



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

Thursday, October 15th, 2020

Via Zoom Meeting

<https://juneau.zoom.us/j/97453351399?pwd=dHdnOWV6UVNNoeG9iM2Y4RnVtNDFYQT09>

Or Via Phone (253) 215-8782

Meeting ID: 974 5335 1399

Passcode: 510396

- I. Call to Order** – October 15th, 2020 at 5:00 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. Approval of Wednesday, August 7<sup>th</sup> and Thursday September 17<sup>th</sup> 2020 Finance Sub-Committee Meetings Minutes.**
- V. Items for Information/Discussion**
  1. Review Docks and Harbors Budget
  2. Commercial Fishing Vessel Fee Forgiveness Consideration
  3. New Statter Harbor For-Hire Fee Rate
- VI. Next Meeting** – TBD
- VII. Adjournment**



## DOCKS & HARBORS FINANCE SUB-COMMITTEE MEETING MINUTES

Friday August 7<sup>th</sup>, 2020  
Zoom Meeting

### **I. Call to Order** – August 7th at Noon in the Port Director’s Office via Zoom meeting.

Mr. Wostmann called the August 7<sup>th</sup> Finance Sub-Committee meeting to order at 12:02pm via Zoom meeting.

### **II. Roll Call**

The following members were present: Chris Dimond, David Larkin, James Becker (in person), and Bob Wostmann.

Absent: Don Etheridge

Also present were the following: Carl Uchytel – Port Director, Matthew Creswell – Harbormaster, Erich Schaal – Port Engineer, and Teena Larson – Administrative Officer.

### **III. Approval of Agenda**

Mr. Becker requested to add an item for Information/Discussion – Fisherman complaints on rates.

Mr. Wostmann suggested to add it as the first item under Items for Information/Discussion.

**HEARING NO OBJECTION, THE AGENDA IS APPROVED AS AMENDED.**

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

### **V. Items for Information/Discussion**

#### **Fisherman complaint on rates.**

Mr. Becker said he received a call from a Fisherman who is a gillnetter and a crab fisherman. He said the price of crab is down and how the whole Industry is not doing good. He said he will go to the ABLF drive down dock and unloads his crab and he will maybe be there two hours but is charged for a full day. He goes to a stall at Statter and pays that rate. He is complaining the rates are way too much.

Mr. Creswell said staff has worked hard to overcome the abuse of the reservation system at the ABLF facility. Early in the season everyone was put on notice that to be on that dock you need to make a reservation. With a reservation, two hours is free. The whole dock is only by reservation because it is so busy. After so many warnings to people, if staff finds boaters on the dock without a reservation they are charged. If a boater calls the office and makes a reservation, the two hour use is no charge. Staff is getting great compliance now. All the individual Mr. Becker is talking about just needs to make a



## DOCKS & HARBORS FINANCE SUB-COMMITTEE MEETING MINUTES

Friday August 7<sup>th</sup>, 2020  
Zoom Meeting

reservation and if they are there for two to three hours they won't be charged. This way of management is working great.

Mr. Becker said he will get back to the fisherman that complained.

### 1. Review of FY20 & FY21 Budgets

Mr. Wostmann said he wanted this meeting today for an organizational meeting and not to really get in the number details. He wants to discuss the big picture of what this committee needs to focus on and what we need to do in the next year. What goals and challenges do we have to deal with and how to approach that, look at an attentive schedule, and also hear from staff of their hopes of the sub-committee contributions.

Mr. Uchytel showed a presentation similar to what was presented to the Assembly earlier this year for the FY20/FY21/FY22 budget and gave a quick summary. The presentation is added to these minutes. He said in the packet it has some projected revenue and expenditures for this fiscal year with assumptions, but they are not final numbers. We do not want to drill down into those numbers tonight but he will answer questions.

### 2. Projecting revenue shortfalls and budgeting essential services

Mr. Wostmann said Docks & Harbors could be looking at revenue shortfalls and as it becomes more clear what the shortfalls are, we should know more on the consequences as well. What do we need to do to reduce expenditures, and prioritize Docks & Harbors needs? He wanted to open this up for Committee thoughts.

Mr. Uchytel said although it has in the packet projected revenue and expenditures for this fiscal year, the Committee chair and staff decided to keep it more general numbers and not drill down.

Mr. Wostmann said he wanted to only have general numbers for today's meeting so the Committee could focus on priorities for the coming year and get a sense of what kind of a schedule the Committee should be looking at to start addressing the priorities. He said the top of his priority list is to try to get a handle on any budget shortfalls and the consequences for the shortfalls. In the recommendations for the Board, the Committee should identify what Docks & Harbors priorities are based off the essential services that need to be funded, projects that can be delayed, funds that can be redirected from projects, determine what funds can only be spent on certain items and the funds that can be used anywhere. By next April with the start of the new season, this Committee needs to know what kind of revenue projected and what services Docks & Harbors will or will not offer. He asked other Committee members feedback on their visions, suggestions, and any questions that should be addressed.



## DOCKS & HARBORS FINANCE SUB-COMMITTEE MEETING MINUTES

Friday August 7<sup>th</sup>, 2020  
Zoom Meeting

Mr. Becker said he has had several conversations with medical personnel and they believe that next year's tourism will be similar to this year as far as the virus. He said this is all speculative but this should be part of the planning.

Mr. Wostmann said he is optimistic that next year some degree of tourism can safely occur. The latest reports from the cruise ship industry is not optimistic.

Mr. Larkin said from working in the medical field, COVID will be with us essentially forever as is the Flu, H1N1, SARS, and all the other illnesses that have come up over the years. They don't ever go away but they get better and life gets back to somewhat normal. Some of the cruise ship mitigation plans with the CDC indicate they are going to try to sail with 50 to 60 percent capacity of what they have been. It still makes money for them. We can predict passenger capacity will be half of what they have been if the boats come back. He said he expects the cruise industry to do something next year because they can't afford not to, as well as the affects to the airlines, and hospitality. He believes it will start again but not to the level of passengers that came to Juneau in 2019.

Mr. Wostmann asked in terms of the budgeting process, when will staff need to provide budget numbers for next year? He asked for a quick overview on the budget process.

Mr. Uchytel said typically in January is the start of the budget cycle. What that looks like is the Finance Department will send out spread sheets that staff is asked to update. The updates will be for this fiscal year as well as the next fiscal year. The City works on a bi-annual cycle. FY21 is the first year of this two year cycle. The first spread sheets to start the budget cycle staff receives is the staffing schedule that requires updates for personnel changes, merit increases, and any other changes. Staff will bring this to the Board in February for review and typically in March we go to the Assembly to present our budget and proposed budget changes. The Assembly is required to adopt a budget by June 15<sup>th</sup> every year.

Mr. Wostmann said the Finance Sub-Committee should have one or more meetings before staff starts receiving spread sheets to try to figure out what the next summer season will look like. Should the Committee start to have the meetings after the holidays or should it be sooner?

Mr. Uchytel said there won't be anything to review but we can pull dash board type documents on what we spent and how much revenue collected. The expense sometimes lags two months but the revenue is usually up to date. We can also show comparisons from previous years. Currently we know what the Docks budget is from now to May. Docks will still have expenditures but we won't have any revenue until after April 30<sup>th</sup>.



## DOCKS & HARBORS FINANCE SUB-COMMITTEE MEETING MINUTES

Friday August 7<sup>th</sup>, 2020  
Zoom Meeting

Harbors is still busy and people are paying their bills. Docks has enough money in the Docks Enterprise currently from the marine passenger fee to get us through this fiscal year, but this would not include taking back any seasonal hires next spring. He said he is feeling optimistic about the Docks and Harbors Enterprise funds at this time.

Mr. Wostmann said he has seen that Harbors is doing well. He asked Mr. Uchytel if no cruise ships show up next season, and the cruise ship revenue is zero, will Docks still have sufficient funds to maintain our minimal operations throughout this fiscal year, or to the end of the summer season?

Mr. Uchytel said on page 3 in the packet is the assumption with half cruise ship capacity. For FY21 Docks revenue would be approximately \$898,000.

Mr. Wostmann asked the Committee organizationally what do we want to do and when do we want to do it? Would it be helpful if we went over “what if” scenarios?

Mr. Larkin said that would make sense to have different scenarios in our mind before the budget goes before the Assembly. What happens if no cruise ships come back or if they come back at 50% capacity. For harbors, there may be some commercial fisheries close and what affect would that have? This would also help if this happens again we would have already gone through it.

Mr. Dimond said he agrees with having some different scenarios. Having a better grasp of the “what ifs” and the potentials we have will help make a better decision going forward.

Mr. Wostmann said guidance for the scenarios would be if no cruise ships came to Juneau at all and then if they came at half capacity. Once the models are built and we know more about next year’s season they can be adjusted. He suggested to have these scenarios in place before the end of the year so when we get in the January time frame and start getting questions from the Assembly these exercises have already been completed and we can get into the real numbers.

Mr. Uchytel said Docks has fixed expense ranging in the \$35,000 to \$40,000 per month. Other expenses are dependent on seasonal staff or cruise ships in port. There is not a lot of changes that will go into the Docks Enterprise. If the cruise ships do not come there is \$2.5M in our fund balance that can be drawn upon for this purpose.



## DOCKS & HARBORS FINANCE SUB-COMMITTEE MEETING MINUTES

Friday August 7<sup>th</sup>, 2020  
Zoom Meeting

Mr. Becker said there are a lot of trailers in Douglas. Is that still growing by a percentage every year?

Mr. Creswell said he noticed this year there has been an increase in boat ramp usage. He believes this is because the locals are not traveling and using their boats more.

Mr. Wostmann mentioned that he noticed an increase in trailered boats going out the road than he remembers in previous years.

Mr. Dimond said he uses Statter Harbor and it is getting harder to find a parking space for your truck and trailer if you are not there early on Friday.

Mr. Wostmann asked when would be a good time to meet to go over the scenarios?

Mr. Uchytel suggested October to refresh where we are in our FY21 revenues and expenditures.

Mr. Wostmann suggested middle of October for current FY21 revenue and expense and scenarios for the remainder of the year. He asked what the best way to estimate for Docks? Is it based on ship arrivals or passengers?

Mr. Uchytel said the marine passenger fee does not go directly to Docks & Harbors bottom line. The moorage and wharfage fees do go directly to Docks.

Mr. Wostmann asked if being based on the ship, is it if it is full or half full?

Mr. Uchytel said working with the assumption of half full that would be that we are predicting half the amount of sailings.

Mr. Wostmann suggested to meet mid-October to look at a model with zero cruise ships and one with 50% cruise ships. He asked if it would be useful to staff to have a work session to flush out what the Committee wants to see in these models?

Ms. Larson said if the Committee wanted to have a work session we could plan for that or she could put together a model/scenarios of what she thinks the Committee wants. It could give reasons behind what is prepared and be submitted to the Committee chair to review.

Mr. Wostmann said he suggested to have the model/scenario about a week before the meeting so there is time to review it and provide changes or add suggestions.



## DOCKS & HARBORS FINANCE SUB-COMMITTEE MEETING MINUTES

Friday August 7<sup>th</sup>, 2020  
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Mr. Becker said he has plans to be out of town starting October 16<sup>th</sup> for medical reasons. He would like this completed before he leaves.

Mr. Wostmann asked if October 10<sup>th</sup> would work? Ms. Larson would need to supply scenarios somewhere around October 1<sup>st</sup>.

Ms. Larson said that should work.

Mr. Wostmann said it can be decided at that meeting whether there is a follow up meeting needed with the discussion and suggested changes. There should also be a meeting in the first half of January to start looking at the actual budget numbers for our feedback to the Assembly.

Mr. Uchytel said there are a handful of things that a targeted sub-committee can really help staff. One would be with the commissioning of the new float system at Statter Harbor. We should figure out what the new rate schedule should be.

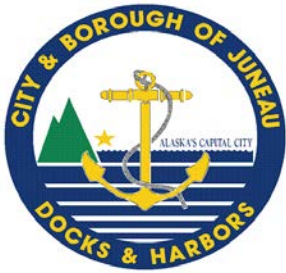
### 3. Funding availability for Capital Improvement Projects (CIP)

#### 4. Staff Recommendations for Sub-Committee Action

Mr. Wostmann asked to have some feedback from staff on what staff is hoping the sub-committee will do or not do.

Mr. Uchytel said there are a handful of things that a targeted sub-committee can really help staff.

- With the commissioning of the new float system at Statter Harbor, we need to figure out what the new rate schedule will be. This will be a world class facility providing private moorage for the charter vessels. Staff would like a work session to figure out what a fair and reasonable rate should be.
- Look at the rate schedule and decide if the rates should stay the same for another year pending a more stable cruise ship outlook.
- Look at the rate schedule for the reservation rates for the IVF, PFO, ICT and the Breakwater.
- Work on a project priority list and where there are funds available for the projects. Work with the Assembly on project approval to maybe get 1% sales tax, or maybe revenue bonds.



## DOCKS & HARBORS FINANCE SUB-COMMITTEE MEETING MINUTES

Friday August 7<sup>th</sup>, 2020  
Zoom Meeting

Mr. Becker added to the list the ABMS building and the UAS lease expiring April of next year.

Mr. Wostmann said looking at the rate schedule is something this sub-committee would be able to do, but the CIP projects he would like to discuss with the Board Chair and Ops Committee Chair. He said he believes it would be best to decide on a project list and priority with the entire Board. Once the priority list is established then it can come back to the sub-committee to determine where the funding will come from. Mr. Wostmann asked if the rates need to be readdressed soon so they can be posted for next season?

Mr. Uchytel said if we make changes for Statter Harbor, and changes to the reservation rates, the users will say they need to know a year out.

Mr. Wostmann recommended to have a meeting later this month or early next month for rate assessment.

Mr. Uchytel said that would work. However, with this such a bad year there will probably be push back from the users.

Mr. Dimond left the meeting at 1:01 pm.

Mr. Wostmann said the sub-committee can set a temporary modification of the rates for the 2021 season based on what the rate should be in a normal environment but also say if Juneau is still impacted by COVID than we can decide at that time if the rates will change.

Mr. Larkin asked what the budget looks like if we do not change the rates. Will we break even or lose money?

Mr. Uchytel said at the end of FY20 staff is anticipating being \$200,000 in the positive and this was not a full fiscal year with COVID. Harbor typically brings in \$120,000 from charter vessels and we did not see any of that this summer season.

Mr. Larkin said it makes sense to re-evaluate the rates and set them based on a normal economic time. However, in the back of our minds, if next season is the same as this season we can be ready to push the rate change ahead a year.

Mr. Wostmann asked if staff is ready to propose rates for the new float?





## DOCKS & HARBORS FINANCE SUB-COMMITTEE MEETING MINUTES

Friday August 7<sup>th</sup>, 2020  
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Mr. Uchytel said he is approaching this as he knows how much money he wants to collect for Statter Harbor phase IIIc. He said the other thing he would like to do is change the fee structure for the passenger for hire and the loading zone fees. He suggested to maybe combine the two and have a flat fee.

Mr. Wostmann said as soon as Mr. Uchytel has an idea of what the rate structure should be to schedule a sub-committee meeting to discuss.

Mr. Uchytel said probably late September.

**VI. Next Meeting** – Next meeting was decided for October 10<sup>th</sup>.

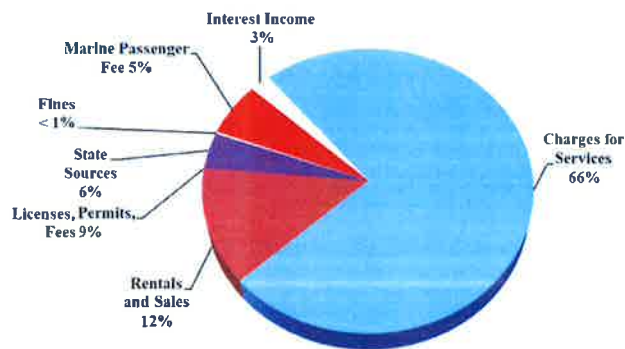
**VII. Adjournment** – The Finance Sub-Committee Meeting adjourned at 1:09 pm

# Docks and Harbors FY20/FY21/FY22 Budget

Finance Sub-Committee  
August 7<sup>th</sup>, 2020



## Docks & Harbors FY21 Funding Sources

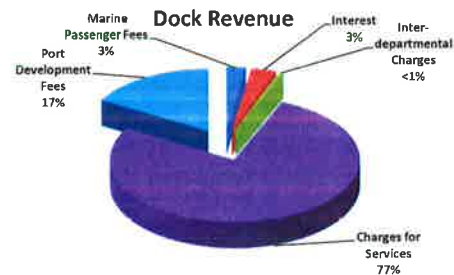
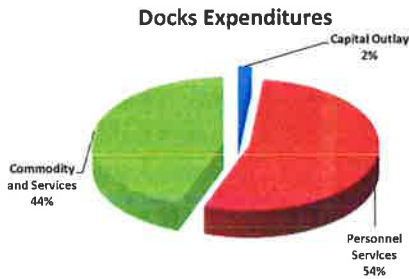


## Docks - Comparatives

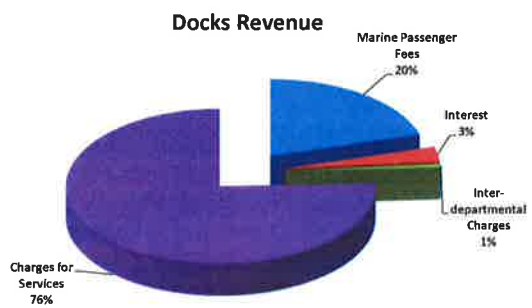
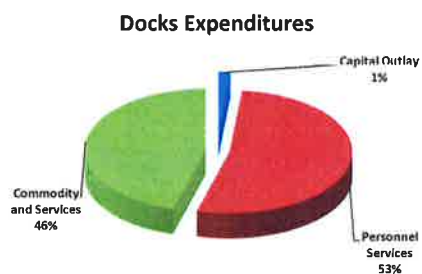
	FY19 Actuals	FY20		FY21 Requested Budget	FY22 Requested Budget
		Amended Budget	Projected Actuals		
<b>EXPENSES:</b>					
Personnel Services	\$ 973,400	1,034,200	1,100,200	1,133,600	1,173,300
Commodities and Services	737,700	900,200	903,300	981,400	979,200
Capital Outlay	-	35,000	35,000	35,000	35,000
Support to:					
Marine Passenger Fee	170,000	-	-	-	-
Capital Projects	2,235,000	-	-	-	-
<b>Total Expenses</b>	<b>4,116,100</b>	<b>1,969,400</b>	<b>2,038,500</b>	<b>2,150,000</b>	<b>2,187,500</b>
<b>FUNDING SOURCES:</b>					
Interdepartmental Charges	11,000	11,000	11,000	15,100	15,100
Charges for Services	1,505,900	1,562,000	1,660,000	1,660,000	1,660,000
Licenses, Permits and Fees	378,200	400,000	-	-	-
State Shared Revenue	-	-	-	-	-
Interest	133,200	54,300	70,000	70,000	70,000
Support from Marine Passenger Fee	457,600	55,000	55,000	448,500	448,500
Support from Port Development Fee	-	358,500	358,500	-	-
<b>Total Funding Sources</b>	<b>2,485,900</b>	<b>2,440,800</b>	<b>2,154,500</b>	<b>2,193,600</b>	<b>2,193,600</b>
<b>FUND BALANCE:</b>					
Beginning Available Fund Balance	3,909,800	2,279,600	2,279,600	2,395,600	2,439,200
Increase (decrease) in Fund Balance	(1,630,200)	471,400	116,000	43,600	6,100
End of Period Fund Balance	<b>\$ 2,279,600</b>	<b>2,751,000</b>	<b>2,395,600</b>	<b>2,439,200</b>	<b>2,445,300</b>
<b>STAFFING</b>	<b>13.01</b>	<b>13.01</b>	<b>13.76</b>	<b>13.76</b>	<b>13.76</b>



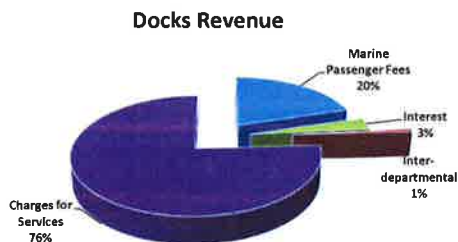
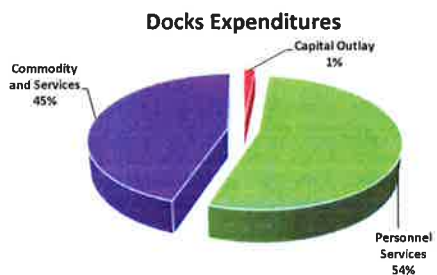
## Docks Budget FY20=\$2.04M



## Docks Budget FY21=\$2.15M



## DOCKS BUDGET FY22=\$2.18M



## FY21 Marine Passenger Fees Request

### Funding for Operational Services

Marine Passenger Fees  
**Port Operations - \$448,000**

### Requested Funding for Capital Projects

Marine Passenger Fees  
**Safety Guardrail Along Dock Face \$1,000,000**

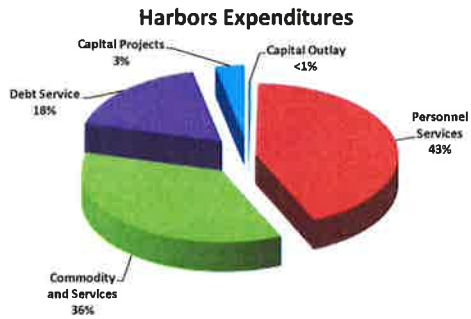


## Harbors - Comparatives

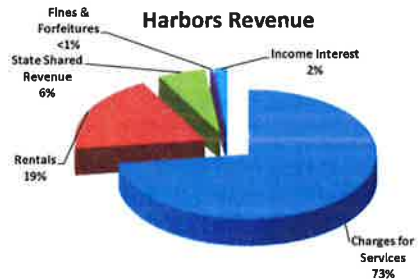
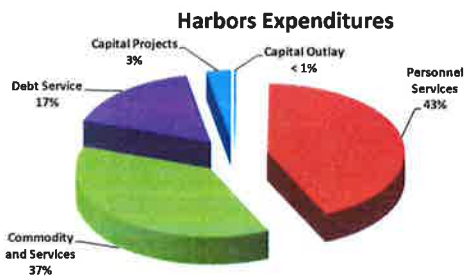
	FY19 Actuals	FY20		FY21 Requested Budget	FY22 Requested Budget
		Amended Budget	Projected Actuals		
<b>EXPENSES:</b>					
Personnel Services	\$ 1,830,400	1,910,000	1,804,600	1,872,800	1,935,000
Commodities and Services	1,352,700	1,465,800	1,499,700	1,629,200	1,626,800
Capital Outlay	11,900	10,000	10,000	10,000	10,000
Debt Service	639,900	738,100	738,100	738,400	737,600
Support to Capital Projects	-	140,000	140,000	125,000	-
<b>Total Expenses</b>	<b>3,834,900</b>	<b>4,263,900</b>	<b>4,192,400</b>	<b>4,375,400</b>	<b>4,309,400</b>
<b>FUNDING SOURCES:</b>					
Charges for Services	2,703,600	2,925,000	3,346,000	3,340,000	3,340,000
Rentals	910,200	890,000	887,000	890,000	890,000
State Shared Revenue	447,900	365,000	407,000	275,000	365,000
Fines and Forfeitures	15,400	20,000	15,000	15,000	15,000
Other Income	-	-	63,400	-	-
Interest Income	150,600	87,500	70,000	70,000	70,000
<b>Total Funding Sources</b>	<b>4,227,700</b>	<b>4,287,500</b>	<b>4,788,400</b>	<b>4,590,000</b>	<b>4,680,000</b>
<b>FUND BALANCE:</b>					
Fund Balance Reserve	749,500	749,500	749,500	749,500	749,500
Beginning Available Fund Balance	(460,300)	(67,500)	(67,500)	528,500	743,100
Increase (decrease) in Fund Balance	392,800	23,600	596,000	214,600	370,600
<b>End of Period Fund Balance</b>	<b>\$ 682,000</b>	<b>705,600</b>	<b>1,278,000</b>	<b>1,492,600</b>	<b>1,863,200</b>
<b>STAFFING</b>	<b>17.08</b>	<b>17.08</b>	<b>16.33</b>	<b>16.33</b>	<b>16.33</b>
DEBT REVENUE RATIO	=>120%	=>120%	=>120%	=>120%	=>120%
(NOT) Meeting Debt/Rev Ratio	904,720	754,080	1,326,480	930,320	960,680



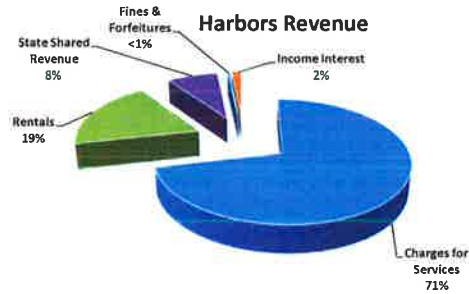
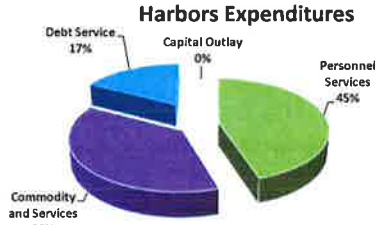
# Harbors Budget FY20=\$4.19M



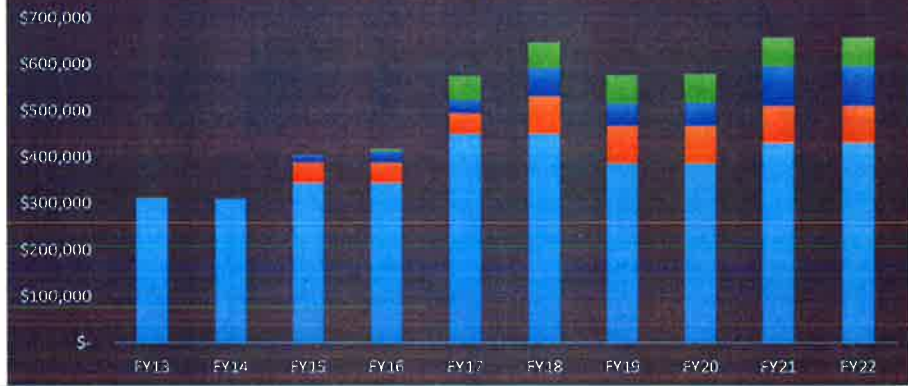
# HARBORS BUDGET FY21=\$4.37M



# Harbors Budget FY22=\$4.30M



## Docks & Harbors All Interdepartmental Fees



	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22
Interdepartmental	\$309,600	\$309,600	\$343,800	\$343,800	\$450,400	\$450,400	\$386,400	\$386,400	\$430,800	\$430,800
D&H Landscape			\$ 45,000	\$ 45,000	\$ 45,000	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000
D&H Warehouse Maint			\$15,807	\$24,318	\$28,322	\$60,836	\$48,527	\$51,300	\$85,500	\$85,500
D&H Fleet Maint			\$3,660	\$51,661	\$54,391	\$60,631	\$60,631	\$61,000	\$61,000	\$61,000
	\$309,600	\$309,600	\$404,607	\$416,778	\$575,383	\$646,627	\$576,558	\$579,700	\$658,300	\$658,300



## Docks & Harbors Capital Projects

### **Downtown Waterfront Improvements**

- Security Checkpoint Stations – Complete
- Downtown Waterfront Improvements – Completion October 2020
- Small Cruise Ship Moorage Study – Completion December 2020
- Large Berth Shorepower Design – Completion April 2021

### **Statter Harbor Improvements**

- For Hire Facility Phase III A – Completion October 2020
- For Hire Facility Phase III B – Completion May 2021
- For Hire Facility Phase III C – Completion May 2022

### **Douglas Harbor**

- Pile Anode Installation – Complete

### **Harris Harbor**

- Pile Anode Installation – May 2021

### **Aurora Harbor**

- Phase III – TBD
- Demolition North End – Completion November 2020







## DOCKS & HARBORS FINANCE SUB-COMMITTEE MEETING MINUTES

Thursday September 17<sup>th</sup>, 2020

**I. Call to Order** – Mr. Wostmann called the September 17<sup>th</sup>, 2020, Finance Sub-Committee meeting to order at 12:00pm via Cloud Conferencing from the Port Director’s Office.

### **II. Roll Call**

The following members were present telephonically: Bob Wostmann, James Becker, David Larkin, and Mark Ridgway.

Also present telephonically were the following: Carl Uchtyl – Port Director, Ashley Bruce – Statter Harbor Administrative Assistant II, Aurora Harbor Office, and the Juneau Police Department.

Members of the public present telephonically: Courtney Pegus, Dennis Watson, and Paul Swanson.

### **III. Approval of Agenda**

Mr. Wostmann inquired about changes to the agenda prior to approval. Mr. Uchtyl confirmed there were no changes from the information distributed last and wanted to confirm members are seeing the information regarding the draft to the Center for Disease Control’s (CDC) Request for Information (RFI) regarding Resumption of the Cruise Industry.

The agenda was passed with no objections.

### **IV. Participation on Non-Agenda Items – Courtney Pegus, Juneau, AK**

Mr. Pegus is a graduate student at UAF and because of COVID and the start of the semester there was a mismatch in when he gets his stipend and when the fees for the August bill is due. Mr. Pegus said because of this mismatch he was put in a situation where he was charged the daily rate for August which snowballed into Mr. Pegus not being able to afford that month and he would like to get back in good standings and on track. Mr. Pegus kindly asked he be allowed the monthly rate for August and September and will pay advanced moorage for October. Mr. Pegus asks we take this into consideration, along with the hardships COVID has brought, and his history of paying on time before this pandemic. Mr. Pegus offered his thanks for consideration.

Mr. Wostmann recused himself from the discussion and handed the vice chair duties over to Mr. Larkin to manage questions or comments from the committee.

Mr. Becker appreciated Mr. Pegus coming forward and explaining his circumstances and supported the deal presented. Mr. Larkin also supported the idea and posed to Mr. Uchtyl for his input. Mr. Uchtyl expressed as a point of order, this non agenda item is



## DOCKS & HARBORS FINANCE SUB-COMMITTEE MEETING MINUTES

Thursday September 17<sup>th</sup>, 2020

really not for the board to judicate at this time but Mr. Pegus has brought his position forward and Mr. Uchytel can look into the circumstances and take the guidance from board members to work with staff to judicate.

Mr. Larking concluded Docks and Harbors staff would follow up with Mr. Pegus at an appropriate later time. Mr. Pegus added he did send an email to the board to accompany this conversation.

There were no other items for public comment.

### **V. Approval of Meeting Minutes**

Meeting minutes were unavailable due to staffing and will be reviewed for approval at a later time.

### **VI. Items for Information/Discussion**

#### 1. Review of Statter Harbor For-Hire rates and revenues

Mr. Uchytel said at the last meeting the discussion direction was to look at Statter Harbor rates as it applies to the For-Hire floats. In May of 2021 we anticipate the completion of a world class For-Hire facility in Statter Harbor that will contain 850' linear feet for the purpose of serving charter operators in Statter Harbor. The intention of the review is to determine what is an appropriate fee for the charter operators.

Mr. Uchytel referenced the Passenger For-Hire Trends table provided in the agenda packet. At present, inspected vessel operators pay a boat fee for moorage, a permit fee of \$518 per vessel, and a passenger fee of \$1.50 per passenger embarking. The rate for non-inspected or Six-Pack vessels is adjusted to the Consumer Price Index (CPI) and in 2019 paid \$156 per vessel and \$1.50 for every passenger embarking. Mr. Uchytel pointed out this is a significant amount of money received from charter operators and in addition we do collect moorage from the majority of the operators but not an exclusive requirement that vessels must retain moorage in our harbor.

Mr. Uchytel pointed to the graph to show last year there were 10 companies with 41 vessels of inspected status and 10 companies with 26 vessels operating in Statter Harbor producing \$150,000 of revenue. Mr. Uchytel stated the question for the board is what the appropriate fee, if any, moving forward knowing the operators will essentially have guaranteed moorage. It is intended to raft vessels outboard, so it won't be slips, but we think we are investing in making charter operators more efficient at Statter Harbor.



## DOCKS & HARBORS FINANCE SUB-COMMITTEE MEETING MINUTES

Thursday September 17<sup>th</sup>, 2020

Mr. Uchytel took a pause to inquire if there were any questions about the packet before moving on.

Mr. Larkin asked if the \$518 fee was paid per day. Mr. Uchytel responded, no the fee is per season.

Upon hearing no other call for questions Mr. Wostmann asked if there has been consideration to what the total investment in this area has been and what a reasonable amount to charge the fleet to recovery some of the cost? Mr. Wostmann stated he understands we can't expect to get enough to pay for all of it but is wondering if there is a way to put it into context as how much is being reimbursed for the capital investment.

Mr. Uchytel stated he has not yet been able to complete those calculations but Phase IIIa of the dredging was \$4.1 million, Phase IIIb which was awarded to Trucano construction is \$4.3 million. Construction costs alone are \$8.5M plus staffing, inspection and other services. Including completion of the uplands parking, we anticipate a \$12M dollar project for this improvement.

Mr. Larkin asked what is the anticipated life span of the area for the investment? Mr. Uchytel referenced the Aurora Harbor improvements as an example and pointed out the floats currently being demolished were constructed in 1972, indicating an age of 48 years. The facilities being built today will include innovation and extending the usable life. We are using timber, we have a higher free board to keep components out of the water, and including zinc anodes and calling it a 50-year facility could be a conservative estimate.

Mr. Wostmann asked if it would be a reusable exercise to attempt the math and see what kind of costs can be recouped from the fishing fleet over the 50 years. Mr. Uchytel said he can prepare this for a future meeting. Mr. Uchytel pointed out when rebuilding harbors for commercial fisherman or recreation, we never recoup the full investment of public infrastructure. Mr. Uchytel pointed out private Marina's charge much higher than we would ever charge but it is worth going through the exercise to determine where we stand. Mr. Uchytel said from future studies generally a 40-50 year facility will break even, and this will be more difficult as it isn't a slip system but more of a transient system and we would expect vessel to raft outboard of each other. Mr. Wostmann said he understands we wouldn't solely expect the charter fleet to fully recoup the costs of this project and there is substantial value for the community and agrees finding the percentage of what can be recouped would be a useful exercise. Mr. Wostmann suggested we discuss the topic in the terms of what we should propose for next season and believes



## DOCKS & HARBORS FINANCE SUB-COMMITTEE MEETING MINUTES

Thursday September 17<sup>th</sup>, 2020

tourism will still be affected by COVID and as a separate exercise look at what the reasonable full rate would be when we are back to normal operations.

Mr. Uchytel referenced the remainder of the agenda packet to review prior to discussion, and pointed out page two shows a triple increase in revenues over the last ten years. On page three, Mr. Uchytel pointed to an email from the Skagway Harbormaster in response to a request from information put out to contacts from the Alaska Association of Harbormasters and Port Administrators. Mr. Uchytel asked "What do people charge for charter vessels?" Skagway charges \$0.98 revenue each way, which accounts to \$1.56 for vessels conduction round trips, plus they charge for moorage.

Mr. Uchytel then referenced the Seward Harbormaster's response. Seward also charges transient moorage rates plus a \$3.50 passenger tax. These two locations were the only harbor masters who reached out with a response.

Mr. Uchytel brought a Moorage Rate Table to the attention of the board which contains moorage rates for harbors ordered by increasing cost. In Juneau, the daily transient rate is \$0.58 per foot per day and is adjusted annually with the CPI. The CPI in Anchorage has been flat over the last five years, and it was pointed out only Skagway and Wrangell have a lesser transient rate than Juneau.

Moving on to the monthly portion of the Moorage Rate Table, Mr. Uchytel pointed out most harbors have a graduated scale with boat length for determining moorage cost, but Juneau does not and instead uses a straight single rate for boats of all sizes. Mr. Uchytel points out Juneau's monthly moorage rates are the lowest in Southeast with the exception of Statter Harbor.

Mr. Uchytel points out prior to reviewing the annual moorage rates comparing harbors is not usually an apples to apples but more so an apples to oranges comparison. For example, in Juneau, the annual rate for Juneau is not just the monthly rate times 12, but includes a 10% discount for prepayment and is not included in this annual moorage rate. The active fishing discount of 25% Sitka Harbors provides was also not included in this annual rate table and could skew the data but does show how Juneau rates in the fee structure.

Mr. Uchytel inquired and Mr. Wostmann opened the floor for discussion and questions. Hearing no questions or comments, the discussion was opened to the public for comment.

Mr. Dennis Watson, a stall patron of Statter Harbor, stated the reference to recovery costs had never been addressed before. Mr. Watson stated the former Port Director and Board



## DOCKS & HARBORS FINANCE SUB-COMMITTEE MEETING MINUTES

Thursday September 17<sup>th</sup>, 2020

Chair went on the record to state the reason the rates were so much higher in Auke Bay was because they had to recover the cost of DeHarts Marina and wanted to emphasize his understanding of the justification for an increase of rates for 40%. Mr. Watson also pointed out he does not believe the Hoonah rates are accurate as he has friends who moor their boats in Hoonah and pay about \$1500 a year and contends it is not a fair rate. Mr. Watson's last concern is if a daily rate or monthly rate will be charged for the explicit use of docking and moorage for the charter boats. Being no questions for Mr. Watson the floor was opened to others for comment or question.

Mr. Bob Swanson, a stall holder in Statter Harbor, concurs with Mr. Watson's comments and would testify to the same thing. Mr. Swanson is curious if the vessels will be assigned moorage and if they will pay year round moorage fees which is required by permanent stall holders. Mr. Swanson feels "double dipping", in reference to hot berthing, is not right and not legal and does believe while he should have to pay something he does not feel he should have to pay the full amount.

Being no questions for Mr. Swanson or from the public, Mr. Wostmann asked if Mr. Uchytel had any specific recommendations, or if he was intending to get the discussion started. Mr. Uchytel said he intended to get the discussion started and include community involvement. Mr. Uchytel said as a statement in broad terms, our rates are too low for what we charge for operators in Statter Harbor. Mr. Uchytel wondered if we doubled the rate, would it be too high. Mr. Uchytel pointed out for 20 years the charter operators have had to fight for space in Statter Harbor and questions what is the value of this area of reserved moorage. Mr. Uchytel would start out by saying what if the rates double. He points out 2019 was a high water mark, but \$150,000 is a lot of money and comes with some moorage as well but also has a lot of overhead cost for staffing to manage the area. Mr. Uchytel reiterated the goal is to determine what a reasonable value of the area is. The cost of the area is a \$12M dollar project with 75% funded through head taxes, so the question becomes where the 25% of local match comes from and when should we expect to recover the cost from the user groups. Mr. Uchytel summarizes the project is \$12M, \$9M will come from the cruise industry, and \$3M will come from local match. How much should come from this user group and is it an appropriate and fair concept to pursue.

Mr. Jim Becker stated he has some questions to develop but feels Mr. Uchytel's assessment of what we are obligated to pay is fair and looks forward to telling a lot of people where the lion's share of the funds for the project comes from if they want to poke at the cruise industry.



## DOCKS & HARBORS FINANCE SUB-COMMITTEE MEETING MINUTES

Thursday September 17<sup>th</sup>, 2020

Mr. Wostmann commented the board has been provided a good foundation for a discussion start and should have the charter fleet reimburse the city for its portion of the investment. Mr. Wostmann asked Mr. Uchytel to work up more numbers for consideration and review and continued discussion of how long reimbursement should take. Mr. Wostmann also asked if it was our intent to set the rates now and consider discounting next year in the event we do not have another full season. Should we make some commitments to retaining the current rates for next year so the fleet can be sure of what kind of operation costs they will have and then look at going full rates the following year. He asked Mr. Uchytel if he had any thoughts of the way to go.

Mr. Uchytel responded he is confident the answer would be to wait and see as the charter fleet did not make any money in 2020 and will suggest waiting. Mr. Uchytel identified it as a policy decision and this will need to be reviewed as the harbors move forward. Mr. Uchytel anticipated the industry will start selling 2021 excursions and want to know those rates which are things for the Board to discuss and determine. Mr. Wostmann encouraged we stick with the current rates for another year and apply reductions if warranted. Mr. Wostmann said the more certainty we can give the charter fleet, the more support they are getting from us and we can always consider whether accommodations are necessary as we get closer to April or May of 2021.

Mr. Becker supported Mr. Wostmann's statements and added in this current climate of pandemic this is the proper stance to take.

Mr. Larkin stated he had an incidental conversation with the president of Alaska Travel Adventures and inquired what they had been paying for dock rates and what they thought. The response was lower rates are always better but it was mentioned there was no request in a reduction of costs but a payment plan, or 60-day deferral on initial dock charges so they could accumulate the funds to make the payments. Mr. Larkin reiterated there was no reduction in fees requested but to rather set the charge aside for a bit so the companies could make money. Mr. Larkin added the company would very likely not pay or pursue vendor booth use on the waterfront.

Mr. Wostmann asked Mr. Uchytel if he had the information he needed to move forward. Mr. Uchytel stated yes and to confirm he understands the position of the Board is to keep the 2019 fee structure for the 2021 season. Mr. Wostmann confirmed the proposed intent and has not heard any opposition.



## DOCKS & HARBORS FINANCE SUB-COMMITTEE MEETING MINUTES

Thursday September 17<sup>th</sup>, 2020

2. Draft letter to Center for Disease Control's Request for Information for resumption of Cruise Ship operations.

Mr. Uchtyl presented the American Association on Port Authorities letter representing the interest of cruise port to the Operations Planning committee on August 16<sup>th</sup>, 2020. Mr. Uchtyl discussed with the City Manager a local response to the Center for Disease Control's (CDC) letter request for information (RFI) for COVID control and the resumption of the Cruise Ship Operations. Mr. Uchtyl received high interest and drafted a response for the Board to review, discuss, and contribute or modify.

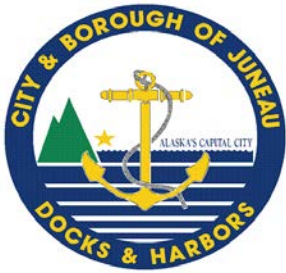
Mr. Larkin suggested a change in question number seven regarding prearrangements for COVID outbreaks. In regards to Bartlett Hospital can handle up to 129 beds in the ICU, Mr. Larkin suggests changing the verbiage to read "the capacity of 125 beds" because while the hospital has the capacity they cannot take in 125 people at the same time and usually has the ability to take two due to beds already being full.

There were no other questions or comments from the Board.

Mr. Watson questioned to Mr. Uchtyl what the rate the harbor will charge to the charter boat fleet on a per day basis for the use of the new moorage facility. He also pointed out the 2019 numbers show \$150,703, as the total inspected vessel and assumes works to less than \$600 a year in fees and differs it is a fair price. Maybe this year but not in years forward and would like an answer will there be a separate charge to moor there every day or will they have no additional charges for moorage.

Mr. Wostmann responded Mr. Watson's questions had been noted in the record and an answer doesn't exist at this time but would be responded to in subsequent meetings. Mr. Watson responded he will provide a letter to the board chair asking it be put on the agenda for the next board meeting.

Returning to the topic Mr. Wostmann confirmed he did not hear any other comments from the public on the topic of the RFI from the CDC. Mr. Wostmann added he found tone of the letter to be a bit accommodating and thinks this is our opportunity to state our desires and what we would like to see with cruise operations although it will likely be modified later to bring back their business operations and ensure it is done safely. Mr. Wostmann suggested we should put more emphasis in this letter that boundaries our limits and negotiations are made explicit with the cruise ship industry before the season starts. Mr. Wostmann feels it applies to several questions and would refer to the comment made by Kirby Day of Princess Cruise in the Operations meeting and wants to



## DOCKS & HARBORS FINANCE SUB-COMMITTEE MEETING MINUTES

Thursday September 17<sup>th</sup>, 2020

reiterate comment which is in order for the shore side excursion operators to properly comply with the new regulations and guidelines for dealing with the pandemic and the various cruise lines, the cruise line industry amongst themselves should settle on a standard they will all comply with as opposed to each having their own rules as to how each shore side operation has to operate.

Mr. Wostmann would also recommend in question 19b, we should suggest the cruise line actually do rapid testing of all their passengers, not just those who are symptomatic on a consistent basis so when people go ashore there has been a recent rapid test for an individual to confirm they are still negative. Otherwise testing of all the symptomatic would miss asymptomatic passengers going ashore. This may lead to discussions with the industry but Mr. Wostmann referred back to his comment this is the opportunity to be specific to what we see as the best case from our point of view and then to go into discussion and negotiations with the cruise line industry to determine the best compromise.

Mr. Becker commented he appreciates the comments but verifying the test is what is really taking the time and results get backlogged. It would be great if an instant test existed but it doesn't seem to right now.

Mr. Wostmann stated his comments were based on the understanding that rapid tests exist and are available with results in approximately 10 minutes. Mr. Wostmann felt this was the opportunity to go on record and say this is what we would like to see.

Mr. Wostmann inquired to Mr. Uchytel his thoughts. Mr. Uchytel respectfully disagreed and didn't feel we should tell the industry how they should test and felt telling the industry to test every passenger every time they come and go from the ship seems onerous.

Mr. Wostmann responded it may indeed be excessive and perhaps everyone be tested every two or three days. Mr. Wostmann has seen in the news some universities doing rapid testing twice a week and thought it is just becoming available and is speculating about the options six months from now. Mr. Wostmann didn't feel it was an unreasonable ask and then as we get closer we will accept the technologies that are available.

Mr. Larkin said he sees where the intention is going but the technology is not out there yet. The rapid testing while yes it can be obtained but the current tests available, 50% of the negatives are false negatives so half of the people who test negative are actually positive and that is why the medical field is not using it. Mr. Larkin noted six months





## DOCKS & HARBORS FINANCE SUB-COMMITTEE MEETING MINUTES

Thursday September 17<sup>th</sup>, 2020

from now could be very different and there may be something better but at the present time he hopes the CDC will have better recommendations for rapid testing and feels we shouldn't say the cruise industry has to do the rapid testing. It would be onerous, extremely expensive, and at the moment not accurate

Mr. Wostmann restated his stance, this is just a letter to the CDC and an opportunity to provide our input on what our ideal solution would be. It is unrealistic to expect we are going to get everything we are asking for but if we don't ask for it then it may simply not be considered even if it could be done.

Mr. Becker stated he thinks the topic should be addressed, state what we are thinking about and leave it at that.

Mr. Larkin agreed we could use verbiage like "to the extent available and reliable" or words to indicate that we recognize this might currently not be feasible but is a goal we would like to get close to.

There were no other comments or suggestions for the Board or Mr. Uchytel.

### **VI. Next Meetings –**

A poll will be conducted to determine the best date for the next finance meeting.

### **VII. Adjournment –** The Finance Sub-Committee Meeting adjourned at 1:02 pm

## Harbors

Harbors Revenue	FY19 07/01/2018- 06/30/2019	FY20 07/01/2019- 06/30/2020	FY21 07/01/2020- 06/30/2021		Harbor Expense	FY19 07/01/2018- 06/30/2019	FY20 07/01/2019- 06/30/2020	FY21 07/01/2020- 06/30/2021	
July **	\$1,160,128.44	\$1,218,681.31	\$1,067,873.19	Actual ↓	July	\$495,335	\$609,856	\$582,156	*Actual
August **	\$294,515.20	\$321,164.86	\$250,000.00	Est ↓	August	\$262,430	\$266,325	\$248,895	Actual
September **	\$216,772.87	\$242,381.82	\$175,000.00	Est ↓	September	\$329,666	\$328,902	\$250,000	Est/August
October	\$151,584.36	\$167,367.53	\$167,367.00	Est	October	\$181,932	\$202,554	\$205,000	Est/FY20
November	\$115,943.44	\$128,910.62	\$128,910.00	Est	November	\$196,222	\$228,845	\$229,000	Est/FY20
December	\$115,990.99	\$131,276.79	\$131,276.00	Est	December	\$172,120	\$183,656	\$185,000	Est/FY20
January	\$115,977.59	\$127,578.69	\$127,578.00	Est	January	\$189,056	\$193,770	\$194,000	Est/FY20
February	\$92,562.31	\$104,101.40	\$104,101.00	Est	February	\$171,593	\$186,768	\$187,000	Est/FY20
March	\$131,491.40	\$125,615.30	\$125,615.00	Est	March	\$258,707	\$239,948	\$240,000	Est/FY20
April	\$188,936.06	\$160,097.02	\$160,097.00	Est	April	\$224,523	\$196,029	\$225,000	Est/FY19
May	\$258,892.40	\$171,107.82	\$171,107.00	Est	May	\$239,957	\$173,004	\$240,000	Est/FY19
June	\$32,797.55	\$167,471.71	\$167,471.00	Est	June	\$448,599	\$402,992	\$450,000	Est/FY19
User Fees	<b>\$2,875,593</b>	<b>\$3,065,755</b>	<b>\$2,776,395</b>		Total	<b>\$3,170,140</b>	<b>\$3,212,649</b>	<b>\$3,236,051</b>	
State Shared Rev	\$447,874.66	\$409,172	\$250,000	Est	Debt Service	\$738,100	\$738,100	\$738,100	
Land Lease Rev	\$886,388.87	\$925,733	\$900,000			\$3,908,240	\$3,950,749	\$3,974,151	
Permit Rev	\$0.00	\$1,278	\$0	?	Bad Debt	\$142,185	\$58,223	\$60,000	
AR Int. and Fines	\$5,389.40	\$146,819		?		<b>\$4,050,425</b>	<b>\$4,008,972</b>	<b>\$4,034,151</b>	
Misc rev/cares		\$27,947							
Minor Violations	\$15,370.00	\$12,295	\$10,000	Est					
	<b>\$4,230,616</b>	<b>\$4,588,999</b>	<b>\$3,936,395</b>						

Harbors Fund Balance as of 04/01/20 Reserve \$749,500

Beginning Fund Balance (67,500)

Ending FY20 \$580,027

Ending FY21 -\$97,756

Endng FB \$512,527

**Revenue: \*\*** Indicate months that had normal tourism FY20

Due to many uncertainties for FY21 with tourism and fisheries, but similar to FY20, I based my FY21 estimates off FY20.

I decreased revenue in FY21 for July, August, and September because of no tourism.

### Expense:

Estimates are based off previous FY months, indicated in red, with tourism or no tourism.

\*\$36,000 for landscaping fees are not included in this total.

Comparisons	Passenger for Hire					Totals		
	< 65	>65	Fishing	Insp	Uninsp			
July 2019	\$8,383.50	\$62,681.25	\$605.70	\$13,116.00	\$717.00	\$85,503.45	FY20	
July 2020	\$1,674.24	\$36,916.40	\$2,166.75	\$0.00	\$0.00	\$40,757.39	FY21	↓ \$44,746.06
August 2019	\$1,125.00	\$50,331.00	\$933.60	\$40,902.00	\$3,960.00	\$97,251.60	FY20	
August 2020	\$3,681.00	\$30,427.50	\$1,162.50	\$0.00	\$0.00	\$35,271.00	FY21	↓ \$61,980.60
September 2019	\$528.00	\$16,365.00	\$827.25	\$13,116.00	\$1,549.50	\$32,385.75	FY20	
September 2020	\$1,938.00	\$8,222.50	\$2,012.25	\$0.00	\$0.00	\$12,172.75	FY21	↓ \$20,213.00

## Docks

Docks Revenue	FY19 07/01/2018- 06/30/2019	FY20 07/01/2019- 06/30/2020	*FY21 07/01/2020- 06/30/2021	**FY21	Docks Expense	FY19 07/01/2018- 06/30/2019	FY20 07/01/2019- 06/30/2020	FY21 07/01/2020- 06/30/2021	
July	\$333,452	\$385,392	\$4,945	\$4,945	July	\$550,561	\$522,738	\$471,729	*
August	\$351,241	\$395,427	\$0	\$0	August	\$153,570	\$169,948	\$105,664	est.
September	\$264,513	\$282,927	\$0	\$0	September	\$239,926	\$192,947	\$106,000	est.
October	\$22,710	\$77,350	\$0	\$0	October	\$77,011	\$107,599	\$77,000	est.
November	\$6,015	\$175	\$0	\$0	November	\$43,611	\$36,224	\$37,000	est.
December	\$1,132	\$3,828	\$0	\$0	December	\$47,360	\$36,969	\$50,000	est.
January	\$466	\$0	\$0	\$0	January	\$38,848	\$48,840	\$50,000	est.
February	\$34	\$9	\$0	\$0	February	\$36,368	\$59,157	\$60,000	est.
March	\$285	\$421	\$0	\$0	March	\$66,202	\$72,520	\$80,000	est.
April	\$919	\$106	\$500	\$919	April	\$139,552	\$48,972	\$140,000	est.
May	\$221,953	\$9	\$110,000	\$221,953	May	\$146,938	\$34,547	\$150,000	est.
June	\$439,738	\$1,431	\$215,000	\$439,738	June	\$248,285	\$118,388	\$250,000	est.
	<b>\$1,642,459</b>	<b>\$1,147,075</b>	<b>\$330,445</b>	<b>\$667,555</b>		<b>\$1,788,234</b>	<b>\$1,448,851</b>	<b>\$1,577,393</b>	
Marine Pass fee	\$457,600	\$55,000							
Port Development		\$358,500	\$448,500	\$448,500					
	<b>2,100,059</b>	<b>\$1,560,575</b>	<b>\$778,945</b>	<b>\$1,116,055</b>					

Docks Fund Balance as of April 2020 - \$2,279,600

Ending FY20    \$111,724    Ending FY21    -\$798,448  
Ending FY21    -\$461,338

### Revenue:

FY19 shows a normal cruise ship season.

FY20 shows a normal cruise season for July, August, and September. The remainder is with no cruise ships.

\*FY21 shows July, August, and September having no cruise ships, and 1/2 revenue for April, May, and June, based on FY19.

\*\*Another Assumption for FY21 is cruise ships at full capacity for April, May, and June based off FY19.

### Expense:

FY19 shows expense for a normal cruise ship season.

FY20 shows a normal cruise ship season for July, August, and September and June we hired back 5 seasonal part time limited positions.

The PTL positions time was split between Docks and Harbors funds.

FY21 shows July, August, and September with the 5 PTL employees placed in their normal seasonal positions.

The seasonal positions time was split between Docks and Harbors funds. Also in FY21, April, May & June, shows a normal cruise season based off FY19.

\*\$45,000 for landscaping fees have not been added to this total.

**PORT DEVELOPMENT FUND**

	FY19 Actuals	FY20		FY21 Adopted Budget	FY22 Approved Budget
		Amended Budget	Projected Actuals		
<b>EXPENDITURES:</b>					
Interdepartmental Charges	\$ 5,500	5,500	5,500	7,600	7,600
Support to:					
General Fund	-	-	-	-	-
Fleet Replacement	-	-	-	-	-
Debt Service	2,097,400	2,094,800	2,094,800	2,095,400	2,093,600
Capital Projects	8,700,000	4,500,000	4,500,000	-	-
Docks	-	358,500	358,500	-	-
<b>Total Expenditures</b>	<b>10,802,900</b>	<b>6,958,800</b>	<b>6,958,800</b>	<b>2,103,000</b>	<b>2,101,200</b>
<b>FUNDING SOURCES:</b>					
Port Development Fees	3,568,100	3,700,000	2,300,000	1,000,000	3,200,000
State Marine Passenger Fees	5,271,100	5,400,000	8,414,600	-	5,000,000
<b>Total Funding Sources</b>	<b>8,839,200</b>	<b>9,100,000</b>	<b>10,714,600</b>	<b>1,000,000</b>	<b>8,200,000</b>
<b>FUND BALANCE:</b>					
Beginning Available Fund Balance	2,675,600	711,900	711,900	4,467,700	3,364,700
Increase (decrease) in Fund Balance	(1,963,700)	2,141,200	3,755,800	(1,103,000)	6,098,800
<b>End of Period Fund Balance</b>	<b>\$ 711,900</b>	<b>2,853,100</b>	<b>4,467,700</b>	<b>3,364,700</b>	<b>9,463,500</b>

05 CBJAC 20.044 - Active fishing vessel discount at Statter Harbor.

- (a) *Discount.* In lieu of the requirement to pay daily fees for use of Statter Harbor as set out in 05 CBJAC 25.060 and 05 CBJAC 25.070, the owner of a fishing vessel that pays annual fees as set out in 05 CBJAC 40.020 may, for up to 20 days in a calendar year, use Statter Harbor without paying daily fees, provided:
- (1) The owner registers with Statter Harbor Office in advance or upon arrival at Statter Harbor;
  - (2) The owner does not owe past due fees to the Docks and Harbors Department;
  - (3) The owner provides the Harbormaster with proof of significant fish landings within the City and Borough of Juneau during each calendar month the owner uses Statter Harbor; and
  - (4) If the owner has reserved moorage, the owner informs the Docks and Harbors Department of the departure date from and estimated return date to their preferred stall.
- (b) *Exclusions.* This section does not relieve an owner from complying with other applicable requirements for use of Statter Harbor such as maximum time limits or the requirement to pay monthly fees during the winter moorage period.

(Amended 7-11-2005, eff. 7-19-2005; Amended 6-5-2006, eff. 6-13-2006)