

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING AGENDA
For Wednesday, January 20th, 2021

Zoom Meeting
<https://bit.ly/2L3uhzz>
or via Phone 1-253-215-8782
Meeting ID: 933 5336 0080
Passcode: 771611

- I. Call to Order** (5:00 p.m. via Zoom)
- II. Roll Call** (James Becker, Chris Dimond, Don Etheridge, James Houck, David Larkin, Annette Smith, Bob Wostmann and Mark Ridgway).
- 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 Thursday, December 9th, 2020 Operations/Planning Meetings Minutes**
- VI. Consent Agenda** - None
- VII. Unfinished Business**
 - 1. Regulation Change to 05 CBJAC 10.010 – “B Zone” Vehicle Description
Presentation by the Port Director
 - Committee Questions
 - Public Comment
 - Committee Discussion/Action
 - MOTION: TO PROCEED WITH A REGULATION CHANGE REDEFINING “B ZONE” VEHICLE TO 27 FEET OVERALL FROM VEHICLE WITH LESS THAN 18 PASSENGERS.**
- VIII. New Business**
 - 1. FY21 & FY22 Budget Submission
Presentation by the Port Director

Committee Questions

Public Comment

Committee Discussion/Action

MOTION: TO FORWARD FY21 AMENDED AND FY22 BUDGETS TO BOARD FOR APPROVAL.

2. Project Prioritization for State of Alaska – Infrastructure Bond Consideration
Presentation by the Port Engineer

Committee Questions

Public Comment

Committee Discussion/Action

MOTION: TO FORWARD DOCKS & HARBORS PROJECT PRIORIZATION LIST TO BOARD FOR APPROVAL.

IX. Items for Information/Discussion

1. FY22 Marine Passenger Fee (MPF) Request Correspondence
Presentation by the Port Director

Committee Discussion/Public Comment

2. University of Alaska – Option to Extend Lease Correspondence
Presentation by the Port Director

Committee Discussion/Public Comment

X. Staff & Member Reports

XI. Committee Administrative Matters

1. Next Operations/Planning Committee Meeting-**Wednesday, February 17th, 2021.**

XII. Adjournment

CBJ DOCKS & HARBORS BOARD
OPERATIONS/PLANNING COMMITTEE MEETING MINUTES
Wednesday, December 9th, 2020

- I. Call to Order** Mr. Ridgway called the meeting to order at 5 p.m. in a Zoom meeting at the Port Directors Office.

II. Roll Call

The following members were present in person or on zoom meeting: Jim Becker-in person, Chris Dimond, Don Etheridge-in person, David Larkin, Annette Smith, Bob Wostmann, and Mark Ridgway-in person.

Absent: James Houck

Also present at the Port Directors Office: Carl Uchytel – Port Director (via Zoom) and at the Port Directors Conference Room: Erich Schaal – Port Engineer, Matthew Creswell – Harbormaster, and Ashley Bruce-Administrative Assistant II (via Zoom)

III. Approval of Agenda

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

The Agenda was approved as presented.

IV. Public Participation on Non-Agenda Items - None

V. Approval of November 12th, 2020 Operations/Planning Meeting Minutes

Hearing no objection, the minutes of November 12th, 2020 were approved as presented.

VI. Consent Agenda – None.

VII. Unfinished Business – None

VIII. New Business –

1. Regulation Change to 05 CBJAC 10.010 – “B Zone” Vehicle Description

Mr. Uchytel showed before and present day pictures of the Downtown Waterfront Improvements and said page 13 of the packet shows a diagram of the loading lot area. He said the new lot was designed to accommodate vehicles up to 25 feet in length but our regulation is written in regards to the number of passengers in a vehicle. At present, the regulation divides vehicles into three types of permits. A Zone for large coach buses, B Zone for smaller vehicles, and C Zone for pedi cabs. The B Zone permits are identified as vehicles able to hold 18 passengers or less, and A Zone permits hold more than 18 passengers. Mr. Uchytel said the 25 feet was determined with the assistance of a consultant who took inventory of the vehicles used and the 25 feet encompassed the airporter size vehicles, which hold up to 26 people. He said by definition they would not meet the criteria for a B Zone permit so we would change our B Zone designation to be vehicles 25 feet and less. The regulation starts on page 15 in the packet and page 19

shows the proposed changes in red. Mr. Uchytel said another proposed change is on page 16 which would be to change the season dates. He said he is hesitant about making the season date change at this time. Mr. Uchytel said looking forward to managing this new infrastructure, staff believes it is appropriate to make an A and B Zone change to reflect vehicle length in lieu of passenger count.

Committee Questions

Mr. Wostmann asked why the second thoughts on changing the season date from May 1 to April 1?

Mr. Uchytel responded with the lack of tourism support from the community, it may be better not to bring attention to an earlier cruise season when we really want attention on the regulation change for loading zone permits.

Mr. Wostmann asked if a ship did come in early, would Docks & Harbors waive the administrative requirements or how would that be resolved?

Mr. Uchytel responded in the past we have just allowed it. Typically, the early and late season cruise ship visits have been placed at another dock such as the AJ dock and it has not been a problem. It has never been an issue, it is just not consistent with the strict reading of the regulation.

Mr. Ridgway asked if there were any impacts from an increase of passenger numbers moving through the lot.

Mr. Uchytel said a queuing study has not been completed.

Mr. Schaal said the design for the building was started with consideration to occupancy. The architects were provided estimates of 25-30 passengers per vehicle and in 2018 staff met on site to work on the flow pattern. We know that our building will be large enough for the average group of people and have ensured there will be sufficient facilities. Mr. Schaal said electric charging stations for electric buses have been added and we know their max capacity is 25 passengers. We anticipate smaller vehicles carrying under 25 passengers so we always anticipate a mix of vehicle sizes and believe the facility and infrastructure can accommodate those increased numbers.

Public Comment-

Kirby Day – Juneau, Alaska

Mr. Day with Princess Cruises said although up to 25 foot vehicles are able to utilize the area, it will often be vans holding up to 14 passengers and many of these up to 25 foot buses hold up to 22 people. Mr. Day asked if the timing of the season triggers anything regarding the City's lots and public parking. He said from the perspective of someone wanting to park, would they be able to park in April because formally the permits say May 1.

Mr. Uchytel responded the A and B Zones are Docks and Harbors by definition and it is managed to the best of our ability. In the past few years, we have worked with agencies like Parks and Recreation who use our lots in the off-season for parking. Staff is able to

call them when we want them out and we make things work with our colleagues. He said staff intends to keep this new lot secure and before the first cruise ship comes in, there is much work to be completed such as cleaning and paint striping. Mr. Uchtyl also pointed out the new lot has a reverse flow pattern, and there are concerns about leaving the area open for parking all year round. In the summer, the lot is intended for the permitted users and limited delivery drivers such as UPS, FedEx, and USPS. Our intentions are not to open the new lot this winter for public use.

Committee Discussion

Ms. Smith said it is difficult for members of the public to pick up friends and family from visiting ships and asked what is being done to resolve this problem in this lot.

Mr. Uchtyl responded this is not a parking lot for the general public to use, but a bus-staging zone for permitted users. There is the Taku Parking Lot and the Marine Parking garage for general parking. We do not want regular people using this lot. He said after the Archipelago building is built and there is a year round facility, then we can consider how to best use this lot post cruise ship season to accommodate the retail activity down town. This lot was never planned to have private vehicle use.

Ms. Smith said she was not looking at the lot where someone could park for a long time, but just have a spot where they could meet their party particularly if any were handicap or slow moving. Ms. Smith pointed out the space on page 14 of the packet, which looked like an ideal spot to allow one or two vehicles.

Mr. Uchtyl said the space Ms. Smith is referring to is a loading zone that is intended for UPS, USPS, FedEx, and other type delivery vehicles for the Archipelago building and area. A similar space exists at the Cruise Terminal for these types of delivery vehicles.

Mr. Ridgway said he believed staff should have data available to the public showing the number of passengers that will be coming through this lot.

Mr. Wostmann said he believes changing the start date for the season fixes a problem we do not have. If it turns into a problem, it is something we can deal with at that time. He asked if the reverse pattern for the lot was driven by the turning radius for the buses.

Mr. Uchtyl that is correct, it is called auto-turn, and the map shown on page 14 shows the results of software that has calculated the best movements in and out of Franklin Street. Docks & Harbors worked with DOT for a permit so this is not something Docks & Harbors or some consultant just came up with. This was an effort over time to find the safest manner to drive around pedestrians. There is a lot of thought and rigor that went into this design.

Mr. Dimond suggested to make the start date align with the arrival of the first cruise ship and that would make the issue more flexible. Since we have the cruise ship schedules before the season starts, staff would know what date the permit becomes valid and when the parking lot would become unavailable to local parking. The permit could have the

arrival date of the first cruise ship to the arrival date of the last cruise ship. Mr. Dimond said in regards to the reverse pattern, it is not ideal, but it has worked at Sandy Beach for years. It is essentially the same thing where you come in the wrong side and go out the wrong side.

Mr. Uchytel said the first cruise ship of the 2021 season is scheduled for April 26. The Norwegian Bliss will be at the AJ Dock.

MOTION By MR. ETHERIDGE: TO PROCEED WITH THE REGULATION CHANGES REDEFINING THE B ZONE TO BE 25 FEET OVERALL, INSTEAD OF VEHICLES LESS THAN 18 PASSENGERS AND ASKED FOR UNANIMOUS CONSENT.

The motion passed with no objections.

1. Auke Bay Loading Facility – Right of Way Encroachment Permit

Mr. Uchytel said the Auke Bay Loading Facility (ABLF) was completed about 2011. Before the ABLF is the Auke Bay Ferry Terminal. There is a right-of-way area that DOT has control of along the roadside. It took about four years to obtain the permits to build the ABLF and now staff is dealing with a right-of-way issue. Mr. Uchytel showed a recent aerial picture of the property which shows the structures built to support the moved boat yard from Statter Harbor. He said in order to build the ABLF, Docks & Harbors needed to procure property from the State. Prior to 2008, the ABLF area was all State property, but through the fill project, we were able to build the ABLF and worked with DOT to get an Encroachment Permit. Docks & Harbors owns the tidelands where our launch ramp is located, but a portion of the parking lot is in the DOT right-of-way. Mr. Uchytel showed pictures of other right-of-ways around Docks & Harbors properties around Franklin Street and the Yacht Club downtown. He said these right-of-ways have not been a problem in the past. Mr. Uchytel showed a picture of the Archipelago in 2012 and said one of the biggest issues here was cruise ship passengers crossing the road with no situational awareness or regard to cross walks. In 2019, the lots were reconfigured which improved the efficiency of driving through Franklin Street. He said we received notice this summer that around the Juneau Waterfront, DOT does not like certain characteristics such as the size of some trees, the locations of some planter boxes being too close to the right-of-way, and pedestals being too close to the street. DOT has sent a notice to the City Lands Department about these issues, and staff will eventually have to deal with it, but we need to start with the Auke Bay Loading Facility Encroachment Permit first. Mr. Uchytel said over the last 18 months we have received letters from the right-of-way people at DOT very concerned about items being stored in the right-of-way. When this project first started, we obtained an encroachment permit, which allowed the use of the right-of-way. In 2007, Docks & Harbors received an encroachment permit for the construction of the ABLF. It was a no cost permit good for seven to eight years, but staff was responsible for renewing the encroachment permit. In 2015, when moving the Auke Bay Boat Yard, staff obtained a conditional use permit. During this time, staff approached DOT, sent emails, and did not get a response so we moved forward thinking we were using the facility for storage, the ABLF boat yard support, and community

needs. Staff was surprised to find DOT had taken a stance on how we were using the facility. Docks & Harbors use of the 26,000 square feet right-of-way is not in line with the vision of the State and over the last year we have been told to make changes which we have done the best we could. Mr. Uchtyl said we have tried to work with our Lobbyist, Kevin Jardell, but the DOT is very stern on what they think is appropriate use of their right-of-way. Mr. Uchtyl said, in previous meetings, one of DOT's biggest concerns was the storage of vessels with tanks in the right-of-way, and pointed out the Federal Highway Administration requirement that there are no tanks allowed in the right-of-way and they need to be moved right away. He said on November 20th, he received the letter provided in the packet from DOT. It says DOT reviewed our request for an encroachment permit and they will consider it under specific stipulations and the charge will be \$18,482 per year for the permit for use of the right-of-way. He said page 29 of the packet shows the stipulations. Mr. Uchtyl said electric pedestals along the Jersey barrier have been added to accommodate the hauled out vessels and water lines as a benefit to the property. These utilities are unacceptable in the eyes of DOT and they would like us to remove it, or they will not consider a permit. The Port Engineer is going through the process of obtaining a right-of-way permit. Mr. Uchtyl said it is interesting to note there are some power poles in the right-of-way that DOT does not object to but they do object to having the electrical pedestals in the right-of-way. Mr. Uchtyl said the issue is we are at a point where there is not going to be an easy way of appeasing DOT.

Committee Questions-

Mr. Dimond asked if DOT was involved in the design process and did they have any sign off when this infrastructure was built?

Mr. Uchtyl said yes, they were very involved in the decision to remove the parking off the street, remove the sidewalk along the Cruise Terminal Lot, and the driveways. Staff had to delay the project for an entire year because we did not get a driveway permit for the Taku Lot. DOT was very involved in the design of the Cruise Ship Terminal Staging Area.

Mr. Becker asked if we are violating some principal of the highway right-of-way or are we going to pay the \$18 grand and stay there as long as we can.

Mr. Uchtyl said we can talk about solutions, but the right-of-way, which was built before the current Port Directors time with Docks & Harbors, is a space reserved by the State to put utilities in, or affords them the opportunity to expand a highway if needed in future years. A significant portion of this fill was done by Docks & Harbors which added to the area. The right-of-way was very likely right at the shoreline, 15.6 feet mean high water. He said he understands what DOT is saying, but he believes they are being extreme on their position. They do not want to work with us to develop a solution that benefits the community and is also not impacting DOT operations. Mr. Uchtyl said the highway is not affected by the ABLF and it was Docks & Harbors money that built the facility. He said in his opinion, there should be some deference.

Mr. Larkin asked if we will be taking the opportunity for mitigation or an alternative appraisal?

Mr. Uchytel said no, we should pay the State the \$18K and then request to purchase the right-of-way. There is precedence for us to own and control the right-of-way. Mr. Uchytel said an example is Mr. Deems driveway at the new Statter Harbor Launch Ramp lot which is the house closest to the lot, DOT needed to redesign the roundabout, and Docks & Harbors sold them the needed property to provide a drive way. Docks & Harbors asked in 2012 if DOT would sell us the right-of-way, and they declined, likely to protect their interest for future expansion, but we just have to ask again. Mr. Uchytel said that we should ask to purchase it with the promise that if Glacier Highway were to need expansion we would sell it back to them. The uplands off the shoreline is in high demand and we have to protect what we have and what we have built for the best and highest use of our marine users.

Mr. Wostmann asked, given the constraints DOT placed on the property, does the economic value DOT calculated seem like a gross overvaluation? Mr. Wostmann also said he spoke to a realtor who advised that an 8% capitalization rate shown on the waiver valuation form for land of top economic value barely passes the red face test. He suggested to challenge the rental amount because it should be less than half of what they are actually asking.

Mr. Uchytel said the document being referenced says an assessed value, but it is not an assessed value. The CBJ Assessor does not assess value on CBJ owned property so we know it has not been assessed. The Estimator, Michael Schuler, is the DOT right-of-way manager. Mr. Uchytel said he does not disagree that we can challenge if we want to go in that direction. He said we could hire our term contract appraiser, Horan and Company, and request an appraisal of the property. Mr. Uchytel said he agrees the limitations diminish the value of the property.

Mr. Ridgway asked if the square footage of the encroachment was the strip of land north of the lot adjacent to the highway, and what is the land that is represented by the \$345,500 or \$231,000.

Mr. Uchytel said yes, the strip of land shown is represented but we do not know the formula used to determine the value, and a right-of-way is not a parcel.

Mr. Ridgway asked if only collecting \$13,000 and spending \$18,000 on the property, is there a point we are digging a hole and we walk away from this enterprise?

Mr. Uchytel said he has been advised by the Board for years that a boat yard is critical for the marine users in Auke Bay so he does not think we will ever walk away from a boatyard in Auke Bay. The question becomes how do we appease DOT and what methods do we use. Mr. Uchytel said the lease rent collected from the boat yard is \$36,000 and if we pay DOT the \$18,000, we still have about \$17,000 for the use.

Mr. Wostmann asked if the current tenant has been made aware of these issues and do we know to what extent the limitations DOT wants would impact his business.

Mr. Uchytel said we have been upfront with the leaseholders, Karl's Marine and Harri's Commercial Marine that we have these issues we are working through with DOT.

Mr. Ridgway asked if the stipulations outlined on page 29 are also in the lease with Karl's Marine.

Mr. Uchytel said no they are not.

Mr. Etheridge said the property we are talking about is not just the boat yard but includes a good portion of the loading facility on the other side of the property.

Mr. Creswell said on the right side of the property the right-of-way severely limits what can be done and is affecting storage tenants of the facility. He said we asked a big user of the facility, over the course of the summer, to rearrange how he operates and brings material into the site including his fuel deliveries. Mr. Creswell said he has had to use valuable space to store things like empty tanks waiting to go on the boat and be filled at a later date because they are prohibited from being in the right-of-way. He said we are prevented from placing vessels that need emergency or immediate repair to prevent them from sinking in the right-of-way. The way the facility was designed was to park things in the right-of-way, otherwise they would be in the loading zone and where vehicles need to come in and out of the facility. Mr. Creswell said it is a big impact not just financially, but operationally. He said he is also being required to complete checks on the right-of-way to ensure nothing is misplaced or misused there.

Mr. Schaal said DOT is fine with utilities that provide area lighting but the power pedestals and the surface mounted water line the previous facility leasee installed is a problem. DOT has said they will come in and remove it themselves and charge us for it if they are not removed which is another one of our risks.

Mr. Ridgway asked if any DOT discussions included the uphill property users?

Mr. Uchytel said they had not, but during the planning process there was a public process and when we decided to relocate the boatyard from Auke Bay to this location, there was another public process for the conditional use permit through the planning commission. The process is that every owner within 500 foot radius is sent a card notifying them of the conditional use permit. Mr. Uchytel said there is always a process but depending on what side of the decision you are on, you may not ever be happy.

Mr. Schaal said we have gone through the conditional use permit three times if you count modifications. There was a conditional use permit for the initial construction, a second conditional use permit for the boatyard, and a modification for a conditional use permit to allow bunkering at the site. There was some interaction with the public when a developer made a road to allow for six or seven lots. Mr. Schaal said he received comments from one of the owners in which they were upset because they did not know about the project and were fearful of what the view plane would look like. Mr. Schaal said he shared pictures with them of the boat yard project and that is when they said they were outside of Sitka all summer when the card was mailed. Mr. Schaal said we follow a process to try to capture all the neighbors, but there are instances where neighbors are

not around, do not live in town, or do not have the right mailing address. He said the complainant to DOT is treated as an anonymous report so they have been working with someone but they are not forthcoming with who reached out to them. Mr. Schaal said DOT has never told staff who started this process by claiming the boatyard was a junk yard, which DOT says now the boat yard operation follows under the no junk yard clause for federal highway rules, and this is where the tank issue comes up.

Mr. Wostmann commented that it would be valuable to pursue an assessment of what the encroachment is worth given the constraints DOT has put on it and he suggested to have an appraisal completed.

Public Comment-

Dennis Watson – Juneau, Alaska

Mr. Watson said the most valid point for Docks & Harbors is to ask why is all of that stuff considered and could it be considered preexisting, maybe the State would back off on most of it. Mr. Watson said one of the big concerns DOT had on this is the use of the property because when it was originally presented DOT was involved in the conversations. At that time it was to be a boat launch, and as you can see on the conditional use updates, the boatyard got added to it. Mr. Watson said during that time, the neighbors were watching and that does not just go for the neighbor's across the street. There were several people that showed up and they were pretty much satisfied with what was being done because they trusted the harbors and they trusted the city. Mr. Watson said one of the things that happened down the line of storage out there was there was going to be a couple of 40 foot containers slammed on the lot and that did not please them at all. Mr. Watson said there was supposed to be a restroom facility at the top of the ramp and that was not put in. Then someone else complained because they were filling fuel. The restroom is a small thing but the filling fuel really angered them especially when you read the original document that said there would be no fueling on that dock whatsoever. Mr. Watson said that was on the original application for building it. Mr. Watson said he thinks what is happening over time is the thought to just do it and beg for forgiveness later. Mr. Watson also stated that he thinks the State is going to widen the road and there is currently boat work there. Mr. Watson said there will always be people to make an issue over it and he does not think we will get around it. He said you are also storing fuel, or one of the contractors you are subleasing to is storing fuel right along the property line in propane tanks. Mr. Watson said going forward, the City has had exchanges with the State of Alaska, and it wasn't that long ago the State had actually built part of the State Building downtown on City property and the City negotiated and got through it on a swap. There was the road the State Of Alaska Building was built on that was owned by the City so there is some possibility of working out something. He said he believes Docks & Harbors is going to try to negotiate with these guys and they might let you use part of it or they will at least listen to you, but he thinks it is a losing battle. Mr. Watson added there was a lot of public comment on this at the time and it was a little contentious but there was a lot of involvement. He said one other thing that happened is the condominium at the boat launch, they had an outfall line that came all the way out underneath the ramp. The end result was the neighbors felt the dredging dislodged their outfall and they got sideways with the State. The State had to

put in an extensive amount of work and a whole lot of money to put in an all new sewer treatment operation on their property. There is stuff over time that has not worked out real well for Docks & Harbors.

Committee Discussion/Action

Mr. Ridgway asked staff to look into what is being assessed and its valuation.

Mr. Uchtyl said we can do that. He asked to confirm that this is on hold until the appraisal term contractor can validate the value of the property.

Mr. Ridgway said he sees Docks & Harbors moving forward with a greater problem if this issue is somehow connected to other issues such as peer notices for trees, etc. If those are connected, this is a larger problem and there is no reason we can not invite DOT to an operations meeting and discuss it with them. He said if that is something staff would like, please get a hold of Mr. Ridgway, Mr. Wostmann, or Mr. Etheridge to have that conversation.

MOTION By MR. ETHERIDGE: TO PROCEED WITH THE FILLING OF THE ENCROACHMENT PERMIT FOR THE ADOT RIGHT-OF-WAY AT THE AUKE BAY LAODING FACILITY AND ASKED FOR UNANIMOUS CONSENT.

The motion passed with no objections.

2. Marine Passenger Fee- FY22 Project Request

Mr. Uchtyl said on page 33 of the packet is last years request for Marine Passenger Fees (MPF). He said this is an annual event where in the month of December the City Manager is calling for MPF requests. In this meeting packet is last year's request. Mr. Uchtyl said FY22 starts July 1 and we do not know how much money there will be but we know it will be less than it was last year. He said his recommendation is to resubmit what we have done historically, unless there is a Board member who has suggestions of projects to add. He said the typical items asked for and received are shown on page 34;

- Area wide port operations - this request augments the salaries of our Port Employees. Last year we asked for \$275,000, before that we have received about \$154,000 annually.
- Maintenance of the three buildings we maintain, the two visitor centers and the Port Field Office. Typically we ask for \$133,000 for the maintenance of those buildings. Mr. Uchtyl said that number was established by the same square foot rent the Port Office pays at the Seadrome Building, \$2.50 per square foot per month.
- Landscape maintenance, which we pay \$45,000 every summer for all the flowers and cutting the grass and maintaining the whiskey barrels.
- The safety guard rail along the Seawalk. Last year we asked for \$1M. He said we may be able to make an argument to move money from the Archipelago public project so we may not need marine passenger fees but it does not hurt to make that request.
- The last couple of years we have asked for the whole docks operating cost for all of the salaries and expenses.

Mr. Uchytel said the opportunity in ordinance is the manager solicits City wide and CBJ Departments will all make requests to the assembly as well as other entities that are impacted by the cruise ship industry. Entities like Cruise Line Agencies or Princess Cruises will all ask for money for things like maintaining restrooms and it is not limited to government entities.

Committee Questions-

Mr. Ridgway asked if it was a significant issue to request for the reinstallation of the Marine Park Lightering Float to be added and also maybe some funding for potential redesign of the Archipelago Lot.

Mr. Uchytel said a lightering dock is not appropriate primarily because part of the Norwegian Cruise Lines (NCL) argument is by building the NCL dock we will have no need to lighter so the lightering dock is not something that is going to sell. He said any needs for the Archipelago uplands is on a holding pattern until the Assembly decides on the next move with the Juneau-Douglas City Museum and where that goes. Mr. Uchytel said he would not recommend expending any additional funds there until we have more clarity. He said there are always neat things to ask for. As you walk the Seawalk and check out the new construction the parking garage just begs for something like a piece of art or a neat billboard that wouldn't sell anything but bring attention to the Capital City and that would be appropriate to ask for. Mr. Uchytel added we don't know how many passengers we might have in FY22, so the City Manager will likely be reluctant to approve large amounts of funding that is not required. He said he also anticipates the City Manager will likely have some COVID surveillance testubg money he will hold back for that purpose and what that looks like we do not know. He said it is not likely COVID will be over July 1, and we will still be battling it in some way, so the manager will want to keep some money reserved for that.

Mr. Ridgway said he did not mean for the lightering dock to accommodate cruise ship lightering but other vessels for the greater good.

Public Comment - None

Committee Discussion/Action

Ms. Smith also wanted the lightering dock.

Mr. Uchytel asked if the Board would like the MPF request to go back to the Board meeting to which Mr. Etheridge responded no.

IX. Items for Information/Discussion

1. Visitor Industry Task Force DRAFT Recommendations

Mr. Uchytel said attached in the packet is the Draft of the Visitor Industry Task Force Recommendations to review before it goes before the Harbor Board at the next meeting.

Committee Discussion/Public Comment – None

2. Statter For-Hire Floats Management Plan

Mr. Creswell said he held a meeting on Wednesday December 2, with representatives from the major whale watching companies that operate inspected vessels out of Statter Harbor and discussed the plans to manage the Phase III Passenger for Hire Floats. The floats will be installed this winter and we intend to have them used by the larger inspected vessels. He said he is working on a plan for the smaller uninspected vessels elsewhere in the harbor. The work is currently being completed on the Seawall and the floats will be installed after Christmas for the facility to be up and running for the next tourism season. The new facility will be used for inspected vessels and it will accommodate 640 feet of side tied moorage. He said if we moor vessels a breasted, doubled up, it will create an extra 1280 extra feet when rafted. We will continue to use the Auke Bay Marine Station. The operators that used it during the 2019 season is suited for the area. He said with the boats operated in 2019, and the few that were added to the fleet, we are looking to serve 1264 feet and sitting at capacity with what we have built. There will be a waste pump out station installed and operated on a seasonal basis while the current pump out will be winterized to be open year round. The side tied moorage set up would be for overnight moorage and the vessels would still load at the traditional loading zone at the base of the ramp but as vessels are out on tours they can load within this facility only if the vessel is pier side. Vessels should not load their passengers across deck of other vessels. He said one of the things to consider is how space will be allocated if the fleet increases further.

Committee Discussion

Mr. Etheridge asked if we told the public we will not be using that loading zone why are we going to have to do that?

Mr. Creswell said the way it is set up now, it is not safe to load passengers across decks and it is not going to be a heavy use. He said he was not aware that we told the public we were not going to use that space as a loading zone. He anticipates other uses will be bringing their vessels through such as the catamarans of Allen Marine so the loading zone is going to have to be used to meet the demands of the facility.

Ms. Smith asked if there will be expanded bathroom facilities upland and will the horseshoe still be used as a loading zone?

Mr. Creswell said expanded bathroom facilities are in the Phase IIIC design of the uplands, but a completion date is unknown as it is dependent on funding and it will be operating with a portable sanitation unit. He said a plan is not defined for the horseshoe yet, and he has been working on a potential design for part of the area to accommodate the six-pac vessels.

Ms. Smith asked if the fish selling spot would be preserved at the base of the ramp?

Mr. Creswell said he is working on a plan and that he is thinking to include that in the horseshoe area.

X. Staff and Member Reports.

Mr. Schaal reported

- Staff has received cost estimates for three piles at the Auke Bay Marine Station Float and we are evaluating the budget.
- The downtown waterfront project at the Archipelago lot is substantially complete and we anticipate having the Seawalk open on Friday. Trucano construction is almost done demobilizing their equipment and will be installing glass panels that form a portion of a barrier between the parking lot and Pier 49 as a fume screen. That installation is expected to take two days. There will be barriers installed to prevent people from using the lot this winter but it is open for pedestrian access. Mr. Schaal said it would likely be painted in the spring to coincide with warmer temperatures and the contractor's ability to travel.

Mr. Ridgway asked for a status on the Harris Harbor Dredging.

Mr. Schaal said Western Marine Construction has started operations but are under severe restrictions by USCG mandates and cannot use their vessel, Waldo, to move their barges around. They were hoping for an exemption but they were denied and are not allowed to leave the harbor with the status the Waldo is in. He said he is unaware of what is on the checklist the USCG is requiring entails but when they tried using a rented tug, they were unsatisfied with the use. Western Marine Construction is working with the Army Corps of Engineers to address the issue in their schedule. Mr. Schaal said the onerous has been put on them to call, email, and send letters, and to make sure our staff have the most up to date information in the event upset customers are calling. The contractors are still asking to remove pilings and finger floats for their work on the north side of the #1 float. He said we have worked closely with the Army Corps to explain our direct and specific expectations as to how those could be removed and reinstalled should they do that. He said there was a question at the last operations meeting about the cost to replace those finger floats because they have a twist in them. The design drawings have been dissected, and to add the torsion tubes to remove the twist, they would need to be completely removed from the water and disassembled. The torsion tubes are designed to go under all of the structure to support the floats so they do not pop through the floor and all the decking walked on. Normally those tubes go into a chase that is cut into the floatation. Mr. Schaal said an in-kind replacement is about \$32,000 per finger, which is \$150 per square foot.

Mr. Ridgway asked if there were any liquidated damages in the contract for the Harris dredging or anything that would be brought to bear.

Mr. Schaal said at this point it appears the permit limits are what the Army Corps is focusing on. He said they have a window their permits said they have to be done by, but the Corps seems amenable to giving Western Marine Construction as much time as they need, and there has not been any liquidated damage that we know of.

Mr. Ridgway said he would like to see what kind of outreach they have been passing on as they are essentially speaking for us.

Mr. Etheridge asked that the entire Board be kept up to date.

Mr. Creswell reported;

- He started the process of thinking about Seasonal Staff return, about March 30, 2021.
- The last major storm provided annual mudflow into the Cruise Terminal Lot and staff is working to clear that out.
- Notifications to displaced Harris Harbor vessels have been sent and we received a copy of that letter this week.

Mr. Uchytel said the next Finance Subcommittee meeting will be Wednesday, January 13, 2021, via zoom at 5pm.

XI. Committee Administrative Matters

1. Next Operations/Planning Committee Meeting – Wednesday, January 20, 2021

XII. Adjournment at 7:15 p.m.

Respectfully Submitted by: Ashley Bruce

05 CBJAC 10.060 - Loading permits.

No person shall operate, park, stand, or stop a commercial vehicle, or cause or direct the same, within the designated loading zones in the downtown waterfront area except as authorized by a permit issued hereunder. Vehicular use of designated loading zones for commercial purposes without a permit is a violation of CBJ 85.25.090(11).

(a) *Application process.*

- (1) Application forms for loading permits will be available at the harbor office between April 1 and October 15.
- (2) Applications must be made on the form provided by the department, and must be complete, including all required attachments. Any incomplete application will not be considered for a permit.

(b) *Permit requirements and conditions of operations.*

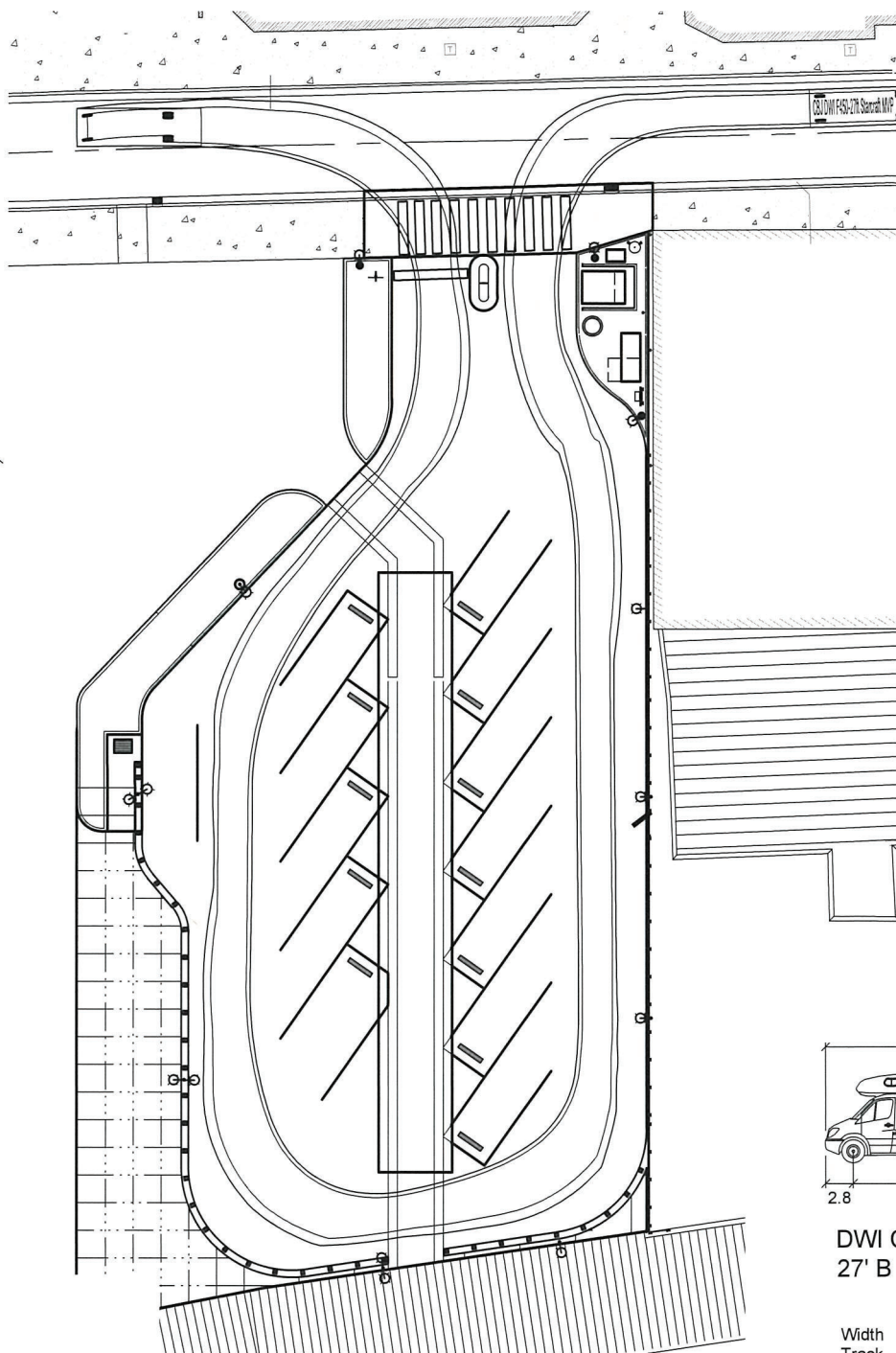
- (1) The port director is authorized to designate loading zones in the downtown waterfront area and establish rules to assure safety, security, and efficiency of operation.
- (2) The port director may issue loading zone permits and require permit holders to comply with stipulations as necessary to assure safety, security, and efficiency of operation. Permit holders shall also comply with the loading zone rules set out in 05 CBJAC 10.060(c) and the general operating requirements set out in 05 CBJAC 10.070.
- (3) An applicant for a loading zone permit must show that use of the permit will be limited to transportation of passengers and/or crew to or from cruise ships. If the applicant will be transporting passengers, the showing must consist of at least one of the following:
 - A. A tour sales permit in the applicant's name;
 - B. A contract for the sale of tours onboard a cruise ship;
 - C. A contract with a cruise ship for the transportation of passengers;
 - D. A contract for the sale of tours with a tour sales permit holder. An applicant may enter into a contract with one tour sales permit holder only; or
 - E. If the applicant sells tours without the aid of the cruise lines, a cruise ship, or a tour sales permit holder, the applicant must show that it will only transport persons who have purchased tours directly from the applicant, and the applicant shall, upon request, provide the port director with a daily manifest showing the names of passengers to be transported.

(c) *Loading zone rules.*

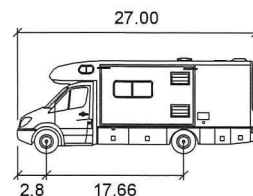
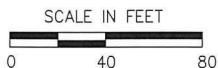
- (1) No signs are allowed in the loading zone.
- (2) Loading zone permits shall be prominently displayed in the lower right corner of the front windshield of the vehicle, or as specified by the director.
- (3) No person shall sell or solicit the sale of any goods or services in any loading zone.
- (4) Goods and passengers shall be staged at loading zones so as to minimize vehicular standing time. No vehicle shall be present in a loading zone except as reasonably necessary for loading or unloading goods or passengers.
- (5) The driver of a vehicle must remain in the driver's seat unless assisting in the loading or unloading of passengers or luggage in the immediate vicinity of the vehicle. No driver may leave a vehicle unattended in a loading zone for any period of time.
- (6) "A" loading zones.

- (A) Vehicles ~~greater than 27 feet overall length containing 18 or more passenger seats~~ may be operated only in loading zones marked "A."
- (B) Permittees using "A" loading zones shall submit a schedule of all cruise ships they will be meeting. For each meeting, permittees must use the "A" loading zone closest to the terminal or lightering dock designated on the schedule. Permittees may not depart from the schedule unless approval is obtained from the director at least 24 hours in advance. Approval shall be contingent upon the impact of changes upon other permittees, users of the park, and traffic conditions.
- (7) "B" loading zones. Vehicles ~~27 feet and less overall length containing fewer than 18 passenger seats~~ may be operated only in loading zones marked "B."
- (8) A vehicle without the appropriate permit may use a loading zone as necessary for a health or safety emergency. Such use shall be the minimum necessary to resolve the emergency.
- (d) *Limited loading permits.* A person may apply for a limited loading permit for designated vehicles to provide services in a designated loading zone to a cruise ship or cruise ship passengers for occasional or off-peak-hour use. Application must be made to the director no less than one business day in advance of use.
 - (1) *Nonpassenger vehicles.* If the vehicle will be left standing in a loading zone for any amount of time, or if the driver will not remain with the vehicle for any period of time, the applicant must schedule that time with the director so as not to interfere with the efficient use of the loading zone by other permittees. The permittee must conduct all business efficiently so as to minimize any standing in the loading zone.
 - (2) *Passenger vehicles.* All requirements of subsection (c) of this section apply to vehicles providing passenger services to a cruise ship pursuant to a limited loading permit.
- (e) *Fees.*
 - (1) The fee for a loading permit shall be established at least annually by the docks and harbors board.
 - (2) The fee for a limited loading permit shall be \$15.00 per vehicle for each permit day or \$250.00 per year, whichever is less.

(01/19/98; Amended 1-7-2008, eff. 1-15-2008)



**DRIVEWAY TURNING MOVEMENTS
ENTER NORTH BOUND AND EXIT NORTH BOUND**



**DWI Custom
27' B ZONE Bus**

Width = 8.00 ft.
Track = 6.1 ft.
Lock to Lock Time = 6 sec
Steering Angle = 37 ft.

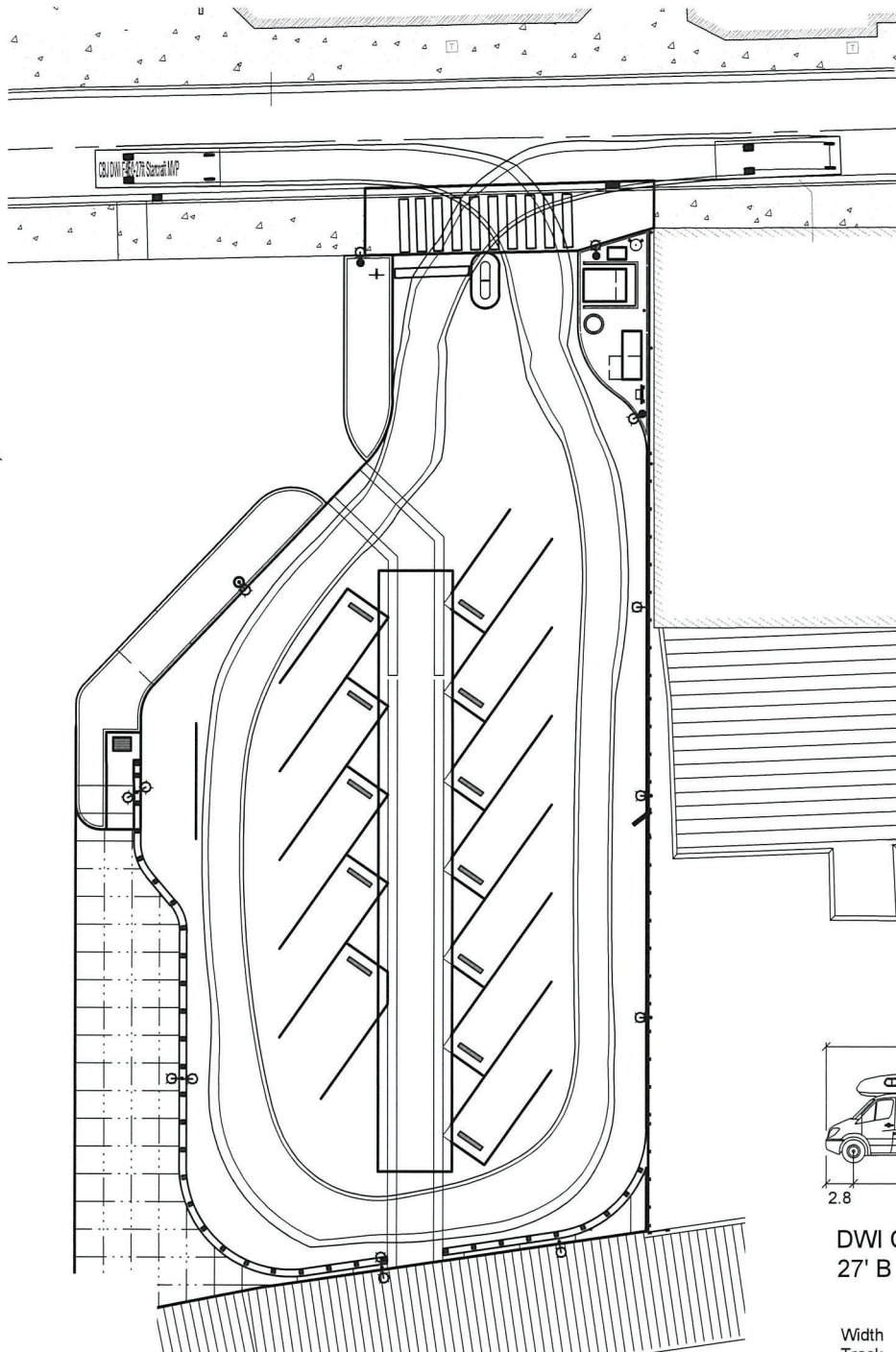


APPLICANT ADDRESS:
CITY AND BOROUGH OF JUNEAU
DOCKS AND HARBORS
155 S. SEWARD STREET
JUNEAU, AK 99801

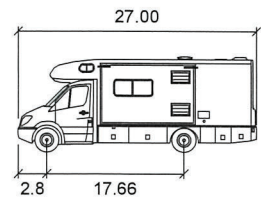
PND PROJECT NO. 182045

CBJ DOWNTOWN WATERFRONT IMPROVEMENTS

APPLICANT: CITY AND BOROUGH OF JUNEAU D&H
FILE NO.:
WATERWAY: GASTINEAU CHANNEL
PROPOSED ACTIVITY: WATERFRONT IMPROVEMENTS
SEC. 23 T. 41 S R. 67 E M CRM
LAT.: 58°17' 51" N LONG.: 134° 24' 13" W
DATE: DECEMBER 2020



**DRIVEWAY TURNING MOVEMENTS
ENTER SOUTH BOUND AND EXIT SOUTH BOUND**



**DWI Custom
27' B ZONE Bus**

Width	= 8.00 ft.
Track	= 6.1 ft.
Lock to Lock Time	= 6 sec
Steering Angle	= 37 ft.

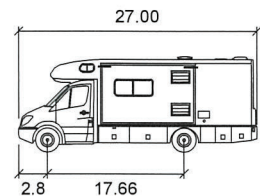
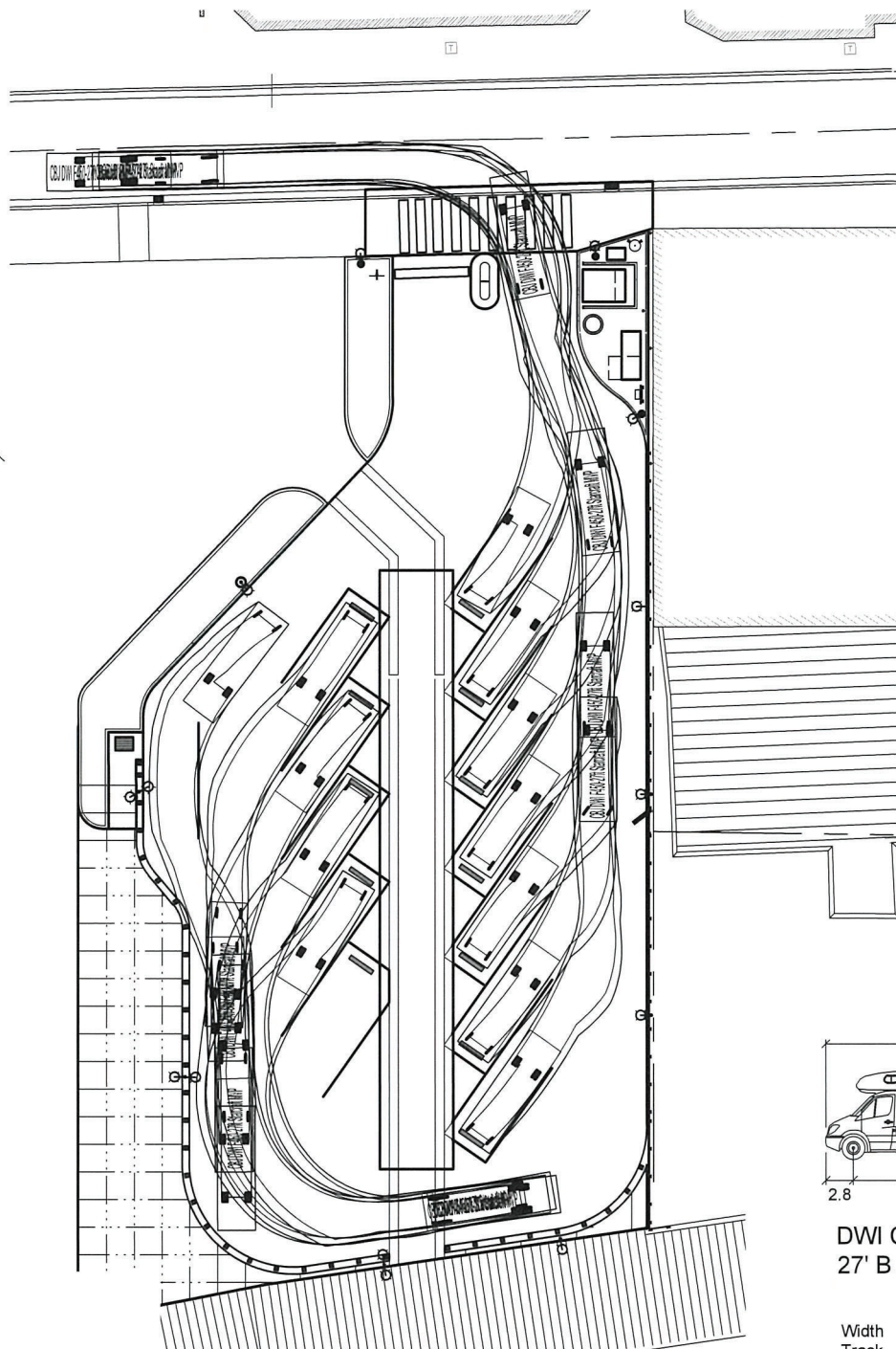


APPLICANT ADDRESS:
CITY AND BOROUGH OF JUNEAU
DOCKS AND HARBORS
155 S. SEWARD STREET
JUNEAU, AK 99801

PND PROJECT NO. 182045

**CBJ DOWNTOWN WATERFRONT
IMPROVEMENTS**

APPLICANT: CITY AND BOROUGH OF JUNEAU D&H
FILE NO.:
WATERWAY: GASTINEAU CHANNEL
PROPOSED ACTIVITY: WATERFRONT IMPROVEMENTS
SEC. 23 T. 41 S R. 67 E M CRM
LAT.: 58°17' 51" N LONG.: 134° 24' 13" W
DATE: DECEMBER 2020



DWI Custom
27' B ZONE Bus

Width = 8.00 ft.
Track = 6.1 ft.
Lock to Lock Time = 6 sec
Steering Angle = 37 ft.

DRIVEWAY TURNING MOVEMENTS PARKING STALLS

SCALE IN FEET
0 40 80

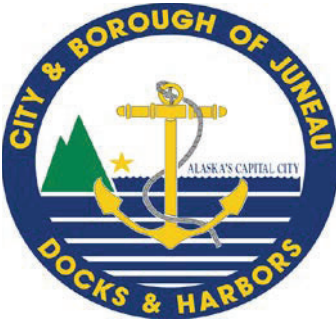


APPLICANT ADDRESS:
CITY AND BOROUGH OF JUNEAU
DOCKS AND HARBORS
155 S. SEWARD STREET
JUNEAU, AK 99801

PND PROJECT NO. 182045

CBJ DOWNTOWN WATERFRONT IMPROVEMENTS

APPLICANT: CITY AND BOROUGH OF JUNEAU D&H
FILE NO.:
WATERWAY: GASTINEAU CHANNEL
PROPOSED ACTIVITY: WATERFRONT IMPROVEMENTS
SEC. 23 T. 41 S R. 67 E M CRM
LAT.: 58°17' 51" N LONG.: 134° 24' 13" W
DATE: DECEMBER 2020



Port of Juneau

From: Teena Larson
To: Docks & Harbors Sub-Finance Committee
Date: January 8th, 2021
Re: FY21 & FY22 Docks and Harbors Budget Overview

The FY21 Docks and Harbors estimated budget numbers have been updated as of January 7th, 2021.

	FY21 Docks Updated	FY22 Docks Updated
Projected Revenues	\$848,500	\$1,768,500
Projected Expense	(\$1,819,800)	(\$1,958,700)
Fund Balance Draw	(\$971,300)	(\$190,200)
Beginning Fund Balance	\$2,588,939	\$1,617,639
Ending Fund Balance	\$1,617,639	\$1,427,439

	FY21 Harbors Updated	FY22 Harbors Updated
Projected Revenues	\$4,653,124	\$4,642,500
Projected Expense (includes Debt Service)	(\$4,268,250)	(\$4,450,600)
Debt Service	(\$738,100)	(\$737,600)
Other Financing Uses	(\$10,000)	(\$10,000)
Increase in Fund Balance	\$374,874	\$181,900
Beginning Fund Balance	\$1,139,312	\$1,514,186
Ending Fund Balance	\$1,514,186	\$1,696,086
Less Reserve	(\$749,500)	(\$749,500)
Ending Available Fund Balance	\$764,686	\$946,586

#

FY2022 Docks Expense

Account Description	FY2018 Actuals	FY2019 Actuals	FY2020 Actuals	FY2021 Amended	FY2022 Approved	FY2021 Projected Actuals	FY2022 Revised	Change Amount	Change Percent	Change Description
Salaries	511,587	529,498	369,470	652,500	676,100	578,000	594,800	(57,700)	(8.8%)	
Overtime	21,337	18,846	13,439	20,000	20,000	14,000	20,000	-	0.0%	
Accrued leave	61,625	55,034	49,126	-	-		-			
Benefits	284,938	297,427	207,557	385,100	401,200	293,700	311,000	(74,100)	(19.2%)	
Workers compensation	15,700	13,700	13,700	16,000	16,000	16,000	18,900	2,900	18.1%	FY22 Needs to be corrected by Finance to \$16,000
Business travel	445	37	-	4,000	4,000	2,700	4,200	200	5.0%	
Mileage	629	369	574	400	400	400	400	-	0.0%	
Travel and training	10,240	13,093	10,348	15,300	13,100	7,000	20,300	5,000	32.7%	Training was postponed in FY21 for FY22
Contractual training	584	3,540	-	4,000	4,000	4,000	4,000	-	0.0%	
Telephone	398	-	-	1,500	1,500	400	1,500	-	0.0%	
Printing	4,309	4,139	3,454	5,000	5,000	3,500	5,000	-	0.0%	
Advertising	2,192	890	362	2,000	2,000	1,000	2,000	-	0.0%	
Rents	61,902	62,118	60,901	65,000	65,000	65,000	65,000	-	0.0%	
Electricity	35,738	33,009	45,740	35,000	35,000	40,000	40,000	5,000	14.3%	
Fuel oil & propane		32	-	100	100	100	100	-	0.0%	
Refuse disposal	17,247	16,406	19,898	20,000	20,000	17,000	20,000	-	0.0%	
Water service	77,202	100,644	90,871	150,000	150,000	70,000	150,000	-	0.0%	
Wastewater service	2,185	2,423	2,312	4,000	4,000	2,500	2,500	(1,500)	(37.5%)	
Repairs	6,422	7,192	9,852	50,000	50,000	50,000	50,000	-	0.0%	
Electronic repairs			1,210	1,500	1,500	1,500	1,500	-	0.0%	
Maintenance - buildings	-	-	-	-	-	-	-	-		
Building Maint Division Charges	9,842	18,700	18,700	32,600	32,600	32,600	24,200	(8,400)	(25.8%)	
Maintenance - software		3,271	-	3,500	3,500	3,500	3,500	-	0.0%	
Landscape Division Charges	45,000	45,000	45,000	45,000	45,000	45,000	45,000	-	0.0%	
Equipment rentals	2,299	6,204	1,327	6,500	6,500	3,000	6,500	-	0.0%	
Fleet replacement reserve	9,000	10,000	10,000	10,000	10,000	10,000	10,000	-	0.0%	
Equipment maint - non-fleet	267	2,547	95	1,000	1,000	1,000	1,000	-	0.0%	
Spec & Prop	73,440	110,637	113,092	129,200	129,200	129,200	124,800	(4,400)	(3.4%)	
General Liab, Auto & EE Pract	3,900	5,000	5,050	7,900	7,900	7,900	7,900	-	0.0%	
Dues and subscriptions	2,447	1,959	1,789	2,500	2,500	6,000	6,500	4,000	160.0%	AAPA dues
Contractual services	53,735	36,403	19,035	94,800	92,500	94,800	92,500	(2,300)	(2.4%)	
Full Cost Allocation	225,200	193,200	193,200	215,400	215,400	215,400	195,800	(19,600)	(9.1%)	
Bank card fees	992	651	100	1,600	1,600	500	1,600	-	0.0%	
Office supplies	2,526	1,877	910	2,000	2,000	1,000	2,000	-	0.0%	
Postage and parcel post	227	1,143	1,976	2,500	2,500	2,000	2,000	(500)	(20.0%)	
Uniforms and safety equipment	10,986	14,597	9,418	20,000	20,000	15,000	20,000	-	0.0%	
Materials and commodities	21,270	24,538	12,474	25,000	25,000	25,000	25,000	-	0.0%	
Safety programs and equipment	905	3,608	1,180	5,000	5,000	5,000	5,000	-	0.0%	

Gasoline and oil	-	-	500	500	500	500	500	-	0.0%	
Loss contingency	1,000		1,000	1,000	1,000	1,000	1,000	-	0.0%	
Minor equipment	16,011	13,882	15,000	15,000	15,000	15,000	15,000	-	0.0%	
Minor furniture and fixtures	175	335	3,000	3,000	3,000	1,000	1,000	(2,000)	(66.7%)	
Minor Software	115	-	1,500	1,500	1,500	1,500	1,500	-	0.0%	
Vehicles and equipment	9,640	-	35,000	35,000	35,000	1,000	1,000	(34,000)	(97.1%)	
Contingency	-							-		
Reimbursable Expense - Internal	(11,000)	(11,000)	(15,100)	(15,100)	(15,100)	(15,100)	(15,100)	-	0.0%	
Salaries	12,775	10,424	260,300	270,900	270,900	270,700	281,900	21,600	8.3%	
Overtime			59	-	-		-	-		
Accrued leave	29,716	28,158	17,703	-	-		-	-		
Benefits	17,569	20,265	121,100	126,500	126,500	124,200	129,800	8,700	7.2%	
All other workforce	-	-	(321,400)	(337,400)	(337,400)	(334,900)	(348,600)	(27,200)	8.5%	
Mileage	401	272	400	400	400	1,200	1,200	800	200.0%	
Total	4,446,080	8,418,726	2,137,200	2,172,400	2,172,400	1,819,800	1,953,700			

Account Description	FY2018 Actuals	FY2019 Actuals	FY2020 Actuals	FY2021 Amended	FY2022 Approved	FY2021 Projected Actuals	FY2022 Revised	Change Amount	Change Percent	Request Description
Fleet Gasoline							5,000			This was previously charged on Harbors.
							<u>1,958,700</u>			

FY2022 Docks Revenue

Account Description	FY2018 Actuals	FY2019 Actuals	FY2020 Actuals	FY2021 Amended	FY2022 Approved	FY2021 Projected Actuals	FY2022 Revised	Change Amount	Change Percent
Interest income in Lawson	(27,223)	(133,372)	(147,237)	(70,000)	(70,000)	(70,000)	(70,000)	-	0.0%
Loss on disposal of assets		136,648	936,527	-	-			-	
Dock projects			(3,711)					-	
User fees	(199,959)	(252,435)	(166,376)	(260,000)	(260,000)	(30,000)	(200,000)	60,000	(23.1%)
Cruiseship Dock Fees	(696,024)	(681,473)	(462,577)	(690,000)	(690,000)	(125,000)	(500,000)	190,000	(27.5%)
Maintenance Port Fees	(649,993)	(708,551)	(514,412)	(710,000)	(710,000)	(175,000)	(550,000)	160,000	(22.5%)
Permit revenues	(418,508)	(378,168)	-					-	
Interest income in Lawson		148	-	-				-	
Marine passenger fee	(287,600)	(457,600)	(55,000)	(448,500)	(448,500)	(448,500)	(448,500)	-	0.0%
Port Development -			(358,500)					-	
Total	(2,279,307)	(2,474,803)	(771,284)	(2,178,500)	(2,178,500)	(848,500)	(1,768,500)	410,000	

FY2022 Harbors Expense

Account Description	FY2018 Actuals	FY2019 Actuals	FY2020 Actuals	FY2021 Amended	FY2022 Approved	FY2021 Projected Actuals	FY2022 Revised	Change Amount	Change Percent	Change Description
Principal	345,000							-		
Interest and service charges	2,779							-		
Interest and service charges	222,906							-		
Transfers Out - Harbor projects	733,000		155,000		-			-		
Depr Building	1,814,832	2,144,856	2,186,216		-			-		
Depr Equipment	43,489	49,628	47,382		-			-		
Depr Infrastructure	173,122	590,474	1,322,620		-			-		
Salaries	935,611	1,045,853	992,992	1,166,100	1,203,400	1,118,600	1,237,500	71,400	6.1%	
Overtime	44,513	52,885	59,204	40,000	40,000	40,000	40,000	-	0.0%	
Accrued leave	93,950	123,699	117,249	-	-	-	-	-		
Benefits	526,679	594,230	571,215	647,800	672,700	673,600	701,300	53,500	8.3%	
Workers compensation	15,700	13,700	13,700	18,900	18,900	18,900	16,000	(2,900)	(15.3%)	
Business travel	1,654	897	-	1,500	1,500	-	1,500	-	0.0%	
Mileage	349	967	707	1,000	1,000	1,000	1,000	-	0.0%	
Travel and training	7,827	12,909	7,471	15,500	13,100	5,000	16,600	1,100	7.1%	
Contractual training	4,524	2,309	1,044	2,500	2,500	2,500	2,500	-	0.0%	
Telephone	24,605	24,674	25,059	26,000	26,000	26,000	26,000	-	0.0%	
Printing	15,648	4,697	7,024	10,000	10,000	10,000	10,000	-	0.0%	
Advertising	2,526	648	1,027	1,000	1,000	1,100	1,100	100	10.0%	
Rents	9,570	11,083	12,367	15,000	15,000	40,000	100,000	85,000	566.7%	UAS lease expiration new rate & DOT ROW fee
Electricity	111,883	105,627	143,063	115,000	115,000	145,000	145,000	30,000	26.1%	
Fuel oil & propane	36,115	27,979	24,134	36,000	36,000	30,000	30,000	(6,000)	(16.7%)	
Refuse disposal	177,467	196,155	212,530	200,000	200,000	200,000	200,000	-	0.0%	
Water service	29,024	24,828	21,101	35,000	35,000	35,000	25,000	(10,000)	(28.6%)	
Wastewater service	10,450	10,662	9,355	11,000	11,000	11,000	11,000	-	0.0%	
Repairs	80,617	36,669	66,623	175,000	175,000	175,000	175,000	-	0.0%	FY21 Breakwater Repair \$100,000 -FY22 ABLF
Electronic repairs	125	628	-	1,000	1,000	1,000	1,000	-	0.0%	Deck \$50,000/Crane Overhaul \$40,000
Maintenance contracts	-	-	112	1,000	1,000	-	-	(1,000)	(100.0%)	
Maintenance - buildings	72	769	-	1,000	1,000	-	-	(1,000)	(100.0%)	
Building Maint Division Charges	50,994	29,827	32,600	52,900	52,900	53,300	60,800	7,900	14.9%	
Maintenance - software	-	3,271	-	3,500	3,500	3,500	3,500	-	0.0%	
Landscape Division Charges	18,000	36,000	36,000	36,000	36,000	36,000	36,000	-	0.0%	
Equipment rentals	3,323	4,800	433	5,500	5,500	5,500	5,500	-	0.0%	
Fleet equipment maintenance		43,754	39,791	60,000	60,000	52,000	52,000	(8,000)	(13.3%)	
Fleet replacement reserve	18,000	20,000	20,000	20,000	20,000	20,000	25,000	-	0.0%	
Equipment maint - non-fleet	54,125	14,331	5,074	-	-	1,000	1,000	1,000		
Spec & Prop	73,340	110,637	113,092	129,200	129,200	129,200	124,700	(4,500)	(3.5%)	
General Liab, Auto & EE Pract	4,000	5,200	5,150	8,200	8,200	8,200	8,200	-	0.0%	

Dues and subscriptions	5,285	2,907	2,812	5,500	5,500	6,000	6,500	1,000	18.2%	AAPA registration/AAHPA Registration/PCC
Fleet gasoline	12,764	15,486	11,903	20,000	20,000	16,000	16,000	(4,000)	(20.0%)	/chamber of commerce
Contractual services	307,027	244,947	233,706	271,100	271,100	271,100	262,500	(8,600)	(3.2%)	
Full Cost Allocation	225,200	193,200	193,200	215,400	215,400	215,400	195,800	(19,600)	(9.1%)	
Bank card fees	58,870	62,268	80,360	65,000	65,000	80,500	80,500	15,500	23.8%	
Office supplies	4,285	3,914	5,183	5,000	5,000	5,000	5,000	-	0.0%	
Postage and parcel post	5,767	6,808	4,847	6,500	6,500	5,000	6,000	(500)	(7.7%)	
Uniforms and safety equipment	6,111	8,794	5,588	10,000	10,000	9,000	9,000	(1,000)	(10.0%)	
Materials and commodities	39,253	49,783	43,037	50,000	50,000	50,000	50,000	-	0.0%	
Safety programs and equipment	7,763	6,508	6,628	8,000	8,000	7,000	7,000	(1,000)	(12.5%)	
Gasoline and oil	-							-	-	
Chemicals	311							-	-	
Loss contingency	-		1,000	-	-	1,000	1,000	1,000	0.0%	
Minor equipment	10,690	8,032	7,277	10,000	10,000	10,000	10,000	-	0.0%	
Minor furniture and fixtures	1,891	2,388	372	7,000	7,000	5,000	5,000	(2,000)	(28.6%)	
Minor Software	1	-		1,500	1,500	1,500	1,500	-	0.0%	
Vehicles and equipment	37,090	11,858	-	10,000	10,000	5,000	5,000	(5,000)	(50.0%)	
Interest and service charges		(6,439)	-					-	-	
Transfers Out - Harbor revenue bond debt servi	353,600							-	-	
Reimbursable Expense - Externa		(150)	-					-	-	
Rents		650	3,975	-	-		-	-	-	
Contractual services		2,635	35,950	-	-	-	-	-	-	
Materials and commodities		256	7,774	-	-	-	-	-	-	
Principal		380,000	395,000	415,000	415,000	415,000	435,000	20,000	4.8%	
Interest and service charges	268,692	266,307	251,325	323,400	302,600	323,350	302,600	(20,800)	(6.4%)	
Total	7,030,420	6,604,800	7,539,268	4,259,000	4,309,400	4,268,250	4,450,600			

FY2022 Harbors Revenue

Account Description	FY2018 Actuals	FY2019 Actuals	FY2020 Actuals	FY2021 Amended	FY2022 Approved	FY2021 Projected Actuals	FY2022 Revised	Change Amount	Change Percent
Harbor	(353,600)							-	
Cash over/short	40	0						-	
Miscellaneous revenue	-	(9)	(1,035)	-	-			-	
Interest income in Lawson	(781)	(145,201)	(158,444)	(70,000)	(70,000)	(52,500)	(52,500)	17,500	(25.0%)
Loss on disposal of assets		30,700	-					-	
CARES Relief			(26,912)		-	(52,000)		-	
Harbor projects		(905)	-	(270)				270	(100.0%)
State shared revenues	(389,022)	(447,875)	(409,173)	(275,000)	(365,000)	(388,624)	(300,000)	(25,000)	9.1%
User fees	(2,989,564)	(2,875,593)	(3,065,755)	(3,415,000)	(3,415,000)	(3,300,000)	(3,300,000)	115,000	(3.4%)
Permit revenues			(1,283)	-	-	-	(130,000)	(130,000)	
Minor Violations	(15,910)	(15,370)	(12,295)	(15,000)	(15,000)	(10,000)	(10,000)	5,000	(33.3%)
Land sales		(23,780)	-					-	
Land lease revenue	(939,339)	(886,389)	(925,733)	(890,000)	(890,000)	(925,000)	(925,000)	(35,000)	3.9%
Bad debts	25,776	142,185	58,223	75,000	75,000	75,000	75,000	-	0.0%
Interest income in Lawson	(1,157)							-	
AR interest and fines	(1,770)	(5,389)	(3,956)	-	-			-	
Donation revenues			(6,549)		-			-	
User fees			(6,000)		-			-	
Fee revenues			(38,690)		-			-	
Total	(4,665,326)	(4,227,625)	(4,597,601)	(4,590,270)	(4,680,000)	(4,653,124)	(4,642,500)	(52,230)	

Stabilizing Alaska's Economy

❖ **Express Capital Budget – Help to Alaskans Now**

- Funding the rest of the 2020 PFD - \$1,916 per eligible Alaskan
- \$4 million to address the sexual assault case backlog
- \$26 million to fisheries, wildlife, and resource projects
- \$24 million in construction and maintenance projects
- \$4 million for statehood defense

❖ **Infrastructure Project Bond**

- A \$300-\$350 million infrastructure proposal to put Alaskans to work
- Building bridges, ports/harbors, and roads all across the state
- Projects mean construction jobs, and critical infrastructure

❖ **Fiscal Certainty for Alaskans**

- **Honor the law:** Proposing a full PFD for FY22, according to state law
- **Change the law:** Proposing a new dividend formula going forward: if any money comes out of the Permanent Fund at least 50% needs to go to dividends. Proposes an advisory vote of the people to affirm this.
- **Protect the law:** Bring fiscal certainty by proposing Constitutional Amendments to:
 1. Cap government spending
 2. Require a vote of the people to pass new taxes
 3. Constitutionally protect the Permanent Fund and the Dividend

Fiscal Year 2022 Budget

The FY22 budget was developed in cooperation with all state agencies and reflects a total reduction of \$294.6 million (UGF), achieved by efficiencies, modernizations, and better delivery of government services. It represents an overall 10% reduction during the Dunleavy Administration.

❖ **Capital budget** leverages \$58.5m for \$1.4b total

❖ **Operating budget** (including Mental Health) leverages \$4.25b UGF for \$8.9b total

- Funds K-12 education with no current changes to the formula
- Prioritizes Alaskans by increasing funding for public safety by \$13.5 million
- Funds the Alaska Psychiatric Institute to operate at full capacity
- Restores school construction financing to FY20 level



Port of Juneau

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

From: *Carl J. Uchytel*
Carl Uchytel, P.E., Port Director
To: Rorie Watt, City Manager
Cc: Mila Cosgrove, Deputy City Manager
Date: December 31th, 2020
Re: FY 2022 Marine Passenger Fee (MPF) Request

1. Attached for your consideration is a list of FY21 Marine Passenger Fee requests from Docks & Harbors. This list was discussed by the Docks & Harbors Board at its November 19th, 2020 regular board meeting.
2. Please contact me or Erich Schaal if you have questions at 586-0282.

#

Encl: FY22 Docks & Harbors Marine Passenger Fee Request

Area Wide Port Operations

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

The Board has established a number of fees to generate revenues from users of the assets. The Board has calibrated these fees to assure the overall revenue generated by the enterprise equals the overall cost of running the enterprise.

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

Board identified the following services:

1. Year round maintenance and monitoring of Marine Park.
2. Maintenance and operation of public parking at the Columbia Lot and seasonal public parking at the Steamship Wharf Plaza and the Visitor's Center Lot.
3. Maintenance and operation of unrestricted pedestrian access along the waterfront at the public docks.
4. Maintenance of tour operators Vendor Booths.
5. Maintenance and operation of shuttle drop-offs and pick-ups in the CBJ loading zone that are used by all cruise ship terminals in Juneau.
6. Providing area wide port security. Of note are new Coast Guard requirements to validate credentials of passengers and crew returning to the cruise ships. New security structures will provide greater efficiencies but the resultant will be greater staff responsibilities to meet facilities security plans.
7. Billing and collecting CBJ area wide fees for all docks.

The Board reviewed its FY20 budget and apportioned expenses associated with these services. Based on its review, it estimates that about 15% of the annual docks budget is attributable to area wide services.

Marine Passenger Fee Funds Requested (FY22): \$275,000

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

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

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

Port-Customs and Visitor Center Buildings Maintenance Support

Project Descriptions: The Port-Customs and Visitor Center buildings are located on the downtown Juneau waterfront, an area that serves over one million cruise ship passengers each year. Docks and Harbors, an enterprise fund, is responsible for costs associated with operating the Port-Customs and Visitor Center Buildings. Expenses include all utilities (water, sewage, electrical, alarm monitoring) and facility support (parking lot, plaza, snow removal, janitorial and general maintenance). The two buildings comprise approximately 4450 square feet in area. Maintenance costs are estimated at \$2.50 per square foot per month equaling \$133,500.

Marine Passenger Fee Funds Requested (FY22): \$133,500

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

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

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

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

CBJ Parks & Recreation Landscape Maintenance Services

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

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

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

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

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

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

Safety Guardrail Along Dock Face

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

Marine Passenger Fee Funds Requested (FY22): \$1,000,000

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

Project Time-Line: This project would begin as soon as funding is allocated. The first step would be to design the guardrail and prepare construction bid documents. Upon award of a contract to the lowest qualified bidder construction would begin. The plan is to have the guardrail installed by spring 2022 provided full funding is obtained.

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

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

FY2022 ADOPTED BUDGET FOR DOCKS

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

Marine Passenger Fee Funds Requested (FY22): \$1,800,000

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

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

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

Real Time Current Sensors & Weather Monitoring

<https://www.mxak.org/services/mda/weather/port-of-juneau>

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

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

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

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

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

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

Additional Personnel for “Port of Call” Access Control

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

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

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

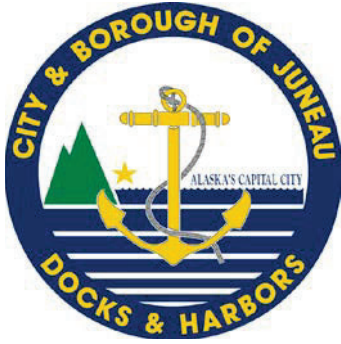
Although this may seem like a minor additional task to validate an ID with a boarding pass, we believe the impact will greatly impede the flow of passengers returning to their vessel. The above mentioned two-prong requirement will be similar to what one experiences at an airport TSA checkpoint. The extra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

Marine Passenger Fee Funds Requested (FY22): \$90,000 (1.5 FTE Harbor Technician)

Benefits: By funding an additional 1.5 FTE Harbor Technician, Docks & Harbors intends to hire 3 seasonal employees who will augment the standing Docks security force enabling greater redundancy for properly checking credential in accordance with Coast Guard guidance.

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

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



Port of Juneau

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

From: *Carl J. Uchytel*
Carl Uchytel, P.E., Port Director
To: Rorie Watt, City Manager
Cc: Mila Cosgrove, Deputy City Manager
Date: December 31th, 2020
Re: COORDINATED - FY 2022 MPF REQUEST

1. Earlier this month, Kirby Day, Drew Green, Harbormaster Matt Creswell and myself met to discuss the universal needs required for each of the cruise ship docks to meet the yet to be determined shore-side protocols that will enable the industry to operate safely in 2021. Though the first vessel arrival is scheduled 116 days from today, the requirements under development will mostly likely change numerous times before government approval and steady state operations are achieved. It would seem prudent to pursue a funding mechanism in which each of the cruise ship docks (AJ, Franklin, AS & CT) can draw upon resources to ensure a nimble and consistent response in supporting the industry. Some potential needs could include:

- PPE and cleaning supplies (hand sanitizers, wash stations, masks, etc)
- Contractual cleaning of high touch surfaces (i.e. restrooms, busses, etc)
- COVID surveillance testing of personnel engaged in the tourism industry
- Local isolation/quarantine housing needs not covered by the cruise ship companies
- Waterfront social distancing devices (personnel barriers, floor decals, etc)

2. The cost and demonstrative services associated with these demands is evolving; however, the fiscal reality is that major costs could be borne by the Juneau dock facilities as soon as in March, April, May & June of 2021. To maintain consistency throughout the Juneau waterfront, it seems reasonable to manage all these needs under a central funding program administered from the City Manager's Office or delegated to Docks & Harbors. Since the extraordinary costs may be needed in FY21, it is recommended that these costs be subsidized now and then reimbursed when FY22 MPF become available after July 1st. As a funding strategy, it may be appropriate for the CBJ Docks Enterprise to grant the short term needs through our Docks Fund Balance with the expectation that it be replenished later in calendar year 2021.

3. Please contact me if you have questions at 586-0294.

#

Copy: Kirby Day
Andrew Green



Port of Juneau

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

January 12th, 2021

Sam Kito III, P.E.
Project Manager, Facilities Planning and Construction
University of Alaska Southeast
11066 Auke Lake Way
Juneau, AK 99801

Dear Mr. Kito,

As you are aware, the CBJ-UAS lease agreement dated March 30th, 1988 will expire on May 4th, 2021. In accordance Section 3 (Option to Extend Term), please consider this CBJ Docks & Harbors formal request to exercise our one time option to extend the Term of this agreement.

Section 3: Option to Extend Term.

Lessee is given the one time option to extend the Term of this Agreement on all the terms, conditions, and provisions contained in this Agreement, with the exception of Section 4, for a thirty-three (33) year period following expiration of the Term, by giving written notice of exercise of the option to Lessor at least ninety (90) days but not more than one hundred and eighty (180) days before the expiration of the Term. Upon exercise of the option, Lessor and Lessee shall agree to a rental rate for the extended term, which rate may be nominal depending upon the benefit to Lessor's academic programs from Lessee's use of the Premises and, in any event, shall not exceed the fair market rental rate for the Premises at that time.

CBJ-UAS LEASE AGREEMENT

-5-

Revised Final 03/30/88

Docks & Harbors looks forward to working with you and the UAS team.

Sincerely,

Carl J. Uchytel
Carl Uchytel, PE
Port Director
City & Borough of Juneau