



**Engineering & Public Works  
Department**  
Marine View Building, Juneau, AK 99801  
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# MEMORANDUM

**DATE:** October 20, 2023  
**TO:** CBJ Boards and Commissions  
**FROM:** Denise Koch, Engineering and Public Works Director  
**THROUGH:** CBJ Public Works and Facilities Committee  
**SUBJECT:** DRAFT FY2025 CBJ Legislative Capital Priority List: Feedback Needed by December 1st

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The Engineering & Public Works Department is requesting your input on the draft fiscal year (FY) 2025 Legislative Capital Priority list by December 1, 2023.

Legislative Capital Priorities are not a direct funding request. It is a way to articulate larger or more complicated funding needs for major projects to the Legislature, the federal delegation, and the public. This list represents the CBJ Assembly large scale priorities for a given year.

All CBJ boards and commissions are being invited to provide input on their top two projects that they would like to see on the list. They can either provide input on existing projects and project priorities or nominate a new project(s). Input may also include recommendation for removal of an existing project from this list. The information that your board or commission provides will be used by the Assembly to amend and reprioritize the draft list for the next fiscal year.

## Guidelines and recommendations for input:

- A prioritized list is only useful if there is the discipline to keep it manageable and relevant. Please keep that in mind when making your recommendations.
- Please limit your recommendations to nominating and/or endorsing your top two projects. This will make your input more actionable for the Assembly.
- If your body would like to propose a new project, please use the Legislative Priorities Project Nomination form available at <https://www.surveymonkey.com/r/BCQJ9RX>. A printable PDF version is available upon request by emailing [Ashley.heimbigner@juneau.gov](mailto:Ashley.heimbigner@juneau.gov).
- To be eligible a project needs to provide a capital asset with a life of more than 20 years and have a total project cost of over \$1 million (review the appendix of the draft list, 'Everything you wanted to know about the CBJ Legislative Capital Priorities' for more information).
- Comments, endorsements, and recommendations for removal of existing projects listed in the DRAFT provided should be addressed to the Assembly and are due to [ashley.heimbigner@juneau.gov](mailto:ashley.heimbigner@juneau.gov) no later than December 1, 2023.

See the schedule below for more information. Thank you for your time and participation in this important planning process.

City and Borough of Juneau  
**FY2025 LEGISLATIVE CAPITAL PRIORITIES DEVELOPMENT SCHEDULE**

<b>ACTION</b>	<b>FY25 DRAFT TIMEFRAME</b>
Prepare and distribute draft LCP to CBJ Board, Commissions & advisory groups request for review and input.	October 20, 2023
Input for new draft requested by	December 1, 2023
Presentations to Boards and Commissions:	
	Planning Commission Introduction Oct 24, 2023; Final Approval Nov 14 or Dec 12, 23
	Systemic Racism Review Committee (SRRC) Introduction: October 24, 2023
Administrative Review & Compilation	December 4-7, 2023
SRRC 2nd Review (with input and new projects)	December 12, 2023
PWFC for Review	December 18, 2023
Homework: Assembly Ranks Priorities	Due December 29, 2023
Finance Committee	January 2024
Assembly Review (Leg Breakfast + COW)	January 2024
CAPGIS Deadline	Late Jan/Early Feb 2024
Distribute Priorities	February 2024