

**CBJ DOCKS & HARBORS BOARD**  
**OPERATIONS/PLANNING COMMITTEE MEETING AGENDA**  
**For Wednesday, June 17th, 2020**

- I. **Call to Order** (5:00 p.m. via teleconference @ 907-713-2140 PID# 370829)
- II. **Roll Call** (James Becker, Chris Dimond, Don Etheridge, Steve Guignon, James Houck, Budd Simpson, 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 Wednesday, May 20th, 2020 Operations/Planning Meetings Minutes**
- VI. **Consent Agenda** - None
- VII. **Unfinished Business**

- 1. Visitor Industry Task Force – Final Draft Report  
Presentation by the Operations-Planning Chair

Committee Discussion

Public Comment

Committee Discussion/Action

**MOTION: TBD**

- 2. COVID Related Board Motions Expiring June 30, 2020  
Presentation by Port Director

Committee Discussion

Public Comment

Committee Discussion/Action

**MOTION: TBD**

- 3. Permit Adjustment - Loading Permits (05 CBJAC 10.060)  
Presentation by the Port Director

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Committee Questions

Public Comment

Committee Discussion/Action

**MOTION: TBD**

4. Permit Adjustment - Passenger-for-Hire Fee (05 CBJAC 20.080)  
Presentation by the Port Director

Committee Questions

Public Comment

Committee Discussion/Action

**MOTION: TBD**

**VIII. New Business**

1. Board Resolution for Security Cameras in Harbor Facilities  
Presentation by the Port Director

Committee Questions

Public Comment

Committee Discussion/Action

**MOTION: TBD**

2. Clean Vessel Act (CVA) Grant Acceptance  
Presentation by the Port Engineer

Committee Questions

Public Comment

Committee Discussion/Action

**MOTION: TO RECOMMEND THE ASSEMBLY ACCEPT \$75K CLEAN  
VESSEL ACT GRANT ADMINISTERED BY THE ALASKA DEPARTMENT OF**

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**FISH & GAME FOR SEWAGE PUMP OUT FACILITIES AT HARRIS AND  
STATTER HARBORS.**

3. Appropriation of funds required to match Clean Vessel Act Grant Acceptance  
Presentation by the Port Engineer

Committee Questions

Public Comment

Committee Discussion/Action

**MOTION: TO RECOMMEND THE ASSEMBLY APPROVE AN ORDINANCE  
APPROPRIATING THE SUM OF \$90,000 AS PARTIAL FUNDING FOR THE  
STATTER IMPROVEMENT-PHASE III CAPITAL IMPROVEMENT PROJECT  
AND THE HARRIS HARBOR PUMP OUT CAPITAL IMPROVEMENT  
PROJECT.**

**IX. Items for Information/Discussion**

1. Budgetary Update  
Presentation by the Administrative Officer

Committee Discussion/Public Comment

2. Finance Sub-Committee Meeting Plans  
Presentation by the Port Director

Committee Discussion/Public Comment

3. American Association of Port Authorities (AAPA) Membership  
Presentation by the Port Director

Committee Discussion/Public Comment

**X. Staff & Member Reports**

**XI. Committee Administrative Matters**

1. Next Operations/Planning Committee Meeting- **Wednesday, July 22nd, 2020.**

**XII. Adjournment**

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**I. Call to Order** Mr. Ridgway called the meeting to order at 5:00 p.m. in cloud conferencing. The call in information was 713-2140, PID# 370829, others were present at the Port Office.

**II. Roll Call**

The following members were present: Jim Becker (phone), Don Etheridge(in person), Steve Guignon(phone), James Houck(phone), Budd Simpson (phone), Annette Smith (phone), Bob Wostmann (phone), and Mark Ridgway(in person).

Absent: Chris Dimond

Also present at the Port Directors Conference room: Carl Uchtyl – Port Director, Erich Schaal – Port Engineer, and Matthew Creswell –Harbormaster, and Teena Larson – Administrative Officer.

**III. Approval of Agenda**

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

Motion approved

**IV. Public Participation on Non-Agenda Items - None**

**V. Approval of Wednesday, April 22nd, 2020 Operations/Planning Meeting Minutes**

Minutes of April 22<sup>nd</sup>, 2020 were approved as presented.

**VI. Consent Agenda – None.**

**VII. Unfinished Business – None.**

**VIII. New Business**

1. Budget Update –

Mr. Uchtyl said page 10 in the packet is a memo to the Board through the Operations/Planning committee about the status of our budget for this fiscal year. This is an action item but it may not need any action from the Committee. He went over each paragraph in the memo -

- Paragraph one – This is the action of the Assembly to date. It shows the revised FY20, FY21 and FY22 for both Docks Enterprise and Harbors Enterprise. The amounts in black are the revenues and in red are the expenses. Staff has not been asked to update the budget. This has been approved by the Assembly but they recognize the uncertainty on budget numbers.

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- Paragraph two – This is the best estimate from staff regarding where we think the final numbers for FY20 will end up still knowing there is five and a half weeks of this fiscal year left. The estimate was from looking at past numbers, current numbers and trying to anticipate what to expect for the remainder of FY20. Harbors revenue is estimated to be down \$600,000 and expense about \$200,000 due to not bringing back the seasonal employees. Staff is still anticipating approximately \$100,000 surplus for FY20. The Docks revenue of \$1,555,424 is what we have collected to date and staff does not anticipate any more revenue in FY20. The Docks expenses estimate is at \$1,362,884 to the end of FY20. Staff is anticipating a \$200,000 surplus for FY20.
- Paragraph three – This is what we are anticipating the Assembly will fund in FY21 in marine passenger fees. The City Manager has said he will still distribute the marine passenger fees request of \$448,500 from Docks & Harbors for operations. Staff is anticipating revenue from cruise ships for FY21 in April, May, and June of 2021 so Docks should be fine. The other item in this paragraph is the CARES Act funding for COVID relief. Mr. Uchytel anticipates Docks & Harbors will receive funds from this as well. Our fleet replacement fund is another fund that the Board can decide to transfer money from. On an annual basis, Harbors adds \$20,000 and Docks adds \$10,000 to this fund. He said he is not proposing to move these funds to operations but right now Docks has \$71,000 and Harbors has \$44,000. He said he has also had a meeting with the City Manager about some of the CIP projects to de-obligate if needed for operations.

Mr. Ridgway asked what are the funds insulated from our budgetary process?

Mr. Uchytel said the City collects three sources of head tax. The two local head tax are the marine passenger fees which is \$5 per person and the port development fees which is \$3 per person. The marine passenger fees are allocated by the City Manager and can be given to private business as well. The last head tax is the state marine passenger tax at \$34.50 per passenger. The state allocates money from this tax, typically five dollars, to the first seven ports of call. The lawsuit with CLIAA did not include the state marine passenger tax.

Mr. Wostmann asked if the \$448,500 was included in the FY21 \$2.2M revenue?

Mr. Uchytel said yes.

- Paragraph four– These are the harbor needs for operations moving forward. Initially staff was alright with not hiring seasonal employees but now staff is at a point to rethink that decision. When Mr. Borg left the harbormaster position and Mr. Creswell was appointed to that position, Mr. Creswell's old position was left open. There are savings from it left open, Mr. Creswell is trying to do both positions as well as only having two harbor officers at Statter Harbor trying to cover the Harbor, ABLF, Amalga Harbor, and Echo Cove cleaning and maintenance. This is more than two staff members can do. The downtown harbors has an employee shortfall as well with one employee out for three months

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with an injury. Staffs recommendation is to bring back two seasonal Harbor Officers for Statter Harbor and one Harbor Technician for the downtown harbors. This is a modest request.

Board Questions –

Mr. Ridgway asked if this was for the rest of the season?

Mr. Uchytel said he recommends for the rest of the season to the end of September.

Mr. Ridgway asked what the expense will be for the two Harbor Officers and one Harbor Technician per month.

Mr. Uchytel said approximately \$20,000.

Mr. Ridgway asked where that money will come from?

Mr. Uchytel said that money is figured into the estimated expense for the fiscal years FY20 and FY21.

Mr. Ridgway asked if staff needed a motion from the Board?

Mr. Uchytel said staff has the approval to hire the seasonal employees but because we came to the Board and said we would not be hiring our seasonals employees staff wanted to bring this back to make sure the Board is aware of the hiring before just doing it.

Ms. Smith asked if one of the seasonal Harbor Officers was not hired and only one Harbor Officer and one Harbor Technician was hired, what would not get done?

Mr. Uchytel said two employees are stretched to cover seven days a week and it will limit the ability to take any leave.

Mr. Creswell said Statter Harbor needs staff early and later in the day as well as seven days a week for doing inventory and clean up. These additional two employees will allow the coverage during the busy times and the ability to complete some projects.

Mr. Ridgway asked what are the projects needing to be completed?

Mr. Creswell said the 20 to 30 bull rail replacements which are a two to three person project that will not be completed with no additional staff.

Mr. Wostmann commented that based on the amount of boat traffic out the road and at Statter Harbor he has seen, he believes this is a reasonable request and he supports it.

Mr. Etheridge commented when doing his weekend security patrols he noticed Amalga and Statter launch ramp areas are full of vehicles every night. With the amount of people there needs to be staff around to keep an eye on operations.

Mr. Ridgway said if things slow down enough that you don't need additional

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employees please come back to the Board and let us know.

- Paragraph five is other expenses that Docks and Harbors will have in FY20 and FY21. He said he would be happy to provide a tour to any Committee member that would like to go on the Lumberman. He said initially he thought that this is a 100' boat and how much stuff can be on it. Now that he has been on the boat, he sees first hand that the five deck boat is crammed full of junk. He said two employees started cleaning the Lumberman and he thought it would take two weeks, but with so much stuff he understands there needs to be more support with the amount of garbage. Before any work started on the cleaning, he contacted a contractor to provide a quote to clean all the garbage off the boat but they gave a quote of \$46,000 and he thought that was too much at the time but now he thinks that may have been a good deal. Staff proposes hiring furloughed CBJ employees to clean the Lumberman with a cost estimate of \$20,000 in labor costs. The labor can be split between Docks and Harbors enterprises. This may spill into FY21 as well. Another item talked about in paragraph five is camera's at Harris harbor. Initially staff thought Alaska Marine Exchange would be a willing partner to manage a security system with an active monitoring based on their watch standard but they are not interested in participating at this point. They will assist if we need help but they do not feel that meets their mission statement. The proposed \$5,000 will be a limited camera system at the gangway in Harris harbor. Does the Committee want to continue with the Camera system?

Mr. Etheridge said if a camera goes in at Harris Harbor, he believes a camera needs to go in at all the harbors gangways because everyone needs to be treated the same.

Mr. Ridgway commented that it may be worth trying this camera system out for \$5,000 to see if it works to reduce crime.

Mr. Creswell said one of the unique things about Harris is that there are already two outdated camera systems in place that send data back to Aurora Harbor and they can be accessed from the CBJ network. The \$5,000 would upgrade the existing camera's, add another camera, and use the existing communication network already in Harris Harbor. Looking at Douglas Harbor and the other Harbors there would be a new challenge for the camera systems. Because of the existing camera's in Harris is why staff chose this harbor for the test location.

Mr. Wostmann commented that the Harbors has to start somewhere. He said ideally all harbors should be supplied with cameras but our current funding does not support a project like that. He said he is in favor of doing the test project at Harris. He also asked about the progress on the previous discussions of upgrading the internet signals in the harbor so patrons would be able to purchase their own camers systems to monitor from their homes.

Mr. Uchtyl said he has been working on it but it is an ongoing project.

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Ms. Smith asked with the uncertainty of the summer season, does the trash have to be taken off the Lumberman now and she said she would prioritize security in the harbor far above taking trash off the Lumberman.

Mr. Uchytal said we have a 100' derelict tug sitting on one of our floats and no one will deal with it except Docks & Harbors. The plan is to do the cheapest disposal alternative which is clean it up and receive approval to scuttle the vessel.

Mr. Ridgway commented that this is a liability that needs to go away.

Public Comment – None

Committee Discussion/Action

Mr. Ridgway asked if Mr. Uchytal needed anything from the Committee on this item?

Mr. Uchytal said he believes the Committee is supportive of moving forward with what is in the memo cautiously.

**NO MOTION**

**IX. Items for Information/Discussion**

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

Mr. Uchytal said at the Auke Bay Loading Facility there is a 30' right of way encumbered by the state. When the boatyard was moved from Statter Harbor to the Auke Bay Loading Facility we received a conditional use permit but did not receive an approval from ADOT. Within the last five months, ADOT has taken an exception to our use of their right of way for some of the equipment and vessels that have been stored on the right of way. He said there has been meetings and emails on this topic and he was recently told Docks & Harbors should be receiving an encroachment permit in the coming days.

Mr. Uchytal said previously the Board has been briefed by Mr. Duvernay about the issue with the boat trailer and the inability to maintain it and that he is still waiting for the part to arrive from England. Many of the boats on the hard at the ABLF are Juneau Tours boats that will be on the hard for another year so there is no real reason to expedite the repairs to the boat lift. However, Harbormaster Creswell through his searching has found a repair company for the boat lift and the company is planning on manufacturing this boat lift again in the near future. He said he believes Mr. Duvernay will continue to use the boat lift and staff has located a company to do repairs.

Committee Discussion/Public Comment - None

**2. Archipelago & Statter Improvement Phase III – Construction Update**

Mr. Schaal reported;

- Statter Harbor Improvements Phase IIIA – Pacific Pile & Marine is substantially complete and their contract says final completion by the end of May. They have been successful in removing the blast pad and all the rock. They excavated and



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refilled the soft ground area. Yesterday they set a 62,000lb concrete block that is the outfall for the storm drain system that starts from the round-about. They are getting very close to being completed. One thing to work through in the coming months is that they have completed interim surveys of the bottom of the harbor and there has been movement of material during the second blast that has undone some of their dredging in the harbor. There is a ridge two to three feet high that does not meet the minimum -16' depth expected in the harbor. After dredging, it was at the right depth but with the second blast it caused a slight land slide from their blast pad and created a bit of a pressure ridge in the harbor. Because PPM chose to demob their dredge and work from land based excavators they are not able to reach out far enough to get to the ridge. They are looking local to find dredging equipment able to dredge this additional material out. They talked to Trucano and Western Marine. Western Marine is currently working with the Army Corps on the Aurora and Harris Harbor breakwater/dredging project and they gave a quote to PPM they were not happy with. PPM talked to Trucano and they are willing to do the work but they don't have the same equipment and they are also busy. There has been discussion to delay the final clean up until the fall but this would pose problems for PPM because it keeps the project open and they would like to be paid but we have withholdings for open projects. They are trying to figure out what avenue they want to proceed with. Staff's position is that we want the harbor at the depth they were paid for.

**Committee Discussion**

Mr. Ridgway asked if there would be a problem with the permits with the delay?

Mr. Schaal said the IHA permit goes to the end of September 2020 so the work would need to be completed by that time. The permit allowing for in water disposal of dredge material would need to include the end of September as well.

Mr. Schaal reported;

- Archipelago/Downtown Waterfront Improvements- Trucano is moving ahead with construction and finished all in water pile driving and work before the end of April so we were able to release our temporary PSO's. Trucano is currently working on installing pile caps, glulam wood beams, and wood decking. They finished all of the concrete wall construction and they ordered the sewer lift station which should be arriving in the next three weeks. In the PSA with Archipelago LLC, Docks & Harbors had access to the uplands until May, staff asked for an extension through May to June 1<sup>st</sup>, Trucano now has asked for another extension for continued access through the rest of the summer. Staff is working with Archipelago LLC to see if they will allow the access. If they do allow us to have four months, we will allow them to have four months of access on our property when they are in construction. The private part of this project is several years from breaking ground due to the parking issues with CDD and their desire to see what happens with the cruise industry over the next year or so with the COVID outbreak.

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Mr. Ridgway asked if there are any change orders to their contract?

Mr. Schaal said for change orders we have added extra work and addressed issues that have come up. Staff is working through the reductions discussed in past meetings to reduce some of the nicer amenities, planters, and fire features but we have not solidified those cost reductions yet.

Public Comment – None

**3. Docks & Harbors Board Recruitment**

Mr. Uchytel said in the packet on page 12 is what the previous Board put together to let the Assembly know what they are looking for in a Board member. He said he updated this slightly with current Board member information but if there is anything the Board wants added or changed to let him know. Mr. Simpson will term off the Board June 30<sup>th</sup>, Mr. Ridgway and Mr. Etheridge has the option to apply again for another term.

Committee Discussion/Public Comment – None

**4. BUILD Grant Submission – Juneau Fisheries Terminal Completion**

Mr. Uchytel said the three USDOT BUILD Grant application were submitted earlier this week. Staff has submitted these applications for four or five years. One is for the Juneau Marine Services project asking for \$25M (vision is to build a greater capacity for vessel haulout and ship repair facility), the second is for a non-motorized transportation link between Auke Bay Marine Station and Statter Harbor asking for \$12M, and the third application is for the Juneau Fisheries Terminal Completion that is also a \$25M ask.

Committee Discussion/Public Comment – None

**X. Staff and Member Reports.**

Mr. Creswell reported;

- Staff redirected ATV users at Echo Cove. He received a complaint on the ATV users crossing the launch ramp permit to access the beach and there were some close accidents. Staff placed barriers to restrict crossing the launch ramp from the side and repositioned a rock in the parking edge so they can access the beach safely.
- Staff is very busy with summer activities and we are short staffed due to not hiring seasonals. We are spread very thin but staff is stepping up and all working together.
- Crime in the harbor is down due to the increase of boater traffic. He is working with the larger dollar theft complaints, more to follow when he gets more information.
- Staff towed a boat from Harris Harbor to the north end of Aurora Harbor. For the last three or four months staff has been trying to make contact with the owner with letters and tagging the boat but the owner would not respond. The boat has a defective heater and the soot coming from the stack is causing damage to other boats nearby. About 30 minutes after moving the boat the owner of the boat was in the Aurora Harbor office. Staff finally got his attention and Mr. Creswell said

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he told the boat owner as soon as the boat is cleaned up, the heater fixed or decommissioned, and register as a liveaboard, he can move back to his stall in Harris Harbor.

- Two staff members have been working on the Lumberman to clean it up and they have been doing great work but there is just a lot to clean.

Mr. Uchytel reported;

- The Aurora Harbor dredge project is a Army Corps of Engineers project working with Western Construction Marine, they are removing all the timbers on the breakwater and will dispose of them. They will remove all the piles and replace those as well. They will replace some of the armor rock on the Harris Harbor breakwater. They will be finished with the above about July and come back in October to dredge Harris and Aurora Harbors with completion in February.
- The RFP period has closed for the Electrification of the Dock project. Staff received four proposals. Mr. Schaal, Mr. Etheridge, Mr. Wostmann, and myself will evaluate the proposals.

**XI. Committee Administrative Matters**

1. Next Operations/Planning Committee Meeting – Wednesday, June 17<sup>th</sup>, 2020.

**XII. Adjournment at 6:25 p.m.**



**MEMORANDUM**

**DATE:** April 27, 2020

**TO:** Visitor Industry Task Force

**FROM:** Staff

**SUBJECT:** DRAFT Taskforce Recommendations

**Note to the Visitor Industry Task Force**

*These Draft Recommendations are based on the Task Force discussions and written comments received. The goal of this draft is to encompass the key points that the Visitor Industry Task Force (VITF) may wish to forward to the CBJ Assembly.*

**Visitor Industry Task Force**

The Visitor Industry Taskforce held a number of public meetings between October of 2019 and February of 2020 to advise the CBJ Assembly and advance community thinking on a range of visitor industry topics.

The VITF took public testimony on January 11, 2020 and February 1, 2020 and received 43 spoken comments and 156 written comments. The testimony reflected a diverse range of viewpoints in the community and generally provided nuanced views of the benefits and impacts of tourism.

The relationship between CBJ and the visitor industry has evolved over the past two decades. Through investments in infrastructure, management tools, and in programs like Tourism Best Management Practices (TBMP), Juneau has effectively managed tourism growth. While CBJ and the visitor industry should be proud of the success of their efforts, we have reached a point where we need to work together to develop proactive tools and strategies for tourism management over the coming years.

The VITF recognizes the work done by the community and CBJ in early 2000's that resulted in the Tourism Management Plan and the subsequent Resolution 2170. Many of the findings and recommendations in the report are still applicable today and should be considered along with this report. The vision established in the Resolution continues to guide the efforts of this committee and should guide future policy decisions:

*CBJ seeks a healthy and vibrant tourism sector generating business opportunities and employment for Juneau citizens, protecting Juneau's heritage and cultural values and its natural resources, and making a positive contribution to the community's quality of life.*

The VITF met during the winter and spring of 2019 and 2020 in anticipation of establishing some short-term actions for the 2020 cruise season. The task force had nearly completed its report when industry impacts and public health mandates related to COVID-19 derailed the process. This submission represents the VITF's work to date. The group may reconvene in fall of 2020 or later to discuss changes to the industry and planning for the 2021 cruise season.

# Visitor Industry Task Force Report To the City & Borough of Juneau Assembly March 2020

## **1. Mayor's charge: Regarding Management of the Visitor Industry**

### ***1a) Is the current approach to managing the visitor industry adequate to make Juneau an attractive place to live and visit?***

Since 1988, CBJ has managed tourism through plans, studies, committees, task forces, and legislation. Within the context of a growing visitor industry, the current approach needs to be evaluated, revised and reorganized. In the past, CBJ has been too reactive when issues arise. Moving forward, CBJ, the visitor industry, and the community should proactively and collaboratively plan and act to ensure Juneau remains an attractive place to live and visit.

There are numerous CBJ planning efforts underway or contemplated that would affect tourism management, opportunity and efficiency. Additionally, there are infrastructure projects that contribute to management of tourism discussed in section 1b. Listed below are CBJ planning efforts related to tourism or that have a close connection to tourism as they are located in the downtown area. Efforts that may be funded by Marine Passenger Fees are designated with an asterisk.

1. Eaglecrest Summer Development Plan
2. CBJ grant to Whale SENSE Program\*
3. Blueprint Downtown
4. Housing issues downtown
5. Waterfront Museum\*
6. Small vessel docking study\*
7. Issues identified in the Manager's recommended Passenger Fee Memo to the CBJ Assembly\*
  - a. Juneau Cruise Passenger Survey
  - b. Cruise Passenger Transportation Study/Planning

The current management approach is realized through a mix of industry best management practices, agency permits and operations, and services provided by non-profits through grants and infrastructure planning. Compliance with visitor industry regulations and best practices is voluntary at times and mandatory under federal, state, or local statute or regulation. CBJ Resolution 2170, adopted in 2002, outlines tourism industry related policies and guiding ideas that are still relevant to the community. However, the resolution has not been used consistently as a guiding tool.

CBJ does not manage tourism through a single entity or under one section of code; various CBJ Departments manage areas used by tourists and tour operators. Those management activities include:

1. Dock Scheduling – Cruise Lines Agencies of Alaska (CLAA) schedules ships into Juneau and assigns the use of CBJ's Alaska Steamship Dock and Cruise Ship Terminal, as well as the lightering float used

by ships at anchor. CBJ has no contractual relationship with CLAA or member lines governing the use of these facilities.

2. Docks & Harbors Waterfront Management
  - a. Commercial Use Permitting of Docks and Harbors
  - b. Dock Maintenance
  - c. Seawalk Maintenance
3. Docks & Harbors / CBJ Assembly
  - a. Tidelands management
4. Parks & Recreation Management
  - a. Commercial Use Permitting of Parklands and Facilities
  - b. Seawalk Maintenance
  - c. Parks Management and Maintenance
5. Community Development Department Land Use Permits (including Planning Commission reviews)
6. Engineering/Public Works Right-of-Way Management
7. DOT Management of South Franklin Street – The roadway from Main Street to the Rock Dump is owned and managed by State DOT (Marine Way and South Franklin Street). However, for over 30 years, CBJ has taken the lead on roadway improvements.
8. Tourism Best Management Practices (TBMP) – Annual funding provided by CBJ from Marine Passenger Fees; the program is operated voluntarily by tourism operators and also manages the crossing guard program which is funded by Marine Passenger Fees.

### **Recommendations**

1. CBJ should establish a centralized tourism management function funded by CBJ with full-time staff to guide implementation of the 2002 Tourism Management Plan (TMP) where applicable. The TMP provides an example of how this could function.
2. CBJ should determine community goals (emissions, shore power, congestion mitigation, etc.) and develop and implement an action plan to achieve these goals.
  - a. Complete the Blueprint Downtown sub-area plan and address land use and zoning, as well as incentivizing local business development in the downtown core.
3. The TBMP program should be augmented and supported by CBJ. TBMP remains an industry driven and operated program. As an industry program, peer and industry pressure achieves compliance that would be difficult to obtain under a regulatory regime.
4. CBJ should adopt ordinances and regulations to establish consistent management of commercial tour use on all lands, including parks, docks and harbors, right-of-ways, and other lands owned by the CBJ. Management considerations should include:

- a. Continue to charge fees to fund required services and mitigate impacts. Review and revise fee schedule to ensure fees are appropriate.
  - b. Consider whether there should be commercial tour permitting on city streets and sidewalks for commercial tours such as guided hikes or guided micromobility tours; and if so, regulations should be developed in the same way that CBJ regulates parks and trails, to determine impacts, including days, times and capacity.
  - c. Limit Parks & Recreation commercial use permits to determine facility capacity and impacts (including hours and days). This may include some areas with higher visitation and some areas with lower or no visitation.
  - d. Require all tourism operators receiving Commercial Use Permits to be active members in good standing of TBMP and comply with TBMP guidelines, and where applicable, also be active members in good standing with WhaleSENSE and comply with WhaleSENSE guidelines.
  - e. Work with related agencies and partners, such as NOAA, on reducing speed and wakes from whale watching vessels in Statter Harbor, Auke Bay and other impacted areas.
  - f. Consider researching and implementing a permitting system for whale watching operators.
  - g. Recognize operators participating in the Alaska Travel Industry Association (ATIA), program “Adventure Green Alaska”, to encourage sustainability practices.
  - h. Incentivize operators to adopt environmental best management practices through local award programs, such as a Juneau Commission on Sustainability award.
  - i. Recommend operators/cruise lines adopt Travel Juneau “Juneau Pledge” and ATIA “Alaska” pledge. Cruise lines may also create their own “Alaska” pledge through CLIA (a creative method to encourage guests from around the world to embrace community respect and positive visitor behavior).
5. CBJ should require Cruise Lines International Association (CLIA) member cruise lines to operate in the following manner:
- a. In 2020 and going forward, minimize cruise ship waste in the landfill and prohibit ships from off-loading furniture, bedding, pillows, mattresses, electronics and other similar bulky items as garbage into the Juneau landfill. Coordinate with the landfill, CLIA and CLAA to implement this recommendation and as CLAA receives notifications and picks up the offloads, ask them to assist with not accepting these items. By 2021, consider prohibiting any cruise ship waste offloads into the landfill.
  - b. Maximize use of shore power by all cruise lines by requiring CLAA to assign shore power configured ships to electrified docks once additional shore power infrastructure is in place.
  - c. Limit water usage by ships in periods of drought.
  - d. Turn off large LED screens while in port in coordination with CLIA and TBMP
  - e. Maximize “localism”
    - i. Encourage cruise lines to maximize partnerships with locally owned businesses.
    - ii. Continue to support and direct cruise ship passengers to local businesses.
  - f. Coordinate with CLIA and CLAA on ship scheduling and berthing to minimize congestion at all docks. These recommendations should be implemented over the next three years based on feasibility and need. In 2020, strategically assign ships based on size with the goal of reducing traffic congestion downtown



- i. In 2020 and going forward, work with CLAA and CLIA to provide more transparency and visibility for schedules and projected passenger counts, two years in advance or upon creation.
  - ii. In 2020 and going forward, should a ship wish to call in Juneau at CBJ operated facilities on a day other than what was originally scheduled due to weather or other factors, CLAA should review this request with CBJ prior to confirming this call in order to evaluate how the change affects congestion and other impacts to the community.
  - iii. In 2021, stagger arrival times of ships by 30 minutes.
  - iv. In 2022 if the NCL berth is operational as the fifth dock, prohibit hot berthing as a scheduled practice.
- 6. CBJ should clearly establish guidelines and goals for the scheduling/assigning of **municipal** docks. These recommendations should be implemented over the next three years based on feasibility and need.
  - a. In 2020 and going forward, prohibit docking or anchoring of passenger cruise ships of any size in Auke Bay, specifically Statter Harbor, except for emergency purposes.
  - b. In 2020 and going forward, work with CLAA and CLIA to provide more transparency and visibility for schedules and projected passenger counts, two years in advance or upon creation.
  - c. In 2021, stagger arrival times of ships by 30 minutes.
  - d. In 2022 if the NCL berth is operational as the fifth dock, prohibit hot berthing as a scheduled practice.
  - e. Prioritize berthing for shore power configured ships once additional shore power infrastructure is in place.
- 7. Incentivize Juneau as a turn port for smaller ships.
- 8. Juneau should establish a marketing identity through their destination marketing organization, Travel Juneau. Integrate this marketing identity across the community (conceptual draft – Juneau is proud of its cultural heritage, support of the arts, love of the natural environment, and finds its identity as an ocean and mountain town).

***1b) Is the approach adequate within the existing dock infrastructure and within other foreseeable public or private infrastructure projects for the growth anticipated?***

The current management approach within the existing and foreseeable infrastructure projects is not adequate. Many of the current projects address important issues, but the approach needs to be consistently coordinated among city, state, and federal partners. Additional work should be continued to mitigate current impacts and anticipate future impacts.

Numerous upgrades to downtown infrastructure are underway and some may be impacted by reduced Marine Passenger Fee revenue. These projects increase Juneau’s ability to host large numbers of visitors. The upgrades, with completion dates, include:

1. Egan Drive improvements (2020) – ADOT reconstruction of Egan Drive from Main Street to 10<sup>th</sup> Street.
2. Small bus staging at the Archipelago area (2022) – Deckover of tideland area close to the Marine Parking Garage to provide space for passenger bus loading.
3. Open space at the Archipelago area (2022) – Private project adjacent to the Marine Parking Garage to develop commercial and open space on the waterfront.
4. Sidewalk stanchions (2020 - 2022) – Continue installing barriers at the edge of sidewalk along S. Franklin Street to separate pedestrians and vehicles.
5. Warner’s Wharf Alley Improvements (2020-2021) – Safety and pedestrian improvements to the Seawalk access on Warner’s Wharf, adjacent to Pier 49.
6. Dock Electrification planning (ongoing).
7. Seawalk Infill at Marine Park (2021) – Install Seawalk decking over the area where the lightering ramp and float was removed. This will extend the Seawalk to connect to Marine Park.
8. Seawalk expansion South to AJ Dock planning (ongoing).
9. Marine Park Upgrades (2023) – Park reconstruction project to improve pedestrian flow and user amenities on the waterfront.
10. Marine Way Seward Street Crosswalk (2021) – Evaluate location of crosswalk and utility of left turning movement at Seward Street.
11. Cruise Ship Real Time Wastewater Monitoring (2021) - Install instrumentation and control systems to track strength and flow rate of discharges to allow for efficient plant management.
12. Franklin Dock Floating Berth (2021) – Private project evaluating replacing the current cruise ship dock with a floating berth.

**Recommendations**

1. Additional infrastructure development should be considered in the downtown area to accommodate current volumes and potential growth. Continued efforts to move people and vehicles through downtown efficiently and safely are necessary.
  - a. Traffic congestion on S. Franklin is a critical infrastructure issue that needs to continue to be addressed through planning, design, and construction to separate pedestrian and vehicular flow. CBJ and DOT should coordinate to accomplish this work. Considerations should include:
    - i. Maximize right-of-way space for pedestrians.
    - ii. Minimize required stops for vehicles.
    - iii. Extension of pedestrian stanchions.
    - iv. Minimize and consolidate turning movements.
    - v. Focus pedestrian flow to crosswalks and desired destinations.
    - vi. Improve pedestrian flow by creating better access between Seawalk and S. Franklin Street.
    - vii. Consider staging areas outside of downtown for cargo deliveries and incentivize companies to deliver outside of times when cruise ships are in port.
    - viii. Encourage and incentivize electrification of tourism vehicles.

2. Research and develop efforts to move people on and off the right-of-way, including circulators, electric ferries, Seawalk extension, connections between S. Franklin Street with the Seawalk, and other alternative pedestrian routes.
3. Prioritize dock electrification and continue to work with the electrical utility to monitor electrical capacity available for purchase on either an interruptible or firm basis.
4. Limit expansion of downtown dock infrastructure to allow for no more than one additional larger cruise ship.
5. Wastewater, water, and air quality should continue to be evaluated by the City and State to reduce impacts on the health of the community and environment. Responsible agencies should evaluate and plan to analyze capacity and impacts of increased cruise ship visitation. Air quality should be monitored regularly for adherence to strict standards, including compliance with the Marine Vessel Visible Standards (18 AC 50-.070) and all available and reasonable steps to minimize visible stack emissions while in port should be taken.
6. Plans for infrastructure development including design standards and analysis of growth and impacts should be completed for other areas outside of the downtown waterfront where tourism growth is occurring or could occur, such as Auke Bay and North Douglas (Eaglecrest).
7. Support public and private development ventures that alleviate pressure on existing infrastructure.
8. Ensure recreational facilities such as trails for hiking and biking are developed to maintain Juneau as a top recreational place to live and visit.
9. Recognize the contributions of Native Alaska organizations to the downtown core and support continued growth of cultural tourism and installation of Native Alaska art in public spaces.

## **2. Mayor's charge: Regarding reviewing and updating the Long Range Waterfront Plan**

The Long Range Waterfront Plan (LRWP) has guided CBJ thinking and actions on the development of waterfront infrastructure for the last 15 years. The LRWP was the culmination of a great deal of planning work in the early 2000's. Writing, considering, and adopting the LRWP was very time consuming, and required extensive and sustained public engagement. Updating or re-writing the Plan would be similarly difficult and time intensive.

### ***2a) What are the pros and cons of updating the LRWP?***

#### **Pros**

1. The LRWP is an infrastructure development plan for the waterfront land between the Juneau - Douglas Bridge and the Little Rock Dump. The extent of tourism reach in Juneau has expanded beyond the downtown waterfront; updated planning could be done in areas outside the scope of the LRWP, including harbors and transportation corridors.
2. Proactive planning instead of a reactive approach is needed on infrastructure and tourism issues.

3. In 2004, the work on the LRWP was a positive step in bringing the community together on tourism issues.

### **Cons**

1. The effort and cost of the LRWP was very high.
2. It is uncertain whether the community has the capacity to focus on a yearlong waterfront planning process.
3. The current plan is still functional and valid for the waterfront area.
4. There are many neighborhood, harbor, and park plans that inform zoning and infrastructure development.

### ***2b) If the LRWP was updated, should it be an infrastructure update or should that update consider other policy or operational issues?***

1. The LRWP horizon extends to 2026. Currently, the concept design approaches and recommendations within the plan are still valid and can be used as a foundation for continued development along the downtown waterfront. Approximately 50% of the tasks outlined in the LRWP are complete; progress should continue to complete the remaining viable tasks by 2026.
2. Updates on completed projects along the downtown waterfront should be made and communicated to the public through a conceptual five-year Capital Improvement Program (CIP).
3. Regarding considerations of policy and operational issues, recommendations in Task Force charging question #1 respond to this need.

### **Recommendations**

1. Do not expend the effort necessary to update the LRWP. The CBJ Assembly should maintain focus on better tourism management and rely on the finer detailing from the ongoing Blueprint Downtown planning efforts.
2. Complete development of the Seawalk.

### **3. Mayor's charge: Regarding the persistent idea of a restriction on the number of visitors**

1. Consider and research whether a restriction on the number of visitors arriving in Juneau would be legal, enforceable or practical.
2. If found to be legal and enforceable, advise on the pros and cons of the concept of restricting the number of visitors and whether a restriction strategy might be:
  - a. A concept that would apply to annual/seasonal visitation numbers?
  - b. A concept that would apply to daily visitation numbers?

3. Consider whether changes to ship scheduling (daily arrivals and departures) might address community concerns and impacts.
4. Consider the pros and cons of CBJ becoming involved in dock scheduling.

### **Legal Considerations**

The City Attorney provided the task force with a memo on January 21, 2020 that broadly outlined the numerous legal hurdles that could oppose a legal limitation on the number of cruise ship passengers that visit Juneau.

### **Practical Considerations**

As a practical matter, limitation of cruise ship passenger visitation can be achieved by the following methods:

#### **1. Limit by Infrastructure**

Whether or not to lease tidelands for a new dock (or docks) to accommodate larger cruise ships is the most pressing capacity question that Juneau will face in the foreseeable future. The CBJ Assembly should spend a significant amount of time studying this issue. A new dock may or may not supplant the existing anchoring and lightering and may or may not result in significant ship visitation growth. However, that analysis is greatly over simplified.

#### **2. Limits on Ship Scheduling**

The revenue bonds that financed the construction of CBJ owned cruise ship docks and lightering float (commonly known as 16B) requires that the debt service not be placed in jeopardy. The bonds are scheduled to be paid off in 2034, but the CBJ can prepay the bonds as early as March 1, 2026. Limitation on dock availability (such as instituting “no ship days” at CBJ facilities) at the municipal docks may cause such jeopardy.

CBJ does not have the authority to limit scheduling/berthing at the two privately owned docks. If, over time, the municipality acquired the private docks, it would eventually have more control of scheduling once the debt incurred in the acquisition was retired. Note, however, that neither private dock is for sale.

To limit ships anchoring and lightering, CBJ could consider limiting availability of its owned lightering docks. However, private lightering options could become available.

Daily or hourly limits could also be considered on the availability of commercial activity on CBJ lands and harbors.

#### **3. Limit by Negotiation**

CBJ effectively ended years of litigation with CLIA by negotiating a Memorandum of Agreement that satisfies the needs of Juneau and the industry. A best course of action should include determining community goals and directly negotiating to achieve them.

#### **4. Financial Incentives/Disincentives**

Different ship berthing protocols can result in less congestion, but there are barriers to adjustments to the assigned berthing locations. Issues include cruise lines’ historical preference

and the economic disparity between the rates charged at less expensive CBJ facilities and the costlier private berth options.

### **Recommendations**

1. At this time, the CBJ should not pursue a hard numerical “cap” on numbers of visitors because it is legally questionable and logistically impractical. Limitations can be achieved through other measures, including port infrastructure capacity to better manage the impacts of visitors.
2. Request CBJ Law to research how other U.S. communities have instituted a numerical visitor cap and /or other possible methods of limitations.
3. CBJ has traditionally left scheduling of the port and assigning of the City docks to CLAA, but should take a more active role to achieve its management goals. See section 1a of this report for specific recommendations.
4. CBJ should negotiate changes that would promote more efficient ship scheduling, berthing and managing congestion, such as assigning larger capacity ships to the City docks and reducing traffic on South Franklin.
5. By 2023, CBJ should negotiate a formal agreement with the industry to limit the number of ships to five larger ships per day, one ship at each dock or four ships at docks and one at anchor (if the fifth dock is not built or if a fifth ship chooses to anchor instead of dock). This would give the industry time to adjust to recommendations.
6. CBJ should work with cruise lines to attempt to “get the peak out of the week” and balance the numbers of visitors across days of the week. There are more docks being constructed throughout Southeast; CBJ and other Southeast communities should work with the cruise lines to manage visitation throughout the region.
7. CBJ should work with the various agencies including CLAA, CLIA and individual ship lines to discourage or prohibit anchoring and lightering by larger ships if an additional dock is constructed. If a Subport dock is constructed, the CBJ should more thoroughly investigate and completely understand under what circumstances the USCG would remove or restrict the current anchorage.
8. The Visitor Industry Task Force did not reach consensus on the issue of a ship free day or “no ship days” at one CBJ dock per day. One option could be instructing CLAA to cease assigning one of the city docks on certain Saturdays, alternating between Alaska Steamship Dock and Cruise Ship Terminal. Issues discussed included:
  - a. Economic impacts
  - b. Region-wide scheduling considerations
  - c. Inability to control assigning of private docks
  - d. Legal and debt service concerns (16B docks)

#### **4. Mayor's Charge: Considering methods for collecting public opinion**

*Consider the pros and cons of collecting public opinion through formal surveys, including researching survey costs. Public opinion is always important for the CBJ Assembly to determine and collect; however, asking simple yes/no questions on nuanced issues can be polarizing and can be difficult to get the public to understand all of the details necessary for formation of well-founded policy decisions.*

In the 1990's and 2000's, CBJ commissioned a number of surveys of public perceptions on tourism. The 2002 Juneau Tourism Management Plan identifies survey results as the primary indicator for activating "safety valves" – constructing an additional port separate from Juneau, but within the Borough to disperse the CBJ's visitor load. Public surveys can be a useful community engagement tool, because they make it possible to get results from a broader cross section of the community than with other public engagement methods. However, it is important for survey questions to be well designed. It is also important to have a clear understanding of the purpose of the public survey. Such a survey could be focused on general public perception (i.e. "has Juneau reached its capacity for cruise tourism?") or focused on measuring community impacts in specific areas. It would also be important to consider who would use the survey results and for what purpose.

##### **Recommendations**

1. Engage a third party contractor to complete a public opinion survey of Juneau residents at the end of the 2021 cruise season.
2. Depending on the utility of a survey, additional surveys should be planned to gauge how management strategies are influencing public perception.
3. Consider collecting data on the effects of hot berthing.

#### **Additional Task Force Discussion Issues**

##### **Subport Development/Upcoming Norwegian Cruise Line Dock Proposal**

Whether or not to support an upcoming Subport development proposal is a CBJ Assembly decision. The USCG and/or NOAA also have important roles. Future discussions should consider allowing, limiting or prohibiting anchoring in the Juneau Harbor. The use of dynamic positioning navigational systems, which when in use, designate vessels as "underway" vs. "anchor" should also be discussed as this may change the ability of agencies to utilize certain management tools to control the anchorage.

A shift in docking or anchoring of cruise ships may alter spending patterns of passengers and affect the local economy. In addition, a dock at the Subport could leverage other community goals such as:

1. Seawalk
2. Small Boat Harbor
3. Ocean Center

4. Berthing for small cruise ships (The Task Force does not yet have an accepted definition of “smaller ships”)
5. Homeporting of “small ships”
6. Economic and/or Housing Development
7. Pedestrian management such as a walkway crossing over Egan
8. Reducing vehicle congestion on S. Franklin Street

**Recommendation**

Support a Subport dock if the following conditions are met, recognizing that some of these conditions are beyond NCL or any other developer’s control. However, the Task Force submits these items for Assembly consideration in making policy decisions:

1. One larger ship per day using one side of the facility;
2. Maximum of five larger ships in port per day;
3. No hot berthing at the new facility;
4. No larger ships allowed to anchor as the sixth ship in town. Larger ships may anchor but the number of larger ships in port would still be limited to five (CBJ to consider legal ramifications of limiting size of ships at anchor);
5. High quality uplands development for community and visitors;
6. Year round development orientation;
7. CBJ manages dock to some extent through a public private partnership or management agreement;
8. Dock is electrified.

**Cruise Ship Size Discussion**

The task force report includes many recommendations related to cruise ship size, especially as related to a potential new NCL dock and anchoring of ships. In the report, the term ‘larger’ cruise ship is used and a specific definition of larger ship is not given for the following reasons:

1. The length of a ship does not necessarily determine the number of passengers.
2. Limiting ships by number of passengers may require additional legal analysis.
3. The concern on ship size is related generally to the amount of impacts it creates in the community on the environment, traffic and congestion, and infrastructure.



The Assembly may have to define a 'larger ship' as it proceeds with tourism management, but this definition will likely include a deeper analysis of impacts, expected fleet of ships, and ongoing and planned infrastructure development. The committee suggests that 'small ships' are those with 500 or fewer passenger capacity. 'Larger' ships are those that exceed these a 500 passenger capacity.



# Port of Juneau

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**From:** *Carl J. Uchytel*  
Port Director

**To:** Docks & Harbors Board

**Via:** Docks & Harbor Operations-Planning Committee

**Date:** June 11<sup>th</sup>, 2020

**Re:** COVID RELIEF POLICIES

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1. At an April Special Board meeting, you provided five motions intended to help those impacted by the COVID pandemic. Two of those actions are complete. Three items had dates expiring on June 30<sup>th</sup>.
2. Those three motions include:
  - a. MOTION by: MR. RIDGWAY THE PORT DIRECTOR SHALL BE GUIDED BY GOVERNOR'S PUBLIC HEALTH DISASTER EMERGENCY WHICH PROVIDES STATUATORY PROTECTION TO PREVENT EVICTION OR OTHERWISE EJECT A PERSON WHO IS A RESIDENTIAL TENANT FOR NONPAYMENT OF RENT. THE PORT DIRECTOR IS DIRECTED TO SUSPEND IMPOUND OF VESSELS AS IT APPLIES TO LIVE ABOARD PATRONS EXPERIENCING FINANCIAL HARDSHIP RELATED TO THE COVID-19 PUBLIC HEALTH DISASTER EMERGENCY. ANY PERSON SEEKING PROTECTION UNDER THIS MOTION SHALL PROVIDE TO THE PORT DIRECTOR A SIGNED STATEMENT, SWORN UNDER PENALTY OF PERJURY, THAT THE PERSON IS EXPERIENCING FINANCIAL HARDSHIP RELATED TO THE COVID-19 PUBLIC HEALTH DISASTER EMERGENCY. THIS ORDER IS EFFECTIVE FOR APRIL, MAY AND JUNE 2020.
  - b. MOTION by MR. SIMPSON: IT IS THE POLICY OF THE BOARD NOT TO FORGIVE MOORAGE FEES. THE PORT DIRECTOR IS GIVEN DISCRETION TO WORK WITH INDIVIDUALS ON A CASE BY CASE BASIS TO EXTEND PAYMENTS OF MOORAGE FEES NECESSARY TO KEEP THE INDIVIDUAL'S ACCOUNT IN GOOD STANDING. THIS ORDER IS EFFECTIVE FOR APRIL, MAY AND JUNE 2020.
  - c. MOTION by MR. WOSTMANN: THE DOCKS AND HARBORS BOARD, TO PROVIDED RELIEF TO DAILY MOORAGE PATRONS, DIRECTS THE PORT DIRECTOR TO APPLY MONTHLY CHARGES TO THOSE WHO DO NOT MEET THE REQUIRMENTS TO BE CONSIDERED FOR MONTHLY PAYMENT. THIS ORDER IS EFFECTIVE FOR APRIL, MAY AND JUNE 2020 AND ASK UNANIMOUS CONSENT.
3. Should the Docks & Harbor Board wish to extend these policies, it could be done at the June meetings.

#

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 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 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.

05 CBJAC 15.080 - Loading permit fees.

- (a) *Definition.* The charge assessed for obtaining a loading permit as set out in CBJ Administrative Code Title 05, Chapter 10.
- (b) *Basis for charge.* Permits are issued to qualifying entities pursuant to the regulations set out in CBJ Administrative Code Title 05, Chapter 10. Three classes of permits are issued, "A" permits, "B" permits, and limited loading permits. The "A" and/or "B" permits have two fee components. The first component is assessed to each company obtaining one or more "A" and/or "B" permits. The second component is assessed to each company based on the total number of passenger seats, excluding the vehicle driver's, that are permitted. All fees are assessed on a per calendar year basis.
- (c) *Loading permit fees assessment:*

Permit Type	Fee
"A" or "B" Permit	2017: \$300 per company plus \$7 per passenger seat 2018: \$350 per company plus \$8 per passenger seat 2019: \$400 per company plus \$9 per passenger seat Starting 2025: Adjust this fee every 5 years based on the CPI adjustment
Limited Loading Permit	\$15 per vehicle for each permit day; or \$250 per year, whichever is less.

05 CBJAC 20.080 - Passenger-for-hire fee.

- (a) *Definition.* The fee assessed to a person conducting passenger-for-hire activities at Douglas Boat Harbor, North Douglas Boat Launch, Amalga Harbor Boat Launch, Echo Cove Boat Launch, Tee Harbor Launch Ramp, Harris Harbor, Harris Harbor Launch Ramp, Aurora Boat Harbor, Statter Boat Harbor, or Statter Boat Harbor Launch Ramp.
- (b) *Relationship to other fees.* This fee applies in addition to other fees set out in 05 CBJAC 020, except as follows:
  - (1) A person paying moorage fees for reservations moorage at Statter Harbor as set out in 05 CBJAC 25.040 shall not be required to pay this fee;
  - (2) A person paying freight use fees as set out in 05 CBJAC 20.070 shall not be required to pay this fee if the passengers are loaded at a launch ramp;
  - (3) A person conducting passenger-for-hire activities at the Douglas Boat Harbor Launch Ramps, North Douglas Launch Ramp, Amalga Harbor Launch Ramp, Tee Harbor Launch Ramp, and Echo Cove Launch Ramp are assessed fees as set out 05 CBJAC 01 in lieu of this fee; and
  - (4) A person conducting passenger-for-hire activities at the Intermediate Vessel Float or the Marine Park Lightering Float are assessed moorage fees as set out in 05 CBJAC 15 in lieu of this fee.
- (c) *Requirements.* The owner of a vessel must apply to and obtain a permit from the Harbormaster in order to conduct passenger-for-hire activities at Douglas Boat Harbor, North Douglas Boat Launch, Amalga Harbor Boat Launch, Echo Cove Boat Launch, Tee Harbor Launch Ramp, Harris Harbor, Harris Harbor Launch Ramp, Aurora Boat Harbor, Statter Boat Harbor, or Statter Boat Harbor Launch Ramp. Applications are available at any of the Docks and Harbor Department Offices. The Harbormaster is authorized to issue permits with reasonable conditions concerning insurance, operations, and the payment of fees.
- (d) *Inspected vessel fees.* The Harbormaster shall assess permit fees to the owner of a vessel engaged in passenger-for-hire activities that is regulated under Subchapter T and S of 40 CFR 33 as follows:
  - (1) Calendar year 2015 permit: \$300.00 per vessel plus \$1.25 per passenger each calendar day that one or more facilities is used for passenger-for-hire activity. Calendar year 2016 permit: \$400.00 per vessel plus \$1.50 per passenger each calendar day that one or more facilities is used for passenger-for-hire activity. Calendar year 2017 permit: \$500.00 per vessel plus \$1.50 per passenger each calendar day that one or more facilities is used for passenger-for-hire activity.
  - (2) Each calendar year after 2017, a fee equal to the previous year's fee adjusted by the Anchorage Consumer Price Index (CPI) as reported by the Alaska Department of Labor for the calendar year preceding the start of the moorage year, rounded to the nearest \$1.00 for the vessel permit and nearest \$0.10 per passenger, unless the docks and harbors board takes action to keep the fee the same as the previous year.
  - (3) No charge for non-profit use when approved by the Harbormaster on a case-by-case basis.
- (e) *Uninspected vessel fees.* The Harbormaster shall assess permit fees to the owner of a vessel engaged in passenger-for-hire activities that is not regulated under Subchapter T and S of 40 CFR 33 (OUPV - operator of uninspected passenger vessels) as follows:
  - (1) Calendar year 2015 permit: \$50.00 per vessel plus \$1.00 per passenger each calendar day that one or more facilities is used for passenger-for-hire activity. Calendar year 2016 permit: \$100.00 per vessel plus \$1.25 per passenger each calendar day that one or more facilities is used for passenger-for-hire activity. Calendar year 2017 permit: \$150.00 per vessel plus \$1.50 per passenger each calendar day that one or more facilities is used for passenger-for-hire activity.

- (2) Each calendar year after 2017, a fee equal to the previous year's fee adjusted by the Anchorage Consumer Price Index (CPI) as reported by the Alaska Department of Labor for the calendar year preceding the start of the moorage year, rounded to the nearest \$1.00 for the vessel permit and nearest \$0.10 per passenger, unless the docks and harbors board takes action to keep the fee the same as the previous year.
- (3) No charge for non-profit use when approved by the Harbormaster on a case-by-case basis.

**Docks & Harbors Board**  
**Policy Resolution**  
**Use of Security Cameras in Small Boat Harbor**

Whereas, the Docks & Harbors Board has received appeals from harbor patrons to improve the safety and security of Docks & Harbors facilities including floats, launch ramps and parking lots; and,

Whereas, patrons have requested Harbor Enterprise funds be allocated to install security cameras throughout the small boat harbors and launch ramp facilities; and,

Whereas, as an Enterprise operations, Docks & Harbors fiduciary responsibility is to collect revenue, balance expenditures and pursue grant opportunities to manage and recapitalize without burdening the City & Borough of Juneau sales tax and property tax bases; and,

Whereas, Docks & Harbors has successfully secured federal and state grant money to invest in robust security cameras along the Port of Juneau's Seawalk and for new construction of the Statter Harbor Launch Ramp, respectively; and,

Whereas, the Port Director is unaware of any known source of grant money to purchase security cameras to be retrofitted at existing small boat harbors, existing launch ramps or existing parking lots under Docks & Harbors management; and,

Whereas, Docks & Harbors staff cannot recall a single instance in the past 5 years where collection of security camera video led to a conviction of any crime along the downtown waterfront or Statter Harbor Launch Ramp; and,

Whereas, local commercial internet providers have suggested at a Docks & Harbors Board meeting that the technology exists in each of the small boat harbors for individual boat owners to install remote monitoring security cameras which may provide the granularity to collect video to effectively thwart criminal misconnect; and,

Whereas, Docks & Harbors intends to systematically improve the collection of security video through the installation of cameras at each gangway at all small boat harbors, as funds reasonably allow.

Therefore, it the policy of the Docks & Harbors Board to

- a) Encourage small boat harbor patrons to contract with local internet or security businesses to provide a level of monitoring suitable for each individual vessel owner's security concerns with an understanding Docks & Harbors shall pursue monitoring along the each uplands entrance leading to small boat harbor floats.
- b) Look for opportunities to co-operate with local private sector internet providers to permit access to Docks & Harbors property and facilities to encourage and enable full coverage of all small boat harbors with sufficient bandwidth to allow effective remote monitoring of boat owner's vessels.





# Port of Juneau

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

**From:** *Carl J. Uchytel*  
Port Director

**To:** Assembly

**Via:** (1) Docks & Harbor Operations-Planning Committee  
(2) Public Works & Facilities Committee  
(3) Docks & Harbors Board

**Date:** June 11<sup>th</sup>, 2020

**Re:** Alaska Department of Fish & Game (ADF&G) Grant Acceptance

---

1. Docks & Harbors applied and received a \$75K grant from ADF&G to “construct, manage, and maintain sewage pumpout stations in Harris and Statter Harbors for year-round use to better serve recreational boaters and other public users”. The source of funding is the Federal Aid in Sport Fish Restoration Act (Dingell-Johnson/Wallop-Breaux) as amended by the Clean Vessel Act of 1992. ADF&G has authority under AS16.05.050 (12), AS36.30.850(c) and the Federal Aid in Sport Fish Restoration Recreational program - Clean Vessel Act to administer the grant.
2. Docks & Harbors intentions are to install a new pumpout station as part of the Statter Phase III(B) construction project, winterize the existing Statter pumpout for year round use and to replace the Harris Harbor pumpout. Docks & Harbors would be responsible for 25% of the match ratio as described under the covenant under the Alaska Department of Fish & Game Cooperative Agreement #20-019.
3. The total estimated costs of the improvements is \$100,000, with \$25,000 local match being funded by Harbor Enterprise funds.
4. I recommend the Assembly accept the ADF&G grant to be used for pumpout stations at Harris and Statter Harbors.

#

Encl: Cooperative Agreement Number 20-019 (Docks & Harbors only)



Alaska Department of Fish and Game  
Division of Administrative Services  
P.O. Box 115526  
Juneau, AK 99811-5526

**Cooperative Agreement Number 20-019**

**Title: Harris and Statter Harbors Boat Sewage Pump-out Facility Improvements**

**Between:**

**Alaska Department of Fish and Game  
Division of Sport Fish**

**And the**

**City and Borough of Juneau**

**I. AUTHORITY:**

This agreement is entered into by and between the Alaska Department of Fish and Game, Division of Sport Fish (hereinafter referred to as the "ADF&G" or the "Department") and the City and Borough of Juneau (hereinafter referred to as "CITY").

ADF&G enters into this agreement under authority AS16.05.050 (12), AS36.30.850(c) and the Federal Aid in Sport Fish Restoration Recreational program: Clean Vessel Act (CFDA # 15-616).

**II. PURPOSE OF THE AGREEMENT:**

To construct, manage, and maintain sewage pumpout stations in Harris and Statter Harbors for year-round use to better serve recreational boaters and other public users.

**III. TERM OF THE AGREEMENT:**

The effective date of this agreement shall be from the date of final signature. The design life of this facility is 5 years; therefore, this agreement shall remain in effect until December 31, 2026.

**IV. COVENANTS OF THE ALASKA DEPARTMENT OF FISH AND GAME:**

1. To reimburse the CITY for accomplishing the purpose of this agreement in an amount not to exceed \$75,000. The source of funding shall be 100% Federal Aid in Sport Fish Restoration Act (Dingell-Johnson/Wallop-Breaux) as amended by the Clean Vessel Act of 1992. Availability of these funds shall be subject to approval of the project by the Federal Aid Office of the U.S. Fish and Wildlife Service (USF&WS).
2. To authorize the CITY to manage and maintain the pumpout equipment as a CITY facility. The CITY owns, operates, and maintains the existing facility, which is operated primarily for the use of recreational power boaters and sport anglers.
3. To perform a final inspection of the completed project to verify compliance with this agreement.

**V. COVENANTS OF THE CITY AND BOROUGH OF JUNEAU:**

1. To provide matching funds in an amount not less than one-third of the amount provided by ADF&G. This is a match ratio of 75% Federal Aid funds to 25% City funds. These funds shall be from a non-federal source and shall be

claimed by ADF&G as match for the federal funds provided by ADF&G. The City will be required to provide not less than \$25,000 to match the amount stated in paragraph IV.1. above.

The CITY shall provide all additional funding needed to complete the improvements covered by this agreement. The total estimated costs of the improvements is \$100,000.

2. To complete the construction of the pumpout facility funded by this agreement prior to December 31, 2021.  
  
The CITY warrants that it has the right, power, and authority to construct and maintain the improvements on the parcel and that there are no restrictions, covenants, easements, rights-of-way, or uses which would prevent the CITY from constructing and maintaining the improvements on the parcel.
3. The pumpout facility will be used primarily for the benefit of the recreational boating and sport fishing public. No change in this use will be made without prior written approval of ADF&G.
4. To manage and maintain the pumpout facility for public use until December 31, 2026.
5. Management activities and maintenance services shall ensure orderly public use and keep the facility clean and in a good state of repair. Management and maintenance may be adjusted seasonally commensurate with seasonal public use.
6. ADF&G will consider the facility closed to the public if the CITY physically denies access, fails to provide adequate management or maintenance or allows incompatible uses of the facility that effectively limits public use by recreational boaters and sport anglers.
7. To obtain and comply with all federal, state, and local permits required for construction and maintenance of the renovation project.
8. To install a sign identifying the participation of ADF&G, the Federal Aid in Sport Fish Restoration Program, Clean Vessel Act Program, and sport anglers in facility development. To install additional signage as deemed appropriate, to indicate that the primary use of the facility is for sport fishing and recreational power boating access.
9. To be responsible, for a period of one year from the date of ADF&G's final inspection, for correcting all defects in the design or construction when the defect is brought to the attention of the CITY, without additional cost to ADF&G. The CITY will make good and be fully responsible for all damages to persons and property that arise from equipment or workmanship which is inferior, defective, or not in accordance with the terms of this agreement.
10. To maintain adequate insurance in conjunction with the design, construction, and maintenance of the improvements.
11. The CITY shall perform all aspects of the project in compliance with appropriate laws and regulations which include but are not limited to the following:
  - a. Local Building Codes- The CITY shall comply with applicable local buildings codes and shall obtain a building permit if required (AS 35.10.025).
  - b. Historic Preservation- The CITY shall comply with AS 41.35.070 to preserve historic, prehistoric and archeological resources threatened by public construction.
  - c. Public Contracts- The CITY shall comply with AS 36.05 in determining the wages and hours of labor on public contracts.
  - d. Political Activity- Federal funds cannot be used for partisan political purposes of any kind by any person or organization involved in the administration of federally assisted programs.

- e. Civil Rights- Pursuant to Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title I, II & III of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975 and Title IX of the Education Amendments of 1972, no person shall, on the grounds of race, color, national origin, age, or handicap, be excluded from participation in or be subjected to discrimination in any program or activity funded in whole or in part by federal funds.
  - f. Allowable costs/Cost principles-OMB 2 CFR 200 establishes principles and standards for determining costs applicable to grants, contracts, and other agreements with state and local governments. A cost is allowable for federal reimbursement only to the extent of benefits received by federal programs, and costs must meet the basic guidelines for allowability, reasonableness and allocability.
  - g. Drug-free Workplace Act- The CITY, by signing this agreement, certifies that they will provide a drug-free workplace.
  - h. Debarment/Suspension – The CITY, by signing this agreement, certifies that neither it, nor its principals or subcontractors is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from federal financial assistance programs or activities.
  - i. Audits- The CITY acknowledges that 75% of the funding for this agreement is from the Federal Aid office of the U.S. Fish and Wildlife Service under CFDA 15.616. The CITY acknowledges that receipt of federal funds may create audit requirements under OMB 2 CFR 200.
  - j. Workers Compensation Insurance- The CITY shall provide and maintain, for all employees engaged in work under this agreement, coverage as required by AS 23.30.045, and, where applicable, any other statutory obligations including but not limited to Federal U.S.L. & H. and Jones Act requirements.
  - k. Open Competition - The CITY shall comply with Executive Order 13202 dated February 17, 2001 prohibiting any requirements or bidding preferences based on contractor affiliation with labor organizations.
12. If the CITY handles hazardous materials on the site, the CITY agrees to employ adequate procedures for safely storing, dispensing, and otherwise handling hazardous materials in accordance with applicable federal, state, and local laws. Hazardous materials include but are not limited to fuels and lubricants commonly used in vehicles and boats.

In the event of a hazardous materials spill by the CITY or the public using the site, the CITY shall act promptly, at its own expense, to contain the spill, repair any damage, absorb and clean up the spill area, and restore the site to a condition satisfactory to the ADF&G and in accordance with applicable federal, state, and local laws. The CITY shall be the lead agency in requesting additional funds from the legislature to cover the cost of spill clean-up. ADF&G shall support such requests.

If contamination of the site occurs as a result of the CITY's management of the site, the CITY shall indemnify, defend, and hold harmless the ADF&G from any and all claims, judgments, damages, penalties, fines, costs, liabilities, or losses.

## **VI. GENERAL PROVISIONS:**

- 1. ADF&G and the CITY shall cooperate in accomplishing the improvements to be provided under this agreement. The CITY shall be the lead agency in accomplishing all work necessary to make the improvements. The CITY may employ construction contractors as may be appropriate.
- 2. The CITY shall provide ADF&G a copy of the proposed design and installation schedule. The CITY shall also promptly notify ADF&G of all changes made to the schedule or the design. At the completion of the installation, the CITY shall provide ADF&G a copy of the as-built plans and equipment specifications. Reimbursement for construction work shall be contingent on ADF&G approval of work actually performed.

ADF&G review of designs, plans, specifications, or other project related documents will be to insure conformance to the purpose of this agreement and shall not constitute engineering review nor relieve the CITY from responsibility to prepare an adequate design, meet code compliance, or assure that cost principles are applied to change orders.

3. The CITY will be reimbursed only for the cost of work completed which is directly related and allocable to the project and which ADF&G has approved. The CITY will not be reimbursed for administrative work or overhead it incurred while completing the project. Reimbursement will be made within 30 days of receipt and approval, by ADF&G, of a request for reimbursement from the CITY. All requests for reimbursement shall be adequately documented. Documentation may include copies of materials invoices, payroll ledgers, equipment logs, contract payments, etc. In the event of a late payment, ADF&G will not pay late fees.

The CITY shall maintain a separate set of accounting records for this project and shall retain these records for a period of three years from the termination of this agreement. These records shall be made available to the state for audit purposes.

To document the required match to be provided by the CITY as specified in paragraph III.1., all requests for reimbursement will be paid at the rate of 75% of the requested reimbursement until the amount specified in paragraph IV.1. is reached.

With the exception of the final payment, requests for reimbursement shall be in amounts no less than \$10,000. If the CITY chooses to make monthly billings, such billings will be held by ADF&G until the total amount reaches at least \$10,000.

4. The CITY does not intend to charge a user fee for public use of the completed facility. In the event that the CITY finds it necessary to impose a user fee, the CITY shall provide ADF&G a copy of the proposed fee schedule for review and approval. Fees shall be subject to the following criteria:
  - a. The maximum fee for emptying the sewage holding tank of a privately-owned recreational boat shall be \$5 unless a higher fee can be justified (50 CFR 85.44). Justification for a higher fee is subject to approval by the USFWS.
  - b. Fees shall not be imposed to recover the capital cost of the improvements covered by this agreement.
  - c. Fees shall not exceed the cost of operation, maintenance, and improvement of the pumpout.
  - d. Site specific fees that exceed the cost of operation, maintenance, and improvement are program income. An areawide fee, such as an annual launch permit, that allows the use of any CITY launch ramp usually is not considered program income. Fees collected and determined to be program income must be credited back to the Federal Aid in Sport Fish Restoration program through ADF&G. The basic policies for the treatment of program income by the USFWS contained in 43 CFR Part 12 and OMB Circular A-102 apply to this agreement.
  - e. The CITY may establish a capital improvement account to fund specified major improvements to the site. Establishment of such an account shall be reviewed and approved by ADF&G. The CITY shall specify the improvement proposed, the estimated cost and completion date when requesting approval. Fees accumulated in a capital improvement account will not be considered program income if they are used for the approved improvement.
  - f. If required by future changes to federal regulations or at the request of ADF&G, the CITY shall provide ADF&G an accounting of fees collected and costs of operation, maintenance, and improvements. This accounting shall be on an annual basis and in sufficient detail to satisfy state and federal regulations.

5. The effective date of this agreement shall be from the date of final signature by ADF&G.
6. The design life of the facility is 5 years; therefore, this agreement shall remain in effect until December 31, 2026.
7. Either agency may terminate its involvement in this agreement by written notice to the other at least 90 days in advance of the date on which termination is to become effective. In the event that an agency terminates its involvement in this agreement, defaults in its duties under this agreement or this agreement expires, disposition of the sport fishing access improvements shall be accomplished by whichever of the following contingencies is appropriate:

- a. Agreement expires on December 31, 2026:

ADF&G shall have the option to negotiate an extension of this agreement with the CITY for the continued public use of the facility. ADF&G shall have 90 days after the expiration of this agreement in which to notify the CITY of its intent to exercise this option. If ADF&G does not exercise this option, all equipment and components of the pumpout station purchased under this agreement shall become the property of the CITY.

- b. ADF&G terminates its involvement:

If prior to December 31, 2026, ADF&G finds that there is no longer a need for the pumpout station covered by this agreement, then this agreement shall be terminated. All equipment and components of the pumpout station purchased under this agreement shall become the property of the CITY at no additional cost to the CITY.

- c. The CITY terminates its involvement:

If prior to December 31, 2026, the CITY closes the facility to the public, does not comply with the requirements of this agreement or terminates its involvement in the purpose of this agreement, this agreement shall be terminated and the CITY shall reimburse ADF&G for the total funding it provided at the rate of 20 percent for each full year between the date of termination and December 31, 2026.

This agreement shall be terminated when the CITY's reimbursement to ADF&G is completed. The CITY shall not be required to reimburse ADF&G in the event the facility must be closed to protect public safety because of casualty damage arising from a catastrophic occurrence.

8. The CITY may make improvements to the facility at its own expense provided the improvements are compatible with the purpose of this agreement and are approved in writing by ADF&G prior to construction.
9. Funding for major maintenance or repair of casualty damage will be negotiated on a case-by-case basis. Each agency's share of such funding shall be contingent on availability of funds.
10. The rights and responsibilities vested in each agency by this agreement shall not be assigned without the written consent of the other agency.
11. Agents and employees of each agency shall act in an independent capacity and not as officers, employees, or agents of the other agency in performance of this agreement.
12. Nothing in this agreement shall obligate either agency to the expenditure of funds or future payments of money in excess of those herein agreed upon or authorized by law.
13. Nothing in this agreement transfers title or land jurisdiction other than set forth herein.


14. The CITY shall indemnify, hold harmless and defend ADF&G from and against any claim of or liability for error, omission or negligent act of the CITY under this agreement. The CITY shall not be required to indemnify ADF&G for a claim of, or liability for, the independent negligence of ADF&G. If there is a claim of, or liability for, the joint negligent error or omission of the CITY and the independent negligence of ADF&G, the indemnification and hold harmless obligation shall be apportioned on a comparative fault basis. "CITY" and "ADF&G" as used within this paragraph, include the employees, agents and other contractors who are directly responsible, respectively, to each. The term "independent negligence" is negligence other than in ADF&G's selection, administration, monitoring or controlling of the CITY and in approving or accepting the CITY's work.
15. Both parties agree to comply with all applicable federal and state laws regulating ethical conduct of public officers and employees.
16. Each agency will comply with all applicable laws, regulations, and executive orders relative to Equal Employment Opportunity.
17. Nothing herein is intended to conflict with federal, state, or local laws or regulations. If there are conflicts, this agreement will be amended at the first opportunity to bring it into conformance with conflicting laws or regulations.
18. This agreement may be revised as necessary by mutual consent of both parties, by the issuance of a written amendment, signed and dated by both parties.
19. All approvals and notices required by this agreement shall be written and shall be sent by registered or certified mail to:  

Director	Port Director
Division of Sport Fish	City and Borough of Juneau
Alaska Dept. of Fish & Game	155 South Seward Street
P.O. Box 115526	Juneau, Alaska, 99801
Juneau, Alaska 99811-5526	
20. This agreement is complete and has no other encumbrances, addenda, attachments, or amendments with the following exceptions: Attachment A – Juneau Area Map

**VII. APPROVING SIGNATURES**

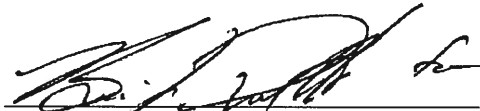
IN WITNESS WHEREOF, the parties hereto have caused this Cooperative Agreement to be executed as of the date of last signature below.

**CITY AND BOROUGH OF JUNEAU**

  
\_\_\_\_\_  
Carl J Uchytel  
Port Director

9/13/2019  
\_\_\_\_\_  
Date

**ALASKA DEPARTMENT OF FISH AND GAME**

  
\_\_\_\_\_  
David Rutz  
Division of Sport Fish

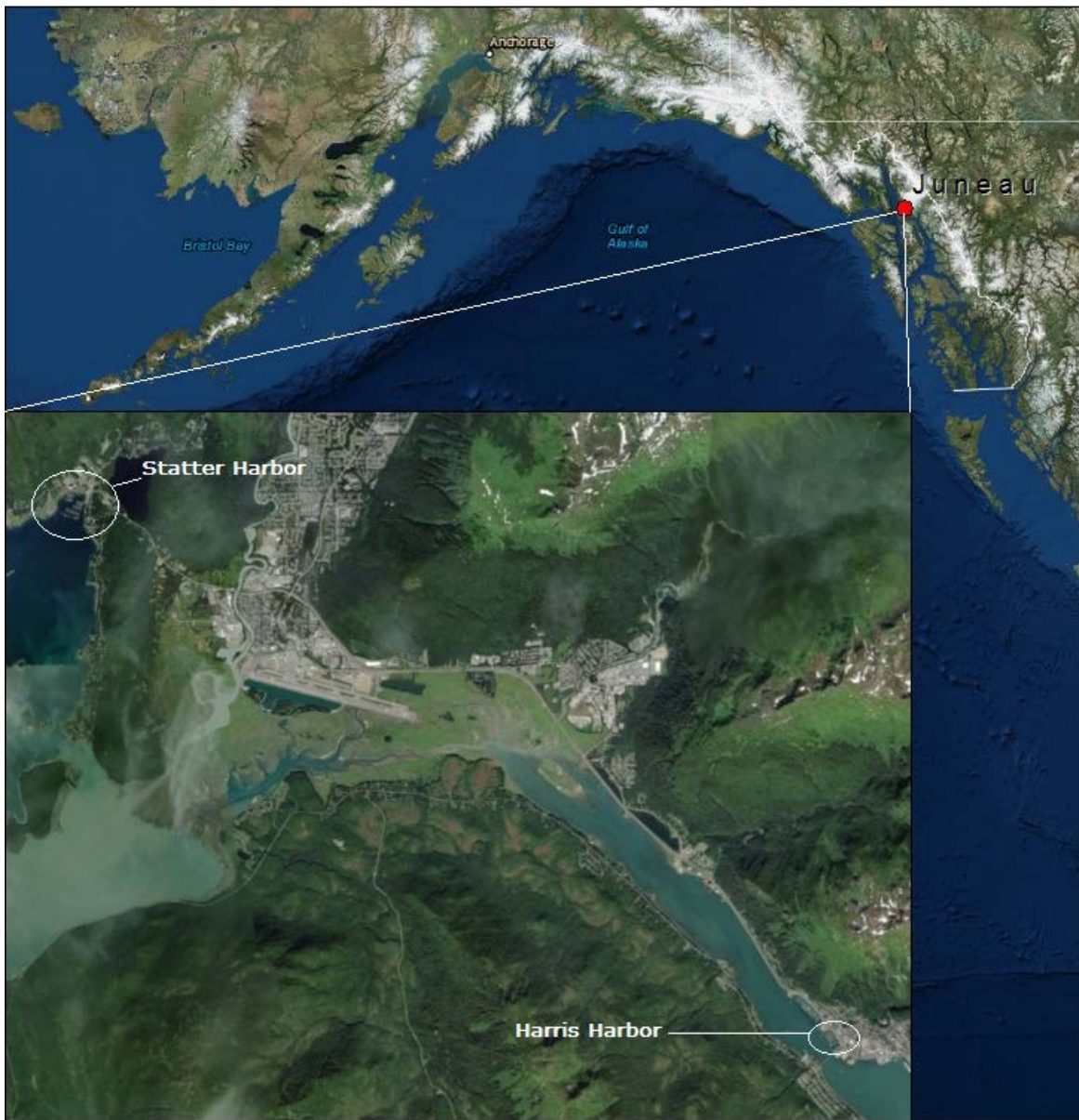
10.14.19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Samantha Gatton, Deputy Director  
Division of Administrative Services

10/10/19  
\_\_\_\_\_  
Date



### Attachment A: Parcel Location



Juneau area map highlighting Harris and Statter Harbors where pump-out facilities will be improved.

Ordinance 2019-06(AF)  
Manager's Report

**An Ordinance Appropriating to the Manager the Sum of \$90,000 as Partial Funding for the Statter Improvement-Phase III Capital Improvement Project and the Harris Harbor Pump Out Capital Improvement Project; Funding Provided by the ADF&G Harris and Statter Harbors Boat Sewage Pump-Out Facility Improvements Grant and the Harbor Fund's Fund Balance.**

The Alaska Department of Fish & Game has agreed to fund a \$75,000 Clean Vessel Act Grant Cooperative Agreement Number 20-019.

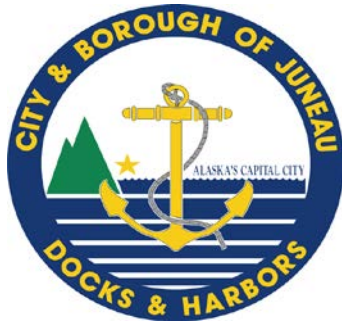
CBJ Docks & Harbors was awarded the grant to construct, manage, and maintain sewage pumpout stations in Harris and Statter Harbors for year-round use to better serve recreational boaters and other public users. The Clean Vessel Act Grant is a 75%-25% match program.

The Clean Vessel Act Grant will be split 60%/40% between the two CIPs. The Statter Improvement-Phase III CIP already has sufficient funding to cover the \$10,000 required match for the grant. The \$15,000 of required match for the Harris Harbor Pump Out CIP will be appropriated with this ordinance, to be paid from the Harbor Fund's fund balance.

This ordinance appropriates \$90,000, for the following purposes:

Harris Harbor Pump Out CIP (H51-126)	\$45,000
Statter Improvement-Phase III CIP (H51-108)	<u>\$30,000</u>
<b>Total Grant Funding</b>	<b>\$75,000</b>
Required Match for Harris Harbor Pump Out CIP	<u>\$15,000</u>
<b>Total Appropriation Amount</b>	<b>\$90,000</b>

**The Manager recommends this ordinance be introduced and set for public hearing at the next Assembly meeting.**



# Port of Juneau

**From:** Teena Larson  
**To:** Docks & Harbors Board  
**Via:** Docks & Harbors Operations Committee  
**Date:** June 17<sup>th</sup>, 2020  
**Re:** FY20 Docks and Harbors budget update

The FY20 Docks and Harbors estimated budget numbers have been updated as of June 15<sup>th</sup>, 2020 and provided to our CBJ Finance Department.

FY20 Docks Updated numbers –

Projected Revenues - \$1,142,000  
 Other Financing Sources - \$378,500  
 Projected Expense – (\$1,316,900)

Increase in FB 203,600  
 Beginning FB \$2,279,623  
 Ending Avail FB \$2,483,223

FY20 Harbors Updated numbers-

Projected Revenues - \$4,425,900  
 Projected Expenditures – (\$3,094,200)  
 Transfer to Capital Proj - (\$140,000)  
 Debt Service – (738,100)  
 Other financing uses – (\$10,000)

Increase in FB - \$443,600  
 Beginning FB – \$564,365  
 Ending FB - \$1,007,965

Less Reserve (\$749,500)  
 Ending Avail FB \$258,465