



DOCKS & HARBORS FINANCE SUB-COMMITTEE MEETING

Thursday, November 7th, 2019
3 pm in CBJ Room 224

- I. Call to Order** – November 7th at 3:00 pm in CBJ Room 224.
- II. Roll Call** (James Becker, Chris Dimond, Mark Ridgway, and Bob Wostmann)
- III. Approval of Agenda**
- IV. Approval of October 16th, 2019 Finance Sub-Committee Minutes**
- V. Public Participation on Non-Agenda Items** (not to exceed five minutes per person, or twenty minutes total time)
- VI. Items for Information/Discussion**
 - 1. Identifiable Docks & Harbors Financial Trends**
 - 2. Preparation for FY2021 & FY2022 Budget and milestones**
 - a. Fleet Replacement Schedule
 - b. Harbor Bond Amortization
 - 3. Next Meeting**
- VII. Adjournment**



DOCKS & HARBORS FINANCE SUB-COMMITTEE MEETING MINUTES

Wednesday October 16th, 2019

I. Call to Order – October 16th at 3:00 pm in CBJ Room 224.

Mr. Wostmann called the Finance Sub-Committee meeting to order October 16th at 3:00 pm.

II. Roll Call

The following members were present: James Becker, Chris Dimond, Mark Ridgway, and Bob Wostmann.

Also present were the following: Carl Uchtyl – Port Director, Dave Borg – Harbormaster, Tiara Ward – CBJ Finance Accountant, Angelica Lopez-Campos – CBJ CIP Accountant, and Don Etheridge Docks & Harbors Board Chair.

III. Approval of Agenda

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

Motion passed with no objection.

IV. Public Participation on Non-Agenda Items - None

V. Items for Information/Discussion

1. Review 2019 budget

Mr. Wostmann said he wants the committee to review the numbers in the documents provided in the packet and get an understanding from Mr. Uchtyl of how the numbers are structured and where the department is standing. He wanted the Committee to keep in mind in this review that with the lack of certainties the future brings and the changes taking place, the Committee needs to be thinking where we can identify cost savings as well as areas to create additional revenues. He said he does not anticipate any conclusions today but to look for those things. He also wants to support staff with the upcoming budget cycle. He asked staff to let the Committee know where they can help with the budget process and financial aspects of Docks & Harbors.

Mr. Uchtyl said one of the challenges in our budget cycle is staff brings figures to the Board starting January with the expectation the Board approves everything for the next biennial budget within a month or two. Our approved Board budget is then presented to the Assembly for their approval and it gets all truncated in January and February. He is in favor of starting presenting budget numbers in October and November so it is not as



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Wednesday October 16th, 2019

foreign as just seeing the numbers in January and asking for approval. Mr. Uchytel said Docks and Harbors are two separate enterprises.

Mr. Uchytel went over the Harbors revenue and expense projections through FY23 on page two of the packet. He said FY19 will not be complete until sometime in December. He pointed out Harbors revenue is not keeping pace with Harbors expense.

Mr. Wostmann asked if the Capital Outlay's line item is a purchase of a capital item and support to Capital Projects is a transfer from our fund balance to a project?

Mr. Uchytel said yes. He said page three of the packet is the most updated numbers and went over those numbers. At the end of the year, revenue that exceeds expenditures goes into our fund balance. However, due to our obligation for the bond covenant, we are required to keep a reserve of \$749,500 in our fund balance but it is non-expendable funds. This is in case we do not make any money the following year it will cover the bond payment.

Mr. Wostmann asked what happens when we do not have enough in the Harbors reserve?

Ms. Lopez-Campos said you should budget so you do not go over.

Mr. Ridgway said the information on page 3 shows we went over by \$65,000. What are the consequences for that?

Ms. Ward said she will look into what happens if you do not have enough money in your reserve.

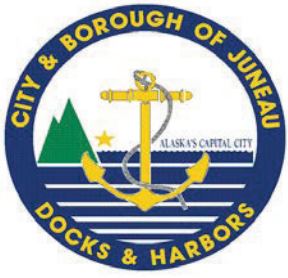
Mr. Uchytel said the first year he was Port Director, Harbors did not have sufficient revenue and received a letter from the bond bank letting us know we need to do better. The bottom line here is Harbors does not have money to spend on things we want to do.

Mr. Uchytel went over the GL298 revenue report for Harbors starting on page 5 in the packet.

Mr. Wostmann asked what Lawson is?

Ms. Ward said it is CBJ's accounting system.

Discussion followed on the interest income received on bond revenue.



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Mr. Etheridge asked how we know how much is left on the bond?

Ms. Lopez-Campos said the bond has an amortization schedule and staff can request a copy from treasury.

Mr. Uchytel said the bad debt is from impounded vessels and is over what was budgeted because it included 2017, 2018 and 2019 bad debt.

Mr. Becker asked if the number will start decreasing now that there has been so many boats impounded.

Mr. Borg said he is not seeing that it is decreasing yet.

Ms. Lopez-Campos said the bad debt also includes people that do not pay their stall fees.

Mr. Uchytel went over the line items in the GL298 expense report for Harbors starting on page 7 in the packet.

Mr. Uchytel said on page 11 shows the Dock fund operation from FY13 to FY19 and on page 12 are the most current numbers.

Mr. Uchytel went over the GL298 for Docks revenue on page 14 in the packet and he said the docks fund balance has a healthy amount.

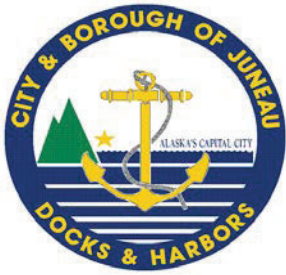
Mr. Uchytel went over the line items on the GL298 for Docks expense on page 16 in the packet.

Mr. Ridgway asked how the interdepartmental fees are figured out?

Mr. Uchytel said the interdepartmental fees are fees paid to other CBJ departments for support to Docks & Harbors. They are split in half between Docks and Harbors expense. He is not sure if they should be split 50/50. Staff could look at changing the split amount if there is more interdepartmental work on Docks or Harbors.

Mr. Uchytel said on page 20 shows the Port Development Fees revenue and page 21 is the Marine Passenger fees. Every December the City Manager asks Departments and other businesses that are impacted by cruise passengers to submit an ask for the marine passenger fees for projects. Docks typically receives \$287,000 for Docks operations.

Mr. Becker said it looks like Harbors does not have any money for any projects.



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Mr. Uchtyl said that is correct. Staff submits grant application when there are opportunities.

Mr. Ridgway asked what is the balance required from the Finance Department for the Docks funds to have?

Mr. Uchtyl said the Docks is \$1M and the Harbors is \$750,000.

Mr. Ridgway asked what the current fund balance is for Docks?

Mr. Uchtyl said Docks has \$2.388M.

Ms. Lopez-Campos and Ms. Ward left the meeting at 4:28pm.

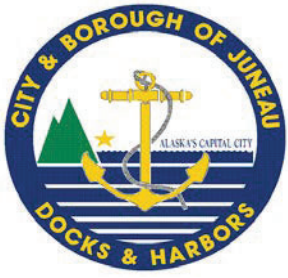
2. Preparation for 2020/21 budget and milestones

Mr. Wostmann suggested to decide if this Committee needed to meet again to be prepared for the strategic retreat and the upcoming budget cycle.

Mr. Uchtyl said the Finance Department is still auditing the FY19 books and should be finished around December 1st. The first part of January is when they give us the spreadsheet on personnel.

Ms. Larson said she already updated the organization chart from H.R. that shows how many FTE's Docks & Harbors has. Next she said she will get the Fleet replacement schedule. The Fleet replacement is where staff lists all our vehicles and we schedule out when to replace a vehicle. Money is added in our budget every year to go into our replacement schedule so we have enough money set aside when a vehicle replacement is due. When staff replaces a vehicle, we sell the old one in surplus and the money from the sale is put into the replacement funds. Ms. Larson said she will receive the budget paperwork next with all the line items in the GL298 to update with the projected numbers. She said she meets with the Harbormaster, Deputy Harbormaster, Harbors Operations Supervisor, and the Administrative Assistant III to get their recommendations or known changes on revenue and expense projections. Ms. Larson said some of the numbers are a guessing game because there are a lot of things that can change without any notice.

Mr. Wostmann said that is also where the Sub-Committee can help with insight on what they know might be happening. He asked Ms. Larson when it would be a good time for the Sub-Committee to help with the budget numbers.



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Ms. Larson said just after the New Year.

Mr. Borg said staff will be finished with the staffing study at that time as well.

Mr. Uchytel said with the turn over with the Docks staff this year, staff wanted to look at if there is a better way to schedule staff for the Docks operations. Harbors staff turns over very slowly.

Mr. Ridgway said he believes the Committee is looking at ways to help in the bigger broader terms and not minuscular things.

Mr. Wostmann said he recommended to include percentage differences on the right side of the budget documents to better see the changes.

3. Next Meeting – Next meeting was scheduled for Thursday November 7th at 3:00 pm.

Mr. Wostmann said with the final budget numbers not going to be out until mid December, he is not sure how much preparation can be accomplished before the strategic retreat on November 12th to help with the decision making.

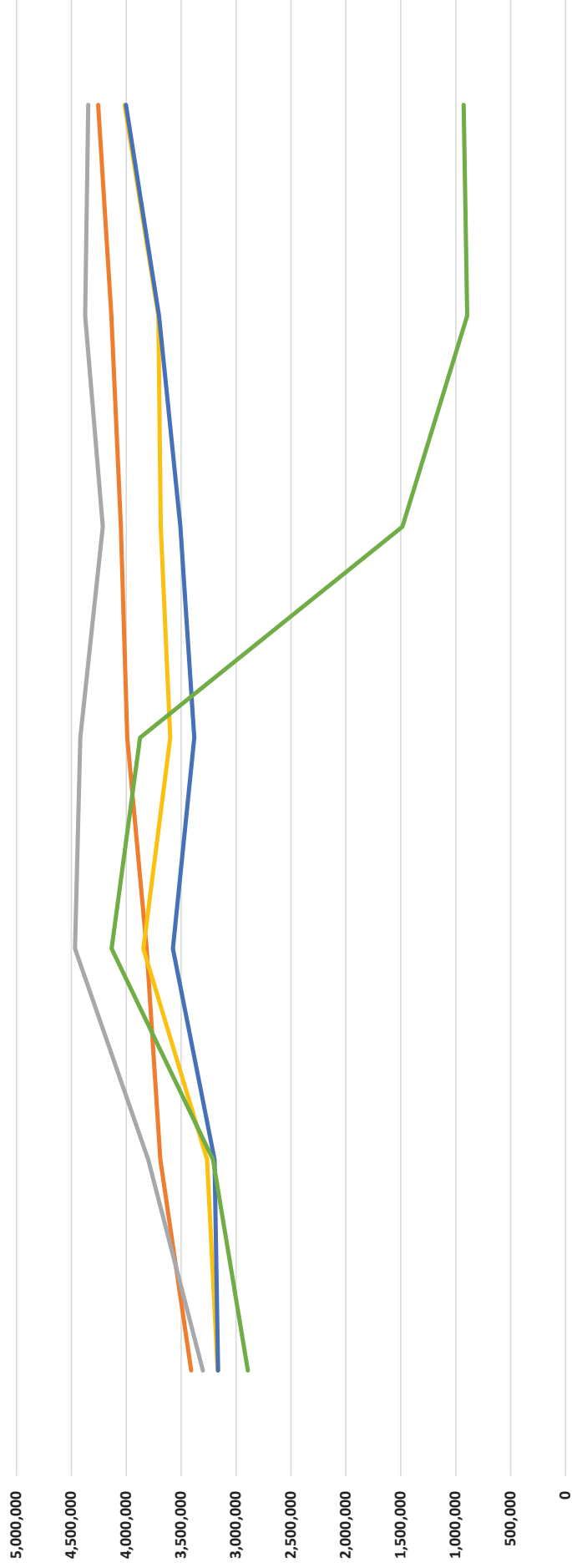
Mr. Uchytel said looking at pages 2 and 11 in the packet it shows Harbors and Docks funds are stable. However, Harbors revenue is not keeping pace with our expenditures and at some point this will need to change. The rates have not really increased in the last 10 years.

Mr. Wostmann asked to have a report showing the fees over the last 10 years.

Mr. Uchytel said he would like to look at trends on different items and will have staff work on those reports for the next meeting.

VI. Adjournment – The Finance Sub-Committee Meeting adjourned at 4:44 pm

Harbors Funds Overview

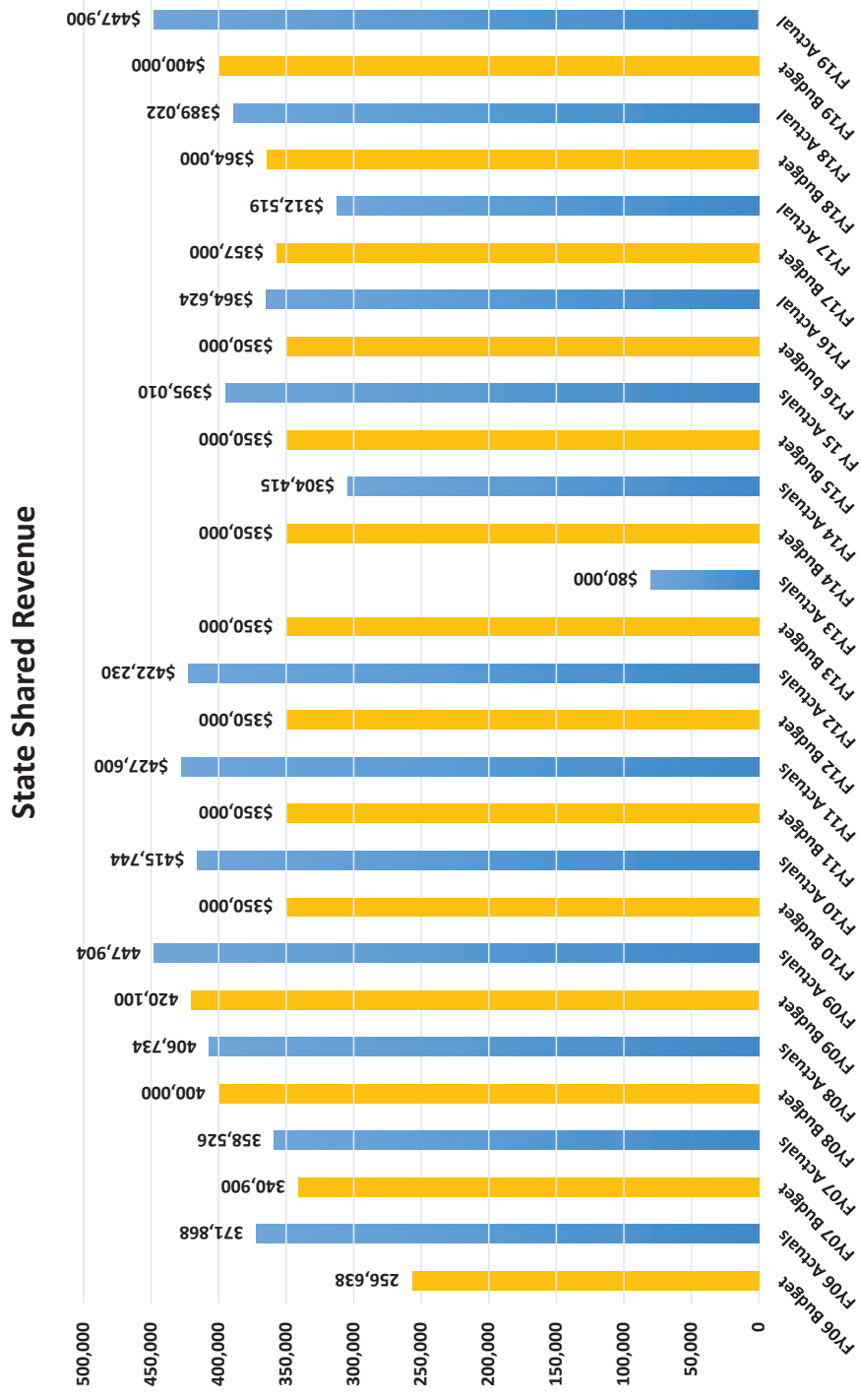


	FY13	FY14	FY15	FY16	FY17	FY18	FY19
Harbor Budget Revenue							
Harbors Actual Revenue							
Harbors Budget Expense							
Harbors Actual Expense							
Harbors Fund Balance							

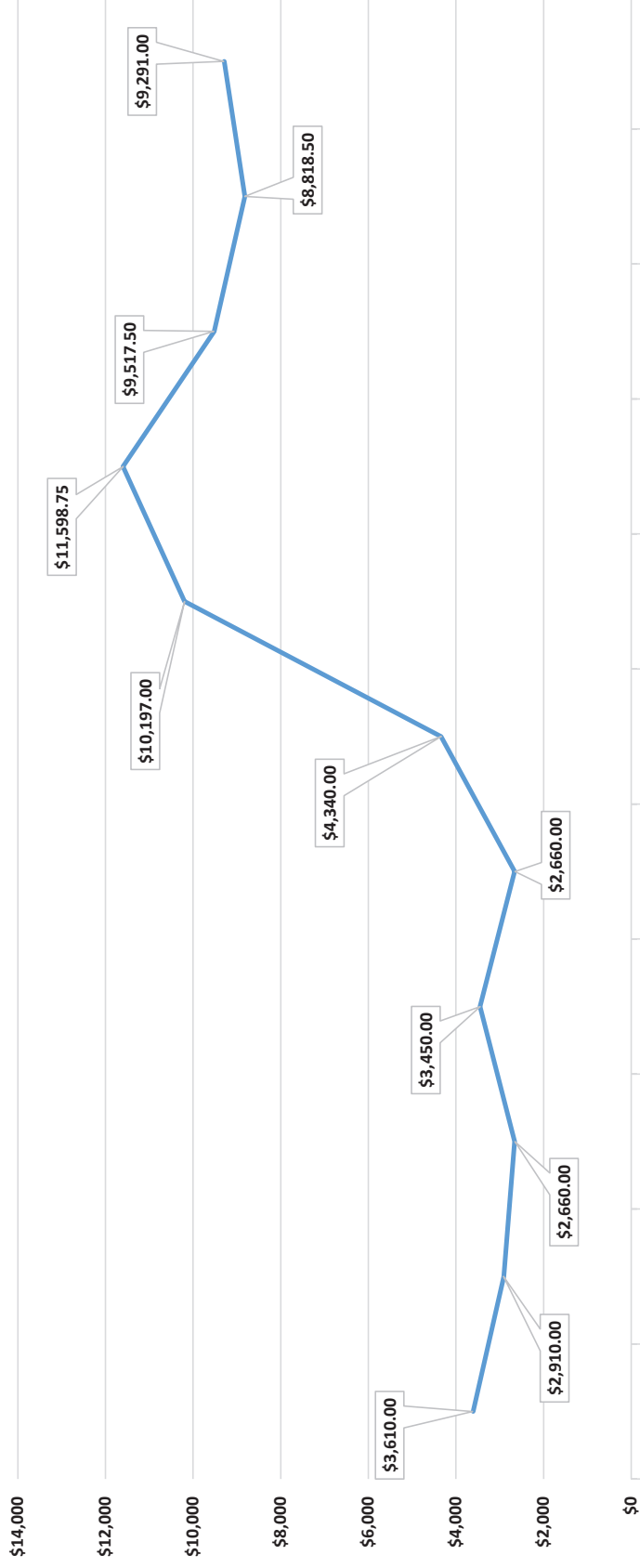
Docks Funds Overview



	FY13	FY14	FY15	FY16	FY17	FY18	FY19
Docks Budget Revenue			2,139,400	1,906,600	1,911,500	1,849,500	2,220,200
Docks Actual Revenue			1,974,600	1,946,900	1,820,000	1,828,400	1,964,484
Docks Budget Expense			1,820,000	1,392,300	1,403,500	1,436,800	1,629,300
Docks Actual Expense			1,431,592	1,188,500	1,238,600	1,454,100	1,727,600
Docks Fund Balance			2,907,240	3,531,061	4,159,525	3,098,254	4,009,076



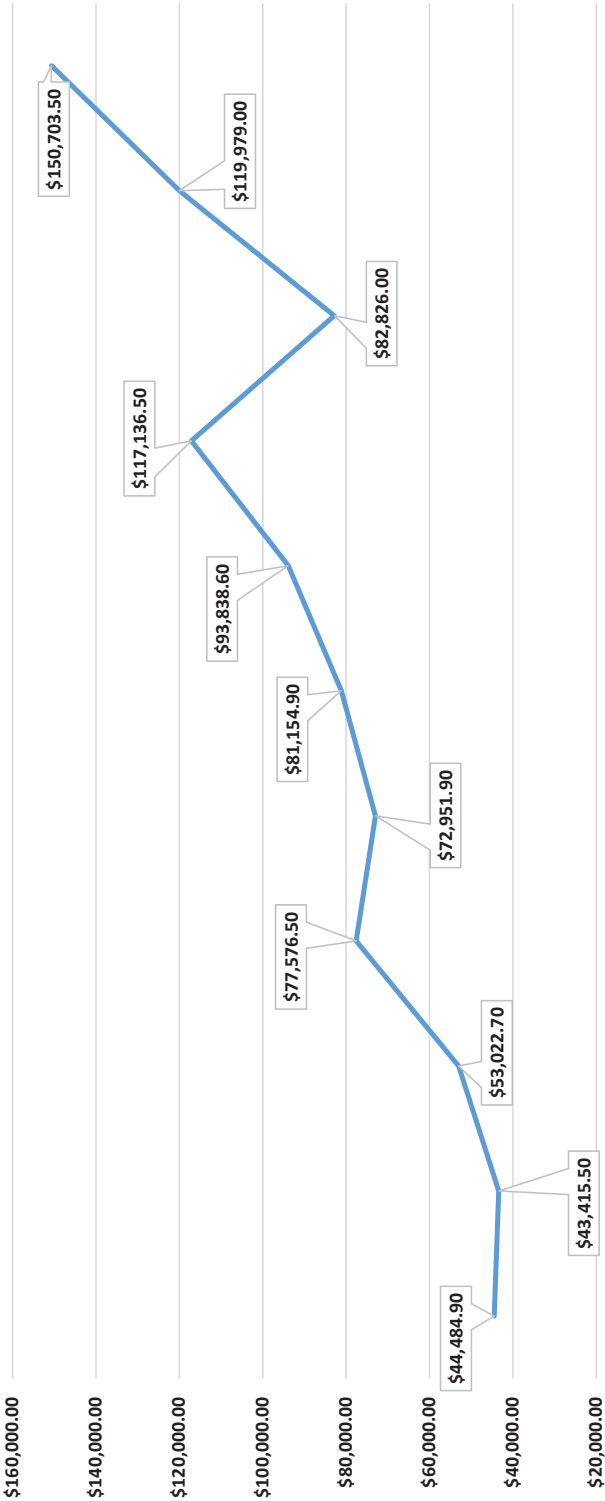
Uninspected Vessels Revenue



	18 (26)	13 (19)	11 (17)	15 (23)	10 (19)	13 (24)	16 (40)	12 (30)	10 (22)	11 (25)	10 (26)
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019

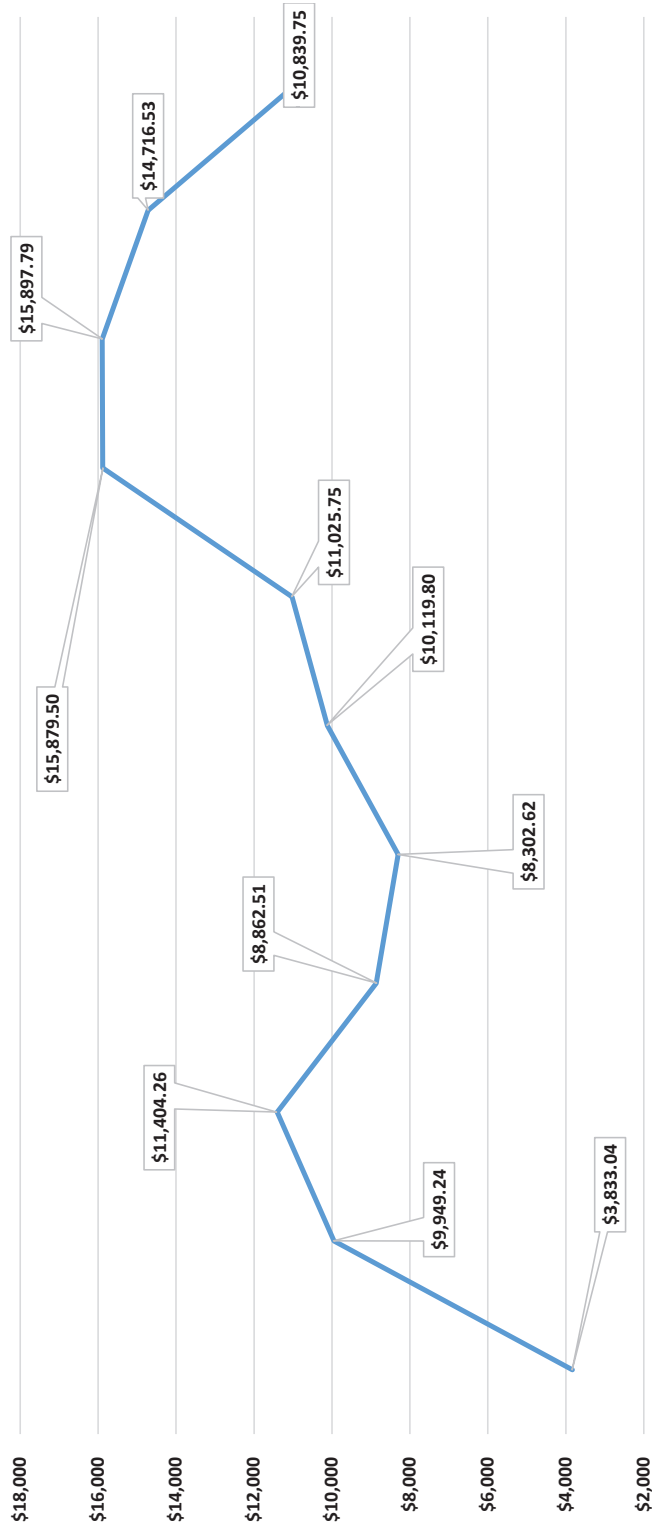
Boat Fee	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$100	\$150	\$151	\$156
*Passenger Fee	\$15	\$15	\$15	\$15	\$15	\$15	\$1.00	\$1.25	\$1.50	\$1.50	\$1.50
The amounts in () is total boats.											
- Prior to 2015, uninspected vessels were charged an annual fee of \$15 per seat in lieu of the daily passenger fee. 2015 - 2019 is a fee per passenger.											

Inspected Vessels Revenue



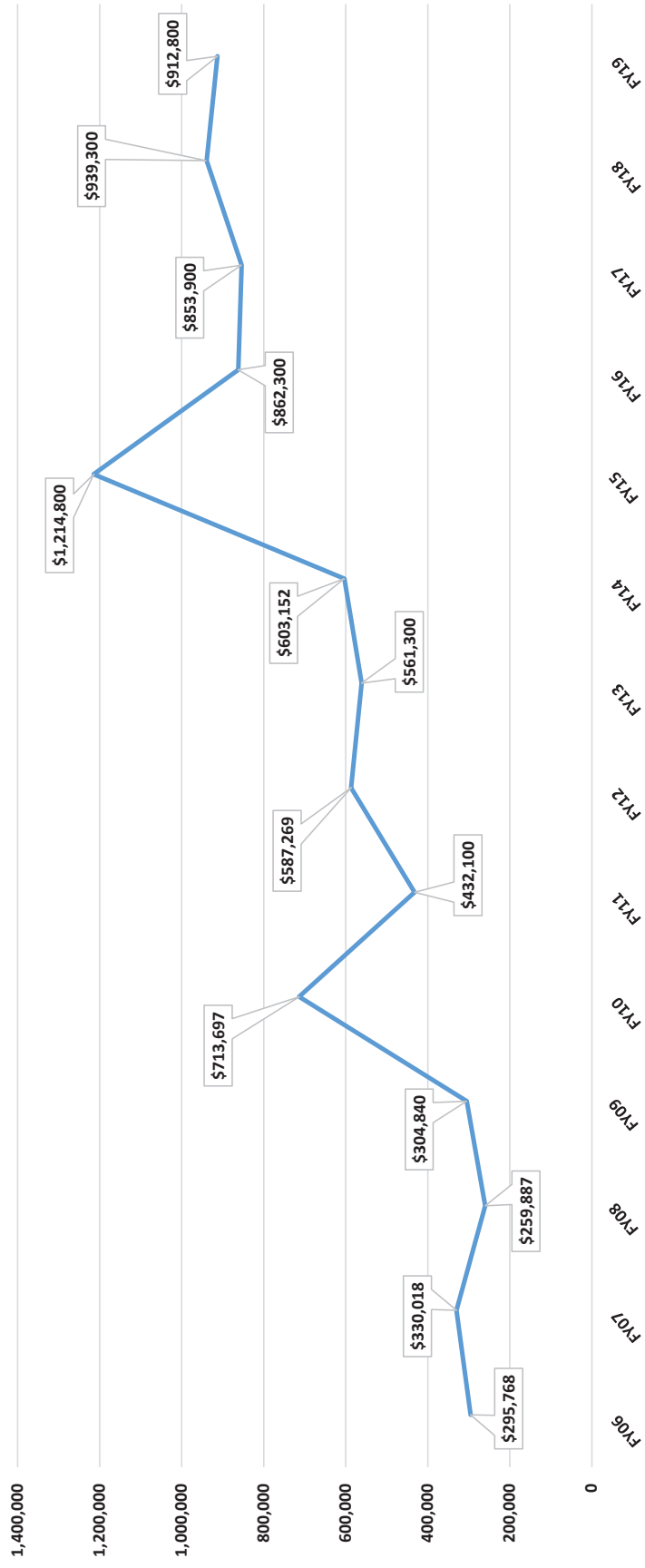
	8 (13)	9 (27)	5 (17)	7 (21)	7 (19)	7 (19)	7 (25)	7 (29)	8 (32)	9 (35)	10 (41)
	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Boat Fee	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$400	\$500	\$518	\$518
Passenger Fee	\$1.00	\$1.10	\$1.10	\$1.10	\$1.10	\$1.10	\$1.25	\$1.50	\$1.50	\$1.50	\$1.50
The amounts in () is total boats.											

Crane Fee Revenue

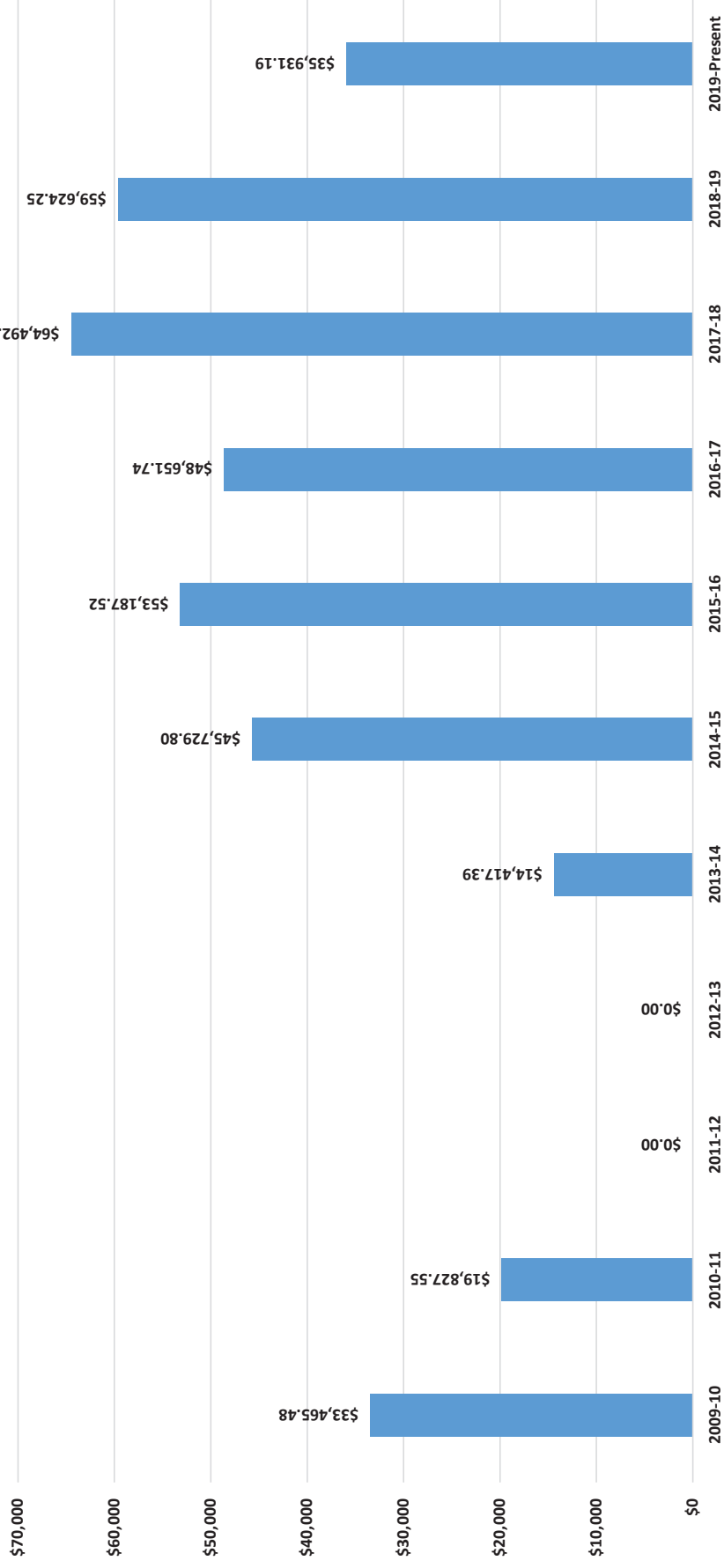


Rate	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
	\$0.25/min	\$0.25/min	\$0.25/min	\$0.25/min	\$0.25/min	\$0.25/min	\$0.25/min	\$5/15 min	\$5/15 min	\$5/15 min	\$5/15 min

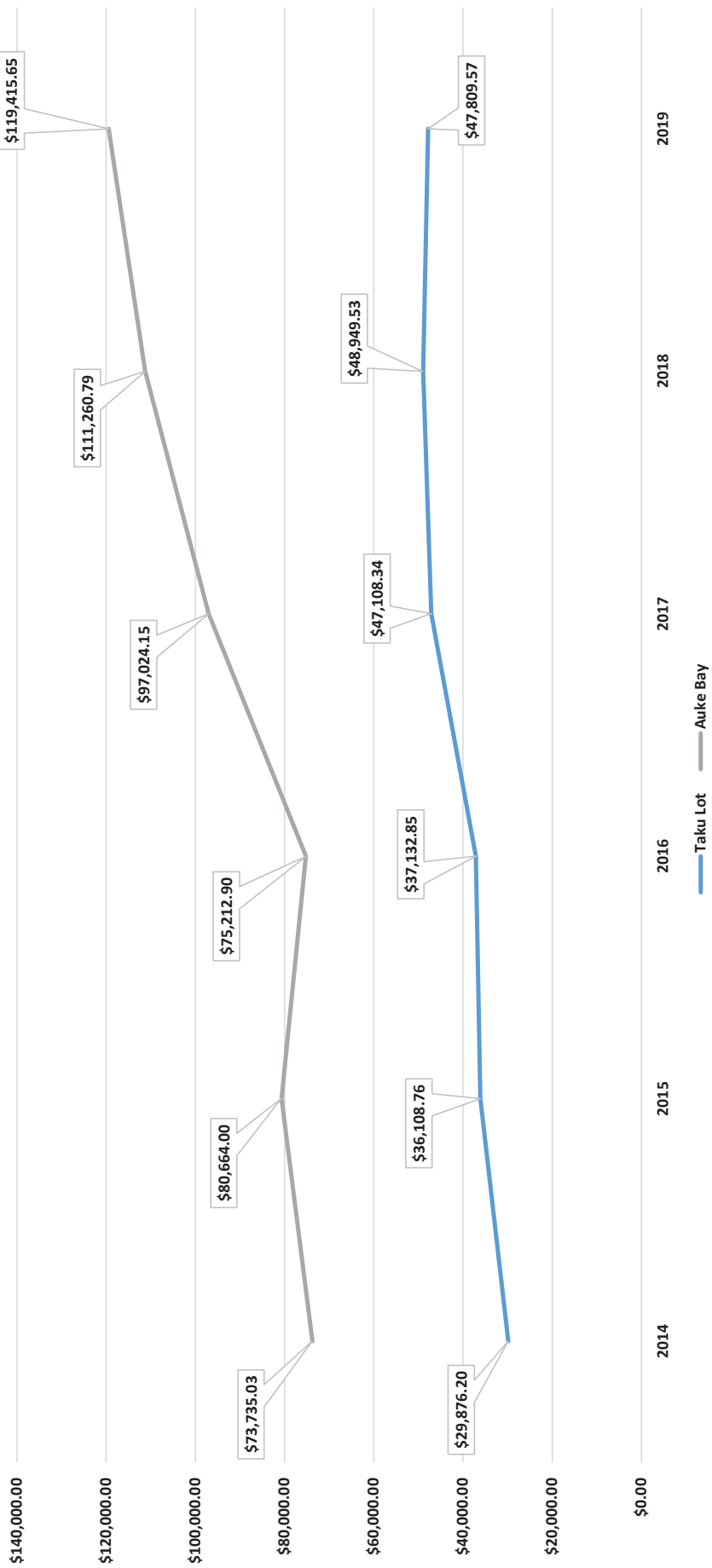
Lease Revenue Trends



Petro Marine Dock Lease Revenue - Rate \$.05/gal

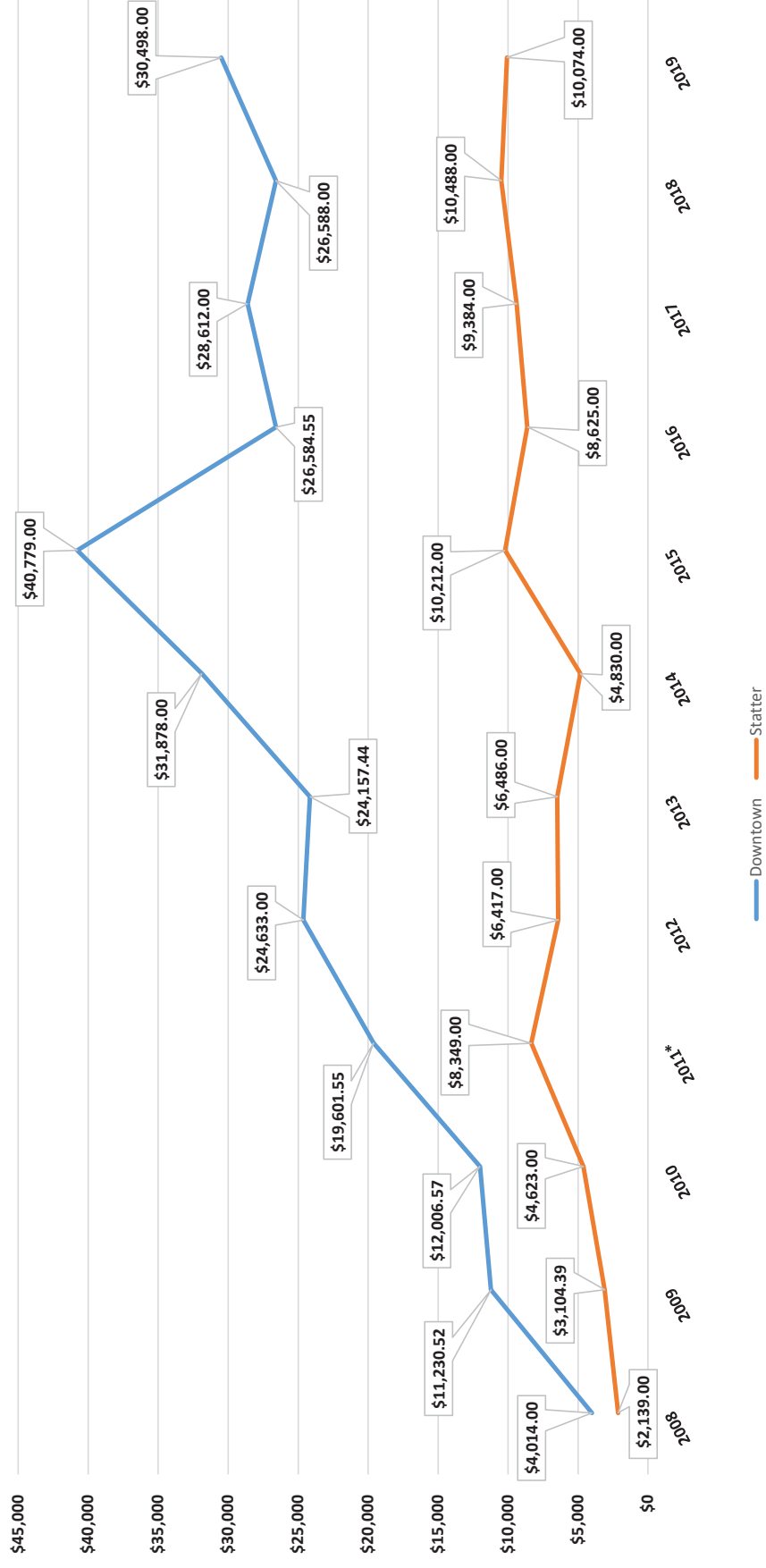


Parking Revenue



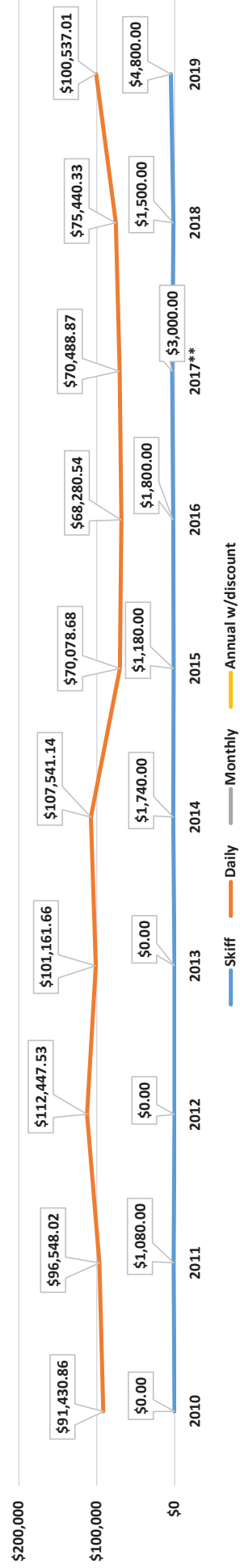
Downtown Rates	\$2/hr	max 3 hrs
Auke Bay Rates	\$1/hr	\$5/day

Liveaboard



2008 to current Liveaboard fee has remained the same at \$69. *FY11 There was an additional Liveaboard fee of \$23 implemented for over four people living on a boat. The additional fee generated \$391 in FY17, \$322 in FY18, and \$276 in FY19 and only in the downtown harbors.

Month	Current Period (Yellow)	Previous Period (Grey)
1	\$476,401.35	\$623,968.91
2	\$521,023.28	\$586,947.01
3	\$526,730.90	\$565,829.24
4	\$620,367.27	\$620,367.27
5	\$620,367.27	\$633,702.29
6	\$524,694.72	\$652,330.83
7	\$525,794.35	\$663,322.55
8	\$560,908.71	\$638,373.09
9	\$533,285.07	\$667,764.16
10	\$495,637.02	\$623,689.46
11	\$376,629.55	
12	\$376,629.55	



Rates											
Skiff	\$500.00	\$510.00	\$535.00	\$540.00	\$550.00	\$568.00	\$580.00	\$590.00	\$600.00	\$300.00	\$300.00
Daily	\$0.45	\$0.46	\$0.48	\$0.49	\$0.50	\$0.52	\$0.53	\$0.54	\$0.55	\$0.55	\$0.55
Monthly	\$3.60	\$3.70	\$3.85	\$3.90	\$3.95	\$4.08	\$4.15	\$4.20	\$4.25	\$4.25	\$472.5

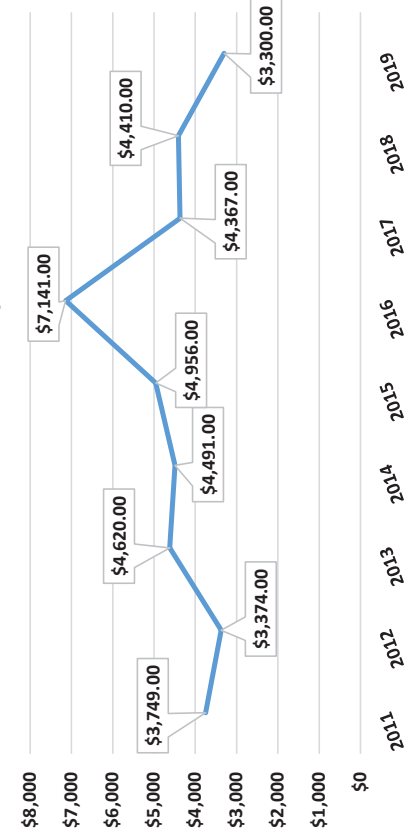
**** FY17 Changed discount - 5% for 6 month advance payment and 10% for 12 month advance payment**

Statter Moorage

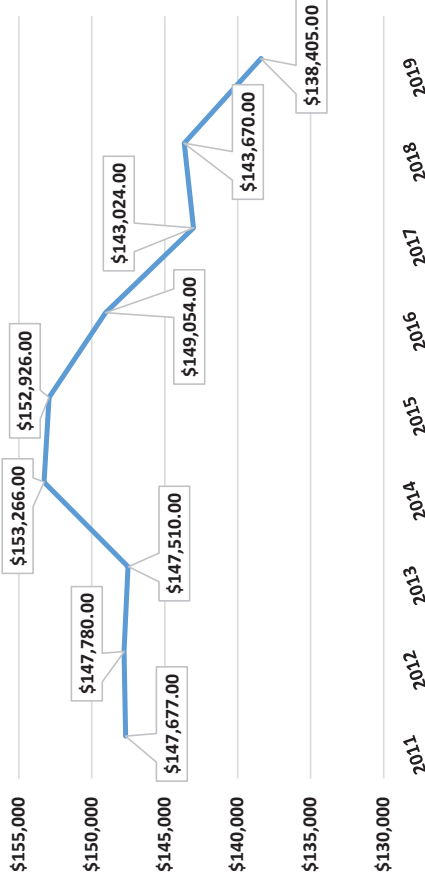
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**** FY17 Changed discount - 5% for 6 month advance payment and 10% for 12 month advance payment**

Recreational Daily



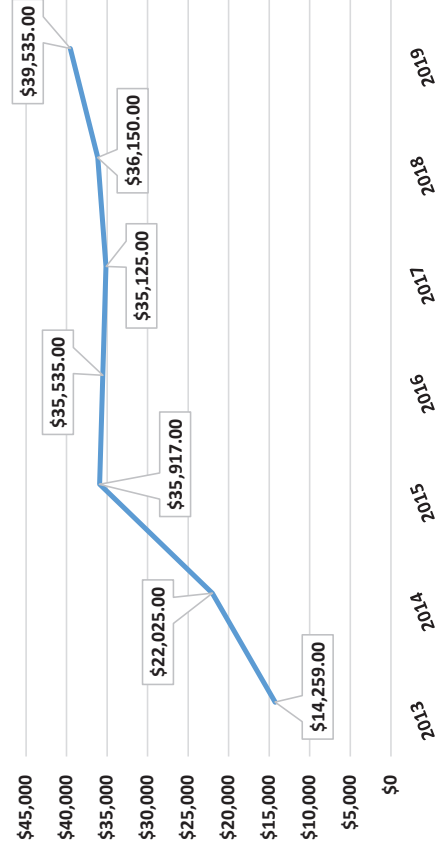
Recreational Annual



Commercial Annual

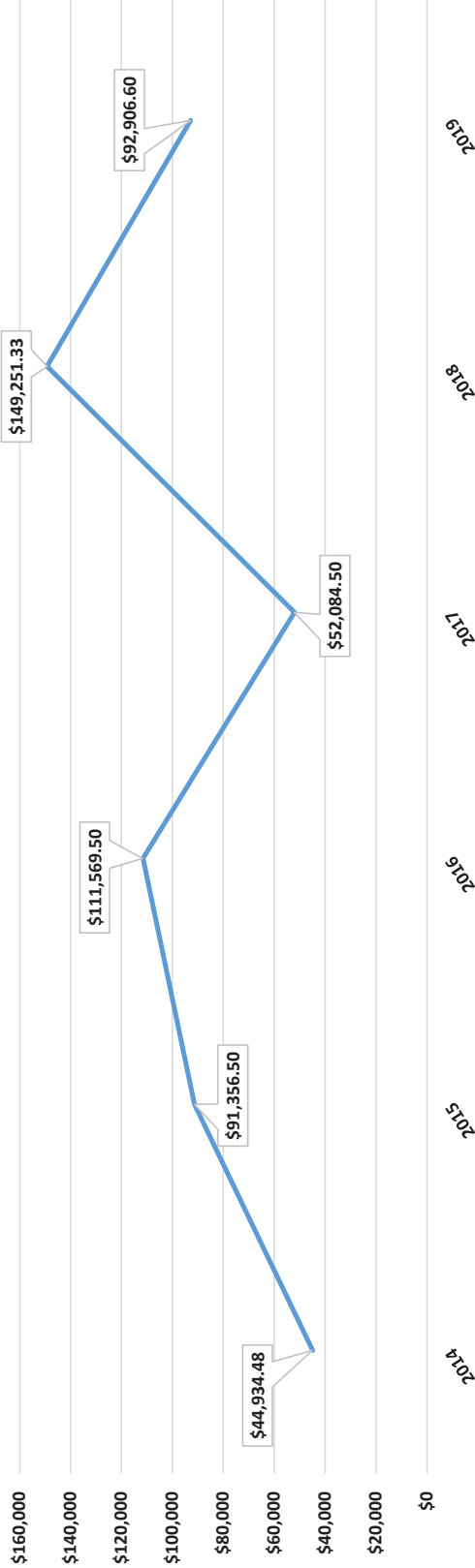


Online Permit Purchases



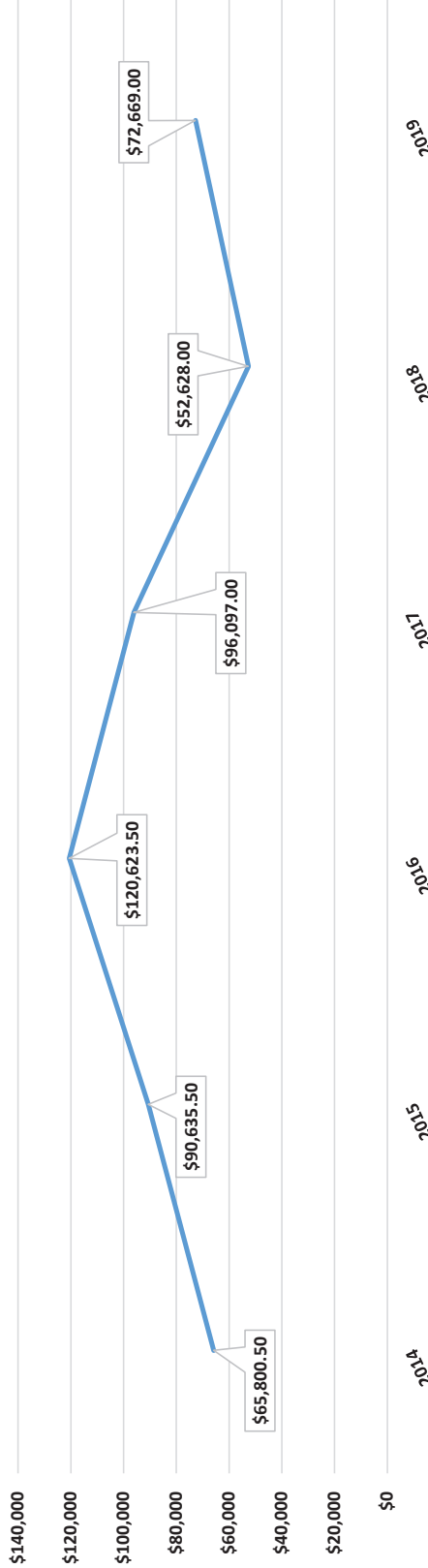
Years	Daily Rate	Annual Rate	Commercial Annual Rate
2011-2015	\$14.00	\$90.00	\$225.00
2016-2019	\$15.00	\$90.00	\$250.00

Auke Bay >65' Reserved Moorage



Auke Bay Reservation rates	
<65'	\$1.50 per foot
>65'	\$2.50 per foot
>200'	\$3.00 per foot

Downtown >65' Reserved Moorage



Downtown Reservation rates	
< 65'	\$1.50 per foot
> 65'	\$2.50 per foot
>200'	\$3.00 per foot

City and Borough of Juneau, Alaska
2015II 2007 Harbor Refunding (\$7.925M)
PREMIUM AMORTIZATION
Issue Date: 06/04/2015
Delivery Date: 06/04/2015

Period Ending	Principal	Coupon Interest	Interest Expense	Premium Amortized	Bond Balance	Unamortized Premium
6/4/2015	-	-	-	-	8,773,734	848,734
9/1/2015	-	87,508	66,260	21,141	8,752,593	827,593
3/1/2016	-	181,050	136,356	44,694	8,707,899	782,899
9/1/2016	-	181,050	135,792	45,258	8,662,641	737,641
3/1/2017	-	181,050	135,220	45,830	8,616,811	691,811
9/1/2017	-	181,050	134,640	46,410	8,570,401	645,401
3/1/2018	-	181,050	134,052	46,998	8,523,403	598,403
9/1/2018	-	181,050	133,456	47,594	8,475,808	550,808
3/1/2019	380,000	181,050	132,852	48,198	8,047,610	502,610
9/1/2019	-	171,550	129,294	42,256	8,005,354	460,354
3/1/2020	395,000	171,550	128,724	42,826	7,567,528	417,528
9/1/2020	-	161,675	124,649	37,026	7,530,502	380,502
3/1/2021	415,000	161,675	124,119	37,556	7,077,946	342,946
9/1/2021	-	151,300	119,369	31,931	7,046,015	311,015
3/1/2022	435,000	151,300	118,885	32,415	6,578,599	278,599
9/1/2022	-	140,425	113,522	26,903	6,551,696	251,696
3/1/2023	460,000	140,425	113,090	27,335	6,064,361	224,361
9/1/2023	-	135,825	107,016	28,809	6,035,552	195,552
3/1/2024	470,000	135,825	106,557	29,268	5,536,284	166,284
9/1/2024	-	124,075	99,887	24,188	5,512,096	142,096
3/1/2025	495,000	124,075	99,487	24,588	4,992,508	117,508
9/1/2025	-	111,700	92,200	19,500	4,973,008	98,008
3/1/2026	515,000	111,700	91,862	19,838	4,438,170	78,170
9/1/2026	-	98,825	83,561	15,264	4,422,906	62,906
3/1/2027	540,000	98,825	83,287	15,538	3,867,368	47,368
9/1/2027	-	85,325	74,002	11,323	3,856,044	36,044
3/1/2028	565,000	85,325	73,793	11,532	3,279,513	24,513
9/1/2028	-	71,200	63,582	7,618	3,271,895	16,895
3/1/2029	595,000	71,200	63,439	7,761	2,669,134	9,134
9/1/2029	-	56,325	52,328	3,997	2,665,137	5,137
3/1/2030	625,000	56,325	52,251	4,074	2,036,063	1,063
9/1/2030	-	40,700	40,274	426	2,035,637	637
3/1/2031	655,000	40,700	40,266	434	1,380,203	203
9/1/2031	-	27,600	27,450	150	1,380,053	53
3/1/2032	675,000	27,600	27,447	153	704,900	(100)
9/1/2032	-	14,100	14,097	3	704,898	(102)
3/1/2033	705,000	14,100	14,097	3	(105)	(105)
9/1/2033	-	-	-	-	(105)	(105)
3/1/2034	-	-	-	-	(105)	(105)
	7,925,000	4,136,108	3,287,162	848,839		
	ties to bond documents	ties to bond documents		ties to bond documents	105	

Cash Repayments

Prepaid interest received at bond sale; reduces book interest expense each year

SOURCES AND USES OF FUNDS

City and Borough of Juneau -- Refund GO 2007-3
 Alaska Municipal Bond Bank
 GO and Refunding Bonds, 2015 Series Two
 Pricing Results -- May 13, 2015

Dated Date	06/04/2015
Delivery Date	06/04/2015

Sources:

Bond Proceeds:

Par Amount	7,925,000.00
Net Premium	848,733.75
	8,773,733.75

Other Sources of Funds:

Release from Prior Debt Service Reserve	10,009.38
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8,783,743.13

Uses:

Refunding Escrow Deposits:

Cash Deposit	377.00
Open Market Purchases	8,716,978.06
	8,717,355.06

Cost of Issuance:

Bond Bank Costs of Issuance	23,563.73
Borrower Costs of Issuance	15,500.71
	39,064.44

Delivery Date Expenses:

Underwriter's Discount	24,422.79
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Other Uses of Funds:

Additional Proceeds	2,900.84
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8,783,743.13

BOND DEBT SERVICE

City and Borough of Juneau -- Refund GO 2007-3
 Alaska Municipal Bond Bank
 GO and Refunding Bonds, 2015 Series Two
 Pricing Results -- May 13, 2015

Period Ending	Principal	Coupon	Interest	Debt Service
06/30/2016			268,557.50	268,557.50
06/30/2017			362,100.00	362,100.00
06/30/2018			362,100.00	362,100.00
06/30/2019	380,000	5.000%	362,100.00	742,100.00
06/30/2020	395,000	5.000%	343,100.00	738,100.00
06/30/2021	415,000	5.000%	323,350.00	738,350.00
06/30/2022	435,000	5.000%	302,600.00	737,600.00
06/30/2023	460,000	2.000%	280,850.00	740,850.00
06/30/2024	470,000	5.000%	271,650.00	741,650.00
06/30/2025	495,000	5.000%	248,150.00	743,150.00
06/30/2026	515,000	5.000%	223,400.00	738,400.00
06/30/2027	540,000	5.000%	197,650.00	737,650.00
06/30/2028	565,000	5.000%	170,650.00	735,650.00
06/30/2029	595,000	5.000%	142,400.00	737,400.00
06/30/2030	625,000	5.000%	112,650.00	737,650.00
06/30/2031	655,000	4.000%	81,400.00	736,400.00
06/30/2032	675,000	4.000%	55,200.00	730,200.00
06/30/2033	705,000	4.000%	28,200.00	733,200.00
	7,925,000		4,136,107.50	12,061,107.50

SOURCES AND USES OF FUNDS

Alaska Municipal Bond Bank
Series 2007 III General Obligation Juneau Loan

Sources:

Bond Proceeds:

Par Amount	10,620,000.00
Premium	378,385.90

10,998,385.90

Uses:

Project Fund Deposits:

City and Borough of Juneau Loan	10,188,181.52
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Other Fund Deposits:

Debt Service Reserve Fund	753,159.38
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Delivery Date Expenses:

Underwriter's Discount	22,514.40
MBIA Bond Insurance Premium	34,530.60
	57,045.00

10,998,385.90

BOND PRICING

Alaska Municipal Bond Bank
Series 2007 III General Obligation Juneau Loan

Bond Component	Maturity Date	Amount	Rate	Yield	Price	Call Date	Call Price	Call Date for Arb Yield	Call Price for Arb Yield
Serial Bond Maturities:									
	09/01/2008	170,000	4.250%	3.780%	100.516				
	09/01/2009	240,000	4.250%	3.840%	100.831				
	09/01/2010	250,000	4.250%	3.900%	101.021				
	09/01/2011	260,000	4.250%	3.940%	101.169				
	09/01/2012	270,000	4.250%	4.000%	101.147				
	09/01/2013	285,000	4.375%	4.040%	101.801				
	09/01/2014	295,000	5.500%	4.190%	108.008				
	09/01/2015	310,000	5.500%	4.230%	108.664				
	09/01/2016	330,000	5.500%	4.270%	109.223				
	09/01/2017	345,000	5.000%	4.270%	105.952				
		2,755,000							
2022 Term Bond:	09/01/2022	2,010,000	5.000%	4.480%	104.195 C	09/01/2017	100.000	09/01/2017	100.000
2027 Term Bond:	09/01/2027	2,575,000	5.000%	4.580%	103.371 C	09/01/2017	100.000	09/01/2017	100.000
2032 Term Bond:	09/01/2032	3,280,000	5.000%	4.660%	102.717 C	09/01/2017	100.000	09/01/2017	100.000
		10,620,000							

Harbor Revenue Bond Bid Acceptance Resolution

Approval of this resolution will accept the bond purchase bids for the issuance of Harbor Revenue Bonds in the aggregate principal amount of \$10,620,000. Ordinance 2007-32(b) authorized the issuance and sale of the Revenue Bonds through the Alaska Municipal Bond Bank. The bond proceeds will be used to fund the following –

- \$ 4,200,000 Old Douglas Boat Harbor construction project
- 4,200,000 Auke Bay Loading Facility construction project
- 1,345,380 DeHart's Marina note refinancing
- * 720,205 for deposits to the reserve account
- 154,415 for issuance costs, accrued interest and rounding
- \$10,620,000 total bond issue

*The reserves would be held as additional security and applied to the final debt service payment.

Bond debt service will be repaid from Harbor Fund user fees. The Harbor Board presented a long-range plan to fund harbor improvements to the Assembly in 2005. This plan included issuing revenue bonds that would be repaid through an increase in harbor user fees. The CBJ is not pledging the full faith and credit to repay the debt. However, it is important to note that the CBJ is assuming an obligation to protect its property (referred to as a moral obligation) and through a state revenue intercept provision. The revenue intercept provision allows the Alaska Municipal Bond Bank Authority to take any State funds coming to the CBJ if the Harbor defaults on paying the debt service.

Please note that the resolution contained in the packet is not complete and has been included for reference only. The resolution information cannot be completed until the bond bids are received. The bond bids are due on the morning of June 25, 2007. The actual resolution will be submitted as a "Red Folder" item.

The Docks and Harbor Board approved this revenue bonding request on December 7, 2006. The Assembly approved the authorizing Bond Ordinance 2007-32(b) on May 14, 2007.

I recommend this resolution be adopted.