds:				
'92 Refunding Bonds				
1985 Variable School	\$ 63,300	14,300	67,000	10,400
'94 School Bonds	270,000	30,200	280,000	16,000
'96 School Bonds (Series A)	420,000	96,200	440,000	74,800
'96 School Bonds (Series B)	31,000	7,800	33,000	6,200
'97 School Tech Bonds	73,000	17,000	24,000	14,700
'98 School Tech Bonds	285,000	108,500	355,000	94,400
'00 New High School (OTC)	80,000	22,400	80,000	18,000
'00 New High School	700,000	437,400	745,000	403,100
'02 School Bond	625,000	548,300	695,000	570,700
Total School Debt	2,547,300	1,282,100	2,719,000	1,208,300
Go Building Bonds:				
'92 Refunding Bonds				
1985 Douglas Fire/Library	288,900	64,900	308,400	47,300
Total Building Debt	288,900	64,900	308,400	47,300
Total Areawide Debt	\$ 2,836,200	1,347,000	3,027,400	1,255,600

DEFINITIONS OF FUNDS

Governmental Funds

The General Fund - This fund is used to account for all financial resources traditionally associated with governments which are not required to be accounted for in another fund. The General Fund is the largest and most complex fund of the City and Borough. It contains most of the general operating departments of the CBJ. The departmental budgets included in the General Fund are-

- Mayor and Assembly - This department represents the CBJ's legislative functions. In addition general economic and arts and humanities grant are provided through this functions.
- Law Department - This department provides city wide legal services and ordinance enforcement.
- Administration - These departments represent the city wide administration functions (City Manager, City Clerk and Management Information Systems).
- Libraries - This department provides library services, including Internet, to the city's residences.
- Finance Department - This department provides general accounting, treasury, investment, assessing and purchasing service to the CBJ's user departments.
- Personnel – This department provides human resource management and guidance to the CBJ user departments.
- Social Services, Administration – This department oversees the administration of the Social Services Departments, block grants and adolescent health care.
- Community Development Department - This department provides community planning and permitting services to the CBJ and the city residences.
- Fire Department's Emergency Medical Services - This function represents the emergency medical services component of the Capital City Fire/Rescue department. This operation provides advance life support, ambulance and emergency evacuation services.
- Engineering Department - This department is responsible for the management of the CBJ's capital projects.
- Parks and Recreation, Facility Maintenance - This function which is a component of the Parks and Recreation department and provides for general building maintenance to the CBJ's user departments. Services provided to enterprise and internal service funds are charged fees.

Special Revenue Funds - These funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or for major capital projects) which are legally restricted or Assembly mandated to expenditures for specified purposes. The CBJ departmental budgets which are accounted for as Special Revenue Funds include-

- Chemical Dependency and Mental Health - These funds were used to account for Health and Social Service Activities. In FY01, the Chemical Dependency function was transferred to Bartlett Regional Hospital and the Mental Health function was privatized. The current activity is residual and all activity in these funds is scheduled to be completed by FY05.
- Hotel Tax/Visitor Services Fund - This fund is used to account for Centennial Hall (Juneau's Convention Center) operating activities and Juneau Convention and Visitors Bureau (JCVB) support. A majority of the operational revenue used by these operations comes from a special Hotel Tax levy.
- Sales Tax Fund - This fund is used to account for borough wide general and liquor sales tax levies. This revenues collected are used to support the CBJ general operations and capital projects. The fund is also used to accumulate the "Rainy Day" or emergency reserve balances. Operational costs of administration are paid by the fund.
- Library Minor Contributions - This fund is used to account for minor unrestricted contributions used to help fund library procurement.
- Port Development Fund – This fund is used to account for net tonnage port fees charged the cruise ship industry. The port fee is specifically levied to pay the cost of debt service on the 1991

DEFINITIONS OF FUNDS

- General Obligation Dock Bonds.
- Marine Passenger Fee Fund - This fund is used to account for revenues generated from the passenger fee charged for applicable arriving passengers.
- Fire Department's Emergency Fire Services - This fund is used to account for basic fire department fire education, support and fire fighting services. Revenue support for this function is levied on a service area basis, Fire Service Area #10.
- Parks and Recreation Improvements - This fund is used to account for minor unrestricted contributions directed at supporting the CBJ flower basket program.
- School Operating Fund - This fund represents the School District operating fund. The School District is reported as a component unit of the CBJ. The School Board determines the net operational activities of the district. The School District provides for K through 12 student education, food services, sports and student activities. The Assembly is responsible for reviewing and adopting the total budget.
- Pass Through Grants - This fund is used to account for specific State Shared Revenue pass through funding provided to local inpatient health care operations.
- Capital Transit - This fund is used to account for the activities of Capital City Transit. The transit system provides for community wide transportation services to the general public and ADA services to physically challenged passengers.
- Lands Fund – This fund is used to account for all general governmental property owned by the city. Revenue generated from the sale and rental of city properties are used as funding sources to procure and develop other community purpose property.
- Downtown Parking - This fund is used to account for paid down town parking operations including the CBJ parking garage. Funds generated from parking are used to maintain and develop new parking facilities.
- Eaglecrest Ski Area - This fund is used to account for ski area activities. Activities include Nordic and alpine skiing, lift and trail services, ski rentals and food services.
- Parks and Recreation Department - This department is used to account for CBJ's Roaded Service Area, Parks and Recreation function. Functions include recreation activities and swimming pool, youth center and city museum operations.
- Police Department - This department is used to account for CBJ's Roaded Service Area, police services. Services provided include public safety, traffic, drug, and emergency dispatch.
- Public Works, Streets - This department is used to account for street maintenance, traffic control and safety devices, litter collection and snow removal.
- Tobacco Excise Tax – This fund is used to account for the tax levied on tobacco products. These revenues are used to help fund chemical dependency services.

Capital Projects Funds - These funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

DEFINITIONS OF FUNDS

Debt Service Funds - This fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Bonds accounted for in this section include-

- School Bonds
- Building Bonds
- Street Bonds
- Property Purchase Agreements

Special Assessment Funds - These funds are used to account for the financing of public improvements or services deemed to benefit primarily the properties against which special assessments are levied.

- Local Improvement District (L.I.D.) Funds
- Sewer Connection Add-On Fund
- Water Connection Add-On Fund

Proprietary Funds

Enterprise Funds - These funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriated for capital maintenance, public policy, management control, accountability, or other purposes.

- Bartlett Regional Hospital - This fund was established to account for the activities of the CBJ's hospital operations. The hospital provides inpatient and emergency medical care. The hospital is financially self-supporting through first party and third party user service fees. The hospital is managed through an Assembly appointed board of directors.
- Airport - This fund was established to account for the activities of the CBJ's international airport operations. The airport provides landing, departure, fuel, maintenance, freight, tie down, vehicle rental and food services. The airport is financially self-supported through user leases and landing fees. The airport is managed through an Assembly appointed board of directors.
- Sewer Utility - This fund was established to account for the activities of the CBJ's wastewater treatment operations. The sewer utility provides for wastewater treatment facilities for most of the populated roaded areas. The sewer utility is financially supported through user service fees.
- Water Utility - This fund was established to account for the CBJ's water utility operations. The hospital provides potable water for the majority of the boroughs residences residing with the roaded service area. The water utility is financially self-supported through user service fees.
- Harbor - This fund was established to account for CBJ's small and medium boat harbor functions. The harbors provide, long term, transient, fuel and utility services to the areas commercial and pleasure fleet. The harbor operation is self-supported through user service fees. Harbor operations are managed by an Assembly appointed Harbor Board.
- Dock - This fund was established to account for the CBJ's major vessel docking operations. The dock operations provide temporary moorage and utilities for the CBJ tourism cruise ship and other commercial vessel docking. The dock operation is financially self-supported through user service fees. Dock operations are managed by the Assembly appointed Harbor Board.
- Waste Management - This fund was established to account for the collection and disposal of hazardous waste not accepted at the landfill.

DEFINITIONS OF FUNDS

Internal Service Funds – These funds account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a cost-reimbursement basis.

- Public Works Fleet - This fund provides vehicle maintenance to the CBJ's Streets, Sewer Utility and Water Utility operations. Operations are paid for through the levy of an internal charge for user services provided. Included in this fund are the reserves accumulated from departmental contributions to purchase rolling stock for the CBJ.
- Risk Management/Self Insurance - This fund provides city-wide self-insurance services functions. The fund provides for employee health, wellness, workers compensation service as well as general liability and vehicle liability insurances. Profession liability insurance for the CBJ's hospital and Health and Social Service funds are provided through 3rd party insurance carriers.

Fiduciary Funds

Trust and Agency Funds - to account for assets held by governmental unit in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and/or other funds. These include (a) expendable trust funds; (b) nonexpendable trust funds; (c) pension trust funds; and (d) agency funds.

GLOSSARY

Accrual Basis	The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash receipts and disbursements. See Cost of Services Measurement Focus.
Accrued Expenses	Expenses incurred but not due until a later date.
Ad Valorem Tax	A tax levied on the assessed value of real and personal property. This tax is also known as property tax.
Amortization	(1) Gradual reduction, redemption, or liquidation of the balance of an account according to a specified schedule of times and amounts. (2) Provision for the extinguishment of a debt by means of a debt service fund.
Appropriation	Legal authorization granted by the Assembly to make expenditures and incur obligations.
Appropriation Ordinance	An ordinance by means of which appropriations are given legal effect. It is the method by which the expenditure side of the annual operating budget is enacted into law by the legislative body.
Assessed Valuation	Basis for determining property taxes (Ad Valorem Tax). Assessor determines valuation of residential real property (home and land) at 100% of market value, including commercial.
Assessment Roll	In the case of real property, the official list containing the legal description of each parcel of property and its assessed valuation. The name and address of the last known owner are also usually shown. In the case of personal property, the assessment roll is the official list containing the name and address of the owner, a description of the personal property, and its assessed value.
Bond	Written promise to pay a specified sum of money, called the face value or principal, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified date.
Budget	A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term "budget" is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating body for adoption and sometimes the plan finally approved by that body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body.
Budget Document	The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body. The budget document usually consists of two parts. The first part contains a message from the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The second consists of schedules supporting the summary. These schedules show in detail the information as to the past years' actual revenues, expenditures, and other data used in making the estimates. In addition to the budget document, an appropriation ordinance will be necessary to put the budget into effect.
Budget Message	A general discussion of the proposed budget as presented in writing by the CBJ Manager to the Assembly. The budget message should contain an explanation of the principal budget items, an outline of the government's experience during the past period and its financial status at the time of the message, and recommendations regarding the financial policy for the coming period.

GLOSSARY

Budgetary Accounts	Accounts used to enter the formally adopted annual operating budget into the general ledger as part of the management control technique of formal budgetary integration.
CAFR	See Comprehensive Annual Financial Report.
Capital Equipment	Equipment with an expected life of more than one year, such as rolling stock, electronic data equipment and furniture.
Capital Improvement Budget	The budgeted costs to provide infrastructure, development, construction and other related items. Funding is provided from various sources.
Capital Outlay	Budgeted expenditures over \$3,000 for balance sheet assets.
Charge for Services	Consists of a wide-variety of fees charged by the CBJ including, but not limited to, harbor, swimming pool, zoning, water/sewer hookups, building permit fees.
Comprehensive Annual Financial Report (CAFR)	The official annual report of a government. It includes five Combined Statements - Overview (the "liftable" GPFS) and basic financial statements for each individual fund and account group prepared in conformity with GAAP and organized into a financial reporting pyramid. It also includes Supporting Schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.
Commodities and Services	A budgeted expenditure category including general goods and contractual professional services.
Contingency	An appropriation of funds to cover unforeseen events which occur during the budget year.
Cost of Services Measurement Focus	The measurement focus applied to proprietary funds, non-expendable trust funds, and pension trust funds. All assets and all liabilities whether current or non-current are reported on their balance sheets, and their operating statements present "capital maintenance" information (revenues and expenses).
Debt Service Fund	A fund used to account for the accumulation of resources for, and the payment of, general long term debt principal, interest, and related costs.
Depreciation	Expiration in the service life of fixed assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence.
Encumbrances	Commitments for unperformed (executory) contracts for goods or services. Also referred to as commitments.
Encumbrances/Commitments Carried Over	Appropriations committed by contract for goods or services which will not be paid for until the next fiscal year.
Employment Status	Permanent Full Time (PFT): Appointments averaging not less than 37.5 hours per week. Permanent Part Time (PPT): Appointments averaging less than 37.5 hours per week but at least 15 hours per week.

GLOSSARY

Part Time Limited (PTL): Appointments working less than 780 hours per year and expected that the same employee will continue in or return to the position. Examples of this type are lifeguards and games officials.

Permanent Seasonal (PS): Appointments made to meet recurring seasonal needs of at least 780 hours per year and less than 1,867 hours per year and expected that the same employee will return to the position.

Enterprise Fund A self-supporting fund designed to account for activities supported by user charges, such as water, sewer, airport, hospital and harbors.

Expenditures Decreases in net current assets. Expenditures include debt service, capital outlays, and those current operating costs which require the use of the current assets.

The difference between an expenditure and an expense is the difference in what is being measured. Expenditures measure current outlays (the flow of current resources) while expenses measure total costs (total resources used; also known as capital maintenance). For example, purchases of fixed assets (buildings and equipment) and of inventories are expenditures at the date of purchase, because they cause the outflow or the tie-up of current assets. They are not expenses, however, until they are used or used up, because they are still a resource until consumed. Another example is depreciation, which is not an expenditure because no current assets are used when depreciation is incurred, but which is an expense because it allocates the total cost as the depreciable fixed asset is used. See Modified Accrual Basis and Measurement Focus.

Expenses Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures. See Expenditures.

Fines and Forfeitures Consists of a variety of fines, fees, and forfeitures collected by the police and court system, as well as sales tax, property tax, fines and forfeitures.

Fiscal Year A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and results of its operations. The CBJ fiscal year ends June 30.

Fixed Assets Assets which are intended to be held or used for a long term, such as land, buildings, improvements other than buildings, machinery and equipment. In common usage, the term refers only to operating facilities and equipment, not to long-term investments and other non-current assets.

Fleet Fund The internal service fund within the Public Works Department that was established to control the maintenance and purchase of CBJ-owned vehicles.

Formal Budgetary Integration The management control technique through which the annual operating budget is recorded in the general ledger through the use of budgetary accounts. It is intended to facilitate control over revenues and expenditures during the year.

Fund An accounting entity with a self-balancing set of accounts which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations.

GLOSSARY

Fund Balance	The fund equity of governmental funds and trust funds. The term is used in this budget document for the Proprietary Funds to represent that portion of the retained earnings that is equity as a result of operating revenue and expenses and is noncapital in nature.
F.T.E. (Full Time Equivalent)	2,080 hours worked equate to 1.0 full time position, based upon an eight hour work day. 1,950 hours worked equate to 1.0 full time position, based upon a seven and one-half hour day.
GAAP	Generally Accepted Accounting Principles.
General Fixed Assets	Fixed assets of governmental funds. General fixed assets include all fixed assets not accounted for in proprietary funds or in trust and agency funds.
General Fixed Assets Account Group	A self-balancing group of accounts set up to account for the general fixed assets of a government.
General Fund	The fund used to account for all financial resources except those required to be accounted for in another fund.
General Ledger	A book, file, or other device which contains the accounts needed to reflect the financial position and the results of operations of an entity. In double entry bookkeeping, the debits and credits in the general ledger are equal. Therefore, the debit balances equal the credit balances.
General Obligation Bonds	Bonds for the payment of which the full faith and credit of the CBJ are pledged.
Goals	Statement of desired improvements, both short and long term, to the provision of goods and services consistent with a department's mission statement.
Income	A term in proprietary fund type accounting to represent (1) revenues or (2) the excess of revenues over expenses. See Operating Income, Income Before Operating Transfers, and Net Income.
Income Before Operating Transfers	Proprietary fund operating income adjusted by nonoperating revenues and nonoperating expenses
Incremental Request	Programs and services which departments would like to have added (in priority order) if resources are available.
Interdepartmental Charges and Reimbursement	Consists of administration, accounting and central treasury fees charged to enterprise, special revenue and school funds.
Interest Income	Revenue associated with CBJ management activities of investing idle cash in approved securities.
Interfund Loans	Temporary borrowings of cash from central treasury to purchase goods. Example: Loan to hospital fund for new equipment.
Interfund Transfers	There are two types of interfund transfers. Both types involve the permanent (or at least long-term) movement of resources between funds. For any one transaction, the transfer-in and the transfer-out must be classified in the same way, so that the total operating transfers-in for the entire municipality equal the total operating transfers-out and the total residual equity transfers-in equal the total residual equity transfers-out.

GLOSSARY

Residual Equity Transfers. These transfers are of three different sorts.

- a. Transfers at the closeout of a discontinued fund or one-time contributions to establish a new fund.
- b. The interfund equivalent of a "capital grant" or its repayment. Normally, these residual equity transfers will involve both a proprietary fund and a governmental fund. Such transfers must be contributions restricted to capital outlays or the return of such contributions.
- c. Contributions to an internal service fund to establish or increase its working capital and repayment of such contributions.

Examples include the transfer of the fund balance in a special assessment fund to the LID Guaranty Fund at the completion of the special assessment project, payments by the General Fund to the Central Services Fund to allow the purchase of additional data processing equipment, payments by the Parks Fund to the Sewer Fund for sewer hookup at a new municipal park, transfer of inventory from a utility to a central warehouse fund, and repayment to the Human Services Fund of its contribution to Equipment Rental for vehicles no longer needed.

A government's contribution to a special assessment fund should also be treated as a residual equity transfer if the assets being acquired or constructed will be capitalized in a proprietary fund when they are completed.

Residual equity transfers are reported as direct additions to or deductions from beginning fund balance in governmental funds and as direct additions to or deductions from fund equities (contributed capital or retained earnings, as appropriate) in proprietary funds.

Intergovernmental Revenues

Revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

Internal Control

Internal control comprises the plan of organization, and all of the coordinate methods and measures adopted within a government to accomplish its objectives.

Administrative control includes, but is not limited to, the plan of organization and the procedures and records that are concerned with the decision processes leading to management's authorization of transactions. Such authorization is a management function directly associated with the responsibility for achieving the objectives of the government and is the starting point for establishing accounting control of transactions.

Accounting control comprises the plan of organization and the procedures and records that are concerned with the safeguarding of assets and the reliability of financial records and consequently are designed to provide reasonable assurance that:

- a. Transactions are executed in accordance with management's general or specific authorization.
- b. Transactions are recorded as necessary (1) to permit preparation of financial statements in conformity with generally accepted accounting principles or any other criteria applicable to such statements and (2) to maintain accountability for assets.
- c. Access to assets is permitted only in accordance with management's authorization.

GLOSSARY

d. The recorded accountability for assets is compared with the existing assets at reasonable intervals and appropriate action is taken with respect to any differences.

The foregoing definitions are not necessarily mutually exclusive because some of the procedures and records comprehended in accounting control may also be involved in administrative control.

Lease-Purchase Agreements	Contractual agreements which are termed "leases," but which in substance amount to purchase contracts for equipment and machinery.
Maintenance	The upkeep of physical properties in condition for use or occupancy. Examples are the inspection of equipment to detect defects and the making of repairs.
Measurement Focus	The accounting convention which determines (1) which assets and which liabilities are included on an entity's balance sheet and (2) whether its operating statement presents "financial flow" information (revenues and expenditures) or "capital maintenance" information (revenues and expenses). See Spending Measurement Focus and Cost of Services Measurement Focus.
Mill Levy	Rate applied to assessed valuation to determine property tax. A mill is 1/10th of a penny, or \$1.00 of tax for each \$1,000 of assessed value.
Mission	Statement of purpose for each department.
Modified Accrual Basis	The accrual basis of accounting adapted to the governmental fund type spending measurement focus. Under it, revenues are recognized when they become both "measurable" and "available to finance expenditures of the current period." Expenditures are recognized when the related fund liability is incurred except for: (1) prepaid insurance and similar items which need not be reported; (2) accumulated unpaid vacation, sick pay, and other employee benefit amounts which need not be recognized in the current period, but for which larger-than-normal accumulations must be disclosed in the notes to the financial statements; (3) interest on special assessment indebtedness which may be recorded when due rather than accrued, if approximately offset by interest earnings on special assessment levies; and (4) principal and interest on long-term debt which are generally recognized when due. All governmental funds and expendable trust funds are accounted for using the modified accrual basis of accounting. See Spending Measurement Focus.
Net Income	Proprietary fund excess of operating revenues, nonoperating revenues, and operating transfers-in over operating expenses, nonoperating expenses, and operating transfers-out.
Objective	Specific measurable tasks which are being performed to meet the department's general goals statements.
Operating Budget	Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing of acquisition, spending, and service delivery activities of CBJ are controlled. The use of annual operating budgets is usually required by charter. The annual operating budget is essential to sound financial management.
Operating Income	The excess of proprietary fund operating revenues over operating expenses.
Personnel Services	Salaries and related costs (benefits) of permanent, part time and temporary employees.

GLOSSARY

Projected	Estimation of revenues and expenditures based on past trends, current economic conditions and future financial forecasts.
Property Tax	A tax levied on the assessed value of real and personal property. This tax is also known as Ad Valorem tax.
Refund	(1) The recovery of an item previously expensed or the repayment of an item previously recorded as revenue. Such refunds should be included in revenues, expenditures, or expenses of the current accounting period. (2) To pay back or allow credit for an amount because of an over-collection or because of the return of an object sold. Such charges or credits should be made to the account where the original transaction was recorded. (3) To provide for the payment of an obligation through cash or credit secured by a new obligation.
Reserve	(1) An account used to segregate a portion of fund balance to indicate that it is not available for expenditure; and (2) an account used to segregate a portion of fund equity as legally set aside for a specific future use.
Resources	Total amounts available for appropriation including estimated revenues, fund transfers and beginning fund balances.
Revenues	(1) Increases in governmental fund type net current assets from other than expenditure refunds and residual equity transfers. Under NCGA Statement 1, general long-term debt proceeds and operating transfers-in are classified as "other financing sources" rather than revenues. (2) Increases in proprietary fund type net total assets from other than expense refunds, capital contributions, and residual equity transfers. Under NCGA Statement 1, operating transfers-in are classified separately from revenues. See Interfund Transfers and Refunds.
Sewer Utility	A fund set up to account for user charges and the expenses of maintenance and operation of the sanitary sewer system.
Service Area	A geographic area that provides specific/additional services not provided for on a general basis. A service area also has taxing authority to provide the special service.
Special Assessment Fund (L.I.D.)	The capital improvement fund established to account for improvements financed in part by property owner assessments.
Spending Measurement Focus	The measurement focus applied to governmental funds and expendable trust funds. Under it, only current assets and current liabilities are generally reported on their balance sheets, and their operating statements present "financial flow" information (revenues and expenditures). See Modified Accrual Basis.
Target Budgets	Desirable expenditure levels provided to departments in developing the coming year's recommended budget. Based on prior year's adopted budget, excluding one-time expenditures, projected revenues, and reserve requirements.
Water Utility Fund	An enterprise fund established to account for resources and maintenance and operating costs to provide area wide water service.

NOTES

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