



DATE: December 27, 2023
TO: Assembly Finance Committee
FROM: Angie Flick, Finance Director
SUBJECT: **Program Updates Process**

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The purpose of this memo is to provide context to a change in procedure regarding four of CBJ's partner agencies: Travel Juneau, Juneau Economic Development Council (JEDC), Juneau Community Foundation (JCF) and Juneau Arts and Humanities Council (JAHC).

Historically, these four organizations have shared a program update, budget overview and funding request in the April and May timeframe while the AFC is working on the budget. For a variety of reasons, and working with Chair Woll, these four agencies will be presenting their program updates outside the budget process. The budget process and marathon of discussions held by this Body is important, although it can be stressed by many topics and not enough time. The goal of this deviation is to allow the AFC a less stressed venue for these program updates. These agencies perform consistent functions on behalf of the CBJ and their base funding levels are stable.

JEDC will provide an update in the January 10, 2024 meeting. I expect Travel Juneau will present on February 7th followed by the JAHC and JCF on March 6th. These presentations will focus on their organization, successes and challenges over the last year and expectations for the upcoming year. They are not intended to be budget presentations or requests for funding. These organizations have been encouraged to talk broadly about initiatives that may become a budget request during the budget process. It is anticipated that having the program updates outside the budget cycle will relieve some of the time constraints for the AFC during the budget process.

Base funding for these four organizations have typically been included in the Manager's Recommended Budget, and we anticipate following the same process this year. Also, as has occurred in the past, if these organizations have a significant one-time funding request or a substantial base funding increase, the Manager may defer those to the FY25 Funding Pending list for the AFC's consideration rather than including them in her Recommended Budget.