ASSEMBLY STANDING COMMITTEE
ASSEMBLY FINANCE COMMITTEE
THE CITY AND BOROUGH OF JUNEAU, ALASKA

April 20, 2022, 5:30 PM.
Assembly Chambers/Zoom Webinar
https://juneau.zoom.us/j/93917915176 or call 1-253-215-8782 Webinar ID: 939 1791 5176

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

A. April 13, 2022

IV. AGENDA TOPICS

A. Docks & Harbors

B. Passenger Fee Plan – For Review

C. Hotel-Bed Tax Funding

D. Travel Juneau

E. Updated AFC Schedule for FY23 Budget

V. NEXT MEETING DATE

A. April 27, 2022

VI. SUPPLEMENTAL MATERIALS

A. Passenger Fee Requests and Public Comments

VII. ADJOURNMENT

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org

DRAFT
City and Borough of Juneau
Minutes - Assembly Finance Committee Meeting
Wednesday, April 13, 2022, 5:30pm

I. CALL TO ORDER

The meeting was called to order at 5:36 pm by Carole Triem, Chair.

II. ROLL CALL

Committee Members Present: Chair Carole Triem; Mayor Beth Weldon; Maria Gladziszewski; Greg Smith; Wáahlaal Gíidaak; Michelle Bonnet-Hale; Wade Bryson

Committee Members Present Virtually: Christine Woll

Committee Members Absent: Alicia Hughes-Skandijs

Staff Members Present: Rorie Watt, City Manager; Robert Barr, Deputy City Manager; Robert Palmer, City Attorney; Jeff Rogers, Finance Director; Adrien Speegle, Budget Analyst; Katie Koester, Public Works and Engineering Director; John Bohan, Chief Engineer; Dr. Bridget Weiss, Juneau School District (JSD) Superintendent; Cassee Olin, JSD Director of Administrative Services

Others present: Dr. Elizabeth Siddon, JSD School Board President

III. APPROVAL OF MINUTES

The April 6, 2022 minutes were approved as presented.

IV. AGENDA TOPICS

a. Juneau School District (JSD)

Jeff Rogers, Finance Director, introduced Dr. Bridget Weiss, JSD Superintendent, Dr. Elizabeth Siddon, JSD School Board President, and Cassee Olin, JSD Director of Administrative Services.

Dr. Siddon thanked the Assembly for continued funding of more than $27 million in general operation support to the cap in FY22 and outside-the-cap funding for food services, transportation and other student activities. She stated that she hopes the Assembly will continue to support JSD by funding to the cap in FY23.

Dr. Weiss reviewed JSD's budget process outlined on packet page 31 and specifically highlighted that advocacy on the hill for adequate operating funding from the state is an integral part of the process. She reminded the Committee that the FY22 budget and FY23-24 budgets include federal dollars from the Elementary and Secondary School Emergency Relief Fund (ESSER) specifically for COVID-19 recovery. She stated that the school board used a “scaffolding approach” for allocating ESSER federal funds to spread dollars out over time since future federal funding is uncertain. Dr. Weiss reviewed planned ESSER fund expenditures in COVID-19 Recovery programming on packet page 32.

In response to Mayor Weldon’s question regarding how the JSD planned to continue funding certain programs like summer school, trauma support, and IT support once ESSER funding ceases, Dr. Weiss reiterated the importance of effective advocacy on the hill for funding. She stated that the JSD has been under funded for many years and the ESSER funds allowed allocation for resources supporting the increasing needs of the student body as operating funds decreased. Dr. Weiss clarified that the decision to stretch ESSER funding across FY22-24 was in anticipation of a potential struggle for sufficient operating funding from the state. Dr. Weiss explained that funding can be difficult to achieve when extraordinary needs are not tangible “things” like supplies or assets but, instead, are actual human resources for the JSD community’s learning and social needs. The JSD Board is hopeful additional funding will be acquired over FY23-24 to continue supporting COVID-19 recovery inspired programs.

Ms. Olin presented and reviewed data on packet pages 33-37.

Ms. Olin explained the “6% PERS/TRS on-behalf” of the FY23 Operating Revenues on packet page 34 is a statute that must be booked in JSD budgets and audits in consequence of a statistical error made in 2008. She stated that the money cannot be expended and is a “net effect”, meaning that JSD receives funding from the State that is immediately disbursed as on-behalf contributions towards the Public Employees’ and Teacher retirement systems. She also noted that the numbers in the JSD budget on packet pages 18-27 reflect this statute, meaning the actual operating resources available are $62.4 million ($66.4 million less 6%).

Ms. Olin clarified the 1% of FY23 Operating Revenues includes the E-rate (a federal reimbursement for internet services), Medicaid reimbursement, and pre-school tuition.

Ms. Olin reviewed the Local Contribution Change (AS 14.17.410) detailed on packet page 35 resulting in a $1.2 million increase in local contribution to the cap. She noted that this is one of the biggest changes affecting the JSD budget brought on by the significant decrease in student enrollment and resulting decrease in state aid in combination with the increase in property value across the city.

Minutes - Assembly Finance Committee Meeting
Wednesday April 13, 2022, 5:30pm

Ms. Olin reviewed packet page 36 and Dr. Weiss noted that JSD board policy usually encourages a fund balance larger than FY23's projected $622,000 at the end of the year. However, to meet rising needs, the Board opted to keep the fund balance low. She reminded the Committee that, last year, the JSD Board budgeted down to a $0 fund balance which they agreed is unsustainable for the next few years.

Ms. Olin and Dr. Weiss reviewed funding requests for outside the cap on packet page 37. In response to committee questions, Dr. Weiss clarified that the *Learn to Swim* program was a requirement of the bond under which it was originally funded. It is no longer funded by that bond, but JSD wishes to continue the program as they believe the ability to swim is a necessary safety precaution in Southeast Alaska.

Dr. Weiss answered clarifying questions about budgeting for the RALLY program and the struggles around balancing costs of operation and affordability for parents. The reduced rate for RALLY is $575 for before and after-school care and the rate could change again before August.

Dr. Weiss reminded the Committee that federal support for free meals is ending and therefore, the JSD will return to normal operations which includes a free hot breakfast for each student and a lunch program that includes a sliding scale of full price lunches, reduced price lunches, and free lunches.

Mr. Rogers presented pages 106-107 of the FY23-24 Proposed Budget Book introduced April 4, 2022 (Budget Book) for reference and cited corrections to packet page 16.

Under FY22 Revised Budget, the *General School Operations* amount of $27,264,600 should be corrected to $27,228,800 as a transfer outside the cap was just processed which reduced the amount subject to the cap. Therefore, the difference between the FY22 and FY23 educational requests is $1,262,400.

There should be $50,000 listed in the change column for *Learn to Swim* and the rest of the column down should be re-calculated to reflect that addition. Also, the calculation for $2,071,500 under FY22 Revised Budget in *Total Requests Outside the Cap* does not include the supplemental appropriations adopted on March 14, 2022: Ordinance 2021-09(A) appropriating $10,000 for ice time and Ordinance 2021-09(B) appropriating $35,750 from under the cap to activities outside the cap. With these corrections, *Total Requests Outside the Cap* in FY22 is $2,117,300. The difference between FY22 and FY23 *Requests Outside the Cap* is $157,700 which will be reflected on the Decision List scheduled for review on May 11, 2022 as an additional request for funding outside the cap.

Minutes - Assembly Finance Committee Meeting
Wednesday April 13, 2022, 5:30pm

$1,262,400 of additional General Fund support up to the cap is already calculated in the Manager's Proposed Budget (Budget Book pg. 224).

Mr. Rogers clarified that the numbers on Budget Book pages 106-107 regarding JSD funding and expenditures are correct.

Chair Triem noted that no action relating to the JSD budget is required of the Committee tonight. JSD's Budget Ordinance 2022-07 will be publically heard at the April 25, 2022 Assembly meeting, at which time the Assembly will be required to make a motion to establish the local funding amount for School District operations. Final decisions relating to the outside the cap amount will need to be made during the May 11, 2022 Assembly Finance Committee meeting prior to adoption of the JSD budget ordinance on May 16, 2022.

b. Capital Improvement Plan (CIP) – For Review

Katie Koester, Public Works and Engineering Director, presented packet pages 41-53. She summarized the CIP Process and Funding Categories and stated that the process is more detailed in the memo on packet pages 39-40.

Ms. Koester briefly reviewed allocations of the Voter Approved 3% Sales Tax, General Sales Tax Funds and Areawide Street Sales Tax. In response to Assemblymember Hale's question, Ms. Koester clarified that about $1.7 million out of approximately $10.5 million that makes up 1% of Voter Approved 3% Sales Tax is allocated to general government operations. She stated that most of the funding from Areawide Street Sales Tax goes to street maintenance, but there is also intent for scoping and planning for small community projects.

Ms. Koester reviewed the Voter Approved Special 1% Sales Tax approved through September 2023. She stated these taxes are intended to fund a few specific CIPs the community approved over a five-year period. Ms. Koester noted that the Marine Passenger Fees funding is still in the Assembly process, so projects in this category are placeholders until funding is approved. Assemblymember Hale and Ms. Koester both clarified that Sales Tax Funds are subject to appropriation and may not be allocated as originally intended.

Ms. Koester stated that the FY23 CIP is mostly maintenance, but she specifically highlighted $400,000 intended for Affordable Housing.

John Bohan, Chief Engineer, responded to Committee questions about maintaining a single CIP priority list. He presented page 21 in the CBJ Capital Improvement Plan FY23-28 Book prepared March 7, 2022 (CIP Book) to review the Six Year Department Improvement Plans. He clarified that a form of the Legislative

Priorities list exists in the *FY Future* category for projects that do not have a set year for funding.

Assemblymember Hale asked about maintenance of damaged city sidewalks and staircases and Mr. Bohan expressed that the Engineering Department has more projects to complete and maintain than it has adequate funding. He stated that the city is likely going to continue “band-aid” repairs of stairways that should eventually be completely rebuilt. He explained that certain projects are completely halted because of lack of worker and contractor availability.

Chair Triem asked why the Docks and Harbors Enterprise did not have any CIP funding requests. Mr. Bohan clarified that CIP funding does not lapse, so Docks and Harbors is still working on smaller projects with the CIP funding they already have. He also clarified that Docks and Harbors is very short on funding this year, and if a major project were to come up, they would likely request a supplemental appropriation to fund it.

Mr. Bohan answered Committee questions.

Mr. Rogers directed the Committee to pages 75-76 in the Budget Book for a summary of the FY23 CIP and past year comparisons. He specifically noted that, while there are no projects funded by Docks and Harbors funds, there are two projects funded by Passenger Fees for the Docks enterprise: marine station weather monitoring and dock electrification.

Mr. Rogers answered Committee questions and instructed the Committee in where to look in the Budget Book to gain clarity on specific CIP funding allocations.

Mr. Rogers recommended that any amendments to the CIP be given to the Finance Department by April 25, 2022 to be ready for the Committee to review by May 4, 2022.

V. NEXT MEETING DATE

a. **April 20, 2022**

VI. ADJOURNMENT

The meeting was adjourned at 6:56pm.

Docks & Harbors Enterprise
FY23 & FY24 BUDGET
Presentation to Assembly Finance Committee
April 20th, 2022

FY21 & FY22 SUMMARY

- Docks & Harbors is very appreciative:
  - $2M commitment towards UAS property purchase
  - $3M appropriation for Statter Harbor Phase IIIC (For Hire Uplands)
  - $3.5M appropriation for Seawalk Improvement
- COVID was difficult on our Enterprises
  - Docks Enterprise will expend $800K of Docks Fund Balance due to revenue losses
  - Harbors Enterprise has met all fiscal obligations primarily through austerity measures
- New USCG Facility Security Plan (FSP) for Cruise Ship Docks
  - Require TSA-like verification
  - Additional 5.5 FTE (40% Increase to personnel complement)

DOCKS

COMPARATIVES

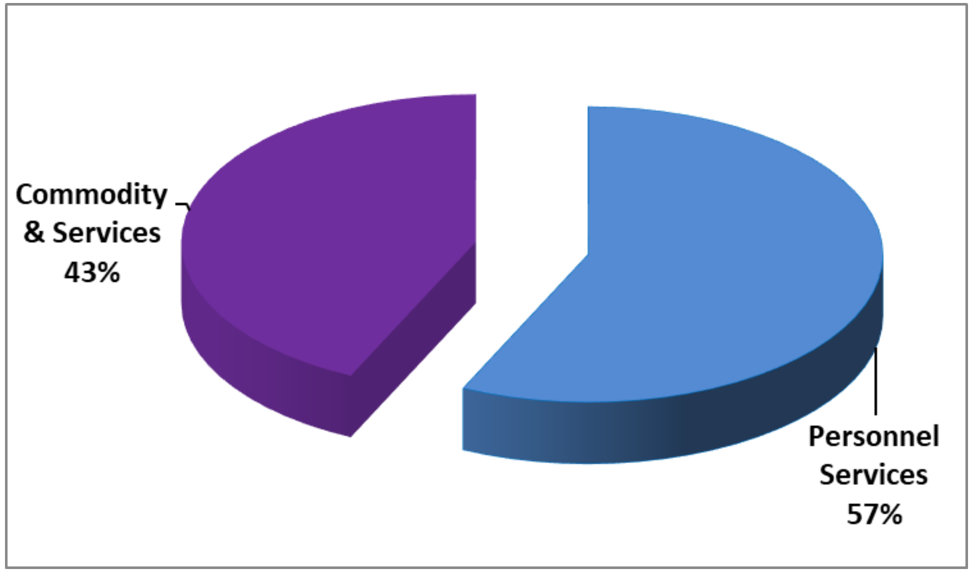
	FY21 Actuals	FY22 Amended Budget	FY22 Projected Actuals	FY23 Proposed Budget	FY24 Proposed Budget
EXPENDITURES					
Personnel Services	$ 665,800	700,000	854,600	1,300,500	1,313,000
Commodities and Services	632,000	700,000	742,200	982,000	976,800
Capital Outlay	-	1,000	6,000	-	-
Total Expenditures	**1,297,800**	**1,401,000**	**1,602,800**	**2,282,500**	**2,289,800**
FUNDING SOURCES					
Interdepartmental Charges	15,100	15,100	15,100	15,100	15,100
Charges for Services	49,500	330,000	1,090,000	1,730,000	1,760,000
Investment and Interest Income	12,900	70,000	21,300	21,300	21,300
Support from:					
Marine Passenger Fees	97,500	448,500	448,500	717,000	717,000
State Marine Passenger Fees	351,000	-	-	-	-
Total Funding Sources	**526,000**	**863,600**	**1,574,900**	**2,483,400**	**2,513,400**
FUND BALANCE					
Beginning of Period	2,589,800	1,818,000	1,818,000	1,790,100	1,991,000
Increase (Decrease) in Fund Balance	(771,800)	(537,400)	(27,900)	200,900	223,600
End of Period Fund Balance	**$ 1,818,000**	**1,280,600**	**1,790,100**	**1,991,000**	**2,214,600**
STAFFING	**13.74**	**13.74**	**13.74**	**19.20**	**19.20**

Docks Enterprise (Cruise Ships)
FY23 & FY24 TAKE AWAYS

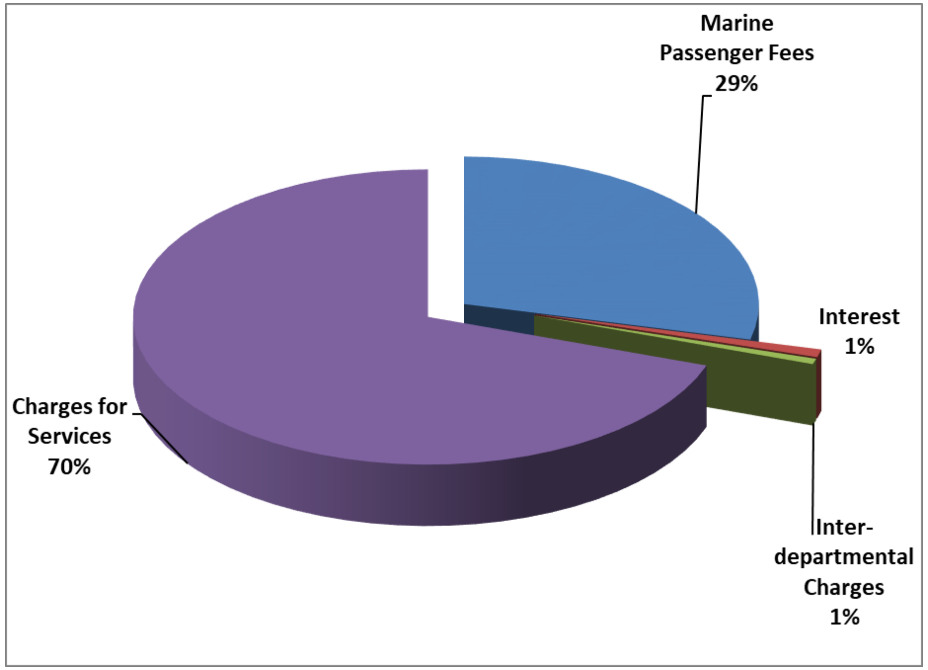
- FY22 Projected Expenditures expects to exceed Revenues by $27K
- FY23 Projected Revenues expected to exceed Expenditures by $200K
  - Primarily due to $300K MPF increase for personnel
- FY24 Budget largely unchanged from FY23
- Docks Fund Balance anticipated to be $2M at the end of FY23
- CY2022 Revenue Update
  - No change to Dockage Charges for Cruise Passengers Ships
  - New $1700 Lightering Fee (from $600)
- FY23 Negotiated wages increases through CBA not projected in budget

Docks Budget
FY23 $2.28M

Docks Expenditures

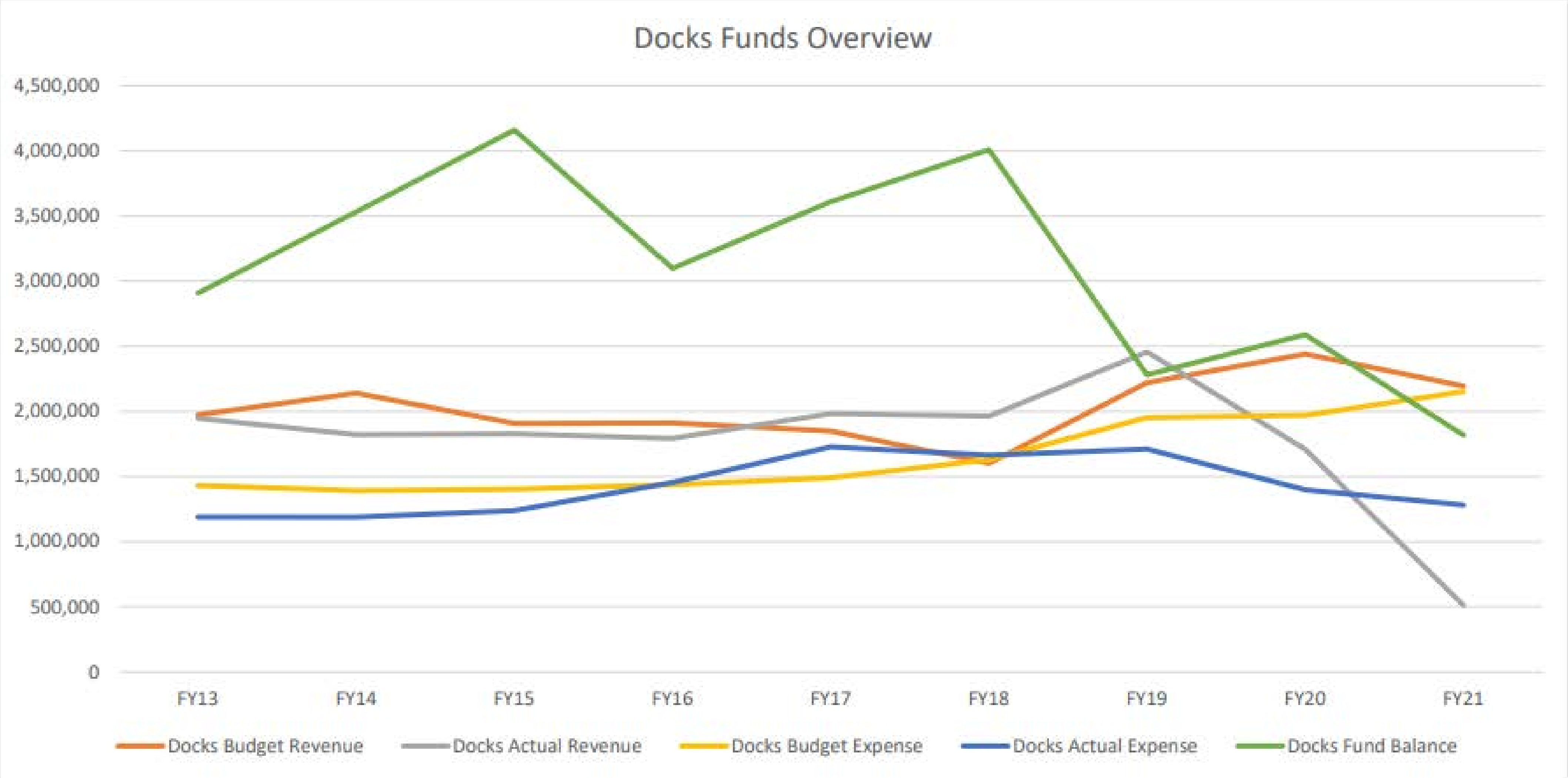


Docks Revenue



Docks Expenditures – Cliff Notes

- FY23 Top 3 expenditures – Make up 80% of the Budget
  - Salaries - $1,299,000
  - Property Insurance $311,100
  - Full cost allocation - $206,200
- Next 5 top expenditures add $267K - 92% of the Budget
  - Water Service - $100K (billed back to cruise ships)
  - Rents – $63K
  - Landscaping - $44K
  - Repairs - $30K
  - Electricity - $30K



	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21
Docks Budget Revenue	1,974,600	2,139,400	1,906,600	1,911,500	1,849,500	1,601,900	2,220,200	2,440,800	2,193,600
Docks Actual Revenue	1,946,900	1,820,000	1,828,400	1,792,800	1,983,100	1,964,484	2,456,345	1,708,507	511,724
Docks Budget Expense	1,431,592	1,392,300	1,403,500	1,436,800	1,492,000	1,629,300	1,952,000	1,969,400	2,152,300
Docks Actual Expense	1,189,800	1,188,500	1,238,600	1,454,100	1,727,600	1,663,167	1,711,100	1,399,191	1,282,693
Docks Fund Balance	2,907,240	3,531,061	4,159,525	3,098,254	3,609,037	4,009,076	2,279,623	2,588,939	1,817,970

HARBORS

COMPARATIVES

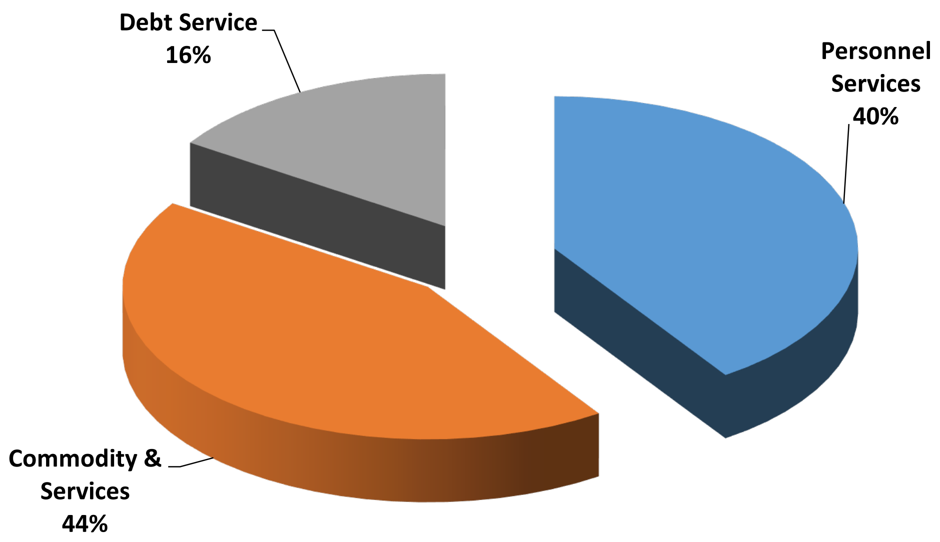
	FY21 Actuals	FY22 Amended Budget	FY22 Projected Actuals	FY23 Proposed Budget	FY24 Proposed Budget
EXPENDITURES					
Personnel Services	$ 1,572,300	1,875,000	1,777,100	1,905,700	1,909,200
Commodities and Services	1,432,100	1,681,500	1,682,100	2,053,200	2,061,900
Debt Service	656,700	737,600	737,600	740,900	741,700
Total Expenditures	**3,661,100**	**4,294,100**	**4,196,800**	**4,699,800**	**4,712,800**
FUNDING SOURCES					
Charges for Services	2,791,900	3,000,000	2,825,000	3,415,000	3,425,000
Licenses, Permits, and Fees	-	130,000	350,000	350,000	350,000
Rentals and Leases	855,400	800,000	860,000	860,000	870,000
State Shared Revenue	391,400	300,000	407,000	350,000	350,000
Federal Revenue	-	24,700	-	-	-
Fines and Forfeitures	7,400	10,000	10,000	10,000	10,000
Investment and Interest Income	30,300	52,500	27,600	27,600	27,600
Support from:					
Capital Projects	300	-	-	-	-
Total Funding Sources	**4,076,700**	**4,317,200**	**4,479,600**	**5,012,600**	**5,032,600**
FUND BALANCE					
Debt Reserve					
Beginning Reserve Balance	791,900	791,900	791,900	791,900	791,900
Increase (Decrease) in Reserve	-	-	-	-	-
End of Period Reserve	**$ 791,900**	**791,900**	**791,900**	**791,900**	**791,900**
Available Fund Balance					
Beginning of Period	226,900	642,500	642,500	925,300	1,238,100
Increase (Decrease) in Fund Balance	415,600	23,100	282,800	312,800	319,800
End of Period Available	**$ 642,500**	**665,600**	**925,300**	**1,238,100**	**1,557,900**
STAFFING	**16.33**	**16.33**	**16.33**	**16.83**	**16.83**

Harbors Enterprise
FY23 & FY24 TAKE AWAYS

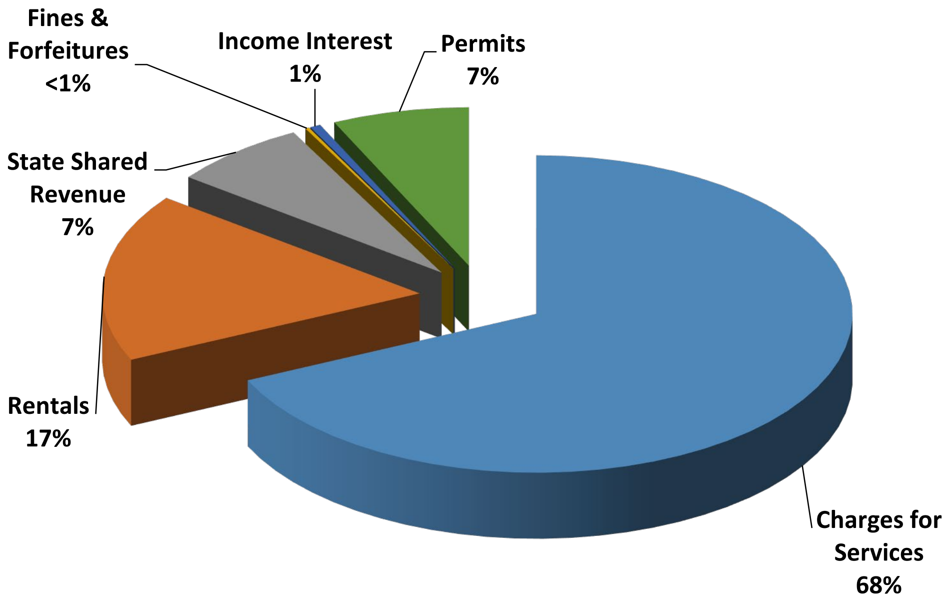
- FY22 Projected Revenues expected to exceed Expenditures by $283K
- FY23 Projected Revenues expected to exceed Expenditures by $313K
- FY24 Budget largely unchanged from FY23
- Available Fund Balance anticipated to be $1.238M at the end of FY23
- Additionally maintains Debt Reserve of $792K
- Budgeting for $240K/year for new lease rent with University of Alaska
- FY22 Added 0.5 FTE for evening Harbor Security Officer
- CY2021 CPI adjustment (4.9%) in affect July 1st, 2022
- Docks & Harbors embarking on Harbor/Dock Rate Study
- FY23 Negotiated wages increases through CBA not projected in budget

Harbor Budget
FY23 $4.7M

Harbors Expenditures

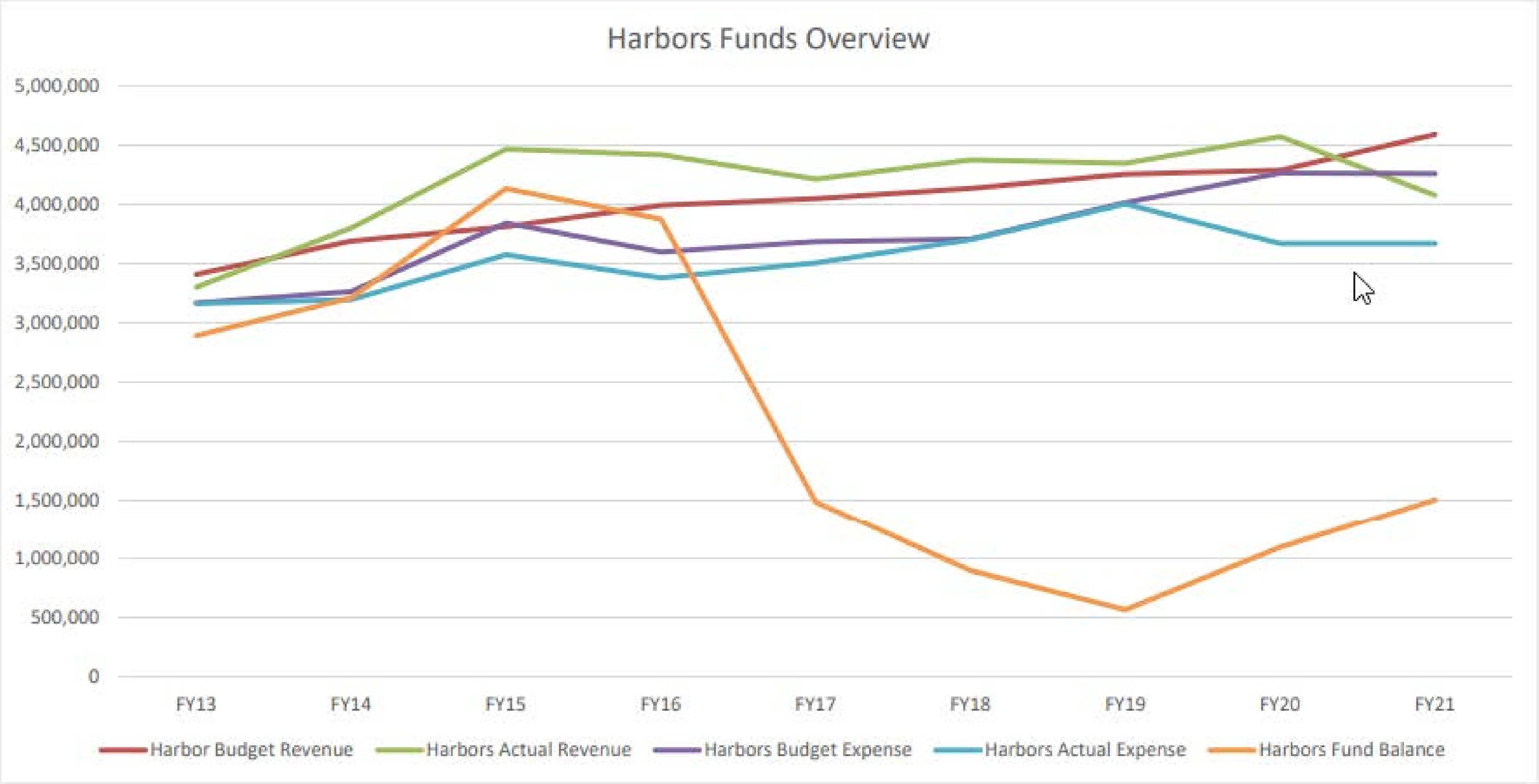


Harbors Revenue



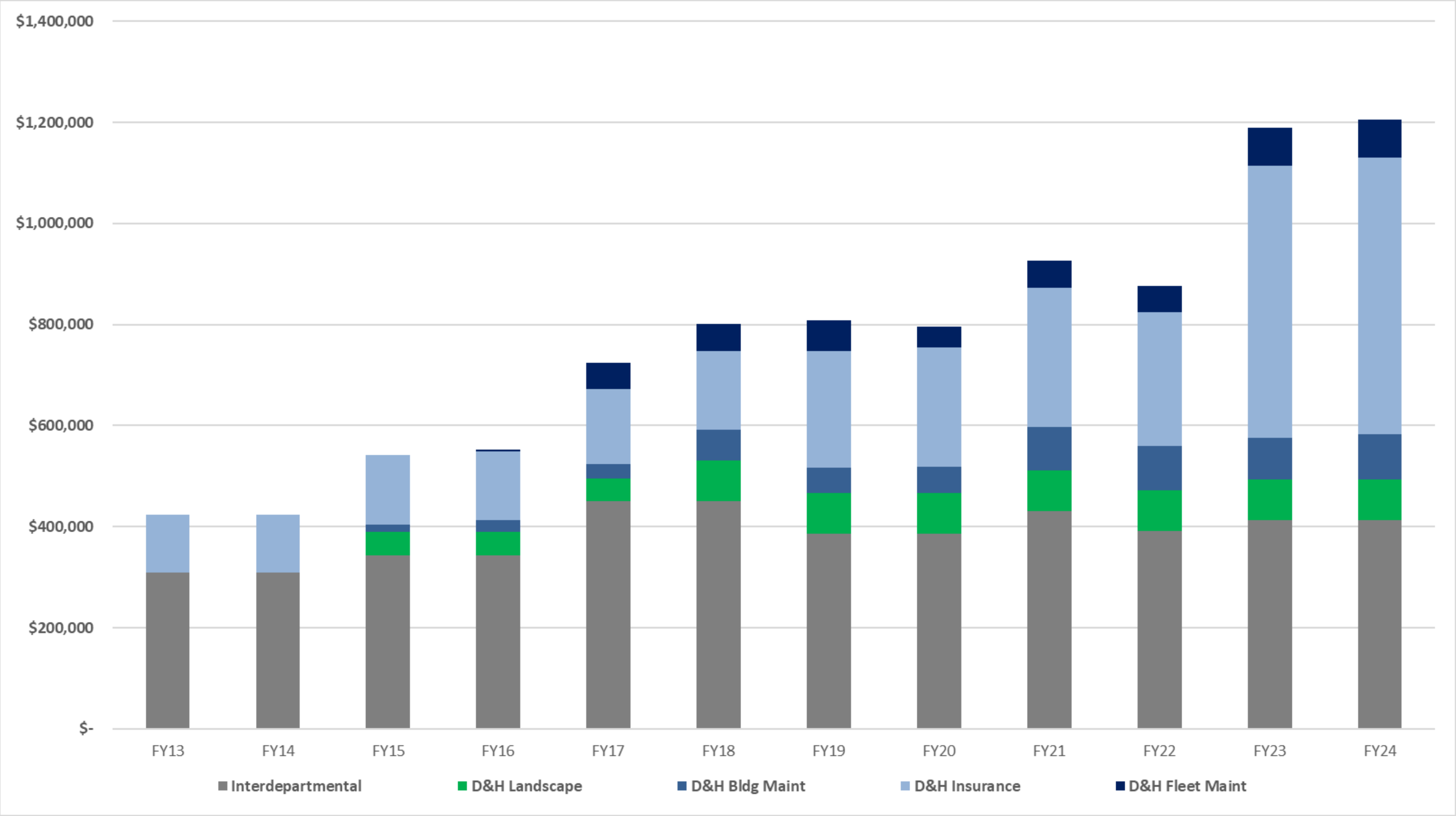
Harbor Expenditure – Cliff Notes

- FY23 Top 7 expenditures: $3,806,800 – Make up 81% of the Budget
  - Salaries - $1,887,300
  - Bond Debt - $740,900
  - Contractual Services - $300,000
  - UAS Property - $240,000
  - Property Insurance $226,400
  - Full cost allocation - $206,200
  - Refuse - $206,000
- Next 6 top expenditures add $605K - 94% of the Budget
  - Repairs ($200K); Electricity ($140K); Bank Card Fees ($83K); CBJ Fleet Maintenance ($75K); CBJ Building Maintenance ($57K); Materials & Commodities ($50K)
- Contractual Services:
  - Use of Term Contractors (Port-a-potties, Boat Demolition, Electricians, Appraisal, etc)
  - Professional Services (Surveys for property conveyance, grant writing, etc)



	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21
Harbor Budget Revenue	3,408,942	3,689,400	3,813,300	3,990,400	4,047,900	4,134,900	4,254,900	4,287,500	4,590,300
Harbors Actual Revenue	3,301,200	3,800,400	4,466,300	4,418,400	4,213,000	4,374,735	4,345,600	4,570,689	4,076,370
Harbors Budget Expense	3,168,590	3,264,000	3,843,800	3,598,600	3,685,700	3,707,100	4,015,500	4,263,900	4,259,000
Harbors Actual Expense	3,163,500	3,195,000	3,574,700	3,380,634	3,507,112	3,702,155	4,002,700	3,668,214	3,668,214
Harbors Fund Balance	2,893,416	3,210,757	4,133,190	3,874,843	1,485,483	895,149	564,365	1,095,974	1,504,130

CBJ INTERDEPARTMENTAL & OTHER FEES



FY23 & FY24
Docks & Harbors Fees to CBJ

- $1.2M (17% of All Docks & Harbors Expenditures) goes to CBJ
- Property Insurance
  - FY22 - $137,600
  - FY23 - $426,400 (increase of 210%)
  - FY16-FY21 Docks & Harbor has claims totally $8100
  - FY22 claim for storm damage to Statter Harbor pending (~$300K)
- Premium Consideration
  - Docks & Harbors property value ($122M) account for 12% of total CBJ
  - Only Juneau School District (34%) & Public Works/Waste Water (14%) have higher premiums than Docks & Harbors

Questions?

City and Borough of Juneau
City & Borough Manager's Office
155 South Seward Street
Juneau, Alaska 99801
Telephone: 586-5240| Facsimile: 586-5385

DATE: April 15, 2022

TO: Chair Triem and Assembly Finance Committee

FROM: Alexandra Pierce, Tourism Manager

RE: FY23 Passenger Fee Proposal

This memo discusses my proposal for the expenditure of passenger fees (CBJ $5 Marine Passenger Fee, $3 Port Development Fee and $5 State Commercial Passenger Vessel Fee). This proposal is made in accordance with the MOA that was reached with CLIA in March of 2019 and is designed to provide services and solve community issues related to cruise ship tourism.

The cruise tourism industry holds a consensus view that sailings will resume to Southeast Alaska in the summer of 2022. For budgeting purposes, we have estimated 1 million visitors for the summer 2022 season. This number is adjusted down slightly due to supply chain and labor uncertainties.

Here is how that forecast for visitation translates to passenger fee revenue in FY22 and FY23:

			PAX	MPF	PDF	State CPV*	Total
CY2021	Jul/Aug/Sept	FY2022	0	$ -	$ -		$ -
CY2022	April/May/Jun	FY2022	400,000	$ 2,000,000	$ 1,200,000	$ -	$ 3,200,000
CY2022	Jul/Aug/Sept	FY2023	600,000	$ 3,000,000	$ 1,800,000	$ 5,000,000	$ 9,800,000
CY2023	April/May/Jun	FY2023	500,000	$ 2,500,000	$ 1,500,000		$ 4,000,000

**State CPV receipts remitted to CBJ approximately eight months after they are received*

FY22 Passenger Fee Total $ 3,200,000
FY23 Passenger Fee Total $ 13,800,000

The absent 2020 cruise season and slow 2021 season still incurred operating and debt service expenses. As a result, we are carrying a negative fund balance of $3,578,000 into FY23. With the current uncertainty around the 2022 season, we are budgeting for a slow finish to FY22 and to carry the negative balance into FY23. Additionally, new U.S. Coast Guard security requirements translate to increased security expenses of $150,000 per dock. These factors, combined with uncertainty about the degree to which the market will recover, limits the amount of funding available in FY23.

		Total
Debt Service: Juneau Cruise Terminal Docks	**$**	**2,028,400**
CBJ Municipal Services	**$**	**3,588,700**
Third-Party Visitor Services by Assembly Grant		
Travel Juneau - Crossing guard program	$	373,800
Travel Juneau - Visitor services program	$	148,000
Tourism Best Management Practices (TBMP)	$	24,700
Downtown Business Association	$	75,000
AJ Dock - Access Control Security	$	200,000
AJ Dock - Restroom Maintenance	$	30,000
Franklin Dock - Access Control Security	$	160,000
Franklin Dock - Restroom Maintenance	$	30,000
Total 3rd Party Services	**$**	**1,041,500**
Capital Investments		
Circulator Plan (Juneau Commission on Sustainability)	$	100,000
Real-Time Weather Monitoring Stations	$	55,000
Dock Electrification	$	2,640,000
Seawalk Expansion	$	1,000,000
Refillable Water Bottle Stations	$	50,000
Marine Park Improvements Planning and Design	$	250,000
Total Capital Investments	**$**	**4,095,000**
Total Proposed FY23 Passenger Fee Expenditures	**$**	**10,753,600**

Passenger fee funding for all CBJ municipal services and the related overhead is calculated by a third-party cost allocation consultant (Matrix Consulting) in compliance with applicable federal standards and industry best practices.

Capital Investments

Capital investments are limited by the negative fund balance carried forward from fiscal year 2022 and the likelihood of a slower than scheduled cruise season. CBJ received a number of worthy requests and we have budgeted funds to start some of the proposed projects, anticipating more funding in the coming years. Of note, the transformer purchase on behalf of AEL&P will allow for two electrified docks to operate simultaneously. This purchase has a two to three-year lead time between ordering and installation. Additional funds for bid ready design documents for dock electrification will support multiple funding opportunities for a future capital project to electrify the docks. When the project is ready to bid, there are multiple options for financing including incurring debt. Other recommended infrastructure funding includes planning for a downtown circulator, and for seawalk and other infrastructure improvements.

The above proposal represents a conservative approach that meets our debt and negative fund balance obligations, and lays the groundwork for future infrastructure priorities.

City and Borough of Juneau
Passenger Fees from All Sources
($000 Thousands)
April 14, 2022

	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
MPF									
Revenue	$ 5,067	$ 5,407	$ 5,991	$ 4,000	$ 9	$ 2,000	$ 5,500	$ 5,500	$ 5,500
Unspent MPF returned to Fund	$ 251	$ 30	$ 2,410	$ -	$ -	$ 107	$ -	$ -	$ -
Operating Expenditures	$ (3,953)	$ (3,337)	$ (3,189)	$ (5,424)	$ (2,408)	$ (2,963)	$ (4,638)	$ (4,640)	$ (4,640)
Capital Expenditures	$ (1,303)	$ (1,869)	$ (5,385)	$ (677)	$ -	$ -	$ -	$ -	$ -
Surplus/Deficit	$ 62	$ 231	$ (173)	$ (2,101)	$ (2,399)	$ (856)	$ 862	$ 860	$ 860
Fund Balance	$ 536	$ 767	$ 594	$ (1,507)	$ (3,906)	$ (4,763)	$ (3,900)	$ (3,041)	$ (2,181)
SMPF									
Revenue	$ 4,600	$ 4,600	$ 5,271	$ 5,971	$ 2,446	$ 572	$ 5,000	$ 5,000	$ 5,000
Operating Expenditures	$ -	$ -	$ -	$ -	$ (351)	$ -	$ -	$ -	$ -
Debt Service	$ -	$ -	$ -	$ -	$ (2,095)	$ -	$ -	$ -	$ -
Capital Expenditures	$ (4,600)	$ (4,600)	$ (5,000)	$ (4,500)	$ -	$ -	$ (4,095)	$ -	$ -
Surplus/Deficit	$ -	$ -	$ 271	$ 1,471	$ -	$ 572	$ 905	$ 5,000	$ 5,000
Fund Balance	$ 295	$ 295	$ 566	$ 2,037	$ 2,037	$ 2,609	$ 3,514	$ 8,514	$ 13,514
PDF									
Revenue	$ 3,015	$ 3,217	$ 3,568	$ 2,367	$ -	$ 1,200	$ 3,300	$ 3,300	$ 3,300
Operating Expenditures	$ (6)	$ (6)	$ (6)	$ (363)	$ (8)	$ (8)	$ (8)	$ (8)	$ (8)
Debt Service	$ (2,093)	$ (2,095)	$ (2,097)	$ (2,095)	$ -	$ (1,884)	$ (2,028)	$ (2,027)	$ (2,027)
Capital Expenditures	$ -	$ -	$ (3,700)	$ -	$ -	$ -	$ -	$ -	$ -
Surplus/Deficit	$ 916	$ 1,116	$ (2,235)	$ (91)	$ (8)	$ (692)	$ 1,264	$ 1,265	$ 1,265
Fund Balance	$ 1,732	$ 2,848	$ 613	$ 522	$ 514	$ (178)	$ 1,086	$ 2,351	$ 3,616
TOTAL PASSENGER FEES									
Revenue	$ 12,682	$ 13,224	$ 14,830	$ 12,338	$ 2,455	$ 3,772	$ 13,800	$ 13,800	$ 13,800
Unspent MPF returned to Fund	$ 251	$ 30	$ 2,410	$ -	$ -	$ 107	$ -	$ -	$ -
Operating Expenditures	$ (3,959)	$ (3,343)	$ (3,195)	$ (5,787)	$ (2,767)	$ (2,971)	$ (4,646)	$ (4,648)	$ (4,648)
Debt Service	$ (2,093)	$ (2,095)	$ (2,097)	$ (2,095)	$ (2,095)	$ (1,884)	$ (2,028)	$ (2,027)	$ (2,027)
Capital Expenditures	$ (5,903)	$ (6,469)	$ (14,085)	$ (5,177)	$ -	$ -	$ (4,095)	$ -	$ -
Surplus/Deficit	$ 978	$ 1,347	$ (2,137)	$ (721)	$ (2,407)	$ (976)	$ 3,031	$ 7,125	$ 7,125
Fund Balance	$ 2,563	$ 3,910	$ 1,773	$ 1,052	$ (1,355)	$ (2,332)	$ 700	$ 7,824	$ 14,949

MEMORANDUM

155 Municipal Way
Juneau, AK 99801
Phone: (907) 586-5215
Fax: (907) 586-0358

DATE: April 20, 2022

TO: Assembly Finance Committee

FROM: Jeff Rogers, Finance Director

SUBJECT: **FY2023 Hotel Bed Tax & Funded Services**

Introduction

With the COVID-19 pandemic abating and tourism normalizing, the assumption is that Hotel Bed Tax revenues will return to pre-pandemic prospects. A significant outperformance of the budget forecast in the first quarter of FY2022 gives confidence to a more bullish FY2023 forecast. The Proposed FY2023 Budget forecasts $2.09 million of hotel bed tax revenue.

A series of resolutions from the 1980's established the disposition of Juneau's hotel bed tax receipts. A 1993 memo from the City Clerk memorializes the historic 4%/3% split of the then 7% bed tax, with 4% funding tourism promotion (via the Juneau Convention and Visitors Bureau, now Travel Juneau) and 3% funding the operations of Centennial Hall. That split remained generally unchanged until January 1, 2020 when the community increased the hotel bed tax from 7% to 9% with the intent for the additional 2% to assist in funding future capital improvements to Centennial Hall.

So, considering the current forecast of hotel bed taxes and the historically agreed-upon distribution of those receipts, funding in FY2023 is available to be distributed as follows.

Purpose	Organization	%	Bed Tax Available
Tourism Promotion	Travel Juneau	4%	$928,900
Centennial Hall Operations	CBJ (via JAHC)	3%	$696,700
Centennial Hall Improvements	CBJ	2%	$464,400
Total Hotel Bed Tax		9%	$2,090,000

Discussion – Centennial Hall Operations

Since July 2018, the Juneau Arts and Humanities Council (JAHC) has managed Centennial Hall under a Management Agreement that states the following purpose: "Centennial Hall is owned by the CBJ… The CBJ and JAHC enter into this management agreement of Centennial Hall in order to increase use and facilitate greater coordination of event scheduling between Centennial Hall and the JAHC and to maximize operational efficiencies. These goals are intended to lead to greater utilization of and a stabilization or reduction in public subsidies to Centennial Hall." Expenditures and recommended funding for Centennial Hall Operations are as follows in FY2021, FY2022, and FY2023:

	FY2021	FY2022	FY2023
CBJ Maintenance and Allocated Costs	$174,400	$179,800	$229,100
PERS Indebtedness	$47,700	$50,000	$50,000
Centennial Hall Operations (paid to JAHC)	$270,000	$270,000	$270,000
Management Fee (paid to JAHC)	$90,000	$90,000	$90,000
Necessary Expenditures for Centennial Hall Operations	$582,100	$589,800	$639,100

	FY2021	FY2022	FY2023
Hotel Bed Tax Funding Available	$450,000	$416,700	$696,700
Recommended General Fund Subsidy (due to HBT shortfall)	$132,100	$173,100	*n/a*
Funds Reserved in HBT Fund Balance	*n/a*	*n/a*	($57,600)
Funding for Centennial Hall Operations	$582,100	$589,800	$639,100

In addition to the amount funded by CBJ for operations and maintenance, Centennial Hall collects revenue for rentals of space and equipment. From those rental revenues and the funds from hotel bed tax, Centennial Hall must pay all of the operational costs of the facility, including personnel and utilities, but excluding building maintenance (which is paid through the portion reserved for allocable CBJ costs). Because the amount of funding for Centennial Hall is determined by the Management Agreement, total funding required may be less than the 3% of 9%, which leaves a small amount of funding reserved in the Hotel Bed Tax fund balance for future use.

Discussion – Travel Juneau

Since the early 1980's, CBJ has funded tourism marketing by granting available hotel bed tax funds to Travel Juneau (formerly the Juneau Convention and Visitors Bureau). CBJ funding is not the sole source of revenue for Travel Juneau, but it is the largest portion of the organization's annual budget (approximately 80%). Variously over time CBJ has been a greater or smaller part of Travel Juneau's budget, depending on the amount invested directly by organizational members and the amount of other funds raised.

Travel Juneau's FY2023 funding request is 4% of 9% of the forecast $2.09 million Hotel Bed Tax. This request takes Travel Juneau back to a pre-pandemic level of funding, which was considerably diminished in FY2021 and FY2022 due to limited Hotel Bed Tax receipts. Additionally, several members of the Assembly worked with Travel Juneau and CBJ's new Tourism Manager on a new Memorandum of Agreement that clarifies expectations for Travel Juneau's marketing efforts. That new MOA will be utilized for the FY2023 grant.

Discussion – Centennial Hall Improvements

The public voted affirmatively in October 2019 on a $7 million general obligation bond to make improvements to Centennial Hall. Additionally, the community voted to increase the hotel bed tax from 7% to 9% effective January 1, 2020 with the intent that the additional receipts would fund planned capital improvements to the facility. Prior to the COVID crisis, it was forecast that this increase would have generated approximately $400,000 per year.

With the forecast hotel bed tax returning to pre-pandemic highs in FY2023, $464,400 is expected to be received in FY2023 resulting from the 2% of 9% of Hotel Bed Tax. The FY2023 Manager's Budget proposes to transfer this funding to the Debt Service Fund to pay the debt service costs associated with the $7 million general obligation bond sold in 2021 for the improvements to Centennial Hall. Debt service in FY2023 on this $7 million bond is expected to be $229,000. The Manager's Budget proposes that the additional $235,400 of 2% hotel bed tax in excess of the required FY2023 debt service be transferred to the Debt Service Fund to support future Centennial Hall debt repayments.

Conclusion

FY2023 marks the return to pre-pandemic funding allocation from Hotel Bed Tax, as follows:

Purpose	Organization	%	Expenditure	Revenue	Balance
Tourism Promotion	Travel Juneau	4%	$928,900	$928,900	$0
Centennial Hall Operations	CBJ (via JAHC)	3%	$639,100	$696,700	$57,600
Centennial Hall Imprvmnts	CBJ	2%	$464,400	$464,400	$0
Interdepartmental Charges	Sales Tax Office	*n/a*	$37,000	$0	($37,000)
Total		9%	$2,069,400	$2,090,000	$20,600

TO: Ms. Carole Triem
Chair – Assembly Finance Committee, City & Borough of Juneau
FROM: Liz Perry
President & CEO, Travel Juneau
DATE: April 11, 2022

Chair Triem,

On behalf of our board of directors, thank you and the Assembly Finance Committee for the opportunity to present Travel Juneau's proposed FY23 budget.

The FY23 budget includes our annual request of Hotel Bed Tax based upon projections from CBJ Finance. The requested grants of Marine Passenger Fees support Visitor Information Services and the Crossing Guard program. This budget also includes modest salary adjustments, and production and other increases to adjust for inflation. Please also note that Travel Juneau has increased its share of earned income against grant revenue to almost 35%.

Accompanying the budget is our FY2021 Annual Report. McHugh Pierre, Vice-Chair of the board, will assist with the presentation and be available to answer questions as well.

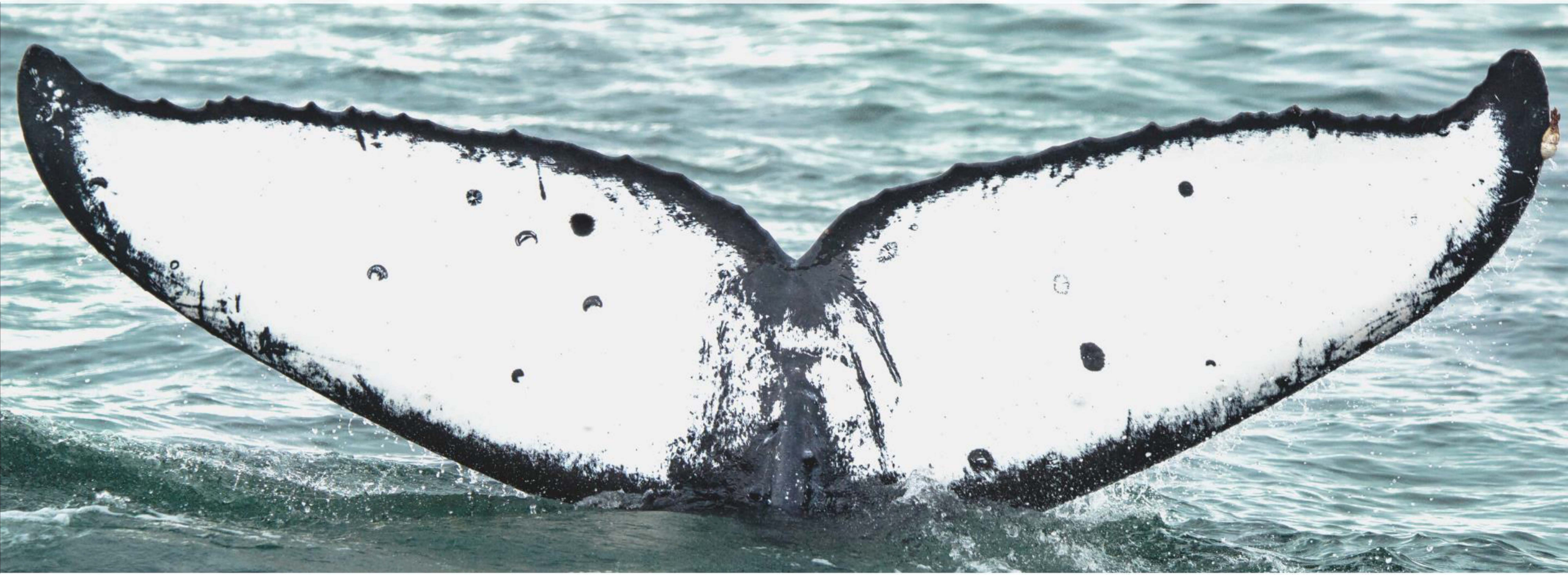
Sincerely,

Liz Perry
President & CEO
Travel Juneau

800 Glacier Ave., Ste. 201, Juneau, AK 99801
Toll Free (888) 581-2201 • (907) 586-2201 • traveljuneau.com

TRAVEL JUNEAU

FY 2021 ANNUAL REPORT



FROM THE BOARD CHAIR

Dear Travel Juneau Partners,

On behalf of your Board of Directors and the Travel Juneau staff, it is my pleasure to present the annual report for the fiscal year 2021 and highlight some of the organization's achievements. It has been my honor to serve as the Chair of the all-volunteer board, which is dedicated to the economic benefit of Juneau through the travel industry.

As the pandemic continued to impact the visitor industry, Travel Juneau shifted its marketing messages to show how the industry was implementing measures to help keep both our community and visitors healthy. Juneau Cares, a messaging and information program funded through the City & Borough of Juneau in late 2020, continues to serve our visitors with current information, and as we rolled into spring, was one of the most-visited pages on TravelJuneau.com.

Additionally, the organization applied for and won funding through a variety of grants, including two statewide EDA grants. These resources enabled Travel Juneau to re-establish staffing and roll out fresh marketing during the fourth quarter of the fiscal, resulting in higher numbers of independent travelers than we had expected. Combined with the Juneau Cares program, this push drove website traffic to double the numbers from the same period in 2020.

We also know that, despite this good news and a brief return of cruise late in the 2021 season, our partners continue to struggle, with many reporting only 10% of their typical revenues. Travel Juneau retained a quarterly payment option and continues its work to leverage scarce marketing dollars on behalf of our partners.

Finally, in October 2020, Travel Juneau responded to a request from The IRONMAN Group to discuss the possibility of a full IRONMAN Triathlon in Juneau. The leadership team quickly pulled together a group of community and agency stakeholders and began feasibility discussions. After hosting a team from IRONMAN in May, Juneau was selected to host the first IRONMAN Alaska on a three-year contract. While the agreement wasn't made official until after July 1, I wanted to recognize the behind-the-scenes work that tipped the scales in Juneau's favor. The first race date is August 7, 2022, with all transitions and the finish line at the University of Alaska Southeast. The marketing and economic boost to Juneau through this event are tremendous.

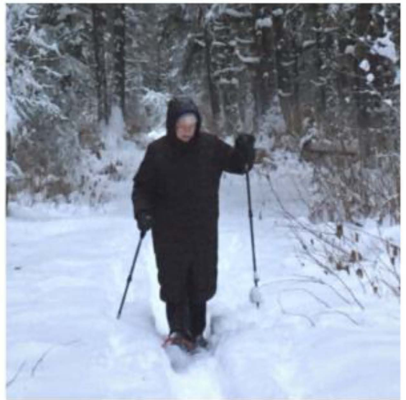
Despite the challenges remaining through fiscal 2022, Travel Juneau continues to create and implement inspiring and effective destination marketing. The organization continues to evolve, resetting its work and goals to meet major changes in the industry; however, Travel Juneau will not waiver from its mission to benefit our hometown by marketing to conventions, groups, and independent travelers. Thank you for your partnership.

Richard Burns
Chair - Travel Juneau Board of Directors

MEET THE TEAM

LIZ PERRY
JOINED DECEMBER 2012
PRESIDENT & CEO

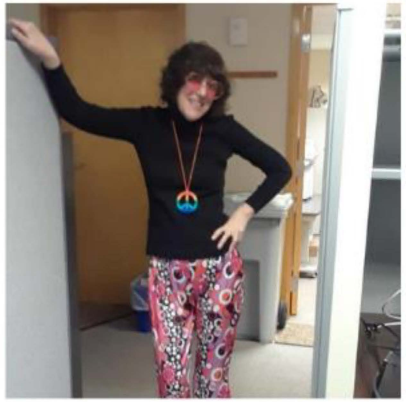
KARA TETLEY
JOINED APRIL 2014
DESTINATION MARKETING MANAGER



VICKI LOGAN
JOINED OCTOBER 2017
CONVENTION SALES MANAGER

COLLEEN EVANCO
JOINED MAY 2019
PARTNERSHIP SALES LEAD

ALICIA LEAMER
JOINED NOVEMBER 2018
VISITOR SERVICES MANAGER



THERESA SULLIVAN
JOINED JUNE 2006
DIRECTOR OF FINANCE

BEN RUBENSTEIN
JOINED NOVEMBER 2019
DESTINATION MARKETING COORDINATOR

MARISSA KUHN
JOINED APRIL 2019
VISITOR SERVICES COORDINATOR

BALANCE SHEET FY21

	FY21	FY20
CURRENT ASSETS	$1,167,748	$743,371
WEBSITE & OTHER CAPITAL ASSETS	$ 22,579	$ 38,003
TOTAL ASSETS	$1,190,327	$781,374
CURRENT LIABILITIES	$ 520,098	$168,755
NET ASSETS	$ 670,229	$612,619
TOTAL LIABILITIES & NET ASSETS	$1,190,327	$781,374

FY21 INCOME

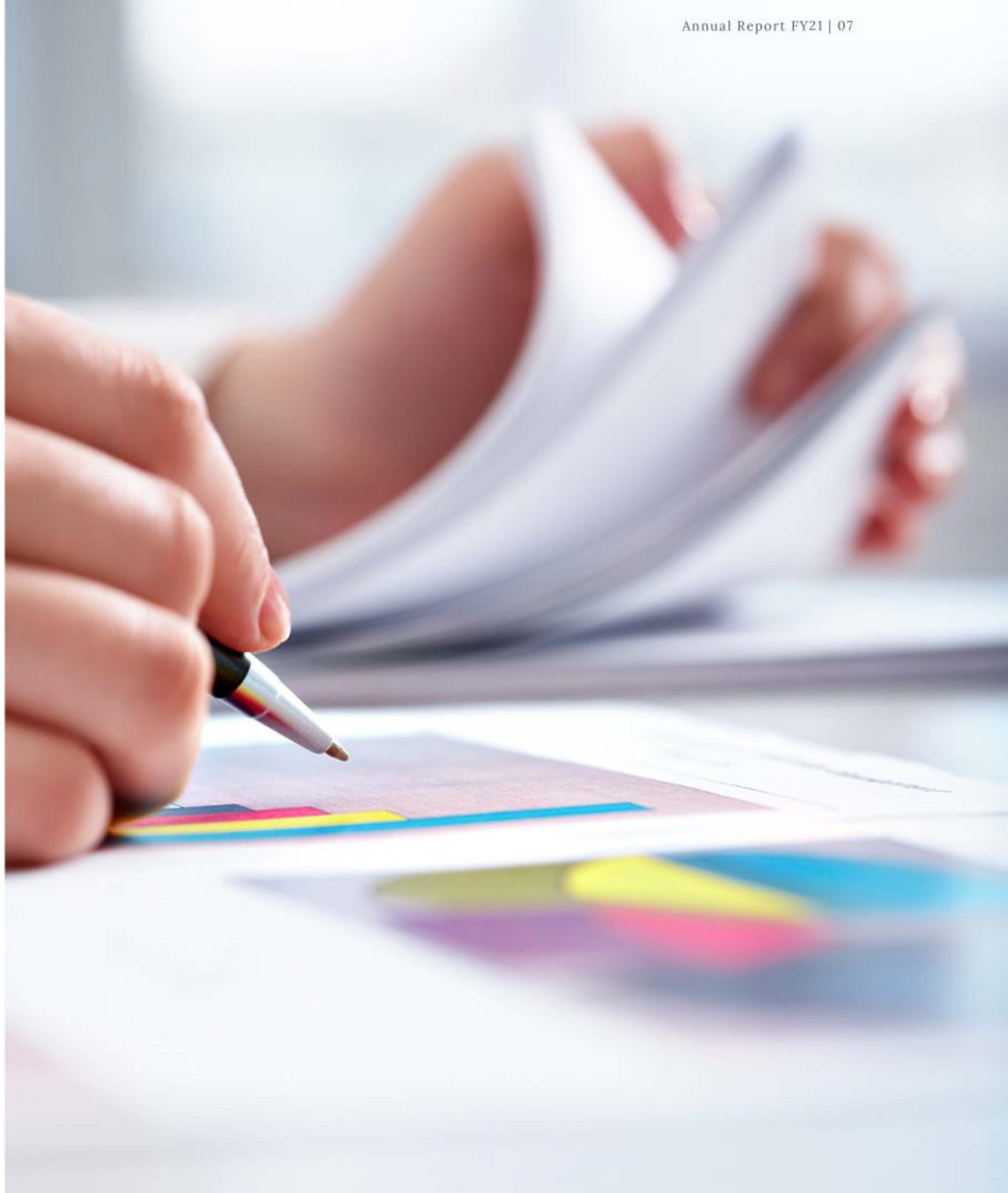
48.96%	CBJ Hotel Bed Tax and MPFs	$684,320
4.28%	Partner fees	$59,866
1.50%	Ad & Event Income	$20,938
0.29%	TBMP (pass-through)	$4,062
0.00%	Crossing Guard Program (pass-through)	$0
44.78%	COVID grant funding, incl PPP	$625,769
0.19%	Other	$2,615

TOTAL INCOME $1,397,570

FY21 EXPENSES

29.68%	Destination Marketing	$397,827
11.85%	Administration	$158,860
12.04%	Visitor Information Services	$161,394
0.00%	Crossing Guard (pass-through)	$0
7.18%	Convention Sales	$96,176
6.30%	Partnership Services	$84,400
0.30%	TBMP (pass-through)	$4,062
32.64%	Special projects - COVID grant programs	$437,487

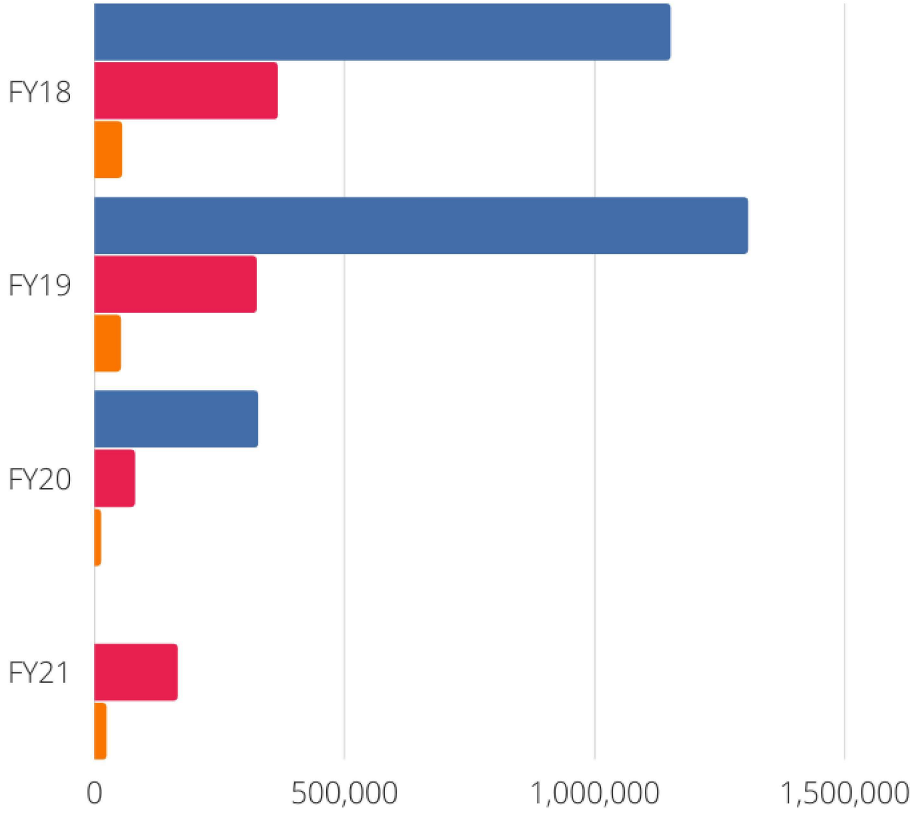
TOTAL EXPENSES $1,397,570



FY21 ARRIVALS 1,076,196

July 1, 2020 - June 30, 2021

LARGE CRUISESHIP	**0**
AIR ARRIVALS	**164,595**
ALASKA MARINE HIGHWAY	**23,862**



CONVENTION SALES FY21

IN FY21 MOST MEETINGS WERE POSTPONED OR VIRTUAL EVENTS. WE HAVE A MUCH BRIGHTER OUTLOOK FOR FY22!

	FY21	**FY22**
ROOM NIGHTS	34	3808
EEI (ESTIMATED ECONOMIC IMPACT)	$23,363	$2.9M

DESTINATION MARKETING FY21

TRAVELJUNEAU.COM STATS

277K	167K	1:59	2.03
PAGEVIEWS	SESSIONS	AVG SESSION DURATION	PAGES/SESSION

SOCIAL MEDIA FOLLOWERS

Instagram	Twitter	Facebook	YouTube
7,336	3,568	47,814	264
↑ 30%	↑ .51%	↑ 5%	↑595%

TOP 5 LANDING PAGES

1. **traveljuneau.com**
2. **traveljuneau.com/plan-your-trip/getting-here-and-around/travel-to-juneau-by-ferry**
3. **traveljuneau.com/juneaucares/locals**
4. **traveljuneau.com/things-to-do/whale-watching-wildlife-viewing**
5. **traveljuneau.com/juneaucares**

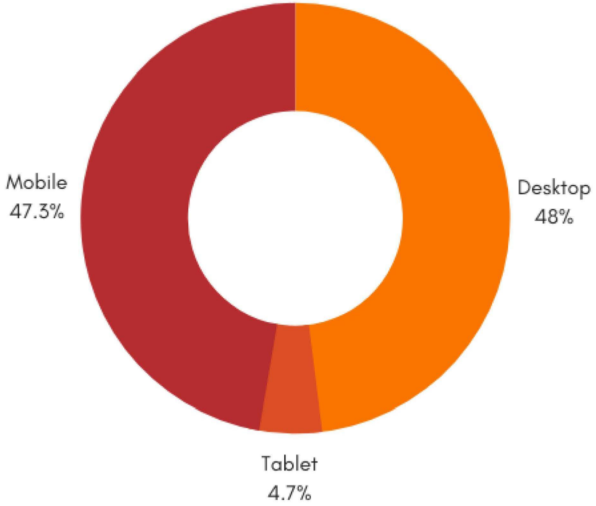
TOP 5 SEARCH TERMS

1. **TRAM**
2. **WHALE WATCHING**
3. **COVID**
4. **TRACY ARM**
5. **FISHING**

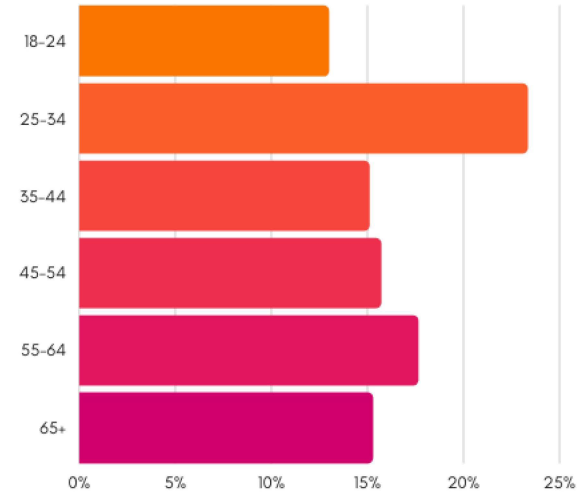
TOP 5 STATES

1. **ALASKA**
2. **CALIFORNIA**
3. **WASHINGTON**
4. **TEXAS**
5. **ILLINIOS**

DEVICE



AGE DEMOGRAPHICS



VISITOR SERVICES FY20

The locals who make up our volunteer corps are truly the backbone of our visitor services experience. It is not an exaggeration to say that we would not be able to provide an excellent level of information and customer service to our visitors without them.

While it was unclear if we would see any cruise ships during FY21, we still wanted to offer an in-person visitor information center option for our independent visitors. In May of 2021, we opened our Cruise Ship Terminal Visitor Information Center after 18.5 months of closure. Without adding pressure to participate, we put out the call to our volunteer corps and they answered! Despite still living in pandemic times, over 40 of our volunteers stepped up and volunteered at the visitor center during May and June of 2021.

The information, recommendations, and stories that they have to share with our visitors are invaluable and we are so thankful that they chose to spend their free time representing our wonderful city and Travel Juneau.

-Alicia Leamer, Visitor Services Manager

153

VOLUNTEERS

430.5

VOLUNTEER HOURS

1,455

VISITORS SERVED

6,740

GUIDES DISTRIBUTED

BOARD OF DIRECTORS

CHAIR
Richard Burns
ABC Superstations

VICE-CHAIR
McHugh Pierre
Goldbelt, Inc

TREASURER
Reecia Wilson
Juneau Waterfront Restaurants

SECRETARY
Jill Ramiel
Silverbow Inn & Suites

PAST CHAIR/EX OFFICIO
John McConnochie
Cycle Alaska

Dan Blanchard
UnCruise Adventures

Kirby Day
Holland America Group

CBJ APPOINTED
George Schaaf
Dir., CBJ Parks & Rec

CBJ ASSEMBLY LIAISON
Wade Bryson
CBJ Assembly

ASSOCIATE PARTNERS

TIER 1

Alaska Airlines
Indian Arts and Crafts Board
First Bank — The one who's here.

TIER 2
Alaska Litho

TIER 3
Alaska Broadcast Communications, Inc.
Alaska Electric Light & Power Company
Alaska in Motion
Coeur Alaska - Kensington Mine
Cruise Lines International Assn. of Alaska
Elgee Rehfeld, LLC
First National Bank Alaska
Holland America Group - Princess Cruises
McKinley Research Group, LLC.
Northrim Bank
Printing Trade Company
Royal Caribbean Group
True North Federal Credit Union

Line	TJ Bd Approved FY23 Budget	Description & Notes	CS	DM	VIS	PS	Admin	Spec Projects 6 - Crossing Guard	Special Projects 7 - TBMP	Updated Draft FY23	Approved FY22 Total
	REVENUES & INCOME										
4000	**Hotel Bed Tax - CBJ Grant**	**General funding across classes**	171,417	436,487	70,943		250,053			928,900	625,000
4001	**Partnership Sales**	Partnership Tiers base - 200 @$400				80,000				80,000	80,000
4100	**Ad Sales & Media Expense Recovery**		20,000	84,240	152	13,004	7,229			124,625	111,000
4200	**Website Add'l Listings**					3,500				3,500	3,500
4201	**Residual Tier Revenue**					10,000				10,000	
4250	**Travel Planner Add'l Listings**					3,000				3,000	3,000
4350	**Travel Fair Vendors**					5,000				5,000	5,000
4400	**Annual Mtg**					350				350	350
4450	**Marketing Momentum**	Ticketed event					1,000			1,000	1,000
4500	**Booth Share**	Show booth partners		4,500						4,500	
4550	**Mtg Planner Event Vendors**										
4600	**Interest**									0	325
4650	**MPFs for Visitor Services**				148,000					148,000	
4700	**Other revenue & income**				100					100	
4750	**Pass-through and Special Projects - Class 6**									0	
	Crossing Guard Program - Admin	10% Admin fee for pass-through		20,279			17,099	336,405		373,783	36,342
	TBMP	No admin fee							24,675	24,675	
	Carry-over - MPFs for Visitor Services									0	59,300
4770	Carry-over from previous fiscal	from FY22								0	100,000
	TJ reserves	IRONMAN	106,500							106,500	157,700
4800	**Other Grants**									0	33,976
	TOTAL REVENUES		297,917	545,506	219,195	114,854	275,381	336,405	24,675	1,813,933	1,216,493
5000	**Personnel Expenses**										
	Gross		57,000	91,000	73,785	70,000	218,203			509,988	553,000
6000	**Staff Training & Conferences**			10,750	2,500	2,500	10,100			25,850	17,020
6010	**Staff Incentives**						1,500			1,500	1,500
6025	**Mileage**		185	230	500	185	100			1,200	1,200
6030	**Telephone & Internet**		1,785	3,570	3,215	1,785	3,200			13,555	13,500
6040	**Technology & Connectivity**		4,964	9,928	7,249	4,963	8,646			35,750	35,000
6050	**Equipment - Purchase & Maintenance**		170	216	216	142	284			1,028	1,000
6070	**Postage**		250	250	4,000	250	250			5,000	5,000
6080	**Supplies**		155	310	310	155	180			1,110	1,110
6090	**Copying/Printing**		214	428	428	214	216			1,500	1,500
6100	**Dues/Partnerships**		1,115	14,595	720	720	949			18,099	17,870
6200	**Subscriptions**			18,145	2,220	720	635			21,720	22,505

TRAVEL JUNEAU

	TJ Bd Approved FY23 Budget	Description & Notes	CS	DM	VIS	PS	Admin	Spec Projects 6 - Crossing Guard	Special Projects 7 - TBMP	Updated Draft FY23	Approved FY22 Total
6300	**Community Relations**		100			150	830			1,080	1,700
6400	**Shows**		28,093	48,250			7,500			83,843	59,250
6430	**FAM - Prospects**		13,000	5,000						18,000	18,000
6450	**Incentives & Premiums**		1,190	2,310						3,500	3,500
6475	**Travel Guide Distribution**										0
	CONVENTION SALES/MARKETING										
6500	**Centennial Hall rebate & mtg support**	Incl A/V support	50,000							50,000	50,000
6505	**IRONMAN fees, support, & PR**		100,000							100,000	
6510	**Meeting Printing**		500							500	500
6515	**Conv Sales Site Visits - MPs**	For planners with meetings in Definite status	10,000							10,000	10,000
6520	**Bid in Person or mtg promotion**		5,000							5,000	5,000
6530	**Convention Advertising & Ad Dev**		15,000							15,000	15,000
6550	**Meeting Planner Events**										
6575	**Sales Missions**										
	DESTINATION MARKETING										
6600	**Travel Writer Expenses/PR**			44,400						44,400	24,000
6700	**Consumer Shows**									0	
	All shows to 6400									0	
6710	**Destination Print Advertising**			13,000						13,000	13,149
6720	**Destination Digital Advertising**			46,070						46,070	35,885
6725	**Destination Photos, Video, & Graphic Design**			56,700						56,700	10,000
6730	**Destination Social Media**			15,000						15,000	7,500
6740	**Travel Guide Production & Distribution**			80,000						80,000	75,000
6750	**Website Hosting & Maintenance**			66,960						66,960	64,150
	VISITOR SERVICES										
6810	**AKA Fulfillment (bulk mail)**				22,000					22,000	10,000
6815	**Storage**				2,850					2,850	2,750
6820	**Volunteer - Training**				5,500					5,500	4,500
6825	**Volunteer Recognition**				6,000					6,000	4,750
6830	**Summer Assistants**	3 seasonal FTE			47,000					47,000	14,734
6840	**Parking - Seasonal**				650					650	650
6845	**Travel Guide Dist - Interior**				2,800					2,800	2,260
6850	**Visitor Site Supplies**				2,000					2,000	1,000
6852	**Copy/Printing - Dept Specific**				1,500					1,500	1,500
6855	**DT Walking Map**				22,000					22,000	10,000
6860	**Visitor Retention**										
6865	**Cruise Calendar Prod**				500					500	500
	PARTNER SERVICES										
6910	**Travel Fair**	Spr '22									

	TJ Bd Approved FY23 Budget	Description & Notes	CS	DM	VIS	PS	Admin	Spec Projects 6 - Crossing Guard	Special Projects 7 - TBMP	Updated Draft FY23	Approved FY22 Total
	Promotion					5,873				5,873	5,938
	Venue					2,400				2,400	2,200
	Services					350				350	350
6925	**Partnership Education**					2,000				2,000	2,000
6940	**Election**										
6945	**Annual Meeting & Annual Rpt**	Spr '22				3,000				3,000	3,000
6950	**New Partner Recruitment**					250				250	250
6965	**Decals**										
6970	**DTN Contracts**										
6975	**Dining Guides**									0	1,500
6980	**Unrecoverable debt**					10,000				10,000	15,000
	ADMIN										
7010	**Rent**		7,142	14,286	7,143	7,143	14,286			50,000	50,000
7015	**Property Insurance**		207	414	414	207	210			1,452	1,452
7020	**Liability Insurance**		385	771	771	385	388			2,700	2,700
7025	**Employee Dishonesty Insurance**		68	134	135	68	70			475	475
7030	**Fees & Taxes**						5,800			5,800	5,800
7040	**ERISA Bond**		180	360	360	180	170			1,250	1,250
7050	**Board of Directors**						650			650	695
7070	**Accounting**		1,214	2,429	2,429	1,214	1,214			8,500	8,500
	AUP										
	Tax prep & assistance										
	Other Accounting										
7080	**DestNEXT - DMO evaluation**										
	TOTAL EXPENSES - Regular budget		297,917	545,506	219,195	114,854	275,381			1,452,853	1,216,593
			0	0	0	0	0				
	% of total budget		20.5%	37.5%	15.1%	7.9%	18.9%				100%
			58.0%								
8100	**SPECIAL PROJECTS - CLASS 6**										
	Crossing Guard Program (MPF)										
		Contracted via Goldbelt Security						336,405		336,405	
8125	**SPECIAL PROJECTS - CLASS 7**										
	TBMP administration								24,675	24,675	
	TOTAL FY23 BUDGET									1,813,933	

This is a Memorandum of Agreement between the City & Borough of Juneau (CBJ) and the Juneau Convention & Visitors Bureau, d/b/a Travel Juneau ("Travel Juneau"). The CBJ is providing Travel Juneau with grant funding from Hotel Bed Tax as partial funding for ongoing destination marketing and visitor services. The dollar amount shown below represents the maximum amount granted for the fiscal year.

Grantor/Grantee Communications and Contacts
The following addresses will be used for all written communications:

City and Borough of Juneau
Daisy Hamby, Grants
155 S. Seward Street
Juneau, AK 99801
907.586-5215, Ext 4064
grants@juneau.org

Juneau Convention & Visitors Bureau d/b/a Travel Juneau
Liz Perry, President & CEO
800 Glacier Avenue, Suite 201
Juneau AK 99801
907.586.1761
liz.perry@traveljuneau.com

Scope of the Program
Travel Juneau's mission is to market Juneau to conventions, groups, and independent travelers. Travel Juneau shall perform all Scope of Program obligations in accordance with the terms and conditions of this agreement, including any specific grant program requirements and directives from the CBJ and applicable law.

Section 1. TRAVEL JUNEAU DUTIES
Travel Juneau shall provide the following services for Juneau:

1. Develop and deliver destination marketing for the CBJ, focusing on fully independent travelers (FITs), groups, and meeting planners. Campaigns will include in-state, domestic, and international travelers and will include digital, limited print, social, and video platforms. Destination marketing will incorporate appropriate Tlingit visual and language elements and will support cultural tourism.
2. In marketing Juneau as a meetings and convention destination, provide planner services including, but not limited to, full bids, bid hotel room bids and rates, catering bids and rates, service referrals, familiarization tours to qualified planners, and event promotion.
3. Market and sell Centennial Hall Convention Center to meeting planners; collaborate with facility staff to help ensure ease of booking and delivery of events and services.
4. Develop and deliver a comprehensive array of accurate visitor information via destination website, mobile app, phone, face-to-face, and via online inquiry.
5. Staff visitor information centers during the regular tour season.
6. Provide additional marketing and promotional opportunities to local visitor industry businesses.
7. Engage with the Alaska Travel Industry Association to ensure Juneau is represented in their ongoing national and international marketing programs.
8. Work with a variety of local organizations to encourage entrepreneurship and small business development in the visitor industry.
9. Maintain working relationships with visitor industry transportation provider to maintain and improve access to Juneau and Southeast.

10. Collaborate with state and regional tourism related groups, committees, and commissions.

Section 2. PERFORMANCE METRICS

Travel Juneau will set goals toward, and track/report the following metrics/analytics.

A. Number YTD of the following persons visiting Juneau:

- Meeting planners participating in Travel Juneau-sponsored FAMs
- Number of organizations who have sent one or more persons to scout and assess Juneau 's suitability as a destination for their events or conventions
- Tour and cruise operators participating in Travel Juneau-sponsored FAMs
- Number of travel writers meeting with Travel Juneau staff while on visits to Juneau or participating in Travel Juneau-sponsored FAMs

B. Number YTD of trade shows attended by Travel Juneau's staff and number of resulting leads as follows:

- international trade shows and number of resulting DM leads
- travel agent and tour operator appointments held
- domestic trade shows and number of resulting leads for DM and CS

C. Travel Juneau's website statistics:

- YTD unique users to traveljuneau.com
- YTD average length of time on site
- YTD number of requests for Juneau visitor information

D. YTD social media engagement across all platforms (e.g., FB, IG, Twitter, YouTube, TikTok)

E. YTD media reach and Advertising Equivalency (earned media)

F. Confirmed bookings and estimated economic impact (EEI) for all meetings, conventions, conferences and similar events secured through Travel Juneau marketing efforts for FY23 and each of the next three fiscal years.

G. All pending and confirmed Travel Juneau-secured business in the pipeline and the total pending and confirmed EEI.

Section 3. FUNDING

A. CBJ will provide up to $$ [TBD] in grant funding to Travel Juneau. The grant funding is to be used for actual program costs towards the scope of this agreement.

B. Payment Schedule: Travel Juneau will be paid in four equal quarterly payments for each fiscal quarter. Travel Juneau shall submit a request for payment with its quarterly activity report as provided under this agreement.

C. Travel Juneau agrees to refund all CBJ advanced grant funds not utilized for the scope of work and may request to defer unspent funding to support the next fiscal year's budget.

D. Travel Juneau may earn additional income or receive outside grant funding to augment the two CBJ grants. Travel Juneau financials shall reflect all revenue sources.

Section 4. REPORTING AND RECORD KEEPING
A. Travel Juneau shall provide to CBJ's Grants Administration office quarterly reports of performance metrics and a year-to-date (YTD) spending summary. These will be reported in tables showing goals vs year-to-date (YTD) as well as year-over-year (YOY), as appropriate or known. A narrative highlighting marketing work will accompany the reports.

Reports are due as close as possible to July 1, October 1, January 1, and April 1 of the fiscal year.

B. Using best practices for the non-profit industry and under guidance from third party accountants, Travel Juneau will retain paper and electronic documentation related to all accounts payable and receivable, payroll, and federal/state/local taxes.

C. Annually, and through an independent accounting firm, Travel Juneau shall undergo an Agreed Upon Procedures (AUP) accounting process to confirm that all appropriate bookkeeping processes are being followed. Results of the AUP will be available to the CBJ Grants Administrator.

D. Travel Juneau will provide a quarterly update and report to the Lands, Housing, and Economic Development Committee.

Section 5. INSURANCE
Travel Juneau will maintain insurance coverage in the following areas:

- Worker's Compensation/Employer's Liability
- Commercial General Liability
- Rental property liability and damage

Section 6. TRAVEL JUNEAU GOVERNANCE
All seats on Travel Juneau's Board of Directors, in addition to the two seats appointed by the mayor, will be approved through the CBJ Human Resources Committee and the CBJ Assembly.

/signatures/

City and Borough of Juneau

Assembly Finance Committee (AFC)

FY23 Proposed Budget Calendar and Key Dates – as of April 13, 2022

April 4th – 7:00 pm – Regular Assembly (Intro)

A. CBJ Budget Ordinance 2022-06
B. School District Budget Ordinance 2022-07
C. Mill Levy Ordinance 2022-08
D. CIP Resolution 2975

April 6th – 5:30 pm – AFC Meeting #1

A. Summary of FY2023 Proposed Budget
B. Overview of Major Revenues
C. Assessors Valuation Report
D. Overview of Debt Service
E. Proposed Mill Rate
F. Cost Allocation Overview
G. Investment Update

April 13th – 5:30 pm – AFC Meeting #2

A. Juneau School District
B. Capital Improvement Plan – For Review

April 20th – 5:30 pm – AFC Meeting #3

A. Docks & Harbors
B. Passenger Fee Plan – For Review
C. Hotel-Bed Tax Funding
D. Travel Juneau

April 25th – 7:00 pm – Regular Assembly (Hearing)

A. CBJ Budget Ordinance 2022-06
B. School District Budget Ordinance 2022-07
C. CIP Resolution 2975
D. Mill Levy Ordinance 2022-08
E. Motion to Establish Local Funding for School District Operations

April 27th – 5:30 pm – AFC Meeting #4

A. Juneau International Airport
B. Bartlett Regional Hospital
C. Eaglecrest

May 4th – 5:30 pm – AFC Meeting #5

A. Juneau Community Foundation
B. Juneau Economic Development Council
C. Juneau Arts and Humanities Council
D. Downtown Business Association
E. Alaska Heat Smart
F. Capital Improvement Plan Amendments

May 11th – 5:30 pm – AFC Meeting #6

A. School District Budget – For Action
B. Capital Improvement Plan – For Action
C. Passenger Fee Plan – For Action
D. Decision List

May 16th – 7:00 pm – Regular Assembly

A. Adoption of the School District's Budget Ordinance 2022-07

May 18th – 5:30 pm – AFC Meeting #7

A. Decision List – For Final Action
B. Set Mill Rates – For Final Action
C. Final FY23 Proposed Budget Decisions
   a. CIP Resolution 2975
   b. Mill Levy Ordinance 2022-08
   c. CBJ Budget Ordinance 2022-06

May 25th – TBD

June 1st – 6:00 pm – Regular Business AFC

A. TBD

June 13th – 7:00 pm – Regular Assembly (Adoption)

A. CBJ Budget Ordinance 2022-06
B. Mill Levy Ordinance 2022-08
C. CIP Resolution 2975

Public hearings on the budget must be completed by May 1, per Charter Section 9.6

Assembly must determine school district instructional funding and notify district within 30 days of receipt of district budget (Charter Section 13.6(b))

Assembly must appropriate school district funding by May 31 (Chart Section 13.6(b))

Assembly must adopt Operating Budget, Mill Levy, and Capital Improvement Plan by June 15th or the manager's proposal is deemed adopted (Charter Section 9.7 & 9.8)

Passenger Fee Funding Requests

The CBJ Code requires the Manager to forward all submittals for passenger fee requests to the Assembly for consideration. The Assembly is not required to take individual action on these requests.

Per Title 69, Chapter 20.120(b)(3):

The manager shall forward all submittals, cruise line industry comments, board comments, public comments, and the manager's final recommendations to the Assembly Finance Committee for consideration. The Finance Committee will forward the final list of marine passenger fee proceeds' projects to the Assembly for consideration during its deliberations on the annual City and Borough budget.

December 31, 2021

City and Borough of Juneau
Rorie Watt, City Manager
155 South Seward Street
Juneau, AK 99801

Dear Rorie:

Please accept this as the proposed list of projects at Franklin Dock for funding consideration from Marine Passenger Fee proceeds for FY23.

Dock Security as Required by USCG Regulations
This is requested for security supplies, conducting exercises and training for all personnel with security-related duties and other security-related expenses. This also includes security guard enclosures/equipment necessary to achieve compliance with USCG approved security plan in providing ISPS related services to vessels while in port.

Additional personnel are required (for all cruise ship facilities in SE Alaska) to address new USCG Transportation Security Act regulations.

On December 18th, 2020 Coast Guard Sector Juneau released a Marine Safety Information Bulletin (see attached) clarifying the regulatory requirements for Maritime Transportation Security Act (MSTA) regulated facilities which receive large foreign passenger vessels (i.e. cruise ships). The Consolidated Cruise Ship Security final rule, published on March 19th, 2018 defined the differences between a "cruise ship terminal" and a "port of call". The final rule also prompted a conversation between USCG Sector Juneau and SEAK industry stakeholders, including Franklin Dock Facility Security Officer (FSO) in Juneau. Previously, SEAK industry stakeholders (including Franklin Dock FSO) interpreted Title 33, Code of Federal Regulations (CFR), Section 105.255(d)(4) as a list of documents which could serve as personal identification irrespective of criteria in 33 CFR 101.515. As such, facility security personnel were allowing individuals with only a vessel boarding pass or room key card to gain access to the secure area adjacent to the cruise vessel.

The resultant clarification in the MSIB is that, as of this past **April 1st, 2021**, facility security personnel must now use a two-prong approach to ensure proper identification and valid purpose:

1. Check the personal identification meeting the criteria in 33 CFR 101.515; and,
2. Confirm the purpose for access by examining at least one document listed in 33 CFR 105.255(d)(4).

Although this may seem like a minor additional task to validate an ID with a boarding pass or key card, the impact will greatly impede the flow of passengers returning to their vessel. The above mentioned two-prong requirement will be similar to what one experiences at an airport TSA checkpoint. The extra time required to ensure each boarding pass matches the government issued

ID has the potential to create delays as in some cases, in excess of 1,000 passengers/hour attempt to re-board their vessels in Juneau. Additionally, passengers who do not have government issued ID with them will need to be escorted to the vessel security officer by port facility security personnel.

By funding two (2) additional (seasonal part-time) port security officers, this will augment the standing Franklin Dock security staff enabling the proper checking of credentials in accordance with Coast Guard guidance while still monitoring the security perimeter as required.
$140,000

Public Restroom Cleaning and Maintenance
These expenses include maintenance, repairs, supplies and cleaning for the public restrooms at the Franklin Dock which were originally built and funded with Marine Passenger Fees. The cleaning portion of the expenses is based on a three times-per-day cleaning schedule on ship days.
$30,000

Shore Power
We would like to repair/replace a variety of shore power fittings, caps, and connectors at the Franklin Dock. Most of these have been in place since the 2001 shore power project was completed and are now in need of upgrading or replacement simply due to the wear and tear and weather effects over the years. This will ensure timely and successful shore power connections with minimal disruptions going forward.
$6,000

Dock Maintenance and Refurbishment

Complete the patching of all trip hazards on dock surface. Follow-up the summer 2020 and 2021 resurfacing project to apply slip-resistant grout to ensure safe and slip-proof pedestrian access.
$5,000

Complete the cold galvanizing and corrosion coating of facility catwalk railings-both north & south ends.
$5,000

Service all mooring line winches used by linesmen for ship lines and replace gear oil. $3,000

Re-attach walkway on both ends of dock structure. $6,000

Replace damaged pieces of wood bull rail. $2,000

Repair broken electrical connections back side of dock. $10,000

Front of dock (beach side) replace some treated wood tappers. $6,000

Rotate/clean & power-wash Yokohama fenders on face of the dock due to growth underneath.
$5,000

Relocate the water valve under the seawalk (at seawall) near/under the information booth. When the seawalk was constructed, the current valve ended up in such a place under the seawalk that the ability to access it easily in the spring and fall to turn on/off and drain is difficult and unsafe and requires personnel to climb down the bank and under the seawalk which is risky and dangerous.
$6,000

Repair and patch significant crack in bus staging area around the support beam on south end of canopy where sidewalk/seawall connects to the seawalk. There does not seem to be any significant damage to support beam or footing.
$7,500

The bank along the waterfront paralleling the Franklin Dock and under the seawalk is sloughing/eroding away. This requires shoring up and the addition of rock/fill and riprap under the seawalk where the area is washing out. This will replace the eroded portion of the bank along the waterfront and ensure that additional erosion and sloughing along and under the seawalk is controlled and minimized.
$150,000

The sloughing and erosion of the bank continues to cause the public restrooms (originally built with marine passenger fee funds) to sink. They have been raised up once and should be raised/leveled again as they sit in the same area that is having sloughing issues.
$20,000

$225,500

Grand total requested = $401,500

Sincerely,

Reed Stoops
Franklin Dock Enterprises
350 N. Franklin, #2
Juneau, AK 99801

Proudly Serving the Community of Juneau.

AEL&P ALASKA ELECTRIC LIGHT & POWER CO. since 1893

p: 907.780.2222 • f: 907.780.3571 • 5601 Tonsgard Ct. • Juneau, AK 99801

December 31, 2021

City and Borough of Juneau
Rorie Watt, City Manager
155 South Seward Street
Juneau, AK 99801

Dear Mr. Watt:

Alaska Electric Light and Power Company (AELP) requests $1.64 million in Marine Passenger Fees (MPF) to replace the existing electrical transformer installed in the South Franklin Dock (SFD) Substation.

The existing transformer was installed in 2001 in partnership with Princess Cruise Lines as part of the first system worldwide to provide shore power to cruise ships. Princess entered into a power sales agreement with AELP and funded the installation of the shore power facilities. Princess was reimbursed from MPF for a portion of those electrification expenses over a period of subsequent years.

During the last 20 years, the electrification of the SFD has allowed Princess Cruise ships to replace the power that would have been produced by their fuel-fired generators with renewable hydropower provided by AELP while they are docked in Juneau. This has offset an estimated 461,000 gallons of fuel from being burned in a typical season, reducing greenhouse gas (GHG) emissions in the port of Juneau. The success of the SFD project set the stage to provide shore power to cruise ships at additional ports throughout the world.

Since 2001 there has been interest in providing shore power at other Juneau docks, and a recent uptick in public interest in this idea spurred the CBJ to commission the recent Cruise Ship Dock Electrification Study (CBJ Study). As specified in the CBJ Study, it will be necessary to replace the SFD substation transformer prior to the electrification of additional docks.

The cruise ships that currently connect to shore power in Juneau use non-standard voltages for their distribution systems. Typical voltages used in primary distribution systems in the US are 12,470V three-phase. Depending on the vessel, the Princess cruise ships use either 6,600V or 11,200V three-phase. When preparing to transfer electrical load from ship to shore power, the ship's generation must be synchronized to the AELP system to facilitate the transfer without blacking out the ship. In order to accomplish a successful transfer, the ship and shore voltages must be matched precisely at the synchronizing breaker on board the ship.

The existing SFD substation transformer does not have the capability to actively adjust the voltage when energized. This means that to adjust the voltage on the secondary (ship) side of the transformer, the voltage must be adjusted on the primary (utility) side, which can only be accomplished by adjusting the entire AELP system voltage.

As the ships have grown, so have their power needs, and with the increased electrical load it has become increasingly difficult to connect Princess ships under certain AELP system conditions, even with only one electrified dock. When the system load is low, such as on an early summer morning, there may not be enough flexibility in the system to allow the system voltage to be lowered enough to meet the voltage level required by the ship. The connection must be delayed until later in the day when the system loading is sufficient to allow adequate adjustment of the system voltage. During that time, the ship must continue to use its fuel-fired generators, increasing GHG emissions while in port.

A transformer with an integral Load Tap Changer (LTC) would allow for voltage adjustment at the transformer itself, leaving the remainder of the system in a typically steady state. This will significantly improve the flexibility of the SFD substation to meet the voltage levels required by the cruise ships and ultimately allow cruise ships which are currently connecting to be on shore power for a longer period of time by avoiding the connection delays related to system voltage control issues.

The lack of an LTC on the transformer at the SFD substation will make it impossible or nearly impossible to successfully provide shore power at additional docks in Juneau. Once one ship is connected to the system, the system voltage is restricted by the connected ship's voltage requirements and cannot be sufficiently lowered to connect a second ship. Although it is not explicitly stated in the CBJ Study, the transformers to be installed in the new substation proposed to supply power to the Alaska Steamship (AS) and Cruise Terminal (CT) berths will also require LTCs. Because Juneau's electric grid will not be able to connect more than one cruise ship at a time until the voltage can be specifically adjusted at the point of delivery to each ship, independent of the overall system voltage, LTCs are necessary for each transformer installed to serve a cruise ship.

The lead time between ordering and receiving the transformer is currently estimated at two to three years (and could possibly be longer once federal infrastructure spending begins). This is important to note when considering the timing of electrification of additional docks (CBJ-owned or otherwise).

Typically, the cost of the transformer would be borne by the connecting customer – this is so that the electric rates of existing customers are not affected by the cost to connect new customers. It is our understanding that the use of MPF is appropriate for replacement of the existing SFD transformer, given that the funds will be used to improve electric service to cruise ships and will be beneficial to the community and to the cruise industry as a whole when additional dock electrification occurs.

We feel that replacement of the existing SFD transformer with a new transformer furnished with an LTC is necessary to ensure the health of the AELP system and the ability to reliably serve cruise ship loads at the SFD. The installation of a new transformer with an LTC is crucial to AELP's ability to serve two or more ships at one time.

We are happy to answer any questions you may have about this request for the use of Marine Passenger Fees.

Sincerely,

Constance Hulbert

Constance Hulbert
President and General Manager

AIRLIFT
NORTHWEST

January 3, 2022

Mr. Rorie Watt – City Manager
City and Borough Manager's Office
155 S. Seward St.
Juneau, AK 99801

Dear Mr. Watt,

In the past, Airlift Northwest received support from the Marine Passenger Fee. This assisted Airlift in providing critical care transport for cruise ship passengers from Juneau and the surrounding communities. Between the unpredictable nature of COVID-19 and Airlift's potential lost revenue in the event of another limited cruise ship season, Airlift Northwest is petitioning for $50,000. This funding maintains Airlift's medevac services in Southeast Alaska and keeps the organization ready to provide services at capacity when tourism does return to the region. Furthermore, with no cardiologist, neurologist, impatient dialysis or specialty surgeons consistently available in the region, medevac is a key component to our healthcare infrastructure both for the community of Juneau and our visitor industry.

During the cruise ship season (pre-COVID-19) over 20% of Airlift's flights from Juneau were transports for cruise ship passengers. As a medevac mission takes eight to nine hours, keeping our medevac infrastructure intact supports positive outcomes by reducing the amount of time patients wait for a flight. For example, a patient who has a spontaneous head bleed or a significant trauma might require a medevac flight since Bartlett Regional Hospital does not do brain surgery. If this patient had to wait for a plane to return to service, it could result in death or increased damage to the brain.

Airlift Northwest has been serving the communities of Southeast Alaska for 40 years, including establishing a base in Juneau over 25 years ago. We began after a tragic house fire in Sitka claimed the lives of three children that couldn't be transported to the care they needed. Dr. Michael Copass, then Director of Emergency Services at Harborview Medical Center in Seattle, created the region's first Southeast Alaska air medical transport service in 1982. Since our founding, we have flown over 120,000 patients. Airlift is a Section 115 tax exempt governmental entity.

AIRLIFT
NORTHWEST

We greatly appreciate any financial contribution that can be allocated to support Airlift Northwest. Enclosed please find a list of benefits of supporting our organization.

Sincerely,

Shelly Deering RN, BSN, CCRN

Shelly Deering
Regional Manager

Kara Hollatz

Kara Hollatz
Outreach Coordinator

Enclosure

Airlift Northwest
8433 Livingston Way
Juneau, AK 99801

OFFICE 907.790.4944
WEB airliftnw.org

AIRLIFT NORTHWEST

Benefits to funding Airlift Northwest:

- If clinics or hospitals are having a difficult time getting a patient accepted into Harborview Medical Center, Airlift Northwest can help to facilitate acceptance as we are a part of the University of Washington Medical System.
- As an extension of University of Washington Medical System, Airlift NW is able to bring a flying ICU to patients two to three hours before they arrive at a larger hospital.
- Airlift has the ability to initiate, continue or expand the delivery of antibiotic therapy. These medications include: ceftriaxone, cephazolin, clindamycin, vancomycin and Zosyn. This allows the capability to provide broad spectrum coverage. Early administration of antibiotics saves lives.
- Airlift is the only medevac provider in Southeast Alaska that offers two units of packed red blood cells (PRBCs) and two units of liquid plasma. This allows us to provide lifesaving care, without depleting a communities own blood supply. Research has proven that administering these products en-route can help increase patient survival by 10%.
- Airlift is also the only medevac provider in Alaska that utilizes the two nurse model of care. Our flight crew is made up of two highly trained critical care nurses, which allows us to maintain or expand on the care they are already receiving during transport. Airlift NW also employs pediatric critical care nurses.
- UW Medicine is the teaching institution for the WAMI region. Doctors in our fellowship program do rotations in rural Alaska. Airlift NW also does ride-alongs for medical and nursing students. Our medical directors also fly with the Juneau team.
- The Juneau base provided 300-400 hours of outreach and teaching each year pre-covid.
- As part of our mission to share expertise our medical directors and nursing staff have provided education throughout Southeast Alaska for many years. This encompasses EMS and hospital practice. They have given talks for credits on a variety of pertinent issues including the following:
    - Participant in Southeast Regional EMS Symposium
    - Approach to the Crashing Neonate
    - Tips and Tricks for Pediatric Resuscitation
    - Adult Complaints in the Pediatric Patient
    - Trauma Cases and Chest Trauma Skills
    - Uncommon Trauma Cases and Considerations for Initial Management
    - Pills, Poisons, and Smoke: Practical Toxicology for the Provider

A.J. JUNEAU DOCK, LLC.
P.O BOX 8084, KETCHIKAN, AK 99901 ◊ PHONE: (907) 225-0999 ◊ FAX: (907) 247-6042
STREET ADDRESS: 1110 JACOBSEN DRIVE; JUNEAU, ALASKA 99801

MEMORANDUM

TO: CBJ City Manager
City and Borough of Juneau Assembly

FROM: Drew Green, AJ Juneau Dock LLC

SUBJECT: FY21 Marine Passenger Fee Proceeds Project List

DATE: 1/3/2022

The AJ dock is a cruise ship facility in the port of Juneau receiving cruise ship passengers contributing to the Marine Passenger Fee, State Excise Tax and Port Development Fee. Below are projects appropriate for Marine Passenger Fee proceeds funding. The projects requested for FY22 are listed below with a brief description of each project. Given the limited funding accrued in CY2021 our list of valid projects are greatly reduced with some pressing projects prioritized in the event the decision is made to borrow against future MPF proceeds.

AJ Dock CBJ MPF PROJECT REQUESTS FY23

AJ Dock Port Facility Security
This project includes training; maintenance and supplies related to security, safety equipment. Items included are CCTV monitoring system maintenance; signage; credentialing; exercises and operations related to the safety and security of passengers, crew, public and the local workforce at the cruise ship facility. US Coast Guard regulatory determinations have recently increased Access Control screening requirements. To perform these additional identification screening requirements (similar to TSA) two to three times the security force of 2019 are mandatory in 2022 depending on the passenger volume of a given port call.
$282,000

AJ Restroom Cleaning, Sanitization and Maintenance
Cleaning, upkeep, and maintenance of facilities servicing passengers, public and workers at the facility.
$30,000

Juneau Port Security Patrol and Short-Range Response Boat Operations

The Department of Homeland Security Port Security Grant Program awarded the AJ dock with a port security and short-range response boat that conducts port security patrols, vessel interceptions, intervenes in the movement of vessels at the restricted anchorages during cruise ship approaches, at-sea deliveries to cruise ships in port (many items cannot be transferred over cruise ship docks for security reasons), spill response, salvage response, on-scene coordinator/command and CBP/law enforcement boarding when ships are at anchor or at sea. This request is solely to cover the manning, maintenance and operational expenses related to this vessel.
$19,600

Barge Maintenance

Every 5 years the AJ Dock floating barge components need to be towed and dry-docked for anti-fouling, painting, and zinc anode replacement. This maintenance project is due in 2022 winter for re-installation completed by April 2023. The project scope includes towing the barges to a shipyard drydock; dry dock labor, equipment and supplies; zinc anodes replacement; derrick crane barge to remove/replace mooring collars and the shore bridge; electrical decommissioning/reconnection, plumbing and wastewater disconnection/reconnection.
$750,000

LifeMed ALASKA
Alaska Owned. Alaska Proud.

January 3, 2022

Ms. Susan Phillips
City Manager's Office
155 S. Seward Street
Juneau, Alaska 99801

Dear Ms. Phillips,

LifeMed Alaska is an Alaskan owned and operated business providing lifesaving Air Ambulance transport for the State of Alaska. LifeMed Alaska has eight permanent bases across the State, including one in Juneau servicing Southeast communities. LifeMed Alaska is Alaska's only Alaskan owned CAMTS accredited program in the State. This voluntary accreditation is a peer review organization focused on improving patient care and transport safety.

LifeMed Alaska would like to petition for $50,000 from the Marine Passenger Fee Proceeds which will support our commitment to providing exceptional and compassionate medical transportation. The funding requested will assist with the additional costs for providing increased service during the cruise ship season and compensation for unpaid bills submitted for cruise ship passengers.

To provide continual and uninterrupted support for Southeast Alaska, during the height of cruise ship season, we regularly supplement our Juneau base with aircraft and crew from one of our other fixed-wing Alaskan locations. The additional operation costs for providing emergency air transport service from our other Alaskan locations to the Southeast are absorbed by LifeMed. The funding requested will support our goal to ensure cruise ship passengers are never without access to critical lifesaving care and transport.

Operational costs to send a flight team and aircraft from Anchorage to, and back from, Juneau are $7,600 each instance. Providing this service just 12 times annually, we are absorbing $91,200 to ensure patient care service are available for cruise ship passengers.

Thank you for your consideration of this request. Please feel free to call or email if you have any questions or would like additional information.

Respectfully,

Russell Edwards

Russell L. Edwards
Chief Executive Officer, LifeMed Alaska
Russ.edwards@lifemedalaska.com

JUNEAU DOWNTOWN BUSINESS ASSOCIATION

December 29, 2021

Rorie Watt, City Manager
City & Borough of Juneau
155 South Seward Street
Juneau, AK 99801

RE: Passenger Fee Request for the Downtown Ambassador Program for FY23

Dear Mr. Watt,

The Downtown Business Association hereby requests funding for the Downtown Ambassador Program for FY23 of $75,000. The DBA believes it can fully implement the ambassador services for the first three months of FY23 (July, August, and September 2022) at $15,000 per month, continuing on with an additional $15,000 per month in May and June of 2023.

The DBA believes it can continue to deliver a high-quality service to downtown visitors using direct-hire employees, building upon the services that were provided with the quieter cruise season of 2021. The currently published 2022 Cruise Ship Calendar showcases a full schedule for the summer, which will require a fully robust Ambassador Program. We propose to provide services that will assist cruise ship passengers in accessing Juneau's downtown business core during the summer months by providing excellent hospitality, including a safety presence, directions, recommendations, and general assistance. The DBA will provide Ambassador services by a uniformed individual for up to 10-hours/day whenever there are cruise ships in port, as resources permit. The Ambassadors will assist vessels and their passengers by providing needed information and support. They will also alert the police or other appropriate authorities to public nuisance and safety issues in the downtown business core.

A strong and vibrant downtown is not just for visitors, or for those who live and operate businesses in the area. Downtown is the heart of our community. The Juneau Downtown Business Association exists to support these ideals for all Juneauites.

The grant request includes 15% administrative overhead for the DBA.

Thank you for your continued support.

Sincerely,

Alexandra Vrabec

Alexandra Vrabec
Downtown Director
Downtown Business Association

CITY AND BOROUGH OF
JUNEAU
ALASKA'S CAPITAL CITY

December 29, 2021

To: Rorie Watt, City Manager

From: Alexandra Pierce, Tourism Manager

Re: Marine Passenger Fee Request for Survey Services

The 2020 Visitor Industry Task Force recommendations include annual public surveys to gauge community perceptions of tourism. The Tourism Manager requests $40,000 for a statistically valid phone survey and associated report.

The survey completed in 2021 asked residents to reflect back on the 2019 cruise season, the last full season before the COVID-19 pandemic. The full season anticipated in 2022 following two years of drastically reduced visitor numbers creates a unique opportunity to collect data on whether this change affects residents' perceptions of the visitor industry.

TBMP

Tourism Best Management Practices

Making Tourism Work for Juneau

December 22, 2021

City and Borough of Juneau
Rorie Watt, City Manager
155 South Seward Street
Juneau, AK 99801

On behalf of our membership, I present the following request for a Marine Passenger Fee grant to support Tourism Best Management Practices (TBMP). Begun in 1997, TBMP annually involves over 120 companies and almost 3,000 employees, making the program an integral part of our seasonal tourism operations and training. Our local businesses and employees take pride in working in Juneau's visitor, retail, and hospitality industries and understand the importance of operating in harmony with our neighborhoods and the community.

Each year since its inception, operators conduct a thorough critique of the previous season, studying the prior summer's tourism hotline comments, letters to the editor and anecdotal comments from various meetings and our elected officials. We then update and fine-tune the guidelines to proactively minimize impacts in the community. TBMP strives to involve every staff member who directly interacts with both visitors and residents, giving members' employees ownership of the program and accountability for their actions in conducting operations.

This process is the most significant aspect of TBMP, delivering results and a proven track record as a significant, positive factor in addressing impacts in our community. Its success has made it attractive to Ketchikan, Wrangell and Skagway, and Icy Strait Point plans to implement their program in 2022 based on the Juneau model.

As you are aware, I will begin handing over the administrative side of TBMP to Travel Juneau, as they already have an active roll helping to manage TBMP. I plan to remain involved in the implementation, promotion, activation and monitoring of the program through 2022 and will remain a spokesperson for TBMP through the 2022 season as we look for the best way to carry that essential role forward. We believe the upcoming season will be significant to TBMP and the Juneau community; further, it will be critical that the transition of the program and communication ties with the new CBJ Tourism Manager/CBJ Management are well-defined.

Our goals to address and manage impacts in the community remain the same and our commitment will not waiver. The organization will continue to work to identify better ways to manage pedestrian and vehicle movement throughout the CBJ and especially in the downtown core. TBMP aligns with and supports the Visitor Industry Task Force recommendations. We continue to challenge our members, asking them to critique the current TBMP guidelines and propose changes or additions which may assist us in managing impacts throughout the CBJ.

As Travel Juneau staff does not have the capacity to maintain the workload this program requires, TBMP's FY23 Marine Passenger Fee grant request ($24,675) includes funding for a part-time, year-round contracted administrator ($12,000). Timing for hire is at the end of the

2022 season. The administrator will receive training in the off-season, and will then be the primary point of contact for the program, managing all concern calls and emails through the Tourism Hotline, maintaining the database, and creating/submitting reports. This person will also plan, promote, and conduct public outreach and meetings, and manage communications to members and CBJ. Additionally, we request one-time funding ($2,000) to migrate the current TBMP website (www.TBMP.info) to a new microsite through Simpleview, Inc., Travel Juneau's database. The accompanying budget shows additional program expenses.

On behalf of TBMP membership, I respectfully request your review and continued support of our efforts and the program.

Sincerely,

S. Kirby Day III

S. Kirby Day, III
TBMP Director
704 S. Franklin Street
Juneau, AK. 99801
Office: 907-364-7250
Mobile: 907-723-2491

Cc: Liz Perry, President & CEO, Travel Juneau

TBMP
Tourism Best Management Practices
Making Tourism Work for Juneau

FY23 Proposed MPF Grant Budget

REVENUE		Notes
Marine Pax Fee Grant	**$ 24,675**	
PROGRAM EXPENSES		
Contracted administrator	$ 12,000	Based on 600 hrs over 12 mos @$20/hr
Database set-up	$ 2,000	Module through TJ's vendor Simpleview; use reserve funds
Database maintenance	$ 500	Through Simpleview
Microsite development	$ -	TJ will bring this in-house
Microsite maintenance	$ 500	Through Simpleview
URL subscription	$ 300	TBMP.info and new microsite URL
Guidelines document revision/updates	$ -	TJ will bring this in-house
Guidelines publication	$ 1,750	Guidelines will be available on the microsite; approx 200 printed for limited distribution
Community outreach		
Local print & radio ads	$ 6,000	Ads to promote the program to locals & to thank members/public
Public meetings	$ 250	Pre- and post-season meetings for members to review guidelines and operations
Community event support	$ 1,000	Modest sponsorships to local events that bring in additional visitors, such as Maritime Festival
Supplies		
Membership certificates	$ 200	150, mailed or hand-delivered
Window clings & bumper stickers	$ 175	150 Weather-resistant bumper stickers for shuttles, boats, etc
Total expenses	**$ 24,675**	
Over/under	$ -	

Susan Phillips

From: Gary Miller <gmiller.juneauak@gmail.com>
Sent: Thursday, December 2, 2021 1:07 PM
To: Susan Phillips
Subject: Marine Passenger Fees

Can the fees be put aside until there is enough money to fund electrification of another dock? I would like to see it done to reduce pollution and for AEL&P to sell more electricity. This would benefit us, AEL&P and the cruise industry.

I would like to see the money invested until there is enough to do the project without having to take out a loan.

Gary Miller
20135 Cohen Dr
Juneau, AK 99801-8211
(907) 789-3757

CITY AND BOROUGH OF
JUNEAU
ALASKA'S CAPITAL CITY
COMMUNITY DEVELOPMENT

Juneau Commission on Sustainability
(907) 586-0715
CDD_Admin@juneau.org
www.juneau.org/sustainability
155 S. Seward Street • Juneau, AK 99801

December 16, 2021

To: Mayor Weldon and CBJ Assembly

Attn: Rorie Watt, City Manager

From: Gretchen Keiser, Chair, JCOS

Subject: JCOS Input on Use of Marine Passenger Fees in 2022

The Juneau Commission on Sustainability (JCOS) again advocates for the use of Marine Passenger Fees (MPFs) in 2022 to take actions that make Juneau a major "clean port" and cruise ship destination as tourism rebounds. JCOS applauds the Assembly's proactive move in hiring a Tourism Manager. JCOS believes this position should have a strong hand in coordinating MPF-funded projects that meet the needs of cruise ships and their passengers and address tourism and sustainability impacts on Juneau residents.

As it has recommended in the past, JCOS urges the Assembly to prioritize MPF funding for the next step in the electrification of the CBJ docks – "bid ready" documents. The draft *Juneau Dock Electrification Study* report, released in November 2021, does not provide these bid-ready documents useful to secure the federal grant funding for shore power at the two 16B docks. However, PND Engineers provides cost estimates for final design, environmental permitting and contract preparation, and the CBJ is advised to proceed on the preparation of these bid-ready documents. The preparation of these documents would reasonably optimize Juneau's federal funding chances by demonstrating Juneau's commitment to world-class shore power. JCOS recommends that this final design work be contracted to firms that have experience in the design and construction of shore power elsewhere in cruise ship ports. Also, JCOS research has found that integrating a waterfront Battery Energy Storage System (BESS) with dock electrification would provide faster connection/disconnection and electrical ramp times. An ancillary benefit is that a BESS will reduce electrical surges and help stabilize Juneau's grid year-round if appropriately deployed. JCOS recommends that CBJ investigate battery energy storage as a component of dock electrification.

In addition to dock electrification, JCOS again encourages the use of MPF funding to address other components of a "clean port" initiative that support cruise ship tourists and address impacts in downtown Juneau: purchasing and operating a downtown electric circulator bus to move tourists and locals in and around the downtown and Aak'w Kwáan Village areas; and encouraging reusable water bottles and encouraging reusable "souvenir" bags to reduce plastic waste. These sustainable tourism efforts would complement the overall tourism planning recommended by the Visitor Industry Task Force in its 2020 report.

MPF funding is suggested:

1. Bid-ready documents for electrification of two 16B docks. $2,645,988. The estimate is based on the PND Engineers cost figures plus $200K for the design of a Battery Energy Storage System. (See Design Budget Attachment for details.)

2. Investigation of two electric downtown circulator buses and chargers with cost estimates. Consideration could be given to applying for federal grants with a local match from MPFs. $75,000 for the Tourism Manager to conduct this budget, design and grant application work coordinated with CBJ Capital Transit with input from JCOS and the Downtown Business Association.

3. Action plan with milestones and outreach to Downtown Business Association, Travel Juneau and Cruise Line Industry Association to incentivize the replacement of plastic water bottles with reusable bottles and construct key water bottle filling stations. $50,000 for Tourism Manager to develop an action plan and implementation.

4. Pilot project with Downtown Business Association and Travel Juneau to incentivize and deploy reusable shopping bags for tourism trade commerce. $25,000 for the Tourism Manager to develop and implement the plan.

With respect to federal funding to construct shore power facilities at CBJ's cruise ship docks, JCOS applauds the Assembly's July 12, 2021 action in passing a resolution that indicated its intent to provide a local match to the 2021 RAISE grant application. Although CBS was not awarded a grant this year, t Marine Passenger Fees should continue to be the likely source of funding of a local match in future federal grant applications.

Proposal for Use of Marine Passenger Fees: Marine Park Wifi

Department: Libraries & Museums

Amount Requested: $2,100

Since 2018 the Juneau Public Libraries have provided wireless internet service in Marine Park during tourist season. The location of Marine Park, adjacent to the Library, the tourist district and one of the cruise ship docks, makes it an exceptional location for offering internet service in the downtown core. Because internet service is very limited on vessels tourists and crew use the service heavily to check email and itineraries when they land in Juneau. Prior to the installation of Wi-Fi at Marine Park, CBJ services were greatly impacted by the daily influx of tourists who utilized the Library to gain internet access. Cruise passengers and crew often used all available space and wireless bandwidth in the Library facility. The move to provide wireless access in the Park has led to a reduction of the impact on city services and provides a direct and necessary service and benefit to visitors to Juneau, especially during off-hours when the Library is not open. Visitors requiring access when the Library is closed to complete critical transactions have the option of Marine Park's wireless network.

The amount requested equates to the library's annual service charges (April-October) plus a 3% increase for inflation plus a 4% overhead for staff time used to maintain the wireless network.

Port of Juneau

155 S. Seward Street • Juneau, AK 99801
(907) 586-0292 Phone • (907) 586-0295 Fax

Carl J. Uchytil

From: Carl Uchytil, P.E., Port Director

To: Rorie Watt, City Manager

Cc: Robert Barr, Deputy City Manager

Date: December 30th, 2021

Re: FY 2023 Marine Passenger Fee (MPF) Request

---

1. Attached for your consideration is a list of FY23 Marine Passenger Fee requests from Docks & Harbors. This list was discussed by the Docks & Harbors Board at its December 16th, 2021 regular board meeting.

2. Docks & Harbors is very appreciative of the financial support from you and the Assembly. Please know that the MPF generously provided to the Docks Enterprise in FY21 was 87% of all the revenue received. FY22 should be a stronger financial year but the Docks Enterprise is projecting only to cover expenses without dipping into fund balance. With Docks fees unchanged since 2007, MPF has increasingly become more important to the financial health of this Enterprise.

3. Please contact me should you have questions at 586-0282.

#

Encl: (1) FY23 Docks & Harbors Marine Passenger Fee Request
(2) Marine Exchange of Alaska (MXAK) – Fee Proposal for Current/Weather Sensor Monitoring

CBJ Docks and Harbors Board
FY2023 Marine Passenger Fee Request

Area Wide Port Operations

Descriptions: CBJ's cruise ship docks and associated infrastructure are run as an enterprise fund established by local ordinance. All expenses and revenues associated with operating and maintaining CBJ's cruise ship docks and associated infrastructure are accounted within this fund. The CBJ Assembly has placed these assets under the responsibility of the Docks and Harbors Board. CBJ Ordinance Title 85 requires the Board to be self-supporting, generating revenues sufficient to meet the operating costs of the docks enterprise. The Board has established a number of fees to generate revenues from users of the assets. The Board has calibrated these fees to assure the overall revenue generated by the enterprise equals the overall cost of running the enterprise.

Many of the uplands assets are used by entities which it is not possible, feasible, or acceptable to charge fees. As a result, users paying fees are subsidizing users that do not pay fees. The services provided to these users are area wide in nature benefiting the general public and cruise ship passengers of private docks. As part of this fee request, the Board identified services that are area wide in nature.

Board identified the following services:

1. Year round maintenance and monitoring of Marine Park.
2. Maintenance and operation of public parking at the Columbia Lot and seasonal public parking at the Steamship Wharf Plaza and the Visitor's Center Lot.
3. Maintenance and operation of unrestricted pedestrian access along the waterfront at the public docks.
4. Year round maintenance and monitoring of Peratrovich Plaza.
5. Costs associated with landscape maintenance services throughout the Downtown Waterfront.
6. Providing area wide port security. Of note are new Coast Guard requirements to validate credentials of passengers and crew returning to the cruise ships. New security structures will provide greater efficiencies but the resultant will be greater staff responsibilities to meet facilities security plans. [Note an additional $300K MPF request for "Port of Call" access control is included in this year's request.]
7. Billing and collecting CBJ area wide fees for all docks.
8. Maintenance & repairs of Visitor's Kiosk.

The Board reviewed its FY22 budget and apportioned expenses associated with these services. Based on its review, it estimates that about 20% of the annual docks budget is attributable to area wide services.

Marine Passenger Fee Funds Requested (FY23): $275,000

Benefits: This approach is supported by the cruise ship industry since it is more equitable than raising dockage fees, although Docks & Harbors is considering fee increases. This approach meets the intent of the marine passenger fee since the services benefit all cruise ship passengers, not just the passengers at the public docks. This approach allows the Docks and Harbors Board to direct part of the dock lease revenues to the much needed rebuild effort of the small boat harbors reducing the need for fee increases at the harbors.

Maintenance and Operation Responsibility: CBJ is responsible for all ongoing maintenance and operating expenses and will use local Docks enterprise funds for these expenses.

Project Contact: Teena Larson, Port Admin Officer or Carl Uchytil, CBJ Port Director 586-0292.

CBJ Docks and Harbors Board
FY2023 Marine Passenger Fee Request

Port-Customs and Visitor Center Buildings Maintenance Support

Project Descriptions: The Port-Customs and Visitor Center buildings are located on the downtown Juneau waterfront, an area that serves over one million cruise ship passengers each year. Docks and Harbors, an enterprise fund, is responsible for costs associated with operating the Port-Customs and Visitor Center Buildings. Expenses include all utilities (water, sewage, electrical, alarm monitoring) and facility support (parking lot, plaza, snow removal, janitorial and general maintenance). The two buildings comprise approximately 4450 square feet in area. Maintenance costs are estimated at $2.66 per square foot per month equaling $142,000.

Marine Passenger Fee Funds Requested (FY23): $142,000

Project Review: The Port-Customs Building was completed in May 2011 with the Visitor Center completion in June 2012. The project which included the buildings, infill dock construction, covered shelters, landscaping and plaza cost approximately $9M and was funded with Marine Passenger Fees. The Port-Customs Building is occupied by the US Customs and Border Protection (CBP) and Docks and Harbors staff. CBP claims to be exempt from any costs associated with their operations within a port. The Visitor Center Building is occupied by the Travel Juneau, a non-profit organization for the purpose of supporting cruise passenger inquiries. The Travel Juneau budget does not support maintenance of the building. This leaves the Docks enterprise funds fully exposed to the costs of maintaining and servicing these buildings.

Benefits: By establishing a Port-Customs and Visitor Center Buildings maintenance fund Docks & Harbors can effectively manage and maintain the properties entrusted under their responsibilities. Passenger fees were granted for this purpose in FY2013 through FY2020.

Maintenance and Operation Responsibility: CBJ Docks and Harbors is responsible for all ongoing maintenance and operating expenses of these two buildings and associated upland support facilities.

Project Contact: Erich Schaal, CBJ Port Engineer or Carl Uchytil, CBJ Port Director 586-0292.

CBJ Docks and Harbors Board
FY2023 Marine Passenger Fee Request

CBJ Parks & Recreation Landscape Maintenance Services

Project Descriptions: Docks & Harbors managed property includes the downtown waterfront from the Taku Dock to Merchant's Wharf. The landscaping has been maintained by CBJ Parks & Recreation seasonal staff for several years out of the CBJ general fund. Flowers, flower pots, trees, shrubs and grass along Marine Park, Cruise Ship Terminal and Alaska Steamship waterfront are meticulously planted and groomed in an admirable fashion. Beginning in FY15, Docks & Harbors was directed to fund this maintenance out of the Docks Enterprise budget.

Deleted for 2023

Marine Passenger Fee Funds Requested (FY22): $45,000

Project Review: The requested amount has been developed by a CBJ Parks & Recreation algorithm based on requirements to propagate plant and maintain the vegetative cover, new seedlings, plants and flowers.

Project Time-Line: This project would be an interdepartmental transfer from Docks & Harbors to CBJ Parks & Recreation.

Maintenance and Operation Responsibility: Commencing in FY15, Docks & Harbors has been assigned sole responsibility for maintaining the greenery along the CBJ owned waterfront, including outside parking lot facilities.

Project Contact: Erich Schaal, CBJ Port Engineer or Carl Uchytil, CBJ Port Director 586-0292.

CBJ Docks and Harbors Board
FY2023 Marine Passenger Fee Request

Safety Guardrail Along Dock Face

Project Descriptions: The project would be located along the downtown Juneau waterfront, an area that services approximately one million cruise ship passengers each year. The project consists of constructing a new guardrail along the face of the existing dock.

Marine Passenger Fee Funds Requested (FY23): $1,200,000

Project Review: This project would construct a new pedestrian guardrail along the existing dock face from Marine Park to the South Berth approach dock. The existing dock face only features an eighteen inch bullrail at the edge. For pedestrian safety a forty two inch high guard rail would be constructed. The proposed guardrail would be designed in the same character as other guardrails along the Seawalk.

Project Time-Line: This project would begin as soon as funding is allocated. The first step would be to design the guardrail and prepare construction bid documents. Upon award of a contract to the lowest qualified bidder construction would begin. The plan is to have the guardrail installed by spring 2023 provided full funding is obtained.

Maintenance and Operation Responsibility: CBJ is responsible for all ongoing maintenance and operating expenses. Maintenance and operations expenses for the guardrail would be minimal.

Project Contact: Erich Schaal, CBJ Port Engineer or Carl Uchytil, CBJ Port Director 586-0292.

CBJ Docks and Harbors Board
FY2023 Marine Passenger Fee Request

FY2023 ADOPTED BUDGET FOR DOCKS

Descriptions: CBJ's cruise ship docks and associated infrastructure are run as an enterprise fund established by local ordinance. All expenses and revenues associated with operating and maintaining CBJ's cruise ship docks and associated infrastructure are accounted within this fund. The CBJ Assembly has placed these assets under the responsibility of the Docks and Harbors Board. CBJ Ordinance Title 85 requires the Board to be self-supporting, generating revenues sufficient to meet the operating costs of the docks enterprise. An alternative is for the Docks enterprise to be completely funded with Marine Passenger Fees.

Marine Passenger Fee Funds Requested (FY23): $1,800,000

Benefits: This request places the entire Docks budget under a single funding source.

Maintenance and Operation Responsibility: CBJ is responsible for all ongoing maintenance and operating expenses and will use local Docks enterprise funds for these expenses.

Project Contact: Erich Schaal, CBJ Port Engineer or Carl Uchytil, CBJ Port Director 586-0292.

CBJ Docks and Harbors Board
FY2023 Marine Passenger Fee Request

Additional Personnel for "Port of Call" Access Control

Description:
After two years of limited cruise ship activity, CY2022 is scheduled to exceed 2019 with regards to numbers of ship calls, including the number of arriving passengers. The current schedule calls for 295 vessel arrivals to the AS/CT Docks and 55 vessels at the PFO lightering dock. The new Coast Guard requirements described below is a non-funded federal mandate that must met to remain compliant with our approved Federal Security Plan. Docks & Harbors has a brief as to determining the financial resources necessary to meet this requirement.

On December 18th, 2020 Coast Guard Sector Juneau released a Marine Safety Information Bulletin clarifying the regulatory requirements for Maritime Transportation Security Act (MSTA) regulated facilities which receive large foreign passenger vessels (i.e. cruise ships). The Consolidated Cruise Ship Security final rule, published on March 19th, 2018 defined the differences between a "cruise ship terminal" and a "port of call". The final rule also prompted a conversation between USCG Sector Juneau and SEAK industry stakeholders, including the Port of Juneau. Previously, SEAK industry stakeholders (including the Port of Juneau) interpreted Title 33, Code of Federal Regulations (CFR), Section 105.255(d)(4) as a list of documents which could serve as personal identification irrespective of criteria in 33 CFR 101.515. As such, facility security personnel (including the Port of Juneau) were allowing individuals with only a vessel boarding pass or room key to gain access to the secure area adjacent to the cruise vessel.

The resultant clarification in the MSIB is that, effective April 1st, 2021, facility security personnel must use a two-prong approach to ensure proper identification and valid purpose:
1. Check the personal identification meeting the criteria in 33 CFR 101.515; and,
2. Confirm the purpose for access by examining at least one document listed in 33 CFR 105.255(d)(4).

Although this may seem like a minor additional task to validate an ID with a boarding pass, we believe the impact will greatly impede the flow of passengers returning to their vessel. The above mentioned two-prong requirement will be similar to what one experiences at an airport TSA checkpoint. The extra time required to ensure each boarding pass matches the government issued ID has the potential to create delays when excess of 1000 passengers/hour attempt to embark their vessels during the waning time in Juneau. Additionally, passengers who do not have government issued ID will need to be escorted by port facility security to the vessel security officer which will only exasperate those waiting in the queuing line.

Marine Passenger Fee Funds Requested (FY23): $300,000 (14 Part Time Limited Harbor Technicians)

Benefits: By funding an additional 14 PTL Harbor Technicians positions, Docks & Harbors intends recruit seasonal employees who will augment the standing Docks security force enabling greater redundancy for properly checking credential in accordance with Coast Guard guidance.

Maintenance and Operation Responsibility: CBJ Docks & Harbors, as the facility manager for the AS and CT Docks, has uplands security requirements required under MTSA regulations.

Project Contact: Matt Creswell, CBJ Harbormaster or Carl Uchytil, CBJ Port Director 586-0292.

CBJ Docks and Harbors Board
FY2023 Marine Passenger Fee Request

Real Time Current Sensors & Weather Monitoring
https://www.mxak.org/services/mda/weather/port-of-juneau

Descriptions: Three tidal current and three weather sensor systems were installed by Marine Exchange of Alaska (MXAK) in 2016-2017 and are frequently used by vessel operators using the facilities within the Port of Juneau. The real time information is hosted on the above MXAK website. The feedback received from cruise ship pilots, masters and commercial fishermen attesting to the value of the data provided through the system has been overwhelmingly positive.

To ensure continued reliable operation, it is desirable to replace the three existing weather sensors with new and more accurate Gill weather sensors. Through a contract with MXAK, they will procure and maintain a supply of spare equipment to ensure timely replacement should weather sensors fail. Tidal current sensors will be also be serviced and replaced as needed and a spare current sensor procured to ensure timely replacement if necessary. Currently, the tidal current sensor at the Cruise Ship Terminal Float and AJ Dock is inoperative. The cost of maintaining spare weather and current sensor equipment, fittings and appurtenances, servicing, repair and replacement of damaged and inoperative sensors would be included in a contract proposal with MKAK.

Marine Passenger Fee Funds Requested (FY23): $55,000

Benefits: The initial vision for contracting to design and install real time current and weather monitoring was due to the impact of the new cruise ship berths (16B) to impede navigation of vessels mooring/unmooring at the Franklin Street Dock. The Port of Juneau was the first port to leverage this technology developed by MKAK which now provides similar services for the Ports of Ketchikan and Nome. The real time current and weather monitoring applications provide another tool for vessel captains and SE Alaska Pilots ensuring the Port of Juneau is providing world-class facilities for our maritime user groups.

Maintenance and Operation Responsibility: CBJ is responsible for all ongoing maintenance and operating expenses and will use local Docks enterprise funds for these expenses.

Project Contact: Erich Schaal, CBJ Port Engineer or Carl Uchytil, CBJ Port Director 586-0292.

MXAK PROPOSAL FOR SERVICES

City and Borough of Juneau Current and Weather Sensor Operation and Maintenance

OVERVIEW and PROPOSAL

Marine Exchange of Alaska (MXAK) is submitting this proposal for operation and maintenance of the three weather and three tidal current sensor systems installed in the Port of Juneau. The purpose of these sensors is to provide information to mariners to aid safe maneuvering and berthing of vessels in the Port. The initial contract(s) to install and maintain these sensors contained provisions for the operation and maintenance (O&M) of these sensors through the 2018 and 2019 cruise ship season. This proposal is for the continued O&M of this system for the period from April 2022 - April 2023, and renewable for four additional years with the following terms and conditions.

The tidal current and weather sensor systems were installed by MXAK in 2016-2017 and are frequently used by vessel operators using the facilities within the Port. MXAK has received feedback from cruise ship pilots, masters, commercial fishermen and recreational boaters attesting to the value of the data provided through the systems. As the initial installers, MXAK is uniquely qualified to offer this proposal for the continued O&M of this system. To ensure reliable operation, MXAK replaced all three existing weather sensors with new and more accurate Gill weather sensors in the spring of 2020. Furthermore, MXAK procured and maintains a supply of spare equipment to ensure timely replacement should weather sensors fail. Tidal current sensors will also be serviced and replaced as needed and a spare current sensor procured to ensure timely replacement if necessary. MXAK will use our landing craft, CLEAT, to perform inspections, servicing, and repairs of the tidal current sensors. Unlike the previous contracts, the cost of maintaining spare weather and current sensor equipment, fittings and appurtenances, servicing, repair, and replacement of damaged and inoperative sensors is included in this contract proposal.

Objectives

- Ensure the three weather and three current sensors at the present locations in the Port are maintained in an operational state throughout the 2022 cruise ship season and the subsequent contract renewal years.
- Upgrade the current sensor mounting systems to improve access, increase serviceability and long-term reliability. The new mounting system will be a sliding mount design which allows sensors to be cleaned and maintained from the surface with no diver. This also allows for adjustment and optimal placement in the water column.
- Ensure all data captured by these sensors is available, in real-time, via the internet and Automatic Identification System (AIS) transmissions to the vessels operating in the Port.
- Maintain records of all data received by the sensors for two years after the data is generated.
- Maintain spare sensors and equipment to ensure timely replacement in the event of damage or malfunction of sensor(s).

Project Deliverables

The following is a complete list of all project deliverables:

Deliverable	Description
Operation of Sensors	MXAK will ensure the weather and current data received by the sensors is available to users (and any other interested parties) via the internet (MXAK website) as well as via AIS transmission. This deliverable includes the monitoring of this sensor by MXAK's 24x7 network operations center to ensure any failures are detected.
Upgrade current sensor mounting systems	Install sliding mounts on all three current sensors to improve access and ease in maintenance of the sensors.
Preventative Maintenance of Sensor and Associated Equipment	MXAK will follow manufacturer recommendations for preventative maintenance of all equipment associated with this system for the duration of this contract.
Corrective Maintenance of Sensor and Associated Equipment	MXAK will respond to any outages of any equipment installed as part of this project and/or MXAK's delivery system (website & AIS transmitter) within 96 hrs of any failure and initiate corrective actions to restore the operation of the sensor system.
Historical Current and Weather Data	All data from the weather and current sensors will be stored in a database maintained by MXAK for a period of 12 months and provided to CBJ upon request in a comma separated value (CSV) format. Weather data will include wind speed (in knots), wind direction, air temperature, air pressure, humidity, and dewpoint. Current data will include water velocity (in knots) and current direction relative to north (in degrees) for each cell for each sampling period. Sampling interval and number of cells sampled is adjustable and can be modified upon request.

Timeline for Execution

Key dates are outlined below. Dates are estimates and are subject to change until a contract is executed.

Description	Start Date	End Date	Duration
Dissemination of weather and current data via internet and AIS transmission.	April 2022	April 2023	12 months
Sensor inspection, cleaning, and preventative maintenance	April 2022	October 2022	2 site visits
Response to any outage of weather or current sensor, supporting equipment, and data delivery systems.	April 2022	April 2023	12 months

PRICING FOR OPERATION AND MAINTENANCE

A firm fixed fee of $55,000 per year, inclusive of all servicing, operation, repair, and/or replacement of damaged or failed sensors or other equipment and administrative overhead.

(907) 463-2607
WWW.MXAK.ORG

SEALASKA HERITAGE

TO: Rorie Watt, CBJ City Manager

FROM: Rosita Worl, Sealaska Heritage Institute

SUBJECT: Marine Passenger Fund Request

Date: December 30, 2021

Rorie,
Dear ~~Mr. Watt:~~

Sealaska Heritage has worked diligently over the last 10 years to be a change agent in downtown Juneau. We, along with the CBJ as a partner, have been able to accomplish what many never believed could be done during the State of Alaska's financial difficulties followed by the pandemic and the closure of the visitors' industry—revitalizing downtown and making Juneau the Northwest Coast Capital of the World. To that extent, CBJ recently declared the area around SHI and the Arts Campus as "Heritage Square" and three exquisite bronze posts were installed to highlight the Tlingit, Haida, and Tsimpsian peoples of Southeast Alaska. Sealaska Heritage is now completing the construction of the Arts Campus which will serve residents and visitors alike.

In addition to the two main infrastructure investments, which have been supported by the City, SHI has also supported the incorporation of NWC design in many areas around Juneau. The creation of the wayfinding signs further supports this NWC Arts Capital vision. SHI is also installing a 360 degree totem which is carved on all sides—one of 3 to exist in the world—to be a centerpiece in downtown. Further, we are commissioning five monumental four foot tall bronze masks to celebrate the other major Native cultural groups of Alaska and further reinforce Juneau's role as Alaska's Capital City.

In 2018, SHI together with CBJ developed conceptual plans for the Kootéeyaa Deiyí otherwise known as the Totem Pole trail. These plans were an effort to reintegrate culture into the historical waterfront by featuring 30 totems along the sea walk that will celebrate the cultural diversity of Alaska's capital. SHI was successful in securing $2.9 million to move this project forward and make our collective vision a reality. These funds would complete 10 totems along the sea walk in part of a larger effort to implement a master apprenticeship program.

SHI respectfully requests $500,000 for two additional totem poles, logs, transport fees, and bases that could be done in conjunction with this larger project. Leveraging this investment, during this time, would be highly beneficial. The total cost for each pole are outlined below:

• Totem Carving w/two apprentices	$ 187,500
• Construction and design of base	$ 25,000
• Log (red cedar)	$ 10,000
• Log Transport and delivery	$ 7,500
• Project management, overhead and contingency	$ 20,000
Total Project Costs for each totem pole	$ 250,000

We are excited to discuss this monumental project that will transform the waterfront. It will be a profound cultural statement; provide educational benefits; and serve as an attraction for locals and visitors alike. Thank you for your consideration.

Sincerely,

Rosita Worl
President
Sealaska Heritage Institute

TRAVEL JUNEAU

December 22, 2021

Rorie Watt
City Manager, City & Borough of Juneau
Robert Barr
Deputy City Manager, City & Borough of Juneau
155 S Seward St
Juneau, AK 99801

Dear Rorie and Robert,

Travel Juneau requests funding from Marine Passenger fees to continue these cruise passenger service programs in FY23:

1) Crossing Guard Program - $373,783: Only actual costs up to $339,803 will be invoiced against the passenger fee request; Travel Juneau will retain a 10% fee ($33,980) to administer the program on behalf of CBJ. The increase in the request is based upon the estimated number of staff hours to accommodate the ship schedules for the fiscal. The Crossing Guard Program encourages cruise passenger safety by addressing vehicular and pedestrian congestion along South Franklin Street and the Marine Park Plaza area; primary crossing areas at the Cruise Ship Terminal, People's Wharf, Marine Park, and at the Goldbelt/Mt. Roberts Tram staging area.

Goldbelt Security's FY23 estimates are based upon the 2022 and preliminary 2023 cruise calendars. Considering the expected rebound in the number of cruise passengers for these seasons, Goldbelt Security conservatively estimates that a minimum of 9392 hours will be required for this program for FY23, with their billing rate set at $36.18 per staff hour.

Goldbelt Security will continue to employ supervisors to closely monitor needs and activity at the designated crosswalks. Further, the company will update Travel Juneau regarding the program and is aware of the need to keep costs within the grant amount.

2) Travel Juneau Visitor Services Program - $148,000: The Visitor Services Program assists cruise passengers by providing directions, excursion referrals, and information about medical resources, community services and local activities. Visitor Services were cut in 2020 and limited during the 2021 season, during which Travel Juneau assisted more than 10,000 visitors at the information center at the Cruise Ship Terminal. Funding will support:

- 60% of base salary for 2 full-time TJ staff to recruit, train, and supervise 150+ Juneau volunteers, manage all visitor centers, as well as develop and maintain inventories of up-to-date visitor and volunteer informational materials. Includes regular communications to volunteers.

- 100 % of two seasonal staff for the Cruise Ship Terminal Visitor Center (CST) and Marine Park kiosk.
- volunteer recruiting efforts, including ad placement
- a minimum of 3 required full-group trainings and additional small group trainings – costs include materials and venues
- volunteer recognition to keep volunteers engaged and retained
- visitor materials, including informational handouts and approximately 75,000 walking maps and for distribution primarily at the dock visitor information centers
- supplies for the visitor centers
- subscription to online volunteer scheduling calendar

Travel Juneau anticipates some difficulty in hiring seasonal staff and requests an increase in that line to encourage applications. Additionally, we anticipate higher supply and printing costs from continuing inflation and supply chain issues. Please refer to the attached documents for estimated expense details on the Crossing Guard and Visitor Services Programs.

Travel Juneau is proud to be associated with these safety and service programs for our cruise visitors and we appreciate the CBJ's support of these efforts to make Juneau a safe and hospitable visitor destination. If you need further information about these programs, please don't hesitate to contact me.

Sincerely,

Liz Perry
President/CEO
Travel Juneau

cc: Jeff Rogers, Director of Finance, CBJ

Goldbelt Security LLC

An 8(a) certified Alaskan Native Corporation (ANC)

December 17,2021

Liz Perry / President & CEO
Travel Juneau
(907)586-1761
800 Glacier Ave Ste 201 Juneau, AK 99801
traveljuneau.com

Dear Ms. Perry

Thank you for requesting a quote for 2022 Crossing guard services for the upcoming tour season.

Crossing guard Program for April 2022 through October 2022 with estimate for April through June 2023. The noted costs are based on the number of crossing guards on eight-hour shifts. One of the officers will be a lead officer who will rotate through the staffing positions daily to ensure the Crossing guards are safe and courteous to all individuals using the crosswalks. As covering each location for breaks for lunch and rest periods.

2022	April	May	June	July	August	September	October	
Monthly hours	48	1168	1408	1488	1456	1032	168	Total hours 6,768

2023	April	May	June	
Monthly hours	48	1168	1408	Total hours 2,624

Billing rate $36.18 per man hour. Total estimated hours 9392

Total fiscal estimated request to provide crossing guards service to the CBJ $339,802.56

Respectfully

Michael G. Tagaban

Operations Manager

Juneau Convention & Visitors Bureau
Visitor Information

Income		FY23 Projected
TOTAL REQUEST:	**$**	**148,000**
Expenses		
60% of base salaries +2% COLA	$	62,000
Same as FY21	$	22,000
Same as FY21	$	1,500
Same as FY21	$	5,500
Same as FY21	$	6,000
Same as FY21	$	2,000
Decrease by $3,000	$	22,000
Same as FY21	$	5,000
Same as FY21	$	22,000
TOTAL	**$**	**148,000**

Note: This department's FY23 budget is approx $220K
The remaining expenses are funded by Travel Juneau-gene

Notes

Marine Passenger Fee grant request

60% of full-time salaries: 2 FTE, year-round

100% of seasonal expense: 2 FTE, seasonal only $15/hr with $1/hour wo

Volunteer Scheduling and Management Software

Volunteer Recruitment and Training

Volunteer Recognition

Visitor Site Supplies

DT Walking Maps & Translations: for 75,000 copies and translation in 2020 would have been $17,615.54. I included an extra $2,384.46 for anticipated higher cost of paper due to inflation.

Telephone & Internet

Postage: Regular and AKA Fulfillment (bulk mail)

rated revenue and the hotel bed tax grant.

rked end of season bonus

U.S. COAST GUARD
SECTOR JUNEAU

December 18, 2020

MARINE SAFETY INFORMATION BULLETIN

Port of Call Access Control

This safety bulletin serves to clarify regulatory requirements for Maritime Transportation Security Act (MTSA)-regulated facilities that receive large foreign passenger vessels (hereafter "cruise ships") throughout the Southeast Alaska Captain of the Port zone.

Background – The Consolidated Cruise Ship Security Regulations final rule, published on March 19, 2018, defined and clarified the differences between a "cruise ship terminal" and a "port of call." The final rule also prompted a conversation between Sector Juneau and Southeast Alaska industry stakeholders to discuss processes and expectations. For years, industry had interpreted Title 33, Code of Federal Regulations (CFR), Part (§) 105.255(d)(4) as a list of documents that could serve as personal identification, irrespective of the criteria in 33 CFR § 101.515. As such, facility security personnel were allowing individuals with only a boarding pass or room key to gain access to the secure area. The Coast Guard Office of Port & Facility Compliance recently found that additional measures are needed to meet the intent of the security regulations.

Requirement – Before allowing any person, including apparent vessel passengers, to access the secure area of an MTSA-regulated facility, security personnel need to use a two-pronged approach to ensure proper identification and a valid purpose:

1. Check personal <u>identification</u> meeting the criteria in 33 CFR § 101.515; and
2. Confirm the <u>purpose</u> for access by examining at least one of the documents listed in 33 CFR 105.255(d)(4).

The Coast Guard understands that complying with these regulations for the first time will require industry to reassess their operations and procedures. The remoteness of Alaska and physical arrangement of some MTSA-regulated facilities are unique. These circumstances will likely necessitate a collaborative effort between industry and the Coast Guard to address any concerns, and my staff look forward to discussing the way forward with you. Together, I am confident we can find solutions that meet the letter and intent of MTSA regulations and overcome challenges that stakeholders may encounter.

Deadline – Facility owners/operators submit amendments to facility security plans that document compliance with 33 CFR § 101.515 and 33 CFR 105.255(d)(4) no later than April 1, 2021. In addition, every facility must have implemented the process proposed in the amendment before receiving a cruise ship.

Contact – For any questions regarding this safety bulletin or port of call access control, please contact the Sector Juneau Facilities Division at (907) 707-5513 or email D17-PF-SectorJuneauPrevention@uscg.mil.

Sincerely,

S.R. White

S. R. WHITE
Captain, U.S. Coast Guard
Captain of the Port
Southeast Alaska

Passenger Fee Public Comments

The CBJ Code requires the Manager to forward all public comments on the proposed uses of passenger fee funds to the Assembly for consideration. The Assembly is not required to take individual action on these comments.

Per Title 69, Chapter 20.120(b)(3):

The manager shall forward all submittals, cruise line industry comments, board comments, public comments, and the manager's final recommendations to the Assembly Finance Committee for consideration. The Finance Committee will forward the final list of marine passenger fee proceeds' projects to the Assembly for consideration during its deliberations on the annual City and Borough budget.

155 S. Seward Street ▪ Juneau, Alaska 99801 ▪ 907-586-5240

INFORMATION RELEASE
February 1, 2022

Comment on draft recommendations for Marine Passenger Fee proceeds by March 4

The City Manager's recommendations on how to allocate Marine Passenger Fee (MPF) proceeds are now available. The public has through March 4 to provide comment on the recommendations. Read the draft proposal here.

The Manager's draft proposal makes recommendations on expenditure of funds that come from the $5 City and Borough of Juneau Marine Passenger Fee, $3 CBJ Port Development Fee, and the $5 State of Alaska Commercial Passenger Vessel Fee. For budgeting purposes, CBJ has estimated that 1 million passengers will come to Juneau this year. Based on that projection, the amount of revenue in fiscal year 2023 is anticipated to be $13.8 million.

In December, CBJ solicited project proposals from city departments and the public, including businesses and the visitor industry, to be funded with MPF proceeds. The City Manager is recommending 15 operating, grant and capital funding allocations. They include:

- city and visitor services and infrastructure maintenance
- additional security funding to comply with new U.S. Coast Guard regulations
- funding for dock electrification, including design funding and a transformer that will allow multiple ships to connect to shore power once available
- funding for a study on a circulator shuttle bus service
- planning and design for Marine Park
- refillable water bottle stations in Downtown Juneau
- replacing real-time weather monitoring stations for navigation

CBJ is also carrying a negative fund balance of $3.2 million into fiscal year 2023, which was caused by the need to continue essential services during the reduced visitor season in 2021. The Manager's proposal would eliminate this negative balance.

Submit comments on the recommendations by March 4, 2022 to CBJ Tourism Manager Alexandra Pierce by email, alexandra.pierce@juneau.org, or by mail to the City Manager's Office, attn: Alexandra Pierce, 155 S. Seward Street, Juneau, Alaska 99801.

All Marine Passenger Fee project proposals and comments will be forwarded along with the City Manager's recommendation list to the Assembly Finance Committee for review, and then to the Assembly for consideration during the upcoming budget cycle.

###

For more information, contact CBJ Tourism Manager Alexandra Pierce at Alexandra.Pierce@juneau.org or 907-500-8677.

From: Rich Brenner
To: Alexandra Pierce
Subject: Comment on FY23 Passenger Fee Proposal
Date: Wednesday, February 23, 2022 11:05:15 AM

Hello,

Thank you for providing the opportunity to comment on the FY23 cruise ship passenger fee proposal.

Unfortunately, I am not seeing anything on this list of potential expenditures that is resonating with me. I urge you to refocus on expenditures that benefit year round citizens of Juneau, not just the cruise industry and associated businesses that benefit from this industry.

I see the cruise ship industry in Juneau in terms of the classic economic scenario of concentrated benefits to a few but dispersed costs to many. As an example, during the summer months there is an influx of cruise ship passengers on our trails. This surge of people adds to the wear on trails, which are badly in need of maintenance. The trail up to Mt. Roberts and Perseverance are prime examples, but cruise passengers are certainly using other trails all over Juneau as well. Thus, to start, I suggest spending passenger fees on trails (maintenance and improved access) and other items that alleviate some of the costs that we are all experiencing as a result of this industry.

Finally, I think that many of us would be more supportive of the cruise industry if we saw passenger fees going towards items beyond those that support the same industry that brings us noise, air and water pollution, crowding, and an overall decrease in serenity during our short summers. As it stands, I see the proposed FY23 passenger fee expenditures as creating more of these deleterious impacts and increased animosity towards the cruise industry in the future.

Most sincerely,
Rich Brenner

From: Janet Capito
To: Alexandra Pierce
Subject: RE: Proposals
Date: Wednesday, February 23, 2022 3:38:23 PM
Attachments: 709971531BCB4A64942D22A83563EC3C.png

Alexandra,

Thank you for responding so quickly. I understand more about the workings of the various fees incurred on the cruise and how it will be used in Juneau. I didn't realize that DOT had jurisdiction over the size of buses, except the private company ones.

I like the fact that CBJ has been pursuing the electric bus option. However, the one currently in Juneau has shown, to me anyway, that all the kinks are not ironed out on those types of vehicles. But maybe by the time CBJ can implement this idea, those issues will be solved, just as they did with the older model electric cars.

I'm still a bit confused about the circulator bus issue. I'm not sure if it will only operate in the downtown area or what. So guess I'll keep following this issue.

Janet

Sent from Mail for Windows

From: Alexandra Pierce
Sent: Tuesday, February 22, 2022 3:02 PM
To: Janet Capito
Subject: RE: Proposals

Hi Janet,

Great questions – thank you! I've addressed them individually below.

From: Janet Capito <capitoj@hotmail.com>
Sent: Tuesday, February 22, 2022 12:52 PM
To: Alexandra Pierce <Alexandra.Pierce@juneau.org>
Subject: Proposals

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Alexandra,

I have some questions about the proposals that CBJ has regarding electrification of the docks.

1. Who will pay for the electricity used? From the information I have read, you only talk about the construction of this project, not who pays for electricity used. What happens if we have a dry summer, as has happened? Who gets the electricity?
   The cruise lines will pay for electricity in some capacity, either through a direct charge or increased dockage fees. Currently, docks are "interruptible" customers, meaning that they can be denied power during a dry summer. The other interruptible customer is Greens Creek Mine. There is some discussion now whether the docks should have priority over Greens Creek because the pollution impacts are closer to town. Currently,

AEL&P rarely has to make that decision, but we need to set priorities if we add more electrified docks, or more interruptible customers.

2. Will the citizens of Juneau have an increase in our electric bill because of the usage by the cruise ship industry now or in the future?
   Short answer, no. Installing electrification infrastructure will be paid by grants, passenger fees, or a combination of both. Power will be paid by the users either through dockage fees or direct power costs.
3. What does "circular shuttle bus" mean? Don't we already have that with the buses in use now? Is the city going to have to purchase its own buses for this proposal?
   The "circulator" concept is something that has been discussed repeatedly over the years by various advocacy groups and in city plans. You are correct that there is currently a Capital Transit circulator but it doesn't run frequently enough to be effective. There are competing ideas on what a circulator would look like and who would operate it. Some of the proposals I've seen include scheduled buses to the glacier to cut down on the amount of tour bus traffic, something that runs between the docks downtown, and a more frequent downtown circulator service for locals to help relieve some of the parking pressure downtown. The idea is to commission a study from a transportation planner or engineer to determine whether a circulator is actually a good idea, if so what type of circulator would be most effective, who should operate it, and how much it would cost. I cannot imagine a scenario where any general fund money would go toward a circulator for visitors.
4. One proposal is to have refillable water stations in the downtown area. Who will pay for the purchase, installation & upkeep of those stations? Will there be a charge to the user for this service? Will the passenger fees cover this proposal?
   This proposal would add refillable water bottle stations to existing drinking fountains at no charge to the user. Installation and maintenance would be paid 100% by passenger fees.

Our downtown streets become such a wreck with all the bus traffic during the summer. I know that the cruise industry took this usage by the city to the courts and won the case that the passenger fees can only be used for the dock area. Therefore, the citizens of Juneau have to repair the roads damaged mostly by the buses used to transport passengers to various places around Juneau. Why not limit the size of the transport vehicles? Often the large buses are only partly full so smaller vehicles makes sense.
The piece about the court settlement is not quite accurate. The cruise industry argued that CBJ collecting passenger fees at all was illegal. CBJ argued that we can use them for anything that supports the industry from crossing guards to bathrooms to park space. We settled on a mapped area where we can use passenger fee money (basically we agreed to use the funds in the exact same way we have in the past, and yes the mapped area includes the whale). We can't really legally use the fees for road projects or regulate the size of buses operated by private companies. That jurisdiction falls to the State DOT. I do agree with your comment and while there has been a lot of discussion about programs to help the industry move to electric buses, we don't often discuss bus size. I'm wondering if there's something we can do with our bus permitting at the docks or through TBMP. Thank you!

Thank you for reading my thoughts.

Janet Capito
3300 Nowell Ave.
Juneau

Sent from Mail for Windows

From: Suzanne Cohen
To: Alexandra Pierce
Subject: How to spend marine passenger fees
Date: Thursday, February 3, 2022 8:04:45 PM

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Dear Ms. Pierce,

As a member of the Juneau community I am excited to hear that we are being given the opportunity to suggest ways to spend the monies the city gets from passenger fees. The city has committed to reducing it's carbon footprint and I believe it would be an excellent use of the funds to move us in that direction. Electrifying the docks for the cruise ships to plug in would be a step in that direction.

So that's it. Electrify the docks.

I have not heard of anyone suggesting increasing our hydropower output, but I think it would be prudent. Could we put those monies towards funding Dorothy 2? Or Juneau District heating?

Thank you for your time.

Suzanne Cohen
725 5th Street
Juneau, AK 99801

From: Shannon Crossley
To: Alexandra Pierce
Subject: Cruise Ship Fees
Date: Friday, February 4, 2022 12:42:33 PM

Good afternoon!

I'd like to write to you in support of a pavilion on the waterfront with bathroom's available to the public. It would be lovely to have a gathering spot for tourists out of the rain when they exit the ships, a community building we can use for events, and have more toilet and fresh water (water bottle fill station) amenities available to the thousands of people getting off the ships.

Docks and Harbor has the beginnings of a design they worked on with NorthWind Architects, and that was before COVID crippled our tourism seasons. Now that I revisit the beautiful design, the operable large panels to make the pavilion completely open air is brilliant. These transitional inside/outside spaces are going to be critical to managing covid transmission as we move forward in a world with both a pandemic and a thriving tourism industry.

Thank you so much for your time,

Shannon Crossley

From: michael driscoll
To: Alexandra Pierce
Subject: Cruise fee suggestions
Date: Saturday, February 5, 2022 11:49:33 AM

Greetings!

I have an additional recommendation. I am a frequent hiker on the Mount Roberts trail. During cruise season, on most days, the majority of people using the trail are tourists off the ships. These people have a wonderful experience hiking, but they also contribute to the wear and tear of the trail. The trail has not been maintained for several years and is badly in need of maintenance in some areas. Because the heavy use of the trail by cruise visitors, wouldn't it be appropriate to use some cruise fee funding on maintaining the trail? The trail is, after all, a beloved part of Juneau infrastructure.

Thanks for your efforts.
Mike Driscoll
Juneau

From: Fishing Vessel Dial West
To: Alexandra Pierce
Subject: Re: Head tax proposal
Date: Wednesday, February 23, 2022 4:43:49 PM

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Hello Alexandria, thanks for getting back to me so quickly.

I really don't understand the situation, It's either tax revenue or it isn't. I know the city it litigious when it comes to collecting tax revenue from small businesses so you'll understand my frustration when the city doesn't seem eager to do so with the largest players.

I followed that a court decision went against us but I did not and do not understand how that is conclusive. Why aren't we appealing that decision until the end of time and spending the money on ourselves in the meantime?

I do appreciate the information youre able to share and I don't mean to rant but I want my opinion to be recognized and considered as well. I don't think the city should continue to build infrastructure for cruise lines. They need to be limited and managed if the practice is to remain sustainable.

Thanks
Clayton Hamilton

P.s. I still don't understand why we need to get into weather stations nor see any problems with the whale park which seems to be doing great as is.

On Tue, Feb 22, 2022, 4:08 PM Alexandra Pierce <Alexandra.Pierce@juneau.org> wrote:

> Hi Clayton,
>
> Thank you for your message. We are pretty legally constrained with how we spend passenger fee dollars, though we were able to pay for legal fees as you suggested. We are also planning so spend up to $10 million on a Civic Center once a project is more fully scoped. The City does have a rainy day fund and we were able to use it during the past two years, however we did not want to spend general fund dollars on projects that could be funded by passenger fees so we made the decision to carry a balance into this year.
>
> Thanks again for taking the time to reach out and I'll pass your comments along to the Assembly for consideration.

Alexandra Pierce | Tourism Manager

City & Borough of Juneau, AK

Location: 155 South Seward Street

Cell: 907.500.8677

CBJ_EmailLargeColorLogo

From: Fishing Vessel Dial West <fvdialwest@gmail.com>
Sent: Sunday, February 20, 2022 10:03 AM
To: Alexandra Pierce <Alexandra.Pierce@juneau.org>
Subject: Head tax proposal

Hello,

I think that we ought to save some money against the inevitable future disruptions in tourism.

Tourism is an industry that is particularly susceptible to economic and social disruptions and I would point to our current negative balance as proof of this. Instead of spending a quarter million on the still new waterfront park or a million on the seawalk or 50 k on redundant weather stations or 55k on frigging water fountains, why don't we save some against the future's inevitable "rainy days" ? Why don't we invest in staff and facilities at our harbors? When the cruise ships stopped coming, tourism didn't end.

This city's subservience to large corporate interests is folly.

Let's spend money on ourselves. Let's spend the money on lawyers to protect ourselves from frivolous and predatory litigation on the part of these foreign, corporate entities. Let's spend money on things that would have educational and cultural benefits for locals, like an educational aquarium or the south douglas parks and harbors area.

The continued over capitalization of the down town waterfront is gross and only drives local business away.

I find it shameful to walk through a deserted down town every winter.

Why don't we spend this money on the civic center (instead of leveraging new taxes on locals) and tell the cruise companies to take a hike?

Why don't we spend it on our parks?

Why don't we create a capital fund to allow for stable budgets and staffing, when tomorrow's rainy day comes?

The argument for the Electrification project is specious, if we limited cruise ships to a reasonable degree we wouldn't be faced with disgusting air pollution problems.

When I mismanage my business I pay for my own mistakes. I am rather sick of the cruise industry foisting its externalities onto my community. We, the city of juneau and capital of this beautiful state, are in the stronger negotiating position. We do not need Princess or Norwegian cruise lines, they need us.

Sincerely

Clayton Hamilton

From: Ginger Hudson
To: Alexandra Pierce
Cc: Michele Elfers
Subject: Comment on draft recommendations for Marine Passenger Fee proceeds by March 4
Date: Wednesday, February 2, 2022 9:45:24 AM
Attachments: 2022.2.1 Comment on draft recommendations for Marine Passenger Fee proceeds by March 4.pdf

Hello Alexandra,

I read the draft proposal, thank you for your work on the use of marine passenger fees paid to the City and Borough of Juneau. I know a lot of hard work has gone into this, great recommendations.

The arboretum receives many calls from cruise ship passengers regarding transportation out here. I have been talking to various stakeholders of JOA and the P&R department to find ways to get information to these passengers. But a long term plan I'd like to see is some kind of transport out the road.

I'd like to submit a comment under the bullet point listed below, "funding for a study on a circulator shuttle bus service".
I suggest the shuttle bus encompass at least a once-a-day trip out the road and back. The arboretum is a gem in the parks system and it will be nice to share it with out-of-town visitors who do not have transportation.

I envision something like the buses that take visitors into Denali. A bus that would go out to Eagle Beach and stop along the way allowing passengers to get off and back on the bus at various locations. It could stop at the major trail heads, Auke Lake, Statter Harbor at Auke Bay, The Shrine, the Arboretum, Peterson Creek Trail, last at Eagle Beach, or the park. Stop there for 30 minutes or so then return and pick everyone back up. Or perhaps fewer stops, considering most folks from cruise ships might not be hikers.

You may already know that the Jensen-Olson Arboretum does not have a large parking lot so it would be a drop-off site, the bus would have to go down to Amalga Harbor to turn around- assuming a large passenger bus. A short bus could turn around at JOA. The arboretum is not intended for "industrial tourism" per the conservation easement. In other words, a cruise ship bus dedicated solely to tour the site cannot be accommodated, the infrastructure cannot handle groups over 50. Of course these are details to work out later.

I am glad to offer more information to the committee as needed, or answer any questions on this idea.

Thanks for your consideration,

Ginger

Manager
Jensen-Olson Arboretum

Holder of the Nationally Accredited *Primula* Collection ™
23035 Glacier Hwy
Juneau, AK 99801
907-789-0139

Visit on the web
Open October – March, Friday – Sunday, 9am – 4pm
Open May - September, Wednesday – Sunday, 9am – 5pm

From: Lisa Phu <Lisa.Phu@juneau.org>
Sent: Tuesday, February 1, 2022 11:46 AM
Subject: Comment on draft recommendations for Marine Passenger Fee proceeds by March 4

155 S. Seward Street • Juneau, Alaska 99801 • 907-586-5240

INFORMATION RELEASE
February 1, 2022

Comment on draft recommendations for Marine Passenger Fee proceeds by March 4

The City Manager's recommendations on how to allocate Marine Passenger Fee (MPF) proceeds are now available. The public has through March 4 to provide comment on the recommendations. Read the draft proposal here.

The Manager's draft proposal makes recommendations on expenditure of funds that come from the $5 City and Borough of Juneau Marine Passenger Fee, $3 CBJ Port Development Fee, and the $5 State of Alaska Commercial Passenger Vessel Fee. For budgeting purposes, CBJ has estimated that 1 million passengers will come to Juneau this year. Based on that projection, the amount of revenue in fiscal year 2023 is anticipated to be $13.8 million.

In December, CBJ solicited project proposals from city departments and the public, including businesses and the visitor industry, to be funded with MPF proceeds. The City Manager is recommending 15 operating, grant and capital funding allocations. They include:

- city and visitor services and infrastructure maintenance
- additional security funding to comply with new U.S. Coast Guard regulations
- funding for dock electrification, including design funding and a transformer that will

allow multiple ships to connect to shore power once available

- funding for a study on a circulator shuttle bus service
- planning and design for Marine Park
- refillable water bottle stations in Downtown Juneau
- replacing real-time weather monitoring stations for navigation

CBJ is also carrying a negative fund balance of $3.2 million into fiscal year 2023, which was caused by the need to continue essential services during the reduced visitor season in 2021. The Manager's proposal would eliminate this negative balance.

Submit comments on the recommendations by March 4, 2022 to CBJ Tourism Manager Alexandra Pierce by email, alexandra.pierce@juneau.org, or by mail to the City Manager's Office, attn: Alexandra Pierce, 155 S. Seward Street, Juneau, Alaska 99801.

All Marine Passenger Fee project proposals and comments will be forwarded along with the City Manager's recommendation list to the Assembly Finance Committee for review, and then to the Assembly for consideration during the upcoming budget cycle.

###

For more information, contact CBJ Tourism Manager Alexandra Pierce at Alexandra.Pierce@juneau.org or 907-500-8677.

Lisa Phu (she/her)
Public Information Officer
City & Borough of Juneau
(907) 586-5374
Follow CBJ on Facebook, Twitter & Instagram

From: Emily Kane
To: Alexandra Pierce
Cc: Michele Elfers; George Schaaf; Linda Kruger; Judy Crondahl; lauren.verreli@jumeau.org; Lauren Anderson
Subject: Capital improvements
Date: Thursday, February 3, 2022 8:22:31 PM
Attachments: image0.png

Hi Alexandra
I really like this list which I'm pasting for the other recipients of this email.

For the Marine Park improvement it would be great to coordinate with Juneau Commission on Aging, our local AARP members and Parksand Rec Department who are already in discussion about improving Savikko Park in Douglas to include senior friendly all-weather playground equipment as done in many communities around the world:
www.aaastateofplay.com/playgrounds-for-senior-citizens/

JCOA/AARP preferred a downtown location. Maybe Marine Park can be it!

Please LMK how to best proceed with exploring this fine idea.
Thanks!
Emily Kane
Chair JCOA

www.DrEmilyKane.com
www.naturopathic.org
lifewavex39.com/dremilykane

From: Cynthia Krehbiel
To: Alexandra Pierce
Subject: Cruise Ship Marine Passenger Fee Proceeds
Date: Friday, February 18, 2022 3:42:41 PM

I vote for refillable water bottle stations in Downtown Juneau and a Seawalk expansion with the MPF proceeds.

Sincerely, Cynthia Krehbiel
Juneau Resident since 1994

From: Kira Lathrop
To: Alexandra Pierce
Subject: Cruise ship funds
Date: Sunday, February 6, 2022 9:03:19 AM

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

I will be honest first and foremost I am not hopeful that the city or anyone from the city will listen to the community but I believe in trying.

Money from thr cruise ships should not go to any further projects for art or sprucing up downtown, plenty has been spent there.

Let's be responsible and hire more police officers and provide more training for thr ones we have.

Our officers are so short staffed they cannot complete work they know needs done. For example the breakwater still exists...

Thanks

From: David Love
To: Alexandra Pierce
Subject: use of cruise ship money
Date: Friday, February 4, 2022 2:45:53 PM

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

two suggestions for use of cruise ship money:

1) buy some more electric buses for Capitol Transit

2) give homeowners a dividend towards their AEL&P electric bill from the lower rates (but high volume) charged to cruise ships when they are in port

Thanks, David Love

From: Tom Paul
To: Alexandra Pierce
Subject: Use of Marine Passenger Fees
Date: Tuesday, March 1, 2022 9:33:15 AM

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

As residents of "the flats" by the Federal building and frequent users of the downtown business district, we are appalled by the amount of trash and litter in Juneau's downtown. It seems to us that a useful and productive use of some of the marine passenger funds would be to hire crews to clean up downtown prior to, during, and after cruise ship season of the cigarette butts, food wrappers, maps, coupons, brochures, dog waste, coffee cups, lids, plastic bags and wrappers, and the other detritus that constantly appears when more than a million visitors and local residents pack the downtown, neighborhood streets, the whale plaza, the docks, Marine Park, and the seawalk. We have observed that days can pass before downtown streets are cleaned of litter and trash from tourist throngs. We note that in the tourist cities of Europe, nightly cleaning and washing of downtown streets and sidewalks is commonplace.

The cleanup need not stop at downtown. Egan Drive and the backloop road are littered throughout the year and the annual volunteer spring cleanup is inadequate to keep up with the mess through the summer.

Besides the obvious sanitary benefits, it would demonstrate Juneau has pride in its community and appearance.

We hope to see some improvement this year. It seems with the millions available from passenger fees there is no excuse for a dirty city.

Sincerely,
Tom Paul
Jan Caulfield
525 W 9th St
907-209-7483

From: Sandi
To: Alexandra Pierce
Subject: Cruise ship passenger fees
Date: Saturday, February 19, 2022 9:33:12 AM

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Hello, I was wondering if there's any way to delegate some of these funds towards Docks and Harbors to help alleviate some of the increased moorage fees that are being considered? Moorage fees have really becoming excessive. Thank you, Sandi

From: M Vershis
To: Alexandra Pierce
Subject: Manager"s office proposal for use of passenger fees
Date: Thursday, February 17, 2022 11:00:11 PM

Alix,

I would like to submit a comment on the use of funds. I believe $30,000 is not enough for public restroom maintenance. I would be surprised if that covers the damages from 2020. 2021 many facilities were closed intermittently, but it seems frequent maintenance calls were placed even then.

Thank you

Maureen Shivers

From: Monica Southworth
To: Alexandra Pierce
Subject: Re: Additional Comments on Passenger Fees
Date: Thursday, February 17, 2022 3:13:52 PM

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Alexandra,

That is so good to hear! And makes sense. I would be super curious to see it. Thank you.

Monica

On Thu, Feb 17, 2022 at 2:22 PM Alexandra Pierce <Alexandra.Pierce@juneau.org> wrote:

> Hi Monica,
>
> Thanks for reaching out. You did follow the correct process! We do have additional pedestrian sanctions being installed this summer. It has been a longer process in Juneau because South Franklin is a DOT right of way so it couldn't be a unilateral CBJ decision and project. If you're interested, I can find and send you the full scope of the project and where they will be installed this summer.
>
> Thanks,
> Alix
>
> On Feb 17, 2022, at 1:43 PM, Monica Southworth <monicasouthworth@gmail.com> wrote:
>
> EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS
>
> Alexandra,
>
> I don't know of the official process, but I was just reading through some of the things shared on nextdoor about the plan for the passenger fees. One thing that I'd like to throw in there for future development considerations, if at all possible, is more ropes on the sidewalks to keep tourists from jaywalking. Ketchikan does it, and it seems to work. It's not 100%. I have seen tourists hop the rope in ketchikan, but it seems to help. I hope that we consider that in the future. The crossing guards are great, and I love that we have them, the ropes might help too.
>
> Thanks,
>
> Monica

From: Larri Spengler
To: Alexandra Pierce
Subject: marine passenger fees
Date: Saturday, February 5, 2022 4:09:56 PM

EXTERNAL E-MAIL: BE CAUTIOUS WHEN OPENING FILES OR FOLLOWING LINKS

Greetings:

I am especially pleased with and impressed by three of the items in the list of marine passenger fee allocations, all of which foster sustainability:

- funding for dock electrification, including design funding and a transformer that will allow multiple ships to connect to shore power once available
- funding for a study on a circulator shuttle bus service
- refillable water bottle stations in Downtown Juneau

These seem like very wise and forward-thinking things to spend this money on.

Thank you.

Larri Spengler

Larri Irene Spengler
4545 Thane Road
Juneau, Alaska 99801
907-586-9768 (phone/fax)
lspengler@ak.net