

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

Monday, November 30<sup>th</sup>, 2020  
Via Zoom Meeting

<https://bit.ly/2GYlpc0>

Or Via Phone (253) 215-8782  
Meeting ID: 970 5310 6543  
Passcode: 934837



- I. Call to Order** – November 30<sup>th</sup>, 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 Thursday, October 15<sup>h</sup>, 2020 Finance Sub-Committee Meetings Minutes.**
- VI. Items for Information/Discussion**
  1. Estimated Statter Harbor expenses related to charter vessel operations
  2. CY22 Statter Harbor For-Hire Fee Rate Discussion
  3. FY21 Docks and Harbors Budget Review
  4. FY22 Budget Process Calendar
  5. Graphic ideas to communicate to the Docks & Harbors Board
- VII. Next Meeting** – TBD
- VIII. Adjournment**



## DOCKS & HARBORS FINANCE SUB-COMMITTEE MEETING MINUTES

Thursday October 15th, 2020

**I. Call to Order** – Mr. Wostmann called the October 15th, 2020, Finance Sub-Committee meeting to order at 5:00pm via Zoom from the Port Director's Office.

### **II. Roll Call**

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

Also present were the following: Carl Uchtyl – Port Director, Matthew Creswell – Harbormaster, and Teena Larson – Admin Officer,

Absent: Chris Dimond

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

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

Motion passed with no objection.

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

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

Mr. Wostmann requested to change the word attentive to tentative on page 2 of the August 7<sup>th</sup> minutes, and change reusable to reasonable on page 3 of the September 17<sup>th</sup> minutes.

Mr. Becker requested to change Bob to Paul on page 5 of the September 17<sup>th</sup> minutes.

The August 7<sup>th</sup> and September 17<sup>th</sup>, 2020 minutes were approved as amended.

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

#### **1. Review Docks and Harbors Budgets**

Mr. Uchtyl showed the available fund balance summary for Harbors. Harbors ending spendable fund balance for FY20 is \$389,812 as of yesterday. This document also shows the FY21 and FY22 budgets approved by the Assembly.

Mr. Wostmann asked if this is the updated numbers from the Harbors revenue and expense estimates from what was sent last week on page 26 in the packet indicating a fund balance of \$512,527.

Mr. Uchtyl said yes. This is a fund balance and it is subject to accounting requirements through CBJ. The less reserve of \$749,500 is real money but we are not able to spend this.



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Mr. Wostmann commented that he understands the reserve is the amount the bond underwriter requires us to have in our account.

Mr. Uchytel showed the available fund balance summary for Docks. There is an increase to our fund balance of \$309,316 resulting in a \$2,588,939 fund balance. This summary also showed the FY21 and FY22 Assembly approved budgets which we will discuss later in the meeting.

Dennis Watson, Juneau, AK

Mr. Watson asked if the Docks budget is carrying the same reserve as the Harbors?

Mr. Uchytel said no.

Mr. Uchytel showed the graph in the packet on page 26. This was put together from the request of this Committee wanting to look at our budget for the previous and current fiscal years, and see if any changes need to be made. The numbers were estimated based on previous years and hindcasting where we think we will be in future years.

Mr. Wostmann asked with looking at FY21 compared to FY20, what was the rationale for decreasing FY21 July, August, and September but leave the rest of the months in the year at the same level as FY20.

Ms. Larson said in July, August and September there was still normal tourism so it was decreased from the loss of that revenue. The remainder of the year staff assumes will be similar to the previous year.

Mr. Wostmann asked why the revenue in June of FY19 was so low.

Ms. Larson said it was due to when the revenue was collected.

Mr. Uchytel said the state shared revenue of \$250,000 for FY21 is an unknown and it is an estimate. He talked to the Finance Department and asked them to reach out to the state to see when we can expect our share of the raw fish tax this year. Usually we receive this in October or November. The other revenue is our lease permits. Staff is predicting \$4M from all of FY21 revenues.

Mr. Wostmann asked if there was an estimate for the AR Interest and Fines for FY21 under Harbors?

Mr. Uchytel said the interest is a number the Finance Department provides every year and we have not received that yet. He said moving on to the expense side, July expenses are higher because this is when a lot of the interdepartmental fees are charged out. Staff is predicting an expense in FY21 of \$3.2M, our debt service is \$738,100 and an estimate of \$60,000 for bad debt, shows us ending with \$4.034M in expenses. At this time, staff is



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estimating to be in the negative with expense being higher than revenue, but there are a lot of unknowns at this time.

### Dennis Watson, Juneau, AK

Mr. Watson asked about the bad debt line in FY19 of \$142,185 and then it dropped down to \$58,223 in FY20. He wanted to know where the revenue went and if this was a write off? He asked if the \$60,000 for FY21 is the bad debt to date, or is that an estimate for all the bad debt for the entire FY21?

Mr. Uchytel said the bad debt is written off by the Finance Department. Staff turns uncollectible accounts over to CBJ Collections. At that point, collections takes over and sends to a third party collector and we hope they recoup some of the bad debt. If we get anything, it is much less than what is owed. The \$60,000 bad debt for FY21 is an estimate at this point and we do not know how much it will be until the end of the year.

Mr. Watson asked if the \$60,000 was just for FY21 and there is not any carry over from previous fiscal years?

Mr. Wostmann answered that the bad debt is a one time item that shows in each year and does not accumulate from year to year.

Mr. Larkin commented that in the Harbors expense lines for April, May, and June, staff's estimate is based off FY19. Is staff assuming that tourism will be back to normal in those months for FY21?

Ms. Larson said that is correct. The estimated is based off having tourism back.

Mr. Uchytel said page 27 in the packet shows the charter operations revenue comparisons. He went on to page 28 that shows the Docks revenue and expense actuals and estimates. Staff showed different scenarios with no cruise ships and half capacity cruise ships to estimate where we may end up at the end of the year. On the Docks expense, again most of the interdepartmental fees are paid in July so that month the expenses are higher. There are expenses whether we have cruise ships or not. Based on these estimates, even in the best case scenario for the rest of FY21, Docks will still run a deficit. The good news is that Docks has \$2.5M in our fund balance that is designed for this type of situation.

Mr. Watson asked if the Finance Department was going to refinance our current debt to a lower interest rate?

Mr. Uchytel said he has not heard this is going to happen.



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Mr. Wostmann asked if in FY21, October through March, is when there is no seasonal staff?

Mr. Uchytel said yes, seasonal staff being laid off is the biggest reduction in our budget.

Mr. Wostmann asked if the increase in expense in April is when we bring the seasonal staff back?

Mr. Uchytel said yes. He went on to page 29 in the packet that shows the Port Development Fund which is where the 16B Bond debt is paid. The Bond debt is handled by the Finance Department and the City Manager. The Port Development does have a fund balance and we do not need to use Docks fund balance to pay for these bonds.

Mr. Uchytel asked what direction the Committee would like to provide for staff for the next meeting information?

Mr. Larkin commented that no additional information is needed but to just closely monitor our revenue and expenses.

Mr. Wostmann recommended to meet again in late November or early December to check the status at that time.

### 2. Commercial Fishing Vessel Fee Forgiveness Consideration

Mr. Uchytel said there has been interest from some commercial fishermen asking for a fee forgiveness program of some sort due to the very poor fishing last year and the previous year. A fisherman pointed out that this regulation provides some sort of benefit to a downtown commercial fisherman to use Statter Harbor but it does not go the other way for a commercial fisherman from Statter Harbor to use downtown. He did not see any commercial fishermen on the zoom call interested in advancing this topic but he can answer any questions related to this topic.

Mr. Becker said he has had a couple of commercial fishermen call him about the ABLF drive down dock but that has been resolved. The other request was from a 72' long tender and the owner was wanting some forgiveness because the fishing has been extremely poor for the last three seasons. He would like to have his boat in Statter but at the downtown rate. The fisherman said, if the North end of Aurora was available to accommodate larger vessels, he would be there. He is not sure how this would trigger other user groups wanting lower rates as well.



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Mr. Creswell said in this particular case, we were able to work with the individual and meet his needs with the fees.

Mr. Wostmann asked with this being resolved, is there still a need to continue this discussion?

Mr. Creswell said he received the first request ever from a Statter Harbor vessel asking for the fish ticket credit for moorage, which is typically used when a downtown vessel goes to Statter Harbor and this is what is referenced in regulation. The request was from a Statter Harbor stall holder commercial fisherman offloading at Taku and he was there for a couple of days. He brought this to staff's attention that he would like the same benefit. Mr. Creswell said he discussed this with the Port Director, and in this individual case, we were able to work with him and offer the benefit. This could potentially come up again.

Mr. Wostmann said if this is such a rare occurrence, it might be best to say that the Harbormaster has the authority to be flexible and deal with individual cases rather than changing the ordinance.

Mr. Uchytel said this ordinance was written in 2005 when Statter Harbor was a transient location with no reserved moorage, and the commercial fleet were all downtown. There is currently three commercial fishermen in Statter Harbor that this would apply. Do we need to change the ordinance for a reciprocal agreement to be fair downtown. This was a one off situation and may not be a problem in the future.

Mr. Etheridge asked what it would take to draft up something to change the ordinance?

Mr. Uchytel said staff could craft language for this change.

Mr. Etheridge said that would work best so someone does not have to make this decision every time this comes up.

Mr. Wostmann recommended to bring the draft to the Operation/Planning Committee or the full Board.

Mr. Watson said somebody who has a boat downtown that wants to moor in the valley. In these rare instances currently, they will get the downtown rate because they will moor their boat permanently in Statter Harbor. Is that statement correct?



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Mr. Uchtyl said that is incorrect. There is a current ordinance that allows commercial fishermen that have reserved moorage downtown to have up to 20 calendar days of free moorage in Statter Harbor if they are engaged in commercial fishing and they sell their product to a CBJ fish processing plant.

Mr. Watson asked why he would pay a lower rate in Statter Harbor if he gets 20 days free?

Mr. Uchtyl said a commercial fisherman in Statter Harbor on the 21<sup>st</sup> day would pay the Statter Harbor rate.

Mr. Watson said on a hardship basis, this would be different, but there is now two rates for the same moorage. He said he is a person with a boat in Statter Harbor and he would be offended by that.

Mr. Uchtyl said this has already been in place for 15 years and this is nothing new.

Mr. Watson said he understands the 20 days but not the rate after the 20 days. The going rate should be the going rate. He is understanding from this conversation that at day 21 and onward he pays the same rate as he does downtown.

Mr. Uchtyl said that is incorrect. This deals with daily fees and a daily fee is the same for downtown and Statter Harbor.

### 3. New Statter Harbor For-Hire Fee Rate

Mr. Uchtyl said he just got this memo out today and it will be attached to the minutes. He is trying to continue the discussion on Statter Harbor for-hire fee discussion. This committee directed staff to continue looking into the costs of our infrastructure investment for Statter Harbor phase III which is the Statter Harbor for-hire floats and develop a strategy for determining a fair and reasonable fee to charge with this new infrastructure. He went over the attached memo and said he is looking for direction from the committee to move forward.

Mr. Larkin asked if we are looking at 75% coming from head tax, what happens in the next years if we have no head tax coming in.

Mr. Uchtyl said we have all the money we need for phase III(a) and (b), come May 28<sup>th</sup> which is final completion, we will have a useable facility for the charter operators. We still need our ¼ match of approximately \$4M for phase III(c) which is the restrooms, the waiting area, curb, gutter, and paving for the new bus parking lot.



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Mr. Wostmann said as to trying to determine what is a fair burden to put on the charter fleet to contribute to the cost of this facility, if we look at the \$225,000 that was collected in fees last year, is there anyway of attributing actual operational costs to that. How much of that money was actually spent in staff support and maintenance and how much ended up as profit?

Mr. Uchytel said we hire additional seasonal staff to monitor activities because we have upwards of 80,000 passengers coming to Statter Harbor to go on whale watching tours. There are trash and port-a-potties that also contribute as an expense for these activities. This is difficult to have a specific expense amount. One can make assumptions, but there is no exact expense against the collected revenue.

Mr. Wostmann said he would like a defensible expense number to see how much of revenue is getting absorbed by operations. At that time we could change the rates so an additional amount is collected so over a reasonable period of time the charter fleet reimburses the City for half of the match. Half is just a number and that can be changed. He said he does not believe it is fair to make them pay all of it because the rest of the community will also benefit from this facility.

Mr. Uchytel said we could come up with staff numbers, port-a-potties expense and trash.

Mr. Wostmann said the maintenance can also be added.

Mr. Larkin asked if there would be use of these docks on the off season?

Mr. Uchytel said the plan is to use this area for winter liveboards.

### Dennis Watson, Juneau, AK

Mr. Watson suggested with as many unknowns as we have he would leave the rate the same as they are currently paying and run this for a year. Staff can keep track of expenses for this facility and then there would be solid footing for a rate change.

Mr. Wostmann said this was already discussed among the committee members given the likelihood of a reduced season next year that whatever rate we come up with it would be advisable to stick with the current fees for the 2021 season and that will also give certainty to the fleet. This will give staff an entire year to figure out actual cost to operate this new facility and add to that an allocation for capital recovery. This will tell us what the actual fee should be.

Mr. Watson recommended to make sure to have clear communication with rate changes.





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### Kirby Day, Juneau, AK

Mr. Day asked if any of the passenger-for-hire costs are offset by other users?

Mr. Uchytel said currently, we have a for-hire regulation in place that we have to follow. In this regulation, it requires charter operators to self report daily passengers in a monthly report. There is another fee for the Statter Harbor loading zone. He is hoping that some day we can develop a rate in which the operators do not have to self report on a monthly basis the number of passengers and get rid of the Statter Harbor loading zone fee. There would be one fair and reasonable fee that factors all the activities in to provide a fair rate of return on our infrastructure investment.

Mr. Wostmann recommended talking to the Industry to see what they believe would work best for them. The Committee could then revisit the desire to have one set fee later this fall.

Mr. Day said it would be good to let Industry know what the Board is planning on doing as quickly as possible so they can pass on the additional expense to their customers.

Mr. Wostmann said this recommendation would be passed on to the next Board meeting for the members to enact on.

Mr. Uchytel wanted to know if he is to take this to the Operations meeting next week with the recommendation from this committee that the fees not be changed at Statter Harbor for calendar year 2021.

Mr. Wostmann said yes, and also direct staff to develop a program for collecting data on the actual operational cost of the facility including the docks and the uplands in order to facilitate setting new rates for the following season of 2022.

### **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 6:35 pm.



Attachment

# Port of Juneau

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

**From:** Port Director  
**To:** Dock & Harbors Finance Sub-Committee  
**Date:** October 15<sup>th</sup>, 2020  
**Re:** STATTER HARBOR – FOR HIRE FLOAT – FEE DISCUSS

1. Statter Phase III(B) is scheduled for completion on May 28<sup>th</sup>, 2021. This infrastructure investment will benefit all Statter users but especially the charter vessel operators. Discussions regarding the appropriate fee structure for the charter vessel are in the infancy but this document helps to bracket what is a fair rate to apply to those using the for hire floats, once they become operational.

Statter Phase III	Construction Award
III (A) – Dredging	\$4.1M
III (B) - Floats	\$4.3M
III (C) – Uplands	\$4M (Estimated)
Total	\$12.4M

Phase III (C) is not yet fully designed but will provide restrooms, covered waiting area, curb & gutter and paving for the parking lot. The CLIA Settlement in 2019 did not object to using 75% of head tax in support of the Statter Phase III project. This implies that 25% must come from Harbor Enterprise fund or local CBJ match. We have sufficient Harbors Enterprise match for Phase III(A) and III(C).

2. The latest FY20 Available Fund Balance Summary:

	Revenue (FY20)	Expenditure (FY20)	Fund Balance (7/1/2020)
Docks Enterprise	\$1,708,507	\$1,399,191	\$2,588,939 (+\$309,316)
Harbor Enterprise	\$4,570,689	\$3,995,742	\$389,812 (\$574,947)

3. Currently the charter operator using Statter Harbor pay moorage (\$7.35/linear foot) and pay a passenger for hire fee as described in regulations (05 CBJAC 20.080 - Passenger-for-hire fee) for inspected vessels as \$500.00 per vessel plus \$1.50 per passenger each calendar day that one or more facilities is used for passenger-for-hire activity, adjusted annually for Anchorage CPI. It is our intentions that the newly constructed for-hire floats will be primarily used for Inspected Vessels and we will manage the Uninspected Vessels (i.e. 6 passenger operator) outside of the new facility. In 2019, Docks & Harbors collected \$150,703.50 under the Passenger-for-hire fee and \$73,780 from moorage from the vessels engaged in this activity. Collectively we received \$224,483.50 from the inspected charter operations in Statter Harbor.

4. In an attempt to discuss the appropriate fee structure, the following comments may be appropriate to consider:

- Estimated construction award cost Phase III (all phases) is \$12.4M.
- Estimate permitting, design, construction inspection & contract administration adds 17% to \$14.5M
- CLIA Settlement allows up to \$11M to be funded with head tax
- Harbor match of approximately \$3M is required – of which \$2M has been accounted for.
- The user group which most benefits from Statter Phase III is the Inspected Charter Vessel Operators.
- In 2019, the Inspected Charter Vessel Operators paid nearly \$225K.
- There are 8896 square feet of new floats in Phase III(C)
- For the Statter Phase III construction (all phases), the approximate cost is \$1600/sf.
- The approximate cost per of new float at Douglas Harbor was \$360/sf (excludes USACE dredging).
- The approximate cost per of new float at Aurora Harbors (Phase I & II) was \$273/sf.

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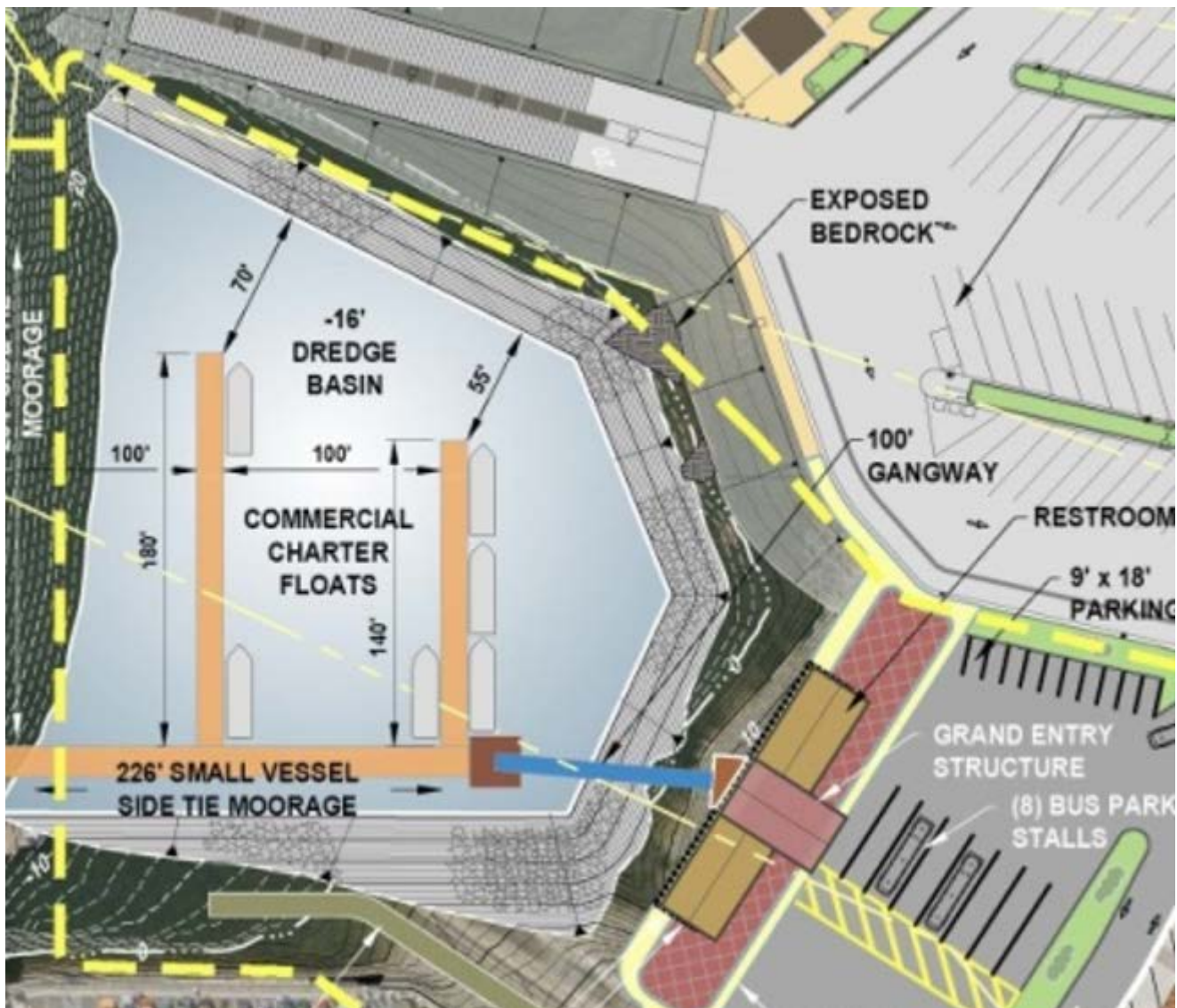
- Encl: (1) Rendering Statter Harbor Improvements  
(2) Small Scale – Statter Harbor Phase III  
(3) Revenue Collected by Passenger For Hire Fees



**CONCEPT NO. 3 MOORAGE SUMMARY**

ITEM	QUANTITY
LINEAL FEET (LF)	
<b>PUBLIC MOORAGE</b>	
(11) 42' STALLS	492
SIDE TIE	234
<b>COMMERCIAL CHARTER MOORAGE</b>	
SIDE TIE	640
<b>SMALL VESSEL MOORAGE</b>	
SIDE TIE	228
<b>TOTAL MOORAGE = 1,592 LF</b>	

**PRELIMINARY**



## Passenger For Hire Trends

	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
<b>Total # of Uninspected Companies (Total Boats)</b>	18 (26)	13 (19)	11 (17)	15 (23)	10 (19)	13 (24)	16 (40)	12 (30)	10 (22)	11 (25)	10 (26)
<b>Boat Fee</b>	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$100.00	\$150.00	\$151.00	\$156.00
<b>Passenger Fee</b>	\$15 per seat one time fee	\$15 per seat one time fee	\$15 per seat one time fee	\$15 per seat one time fee	\$15 per seat one time fee	\$15 per seat one time fee	\$1.00	\$1.25	\$1.50	\$1.50	\$1.50
<b>Uninspected Vessels per passenger totals \$</b>	\$2,299.95	\$5,700.00	\$5,100.00	\$2,070.00	\$5,700.00	\$2,160.00	\$8,725.13	\$9,078.61	\$9,517.50	\$8,818.50	\$9,291.00
<b>Total # of Inspected Vessel Companies (Total Boats)</b>	8 (13)	9 (27)	5 (17)	7 (21)	7 (19)	7 (19)	7 (25)	7 (29)	8 (32)	9 (35)	10 (41)
<b>Boat Fee</b>	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$400.00	\$500.00	\$518.00	\$518.00
<b>Passenger Fee</b>	\$1.00	\$1.10	\$1.10	\$1.10	\$1.10	\$1.10	\$1.25	\$1.50	\$1.50	\$1.50	\$1.50
<b>Inspected Vessels per passenger totals \$</b>	\$45,571.16	\$38,616.10	\$51,408.00	\$65,929.66	\$57,842.49	\$57,855.24	\$85,770.20	\$106,518.40	\$82,826.00	\$119,979.00	\$150,703.50



# Port of Juneau

City & Borough of Juneau • Docks & Harbors  
155 S. Seward Street • Juneau, AK 99801  
(907) 586-0292 Phone • (907) 586-0295 Fax

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

**To:** Docks & Harbors Finance Sub-Committee

**Date:** November 24<sup>th</sup>, 2020

**Re:** Cost Estimate Attributable to Statter Harbor For-Hire Charters

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1. In its efforts to determine an appropriate fee schedule for charter vessel who will benefit with the Statter Phase III project, the Docks & Harbor Finance Sub-Committee requested the Port Director identify operations and maintenance costs associated with this \$12M infrastructure investment. This question, although reasonable and commonly asked in a variety of ways, is difficult to provide in a direct, repeatable manner. This is primarily because our facilities including harbor officers, harbor technicians and administrative assistants are rarely conducting tasks so specific to separate one user group (i.e. recreational vessels with moorage, trailerable boats using launch ramp facilities, live-aboard patrons, commercial fishing vessels, commercial transport/landing craft, commercial charter vessels using Statter Harbor) from another with regards to their impact to Docks & Harbors staffing and budget.
2. We do know our Harbors Enterprise FY21 budget is \$4.25M. One way to roughly estimate direct costs would be to prorate the budget based on the 7 personnel (4 year round plus 3 seasonals) assigned to Statter relative to the 10 personnel (7 year round plus 3 seasonals) assigned downtown. Using this proportion, our annual Statter Harbor/Out the Road Activities amounts to \$1.75M. In addition to Statter Harbor proper, this would include costs (personnel, fixed and discretionary) for ABMS, ABLF, Amalga and Echo Cove. Assuming 75% of resources are expended at Statter Harbor proper, results in \$1.3M annual operating cost for that facility or approximately \$100K/month. Furthermore, if we assume one-third of the operating costs from May through September can be attributable to the 80K embarking charter guests, then \$150K is a reasonable annual cost to charter operations.
3. Another manner to estimate level of cost to support the charter operations is by line item.

Harbor Officer – 0.5 FTE (April thru September)	\$45,833
Harbor Technician – 0.5 FTE (April thru September)	\$35,616
Admin Assistant II – 25% of 1 FTE (April thru September)	\$10,228
Port-a-Potty – 5 @ \$855.80/month (May thru September)	\$21,395
Restroom supplies – 75% of total usage (May –September)	\$2,854
Water/Waste Water – 75% of total use (May – September)	\$4,530
Refuse Disposal – 25% of total use (May – September)	\$8,847
Sweeping & Striping of bus parking lot (LS)	\$3,682
<b>TOTAL</b>	<b>\$133,000</b>



## CITY AND BOROUGH OF JUNEAU FY2022 BUDGET CALENDAR

DUE DATE	DESCRIPTION	WORKING GROUP
September 1, 2020	Cost allocation process begins.	Budget Analyst, Controller, Departments
October 19, 2020	Rate determination process begins.	Budget Analyst, Risk, Building Maintenance, P&R, Controller's Office, Lands, Purchasing
November 30, 2020	Final rates due to Finance for inclusion in budget directives.	Budget Analyst, Risk, Building Maintenance, P&R, Controller's Office, Lands, Purchasing
December 1, 2020	Manager solicits for Marine Passenger Fee (MPF) project requests.	Manager's Office, Finance Director, Budget Analyst, Controller
December 7, 2020	Distribution of Budget Field Guide and budget reports to departments.	Budget Analyst, Controller's Office
December 9, 2020	Finance performs budget training with Wave 1, 2, and 3 departments.	Finance Director, Budget Analyst, Wave 1-3 Departments
January 1, 2021	Manager drafts MPF recommendations.	Manager's Office, Finance Director, Budget Analyst, Controller
January 11, 2021	Wave 1 budget requests due to Finance.	Wave 1 Departments
January 15, 2021	MPF recommendations open for public comment.	Manager's Office, Finance Director, Budget Analyst, Controller
January 18, 2021	Wave 2 budget requests due to Finance.	Wave 2 Departments
January 25, 2021	Wave 3 budget requests due to Finance.	Wave 3 Departments
February 1, 2021 - February 12, 2021	Wave 1, 2, and 3 departments review budgets with Manager's Office.	Manager's Office, Wave 1-3 Departments, Budget Analyst, Controller's Office; Finance Director
February 3, 2021	Manager presents draft MPF recommendation to Assembly Finance Committee.	Manager's Office, Finance Director, Budget Analyst
February 12, 2021	Debt service cost estimates and proprietary fund interest allocation due to Finance.	Deputy Treasurer, Budget Analyst
February 15, 2021	MPF recommendations public comment period ends.	Manager's Office, Finance Director, Budget Analyst, Controller
February 26, 2021	Finance creates Major Revenue Forecast.	Budget Analyst, Controller, Finance Director
March 1, 2021	Manager's final MPF recommendations posted to CBJ website.	Manager's Office, Finance Director, Budget Analyst, Controller
March 1, 2021	CIP Funding Schedule due to Finance.	Engineering
March 8, 2021	Preliminary State Taxable Assessment Reports due to Finance.	Assessor
March 12, 2021	JSD and BRH submit preliminary budgets to Finance.	School District, Hospital
March 19, 2021	JSD and BRH submit final budgets to Finance.	School District, Hospital
March 26, 2021	Final CBJ proposed budget book due.	Budget Analyst, Controller's Office
April 5, 2021	Regular Assembly Meeting - introduction of CBJ and JSD operating budgets, mill levy rate, and CIP resolution.	Manager's Office, Finance Director, Budget Analyst, Clerk's Office
April 7, 2021	Assembly Finance Committee - budget review	Manager's Office, Finance Director, Budget Analyst, Controller
April 7, 2021	Local newspaper publication of budget summary, CIP summary, and notice of public hearing due.	Clerk's Office, Budget Analyst
April 14, 2021	Assembly Finance Committee - budget review.	Manager's Office, Finance Director, Budget Analyst, Controller
April 21, 2021	Special Assembly Meeting - public hearings on the CBJ and JSD operating budgets, mill levy rate, and CIP resolution.	Manager's Office, Finance Director, Budget Analyst, Clerk's Office
April 21, 2021	Assembly Finance Committee - JSD "outside the cap" for action; JSD operating budget for action; budget review.	Manager's Office, Finance Director, Budget Analyst, Controller
April 28, 2021	Assembly Finance Committee - budget review.	Manager's Office, Finance Director, Budget Analyst, Controller
May 5, 2021	Assembly Finance Committee - budget review.	Manager's Office, Finance Director, Budget Analyst, Controller
May 12, 2021	Assembly Finance Committee - budget review.	Manager's Office, Finance Director, Budget Analyst, Controller





## CITY AND BOROUGH OF JUNEAU FY2022 BUDGET CALENDAR

DUE DATE	DESCRIPTION	WORKING GROUP
May 19, 2021	Assembly Finance Committee - budget review.	Manager's Office, Finance Director, Budget Analyst, Controller
May 24, 2021	Regular Assembly Meeting - adoption of JSD operating budget ordinance.	Manager's Office, Finance Director, Budget Analyst, Clerk's Office, Controller
May 26, 2021	Assembly Finance Committee - budget review.	Manager's Office, Finance Director, Budget Analyst, Controller
June 2, 2021	Assembly Finance Committee - budget review.	Manager's Office, Finance Director, Budget Analyst, Controller
June 9, 2021	Assembly Finance Committee - budget review.	Manager's Office, Finance Director, Budget Analyst, Controller
June 14, 2021	Regular Assembly Meeting - adoption of CBJ operating budget, mill levy rate, and CIP resolution.	Manager's Office, Finance Director, Budget Analyst, Clerk's Office, Controller
June 28, 2021	Publication of Notice to Taxpayers due.	Budget Analyst
June 30, 2021	Final CBJ adopted budget book due.	Budget Analyst, Controller's Office

<u>Wave 1 Departments</u>		<u>Wave 2 Departments</u>		<u>Wave 3 Departments</u>	
Manager's Office	Libraries & Museum	Capital Transit	Fleet Maintenance	Airport	Fire
Finance	Law	Streets	Waste Management	Docks & Harbors	Parks & Recreation
HRRM	Mayor & Assembly	Water	PW & Engineering	Eaglecrest	Community Development
MIS	Clerk & Elections	Wastewater			
Lands & Resources	Police				

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## Docks

	FY19 07/01/2018- 06/30/2019	FY20 07/01/2019- 06/30/2020	FY21 07/01/2020- 06/30/2021			FY19 07/01/2018- 06/30/2019	FY20 07/01/2019- 06/30/2020	FY21 07/01/2020- 06/30/2021	
<b>Docks Revenue</b>					<b>Docks Expense</b>				
July	\$333,452	\$385,392	\$4,945		July	\$550,561	\$522,738	\$256,329	
August	\$351,241	\$395,427	\$6,683		August	\$153,570	\$169,948	\$95,794	
September	\$264,513	\$282,927	\$0	est.	September	\$239,926	\$192,947	\$83,230	
October	\$22,710	\$77,350	\$0	est.	October	\$77,011	\$107,599	\$69,060	
November	\$6,015	\$175	\$0	est.	November	\$43,611	\$36,224	\$37,000	est.
December	\$1,132	\$3,828	\$0	est.	December	\$47,360	\$36,969	\$50,000	est.
January	\$466	\$0	\$0	est.	January	\$38,848	\$48,840	\$50,000	est.
February	\$34	\$9	\$0	est.	February	\$36,368	\$59,157	\$60,000	est.
March	\$285	\$421	\$0	est.	March	\$66,202	\$72,520	\$80,000	est.
April	\$919	\$106	\$500	est.	April	\$139,552	\$48,972	\$140,000	est.
May	\$221,953	\$9	\$110,000	est.	May	\$146,938	\$34,547	\$150,000	est.
June	\$439,738	\$1,431	\$215,000	est.	June	\$248,285	\$118,388	\$250,000	est.
	<b>\$1,642,459</b>	<b>\$1,147,075</b>	<b>\$337,128</b>			<b>\$1,788,234</b>	<b>\$1,448,851</b>	<b>\$1,321,413</b>	
Marine Pass fee	\$457,600	\$55,000	\$448,500						
Port Development		\$358,500							
	<b>2,100,059</b>	<b>\$1,560,575</b>	<b>\$785,628</b>						

**Docks Fund Balance as of June 2020 - \$2,588,939**

### Revenue:

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

### Expense:

FY21 shows July, August, and September with 5 seasonal employees.

**FY21 (rev-exp)                   -\$535,785**

## 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	\$1,348,272.68	Actual	July	\$495,335	\$609,856	\$365,593	Actual
August	\$294,515.20	\$321,164.86	\$287,958.53	Actual	August	\$262,430	\$266,325	\$426,224	Actual
September	\$216,772.87	\$242,381.82	\$175,000.00	Est	September	\$329,666	\$328,902	\$206,586	Actual
October	\$151,584.36	\$167,367.53	\$167,367.00	Est	October	\$181,932	\$202,554	\$233,331	Actual
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
<b>User Fees</b>	<b>\$2,875,593</b>	<b>\$3,065,755</b>	<b>\$3,094,753</b>		<b>Total</b>	<b>\$3,170,140</b>	<b>\$3,212,649</b>	<b>\$3,181,733</b>	
State Shared Rev	\$447,874.66	\$409,172	\$388,624		Debt Service	\$738,100	\$738,100	\$738,100	
Land Lease Rev	\$886,388.87	\$925,733	\$900,000			\$3,908,240	\$3,950,749	\$3,919,833	
Permit Rev	\$0.00	\$1,278	\$0		Bad Debt	\$142,185	\$58,223	\$60,000	
AR Int. and Fines	\$5,389.40	\$146,819	\$303			<b>\$4,050,425</b>	<b>\$4,008,972</b>	<b>\$3,979,833</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>\$4,393,680</b>						

Harbors Fund Balance as of June 2020 Reserve \$749,500

Beginning Fund Balance (\$67,500)

Ending FY20 \$389,812

FY21 (rev-exp) \$413,847