

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

Tuesday, November 23rd, 2021

Via Zoom Meeting

<https://bit.ly/3CIT9IW>

Meeting ID: 876 4965 7789

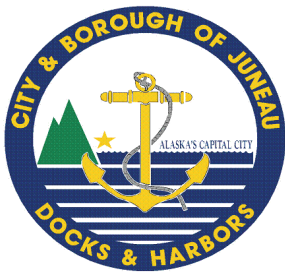
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Call in: 253 215 8782

- I. Call to Order** – November 23rd, 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, November 9th, 2021 Finance Sub-Committee Meetings Minutes.**
- VI. Items for Information/Discussion**
 1. Docks & Harbors Fee Review (Prioritization & CPI)
Presentation by Sub-Committee Chair

Committee Discussion/Public Comment
 2. City & Borough of Juneau – 2023/24 Budget Cycle Process
Presentation by Port Director

Committee Discussion/Public Comment
- VII. Next Meeting** – December 7th, 2021
- VIII. Adjournment**



DOCKS & HARBORS FINANCE SUB-COMMITTEE MEETING MINUTES

November 9, 2021
Via Zoom Meeting

- I. Call to Order** – Mr. Wostmann called the meeting to order at 5:00 pm on November 9th, 2021.
- II. Roll Call** – The following members were in the Port Director's Conference Room or on the zoom meeting – Matthew Leither, Mark Ridgway, Don Etheridge and Bob Wostmann.

Absent: Lacey Derr, James Becker, David Larkin

Also Present: Carl Uchytel – Port Director, Matthew Creswell – Harbormaster, 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 – None

V. Approval of Wednesday, October 27th, 2021 Finance Sub-Committee Meeting Minutes.

Hearing no objection, the October 27th, 2021 Meeting Minutes were approved as presented.

VI. Items for Information/Discussion

1. CBJAC 15.060 Lightering Fee Proposal

Mr. Creswell directed the Sub-Committee to page 10 and 11 of the agenda packet. The current lightering fee of \$600 is not sufficient to cover the security costs that are incurred, especially with the new identification processes required by the US Coast Guard. As of now the current schedule for 2022 lists 54 lightering days. With the

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help of Mr. Hinton, Port Operations Supervisor we looked at one day on July 19th, 2022 to gage the costs associated with a single ship lightering. The Carnival Miracle will be anchored from 0730-2030, around a 14 hour time period. With two staff for the morning shift and three staff for the evening shift, that is a total of 35 hours of staffing costs. If we use \$20 an hour as the cost for staff, that equals \$700 staffing costs, assuming all security staff are a step one, part-time limited employees, which is the lowest pay-rate we have. The step one part-time limited employees are un-benefited so this is a true cost of staffing. At least one of those staff will be a benefited staff member. We also need to factor in the supervision and administrative costs, pushing it closer to \$860 - \$1,100 per visit.

Mr. Creswell said looking at our current rate structure for that port call, we would charge a Lightering Fee of \$600, Port Maintenance Fee (charged by net tonnage), CBJ Marine Passenger Fee of \$5 per passenger and CBJ Port Development Fee of \$3 per passenger. If this vessel were moored at one of our berths, the security needs would be similar, but we would generate an additional \$2,300 of revenue as the vessel would be paying nearly \$3,000 in Dockage Fees.

Mr. Creswell said he pulled some comparisons from around Southeast Alaska.

- The City of Ketchikan charges a fee of \$435, plus \$4 per passenger. This passenger fee is in addition to their normal Marine Passenger Fees.
- The City and Borough of Sitka charges \$1,328, plus a \$525 security fee for each lightering evolution.

Mr. Creswell stated in our situation, we need to keep 180 feet of float open for lightering for the majority of the season, losing \$200+ per day in dockage revenue, or \$24,000 per season from yacht traffic.

Mr. Creswell shared a few options:

1. Keep the lightering fee as is and institute a security fee similar to what Sitka does. I would recommend around \$1,000 per visit. This could even be on a graduated scale depending on passenger capacity of each vessel. Larger vessels will require more security personnel than the smaller ones. This could potentially be applied to the ships docking as well.
2. We could raise the lightering fee to \$1,500 to cover the cost of security.

Mr. Creswell said when the current \$600 fee was instituted our security requirements were vastly different and only required one staff member to be present to simply observe operations.

Committee Discussion/Questions

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Mr. Etheridge said the original lightering fee was for use of a lightering float, which was not taking up moorage space. Now they are taking up our moorage space and the cost of that needs to be recognized.

Mr. Leither complimented the report and thanked Mr. Creswell for all the work he put into it. He also asked if the “sample” day on July 19, 2022 would be a standard day, or should we look into other days and samples.

Mr. Creswell said as he looked at the schedule for 2022, that sample day was very standard for June through August. We are expecting around 54 of these evolutions next year, ranging from the 800 passenger ships, up to the 4,000 passenger ships.

Mr. Wostmann read an email from Board member David Larkin, who could not attend the meeting. In the email Mr. Larkin asks where we can review the security requirements designated by the US Coast Guard. Mr. Larkin was curious why they require two forms of identification.

Mr. Creswell said he would be happy to sit down with Mr. Larkin to answer any questions. Mr. Larkin would need to sign a non-disclosure agreement before we could share our security procedures and go over the US Coast Guard regulations.

Mr. Wostmann asked if needing two pieces of identification was an explicit requirement from the US Coast Guard.

Mr. Creswell answered that is absolutely correct, and there is no way around it. This is what we have to do at all three of our security check-points.

Mr. Wostmann continued to read the email from Mr. Larkin. Mr. Larkin asked if we had explored the possibility of TSA providing the man-power, as this is directly within their mission.

Mr. Creswell said he had not looked into that possibility. It is not the standard throughout the industry. He was not aware of anywhere using TSA on any cruise port. He also stated the dual identification is for national security, and is the standard everywhere.

Mr. Wostmann asked for clarification on the report. On a 2,100 passenger vessel, the City of Ketchikan will charge an additional \$4 per passenger, which potentially brings in \$8,000 revenue.

Mr. Creswell confirmed that is correct. He received this information from the Senior Harbormaster from the City of Ketchikan.

Mr. Wostmann asked if they charge for every passenger on the ship, or just the passengers that come to shore.

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Mr. Creswell answered he was not sure and would need to reach out to find that answer.

Mr. Uchytel said it doesn't matter if they come ashore or not, they are still charged the port fees by total passenger count. He also spoke about the US Coast Guard and The Maritime Transportation Security Act (MTSA). This act follows what TSA and the airports do, but is a different act altogether. He is not aware of TSA agents ever enforcing anything to do with MTSA.

Mr. Creswell said he was on the AAPA Security Committee meeting today. This very topic came up about port security and TSA was not mentioned at all.

Mr. Wostmann asked why we would not want to use the Ketchikan model, and charge a per passenger fee. It would generate more revenue and is being used at other destinations.

Mr. Uchytel said there is so much more background on the Ketchikan rate. Mr. Kirby Day could probably speak to that.

Mr. Ridgway said Ketchikan is doing a fee per passenger, which is an easy way to charge for this service. Otherwise we would need to come up with something fair for the smaller ships. He also thinks the Ketchikan model is easier to bill.

Public Comments

Mr. Kirby Day, Juneau, AK

Mr. Day said the \$4 per passenger fee in Ketchikan wasn't in place to compensate for security. It was to pay a part of the Port Uplands Expansion bond debt. Mr. Day said he doesn't disagree with needing an increase. He said Mr. Creswell was correct with all the extra expense, especially the US Coast Guard regulation changes.

Mr. Day does not agree with the idea Docks & Harbors is losing dock space while lightering. The float was made for lightering purposes intentionally. Also, with Princess ships they have the Medallion facial recognition, and wouldn't require the same manpower as others. The cruise industry likes to know the costs ahead of time, so assigning a flat fee, at least for this summer, seems like the best idea.

Ms. Carla Hart, Juneau, AK

Ms. Hart said she wanted to address the fee from a different perspective. She believes Docks & Harbors should be striving to maximize the benefit to the community. Ms. Hart hopes to charge appropriately, to offer a benefited wage who are working there. As we all know, there is a shortage of workers which is challenging. A \$20 an hour wage for a public employee seems incredibly low. Please charge so you can create more and better jobs for Juneau residents, rather than giving the cruise lines the

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cheapest possible price. Juneau has a limited capacity, and the market value for our docks, and lightering dock is incredibly high.

Mr. Ridgway asked Ms. Hart if he heard her correctly, that the lightering fee should be such that would increase the wage rate for the workers.

Ms. Hart said absolutely! She wants an increase for both the wage and the employee benefits. She believes for us to be hiring the cheapest possible, unbenefited employees is not doing the community any service. Livable wages or an opportunity towards that, should be a high priority.

Mr. Ridgway asked Docks & Harbor staff if there was anything missing with regard to necessary improvements, or increases to staff wages and benefit packages. Anything going on in the future the Board should be taking into consideration as we establish a rate.

Mr. Creswell said for this discussion he was looking at real costs for what is involved with the lightering process. The reason he went heavy with the part-time limited staff for this estimate is they will not be needed on a full-time, 37.5 hour work week. This gives us the capacity to hire individuals that want to work a limited, part-time position. Mr. Creswell said he will not necessarily have the work for them on the days where there is not a lightering ship.

Mr. Leither said he sympathizes, empathizes and agrees with Ms. Hart's comments. He also stated he was under the impression CBJ sets the wages and benefits for each employee after reading their duties.

Mr. Uchytel said that is correct. All our FTE's are approved through the Human Resources Dept. Employees can get additional wages through a step-increase based on longevity. The unbenefited employees are usually high school, or university kids working through their summer breaks. Docks & Harbors has full-time year round staff, full-time seasonal staff and part-time limited staff.

Mr. Leither asked if Mr. Day could expand on the Medallion facial recognition program. He asked if there is a way to make it so we could have less than two people checking identification.

Mr. Creswell said Princess Cruise has a great system. Once they are initially let on board they get a "medallion" that they are able to touch to a pad and electronically verifies the person with their name and picture on screen.

Mr. Leither asked if it was safe to say we wouldn't be able to reduce our labor costs even if that was in place.

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Mr. Creswell said if a Medallion like process was offered across the board it might cut down the employees needed. Security staff is also there to monitor the secure zones and escort people without proper identification.

Mr. Wostmann asked if the lightering dock would be able to accommodate the Medallion process, or if we would need to continue to check two forms of identification.

Mr. Creswell said it is Princess Cruise equipment and they will bring it to shore with them. It is a stand-alone system, and does not need a network to be used.

Mr. Ridgway said staff has done a good job getting us information and Southeast Alaska pricing. He wanted to move forward, taking the industry comment regarding a flat rate into consideration. He thinks a flat rate will be the easiest and asked if the Board could suggest a fee and make a motion this evening. Mr. Ridgway suggested a fee in the \$1,600 - \$1,700 range.

Mr. Wostmann said he agrees with Mr. Ridgway and asked Mr. Uchytel if there is any way for a part-time employee to receive benefits.

Mr. Uchytel said Docks & Harbors has moved some positions around. There are very strict rules with regards to a benefited employee and how many hours they must work per week, and how many hours they can work per season. He also wanted the Board to know the \$3 per passenger Port Development Fee is not used for labor. That is a local head tax and the money goes to the bond for capital investment along the waterfront.

Mr. Wostmann asked the Board to recommend a fee change to \$1,600, with a CPI going forward.

Mr. Ridgway suggested a rate of \$1,700, because of the world of security, Covid and Mr. Uchytel's comments. He feels \$1,600 is the bare minimum and \$1,700 gives us a fair rate with a little room to grow.

MOTION By MR. RIDGWAY: MOVE THAT CBJ ADMINISTRATIVE CODE 16.06, THE VESSEL LIGHTERING FEE (LAST REVISED IN 2005) BE ADJUSTED FOR THE 2022 SEASON TO \$1,700, AND FURTHER THAT THE CPI BE AMENDED TO THAT EACH YEAR THEREAFTER AND ASK UNANIMOUS CONSENT.

Motion passed with no objection

2. Docks & Harbors Fee Review (Prioritization & CPI)

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Mr. Wostmann asked if we could go around the table and see which fee everyone thinks should be considered. He confirmed with Mr. Uchytel the rates listed on page 12 and 13 are from the last revised date, going back no further than 10 years.

Mr. Uchytel stated that was correct.

Mr. Wostmann read the list of fees to see which ones should have the CPI applied.

- 05 CBJAC 10.040 – Tour Sales Permits.

Mr. Wostmann said he thinks this starting bid amount is market driven and a CPI should not be assessed.

- 05 CBJAC 15.030 – Dockage Charges

Mr. Uchytel stated this dockage fee is the one we considered earlier this spring, it is for the cruise ships vessels dockage charge by linear foot, and indirectly it also references our reservation moorage for the yachts at the ICT, PFO, IVF and at Statter Harbor.

Mr. Wostmann said he thinks this rate should be subject to an annual CPI increase.

Mr. Etheridge asked for a report from Mr. Uchytel if he has heard anything from Mr. Watt on what was turned over to the assembly.

Mr. Uchytel said he did speak with Mr. Watt. Mr. Watt did not want to bring this up at the Committee-of-the-Whole meeting on November 1st, 2021. Mr. Watt knows the future of the dockage fee increases will be up to him to bring forward.

Mr. Ridgway asked Mr. Uchytel if the CPI rates on this sheet were less than what was already forwarded out of the Board.

Mr. Uchytel said yes, the proposed fees forwarded were doubling the current rate so this would be less.

- 05 CBJAC 15.050 – Potable Water Fee

This rate is not set by us, but by CBJ. Mr. Wostmann does not think there needs to be a CPI added to this fee.

- 05 CBJAC 15.060 – Vessel Lightering Fee

Mr. Wostmann stated this had already been discussed and he does feel a CPI adjustment should be added going forward.

- 05 CBJAC 15.080 – Loading Zone Fees

Mr. Wostmann asked Mr. Uchytel to explain why the CPI will be adjusted in 2025.

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Ms. Larson stated it had been raised three years in a row and the permit holders asked for the next CPI adjustment to be in 2025.

Mr. Wostmann asked if after 2025 the rate would continue to be raised on an annual basis.

Ms. Larson said she thinks it would be raised on an annual basis again after 2025.

- CBJAC 15.100 – Marine Passenger Fees

Mr. Etheridge said he thinks this fee should be left up to the City Assembly and City Manager to adjust.

Mr. Leither said he knows the City Assembly feels they have jurisdiction over this, but are we able to raise the rate since it is in Docks & Harbors regulations.

Mr. Uchtyl said even though we are an empowered Board, everything we suggest will need approval at the Assembly level. He also said he believes we need to be wise about what fees we propose to change, and this one could be controversial.

Mr. Leither does not want to shy away from recommending changes due to controversy. If the Board feels it needs to change we should bring it to the Assembly and let them do what they will.

Mr. Etheridge said this rate was not set by the City Assembly, but by voter initiative.

Mr. Ridgway appreciates Mr. Leither's comment. He stated it might be a good idea to communicate to the Assembly what the rate would be if we included a CPI. He also inquired about how the CPI increase was calculated.

The Following fees should have a CPI applied.

- 05 CBJAC 15.110 – Boom Truck Usage Fee
- 05 CBJAC 20.020 – Annual Moorage Fee for Skiff
- 05 CBJAC 20.030 – Daily Moorage Fees

Mr. Uchtyl said the CPI increase for moorage only changes once it gets up to \$0.05 increase. He thinks we might need to adjust that language so we can utilize the CPI.

- 05 CBJAC 20.044 – Active Fishing Vessel Discount

Mr. Wostmann said he did not think a CPI should be assessed to discounts.

The following fees should be assessed a CPI

- 05 CBJAC 20.045 – Fee for Tenders
- 05 CBJAC 20.050 – Residence Surcharge

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- 05 CBJAC 20.060 – Recreational Boat Launch Fees
- 05 CBJAC 20.080 – Passenger-For-Hire Fee
- 05 CBJAC 20.090 – Statter Lower Parking Lot Permit Fee
- 05 CBJAC 20.100 – Grid Usage Fees
- 05 CBJAC 20.110 – Crane Use Fees
- 05 CBJAC 20.130 – Storage Fees
- 05 CBJAC 20.140 – Staff Labor Fees
- 05 CBJAC 20.150 – Reserved Moorage Waitlist Fee
- 05 CBAC 30.010 – Shorepower Access Fees

Mr. Wostmann said he did not think we can change this fee, as it is set by AEL&P.

Mr. Etheridge said he disagrees, it is a shorepower access fee and is a reimbursement. This does not cover a monthly rate, this is for the rates we pay. He thinks we are losing money on this and a CPI increase is needed.

Mr. Wostmann said if we have the authority to increase by CPI, we should.

- 05 CBJAC 40.010 – General Moorage Management Policy
- 05 CBJAC 40.065 – Vessel Anchoring Requirements

Board Discussion/Action:

Mr. Wostmann said we have some time to create the appropriate motion. The Operations Planning Committee meets tomorrow and this isn't quite ready to send to them yet. These rates will not go into effect until July 1st, 2022.

Mr. Uchytel agreed and also noted that there was 3 members absent tonight from this committee and it would be a good idea to get their input before sending it to the Operations Planning Committee.

Mr. Ridgway said he would like to let the Operations Planning Committee know what we selected tonight for a CPI increase. Then, next meeting we can be prepared to make a motion.

3. Calendar Scheduling CY2022 Finance Sub-Committee

Mr. Wostmann said March, June and November have conflicting dates with the Operations Planning Committee on the fourth Wednesday of the month. He would like to move the meeting to Tuesday when this occurs.

He would like to add a Finance Sub-Committee meeting on March 22nd, June 21st, November 8th & 22nd to the 2022 Board Meeting Calendar.

Board Comments – None

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VII. Sub-Committee Action Items

1. We need a better understanding of how the CPI rates were calculated.

VIII. Good of the Order - None

IX. Next Meeting – November 23rd, 2021

X. Adjournment – The meeting adjourned at 6:24pm.

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 (10 years max)
05 CBJAC 1.0.040	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	Y/N	\$35,212.04/minimum bid
05 CBJAC 1.5.030	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	\$1.87/ft <65 ft \$3.11/ft <200 ft \$3.74/ft >200 ft
05 CBJAC 1.5.040	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
05 CBJAC 1.5.050	Potable water fee	Taking on of water at metered docks	150% of CBI 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
05 CBJAC 1.5.060	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	\$747.36 per day
05 CBJAC 1.5.080	Loading permit fees	The charge assessed for obtaining a loading permits "A" or "B" permit Limited permit	\$400/company plus \$9/seat \$15 per/vehicle/day or \$250/year	5/23/2017 5/23/2017	Next adjustment by CPI 2025	\$109,035.00	P10-P12	Y	\$451.84/company plus \$10.17/seat \$16.94/vehicle/day or \$282.40/year
05 CBJAC 1.5.095	Other fees	Department facilities that are not specifically addressed in CBJ Administrative Code.	Case-by-case	5/1/2005		\$4,805.00	H61 (2020)		
CBJAC 1.5.100	Other CBI 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 Marine passenger fee.	\$5.00 per passenger	5/23/2013	5/1/2005	\$6,419,265.00	P16		\$6.23 per passenger
05 CBJAC 1.5.110	Boom truck usage fee	Port development fee. boom truck services	\$3.00 per passenger \$120/hr first hour \$60/30 min thereafter	5/23/2013 3/5/2012	5/23/2013 3/5/2012	\$3,821,223.00	P17/P18	N N	\$3.57 per passenger \$145.22/hr first hour \$72.61/30 min thereafter
05 CBJAC 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
05 CBJAC 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	N	\$0.27/ft
05 CBJAC 20.035	Monthly moorage fees	The fee charged on a monthly basis to the owner of a vessel for berthing the vessel in designated Juneau harbors	\$4.40/ft plus annual CPI \$7.30/ft plus annual CPI \$4.40/ft plus annual CPI \$7.30/ft plus annual CPI	6/13/2016 6/13/2016 6/13/2016 6/13/2016	Yearly with CPI	\$653,665.00 \$420,277.00 \$520,249.00 \$170,033.00	H03 / H15 H06/H18 H01/H02 H04/H05/H13		\$5.09/ft \$8.45/ft \$5.09/ft \$8.45/ft
05 CBJAC 20.042	Monthly pre-paid discounts Annual Semi Annual	10% 5%		6/13/2016 6/13/2016	6/13/2016 6/13/2016			N	
05 CBJAC 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	
05 CBJAC 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	
05 CBJAC 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 \$28.65/month for each resident over four

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**CBJ Docks Harbors
Rate Overview**

05 CBJAC 20.060	Recreational boat launch fees	Recreational use of designated CBJ launch ramps	Annual	\$90	11/10/2015	1/1/2007	\$142,260.00	H23/H230	N	\$112.10
		Daily		\$15	11/10/2015	1/1/2016	\$3,495.00	H24	N	\$17.37
05 CBJAC 20.070	Fees for commercial use of boat launches	Commercial use of designated CBJ launch ramps	Daily	\$30	7/31/2017	11/17/2015	\$60.00	H25C		\$35.21
		Annual		\$250 per trailer	7/31/2017		\$3,810.00	H25		\$293.43
		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
		Freight Staging		\$25.00 per 24-hour period per 1,000 square ft case-bycase	7/31/2017	12/14/2009	\$2,300.00	H29	N	\$31.14 per 24-hour period
		Special			7/31/2017			H28		
05 CBJAC 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	\$607.99 per vessel/inspected, \$183.40 per vessel/uninspected plus \$1.76 per passenger
05 CBJAC 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
				\$25 per vehicle/day	7/15/2013	7/15/2013			N	\$29.78 per vehicle/day
05 CBJAC 20.100	Grid usage fees	Fee for using Harris Harbor Grid		\$1 per foot/day	3/30/2017	3/30/2017	\$2,801.00	H44	N	\$1.13 per foot/day
05 CBJAC 20.110	Crane use fees	Fee for using hydraulic crane		\$5 per/15 minutes	8/10/2015	8/10/2015	\$13,085.00	H45	N	\$5.87 per/15 minutes
05 CBJAC 20.130	Storage fees	Long-term storage in designated areas		\$0.50 per/square foot per/month	8/10/2015	8/10/2015	\$28,525.10	H51		\$0.59 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
		Vessel storage (May-September)		\$3 per/foot after 5 days	8/10/2015	8/10/2015				\$3.52 per/foot after 5 days
		Vessel storage (October-April)		\$8 per/foot/month	8/10/2015	8/10/2015			N	\$9.39 per/foot/month
05 CBJAC 20.140	Staff labor fees	Required in the furtherance of duties		\$75 per hour/staff (1 hour minimum)	8/10/2015	8/10/2015	\$4,650.00	H52/H53	N	\$88.03 per hour/staff (1 hour minimum)
				\$125 boat per hour (1 hour minimum/30 minute increments)	8/10/2015	8/10/2015	\$375.00	H54		\$146.72 boat per hour (1 hour minimum/30 minute increments)
05 CBJAC 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
05 CBJAC 30.010	Shorepower access fees	Shorepower - Port		see chart	9/18/2017	9/18/2017	\$12,673.00	P19-P42	N	
05 CBJAC 30.010	Shorepower access fees	Shorepower - Harbor		see chart	9/18/2017	9/18/2017	\$90,930.00	H62-HH86	N	
05 CBJAC 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
05 CBJAC 40.065	Vessel anchoring requirements	Long-term permit		\$100 permit fee	2/20/2018	2/20/2018			N	\$110.67 permit fee
				\$0.25 per foot/day	2/20/2018	2/20/2018	\$13,687.50	H105		\$0.28 per foot/day

Code

2016 - current
2011 - 2015
2006 - 2010
older

DRAFT

11/19/2021



CITY AND BOROUGH OF JUNEAU FY2023/2024 BUDGET CALENDAR

DUE DATE	DESCRIPTION	STAFF WORKING GROUP
August 1, 2021	Cost allocation process begins.	Budget Analyst, Controller, Departments
October 1, 2021	Rate determination process begins.	Budget Analyst, Controller's Office, Purchasing, Risk, Building Maintenance, P&R, Lands
November 15, 2021	Final rates due to Finance for inclusion in budget directives.	Budget Analyst, Controller's Office, Purchasing, Risk, Building Maintenance, P&R, Lands
November 15, 2021	Debt service cost estimates, proprietary fund interest allocation, and arboretum endowment draw due to Finance.	Deputy Treasurer, Budget Analyst, Controller, Finance Director
December 1, 2021	Manager solicits for passenger fee project requests.	Manager's Office, Finance Director, Budget Analyst, Controller
December 4, 2021	Assembly holds retreat to determine budget direction.	Manager's Office, Finance Director
December 6, 2021	Distribution of Budget Guide and budget reports to departments.	Budget Analyst, Controller's Office
December 9, 2021	Finance performs budget training with departments.	Finance Director, Budget Analyst, Departments
January 1, 2022	Manager drafts passenger fee recommendations.	Manager's Office, Finance Director, Budget Analyst, Controller
January 10, 2022	All department budget requests due to Finance (excl. P&R).	All Departments (excl. P&R)
January 15, 2022	Passenger fee recommendations open for public comment.	Manager's Office, Finance Director, Budget Analyst, Controller
January 17, 2022	P&R budget request due to Finance.	P&R
February 1, 2022	CIP funding schedule due to Finance.	Engineering
February 2, 2022	Manager presents draft passenger fee recommendations to Assembly Finance Committee.	Manager's Office, Finance Director, Budget Analyst
February 7, 2022 - February 18, 2022	Departments review budgets with Manager's Office.	Manager's Office, Departments, Budget Analyst, Controller's Office; Finance Director
February 15, 2022	Passenger fee recommendations public comment period ends.	Manager's Office, Finance Director, Budget Analyst, Controller
February 28, 2022	Finance creates Major Revenue Forecast.	Budget Analyst, Controller, Finance Director
March 1, 2022	Manager's final passenger fee recommendations posted to CBJ website.	Manager's Office, Finance Director, Budget Analyst, Controller
March 2, 2022	Assessor presents 2022 property assessments to Assembly Finance Committee.	Assessor, Budget Analyst, Controller, Finance Director
March 14, 2022	JSD and BRH submit preliminary budgets to Finance.	School District, Hospital
March 21, 2022	JSD and BRH submit final budgets to Finance for inclusion in budget book.	School District, Hospital
March 25, 2022	Final CBJ proposed budget book due.	Budget Analyst, Controller's Office
April 1, 2022	JSD submits final budget to City Manager.	School District
April 4, 2022	Regular Assembly Meeting - introduction of CBJ and JSD operating budgets, mill levy rate, and CIP resolution.	Manager's Office, Finance Director, Budget Analyst, Clerk's Office
April 6, 2022	Assembly Finance Committee - budget review	Manager's Office, Finance Director, Budget Analyst, Controller
April 8, 2022	Local newspaper publication of budget summary, CIP summary, and notice of public hearing due.	Clerk's Office, Budget Analyst
April 13, 2022	Assembly Finance Committee - budget review.	Manager's Office, Finance Director, Budget Analyst, Controller
April 20, 2022	Assembly Finance Committee - budget review.	Manager's Office, Finance Director, Budget Analyst, Controller
April 25, 2022	Regular Assembly Meeting - public hearings on the CBJ and JSD operating budgets, mill levy rate, and CIP resolution.	Manager's Office, Finance Director, Budget Analyst, Clerk's Office
April 27, 2022	Assembly Finance Committee - establish local funding for school district operations; budget review.	Manager's Office, Finance Director, Budget Analyst, Controller
May 4, 2022	Assembly Finance Committee - budget review.	Manager's Office, Finance Director, Budget Analyst, Controller
May 11, 2022	Assembly Finance Committee - JSD operating budget for action; budget review.	Manager's Office, Finance Director, Budget Analyst, Controller



CITY AND BOROUGH OF JUNEAU FY2023/2024 BUDGET CALENDAR

DUE DATE	DESCRIPTION	STAFF WORKING GROUP
May 16, 2022	Regular Assembly Meeting - adoption of JSD operating budget ordinance.	Manager's Office, Finance Director, Budget Analyst, Clerk's Office, Controller
May 18, 2022	Assembly Finance Committee - budget review.	Manager's Office, Finance Director, Budget Analyst, Controller
June 1, 2022	Assembly Finance Committee - regular business.	Manager's Office, Finance Director, Budget Analyst, Controller
June 13, 2022	Regular Assembly Meeting - adoption of CBJ operating budget, mill levy rate, and CIP resolution.	Manager's Office, Finance Director, Budget Analyst, Clerk's Office, Controller
June 24, 2022	Publication of Notice to Taxpayers due.	Budget Analyst
June 30, 2022	Final CBJ adopted budget book due.	Budget Analyst, Controller's Office

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