

MEMORANDUM

CITY/BOROUGH OF JUNEAU
155 South Seward Street, Juneau, Alaska 99801

DATE: February 7, 2013

TO: Planning Commission

FROM: Beth McKibben, Planner *BMK*
Community Development Department

FILE NO.: CSP2013 0003

PROPOSAL: Planning commission review and discussion of CIP and project nomination.

Attachment A – Draft CIP for FY14

INTRODUCTION

The City and Borough of Juneau prepares a revised six-year Capital Improvements Program (CIP) each year. The CIP guides the investment of public funds for maintenance, repair, construction and acquisition of public infrastructure, facilities and equipment. The CIP is presented to the Assembly in April together with the draft fiscal year budget, and it includes the City Manager recommended project priorities for FY 2014.

The Land Use Code establishes the role of the Planning Commission in the CIP process under CBJ§49.10.170 which states:

49.10.170(b) Review of the Capital Improvements Program. Upon adequate notice which shall be provided by the director, the commission shall review annually the capital improvements program of the City and Borough and submit its recommendations to the Assembly.

The purpose of the Planning Commission review, in accordance with Title 49, is to determine the extent to which the CIP is consistent with the goals of the Comprehensive Plan.

The draft CIP was reviewed by the Public Works and Facilities Committee at their February 4th meeting. We are bringing the CIP to the Planning Commission an early review and consideration of the projects in accordance with the Comprehensive Plan. The Commission may want to consider recommending additional projects be added to the list. The draft CIP list will come before the Planning Commission again at a future meeting for the required review for consistency with the Comprehensive Plan.



A Capital Improvement Plan is a tool to assess the long-term capital project requirements of the CBJ and to establish funding of high-priority projects in a timely and cost-effective fashion. Development of a Capital Improvement Plan is intended to ensure that policy makers are responsible to residents and businesses of the community with respect to the expenditure of public funds. A Capital Improvement Plan also promotes the provision of continuous efficient services. The written plan identifies and describes capital projects, the years in which funding each project is to occur and the method of funding. The CIP is a six-year planning tool.

The CIP fulfills several purposes. It is a planning document that organizes and schedules projects and activities. It is a statement of budgetary policy that directs funds toward priorities. It is an investment guide that portrays the physical infrastructure and other improvements that support commerce and community.

The Comprehensive Plan addresses capital improvements in Chapter 18 as follows:

The CIP Planning Function

A recurring need in any municipality is planning for the execution of capital improvement projects. The work includes gathering the needs and expectations of operating departments into a unified document that sets priorities and is adopted by the Assembly at the same time as the annual operating budget. In the CBJ's case, the primary document is the Six-Year Capital Improvement Program (CIP), which is republished every year with a new year added at the "outer end" and the past year dropped off. The CIP contains a basic project list, organized by department, which shows each project that has been identified by the operating agency, a scope and estimated cost. Other sections of CIP re-list the projects by type and priority. A given project may change over the years as it advances from low priority status to higher status. This is because increasingly more planning and design consideration is given to a project which the sponsoring department has kept on the list year after year until it is finally carried out.

POLICY 18.6 TO DEVELOP A SIX-YEAR CAPITAL IMPROVEMENT PROGRAM TO IMPLEMENT THE COMPREHENSIVE PLAN BY COORDINATING URBAN SERVICES, LAND USE DECISIONS, AND FINANCIAL RESOURCES AND TO PROVIDE ADEQUATE FUNDING FOR CAPITAL IMPROVEMENTS TO ENSURE THE POLICIES, STANDARD OPERATING PROCEDURES, DEVELOPMENT GUIDELINES, IMPLEMENTING ACTIONS AND SUBAREA GUIDELINES OF THE COMPREHENSIVE PLAN ARE IMPLEMENTED.

Standard Operating Procedures

18.6 - SOP1 Prepare an annual Six-Year Capital Improvement Program (CIP). Request that CBJ departments, the public, and policy bodies nominate potential capital improvement projects from a variety of sources including the Comprehensive Plan and

suggestions of resident and special interest groups, CBJ officials, advisory commissions, and others. (emphasis added)

18.6 - SOP2 CDD staff will analyze each CIP project list for conformity with the Comprehensive Plan.

18.6 - SOP3 The CIP sponsoring agency should prepare and make public related subsidiary CIP studies, reports and documents.

18.6 - SOP4 Maintain active involvement with other governmental sponsors of capital improvements and public works in general to assure that the efforts of those sponsors are compatible with local needs, conditions, and the policies of the Comprehensive Plan.

ORGANIZATION OF THE CIP

The CIP list offers important information for the various capital improvement projects recommended for funding in FY2014, and planned for future years through FY2019. The CIP list consists of sections addressing FY14 recommendations, funding sources, the six-year improvement plan, and project descriptions.

The Assembly and the City Manager recommend CIP priorities according to the following priorities:

Health and Safety. Will the improvement address an imminent or expected threat or danger to users or occupants?

Maintenance Impact. Will the improvement prevent further deterioration or damage to CBJ property, thereby reducing ongoing maintenance and operational costs?

Economic Development. Will the improvement directly or indirectly stimulate beneficial economic development in the community by enhancing transportation, cultural, business, health, education, resource development, and/or recreation opportunities within the community?

Community Improvements. Will the improvement establish, enhance, or expand a facility or service to accommodate new or increased public use?

RECOMMENDATION

Please review the list and provide suggestions you may have for projects to be included in the list. At the meeting the CIP will again be before the Commission at a future meeting to review for consistency with the Comprehensive Plan.

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**FISCAL YEAR 2014
STATE MARINE PASSENGER FEE PRIORITIES**

Finance	Waterfront Enhancements Bond Debt	\$ 4,696,400
	TOTAL	<u>\$ 4,696,400</u>

**FISCAL YEAR 2014
WATER ENTERPRISE FUND**

DEPARTMENT	PROJECT	FY14 BUDGET
Water	JD Bridge Water Repairs	100,000
Water	Backloop Water Repairs	75,000
Water	Areawide Water Main Repairs	125,000
	TOTAL	<u>\$ 300,000</u>

**FISCAL YEAR 2014
WASTEWATER ENTERPRISE FUND**

DEPARTMENT	PROJECT	FY14 BUDGET
Sewer	Biosolids Management	275,000
Sewer	Backloop Sewer Repairs	75,000
	TOTAL	<u>\$ 350,000</u>

**FISCAL YEAR 2014
Bonded Projects - Voter Approved 10/2/12**

DEPARTMENT	PROJECT	
Airport	Terminal Renovation	6,900,000
Eaglecrest	Learning Center	3,500,000
Harbors	Aurora Harbor	7,000,000
Parks	Centennial Hall	3,222,000
Parks	Restrooms, Paving & Concessions	1,300,000
Public Works	Capital Transit Maintenance Shop Renovation	3,050,000
	TOTAL	<u>\$ 24,972,000</u>

**FISCAL YEAR 2014
 TEMPORARY 1% SALES TAX PRIORITIES
 Voter Approved Sales Tax 10/01/13 - 09/30/18**

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DEPARTMENT	PROJECT	FY14 BUDGET
Airport	SREF	\$ 1,550,000
Library	New Valley Library	1,550,000
Manager	Bonded Debt Service	250,000
Manager	Rainy Day Reserve	500,000
Parks & Recreation	Deferred Building Maintenance	450,000
Sealaska Heritage	Walter Sobeloff Center	1,550,000
TOTAL		\$ <u>5,850,000</u>

**FISCAL YEAR 2014
 MARINE PASSENGER FEE PRIORITIES**

DEPARTMENT	PROJECT	FY14 BUDGET
Parks & Recreation	Waterfront Seawalk	\$ 983,140
Docks	Electrical Winches	60,000
Docks	Real Time Weather Monitoring and Communication	75,000
Docks	Payphones	12,700
AJ Dock	Dock Entrance Atrium	293,600
	Security Cameras	
	Security Guard, Training & Exercises	
	Electrical Winches	
	Restroom Maintenance/Cleaning	
	Short Range Response Boat Operations	
Franklin Dock	Security Lighting	229,100
	Security Training & Booth	
	Electrical Winches	
	Tourist Information Booth	
	Restroom Maintenance/Cleaning	
Goldbelt Dock	Piling, Electrical & Water Upgrades	217,000
TOTAL		\$ <u>1,870,540</u>

**FISCAL YEAR 2014
 PORT DEVELOPMENT FEE PRIORITIES**

Finance	Waterfront Enhancements Bond Debt	\$ 2,925,000
TOTAL		\$ <u>2,925,000</u>

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STATE MARINE PASSENGER FEE PRIORITIES**

Finance	Waterfront Enhancements Bond Debt	\$ 4,696,400
	TOTAL	<u>\$ 4,696,400</u>

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The following projects are identified as priorities for FY2014 but are dependent on other unsecured funding sources:

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**FISCAL YEAR 2014
AIRPORT UNSCHEDULED FUNDING**

DEPARTMENT	PROJECT	
Airport	Snow Removal Equipment Facility	\$ 23,700,000
Airport	Airport Master Plan	750,750
Airport	Runway Safety Area Phase II B	10,143,000
	TOTAL	\$ <u>34,593,750</u>

**FISCAL YEAR 2014
UNSCHEDULED FUNDING (State Grant Requests)**

DEPARTMENT	PROJECT	
Airport	Snow Removal Equipment Facility	\$ 3,000,000
Lands	Willoughby District Parking	5,000,000
Parks	Twin Lakes Multi-Use Path Lighting	600,000
Harbors	Aurora Harbor Rebuild	5,000,000
Harbors	Douglas Harbor Rebuild	3,000,000
Sewer	Wastewater Facilities Plan	675,000
Streets	Governor's House Area Road Reconstruction	3,000,000
Fire	Mobile Data Terminals	69,000
Fire	Platform Ladder Truck	1,300,000
Fire	Thermal Imaging Cameras	40,000
Transit	Electronic Ridership System	1,400,000
Water	LCB Generator System Replacement	475,000
Streets	Safe Routes to School Snow Removal Equipment	250,000
Streets	Snow Storage Facilities	2,000,000
Streets	Snow Chemical Shed	1,500,000

\$

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Section 2. Fiscal Year 2014 Budget. The capital improvement project budget allocations for sales tax and marine passenger fees established by the tables set forth in the FY2014 Capital Improvements List section shall become a part of the City and Borough of Juneau's Fiscal Year 2014 Budget.

Section 3. State and Federal Funding. To the extent that a project in the Capital Improvement Program includes state funding, federal funding, or both, the amount of funding for that project is an estimate only.

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

Adopted this ____ day of _____, 2013.

Merrill Sanford, Mayor

Attest:

Laurie Sica, Clerk