

CBJ DOCKS & HARBORS BOARD
FINANCE MEETING AGENDA
For Thursday, February 16th, 2017

- I. Call to Order** (5:00 p.m. in City Hall Conference Room 224)
- II. Roll Call** (Tom Donek, Robert Mosher, David Seng, and Weston Eiler)
- III. Approval of Agenda**

MOTION: TO APPROVE THE AGENDA AS PRESENTED OR AMENDED

- IV. Public Participation on Non-Agenda Items** (not to exceed five minutes per person, or twenty minutes total)
- V. Approval of January 19th, 2017 Finance Committee Meeting Minutes**
- VI. Consent Agenda-** None
- VII. Unfinished Business-** None
- VIII. New Business**

- 1. FTE Change Request
Presentation by the Port Director

Committee Questions

Public Comment

Committee Discussion/Action

MOTION: TO BE DETERMINED AT THE MEETING.

- 1. FY17&18 Budget
Presentation by the Port Director

Committee Questions

Public Comment

Committee Discussion/Action

MOTION: TO BE DETERMINED AT THE MEETING.

- IX. Items for Information/Discussion-** None

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X. Staff & Member Reports

XI. Committee Administrative Matters

1. Next Finance Committee Meeting- **Thursday, March 23rd, 2017**

XII. Adjournment

CBJ DOCKS & HARBORS BOARD
FINANCE MEETING MINUTES
For Thursday, January 19th, 2017

I. Call to Order

The Finance Committee Meeting was called to order at 5:00 p.m. in the CBJ Assembly Chambers.

II. Roll Call

The following members were present: Tom Donek, David Seng, and Weston Eiler.

Absent: Robert Mosher

Also present: Carl Uchytel – Port Director; David Borg – Harbormaster; Teena Larson – Administrative Officer; Mary Becker – Assembly Liason, and John Bush – Docks & Harbors Board Member.

III. Approval of Agenda

MOTION BY MR. SENG: TO APPROVE THE AGENDA AS PRESENTED.

Motion passed with no objections.

IV. Public Participation on Non-Agenda Items

William Quayle- Juneau, AK

Mr. Quayle has a pedicab business and he is asking the Board not to raise the loading zone permit rates. He would like his rate lowered because he does not carry as many passengers as a cab and he is being treated like a cab. Instead of charging more for permit fees, he suggested the Board charge more for water. His pedicab fees are \$10-\$15 and sometimes he only takes people three blocks. He offers a service from one end of the dock to the other without charging an arm and a leg. He doesn't want to charge people \$35 just to go from the docks to Juneau Drugs. He also has the City (Juneau Police Department) to contend with, and they want \$1,500 from him. He is asking the Board to lower the rate for pedicabs to \$200. He is not the only business in Juneau that does this and he's trying to make it so others can afford to get in business. He is a senior citizen and he has limited funds. He would like a rate for seniors. He wants Docks & Harbors to get some money but he doesn't want to be paying his pension.

V. Approval of October 20th, 2016 Finance Committee Meeting Minutes

MOTION BY MR. DONEK: TO APPROVE THE OCTOBER 20TH, 2016 FINANCE MEETING MINUTES AS PRESENTED AND ASKED UNANIMOUS CONSENT.

Motion passed with no objections.

VI. Consent Agenda - None

VII. Unfinished Business - None

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VIII. New Business - None

IX. Items for Information/Discussion

1. FY17 & FY18 Budget Overview

Mr. Uchytel presented an overview of the budget process. He said the City runs a biennial budget cycle, and we are on the second year of that cycle. Docks & Harbors is required by the charter to have a budget approved by the Assembly by the early part of May every year. The Finance Department helps us with the documents that the Assembly, through the Board, has to approve. We'll sit down with our budget analyst and our accountant, and Ms. Larson will put together all the documents. At some point, Bob Bartholemew will schedule a time for Docks & Harbors to present the budget to the Assembly. We'll give a Powerpoint presentation and the Assembly will typically approve the budget without question because the Board has already looked at it. Docks & Harbors actually has two budgets: the Docks budget and the Harbors budget. They don't change much from year to year. We look at how much we spent the year before and update our numbers. At the end of the fiscal year, as long as we're operating in the black and meeting our bond debts, whatever we have left over our expenses rolls into our fund balance. We've been successful the last few years of having a surplus. We also have the opportunity to adjust the current fiscal year after 5 months of data. Right now we're already into the 7th month of the fiscal year and often times we do adjust it.

Mr. Uchytel presented the Docks Staffing detail page. Money spent in FY16 for staffing was \$768,500. We're proposing \$10,000 more for FY17. The Docks staff includes about 11 full time employees. For FY18, the change is mostly only CPI adjusted for salaries. Salaries charged to Capital Projects are essentially the Port Engineer and Deputy Port Engineer's salaries. Ten percent of their time goes to harbor-type projects, but 90% of their salary comes through CIPs like Douglas Harbor or the 16B project.

Mr. Uchytel presented the Docks Revenue and Docks Expense pages. The projected total expenditures for FY17 is \$1.4 million and the projected revenue is \$1.7 million, so in FY17 we're projecting almost a \$300,000 surplus for the Docks. We expect to have more revenue from the Alaska Steamship dock when it's complete, with ships there practically every day during the cruise season. The fiscal year runs from July to the end of June, so we split our year right at the peak of our season. Mr. Uchytel highlighted some takeaways from the revenue page. The interest is \$75,900 and we get that number from the accountants. User fees are primarily for water. Cruise ship dock fees are the \$3 per linear foot. Port Maintenance Fees are the \$0.055 per net registered ton. Permit revenues are from loading zones and vendor booths. Marine Passenger Fees are what we ask from the City Manager every year, and that supports about 11% of our operations, plus money for the Port Customs Building and the Visitor's Center.

Mr. Eiler asked Mr. Uchytel to explain the salary adjustments from CPI. Are those part of collective bargaining terms or are those automatic year to year?

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Mr. Uchytel said in the last round of negotiations there were no salary step increases or cost of living adjustments, but there was a \$950 lump sum payment for full time employees and half that for seasonal employees. Employees also still get scheduled salary increases due to longevity.

Mr. Uchytel presented the FY17 and FY18 Staffing Schedules. These show the employees' pay ranges and steps. Ms. Larson reviews staffing schedules to predict step increases for the budget. Any windfall due to positions being vacant rolls into the revenues exceeding expenditures and goes into the fund balance. For example, the Aurora Harbor Operations Maintenance Supervisor (OMS) position has been vacant for nine months. Those types of vacancies are hard to account for but they're real.

Mr. Uchytel referred to the Docks Expense page. Every department has some of the same categories such as salaries, overtime, accrued leave, benefits, and workers comp. About 50% of our expenses for both the Docks Enterprise and Harbors Enterprise are for labor, and the various other expenses are listed.

Mr. Eiler asked if there are any spikes or drivers that are forcing expenses up? Is there anything putting upward pressure on the budget that the Board should be aware of?

Mr. Uchytel said we try to catch those types of things. We've tried to keep up with the growing demand for refuse disposal at Statter Harbor over the years. If we see that we exceeded the budgeted amount by 25%, we increase it for the following year. Interdepartmental fees increased by \$53,300 between FY16 and FY17. These are fees that Docks & Harbors pays the City for access to Law, HR, the Clerks, etc. The fees are determined by the Finance department. The \$225,200 appears in the Harbors Expense as well, so we're paying \$450,400 annually for access to CBJ resources.

Mr. Eiler asked what Spec & Prop is?

Mr. Uchytel answered that is specialty and property insurance, and the City gives us that number. He pointed out the Fleet Replacement Reserve. Every year we place \$9,000 from the Docks enterprise and \$18,000 from the Harbors enterprise into a pot of money to recapitalize our vehicles. We've replaced a lot of old vehicles in the last couple of years with this reserve money. We have also talked about whether we should have a deferred maintenance account. The Board can go through the Assembly and request to set aside money from the fund balance. We currently budget for \$50,000 for Repairs and \$40,000 for Contractual Services, which is for term contracts with Anchor Electric, North Pacific Erectors, etc. We've gotten by the last few years doing it this way. Mr. Uchytel said we are very cognizant about not spending money on advertising and special events. Trade magazines call all the time wanting us to advertise our facilities. We have never budgeted for it, but some harbors do. For ribbon cutting ceremonies and other community events we like to provide hot dogs, chips, and drinks. We just pass the hat for those expenses, but we could budget for it if the Board thought there was value in that.

Mr. Eiler asked what is the size of our fleet?

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Mr. Borg said we have eight pickups and four boats. We sold a boat last year and we put that money back into the fleet reserve. Anything we're selling on surplus goes into our fleet reserve fund so we have a good savings account.

Mr. Eiler asked where the funds go for repossessed vessels?

Mr. Borg said the funds go toward the balance on the account first. If there's anything beyond the account balance it goes to the Law Department, and they disburse it to the owner of the vessel. Rarely does that happen, we rarely get as much as they owe.

Mr. Uchtyl asked Mr. Borg to talk about the process for collections.

Mr. Borg said we are estimating a little over \$50,000 in accounts we've sent to the CBJ Collections Department this year. We pay a certain amount for the service they provide us, and we are working on figuring out how much we get back if a harbor customer goes to the City Collections office to pay their bill. The debt falls off after seven years, but we still maintain it on our books so if an individual comes into the harbor office after several years, we can collect the money at the counter. Our computer records go back to 2006, and once in awhile we get some money back.

Mr. Uchtyl presented the Harbors Staffing detail. We have about 18 full time employees. The total expense was \$1,687,300 in FY16 and we're projecting \$1.7 million for FY17. It may be less than that because the Aurora Harbor OMS position has not been filled. The total Harbor revenues in FY16 were \$4,277,685 and we've projected about \$4 million for FY17. We've collected \$1.7 million to date. We're projecting \$4.1 million for FY18. The total expenditures for Harbors in FY16 were \$3,183,044 and we're projecting \$3.3 million for FY17. We made \$1,094,641 last year, and we're projecting about \$700,000 for this fiscal year. Part of that is a windfall we had due to refinancing a bond. Mr. Uchtyl pointed out the State Shared Revenues on the Harbors revenue page. The projected \$312,000 for FY17 is the raw fish tax we have received this fiscal year, which is down from \$364,624 the previous year. We get that revenue from Alaska Glacier Seafoods and Taku Smokeries because they process fish at those locations. He pointed out Bad Debt and said it is a revenue because we write it off the books. We sent \$41,804 to collections in FY16. A few years ago we wrote off approximately \$250,000 because we had past due accounts lingering for 6-7 years. Our books are much better now. Mr. Uchtyl said the categories for Harbors expenses are the same as the categories for Docks expenses.

Mr. Eiler asked Mr. Uchtyl to explain Bank Card Fees.

Mr. Uchtyl said we pay 2-3% for the ability to accept credit cards.

Mr. Bush asked if we add that to the customer's fee?

Mr. Uchtyl said we do not, that's the cost of customer service.

Mr. Eiler asked what are Materials and Commodities?

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Mr. Uchtyl said that's a catch-all category. When somebody buys lumber, paint, etc. they categorize what it is and usually either call it commodities or repairs. That's one aspect of the accounting system that's not well defined yet.

Mr. Borg said we are working hard to narrow that down and see these numbers improve.

Mr. Uchtyl said we have implemented an asset management tool called Lucy in the last year, and within that we're establishing better controls on what it costs to maintain a float and how much time we're spending plowing North Douglas. All those things will help us have greater insight in where our costs are. Erich Schaal, the Deputy Port Engineer can come give the Board an update on Lucy.

Mr. Eiler asked what the process will be going forward. Will this be back before the committee?

Mr. Uchtyl said we will meet with our accountant in the Finance department and update the numbers. We don't expect the budget will change much. It will come back to the Finance Committee and then go to the full Board for approval in February. Bob Bartholomew will schedule an Assembly Finance Committee meeting for final approval.

Mr. Seng said he understands conceptually what Interdepartmental Expenses are about. Is Maintenance- Software separate from the CBJ MIS Department?

Mr. Uchtyl said yes, that would be the CAD programs, the Lucy program, our keycard system, and other applications that MIS does not provide to us. We have certain unique software programs that are not standard through the CBJ.

Committee Discussion/Public Comment

William Quayle- Juneau, AK

Mr. Quayle asked if the Board is going to do anything about the pedicab situation?

Mr. Eiler said this agenda item is regarding the budget.

Mr. Quayle said pedicabs are part of the budget because people are paying for fees. Docks & Harbors is getting plenty of money already. If we want more money we should charge \$0.50 more for water.

X. Staff & Member Reports

Mr. Uchtyl said it's been a successful couple of days of open studio at the Yacht Club and we've got a lot of good input from many sectors of the maritime public. We will tie it up tonight at 6:30pm. We'll give a brief at the Board Meeting next week. We're going to do a tour of the new cruise ship dock project next Wednesday. It will start at 11:15am and be done by noon so we can move right into the next Harbor Fee Review Committee Meeting. The intent is to get the

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Assembly to understand all the great things we do in Docks & Harbors. On the 6th of February at 6:00pm there is a scheduled Committee of the Whole Joint Meeting with the Assembly. We'll talk about several items, but primarily the City Manager wanted to invite UAS so we can talk about the application for the Auke Bay Marine Station.

XI. Committee Administrative Matters

Next Finance Committee Meeting- **Thursday, February 16th, 2017**

XII. Adjournment - The Finance Committee Meeting adjourned at 5:50pm.

**Dock
Staffing Detail**

**FY16 Amended = FY16
Adopted except for
changes approved
through HR**

**Update these columns Update these columns
Round all numbers to the nearest \$100.**

CLASS TITLE:

Port Director
Harbormaster
Administrative Officer
Engineer/Architect I, II
Administrative Assistant II & III
Ops Maintenance Supervisor
Senior Harbor Officer
Harbor Officer
Harbor Technician
Overtime
Benefits
Salaries Charge to Capital Projects
Totals

FY16 Amended		FY17 Proposed		FY18 Proposed		
No.	Salary & Benefits <u>Budget</u>	No.	Salary & Benefits <u>Budget</u>	No.	Salary & Benefits <u>Budget</u>	
<u>Pos.</u>		<u>Pos.</u>		<u>Pos.</u>		
0.50	\$ 62,200	0.50	\$ 61,900	0.50	\$ 64,400	
0.50	45,300	0.50	46,600	0.50	48,000	
0.50	32,400	0.50	32,800	0.50	33,600	
3.05	274,800	3.05	281,600	3.05	282,300	
0.71	27,500	0.71	28,400	0.71	28,900	
-	-	-	-	-	-	
0.50	38,600	0.50	32,800	0.50	33,700	
2.00	106,000	2.00	105,500	2.00	106,800	
3.00	116,700	3.00	117,600	3.00	117,200	
-	10,000	-	10,000	-	10,000	
-	397,400	-	393,600	-	396,000	
-	(342,400)	-	(332,300)	-	(333,100)	Must agree
10.76	\$ 768,500	10.76	\$ 778,500	10.76	\$ 787,800	

DOCKSREV Bi ennial Budget FY18

1/17/2017

8:03

Page 1

Account	Description	FY16 Actuals	FY17 Amd Budget	FY17 5mos Actuals	FY17 Proj Actuals	FY18 Approved	FY18 Revised
531010101	Docks Non-operational						
4800-0000	Interest income in Lawson	(60,181.00)	(75,900.00)			(75,900.00)	(75,900.00)
	Investment&Intrst Income Total	(60,181.00)	(75,900.00)			(75,900.00)	(75,900.00)
	Grand Total	(60,181.00)	(75,900.00)			(75,900.00)	(75,900.00)

DOCKSREV Bi ennial Budget FY18

1/17/2017

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Account	Description	FY16 Actuals	FY17 Amd Budget	FY17 5mos Actuals	FY17 Proj Actuals	FY18 Approved	FY18 Revised
531520101	Dock Operations						
4300-0000	User fees	(138,403.00)	(150,000.00)	(78,913.00)	(150,000.00)	(150,000.00)	(150,000.00)
4300-0034	Cruiseship Dock Fees	(485,541.00)	(475,000.00)	(260,503.00)	(475,000.00)	(475,000.00)	(475,000.00)
4300-0035	Maintenance Port Fees	(458,222.00)	(450,000.00)	(240,761.00)	(450,000.00)	(450,000.00)	(450,000.00)
	Charges for Services Total	(1,082,166.00)	(1,075,000.00)	(580,177.00)	(1,075,000.00)	(1,075,000.00)	(1,075,000.00)
4410-0000	Permit revenues	(321,805.00)	(400,000.00)	(1,144.00)	(350,000.00)	(400,000.00)	(400,000.00)
	Licenses, Permits, Fees Total	(321,805.00)	(400,000.00)	(1,144.00)	(350,000.00)	(400,000.00)	(400,000.00)
4950-0225	Marine passenger fee	(317,604.00)	(287,600.00)	(119,835.00)	(287,600.00)	(287,600.00)	(287,600.00)
	Trnfrs from Other Funds Total	(317,604.00)	(287,600.00)	(119,835.00)	(287,600.00)	(287,600.00)	(287,600.00)
	Grand Total	(1,721,575.00)	(1,762,600.00)	(701,156.00)	(1,712,600.00)	(1,762,600.00)	(1,762,600.00)

DOCKSREV Bi ennial Budget FY18

1/17/2017

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Account	Description	FY16 Actuals	FY17 Amd Budget	FY17 5mos Actuals	FY17 Proj Actuals	FY18 Approved	FY18 Revised
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DOCKSREV Bi ennial Budget FY18

531520150 Dock Operating Grants

Docks Expense

		FY16	FY17 Amd	FY17 5mos	FY17 Proj	FY18	FY18
		Actuals	Budget	Actuals	Actuals	Approved	Revised
531520101	Dock Operations						
Account	Description						
	Administration						
5110-0000	Salaries	443,561.00	434,800.00	261,449.00	434,800.00	441,900.00	441,900.00
5111-0000	Overtime	11,247.00	10,000.00	9,712.00	10,000.00	10,000.00	10,000.00
5116-0000	Accrued leave	55,701.00		31,902.00			
5120-0000	Benefits	269,933.00	258,000.00	161,387.00	258,000.00	260,200.00	260,200.00
5130-0000	Workers compensation	9,504.00	15,700.00	6,540.00	15,700.00	15,700.00	15,700.00
5140-0000	Engineering workforce	61.00		6.00			
	Total Personnel	790,007.00	718,500.00	470,996.00	718,500.00	727,800.00	727,800.00
	Commodities & Services						
5200-0000	Business travel	2,016.00	5,000.00	421.00	5,000.00	5,000.00	5,000.00
5201-0000	Mileage	356.00	500.00	316.00	500.00	500.00	500.00
5202-0000	Travel and training	11,235.00	6,500.00	4,663.00	6,500.00	6,500.00	6,500.00
5205-0000	Contractual training	1,310.00					
5390-0000	Contractual services	18,005.00	40,000.00	20,984.00	40,000.00	40,000.00	40,000.00
5394-0000	Interdepartmental	171,900.00	225,200.00	69,790.00	225,200.00	225,200.00	225,200.00
5350-0000	Landscape division charges	45,000.00	45,000.00	18,750.00	45,000.00	45,000.00	45,000.00
5397-0000	Bank card fees	869.00	1,600.00	886.00	1,600.00	1,600.00	1,600.00
5322-0000	Advertising	1,817.00	3,500.00	541.00	3,500.00	3,500.00	3,500.00
5320-0000	Printing	7,390.00	5,500.00	4,020.00	5,500.00	5,500.00	5,500.00
5370-0000	Spec & Prop	64,723.00	73,700.00	30,710.00	73,700.00	73,700.00	73,700.00
5375-0000	General Liab, Auto & EE Pract Ins	996.00	3,900.00	1,625.00	3,900.00	3,900.00	3,900.00
5340-0000	Repairs	31,183.00	50,000.00	4,922.00	50,000.00	50,000.00	50,000.00
5344-0000	Maintenance - buildings	4,685.00	2,000.00		2,000.00	2,000.00	2,000.00
5345-0000	Building maint division charges	14,098.00	7,500.00	9,149.00	10,000.00	7,500.00	7,500.00
5363-0000	Equipment maint - non-fleet	1,552.00		375.00			
5330-0000	Rents	60,225.00	63,500.00	29,838.00	63,500.00	64,000.00	64,000.00
5360-0000	Equipment rentals	3,373.00	3,500.00	703.00	3,500.00	3,500.00	3,500.00
5362-0000	Fleet replacement reserve	9,000.00	9,000.00	3,750.00	9,000.00	9,000.00	9,000.00
5310-0000	Telephone	31.00		151.00	500.00		
5332-0000	Electricity	36,252.00	22,000.00	9,131.00	22,000.00	22,000.00	22,000.00

5333-0000	Fuel oil & propane	39.00					
5334-0000	Refuse disposal	17,784.00	20,000.00	9,468.00	20,000.00	20,000.00	20,000.00
5335-0000	Water service	54,340.00	65,000.00	56,874.00	70,000.00	70,000.00	70,000.00
5336-0000	Wastewater service	3,457.00	2,000.00	798.00	2,000.00	2,000.00	2,000.00
5380-0000	Dues and subscriptions	1,175.00	3,200.00	2,288.00	3,200.00	3,200.00	3,200.00
5481-0000	Postage and parcel post	663.00	200.00	525.00	750.00	200.00	200.00
5480-0000	Office supplies	2,649.00	2,000.00	294.00	2,000.00	2,000.00	2,000.00
5488-0000	Uniforms and safety equipment	10,524.00	6,500.00	136.00	6,500.00	6,500.00	6,500.00
5490-0000	Materials and commodities	21,910.00	25,000.00	8,866.00	25,000.00	25,000.00	25,000.00
5492-0000	Gasoline and oil		200.00		200.00	200.00	200.00
5491-0000	Safety programs and equipment	3,533.00	1,000.00	165.00	1,000.00	1,000.00	1,000.00
5496-0000	Minor equipment	1,905.00	5,000.00	9,206.00	10,000.00	5,000.00	5,000.00
5497-0000	Minor furniture and fixtures	8,119.00	4,000.00	601.00	3,000.00	3,000.00	3,000.00
5498-0000	Minor Software	750.00	1,500.00		1,500.00	1,500.00	1,500.00
	Total Commodities & Services	612,864.00	703,500.00	299,946.00		708,000.00	708,000.00
	Capital Outlay						
5510-0000	Vehicles and equipment	(6,015.00)	10,000.00	11,125.00	12,000.00	10,000.00	10,000.00
	Total Capital Outlay	(6,015.00)	10,000.00	11,125.00		10,000.00	10,000.00
	Debt Service						
	Transfers Out						
	Reimbursable Expenses						
7001-0000	Reimbursable Expense - Internal	(11,004.00)	(11,000.00)	(4,585.00)	(11,000.00)	(11,000.00)	(11,000.00)
	Total Reimbursable Expenses	(11,004.00)	(11,000.00)	(4,585.00)	(11,000.00)	(11,000.00)	(11,000.00)
	Total Expenditures	1,385,852.00	1,421,000.00	777,482.00		1,434,800.00	1,434,800.00

531520150	Dock Operating Grants	FY16	FY17 Amd	FY17 5mos	FY17 Proj	FY18	FY18
Account	Description	Actuals	Budget	Actuals	Actuals	Approved	Revised
	Administration						
	Commodities & Services						
	Capital Outlay						
	Debt Service						
	Transfers Out						
	Reimbursable Expenses						
DOCKSEXP	Bi	ennial Budget	FY18				
1/17/2017							
8:02							
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531520201	CIP Engineers-Dock	FY16	FY17 Amd	FY17 5mos	FY17 Proj	FY18	FY18
Account	Description	Actuals	Budget	Actuals	Actuals	Approved	Revised
	Administration						
5110-0000	Salaries	9,785.00	272,300.00	6,570.00		272,900.00	272,900.00
5116-0000	Accrued leave	28,389.00		10,233.00			
5120-0000	Benefits	17,134.00	120,000.00	7,439.00		120,200.00	120,200.00
5141-0000	All other workforce		(332,300.00)			(333,100.00)	(333,100.00)
	Total Personnel	55,308.00	60,000.00	24,242.00		60,000.00	60,000.00
	Commodities & Services						
5201-0000	Mileage	1,166.00		569.00			
	Total Commodities & Services	1,166.00		569.00			
	Capital Outlay						
	Debt Service						
	Transfers Out						
	Reimbursable Expenses						
	Total Expenditures	56,474.00	60,000.00	24,811.00		60,000.00	60,000.00

**Harbors
Staffing Detail**

**FY16 Amended = FY16
Adopted except for
changes approved
through HR**

**Update these columns Update these columns
Round all numbers to the nearest \$100.**

CLASS TITLE:

	FY16 Amended		FY17 Proposed		FY18 Proposed	
	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget	No. Pos.	Salary & Benefits Budget
Port Director	0.50	\$ 62,200	0.50	\$ 61,900	0.50	\$ 64,400
Harbormaster	0.50	45,200	0.50	46,600	0.50	48,000
Admin Officer	0.50	32,400	0.50	32,800	0.50	33,600
Administrative Assistant I & III	4.71	208,900	4.71	213,600	4.71	216,100
Sr. Harbor Officer	0.50	38,600	0.50	32,800	0.50	33,700
Operations Maintenance Supervisor	2.00	168,900	2.00	171,600	2.00	171,200
Harbor Officer I	6.00	370,800	7.00	445,700	7.00	456,600
Harbor Technicians	2.00	76,400	1.00	41,000	1.00	40,800
Engineer/Architect I, II	0.20	20,700	0.20	21,400	0.20	21,500
Laborers	0.76	28,300	0.76	28,200	0.76	28,100
Overtime	-	25,000	-	25,000	-	25,000
Benefits	-	609,900	-	615,600	-	621,200
Total	17.67	\$ 1,687,300	17.67	\$ 1,736,200	17.67	\$ 1,760,200

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Account	Description	FY16 Actuals	FY17 Amd Budget	FY17 5mos Actuals	FY17 Proj Actuals	FY18 Approved	FY18 Revised
530010101	Harbors Non-operational						
4700-0000	Cash over/short	(100.00)					
4799-0000	Miscellaneous revenue		(10,000.00)			(10,000.00)	(10,000.00)
	Other Revenues Total	(100.00)	(10,000.00)			(10,000.00)	(10,000.00)
4800-0000	Interest income in Lawson	(140,682.00)	(40,900.00)			(40,900.00)	(40,900.00)
	Investment&Intrst Income Total	(140,682.00)	(40,900.00)			(40,900.00)	(40,900.00)
	Grand Total	(140,782.00)	(50,900.00)			(50,900.00)	(50,900.00)

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Account	Description	FY16 Actuals	FY17 Amd Budget	FY17 5mos Actuals	FY17 Proj Actuals	FY18 Approved	FY18 Revised
530510101	Harbor Operations						
4013-0000	State shared revenues	(364,624.00)	(357,000.00)		(312,519.00)	(364,000.00)	(364,000.00)
	State Revenue Total	(364,624.00)	(357,000.00)		(312,519.00)	(364,000.00)	(364,000.00)
4300-0000	User fees	(2,981,077.00)	(2,870,000.00)	(1,437,302.00)	(2,900,000.00)	(2,950,000.00)	(2,950,000.00)
	Charges for Services Total	(2,981,077.00)	(2,870,000.00)	(1,437,302.00)	(2,900,000.00)	(2,950,000.00)	(2,950,000.00)
4450-0001	Minor Violations	(22,920.00)	(20,000.00)	(20,589.00)	(25,000.00)	(20,000.00)	(20,000.00)
	Fines and Forfeitures Total	(22,920.00)	(20,000.00)	(20,589.00)	(25,000.00)	(20,000.00)	(20,000.00)
4570-0000	Land lease revenue	(862,308.00)	(850,000.00)	(322,040.00)	(850,000.00)	(850,000.00)	(850,000.00)
	Rentals & Leases Rev Total	(862,308.00)	(850,000.00)	(322,040.00)	(850,000.00)	(850,000.00)	(850,000.00)
4720-0000	Bad debts	(41,804.00)	100,000.00		50,000.00	100,000.00	100,000.00
	Other Revenues Total	(41,804.00)	100,000.00			100,000.00	100,000.00
4800-0000	Interest income in Lawson	(198.00)		(577.00)			
4800-0402	AR interest and fines	(4,754.00)		(746.00)			
	Investment&Intrst Income Total	(4,952.00)		(1,323.00)			
	Grand Total	(4,277,685.00)	(3,997,000.00)	(1,781,254.00)		(4,084,000.00)	(4,084,000.00)

Harbors Expense

530510101	Harbor Operations	FY16	FY17 Amd	FY17 5mos	FY17 Proj	FY18	FY18
Account	Description	Actuals	Budget	Actuals	Actuals	Approved	Revised
	Administration						
5110-0000	Salaries	906,811.00	1,095,600.00	343,621.00	1,095,600.00	1,114,000.00	1,114,000.00
5111-0000	Overtime	24,236.00	25,000.00	13,035.00	25,000.00	25,000.00	25,000.00
5116-0000	Accrued leave	104,388.00		42,291.00			
5120-0000	Benefits	544,292.00	599,900.00	215,262.00	599,900.00	605,500.00	605,500.00
5130-0000	Workers compensation	9,600.00	15,700.00	6,540.00	15,700.00	15,700.00	15,700.00
5140-0000	Engineering workforce	110.00					
5150-0000	CBJ Overhead	1,055.00					
	Total Personnel	1,590,492.00	1,736,200.00	620,749.00		1,760,200.00	1,760,200.00
	Commodities & Services						
5200-0000	Business travel	1,139.00	3,500.00	421.00	3,500.00	3,500.00	3,500.00
5201-0000	Mileage	525.00	600.00	151.00	600.00	600.00	600.00
5202-0000	Travel and training	10,561.00	7,000.00	6,907.00	7,000.00	7,000.00	7,000.00
5205-0000	Contractual training	838.00	1,000.00	88.00	1,000.00	1,000.00	1,000.00
5342-0000	Maintenance contracts		500.00		500.00	500.00	500.00
5347-0000	Maintenance - software		2,000.00		2,000.00	2,000.00	2,000.00
5390-0000	Contractual services	193,751.00	200,000.00	131,231.00	200,000.00	200,000.00	200,000.00
5391-0000	Janitorial services	312.00					
5394-0000	Interdepartmental	171,804.00	225,200.00	117,875.00	225,200.00	225,200.00	225,200.00
5397-0000	Bank card fees	63,090.00	65,000.00	38,883.00	65,000.00	65,000.00	65,000.00
5322-0000	Advertising	3,988.00	3,500.00	208.00	3,500.00	3,500.00	3,500.00
5320-0000	Printing	4,554.00	3,000.00	813.00	3,000.00	3,000.00	3,000.00
5370-0000	Spec & Prop	64,723.00	73,600.00	30,665.00	73,600.00	73,600.00	73,600.00
5375-0000	General Liab, Auto & EE Pract Ins	996.00	4,000.00	1,665.00	4,000.00	4,000.00	4,000.00
5494-0000	Loss contingency	4,266.00	2,500.00		2,500.00	2,500.00	2,500.00
5340-0000	Repairs	85,701.00	100,000.00	31,799.00	100,000.00	100,000.00	100,000.00
5341-0000	Electronic repairs	3,699.00	600.00	85.00	600.00	600.00	600.00
5345-0000	Building maint division charges	10,220.00	8,000.00	2,696.00	8,000.00	8,000.00	8,000.00
5363-0000	Equipment maint - non-fleet	2,108.00		4,459.00			
5330-0000	Rents	9,234.00	10,000.00	9,570.00	10,000.00	10,000.00	10,000.00

5360-0000	Equipment rentals	1,826.00	5,500.00	220.00	5,500.00	5,500.00	5,500.00
5362-0000	Fleet replacement reserve	18,000.00	18,000.00	7,500.00	18,000.00	18,000.00	18,000.00
5310-0000	Telephone	18,040.00	20,000.00	8,374.00	20,000.00	20,000.00	20,000.00
5332-0000	Electricity	112,972.00	90,000.00	30,373.00	90,000.00	90,000.00	90,000.00
5333-0000	Fuel oil & propane	12,761.00	15,000.00	2,556.00	15,000.00	15,000.00	15,000.00
5334-0000	Refuse disposal	174,216.00	190,000.00	60,660.00	190,000.00	190,000.00	190,000.00
5335-0000	Water service	20,940.00	30,000.00	10,163.00	30,000.00	30,000.00	30,000.00
5336-0000	Wastewater service	6,211.00	6,500.00	3,182.00	6,500.00	6,500.00	6,500.00
5380-0000	Dues and subscriptions	1,881.00	4,000.00	2,620.00	4,000.00	4,000.00	4,000.00
5481-0000	Postage and parcel post	6,794.00	6,500.00	2,260.00	6,500.00	6,500.00	6,500.00
5389-0000	Fleet gasoline	12,844.00	20,000.00	4,933.00	20,000.00	20,000.00	20,000.00
5480-0000	Office supplies	7,064.00	7,000.00	2,025.00	7,000.00	7,000.00	7,000.00
5488-0000	Uniforms and safety equipment	9,561.00	3,000.00	3,463.00	3,000.00	3,000.00	3,000.00
5489-0000	Uniform and tool allowance	3,917.00					
5490-0000	Materials and commodities	70,951.00	80,000.00	10,323.00	80,000.00	80,000.00	80,000.00
5492-0000	Gasoline and oil	812.00	1,600.00		1,600.00	1,700.00	1,700.00
5493-0000	Chemicals	2,561.00	2,000.00	422.00	2,000.00	2,000.00	2,000.00
5491-0000	Safety programs and equipment	4,599.00	3,000.00		3,000.00	3,000.00	3,000.00
5496-0000	Minor equipment	12,504.00	7,000.00	2,760.00	7,000.00	7,000.00	7,000.00
5497-0000	Minor furniture and fixtures	100.00	500.00	6,929.00	7,000.00	500.00	500.00
5498-0000	Minor Software	750.00	1,500.00	218.00	1,500.00	1,500.00	1,500.00
	Total Commodities & Services	1,130,813.00	1,221,100.00	536,497.00		1,221,200.00	1,221,200.00
	Capital Outlay						
5510-0000	Vehicles and equipment	(1,500.00)	10,000.00	7,200.00	10,000.00	10,000.00	10,000.00
	Total Capital Outlay	(1,500.00)	10,000.00	7,200.00		10,000.00	10,000.00
	Debt Service						
5820-0000	Interest and service charges	109,586.00		(122,712.00)			
	Total Debt Service	109,586.00		(122,712.00)			
	Transfers Out						
5950-0326	Harbor revenue bond debt service	353,928.00	356,300.00	148,460.00		353,600.00	353,600.00

	Total Transfers Out	353,928.00	356,300.00	148,460.00		353,600.00	353,600.00
	Reimbursable Expenses						
7005-0000	Reimbursable Expense - External	(275.00)					
	Total Reimbursable Expenses	(275.00)					
	Total Expenditures	3,183,044.00	3,323,600.00	1,190,194.00		3,345,000.00	3,345,000.00

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530510102	Holding Pot Ins Claim	FY16	FY17 Amd	FY17 Smos	FY17 Proj	FY18	FY18
Account	Description	Actuals	Budget	Actuals	Actuals	Approved	Revised
	Administration						
	Commodities & Services						
5390-0000	Contractual services	(5,260.00)					
	Total Commodities & Services	(5,260.00)					
	Capital Outlay						
	Debt Service						
	Transfers Out						
	Reimbursable Expenses						
	Total Expenditures	(5,260.00)					

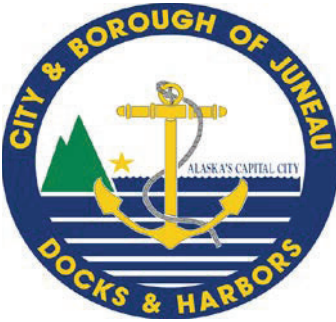
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530510103	Statter Operations	FY16	FY17 Amd	FY17 Smos	FY17 Proj	FY18	FY18
Account	Description	Actuals	Budget	Actuals	Actuals	Approved	Revised
	Administration						



Port of Juneau

From: Teena Larson
To: Finance Committee
Via: Carl Uchytel
Date: February 10, 2017
Re: FTE increase

Docks & Harbors FY17 and FY18 budgeted staffing needs have changed and staff is requesting to have an overall increase to Docks FTE's from 10.76 to 12.01 and change Harbor FTE's from 17.67 to 17.08 with a total increase overall of .66 FTE's. This increase will allow for an additional seasonal Harbor Technician at the Port and a seasonal Harbor Officer that will split their time between the Port and Harbor operations.

Due to anticipated changes in security operations at the Port starting in the 2017 summer season, there will be a need for additional personnel. Currently staffing for Port operations include 2.5 Harbor Officer FTE's and 3.0 Harbor Technician FTE's. Staff would like the Harbor Officer FTE increased to 2.75 and the Harbor Technician FTE increased to 3.5. With more stringent cruise ship passenger screening and observation requirements per our Coast Guard approved security plan we will no longer be able to utilize the individual on watch at a ship to respond to other issues in the vicinity of the ship such as allowing entry for emergency vehicles, screening of delivery vehicles, taking water readings, etc. These tasks will now have to be accomplished by another person. The requested .5 FTE for the Harbor Technician position would be utilized on the evening shifts and would ensure there were always a minimum of three people on duty. The position will allow staff to take their required meal breaks and respond to any issues that may arise in a timely manner without having to restrict access to the facility. Without three people actively on duty at any given time there would be a need to secure access to the cruise ship docks to passengers wishing to enter or leave the area. This would be unacceptable and have a potential to allow for a security risk to develop due to an unattended facility checkpoint.

The requested .25 FTE for Docks and the .25 FTE for Harbors will provide an additional Harbor Officer needed for greater involvement with the downtown loading zone areas and the new Statter Harbor launch ramp parking lot/loading zone areas.