

**DOCKS & HARBORS
FINANCE SUB-COMMITTEE
MEETING**

Wednesday, December 22nd, 2021

Via Zoom Meeting

<https://bit.ly/3CDJQU3>

Meeting ID: 843 0059 6550

Passcode: 904664

Call in: (253) 215-8782

- I. Call to Order** – December 22nd, 2021 at 5:00pm
- II. Roll Call** (Lacey Derr, James Becker, David Larkin, Matthew Leither, Mark Ridgway, Don Etheridge and Bob Wostmann)
- III. Approval of Agenda**
- IV. Public Participation on Non-Agenda Items** (not to exceed five minutes per person, or twenty minutes total time)
- V. Approval of Tuesday December 7th, 2021 Finance Sub-Committee Meetings Minutes.**
- VI. Items for Information/Discussion**
 1. Rational Basis for CPI Adjustment
Presentation by Sub-Committee Chair

Committee Discussion/Public Comment
 2. Budget Cycle Review FY22 & FY23/24 Biennial Budget
Presentation by Port Director

Committee Discussion/Public Comment
- VII. Sub-Committee Action Items**
- VIII. Good of the Order**
- IX. Next Meeting** – January 12th, 2022
- X. Adjournment**



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Tuesday, December 7th, 2021
Via Zoom Meeting

I. Call to Order: Mr. Wostmann called the meeting to order at 5:00 p.m. on December 7th, 2021.

II. Roll Call: The Following members attended in person or via zoom - Lacey Derr, James Becker, Matthew Leither, Mark Ridgway, Don Etheridge and Bob Wostmann

Absent: David Larkin

Also present: Carl Uchytel – Port Director, Matthew Creswell – Harbormaster, Scott Hinton – Port Operations Supervisor, Jeff Rogers – CBJ Finance Director, and Teena Larson – Administrative Officer

III. Approval of Agenda

MOTION By MR. ETHERIDGE: TO APPROVE THE AGENDA AS PRESENTED AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

IV. Public Participation on Non-Agenda Items

Mr. Kirby Day, Juneau, AK

Mr. Day thanked Docks & Harbors staff for keeping the Seawalk clear of snow.

V. Approval of Tuesday November 23rd, 2021 Finance Sub-Committee Meetings Minutes.

Mr. Wostmann asked for a small change on page three, paragraph three of the minutes.

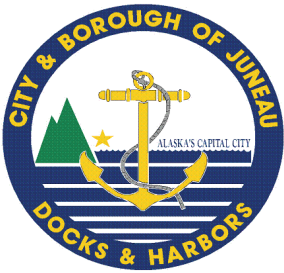
The November 23rd, 2021 Finance Sub-Committee minutes were approved as amended.

VI. Items for Information/Discussion

1. Harbors Enterprise Funding Options for UAS Property Purchase

Mr. Rogers provided options for the UAS purchase. He said the Assembly contributed \$2M and the rest is left to Docks & Harbors to fund. There is a provision to allow CBJ to issue a central treasury loan to the Harbors fund for any amount reasonable for capital acquisition and the term set in code is that it must be paid back in five years with a nominal interest rate. Alternatively, we could try to figure out the \$880,000 draw on Harbors fund balance over time. There was talk to borrow this from a different project, but he does not recommend that. The central loan is a better option. We could look at the fund balance but today there is not \$880,000 unencumbered in the fund balance.

Committee Discussion



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Mr. Becker asked what the annual payment would be for the five years with the modest interest?

Mr. Rogers said the interest would not be significant so in the range of \$180,000 a year over five years, assuming it is not for less time.

Mr. Ridgway asked how long it would take to set up a central treasury loan?

Mr. Rogers said the treasury loans are required to be adopted by the Assembly in two meetings, introduction and a public hearing. At this point, it would be introduced in the January Assembly meeting and adopted by mid-February.

Ms. Derr asked if Docks & Harbors could supplement the amount from our fund balance so the loan could be for much less.

Mr. Rogers said yes, that is a possibility but any amount loaned would be on the same timeline.

Mr. Uchtyl said we need to enter into a purchase and sales agreement with UAS. The University is contractually obligated to lease us the property but not sell it. He is not getting information on the process from UAS at this time. Harbors Fund Balance has \$1.5M but half is restricted for the bond covenant and we should have three to four months of operational expenses in our fund balance at all times.

Mr. Wostmann asked if there was any reason we could not negotiate with UAS before getting the final needed funds?

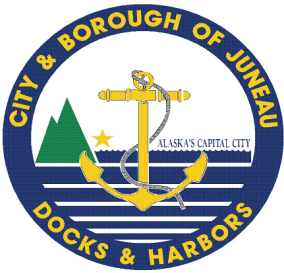
Mr. Rogers said this is a tough question. The charter requires there is a lawful appropriation made, and the funds actually exist. Mr. Uchtyl cannot sign a purchase and sale agreement until there is appropriations and the funds are available. It will be a back and forth but we could move forward with a purchase and sale agreement with a contingency.

Mr. Ridgway asked if we can use the harbor funds and the rest head tax because part of the boatyard does have some cruise ship activity?

Mr. Rogers said there has been talk about combining the funds but there has been legal issues. If the Docks & Harbors Board approved to use both Harbors and Docks funds we could move forward with approval from the Law Department and the Assembly.

Mr. Wostmann said he likes that approach. Would there be an option to borrow money from the Docks funds?

Mr. Rogers said we could transfer funds by appropriation but the enterprises are different. The code sees the Docks and Harbors funds as equivalently different. Both Docks &



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Harbors benefits from the boatyard. He said the central treasury loan would be the best option.

Mr. Leither said the whole discussion is contingent with UAS selling the property to us. What is the lease amount per month/year?

Mr. Uchytel said it is about \$240,000 per year and we could lease for 33 years.

Mr. Leither said the lease sounds like the best deal for UAS. He wonders if we could put pressure on them to sell by using another space for the boat yard or increase the Statter Boatyard.

Mr. Uchytel said Docks & Harbors has conducted studies and estimates to use different locations. We do not have \$25M to relocate the boatyard. There is not a lot of level ground in the Juneau area but at the ABLF and in between Harris and Aurora Harbor. He is hoping we can appeal to UAS and they can realize the value to the community.

Mr. Ridgway said worst case scenario we would be forced to lease the land if purchasing was not an option.

Mr. Uchytel said this is a very valuable piece of property and is best served with Docks & Harbors owning it or managing it. It is used by commercial fishing boats as waterfront land with cranes and additional moorage.

Mr. Ridgway said when we get the additional \$880,000 with a central treasury loan, how do we pay that back? How do we come up with the \$180,000 per year?

Mr. Uchytel said Harbors enterprise has excess of about \$300,000 annually. He is confident we will have the means to repay that over a five year period.

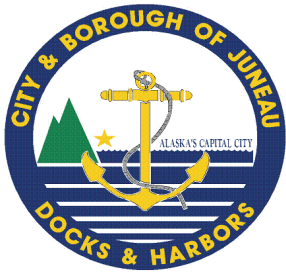
Public Comment

Mr. Dennis Watson, Juneau, AK

Mr. Watson recommended to move forward with the purchase. He is a little concerned with the recent damage to the dock in Statter Harbor and hopes more failures are not coming.

Mr. Ridgway said he would like to suggest looking at the Docks & Harbors sharing a portion of the cost. He asked Mr. Uchytel to negotiate in good faith with UAS but he cannot sign an agreement. How far can the negotiations go without the central treasury loan?

Mr. Uchytel said he is trying to get in contact with UAS but there has been no communication. He has contacted UAS about moving forward with the purchase and they tell him it is with the higher-ups. At one point they shared a willingness to sell the whole 5.5 acres for \$10M but now there is no communication.



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Mr. Wostmann asked if anything was needed from the Board to move forward?

Mr. Uchtyl said he does not need anything further from the Board.

Mr. Wostmann said he wants Mr. Uchtyl to be able to tell UAS there is Board approval.

Mr. Uchtyl said they know the Assembly just appropriated \$2M and they know the Board wants to purchase this property.

Mr. Ridgway asked if Mr. Uchtyl has a draft of the purchase and sale agreement.

Mr. Uchtyl said no.

Mr. Wostmann said we will take this to the Operations Committee tomorrow.

2. Rational Basis for CPI Adjustment

Mr. Wostmann said in the packet on page ten is the draft Rate Setting Policy. This sets the reasoning behind adding the CPI to all rates for goods and services in the community.

Committee Discussion

Mr. Etheridge commented this needs to move forward to the Operations Committee and see if there is any comments and then move forward to the Board.

Mr. Ridgway asked why past Board's did not vote to add a CPI over the years.

Mr. Etheridge said moorage rates were the only rates the Board had ever discussed putting a CPI clause in. It was the only rate we saw falling behind and also made us the most money. In the past, we did not have as many launch ramps and upkeep like we have now. Now people want to use the launch ramps year round which costs a lot in snow removal. People want new launch ramps, or repairs to existing ones. Grant money will not always be available. We need CPI increases on a lot more rates going forward.

Mr. Becker said we should be consistent with all rates and CPI is necessary.

Mr. Ridgway said even though we wrote the regulations adding the CPI to moorage, many years we decided not to apply it. The inconsistency is a problem and adding CPI to rates going forward is important.

Mr. Etheridge said we decided not to add the CPI per regulation some years because our fund balance was in good shape. That is not the case now. It is up to the Board to decide if it is not necessary and then make a motion to stop the increase.

Mr. Becker said he thought we should be looking into rates at least every three to five years.



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Mr. Wostmann thinks that is a good idea but we need to play catch-up on these rates that have not been increased in many years. We should not have an increase of more than 5% each year until the rate is up to the CPI suggested increase.

Mr. Ridgway asked where the 5% maximum increase came from.

Mr. Wostmann said it was his idea and he did not want to see 20% increases. We do not want sticker shock. If there is more than 5% increases needed we should be doing them in increments.

Mr. Uchytel said he wanted clarification on what rates the Board wants to add the CPI to and if the rate study has anything to do with it.

Mr. Wostmann said if the rate study looks at a particular rate, and it indicates we are charging too much, we may decide to lower it or suspend the CPI for some years. He wants rates increased by CPI at the start of FY23, before the rate study.

Mr. Leither said the way it stands now we would have the CPI increase one year before the rate study is complete. He thinks adding a 5% increase and having a political fight for such a small amount might not be worth it.

Mr. Wostmann said we are laying a basis for a process for future Boards.

Mr. Leither asked if what we are calling the “catch-up” is worth it for such a small percentage. It might be more palatable to wait until we get the rate study and have an actual basis for an increase.

Mr. Etheridge said we will gain something if we pass this. Instead of the increase only being on the moorage it will also effect the other rates. The “catch-up” would not go into effect until after the rate study anyways. This year would just be the 5% increase.

Mr. Leither said if we decide the liveaboard rate should increase by 20% from the 2008 last increase, should we not wait to see what the rate study shows.

Mr. Wostmann said he did not think rates being high would be an issue. The way the economy is going, we need to see at least the 5% increase.

Mr. Ridgway said if we are going to forward something on to the Ops Committee he would like it to be more set and actionable.

Mr. Wostmann said he is inclined to change the fee schedule so that the CPI is applied to all the rates on the spreadsheet. It will be easier and helpful to explain to the Assembly.

Mr. Leither confirmed that the Board will always cap the CPI at 5% max each year no matter what?



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Mr. Wostmann said he agreed with only increasing rates at 5%, but we can keep increasing them even if the yearly CPI is less than 5%, as long as the rate needs to raise significantly.

Mr. Uchtyl said if we raise rates 5% across the board it is about a \$150,000 increase from last year.

Mr. Wostmann asked if that increase is sufficient for what we need to conduct business.

Mr. Uchtyl said it depends on what the Board wants to do. Do you want to just break even, or grow our fund balance to actually do capital improvement projects? A 5% is an increase, but it is not going to move projects forward. If we change 25 rates, that will be 25 public hearings at Special Board and Assembly meetings and public notices. He also said it might be worth just looking at the fees with the greatest income potential and return on investment. Moorage is two thirds of our entire yearly income and a CPI is already adjusting those rates starting July 1st, 2022.

Mr. Wostmann said we do not have a consensus on what to propose to the Ops Committee and we should revisit this at the next Finance Committee meeting.

Public Comments

Mr. Kirby Day, Juneau, AK

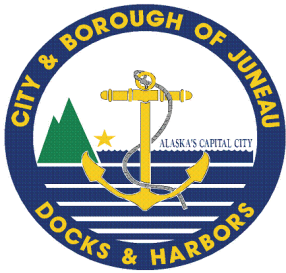
Mr. Day said trying to make up for the CPI which was not applied over the last ten years is not the most favorable way for him as a customer. He does not feel it is fair to go back if the Board did not see a reason to add the CPI in the past. He said his company has a lot of leases that do include a CPI increase. Some are capped at 4% so that is in line with the Board discussing a 5% max increase. The discussion was confusing but he thinks where the Board landed was best going forward. He wants to see what the rate study says and he thinks that will make up for the lost years of CPI increase.

Mr. Dennis Watson, Juneau, AK

Mr. Watson said he went back to when CPI was first started with the state. There was only one time, besides this year, where the CPI exceeded 5%. Back in 1989 it was like 10%, beyond those ridiculous CPI numbers back then we have never had anything like that since.

3. CY22 – Docks Enterprise Personnel Requirements

Mr. Hinton shared a PowerPoint presentation on Port personnel needs for the 2022 cruise ship season. Our Port is the busiest port on the West Coast. He spoke about the Maritime Transportation Security Act (MTSA) and how the U.S. Coast Guard (USCG) requires multiple security requirements. MTSA spells out our passenger screening requirements. The Facility Security Officer can be criminally liable for violations of our Port Security



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Plan. Our Port is the tourism transportation hub, most tours start at our properties. Docks and Harbor employees are the first on scene in the event of an emergency. Another of the Port employee's duties is to keep our Port clean.

Current Staff:

- 1 Port Ops Supervisor 1.0 FTE (Scott Hinton)
- 6 Harbor Officers .5 FTE
- 5 Harbor Technicians .5 FTE
- 6 Part-time limited Harbor Technicians .33 FTE (unbenefited)
- 1 Port Administrator .21 FTE

We have new passenger screening requirements implemented in 2021. They require dual identification checks for each passenger. It is exactly like an airport and TSA checks. You need to show your shipcard (ticket) and a government issued identification. If a passenger does not have both, they need to be escorted down to the ships security team to be verified. This process can take anywhere from two seconds to two minutes depending on the situation. A four thousand passenger ship will require five thousand identification checks, some will be checked twice and then there is also crew.

Future Staff Needs:

- 1 Port Ops Supervisor 1.0 FTE (Scott Hinton)
- 2 Harbor Officers .67 FTE
- 4 Harbor Officers .5 FTE
- 5 Harbor Technicians .5 FTE
- 20 Part-time limited Harbor Technicians .33 FTE (unbenefited)
- 1 Port Administrator .21 FTE

The request is for two Harbor Officers going up to .67 FTE (eight months) to help in the beginning of the season and end of the season. It will cost about \$39,000 total for PPE, uniforms and training for the additional new employees. Mr. Hinton shared a sample of what a schedule looks like for a typical week. Between our current cost and future cost there is an increase of \$228,082. We will get an additional fourteen new staff members for that increase.

Potential Funding Sources:

- Pass the dockage rate increase
- \$300,000 request for Maine Passenger Fees to the City Manager



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- Impose a \$1,000 security fee to each large cruise ship calling upon the AS and CT Dock
- Lightering fee increase to \$1,700

Committee Discussion

Ms. Derr asked when we are expecting the first ship in 2022.

Mr. Hinton said the first ship on a CBJ dock is on May 2nd, 2022.

Ms. Derr asked Mr. Uchtyl about increasing fees and how long it will take to implement.

Mr. Uchtyl said the lightering fee will add about \$55,000 of new revenue. If the 2022 season is as expected we will easily make the additional monies needed with moorage and port maintenance fees.

Mr. Ridgway asked for an idea of what the last full cruise ship season looked like compared to what we need now.

Mr. Hinton said we had nineteen on staff back in 2019. The security requirement back then was only to show a shipcard (ticket). He compared it to like Costco, only a quick flash of a card and they could go down to the cruise ship.

Mr. Ridgway asked if the 1.6 million passenger forecast for 2022 was going off ticket sales.

Mr. Hinton said the forecast was using the capacity of the ships and their scheduled visits. He believes we will see all of the ships on the schedule for 2022. He predicts a passenger count of 1.3 million to 1.6 million for the upcoming season.

Mr. Uchtyl said estimated passenger count is taking into consideration a lower berth count due to Covid mitigations.

Mr. Ridgway said everything looks solid with this presentation and our upcoming needs. He suggested these changes be forwarded on to the Operations Committee.

Mr. Wostmann asked Mr. Uchtyl if he thought the \$1,000 security fee was necessary to cover this added expense.

Mr. Uchtyl said the passenger counts pad the head tax collected but not our revenue. The only way we see income is in dockage, number of lightering days, and to some extent the loading zone revenue.

Mr. Leither asked where we were with the rate study process?



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Mr. Wostmann said the committee had some additional questions to ask the two finalist and we have a meeting scheduled to hear oral responses. We are giving them fifteen minutes to summarize their bid, fifteen minutes to discuss the questions we had, and thirty minutes for questions and comments. The committee members will then fill out a new score sheet and hopefully we will have a selection.

Public Comment

Mr. Kirby Day, Juneau, AK

Mr. Day said he manages his own security at the Franklin Dock through a contractor. We also saw the difference with the U.S. Coast Guard regulation changes. Instead of one person at the security checkpoint, it sometimes took two or three staff. He asked that going forward how we recoup these additional expenses are added to our study. The USCG did make an exception for the Princess ships because of their medallion process. This made it so we could go back to just having one staff member for security checks.

VII. Next Meeting – Wednesday, December 22nd, 2021

VIII. Adjournment – The meeting adjourned at 7:11 p.m.

CBJ Docks Harbors Rate Overview

Code	Title	Description	Fee	Last revised date	Fee Change Date	CY 2019 Revenue	Code	CPI	CPI Increase from Last Change Date (10 years max)	5% Increase	Requesting CPI Increase
05 CBIAC 10.040	Tour Sales Permit	A tour sales permit authorizes the solicitation and sale of tours and experiences	\$30,000.00/minimum bid	4/1/2015	4/1/2015	\$270,000.00	P09	N			No
05 CBIAC 15.030	Dockage Charges	Berthing at designated restricted docks	\$1.50/ft <65 ft \$2.50/ft <200 ft \$3.00/ft >200 ft	5/15/2017	5/1/2007	\$716,751.00	P01	N	Rate increase request with the City Manager		Yes
05 CBIAC 15.040	Port maintenance fee	Use of designated restricted docks	\$0.055/registered ton per day	3/5/2007	3/5/2007	\$817,406.23	P06	N	\$0.07/registered ton per day	\$0.056/registered ton per day	Yes
05 CBIAC 15.050	Portable water fee	Taking on of water at metered docks	150% of CBJ rate (\$5 per 1,000 gallons or \$27 unmetered)	4/11/2017	4/11/2017	\$155,024.10	P07	N	\$5.65/1,000 gallons or \$30.50 unmetered	\$5.25/1,000 gallons or \$28.35 unmetered	No
05 CBIAC 15.060	Vessel lightening fee	The charge assessed to vessels for dropping-off or picking-up passengers at the Marine Park Lightening Float or the Intermediate Vessel Float	\$600 per day	5/1/2005	5/1/2005	\$16,200.00	P08	N	Rate increase request with the Assembly		Yes
05 CBIAC 15.080	Loading permit fees	The charge assessed for obtaining a loading permits									
		"A" or "B" permit	\$400/company plus \$9/seat	5/23/2017	Next adjustment by CPI 2025	\$109,035.00	P10-P12	Y	Next adjustment by CPI in 2025		Yes
		Limited permit	\$15 per vehicle/day or \$250/year	5/23/2017							
05 CBIAC 15.095	Other fees	The fee assessed for the use of CBJ Docks and Harbors Department facilities that are not specifically addressed in CBJ Administrative Code.									
		Case-by-case		5/1/2005		\$4,805.00	H61 (2020)	N			No
05 CBIAC 15.100	Other CBJ fees billed by docks and harbors department	The fee is assessed to certain passenger vessels entering into any port within the City and Borough of Juneau						N			No
		Marine passenger fee.	\$5.00 per passenger	5/23/2013	5/1/2005	\$6,419,265.00	P16				No
		Port development fee.	\$3.00 per passenger	5/23/2013	5/23/2013	\$3,821,223.00	P17/P18	N			No
05 CBIAC 15.110	Boom truck usage fee	boom truck services	\$120/hr first hour \$60/30 min thereafter	3/5/2012	3/5/2012			N	\$145.22/hr first hour \$72.61/30 min thereafter	\$128/hr first hour \$63/30 min thereafter	Yes
05 CBIAC 20.020	annual moorage fee for skiffs	open-hulled vessel 21 feet or less in length	\$300 per year	4/11/2016	reduced 4/11/16	\$8,700.00	H94	N	\$347.35 per year	\$315 per year	Yes
05 CBIAC 20.030	Daily moorage fees	The fee charged on a daily basis to the owner of a vessel for berthing the vessel in designated Juneau harbors	\$0.23/ft plus annual CPI	7/15/2013	Yearly with CPI	\$272,048.00	H10/H11	Y	\$0.27/ft	\$0.25/ft	Yes
05 CBIAC 20.035	Monthly moorage fees	charges on monthly basis for the owner of a vessel for berthing the vessel in designated Juneau harbors									
		Downtown	\$4.40/ft plus annual CPI	7/1/2019	Yearly with CPI	\$653,665.00	H03 / H15	Y	\$4.70/ft	\$4.62/ft	Yes
		Statter	\$7.30/ft plus annual CPI	7/1/2019		\$420,277.00	H06/H18		\$7.80/ft	\$7.67/ft	Yes
		Downtown	\$4.40/ft plus annual CPI	7/1/2019		\$520,249.00	H07/H02		\$4.70/ft	\$4.62/ft	Yes
		Statter	\$7.30/ft plus annual CPI	7/1/2019		\$170,033.00	H04/H05/H13	Y	\$7.80/ft	\$7.67/ft	Yes
05 CBIAC 20.042	Monthly pre-paid discounts			6/13/2016	6/13/2016			N			No
	Annual			6/13/2016							
	Semi Annual			6/13/2016							
05 CBIAC 20.044	Active fishing vessel discount at Statter Harbor	In lieu of the requirement to pay daily fees for use of Statter Harbor	20 days - see ordinance	1/4/2021	6/5/2006	-\$8,927.56	H14	N			No
05 CBIAC 20.045	Fee for tenders	moorage of tender in the water along with their primary vessel	varies - see ordinance	4/11/2005	4/11/2005	\$13,990.00	H12	N			Yes
05 CBIAC 20.050	Residence surcharge	fee assessed to the owner of a vessel when the vessel is used by any person as a residence	\$69/month plus \$23/month for each resident over four	3/15/2010	4/15/2008	\$111,090.00	H22/H22A	N	\$85.95/month plus \$28.05/month for each resident over four	\$72.45/month plus \$24.15/month for each resident over four	Yes

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CBI Docks Harbors Rate Overview

Code	Title	Description	Fee	Last revised date	Fee Change Date	CY 2019 Revenue	Code	CPI	CPI Increase from Last Change Date (10 years max)	% Increase	Requesting CPI Increase
05 CBIAC 20.060	Recreational boat launch fees	Recreational use of designated CBI launch ramps									
	Annual		\$90	11/10/2015	1/1/2007	\$142,260.00	H23/H230	N	\$112.10	\$94.50	Yes
	Daily		\$15	11/10/2015	1/1/2016	\$3,495.00	H24	N	\$17.37	\$15.75	Yes
05 CBIAC 20.070	Fees for commercial use of boat launches	Commercial use of designated CBI launch ramps									
	Daily		\$30	7/31/2017		\$60.00	H25C	N	\$35.21	\$31.50	Yes
	Annual		\$250 per trailer	7/31/2017	11/17/2015	\$3,810.00	H25		\$293.43	\$262.50	Yes
	Freight Use		\$60.00 for the first hour \$30.00 for each additional hour	7/31/2017		\$3,570.00	H26/H27	N	\$70.42 for the first hour & \$35.21 for each additional hour	\$63 for the first hour & \$31.50 for each additional hour	Yes
	Freight Staging		\$25.00 per 24-hour period per 1,000 square ft	7/31/2017	12/14/2009	\$2,300.00	H29	N	\$31.14 per 24-hour period	\$26.25 per 24-hour period	Yes
	Special		case-by-case	7/31/2017			H28				
05 CBIAC 20.080	Passenger-for-hire fee	Permit needed for vessel owners to conduct passenger-for-hire activities	\$518 per vessel/inspected, \$156 per vessel/uninspected plus \$1.50 per passenger	4/1/2015	4/1/2015	\$181,466.00	H31-H35	Y	Rate increase request with the Assembly		Yes
05 CBIAC 20.090	Statter lower parking lot permit fee	Fee for picking-up and discharging passengers for passenger-for-hire	\$300 per/year plus \$15 per/seat	7/15/2013	7/15/2013	\$15,615.00	H37 / H38		\$357.36 per/year plus \$17.87 per/seat	\$315 per/year plus \$15.75 per/seat	Yes
05 CBIAC 20.100	Grid usage fees	Fee for using Harris Harbor Grid	\$25 per vehicle/day	7/15/2013	7/15/2013	\$29.78 per vehicle/day		N	\$29.78 per vehicle/day	\$26.25 per vehicle/day	Yes
05 CBIAC 20.110	Crane use fees	Fee for using hydraulic crane	\$1 per foot/day	3/30/2017	3/30/2017	\$2,801.00	H44	N	\$1.13 per foot/day	\$1.05 per foot/day	Yes
05 CBIAC 20.130	Storage fees	Long-term storage in designated areas	\$5 per/15 minutes	8/10/2015	8/10/2015	\$13,085.00	H45	N	\$5.87 per/15 minutes	\$5.25 per/15 minutes	Yes
		Vessel storage (May-September)	\$0.50 per/square foot per/month	8/10/2015	8/10/2015	\$28,525.10	H51		\$0.59 per/square foot per/month	\$0.53 per/square foot per/month	
		Vessel storage (May-September)	\$1 per/foot up to 5 days	8/10/2015	8/10/2015				\$1.17 per/foot up to 5 days	\$1.05 per/foot up to 5 days	
		Vessel storage (October-April)	\$3 per/foot after 5 days	8/10/2015	8/10/2015				\$3.52 per/foot after 5 days	\$3.15 per/foot after 5 days	Yes
05 CBIAC 20.140	Staff labor fees	Required in the furtherance of duties	\$8 per/foot/month	8/10/2015	8/10/2015	\$9.39 per/foot/month		N	\$9.39 per/foot/month	\$8.40 per/foot/month	Yes
			\$75 per hour/staff (1 hour minimum)	8/10/2015	8/10/2015	\$88.03 per hour/staff (1 hour minimum)	H52/H53	N	\$88.03 per hour/staff (1 hour minimum)	\$78.75 per hour/staff (1 hour minimum)	Yes
			\$125 boat per hour (1 hour minimum/30 minute increments)	8/10/2015	8/10/2015	\$146.72 boat per hour (1 hour minimum/30 minute increments)	H54		\$146.72 boat per hour (1 hour minimum/30 minute increments)	\$131.25 boat per hour (1 hour minimum/30 minute increments)	Yes
05 CBIAC 20.150	Reserved moorage waitlist fee	Placement on reserved moorage waitlist	\$50 sign-up fee / \$10 annual fee	4/11/2005	4/11/2005	\$1,420.00	H56/H57	N	\$62.28 sign-up fee / \$12.46 annual fee	\$52.50 sign-up fee / \$10.50 annual fee	Yes
05 CBIAC 30.010	Shorepower access fees	Shorepower - Port	see chart	9/18/2017	9/18/2017	\$12,673.00	P19-P42	N	Separate Excel Sheet		Yes
05 CBIAC 30.010	Shorepower access fees	Shorepower - Harbor	see chart	9/18/2017	9/18/2017	\$90,930.00	H62-H86	N	Separate Excel Sheet		Yes
05 CBIAC 40.010	General moorage management policy	Vessel salvage & disposal - non-refundable surcharge	\$0.25 per foot/month	7/15/2013	7/1/2007	\$16,245.00	H95	N	\$0.31 per foot/month	\$0.27 per foot/month	Yes
05 CBIAC 40.065	Vessel anchoring requirements	Long-term permit	\$100 permit fee	2/20/2018	2/20/2018	\$110.67 permit fee		N	\$110.67 permit fee	\$105 permit fee	Yes
			\$0.25 per foot/day	2/20/2018	2/20/2018	\$13,887.50	H105		\$0.28 per foot/day	\$0.27 per foot/day	Yes

Code

2016 - current
2011 - 2015
2006 - 2010
older

CPI - September 2021 buying power (https://www.bls.gov/data/inflation_calculator.htm)

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Justification for applying CPI to all pertinent CBJ docks & harbors rates and adjusting for rates not reviewed for many years.

Based on the recently adopted Rate Setting Policy the basis for applying a CPI adjustment to all applicable rates is as follows:

Criteria 1 – It must be fair and reasonable

Is it reasonable?

Over time the cost of labor and materials changes, usually up, sometimes down. The best measure we have in Juneau of those changes is the ???????. Applying the CPI keeps the rate reasonably in sync with the general cost of living. This is reasonable.

Is it fair?

In recent years a CPI adjustment has been applied to some rates and not to others. Applying the CPI to all rates is fair. Applying a “catch up” rate to rates not adjusted in many years is also fair, particularly to those who have had their rate revised and adjusted by the CPI in recent years. It is proposed that the “catch up” period be no more than 10 years and that it not exceed 5% in any one year. This is also fair.

Criteria 2 - Is it consistent?

By applying an annual CPI adjustment to all rates which are based on an underlying cost which is subject to the change in the cost of goods and services we are consistent in applying rate changes to all user groups.

Criteria 3 - Is it supported by data and an explanation of how the data justifies the rates?

The CPI is supported by extensive data gathered by the U.S. Bureau of Labor Statistics and is generally recognized as the best available measure of the underlying change in the cost of goods and services.

Criteria 4 - Is it sufficient to support the operations of docks and harbors?

Currently this question does not have a clear answer. For those rates which have not been reassessed for a decade or more just applying the CPI even when applying a “catch up” factor as well, a further rate adjustment may be necessary. Docks & Harbors is in the process of retaining the services of a qualified firm to help in determining whether the base rate to which the CPI is being applied is appropriate or whether additional rate changes should be considered. The application of the CPI where it has not been applied historically is an interim measure until we have better data.

Criteria 5 - Is it sufficient to replace capital investment?

As in the previous question Docks & Harbors will be better able the answer to this question once the rate study has been completed.

Criteria 6 – Will it build reserves for contingencies and future growth?

As in question 4, Docks & Harbors will be better able the answer to this question once the rate study has been completed.

Criteria 7 – Does it address disparities between user groups in a fair and appropriate manner?

By applying a “catch up” adjustment not to exceed 5% for rates which have not been adjusted in many years, the disparity between user groups will be diminished significantly while limiting the impact to any one user group by applying the 5% cap.

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Docks & Harbors - Docks

OVERVIEW

	FY21 Actuals	FY22 Amended Budget	FY22 Projected Actuals	FY23 Proposed Budget	FY24 Proposed Budget
EXPENDITURES					
Personnel Services	\$ 665,800	700,000	854,600	1,294,200	1,322,100
Commodities and Services	632,000	700,000	739,700	879,800	916,100
Capital Outlay	-	1,000	6,000	6,000	6,000
Support to:					
Marine Passenger Fee	-	-	-	-	-
Capital Projects	-	-	-	-	-
Total Expenditures	1,297,800	1,401,000	1,600,300	2,180,000	2,244,200
FUNDING SOURCES					
Interdepartmental Charges	15,100	15,100	15,100	15,100	15,100
Charges for Services	49,500	330,000	1,090,000	1,680,000	1,680,000
Licenses, Permits, and Fees	-	-	-	-	-
Investment and Interest Income	12,900	70,000	21,300	21,300	21,300
Support from:					
Pandemic Response	-	-	-	-	-
Marine Passenger Fees	97,500	448,500	448,500	448,500	448,500
Port Development Fees	-	-	-	-	-
State Marine Passenger Fees	351,000	-	-	-	-
Capital Projects	-	-	-	-	-
Total Funding Sources	526,000	863,600	1,574,900	2,164,900	2,164,900
FUND BALANCE					
Beginning of Period	2,589,800	1,818,000	1,818,000	1,792,600	1,777,500
Increase (Decrease) in Fund Balance	(771,800)	(537,400)	(25,400)	(15,100)	(79,300)
End of Period Fund Balance	\$ 1,818,000	1,280,600	1,792,600	1,777,500	1,698,200
STAFFING	13.74	13.74	13.74	19.20	19.20

Docks Revenue Updated

Department	Division	Program	Component	Accounting Unit	Account Code	Account Description	FY2019 Actuals	FY2020 Actuals	FY2021 Actuals	FY2022 Amended	FY2022 Projected Actuals	FY2023 Proposed	FY2024 Proposed	Change Amount	Change Percent
Docks & Harbors	Docks	Administration	Non-program	531010101	4800-0000	Interest income in Lawson	(135,372)	(147,237)	(12,902)	(70,000)	-21,300	-21,300	-21,300	48,700	(69.6%)
Docks & Harbors	Docks	Administration	Non-program	531010101	4890-0000	Loss on disposal of assets	136,648	996,527						-	
Docks & Harbors	Docks	Administration	Non-program	531010101	4950-0431	Dock projects		(3,711)						-	
Docks & Harbors	Docks	Administration	Operations	531520101	4300-0000	User fees	(252,435)	(166,376)	(32,072)	(30,000)	-45,000	-300,000	-300,000	(270,000)	900.0%
Docks & Harbors	Docks	Administration	Operations	531520101	4300-0034	Cruiseship Dock Fees	(681,473)	(462,577)	(17,460)	(125,000)	-490,000	-680,000	-680,000	(555,000)	444.0%
Docks & Harbors	Docks	Administration	Operations	531520101	4300-0035	Maintenance Port Fees	(708,551)	(514,412)	-	(175,000)	-555,000	-700,000	-700,000	(525,000)	300.0%
Docks & Harbors	Docks	Administration	Operations	531520101	4410-0000	Permit revenues	(378,168)	-						-	
Docks & Harbors	Docks	Administration	Operations	531520101	4570-0000	Land lease revenue	-		-						
Docks & Harbors	Docks	Administration	Operations	531520101	4800-0000	Interest income in Lawson	148 0								
Docks & Harbors	Docks	Administration	Operations	531520101	4950-0225	Marine passenger fee	(457,600)	(55,000)	(97,536)	(448,500)	-448,500	-448,500	-448,500	-	0.0%
Docks & Harbors	Docks	Administration	Operations	531520101	4950-0232	Port Development		(388,500)						-	
Docks & Harbors	Docks	Administration	Operations	531520101	4950-0233	State Marine Passenger Fee			(350,964)					-	
Total							(2,474,803)	(771,284)	(510,934)	(848,500)	(1,559,800)	(2,149,800)	(2,149,800)	(1,301,300)	

Docks Expense Updated

Division	Program	Component	Accounting Unit	Account Code	Account Description	FY2019 Actuals	FY2020 Actuals	FY2021 Actuals	FY2022 Amended	FY2022 Projected Actuals	FY2023 Proposed	FY2024 Proposed	Change Amount	Change Percent
Docks	Administration	Non-program	531010101	5950-0225	Transfers Out - Marine passenger fee	170,000	-	-	-	-	-	-	-	-
Docks	Administration	Non-program	531010101	5950-0431	Transfers Out - Dock projects	2,235,000	-	-	-	-	-	-	-	-
Docks	Administration	Non-program	531010101	7500-5881	Depr Building	3,496,737	3,899,694	3,860,371	-	-	-	-	-	-
Docks	Administration	Non-program	531010101	7500-5882	Depr Equipment	45,127	35,850	20,733	-	-	-	-	-	-
Docks	Administration	Non-program	531010101	7500-5883	Depr Infrastructure	771,796	825,465	825,465	-	-	-	-	-	-
Docks	Administration	Operations	531520101	5110-0000	Salaries	529,498	369,470	352,046	426,300	603,857	881,000	889,600	454,700	106.7%
Docks	Administration	Operations	531520101	5111-0000	Overtime	18,846	13,439	11,475	15,000	15,000	-15,000	15,000	15,000	0.0%
Docks	Administration	Operations	531520101	5116-0000	Accrued leave	55,034	49,426	47,995	-	-	-	-	-	-
Docks	Administration	Operations	531520101	5120-0000	Benefits	297,427	207,557	193,178	242,700	219,718	390,400	392,800	147,700	60.9%
Docks	Administration	Operations	531520101	5130-0000	Workers compensation	13,700	13,700	16,000	16,000	16,000	15,800	15,800	15,800	(1.3%)
Docks	Administration	Operations	531520101	5200-0000	Business travel	37	-	-	4,200	2,200	1,200	1,200	(3,000)	(71.4%)
Docks	Administration	Operations	531520101	5201-0000	Mileage	369	574	175	400	400	400	400	400	0.0%
Docks	Administration	Operations	531520101	5202-0000	Travel and training	13,093	10,348	1,868	19,100	15,600	14,800	10,400	(4,300)	(22.5%)
Docks	Administration	Operations	531520101	5205-0000	Contractual training	3,540	-	100	4,000	15,000	15,000	15,000	11,000	275.0%
Docks	Administration	Operations	531520101	5310-0000	Telephone	-	-	834	800	1,400	1,400	1,400	600	75.0%
Docks	Administration	Operations	531520101	5320-0000	Printing	4,139	3,454	1,208	4,000	1,300	1,300	1,300	(2,700)	(67.5%)
Docks	Administration	Operations	531520101	5322-0000	Advertising	890	362	709	1,000	1,000	1,000	1,000	1,000	0.0%
Docks	Administration	Operations	531520101	5330-0000	Rents	62,118	60,901	57,784	62,000	62,000	62,500	62,500	500	0.8%
Docks	Administration	Operations	531520101	5332-0000	Electricity	33,009	45,740	22,634	35,000	30,000	30,000	30,000	(5,000)	(14.3%)
Docks	Administration	Operations	531520101	5333-0000	Fuel oil & propane	32	-	-	100	100	100	100	100	0.0%
Docks	Administration	Operations	531520101	5334-0000	Refuse disposal	16,406	19,898	15,255	19,000	19,000	20,000	20,000	1,000	5.3%
Docks	Administration	Operations	531520101	5335-0000	Water service	100,644	90,871	1,558	20,000	20,000	100,000	100,000	80,000	400.0%
Docks	Administration	Operations	531520101	5336-0000	Wastewater service	2,423	2,312	2,378	2,500	2,500	-2,500	2,500	5,000	20.0%
Docks	Administration	Operations	531520101	5340-0000	Repairs	7,192	9,852	4,007	25,000	60,000	30,000	30,000	5,000	20.0%
Docks	Administration	Operations	531520101	5341-0000	Electronic repairs	-	1,210	-	1,500	500	1,500	1,500	-	0.0%
Docks	Administration	Operations	531520101	5344-0000	Maintenance - buildings	18,700	18,700	32,600	25,600	25,600	25,300	31,100	(300)	(1.2%)
Docks	Administration	Operations	531520101	5345-0000	Building Maint Division Charges	3,271	-	-	3,500	3,500	3,500	3,500	3,500	0.0%
Docks	Administration	Operations	531520101	5347-0000	Maintenance - software	45,000	45,000	45,000	45,000	45,000	44,300	44,300	(700)	(1.6%)
Docks	Administration	Operations	531520101	5350-0000	Landscape Division Charges	6,204	1,327	1,428	6,500	5,000	6,000	6,500	500	(7.7%)
Docks	Administration	Operations	531520101	5360-0000	Equipment rentals	10,000	10,000	10,000	10,000	10,000	17,500	17,500	7,500	75.0%
Docks	Administration	Operations	531520101	5362-0000	Fleet replacement reserve	2,547	95	776	1,000	1,000	-1,000	1,000	1,000	0.0%
Docks	Administration	Operations	531520101	5363-0000	Equipment maint - non-fleet	110,637	113,092	120,803	124,700	124,700	203,400	237,800	78,700	63.1%
Docks	Administration	Operations	531520101	5375-0000	Spec & Prop	5,000	5,050	7,900	7,900	7,900	200	200	(7,700)	(97.5%)
Docks	Administration	Operations	531520101	5375-0000	General Liab, Auto & EE Pract	1,959	1,789	11,631	6,500	12,000	12,000	12,000	5,500	84.6%
Docks	Administration	Operations	531520101	5380-0000	Dues and subscriptions	-	-	-	5,000	-	-	-	(5,000)	(100.0%)
Docks	Administration	Operations	531520101	5389-0000	Fleet gasoline	36,403	19,035	58,732	20,000	20,000	-20,000	20,000	20,000	0.0%
Docks	Administration	Operations	531520101	5390-0000	Contractual services	193,200	193,200	215,400	195,800	195,800	206,200	206,200	10,400	5.3%
Docks	Administration	Operations	531520101	5394-0000	Full Cost Allocation	651	100	279	1,600	600	600	600	(1,000)	(62.5%)
Docks	Administration	Operations	531520101	5397-0000	Bank card fees	1,877	910	1,299	1,500	1,400	1,400	1,400	(100)	(6.7%)
Docks	Administration	Operations	531520101	5480-0000	Office supplies	1,143	1,976	14	1,800	1,000	1,500	1,500	(300)	(16.7%)
Docks	Administration	Operations	531520101	5481-0000	Postage and parcel post	14,597	9,418	2,620	9,800	24,000	24,000	24,000	14,200	144.9%
Docks	Administration	Operations	531520101	5488-0000	Uniforms and safety equipment	24,538	12,474	12,080	15,000	15,000	-15,000	15,000	15,000	0.0%
Docks	Administration	Operations	531520101	5490-0000	Materials and commodities	3,608	1,180	747	5,000	5,000	5,000	5,000	5,000	0.0%
Docks	Administration	Operations	531520101	5491-0000	Safety programs and equipment	-	-	-	500	500	500	500	500	0.0%
Docks	Administration	Operations	531520101	5492-0000	Gasoline and oil	-	-	-	1,000	1,000	1,000	1,000	1,000	0.0%
Docks	Administration	Operations	531520101	5494-0000	Loss contingency	13,882	7,800	37	10,000	6,000	6,000	6,000	(4,000)	(40.0%)
Docks	Administration	Operations	531520101	5496-0000	Minor equipment	335	-	-	1,000	1,000	1,000	1,000	1,000	0.0%
Docks	Administration	Operations	531520101	5497-0000	Minor furniture and fixtures	-	-	-	1,500	1,500	1,500	1,500	1,500	0.0%
Docks	Administration	Operations	531520101	5498-0000	Minor Software	-	23,917	-	1,000	6,000	6,000	6,000	5,000	500.0%
Docks	Administration	Operations	531520101	5510-0000	Vehicles and equipment	(11,000)	(11,000)	(15,100)	(15,100)	(15,100)	- (15,100)	(15,100)	5,000	500.0%
Docks	Administration	Operations	531520101	7001-0000	Reimbursable Expense - Internal	10,424	7,713	10,305	188,500	188,500	182,300	195,300	(6,200)	(3.3%)
Docks	CIP Engineering	Operations	531520201	5110-0000	Salaries	-	59	329	-	-	-	-	-	-
Docks	CIP Engineering	Operations	531520201	5111-0000	Overtime	-	28,158	17,703	87,700	87,700	85,900	89,800	(1,800)	(2.1%)
Docks	CIP Engineering	Operations	531520201	5116-0000	Accrued leave	20,265	8,580	13,330	276,200	(276,200)	(276,200)	(276,200)	-	0.0%
Docks	CIP Engineering	Operations	531520201	5120-0000	Benefits	-	-	-	1,200	1,200	1,200	1,200	1,200	0.0%
Docks	CIP Engineering	Operations	531520201	5141-0000	All other workforce	272	1,263	1,376	1,200	1,200	1,200	1,200	1,200	0.0%
Docks	CIP Engineering	Operations	531520201	5201-0000	Mileage	-	-	-	-	-	-	-	-	-
Total						8,418,726	6,149,200	5,989,262	1,385,900	1,585,175	2,164,900	2,229,100	779,000	

Docks & Harbors - Harbors

OVERVIEW

	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	1,904,500	1,909,700
Commodities and Services	1,432,100	1,680,100	1,882,100	2,020,800	2,059,700
Capital Outlay	-	-	-	-	-
Debt Service	656,700	737,600	737,600	740,900	741,700
Support to:					
Capital Projects	-	-	-	-	-
Total Expenditures	3,661,100	4,292,700	4,396,800	4,666,200	4,711,100
FUNDING SOURCES					
Charges for Services	2,791,900	3,000,000	2,825,000	2,925,000	2,925,000
Licenses, Permits, and Fees	-	130,000	270,000	270,000	270,000
Rentals and Leases	855,400	800,000	860,000	860,000	860,000
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:					
Pandemic Response	-	-	-	-	-
Capital Projects	300	-	-	4,626,875	-
Total Funding Sources	4,076,700	4,317,200	4,399,600	4,442,600	4,442,600
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	232,300	647,900	647,900	650,700	427,100
Increase (Decrease) in Fund Balance	415,600	24,500	2,800	(223,600)	(268,500)
End of Period Available	\$ 647,900	672,400	650,700	427,100	158,600
				611,375	
STAFFING	16.33	16.33	16.33	16.83	16.83

Harbors Revenue Updated

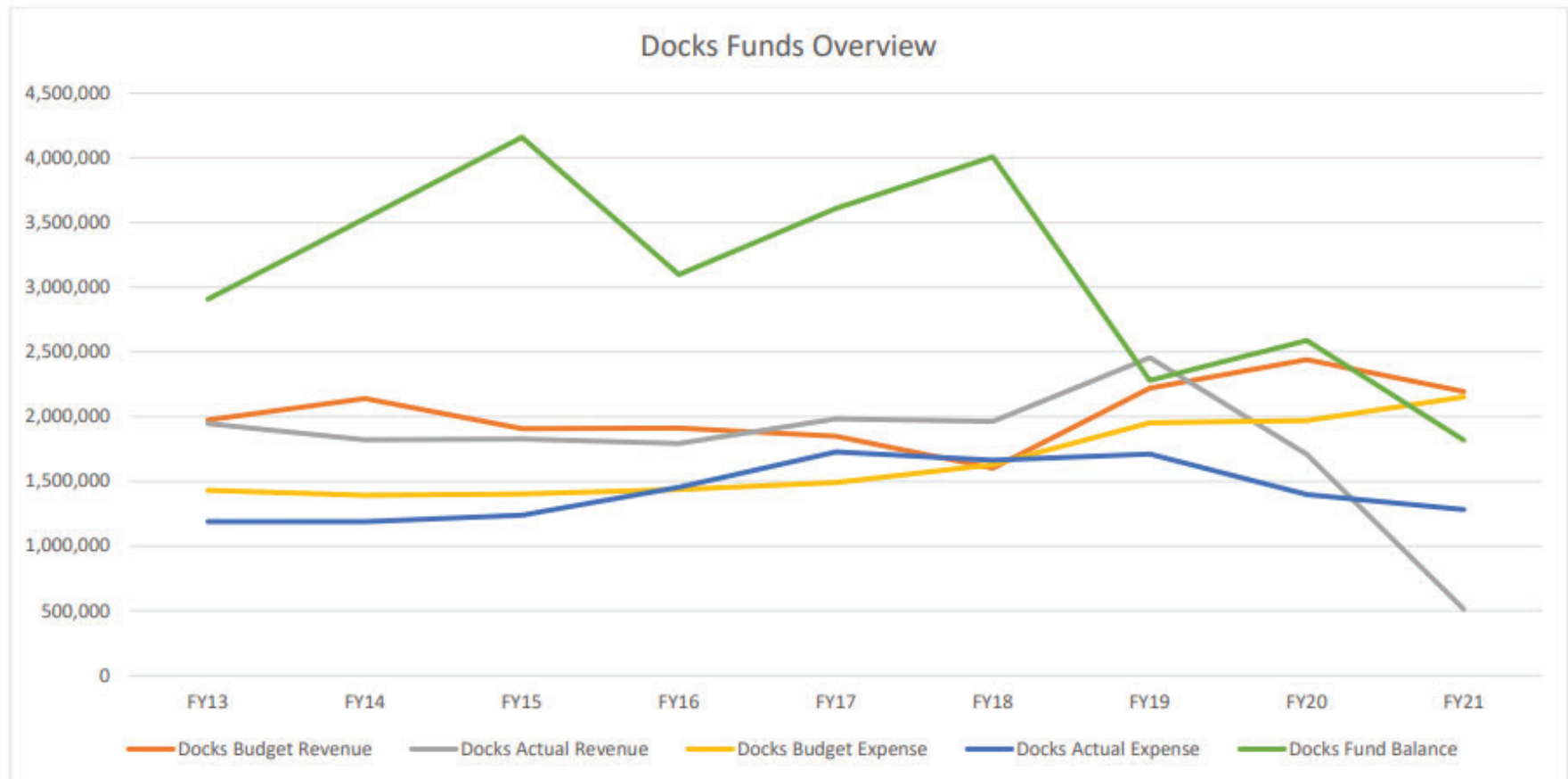
Department	Division	Program	Component	Accounting Unit	Account Code	Account Description	FY2019 Actuals	FY2020 Actuals	FY2021 Actuals	FY2022 Amended	FY2022 Projected Actuals	FY2023 Proposed	FY2024 Proposed	Change Amount	Change Percent
Docks & Harbors	Harbors	Administration	Non-program	530010101	4700-0000	Cash over/short	0							-	-
Docks & Harbors	Harbors	Administration	Non-program	530010101	4799-0000	Miscellaneous revenue	(9)	(1,035)	(2,135)					-	-
Docks & Harbors	Harbors	Administration	Non-program	530010101	4800-0000	Interest income in lawson	(145,201)	(158,444)	(26,143)	(52,500)	(27,600)	(27,600)	(27,600)	24,900	(47.4%)
Docks & Harbors	Harbors	Administration	Non-program	530010101	4890-0000	Loss on disposal of assets	30,700	-	263,364					-	-
Docks & Harbors	Harbors	Administration	Non-program	530010101	4950-0219	CARES Relief		(26,912)						-	-
Docks & Harbors	Harbors	Administration	Non-program	530010101	4950-0430	Harbor projects	(905)		(270)					-	-
Docks & Harbors	Harbors	Administration	Operations	530510101	4013-0000	State shared revenues	(447,875)	(409,173)	(391,373)	(300,000)	(407,000)	(350,000)	(350,000)	(50,000)	16.7%
Docks & Harbors	Harbors	Administration	Operations	530510101	4090-0000	Federal grant revenue				(24,730)				24,730	(100.0%)
Docks & Harbors	Harbors	Administration	Operations	530510101	4300-0000	User fees	(2,875,593)	(3,065,755)	(2,841,192)	(3,075,000)	(2,900,000)	(3,000,000)	(3,000,000)	75,000	(2.4%)
Docks & Harbors	Harbors	Administration	Operations	530510101	4410-0000	Permit revenues		(1,283)	(5)	(130,000)	(270,000)	(270,000)	(270,000)	(140,000)	107.7%
Docks & Harbors	Harbors	Administration	Operations	530510101	4450-0001	Minor Violations	(15,370)	(12,295)	(7,445)	(10,000)	(10,000)	(10,000)	(10,000)	-	0.0%
Docks & Harbors	Harbors	Administration	Operations	530510101	4500-0000	Land sales	(23,780)	-						-	-
Docks & Harbors	Harbors	Administration	Operations	530510101	4570-0000	Land lease revenue	(886,389)	(925,733)	(855,398)	(800,000)	(860,000)	(860,000)	(860,000)	(60,000)	7.5%
Docks & Harbors	Harbors	Administration	Operations	530510101	4720-0000	Bad debts	142,185	58,223	51,448	75,000	75,000	75,000	75,000	-	0.0%
Docks & Harbors	Harbors	Administration	Operations	530510101	4799-0000	Miscellaneous revenue	-			-				-	-
Docks & Harbors	Harbors	Administration	Operations	530510101	4800-0402	AR interest and fines	(5,389)	(3,556)	(4,127)					-	-
Docks & Harbors	Harbors	Convention	Operations	530510401	4110-0000	Donation revenues		(6,549)						-	-
Docks & Harbors	Harbors	Convention	Operations	530510401	4300-0000	User fees		(6,000)						-	-
Docks & Harbors	Harbors	Convention	Operations	530510401	4420-0000	Fee revenues		(38,690)						-	-
Total							(4,227,625)	(4,597,601)	(3,813,275)	(4,317,230)	(4,399,600)	(4,442,600)	(4,442,600)	(125,370)	

Harbors Expense Updated

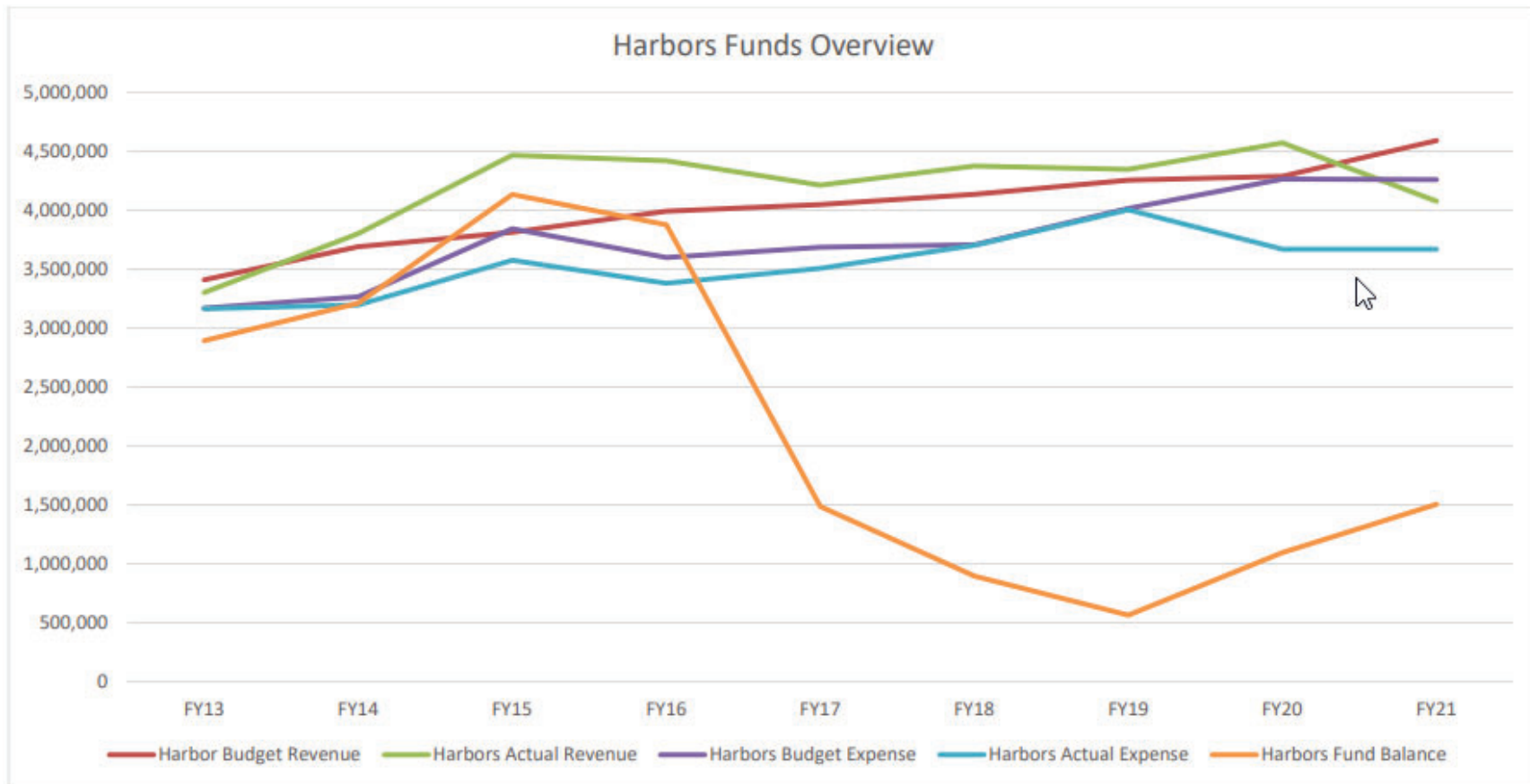
Division	Program	Component	Accounting Unit	Account Code	Account Description	FY2019 Actuals	FY2020 Actuals	FY2021 Actuals	FY2022 Amended	FY2022 Projected Actuals	FY2023 Proposed	FY2024 Proposed	Change Amount	Change Percent	
Harbors	Administration	Non-program	530010101	5950-0430	Transfers Out - Harbor projects		155,000						-		
Harbors	Administration	Non-program	530010101	7500-5881	Depr Building	2,144,856	2,186,216	2,165,708					-		
Harbors	Administration	Non-program	530010101	7500-5882	Depr Equipment	49,628	47,382	43,042					-		
Harbors	Administration	Non-program	530010101	7500-5883	Depr Infrastructure	590,474	1,322,620	1,599,914					-		
Harbors	Administration	Operations	530510101	5110-0000	Salaries	1,045,853	992,992	885,094	1,157,200	1,134,700	1,173,200	1,177,200	16,000	1.4%	
Harbors	Administration	Operations	530510101	5111-0000	Overtime	52,885	59,204	29,920	40,000	40,000	-40,000	40,000		0.0%	
Harbors	Administration	Operations	530510101	5116-0000	Accrued leave	123,699	117,249	112,825							
Harbors	Administration	Operations	530510101	5120-0000	Benefits	594,230	571,215	525,594	658,900	583,500	672,900	674,100	14,000	2.1%	
Harbors	Administration	Operations	530510101	5130-0000	Workers compensation	13,700	13,700	18,900	1,500	1,500	5,100	18,400	(500)	(2.6%)	
Harbors	Administration	Operations	530510101	5200-0000	Business travel	897			1,500	1,500	5,100	5,100	3,600	240.0%	
Harbors	Administration	Operations	530510101	5201-0000	Mileage	967	707	305	1,500	800	800	800	(200)	(20.0%)	
Harbors	Administration	Operations	530510101	5202-0000	Travel and training	12,909	7,471	4,518	15,400	13,700	15,500	7,600	100	0.6%	
Harbors	Administration	Operations	530510101	5205-0000	Contractual training	2,309	1,044	2,200	2,500	2,500	2,500	2,500		0.0%	
Harbors	Administration	Operations	530510101	5310-0000	Telephone	24,674	25,059	19,745	20,000	20,000	20,600	20,700	600	3.0%	
Harbors	Administration	Operations	530510101	5320-0000	Printing	4,697	7,024	3,767	7,000	4,000	4,000	4,000	(3,000)	(42.9%)	
Harbors	Administration	Operations	530510101	5322-0000	Advertising	648	1,027	1,383	1,100	1,500	1,500	1,500	400	36.4%	
Harbors	Administration	Operations	530510101	5330-0000	Rents	11,083	12,367	10,861	35,000	240,000	240,000	240,000	205,000	585.7%	
Harbors	Administration	Operations	530510101	5332-0000	Electricity	105,627	143,063	128,690	140,000	130,000	-140,000	140,000		0.0%	
Harbors	Administration	Operations	530510101	5333-0000	Fuel oil & propane	27,979	24,134	22,697	30,000	25,000	25,800	26,800	(4,200)	(14.0%)	
Harbors	Administration	Operations	530510101	5334-0000	Refuse disposal	196,155	212,530	198,977	200,000	200,000	206,000	212,000	6,000	3.0%	
Harbors	Administration	Operations	530510101	5335-0000	Water service	24,828	21,101	30,069	30,000	30,100	30,900	30,900	900	3.0%	
Harbors	Administration	Operations	530510101	5336-0000	Wastewater service	10,662	9,355	8,897	11,000	10,000	-11,000	11,000		0.0%	
Harbors	Administration	Operations	530510101	5340-0000	Repairs	36,669	66,623	124,328	185,000	200,000	200,000	200,000	15,000	8.1%	
Harbors	Administration	Operations	530510101	5341-0000	Electronic repairs	628		1,107	1,000	1,100	1,100	1,100	100	10.0%	
Harbors	Administration	Operations	530510101	5342-0000	Maintenance contracts	-	112	-					-		
Harbors	Administration	Operations	530510101	5344-0000	Maintenance - buildings	769							-		
Harbors	Administration	Operations	530510101	5345-0000	Building Maint Division Charges	29,827	32,600	53,300	59,400	60,800	56,600	57,600	(2,800)	(4.7%)	
Harbors	Administration	Operations	530510101	5347-0000	Maintenance - software	3,271	-	-	3,500	3,500	3,500	3,500		0.0%	
Harbors	Administration	Operations	530510101	5350-0000	Landscape Division Charges	36,000	36,000	36,000	36,000	36,000	35,500	35,500	(500)	(1.4%)	
Harbors	Administration	Operations	530510101	5360-0000	Equipment rentals	4,800	433	3,262	5,500	5,000	5,500	5,500		0.0%	
Harbors	Administration	Operations	530510101	5361-0000	Fleet equipment maintenance	43,754	39,791	41,450	52,000	52,000	64,800	65,400	12,800	24.6%	
Harbors	Administration	Operations	530510101	5362-0000	Fleet replacement reserve	20,000	20,000	20,000	25,000	25,000	40,000	40,000	15,000	60.0%	
Harbors	Administration	Operations	530510101	5363-0000	Equipment maint - non-fleet	14,331	5,074	3,647	1,000	3,500	3,800	4,000	2,800	280.0%	
Harbors	Administration	Operations	530510101	5370-0000	Spec & Prop	110,637	113,092	120,803	124,800	124,800	203,500	237,900	78,700	63.1%	
Harbors	Administration	Operations	530510101	5375-0000	General Liab, Auto & EE Pract	5,200	5,150	8,200	8,200	8,200	1,300	1,300	(6,900)	(84.1%)	
Harbors	Administration	Operations	530510101	5380-0000	Dues and subscriptions	2,907	2,812	3,017	6,500	7,500	7,500	7,500	1,000	15.4%	
Harbors	Administration	Operations	530510101	5389-0000	Fleet gasoline	15,486	11,903	11,556	14,000	14,000	14,500	15,000	500	3.6%	
Harbors	Administration	Operations	530510101	5390-0000	Contractual services	244,947	233,706	197,208	295,630	295,000	300,000	300,000	4,370	1.5%	
Harbors	Administration	Operations	530510101	5394-0000	Full Cost Allocation	193,200	193,200	215,400	195,800	195,800	206,200	206,200	10,400	5.3%	
Harbors	Administration	Operations	530510101	5397-0000	Bank card fees	62,268	80,360	80,483	80,500	80,500	83,000	86,000	2,500	3.1%	
Harbors	Administration	Operations	530510101	5480-0000	Office supplies	3,914	5,183	4,661	5,300	5,000	5,000	5,000	(300)	(5.7%)	
Harbors	Administration	Operations	530510101	5481-0000	Postage and parcel post	6,808	4,847	5,207	5,000	5,300	5,300	5,300	300	6.0%	
Harbors	Administration	Operations	530510101	5488-0000	Uniforms and safety equipment	8,794	5,588	5,540	10,000	10,000	-10,000	10,000		0.0%	
Harbors	Administration	Operations	530510101	5490-0000	Materials and commodities	49,783	43,037	53,706	50,000	50,000	-50,000	50,000		0.0%	
Harbors	Administration	Operations	530510101	5491-0000	Safety programs and equipment	6,508	6,628	3,944	8,000	8,000	-8,000	8,000		0.0%	
Harbors	Administration	Operations	530510101	5494-0000	Loss contingency		1,000		1,000	1,000	-1,000	1,000		0.0%	
Harbors	Administration	Operations	530510101	5496-0000	Minor equipment	8,032	7,277	6,839	8,000	8,000	-8,000	8,000		0.0%	
Harbors	Administration	Operations	530510101	5497-0000	Minor furniture and fixtures	2,388	372	330	3,000	1,500	1,500	1,500	(1,500)	(50.0%)	
Harbors	Administration	Operations	530510101	5498-0000	Minor Software	-	-	-	1,500	1,500	-1,500	1,500		0.0%	
Harbors	Administration	Operations	530510101	5510-0000	Vehicles and equipment	11,858	-	-	-	-	-	-	-		
Harbors	Administration	Operations	530510101	5820-0000	Interest and service charges	(6,439)	-	-	-	-	-	-	-		
Harbors	Administration	Operations	530510101	7005-0000	Reimbursable Expense - Externa	(150)	-	-	-	-	-	-	-		
Harbors	Convention	Operations	530510401	5330-0000	Rents	650	3,975						-		
Harbors	Convention	Operations	530510401	5390-0000	Contractual services	2,635	35,950						-		
Harbors	Convention	Operations	530510401	5490-0000	Materials and commodities	256	7,774						-		
Harbors	Debt Service	2015-II Refndng2007-2	530510106	5810-0000	Principal	380,000	395,000	415,000	435,000	435,000	460,000	470,000	25,000	5.7%	
Harbors	Debt Service	2015-II Refndng2007-2	530510106	5820-0000	Interest and service charges	266,307	251,325	241,736	302,600	302,600	280,900	271,700	(21,700)	(7.2%)	
Total						6,604,800	7,599,268	7,469,830	4,292,730	4,396,800	4,666,200	4,711,100	373,470		

Budget 101

- Update current fiscal year (FY22) which closes June 30th
- Propose Biennial Budgets (FY23/24) to Assembly for approval
- Harbor Enterprise must meet Bond Debt Covenant
- Docks Enterprise assumes MPF financial support
- Directed to operate with Revenues exceeding Expenditures
- One can view the Assembly Budget process as authorization to spend
- Net proceeds go into Fund Balances
- Policy has been to move non-cruise ship generated revenue towards Harbor Enterprise



	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	1,282,692
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



	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

Docks – Cliff Notes

- FY23 Top 3 expenditures – Make up 78% of the Budget
 - Salaries - \$1,286,000
 - Full cost allocation - \$206,200
 - Insurance \$203,400
- Next 5 top expenditures add \$261K - 90% of the Budget
- Docks Revenues
 - Dockage Fees (\$3/linear foot)
 - Port Maintenance Fee (\$0.055/net ton)
 - MPF – Contingent on Manager/Assembly Action

Harbor – Cliff Notes

- FY23 Top 7 expenditures: \$3,582,600 – Make up 77% of the Budget
 - Salaries - \$1,686,100
 - Bond Debt - \$740,900
 - Contractual Services - \$300,000
 - UAS Property - \$240,000
 - Full cost allocation - \$206,200
 - Refuse - \$206,000
 - Insurance \$203,400
- Next 9 top expenditures add \$527K - 88% of the Budget
- Contractual Services Include
 - Use of Term Contractors (Port-a-potties, Boat Demolition, Electricians, Appraisal, etc)
 - Professional Services (Surveys for property conveyance, grant writing, etc)

Docks & Harbors - Harbors

OVERVIEW

	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	1,904,500	1,909,700
Commodities and Services	1,432,100	1,680,100	1,882,100	2,020,800	2,059,700
Capital Outlay	-	-	-	-	-
Debt Service	656,700	737,600	737,600	740,900	741,700
Support to:					
Capital Projects	-	-	-	-	-
Total Expenditures	3,661,100	4,292,700	4,396,800	4,666,200	4,711,100
FUNDING SOURCES					
Charges for Services	2,791,900	3,000,000	2,825,000	2,925,000	2,925,000
Licenses, Permits, and Fees	-	130,000	270,000	270,000	270,000
Rentals and Leases	855,400	800,000	860,000	860,000	860,000
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:					
Pandemic Response	-	-	-	-	-
Capital Projects	300	-	-	4,626,875	-
Total Funding Sources	4,076,700	4,317,200	4,399,600	4,442,600	4,442,600
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	232,300	647,900	647,900	650,700	427,100
Increase (Decrease) in Fund Balance	415,600	24,500	2,800	(223,600)	(268,500)
End of Period Available	\$ 647,900	672,400	650,700	427,100	58,600
STAFFING	16.33	16.33	16.33	16.83	16.83

Docks & Harbors - Docks

OVERVIEW

	FY21 Actuals	FY22 Amended Budget	FY22 Projected Actuals	FY23 Proposed Budget	FY24 Proposed Budget
EXPENDITURES					
Personnel Services	\$ 665,800	700,000	854,600	1,294,200	1,322,100
Commodities and Services	632,000	700,000	739,700	879,800	916,100
Capital Outlay	-	1,000	6,000	6,000	6,000
Support to:					
Marine Passenger Fee	-	-	-	-	-
Capital Projects	-	-	-	-	-
Total Expenditures	1,297,800	1,401,000	1,600,300	2,180,000	2,244,200
FUNDING SOURCES					
Interdepartmental Charges	15,100	15,100	15,100	15,100	15,100
Charges for Services	49,500	330,000	1,090,000	1,680,000	1,680,000
Licenses, Permits, and Fees	-	-	-	-	-
Investment and Interest Income	12,900	70,000	21,300	21,300	21,300
Support from:					
Pandemic Response	-	-	-	-	-
Marine Passenger Fees	97,500	448,500	448,500	448,500	448,500
Port Development Fees	-	-	-	-	-
State Marine Passenger Fees	351,000	-	-	-	-
Capital Projects	-	-	-	-	-
Total Funding Sources	526,000	863,600	1,574,900	2,164,900	2,164,900
FUND BALANCE					
Beginning of Period	2,589,800	1,818,000	1,818,000	1,792,600	1,777,500
Increase (Decrease) in Fund Balance	(771,800)	(537,400)	(25,400)	(15,100)	(79,300)
End of Period Fund Balance	\$ 1,818,000	1,280,600	1,792,600	1,777,500	1,698,200
STAFFING	13.74	13.74	13.74	19.20	19.20

Dock – FY22 Amended Budget

- Projected Actual Revenue \$1,574,900
- Projected Actual Expenditures \$1,600,300
- Projected Deficit **\$25,400**
- Current Dock Fund Balance \$1,817,970
- Projected Fund Balance 7/1/2022 \$1,792,570
- Outliers
 - \$125K to fund 14 PLT for April/May/June 2022
 - Have moved Docks Funds into Harbor Enterprise over recent Fiscal Years

Harbor – FY22 Amended Budget

- Projected Actual Revenue \$4,399,600
- Projected Actual Expenditures \$4,396,800
- Projected Surplus \$2800
- Current Harbor Fund Balance \$1,504,130
- Projected Fund Balance 7/1/2022 \$1,506,930
- Outliers
 - Assumes \$240,000 for UAS lease/loan repayment in current FY
 - New costs include Harbor Rate Study, Harbor Security Officer
 - Does not meet Bond Debt Covenant

Bond Debt Covenant

- Debt coverage ratio of 120% required.
- Calculate the coverage ratio is as follows:
 - {Total Revenues [minus] Total Expenses} divided by Debt Service
 - Total Expenses is Personnel Services + Commodities & Services
 - \$737,600 is Bond Principal plus Interest/Service Charge
- FY22 calculation is:
 - $(\$4,399,600 - (\$1,777,100 + \$1,882,100)) / \$737,600 = 100.3\%$
 - Does NOT meet debt covenant
 - Numerator must be \$885,120 [currently \$740,400]
 - Assumes \$240K to UAS property

Dock – FY23/FY24 Proposed Budget

- Proposed Revenue
 - FY23 \$2,180,000
 - FY24 \$2,244,200
- Proposed Expenditure
 - FY23 \$2,164,900
 - FY24 \$2,228,100
- Projected Surplus FY23: \$15,100 & FY24: \$16,100
- Outliers/Assumption
 - \$448K in MPF revenue
 - \$250K in PTL salaries
 - \$79K in additional insurance charges
 - Reopening of MEBA (Marine Engineers' Beneficial Association) Labor Agreement

Harbor – FY23/FY24 Proposed Budget

- Proposed Revenue
 - FY23 \$4,626,875
 - FY24 \$4,626,875
- Proposed Expenditures
 - FY23 \$4,666,200
 - FY24 \$4,711,100
- Projected Deficit FY23: **\$39,325** & FY24: **\$ 84,225**
- Outliers/Assumption
 - Predicts 6.3% CPI to Harbor Moorage revenue increase
 - Assumes \$240,000 for UAS lease/loan repayment
 - \$79K in additional insurance charges
 - Reopening of MEBA (Marine Engineers' Beneficial Association) Labor Agreement