

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



Noon Friday, August 7th, 2020
Via Zoom

<https://juneau.zoom.us/j/95731127882?pwd=emN4cmYyRklpWWJlK3A2Y0tpUEloZz09>

Or Via Phone
(253)215-8782
Meeting ID: 957 3112 7882
Passcode: 848828

- I. Call to Order** – August 7th, 2020 at 12:00 p.m.
- II. Roll Call** (Chris Dimond, James Becker, David Larkin, Don Etheridge and Bob Wostmann)
- III. Approval of Agenda**
- IV. Public Participation on Non-Agenda Items** (not to exceed five minutes per person, or twenty minutes total time)
- V. Items for Information/Discussion**
 1. Review of FY20 & FY21 Budgets
 2. Projecting revenue shortfalls and budgeting essential services
 3. Funding availability for Capital Improvement Projects (CIP)
 4. Staff Recommendations for Sub-Committee Action
- VI. Next Meeting** – TBD
- VII. Adjournment**

Docks Revenue	FY20
July	\$384,119
August	\$396,700
September	\$282,927
October	\$77,350
November	\$175
December	\$117
January	\$0
February	\$9
March	\$421
April	\$106
May	\$0
June	\$0
	<hr/>
	\$1,141,924
Marine Pass fee	\$55,000
Port Development	\$358,500
	<hr/>
	\$1,555,424 2020 Est. Revenue
Ending FY20	\$181,282.88

Docks Expense	FY19	FY20
July	\$550,561	\$510,372
August	\$153,570	\$169,948
September	\$239,926	\$192,947
October	\$77,011	\$107,599
November	\$43,611	\$36,407
December	\$47,360	\$36,969
January	\$38,848	\$48,840
February	\$36,368	\$59,157
March	\$66,202	\$76,949
April	\$139,552	\$35,933
May	\$146,938	\$34,547
June	\$248,285	\$64,472
	<hr/>	<hr/>
	\$1,788,234	\$1,374,141

GL Commitment Analysis Report

GL298 Date: 08/06/20
Time: 10:40

JOB SUBMISSION PARAMETERS

User Name: CBJ_NT\Teena_Larson
Job Name: GL298TL
Step Nbr: 1

Main

Report Type: A Commitment Analysis
Company: 1 City and Borough of Juneau
or Company Group:
or Budget Edit Group:

Year: 2021
Periods: 1 - 1
Budget: 100 2020 Production Budget
System:

Organization Options

Accounting Unit: F531 Docks Fund
Accounting Unit List:
Level Group:

Major Account: 5000- 7999
Summary Account:
Account Group:
Account List:
Subaccount: - 9999
Subaccount Group:

Output Options

Accounting Unit Level Type: A Amounts
 Posting
 All Posting
Account Detail: Y Yes
 Yes
Page Break: N None

GL Commitment Analysis Report

GL298 Date 08/06/20
Time 10:40

Company 1 City and Borough of Juneau USD
GL Commitment Analysis Report - Commitment Analysis
Periods 1 - 1
Year 2021

Page 1

Acct Unit	531520101	Dock Operations	Budget 100	2021 Production	Budget	Budget Balance
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance
005110 0000	18,116.80	0.00	0.00	18,116.80	652,500.00	634,383.20
Salaries						
005111 0000	243.32	0.00	0.00	243.32	20,000.00	19,756.68
Overtime						
005116 0000	2,560.57	0.00	0.00	2,560.57	0.00	2,560.57-
Accrued leave						
005120 0000	8,607.65	0.00	0.00	8,607.65	385,100.00	376,492.35
Benefits						
005130 0000	16,000.00	0.00	0.00	16,000.00	16,000.00	0.00
Workers compensation						
005200 0000	0.00	0.00	0.00	0.00	4,000.00	4,000.00
Business travel						
005201 0000	29.19	0.00	0.00	29.19	400.00	370.81
Mileage						
005202 0000	0.00	0.00	0.00	0.00	15,300.00	15,300.00
Travel and training						
005205 0000	0.00	0.00	0.00	0.00	4,000.00	4,000.00
Contractual training						
005310 0000	13.85	0.00	0.00	13.85	1,500.00	1,486.15
Telephone						
005320 0000	0.00	0.00	0.00	0.00	5,000.00	5,000.00
Printing						
005322 0000	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Advertising						
005330 0000	9,630.68	0.00	0.00	9,630.68	65,000.00	55,369.32
Rents						
005332 0000	0.00	0.00	0.00	0.00	35,000.00	35,000.00
Electricity						
005333 0000	0.00	0.00	0.00	0.00	100.00	100.00
Fuel oil & propane						
005334 0000	0.00	0.00	0.00	0.00	20,000.00	20,000.00
Refuse disposal						
005335 0000	0.00	0.00	0.00	0.00	150,000.00	150,000.00
Water service						
005336 0000	0.00	0.00	0.00	0.00	4,000.00	4,000.00
Wastewater service						
005340 0000	0.00	0.00	0.00	0.00	50,000.00	50,000.00
Repairs						

GL Commitment Analysis Report

GL298 Date 08/06/20
Time 10:40

Company 1 City and Borough of Juneau USD
GL Commitment Analysis Report - Commitment Analysis
Periods 1 - 1
Year 2021

Page 2

Acct Unit	531520101	Dock Operations	Budget 100	2021 Production	Budget	Budget Balance
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance
005341 0000	0.00	0.00	0.00	0.00	1,500.00	1,500.00
Electronic repairs						
005345 0000	32,600.00	0.00	0.00	32,600.00	32,600.00	0.00
Building maint division charges						
005347 0000	0.00	0.00	0.00	0.00	3,500.00	3,500.00
Maintenance - software						
005350 0000	0.00	0.00	0.00	0.00	45,000.00	45,000.00
Landscape division charges						
005360 0000	0.00	0.00	0.00	0.00	6,500.00	6,500.00
Equipment rentals						
005362 0000	10,000.00	0.00	0.00	10,000.00	10,000.00	0.00
Fleet replacement reserve						
005363 0000	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Equipment maint - non-fleet						
005370 0000	129,200.00	0.00	0.00	129,200.00	129,200.00	0.00
Spec & Prop						
005375 0000	7,900.00	0.00	0.00	7,900.00	7,900.00	0.00
General Liab, Auto & EE Pract Ins						
005380 0000	10,000.00	0.00	0.00	10,000.00	2,500.00	7,500.00
Dues and subscriptions						
005390 0000	0.00	0.00	0.00	0.00	92,500.00	92,500.00
Contractual services						
005394 0000	0.00	0.00	0.00	0.00	215,400.00	215,400.00
Interdepartmental						
005397 0000	0.00	0.00	0.00	0.00	1,600.00	1,600.00
Bank card fees						
005480 0000	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Office supplies						
005481 0000	0.00	0.00	0.00	0.00	2,500.00	2,500.00
Postage and parcel post						
005488 0000	0.00	0.00	0.00	0.00	20,000.00	20,000.00
Uniforms and safety equipment						
005490 0000	0.00	0.00	0.00	0.00	25,000.00	25,000.00
Materials and commodities						
005491 0000	0.00	0.00	0.00	0.00	5,000.00	5,000.00
Safety programs and equipment						
005492 0000	0.00	0.00	0.00	0.00	500.00	500.00
Gasoline and oil						

GL Commitment Analysis Report

GL298 Date 08/06/20
Time 10:40

Company 1 City and Borough of Juneau USD
GL Commitment Analysis Report - Commitment Analysis
Periods 1 - 1
Year 2021

Acct Unit	531520101	Dock Operations		Budget 100 2021 Production Budget		
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance
005494 0000	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Loss contingency						
005496 0000	0.00	0.00	0.00	0.00	15,000.00	15,000.00
Minor equipment						
005497 0000	0.00	0.00	0.00	0.00	3,000.00	3,000.00
Minor furniture and fixtures						
005498 0000	0.00	0.00	0.00	0.00	1,500.00	1,500.00
Minor Software						
005510 0000	0.00	0.00	0.00	0.00	35,000.00	35,000.00
Vehicles and equipment						
007001 0000	0.00	0.00	0.00	0.00	15,100.00-	15,100.00-
Reimbursable Expense - Internal						
Acct Unit Total	244,902.06	0.00	0.00	244,902.06	2,074,500.00	1,829,597.94

Acct Unit	531520201	CIP Engineers-Dock		Budget 100 2021 Production Budget		
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance
005110 0000	172.95	0.00	0.00	172.95	260,300.00	260,127.05
Salaries						
005116 0000	2,239.60	0.00	0.00	2,239.60	0.00	2,239.60-
Accrued leave						
005120 0000	1,096.18	0.00	0.00	1,096.18	121,100.00	120,003.82
Benefits						
005141 0000	0.00	0.00	0.00	0.00	321,400.00-	321,400.00-
All other workforce						
005201 0000	0.00	0.00	0.00	0.00	400.00	400.00
Mileage						
Acct Unit Total	3,508.73	0.00	0.00	3,508.73	60,400.00	56,891.27

Company Total	248,410.79	0.00	0.00	248,410.79	2,134,900.00	1,886,489.21
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Report Total	248,410.79	0.00	0.00	248,410.79	2,134,900.00	1,886,489.21
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Harbors Revenue	FY20
July	\$1,218,681.31
August	\$321,164.86
September	\$242,381.82
October	\$167,367.53
November	\$128,910.62
December	\$131,276.79
January	\$127,578.69
February	\$104,101.40
March	\$125,615.30
April	\$160,097.02
May	\$171,107.82
June	\$35,000.00 Est.
User Fees	\$2,933,283
State Shared Rev	\$409,173
Land Lease Rev	\$890,000
Permit Rev	\$1,278
AR Int. and Fines	\$3,956
Minor Violations	\$13,790
	<u>\$4,251,480</u>

Ending FY20 \$281,180

Harbor Expense	FY19	FY20
July	\$495,335	\$610,396
August	\$262,430	\$266,325
September	\$329,666	\$328,902
October	\$181,932	\$222,566
November	\$196,222	\$228,845
December	\$172,120	\$183,656
January	\$189,056	\$193,770
February	\$171,593	\$186,768
March	\$258,707	\$240,793
April	\$224,523	\$223,460
May	\$239,957	\$173,994
June	\$448,599	\$312,725
	<u>\$3,170,140</u>	<u>\$3,172,200</u> (FY20 expense)
		<u>\$738,100</u> Debt Service
		\$3,910,300
		\$10,000 Additional expense for FY20
		<u>\$50,000</u> Bad Debt Expense for FY20
		\$3,970,300

Revenue based off FY20

Harbors Revenue	FY21	Harbor Expense	FY19	FY20	FY21
July	\$1,219,212.23	July	\$495,335	\$610,396	\$333,437
August	\$321,709.79	August	\$262,430	\$266,325	\$270,000
September	\$242,095.31	September	\$329,666	\$328,902	\$330,000
October	\$167,869.70	October	\$181,932	\$222,566	\$225,000
November	\$129,383.54	November	\$196,222	\$228,845	\$229,000
December	\$131,703.00	December	\$172,120	\$183,656	\$185,000
January	\$128,567.64	January	\$189,056	\$193,770	\$194,000
February	\$104,428.54	February	\$171,593	\$186,768	\$187,000
March	\$125,867.43	March	\$258,707	\$240,793	\$245,000
April	\$160,164.07	April	\$224,523	\$223,460	\$225,000
May	\$171,107.82	May	\$239,957	\$173,994	\$240,000
June	\$35,000 Est	June	\$448,599	\$311,030	\$450,000
User Fees	\$2,937,109		\$3,170,140	\$3,170,505 (FY20 expense)	\$3,113,437
State Shared Rev	\$250,000			\$738,100 Debt Service	\$738,100
Land Lease Rev	\$890,000			\$3,908,605	\$3,851,537
Permit Rev	\$0 ?			\$60,000 Bad Debt	\$60,000
Minor Violations	\$10,000			\$3,968,605	\$3,911,537
	\$4,087,109				
July, Aug, Sept	-\$104,734 Whale Watching Rev				
	\$3,982,375				
Ending FY21	\$70,838				

GL Commitment Analysis Report

GL298 Date: 08/05/20
Time: 16:51

JOB SUBMISSION PARAMETERS

User Name: CBJ NT\Teena_Larson
Job Name: GL298TL
Step Nbr: 1

Main

Report Type: A Commitment Analysis
Company: 1 City and Borough of Juneau
or Company Group:
or Budget Edit Group:

Year: 2021
Periods: 1 - 1
Budget: 100 2020 Production Budget
System:

Organization Options

Accounting Unit: F530 Harbors Fund
Accounting Unit List:
Level Group:

Major Account: 5000- 7999
Summary Account:
Account Group:
Account List:
Subaccount: - 9999
Subaccount Group:
Output Options

Accounting Amount or Units: A Amounts
Unit Level Type: P Posting
Level Depth: All Posting
Account Detail: Y Yes
Totals: Y Yes
Page Break: N None

GL Commitment Analysis Report

GL298 Date 08/05/20
Time 16:51

Company 1 City and Borough of Juneau USD
GL Commitment Analysis Report - Commitment Analysis
Periods 1 - 1
Year 2021

Page 1

Acct Unit	530510101	Harbors Operations	Budget 100	2021 Production	Budget	Budget Balance
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance
005110 0000	49,387.87	0.00	0.00	49,387.87	1,166,100.00	1,116,712.13
Salaries						
005111 0000	1,054.22	0.00	0.00	1,054.22	40,000.00	38,945.78
Overtime						
005116 0000	5,200.28	0.00	0.00	5,200.28	0.00	5,200.28-
Accrued leave						
005120 0000	30,063.45	0.00	0.00	30,063.45	647,800.00	617,736.55
Benefits						
005130 0000	18,900.00	0.00	0.00	18,900.00	18,900.00	0.00
Workers compensation						
005200 0000	0.00	0.00	0.00	0.00	1,500.00	1,500.00
Business travel						
005201 0000	17.92	0.00	0.00	17.92	1,000.00	982.08
Mileage						
005202 0000	0.00	0.00	0.00	0.00	15,500.00	15,500.00
Travel and training						
005205 0000	0.00	0.00	0.00	0.00	2,500.00	2,500.00
Contractual training						
005310 0000	425.72	0.00	0.00	425.72	26,000.00	25,574.28
Telephone						
005320 0000	0.00	0.00	0.00	0.00	10,000.00	10,000.00
Printing						
005322 0000	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Advertising						
005330 0000	0.00	0.00	0.00	0.00	15,000.00	15,000.00
Rents						
005332 0000	8.60	0.00	0.00	8.60	115,000.00	114,991.40
Electricity						
005333 0000	1,061.21	0.00	0.00	1,061.21	36,000.00	34,938.79
Fuel oil & propane						
005334 0000	0.00	0.00	0.00	0.00	200,000.00	200,000.00
Refuse disposal						
005335 0000	0.00	0.00	0.00	0.00	35,000.00	35,000.00
Water service						
005336 0000	0.00	0.00	0.00	0.00	11,000.00	11,000.00
Wastewater service						
005340 0000	3,512.00	0.00	0.00	3,512.00	175,000.00	171,488.00
Repairs						

GL Commitment Analysis Report

GL298 Date 08/05/20
Time 16:51

Company 1 City and Borough of Juneau USD
GL Commitment Analysis Report - Commitment Analysis
Periods 1 - 1
Year 2021

Page 2

Acct Unit	530510101	Harbors Operations	Budget 100	2021 Production	Budget	
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance
005341 0000	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Electronic repairs						
005342 0000	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Maintenance contracts						
005344 0000	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Maintenance - buildings						
005345 0000	53,300.00	0.00	0.00	53,300.00	52,900.00	400.00-
Building maint division charges						
005347 0000	0.00	0.00	0.00	0.00	3,500.00	3,500.00
Maintenance - software						
005350 0000	0.00	0.00	0.00	0.00	36,000.00	36,000.00
Landscape division charges						
005360 0000	0.00	0.00	0.00	0.00	5,500.00	5,500.00
Equipment rentals						
005361 0000	0.00	0.00	0.00	0.00	60,000.00	60,000.00
Fleet equipment maintenance						
005362 0000	20,000.00	0.00	0.00	20,000.00	20,000.00	0.00
Fleet replacement reserve						
005370 0000	129,200.00	0.00	0.00	129,200.00	129,200.00	0.00
Spec & Prop						
005375 0000	8,200.00	0.00	0.00	8,200.00	8,200.00	0.00
General Liab, Auto & EE Pract Ins						
005380 0000	0.00	0.00	0.00	0.00	5,500.00	5,500.00
Dues and subscriptions						
005389 0000	0.00	0.00	0.00	0.00	20,000.00	20,000.00
Fleet gasoline						
005390 0000	2,995.23	0.00	0.00	2,995.23	262,500.00	259,504.77
Contractual services						
005394 0000	0.00	0.00	0.00	0.00	215,400.00	215,400.00
Interdepartmental						
005397 0000	0.00	0.00	0.00	0.00	65,000.00	65,000.00
Bank card fees						
005480 0000	0.00	0.00	0.00	0.00	5,000.00	5,000.00
Office supplies						
005481 0000	0.00	0.00	0.00	0.00	6,500.00	6,500.00
Postage and parcel post						
005488 0000	0.00	0.00	0.00	0.00	10,000.00	10,000.00
Uniforms and safety equipment						

GL Commitment Analysis Report

GL298 Date 08/05/20
Time 16:51

Company 1 City and Borough of Juneau USD
GL Commitment Analysis Report - Commitment Analysis
Periods 1 - 1
Year 2021

Acct Unit	530510101	Harbors Operations		Budget 100 2021 Production Budget			
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance	
005490 0000	0.00	1,180.00	0.00	1,180.00	50,000.00	48,820.00	
Materials and commodities							
005491 0000	0.00	0.00	0.00	0.00	8,000.00	8,000.00	
Safety programs and equipment							
005496 0000	0.00	0.00	0.00	0.00	10,000.00	10,000.00	
Minor equipment							
005497 0000	0.00	0.00	0.00	0.00	7,000.00	7,000.00	
Minor furniture and fixtures							
005498 0000	0.00	0.00	0.00	0.00	1,500.00	1,500.00	
Minor Software							
005510 0000	0.00	0.00	0.00	0.00	10,000.00	10,000.00	
Vehicles and equipment							
Acct Unit Total	323,326.50	1,180.00	0.00	324,506.50	3,512,000.00	3,187,493.50	

Acct Unit	530510106	2015-II Refndng2007-3 \$7.925M		Budget 100 2021 Production Budget			
Account	Expenditures	Encumbrances	Commitments	Total	Budget	Budget Balance	
005810 0000	0.00	0.00	0.00	0.00	415,000.00	415,000.00	
Principal							
005820 0000	0.00	0.00	0.00	0.00	323,400.00	323,400.00	
Interest and service charges							
Acct Unit Total	0.00	0.00	0.00	0.00	738,400.00	738,400.00	

Company Total	323,326.50	1,180.00	0.00	324,506.50	4,250,400.00	3,925,893.50	
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Report Total	323,326.50	1,180.00	0.00	324,506.50	4,250,400.00	3,925,893.50	
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Activities One Liner Report

JJ401 Date 08/06/20
Time 15:01

Activity Status Report

Page 1

Activity Group: CIP
Project Manager:

Activity	Description	Budget	Commitments	Actuals	Funds Available
H51-083	Marine Pk/Steamship Whrf II	163,546.34	0.00	163,546.34	0.00
H51-092	Waterfront Seawalk II	15,299,208.49	37,404.70	15,203,807.79	57,996.00
H51-100	Aurora Harbor Improvements	15,842,719.71	0.00	15,842,719.71	0.00
H51-104	Dock Cathodic Protection	830,968.07	0.00	830,968.07	0.00
H51-105	Amalga Fish Cleaning Station	66,897.85	0.00	66,897.85	0.00
H51-107	Tug Assist	120,920.00	0.00	14,300.00	106,620.00
H51-108	Statter Improv-Phase III	11,524,745.25	5,172,878.20	5,693,935.39	657,931.66
H51-110	Visitor Info Kiosk Replmt-Desi	277,289.60	0.00	277,289.60	0.00
H51-112	Dwntwn Restrooms Location/Desi	575,000.00	0.00	1,856.70	573,143.30
H51-113	Waterfront Seawalk	697,780.00	134,072.53	528,246.60	35,460.87
H51-116	MPToTaku Upland Imprv/Archiplg	19,546,875.96	5,105,550.38	13,161,229.56	1,280,096.02
H51-117	ABMS Maint & Impr	263,634.31	0.00	263,364.31	270.00
H51-118	Public/Private Port Infrastruc	150,000.00	0.00	918.11	149,081.89
H51-119	Small Cruiseshp Moorg	150,000.00	39,330.90	93,037.56	17,631.54
H51-120	Seawalk Major Maintenance	216,453.66	0.00	27,692.07	188,761.59
H51-121	Pile Anode Installation	403,163.89	81,924.50	106,690.73	214,548.66
H51-122	Dock Security Stations	698,999.66	48,205.90	639,631.20	11,162.56
H51-123	Weather Monitor & Communicatio	32,651.89	0.00	15,250.00	17,401.89
H51-124	Lrg Berth Shore Pwr Design	300,000.00	226,895.00	0.00	73,105.00
H51-125	Aurora Harbor Improvements	609,221.17	82,575.00	0.00	526,646.17
H51-126	Harris Harbor Pump Out	60,000.00	0.00	0.00	60,000.00
TOTALS:		67,830,075.85	10,928,837.11	52,931,381.59	3,969,857.15
REPORT TOTALS:		67,830,075.85	10,928,837.11	52,931,381.59	3,969,857.15