

# DOCKS AND HARBORS BOARD MEETING AGENDA

January 30, 2025 at 5:00 PM

Port Director's Conference Room/Zoom Webinar

<https://juneau.zoom.us/j/82488379728>

or (253) 215-8782 Meeting ID: 824 8837 9728 Passcode 544173

**A. CALL TO ORDER**

**B. ROLL CALL:** James Becker, Tyler Emerson, Clayton Hamilton, Debbie Hart, Matthew Leither, Nick Orr, Annette Smith, Shem Sooter and Don Etheridge.

**C. PORT DIRECTOR REQUESTS FOR AGENDA CHANGES**

1. Approval of the Agenda

**D. SPECIAL ORDER OF BUSINESS**

**E. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS** (not to exceed five minutes per person, or twenty minutes total time)

**F. APPROVAL OF MINUTES**

- [2.](#) Special Board Meeting (Retreat) of November 12th, 2024  
Special Board Meeting (Retreat) of November 13th, 2024  
Regular Board Meeting of Thursday, December 19th, 2024

**G. CONSENT AGENDA**

- A. Pubic Requests for Consent Agenda Changes
- B. Board Members Requests for Consent Agenda Changes
- C. Items for Action

- [3.](#) Transfer of \$3,000,000 from Docks Funds Balance to CIP Statter Phase IIID  
Presentation by Port Director

RECOMMENDATION: THAT THE ASSEMBLY APPROVE THE TRANSFER OF \$3M FROM THE DOCKS FUNDS BALANCE TO STATTER PHASE IIID PROJECT WHICH WOULD PROVIDE CURB, GUTTER, PAVING AND LANDSCAPING FOR THE EXCURSION BUS PARKING LOT.

- [4.](#) Pioneers of Alaska Lone Sailor Statue - Waterfront Location Request  
Presentation by Port Director

RECOMMENDATION: THAT THE ASSEMBLY ALLOW FOR THE PIONEERS OF ALASKA TO PLACE AN UNITED STATES NAVY MEMORIAL "LONE SAILOR STATUE" IN THE TIMBER DECK AREA BETWEEN THE ALASKA STEAMSHIP AND CRUISESHIP TERMINAL DOCKS.

- [5.](#) ADOT Harbor Facility Grant Appropriation - \$5M Aurora Harbor PH IV  
Presentation by Port Engineer

RECOMMENDATION: THAT THE ASSEMBLY ACCEPT A \$5M ADOT HARBOR FACILITY GRANT FOR AURORA HARBOR PHASE IV

- [6.](#) Boatyard Trailer Bid Award  
Presentation by Port Director

RECOMMENDATION: THAT THE ASSEMBLY AWARD A \$319,700 BID CONTRACT TO KROPF INDUSTRY FOR A BOATYARD TRAILER USING FUNDS FROM DOCKS & HARBORS FLEET RESERVE FUNDS.

**MOTION: TO APPROVE THE CONSENT AGENDA AS PRESENTED.**

**H. UNFINISHED BUSINESS**

7. Process to Select Patron to Construct New Boat Shelter at Aurora G22/23

Presentation by Port Director

Board Questions

Public Comment

Board Discussion/Action

MOTION: TO RESOLICIT OFFER TO CONSTRUCT NEW BOAT SHELTER BY REMOVING THE \$100 NON-REFUNDABLE APPLICATION FEE; EXTEND THE ADVERTISEMENT PERIOD 30 DAYS; AND IF NO OFFERS ARE RECEIVED, DOCKS & HARBORS INTENDS TO CONSTRUCT A FINGER FLOAT IN LIEU OF A BOAT SHELTER.

**I. NEW BUSINESS**

8. FY25/FY26 Budget Process

Presentation by Port Director/Administrative Officer

Board Questions

Public Comment

Board Discussion/Action

MOTION: TO APPROVE THE PROJECTED ACTUAL FY25 BUDGET AND AMENDED FY26 BUDGET FOR THE DOCKS ENTERPRISE AND THE HARBOR ENTERPRISE AS PRESENTED.

**J. ITEMS FOR INFORMATION/DISCUSSION**

9. Maritime Administration (MARAD) PIDP GRANT GUIDANCE

Presentation by Port Director

Board Questions/Public Comment

**K. STAFF, COMMITTEE AND MEMBER REPORTS**

**L. PORT ENGINEER'S REPORT**

**M. HARBORMASTER'S REPORT**

**N. PORT DIRECTOR'S REPORT**

**O. ASSEMBLY LIAISON REPORT**

**P. BOARD ADMINISTRATIVE MATTERS**

10. Next Meetings:

Wednesday, February 19th - Operations-Planning Committee Meeting

Thursday, February 27th - regular Board Meeting

**Q. ADJOURNMENT**

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.gov.

# DOCKS AND HARBORS SPECIAL BOARD MEETING AND RETREAT MINUTES

November 12, 2024 at 5:00 PM



Port Director's Conference Room/Zoom Webinar

<https://juneau.zoom.us/j/88377445718> or (253)215-8782 Webinar ID: 883 7744 5718 Passcode: 217353

- A. CALL TO ORDER**
- B. ROLL CALL:** The following member were in attendance - James Becker, Tyler Emerson, Clayton Hamilton- (arrived later in the meeting), Debbie Hart, Matthew Leither, Nick Orr, Annette Smith, Shem Sooter and Don Etheridge.

**Also in Attendance:** Carl Uchytel – Port Director, Matthew Creswell – Harbormaster, Melody Musick – Administrative Officer, and Nicole Lynch – CBJ Assistant Attorney.

- C. PORT DIRECTOR REQUESTS FOR AGENDA CHANGES – No Changes**

The Agenda was approved as presented

- D. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS - None**

- E. ITEMS FOR INFORMATION/DISCUSSION**

**1. Board Retreat**

Mr. Uchytel suggested to go over the goals on page two of the packet and have introductions and have each Board member explain what their motivation is for being on the Board.

Shem Sooter – He said his background was Marine Construction for 25 years working from Dutch Harbor to Louisiana. He got tired of traveling and decided to stay in town and joining the Board was a way he could keep in the Marine field and give back to the community. Motivation – He is happy to see Taku Harbor coming along and he would like to see more permanent moorage on the north end of town.

Nicholas Orr – He works for the state and helps manage the pension fund. Motivation – He would like to see needs for the trailered community met. He would like to see something in South Douglas, North Douglas, and the Amalga Project which was the reason he joined the Board because it did not go the way he thought it should have.

Annette Smith – She said she is a multiple user of the facilities. Motivation – She wants to bring the balance for being a multiuser. She worries a lot about the Harbors finances. She would like to see us working with other departments more to see if our projects could be completed with projects that are in that area and leverage to get things done cheaper. She believes Harbors has been on a trajectory to cut peoples access to the water and she wants to make sure there continues to be access to be able to walk to the beach to stand, fish, kayak and do all the things they used to be able to do.

Matthew Leither - He has been in Juneau for 7 years. Motivation - He lived on his sailboat in Statter Harbor and that is what got him interested in Harbor matters with funding and structure. Everything is interesting to him not just the liveaboard quest. This is the start of his second term. He would also like to see more moorage on the north end of town. He finds important, affordability and financial responsibility. Specifically, the work to get a new fee structure a few years ago was to ensure that we had money in the bank to maintain what we have and not spend it all.

Tyler Emerson – He is a commercial fisherman. He works for a CPA firm doing taxes in the winter months. Motivation – The drive down dock in Aurora is important to him. That is a worthwhile project. He would like

to see more moorage in north Aurora. His philosophy is conservative from a fiscal standpoint he would like the current infrastructure maintained and not have more built out like adding the zinc on the pilings.

Debbie Hart – She has been in Juneau since she was Eleven. Her parents bought a boat before they had stable housing. She has been around the water a long time. She was with Fish & Game, been involved with fish habitat conservation. She maintains a float house in Aurora Harbor. Motivation – She Joined because she wanted to know what facilities were available to our fishing community. The fisheries terminal has been a big focus for her. She wants to help create a long-lasting opportunity for our fishing community. The drive down float is of interest to her as well. She is very proud of the increased amenities in the Harbors as well as security. She has been concerned how the Assembly treats the Board and the change to title 85.

James Becker – He was born and raised in Juneau. He was always interested in fishing. He has Norwegian heritage. This is his third term. Motivation - Gillnetting. He got on the Board to try to get a haul out facility for large boats.

Don Etheridge – He was raised in Juneau. His family was one of the first liveaboard families in Aurora Harbor. He has been a commercial fisherman for years. Worked for Marine Highways for 25 years doing shore maintenance all over the state. He is the Organized Labor and Docks & Harbors lobbyist for the last 30 years. Motivation – The drive-down float, the lift, and he has about six months left on the Board. He will continue to be involved.

Mr. Uchtyl talked a little on Docks & Harbors branding and reputation. If we don't have support from the Assembly and the Community, we get dismissed. He believes with the election, grant funding is going to change. We are fortunate we have not had challenges like other enterprises have experienced. He worries every year with finances. He wants Docks & Harbors to have a reputation that we have plans and they are executed responsibly.

Ms. Smith said she was concerned about not receiving the correct fund balance numbers from the City. That could have easily put us in a bad position.

There was more discussion on the Title 85 changes explaining to new members the background.

Mr. Uchtyl wanted to talk about transparency. Docks & Harbors hides nothing. If there are questions, there is nothing staff holds back and everything is public.

Mr. Uchtyl showed a presentation that talked about Docks & Harbors revenue and expenses and provided fund balances so the Board can see how much money we really have. Our revenues are always exceeding our expenditures and the savings goes into our fund balance. He said Docks has \$3.2M. There was a question asking if we are saving as much as the rate study suggested to save? Mr. Uchtyl thought it was \$1.5M annually. He went on describing the Docks budget doesn't change much from year to year. He moved on to Harbors and there is \$4.2M in that fund balance. For FY25, there is \$2M moving out of Harbors fund balance for N. Aurora and the Statter Harbor breakwater. Harbor fund balance prediction for the end of FY25 is \$3.2M. The drive down float grant was for \$11.5M and our match contribution is going to be \$2.5M. We are also trying to get a DOT harbors facility grant that will be part of the match so we will only need about \$1.3M. He said you need to expend money to make money. We chase projects with the most possibility for success. We are going to receive \$117,000 from a 2021 salmon disaster declaration that will go into our fund balance. There was a question about the sales tax. Mr. Uchtyl said every five years the City has a 1% sales tax initiative. When they do that, we compete from a list of City Projects. He talked about the Harbors expenses and the debt services will be paid off in about 2034. He talked about the different revenue sources. He said we always operate with our revenue exceeding our expense. He showed how we pay the City through interdepartmental fees which ends up being about \$1.2M of our revenue back to the City. It is split equally between Docks & Harbors. He reminded the Board of their policy for setting rates that the Board adopted on page 11 in the packet. The policy says there needs to be a reason for any cost increase and for it



to be fair and reasonable. Nearly all our rates are now adjusted by the CPI. On page 14 in the packet there is a CPI justification for why we do things and always trying to be transparent. There was a rate study done a couple years ago and some of those fees were not raised for twenty years. We are always walking that fine line of providing services at a fee that is not chasing people out of Juneau.

Commercial Fisheries Brainstorming – Mr. Uchytel talked about all the services that are currently available and in the works to be available for the Commercial Fishermen.

- We worked hard to get the haul out facility working at Harri's Commercial Marine and pay \$100,000 annually plus concessions to continue to maintain a haul out that does not pay for itself.
- At the ABLF, we lease space to Karl's Auto Marine getting we are working to get a new hydraulic boat lift for them.
- During the 16B project staff worked with Taku Smokeries to ensure his packers were still able to get in and offload their fish. We ended up moving the alignment of the dock which cost us \$10M to give enough room for the boats to come in.
- Provide Direct Sales fishery in Harris and Statter Harbor.
- Recapitalizing our Facilities.
- Added up and out ladders using cod fisheries disaster relief money.
- Had a Net Float at Auke Bay Loading Facility.
- We are using Western Marine Construction float for net repair off the Aurora breakwater currently.
- To build our services for Commercial Fisheries we have been applying for Grants for 10 years for the Juneau Marine Fisheries Terminal.
- Now we are in the process of applying for the drive down float in Aurora.

Mr. Uchytel said commercial fishing is very important in Juneau and he and staff want to help wherever possible.

Mr. Emerson said he would like to see the drive down float in Aurora. Harbors needs more carts, having carts at the top of the ramps and not have to go hunt for them is important. He said he is appreciative Docks & Harbors kept the haul out facility going at the current location because that is where he is hauled out and it supports boat work.

Mr. Becker said he wanted to pursue getting the welding shop from the University.

Mr. Leither said he keeps hearing of fish plants closing down in different communities and closures of different fisheries and asked where we are as a wider fishing industry?

There was discussion on the haul out facility costs and expenses.

Mr. Emerson said fishing is a hard industry and it is hard to make it on just fishing alone.

Mr. Etheridge believes the fishing market has its ups and downs and always comes back.

Ms. Hart asked where are we in the current UAS lease? Has there been any thought on a different location for the haul out? Discussion will continue later on this topic.

Mr. Leither said he would like space to be able to work on his boat.

Mr. Uchytel provided some history on the University lease. We would like to purchase this area, but the University is holding on to the property for a higher return. We do have a good relationship with the University and we hope they will continue to work with us.

Ms. Smith asked if there is enough space for direct sales and maybe a commercial sales area in a major harbor and not only having fish sold.

Mr. Becker said the ideal facility is already booked up.

Mr. Creswell said we have not turned anyone away for selling fish. They call ahead and schedule a time.

Mr. Emerson said Sitka is getting their haul out that is \$9.2M. As a community asset, it is worth more than \$66K per year to him that we currently pay.

*Mr. Hamilton is now online*

Commercial Property Policy Position -

Mr. Uchytel said we had a request for commercial use in Statter Harbor. On page 16, the previous Board discussed private use on Docks & Harbors lands. He explained how this came about and at that time, the Board did not want to compete with private property. Version four on page 18 was the last version that was shut down with no further action.

Ms. Smith said we already allow commercial sales at the Harbors. What is the difference between selling fish or coffee or bait?

There was more discussion with what should be allowed to be sold in the Harbors.

Could there be a legal challenge on not being treated equally to sell products at the docks.

Ms. Lynch said there could be an issue because the Harbors is public docks.

Mr. Hamilton suggested to avoid making policy as long as people are Harbor customers.

Mr. Creswell said Statter Harbor has the ten day move rule so that would need to be considered.

Ms. Smith suggested to have a policy that stated what type of industry is allowed.

Mr. Leither asked if we made a certain space a commercial fish selling zone, could someone ask why there is not a commercial coffee selling zone as well.

Mr. Etheridge asked if the space would have to go out for bid?

Ms. Lynch said it probably would be the fairest to go out with a RFP.

Mr. Leither asked how many days out of the year is fish sold?

Mr. Creswell said they are selling for a couple days at a time during certain seasons.

Mr. Emerson asked if we need to come up with a policy to lock it down or leave it as it is.

Mr. Uchytel said we could say no commercial operations for a stand-up brick and mortar business. Fish sales is different.

More discussion continued about what is considered commercial operations. Ms. Musick will provide title 85 to Board members to review before tomorrow's meeting.

2018 Strategic project list -

Mr. Uchytel said on page 19 in the packet is our list from 2018. He read the list and said many have been completed, some are pending and some have good traction to be completed. Many of these same projects will be talked about tomorrow.

Ms. Smith said she attended a meeting in Douglas that had concerns that Douglas Harbor is ignored which was being compared to Harris and Aurora. Has there been any thought to adding Douglas to the list.

Mr. Uchytel said he remembers the Williams coming by every six months to remind him that he did not complete Douglas as promised with landscaping and paving. Those things cost money. We did add lighting. Statter has more funding because of the whale watching boats and we can use marine passenger money but

that is not the case in Douglas and we need to use fund balance for projects. He is looking into an opportunity to apply for a Fish & Game Sport fish money next year for bathrooms in Douglas.

Mr. Etheridge talked about all the challenges with Douglas and why the original promises for landscaping and paving didn't happen. We spent millions just to get the floats built.

Mr. Leither asked how much the showers are used in the Harbor?

Mr. Creswell said it is heavily used.

Ms. Smith asked if there may be more use at the North Douglas area?

Mr. Becker said he does not have any complaints about Douglas and his boat is in that Harbor.

There was discussion about the market trend boats. Mr. Creswell commented that he is seeing more of the 40 to 50 feet size boats that need to stay in the water and less of the trailerable boats. However, this is a moving target and hard to plan for.

Board members will be able to add projects to the list tomorrow.

Law 101 –

Ms. Nicole Lynch said she is an assistant City Attorney. She showed a presentation that provided contact information if a Board member needed to talk to an attorney and basic information about our charter, code, municipal government, open meetings act, Robert rules of order, what a meeting is, quorum, and discussions outside a public meeting. She talked about the public records act, conflicts of interest, parliamentary procedure, and a list resources.

**F. ASSEMBLY LIAISON REPORT**

**G. BOARD ADMINISTRATIVE MATTERS**

- a. Next Meeting for Board Retreat - Wednesday, November 13th at 5:00 PM
- b. November Operations-Planning Committee Meeting immediately following November 13th Retreat
- c. Next regular Board Meeting - Thursday, November 21st at 5:00 PM

**H. ADJOURNMENT – Meeting Adjourned**

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# DOCKS AND HARBORS BOARD RETREAT MINUTES

November 13, 2024 at 5:00 PM

Port Director's Conference Room/Zoom Webinar

<https://juneau.zoom.us/j/81569794359> or (253)215-8782 Webinar ID: 815 6979 4359 Passcode: 612073

**A. CALL TO ORDER:** Mr. Etheridge called the Board Retreat meeting to order at 5:00 pm.

**B. ROLL CALL:** The following members were in attendance - James Becker, Tyler Emerson, Debbie Hart, Matthew Leither, Nick Orr, Annette Smith, Shem Sooter and Don Etheridge.

Absent – Clayton Hamilton

Also in attendance: Carl Uchtyl – Port Director, Matthew Creswell – Harbormaster, Matthew Sill – Port Engineer and Melody Musick – Administrative Officer.

**C. PORT DIRECTOR REQUESTS FOR AGENDA CHANGES – Added Special Order of Business**

The Agenda was approved as amended.

**D. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS – None**

**Special Order of Business – Mr. Emerson read that we received the PIDP grant for the drive down float in Aurora Harbor for \$11.1M**

Mr. Leither asking about the match requirement?

Mr. Uchtyl said the Board decided on a 20% match.

**E. ITEMS FOR INFORMATION/DISCUSSION**

1. Continuation of Board Retreat from November 12th

Mr. Uchtyl said he added the Petro Marine lease to the packet from the commercial sales discussion from yesterday's meeting. It has the rate they pay, how long, and why it was a non-competitive license. On page 31 is the commercial use prohibition but one could work within the code if someone has a good request. On page 35 is the HDR rate setting project. There is a summary of that report on page 52.

Ms. Smith asked how we can allow certain businesses to do business, and some are not allowed.

Mr. Uchtyl said he does not know that happens.

Docks & Harbors project efforts -

Mr. Sill talked about the Docks & Harbors projects, and the history of our projects. He showed a presentation with the Docks & Harbors projects, he described the different projects and how much we spent on the projects from 2010 to 2024. He also talked about how the projects were funded or are going to be funded. He showed our recent projects, ones we are working on, and examples of future projects. Mr. Sill's presentation is attached to these minutes.

There was a question about the Harbor's security gate. Ms. Smith asked if the gate has helped with decreasing the crime in Harris Harbor. Mr. Creswell said the metrics he has is the number of police calls for Harris is zero now. That is also helped from the night security personnel.

There was discussion on the Seawalk railing project. The new Board members were provided the background on this topic.

Mr. Leither asked what the whole University property by Aurora Harbor would cost today?

Mr. Etheridge said the last time it was assessed, it was almost \$9M for the whole facility. UAS decided not to sell and wait for someone to pay like NCL paid for the Juneau downtown property.

Mr. Leither asked if they have a dollar figure they are looking for or want?

Mr. Uchtyl said the Vocational Technology building and welding building is currently used and they do not have the money to move the training to a different location. The area we currently lease and wanted to buy was appraised for about \$3M but UAS did not want to split that because they thought it would devalue the entire lot when they did decide to sell.

Mr. Sill pointed out that Docks & Harbors does a lot of master planning, and we generate project lists. As time goes on, we pick at them when we find funding. The drive-down float was and is in our master plan and we finally got funding for that project.

The North Douglas Project concept was shown and there was a question on how much that project will cost, Mr. Uchtyl said pre-covid it was \$20M.

Question about the small cruise ship project concept, if the backside of Douglas is developed, will that ease the need for the small cruise ship project?

Mr. Sill commented that we would need to know more about the Douglas plan before determining that.

#### **Docks & Harbors internal/public improvements.**

Mr. Creswell talked about where we were ten years ago and what it has taken to get to where we are today. A lot has changed in the last ten years. One of his first task ten years ago was to better the image of customer service. There has been a lot of good work to get there.

#### **He talked about the Port -**

- Port staffing has increased by 250% - This change came with the new cruise ship berths. We went from securing the area with barricades (Walmart greeter), to checking ID cards (Costco greeter), to checking ID's to Ship cards and occasionally checking baggage due to Coast Guard requirements (Airport TSA agents). We needed to bring on more people due to that requirement and with the more people that was outside the span of control for one supervisor so there needed to be a deputy Port Supervisor to help manage people. We are now around 30 people for Port operations. We used to operate on a five-month cruise ship season but now the season is close to seven months. We have benefitted positions that are six-months and a couple of eight-month positions to help with onboarding and Port shut down. We also have unbenefitted positions that are helpful when we have surge cruise ship days so we can just call them in at those times and we don't have to worry about having them work a whole 7.5 workday. The unbenefitted positions also allow for flexibility. Our passenger count has doubled since the 2008 crash to 1.7M cruise ship passengers expected for 2025. A lot of the ships hook up to our grey water discharge and water and some of them require our personnel to have the expertise to hook the ships up.
- The Port was updated with welcome signs along the waterfront, the Peratrovich mural, and totems have been added. These were not all our projects but they have improved the waterfront.
- In the loading zone areas, we manage with cooperation in mind and be partners with our users. Meeting are held at the beginning of the season to provide information on what is coming for the season and also at the end of the season to have the users tell us what they liked and did not like during the season.
- We raised rates but the Assembly will be working on this item moving forward.

Question about the US Coast Guard required security, are we getting funding from head tax?

Mr. Creswell said we received approximately \$300,000 to help with Port staffing. He showed our org chart and described the different FTE's.

**He talked about the Harbors -**

- Docks & Harbors added two security personnel with constant shift changes to not let people know their schedule. This has been very successful with security as well as quicker response time for sinking vessels or other emergency type things in the Harbors.
- Added a year around admin assistant at Statter Harbor. Statter has been growing throughout the years and there was a need for additional year around admin.
- Placed a greater emphasis on training and certification for professional development.
- We have increased our social media presence with a Facebook page.
- We moved from a punitive enforcement model to a compliance enforcement model. We do use tickets as an enforcement tool but it is not our primary tool.
- Staff has taken an aggressive stance on seaworthy trials for seaworthy vessels. This is in regulation but it is not easy. There are several hundred boats in our downtown harbors that are hard to get in touch with. He has been picking a harbor a year at a time to work on for compliance. There is only three in Harris from last year and about 7 in Aurora from this year left.
- Customer service has been a top priority since he started nine years ago and still remains. We look at what's right for the customer. The Administrative Supervisor in the Harbors makes this her top priority.
- He designated safety supervisors throughout the Harbors and have a more robust safety program. We work well with our CBJ Safety officer.
- Built good relationships with Statter Harbor users. Segregation of the users has added more peace and harmony throughout the Harbor.
- We moved to a computerized asset management system, Lucity. We are moving to a new system called Brightly which is easier to use and is a cloud based system. It is a facilities maintenance project.
- We have also built good relationships with other CBJ departments. Parks & Rec helped us get our new parking system.
- We improved our relations with our Union, MEBA.
- Improved our admin billing process.
- Ms. Thrower has been working to improve and implement services and standardize the processes throughout Docks & Harbors admins.

Ms. Smith commented if the breakwater is redone, and more stalls are added, we will also need more parking and staff. Adding more stalls is going to affect a lot more than just Statter Harbor. Has there been any thought into five to ten year at Statter Harbor.

Mr. Creswell said yes he has a lot of ideas depending on what the Corps decides for the floating breakwater. He said there will be plenty of time to come up with a master plan after the Corps makes a final decision on what they will do.

Mr. Leither asked if there is a way to increase hot berthing throughout the summer. He suggested to implement a policy that if someone is out of there space for more than 48 hours, they are required to tell the office.

Mr. Creswell said that is in place currently and that is how we keep rates lower. We are working to make that better.

Mr. Uchytal asked Mr. Creswell to provide details on the Aurora Harbor Office.

Mr. Creswell said the Aurora Office was originally designed and used as a garage and slowly was updated to an office. We have two older garages, one used as a shop and one used as an annex shop. They are all falling

apart and it is not sufficient to run a business. There are sewer issues, leakage issues, and there is just not enough space for personnel. It is a rundown facility and staff does not like it. He said his request is to have a nice new office space for his staff at Aurora.

Mr. Becker asked if there is available room in the UAS building to move there.

Mr. Creswell said he does not know.

Mr. Leither commented that with the schools owned by the City, is there an opportunity for the UAS classes to move to the schools?

Mr. Etheridge said there could be an opportunity, but it would be up to UAS.

### Prioritization

**CIP** – Mr. Uchtyl said the Board owes a prioritized CIP list to the City Manager. On page 57 in the packet is last year's six year CIP list.

**Marine Passenger Fee Request** - On page 59 in the packet is the marine passenger fee request that is due the first of January. This list does not change much from year to year. The Tourism Manager makes a recommendation to the City Manager on what fees get approved. These fees are \$5 per head that comes to the City with Docks collecting those fees on behalf of the City. Mr. Uchtyl went on to explain all the other passenger fees and Port Development fees and what they pay. He read through the list that has been asked in the past starting on page 59 and did a short description.

Mr. Becker asked what has been determined on the Dock Electrification power need?

Mr. Uchtyl said based off the study in 2022, a ship would be able to hook up every two days.

Ms. Hart asked if it matters to have this list in order of priority?

Mr. Uchtyl said he expects the projects that are always funded to be funded, but not anything else.

Mr. Uchtyl went over the projects starting on page 70 in the packet with a brief description. Board will need to prioritize the list to move forward.

**Statter Breakwater Study** – Ongoing currently. Our expense \$2M and Federal \$2M. Once the study is completed then starts the construction. Our portion will be 20% which could be \$20M. He talked about funding options for that \$20M. The City Manager wants two Legislative priorities, and this is one for that list.

**The Aurora Harbor Drive-down float** – We have the PIDP of \$11.1M and our commitment of \$2.3M. He has written two letters to ADOT asking for a waiver and he has been denied. His ask is that half of the \$2.3M to come from the State. The issue is with the current Aurora Harbor project not being closed out yet. This will be the other project on the Legislative priority list.

**Wayside Park dredging** - Happening this year. We received \$750K from 1% sales tax.

**Taku Harbor** - \$1.6M estimate, our part will be \$400K.

**Little Rock Dump** – Staff would like to create a secure area for commercial users' storage/Conex boxes. The project would consist of clearing, fill, lighting and fencing. We are working on a contract with Dowl Eng to do a study.

**Statter Harbor building roof** – It is leaking and needs to be replaced. This will come out of our fund balance.

**Zinc Anode for Statter** - \$1M – we have \$500K in the ADOT Harbor Facility grant application.

Mr. Uchtyl commented that when we are putting together a CIP list, this is a moving target.

**Statter Harbor phased III(D)** – This is a Harbor project using Docks funds. There will be a better estimate in the next few weeks.

**Aurora phase IV** – This is a \$10M to \$12M project. We have \$5M from the State, \$5M from the 1% sales tax initiative and the rest would be from Harbor funds.

**The Aurora Harbor office** – Estimate is \$3M to \$5M project. He is hopeful in FY26 to have an architect start a design. He talked about different potential funding options.

**Douglas Landscaping/paving** – No funding but we keep it on the list.

**Heated showers and restrooms at Douglas and Aurora** – This could be funded by a Fish & Game boating/fishing grant. It would be a 75/25 match. For \$250K we could have the potential for a \$1M facility.

**Echo Cove Launch Ramp** – There is not a float currently. There are a lot of hunters that use that launch ramp. Possible to build for \$500K. The Goldbelt ferry also uses it in the winter.

**Amalga Launch ramp float extension** – He would like to see this because it is a good project.

**North Douglas Launch ramp expansion** - \$20M to \$30M. We could start with study's and environmental. The complication with this area is the state Rights-of-Way. North Douglas people could push back with the expansion. There are a lot of hurdles but there is benefit. An idea would be to move the whale watching fleet to North Douglas and we could maybe use head tax money. Then, the wake issues would not be a problem.

Mr. Leither asked about making it possible to put the boats in and out on both sides of the ramp in North Douglas.

Mr. Orr said parking is the issue. It is a zoo now with just using one side. It needs more development.

**UAS property** - Lease expires in 2026. Mr. Uchtyl said he would like to purchase this area in the future.

**Marine Services expansion** – range from \$10M to \$75M. It depends on location.

Ms. Smith wanted to propose moving the Aurora drive-down float and the Statter Harbor Breakwater to the Legislative Priority list and to the Operations meeting.

There was discussion on the process

Mr. Etheridge suggested to move forward with the two projects Mr. Uchtyl recommended for the Legislative priority list and have the Board rank the rest of the projects in a survey monkey.

Mr. Orr wanted a couple projects added to this list –

- On the South Douglas boat launch he would like four or five extra pieces of cement so you would not fall off at low tide.
- Lighting at the bottom of the South Douglas ramp.
- Debris cleaning on the north side of the South Douglas launch ramp.
- Amalga project, he would like to start on blasting the obstruction rock in the middle and at least that would be complete for when there is funding available in the future. With the Echo Cove launch ramp float being built it would alleviate some of the traffic coming into Amalga.

Discussion continued regarding what projects to rank, maintaining our projects, projects we are currently working on, and possible funding options. The list is due to be submitted to the Engineer departments by December 16<sup>th</sup>.

Mr. Uchtyl said he will send out a survey monkey with the list of projects for the Board members and staff to rank.

Mr. Sooter asked if there was any prior conditional study of the Aurora Harbor office.



Mr. Sill said this last summer we had PND look at the Aurora and Statter Harbor offices. The report for Statter Office is a new roof and we are waiting on the report for Aurora Office. Mr. Sill said he believes CBJ Building Maintenance has a relatively fresh assessment of the building as well. There was a question regarding the drains in the floors in the Aurora Harbor office. Mr. Sill said there are drains in the floors that go directly to the sewers, and they do not have p-traps. Staff put activated charcoal in the drains to keep the smells from coming into the office space.

Mr. Creswell commented the CBJ Building Maintenance will not maintain the Aurora Harbor building anymore because of the condition.

Mr. Leither commented he would feel good about using the money in our fund balance toward this project which is factored into our long-term financial goals rather than a new project.

Ms. Smith commented that we could also add projects in the survey monkey.

There was a question about using marine passenger fees for the North Douglas project. Mr. Uchytel said the funds would need to be approved by the City Manager. If we could show some benefit for cruise ships, we could get some money.

**F. ASSEMBLY LIAISON REPORT - None**

**G. BOARD ADMINISTRATIVE MATTERS**

- a. November Operations-Planning Committee Meeting immediately follows adjournment.

**H. ADJOURNMENT – Meeting adjourned at 8:00 pm**

ADA accommodations available upon request: Please contact the Clerk's office 36 hours prior to any meeting so arrangements can be made for closed captioning or sign language interpreter services depending on the meeting format. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: [city.clerk@juneau.gov](mailto:city.clerk@juneau.gov).

# DOCKS AND HARBORS BOARD MEETING MINUTES

December 19, 2024 at 5:00 PM

Port Director's Conference Room/Zoom Webinar



**A. CALL TO ORDER:** Mr. Etheridge called the meeting to order at 5:00pm in the Port Director's Conference Room & via Zoom.

**B. ROLL CALL:** The following members attended in person or via zoom - James Becker, Tyler Emerson, Clayton Hamilton, Debbie Hart, Matthew Leither, Nick Orr, Annette Smith, Shem Sooter, and Don Etheridge.

Also in attendance – Matthew Creswell – Harbormaster, and Matthew Sill – Port Engineer.

**C. PORT DIRECTOR REQUESTS FOR AGENDA CHANGES – No Changes**

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

Motion passed with no objection.

**D. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS –**

Ms. Heather Marlow, Auke Bay, AK

Ms. Marlow wanted to know about an ordinance presented to the Assembly on Monday for the potential to refinance Harbor Bonds. She asked if staff knew when that would hit our budget and what projects it pertains to?

Mr. Creswell said he did not attend the Assembly meeting, but he believes it is refinancing of our current bonds for deferred maintenance from the Harris Harbor project years ago. That is something CBJ Finance will do periodically.

Mr. Etheridge commented that we are not currently working on a new bond?

**E. APPROVAL OF MINUTES**

1. November 21st, 2024 Board Meeting Minutes – Hearing no objection, the minutes were approved as presented.

**F. CONSENT AGENDA**

Public Requests for Consent Agenda Changes – Ms. Heather Marlow asked to have more information on the Marine Passenger fee request list.

Mr. Etheridge said Item three will be removed from the consent agenda.

Board Members Requests for Consent Agenda Changes - None

Items for Action -

2. FY26 Capital Improvement Projects (CIP) List

RECOMMENDATION: TO APPROVE THE CAPITAL IMPROVEMENT PROJECTS LIST AS PRESENTED.

**MOTION By MS. SMITH: TO APPROVE THE CONSENT AGENDA WITH ITEM #3 REMOVED AND ASK UNANIMOUS CONSENT.**

Motion passed with no objection.

3. FY26 Marine Passenger Fee (MPF) Request List (removed from the consent agenda)

Mr. Creswell said this is the FY26 Marine Passenger Fee Request list that was reviewed last week at the OPS Committee meeting. This is the time of year we request money from CBJ out of the Marine Passenger Fees. Marine Passenger fees are very restrictive money for what uses it can be used for. It must be a benefit to the ship. Several of the requests on the list are our standard annual requests. He went over the list.

Downtown Security Camera's -

Area Wide Port Operations/Landscape – This is a yearly request and we typically get this request funded.

US Customs/Port Office & Visitor Center Building – This is a yearly request and we typically get this request funded. Docks maintains these buildings.

The Safety Rail along the Seawalk -

Dock Electrification – Prime project for Marine Passenger Fees.

Dock Security – This is for the extra security measures for the dual ID verification mandate. This has been funded in the past.

Archipelago Property Purchase - \$10M

Lone Sailor Statue - \$100K

USS Juneau Memorial Expansion - \$6M

Re-establishment of the Emergency Vessel Loading Float - \$1M

Downtown Piling Inspection (for the area under the Seawalk) - \$200K

Board Member Questions – None

Public Questions –

Ms. Heather Marlow, Auke Bay, AK

Ms. Marlow said she looked at the projects and she said many deal with public safety/health, maintenance, and are all great projects to fund. The Marine Passenger Fee list is over \$50M. She said from what she remembers, typically Docks gets income of about \$20M to \$25M from the Marine Passenger fee annual program. The request in the packet is double what our annual income is. Is there a prioritization from the Harbor Board to the Manager, Assembly, and public of what rises to the top of the \$50M ask when there is \$25M available. She asked if the Archipelago property is really a priority request and if it should even be on this list because she does not see it performing the same or as well as some of the other projects dealing with safety/health and maintenance. Another point she wanted to make was the public now has to submit a form to the Tourism Manger for the funds and in that form, we need to check a box that we have read the settlement agreement and we are submitting something in conformance of the settlement. The urban design plan in 2018 for the Archipelago property is in advance of the settlement agreement date. She read the settlement agreement, and she does not see that it pertains to the Archipelago purchase. What does Docks & Harbors want to have funded and what are our priorities?

Mr. Creswell said there is no prioritization for our Marine Passenger Fee request. Docks & Harbors has been instructed to submit requests for the Marine Passenger Fees. All the prioritization and ranking is done by the Managers office and the Tourism Director. Several of the projects on the list is because they are good projects, and we keep them relevant on our request even though we are fairly certain they will not be funded on a year to year basis. Many of these projects we do not see another funding stream for them.

Ms. Marlow said she believes it would be better to have some ranking.

Mr. Kirby Day, Juneau, AK

Mr. Day asked about the security camera upgrade. When the City built the Seawalk, and Franklin Dock gave them the right of way to build the Seawalk in front of our dock which was beneficial to everyone, he believes Parks & Rec commissioned some native art work on the panels that the City installed near the dock that separates the bus staging area from the Seawalk. They were commissioned and done by Wayne Price out of Haines. Over the course of three weeks from September to early November, the panels were vandalized and broken. Our cameras at the Franklin dock does not cover that area of the Seawalk. He is wanting to know with the camera upgrade, how far down does Docks envision the CBJ camera's to go on the Seawalk?

Mr. Creswell said there is not a design yet, we know roughly the amount of camera's we will need by working with a vendor with a new system. There is a large Wi-Fi project taking place and if we can get funding we could wrap this all into the same project and have the same contractor work on it. We have not discussed if this will be a like for like replacement of our 2008 vintage camera's. Until we have an actual quote from the vendor we do not know how far down the Seawalk we will be able to go. In a perfect world, he would like to have camera coverage all the way down past Franklin dock on one system. He said he would like to see the entire Port viewed from one system and he said this is a big step towards that.

Mr. Day asked if he anticipates down the road after the Seawalk extension to having camera's all along the Seawalk?

Mr. Creswell said he would anticipate safety camera's installed throughout that area but it comes down to which CBJ Department's responsibility will it be? That would be something that could be looked into when the extension happens.

MOTION By MS. SMITH: TO APPROVE ITEM #3 THE FY26 MARINE PASSENGER FEE REQUEST LIST AS PRESENTED AND ASK UNANIMOUS CONSENT.

Mr. Hamilton said he abstains.

Roll Call

James Becker – Yes

Tyler Emerson – Yes

Clayton Hamilton – Abstain

Debbie Hart – Yes

Matthew Leither – Yes

Nick Orr – Yes

Annette Smith – Yes

Shem Sooter – Yes

Don Etheridge – Yes

Motion passes

**G. NEW BUSINESS**

**4. Additional Charges for Cruise Ships without Electronic ID Verification**

Mr. Creswell said on page 39 in the packet is Mr. Uchytel's memo which is the first endorsement for electronic verification. In 2021 we were advised of a new unfunded federal mandate requiring all passengers accessing the cruise ship dock to show a government issued photo ID as well as their ship cards to make it through the security shelter. This was fairly easy in 2021 due to a small amount of cruise ship passengers. In 2022 we started seeing the impacts of this new mandate. Our staff has to verify the two ID's match for every passenger entering the secure area on the dock. It

became apparent that this requires a lot more manpower. Thankfully many of the larger ships have gone to the electronic ID verification and that satisfies the mandate if their electronic verification system can be passed onto the ports of call. The Port staff are given an I-pad with all the ships passengers that can be checked by facial recognition or a ship issued key card. This keeps the lines down, the visitor experiences high, and it is easier for our staff. One of the problems is some of our larger ships do not have the electronic verification technology and so there will be long lines and nine or ten personnel manning the check point. When a passenger does not have their specific identification, we are required to escort them to the ship. This is very labor intensive, and we know the technology exists. Docks staff is wanting to encourage the large ships without this technology to adopt it to make it easier on staff, overall visitor experience, and increase security. Going through thousands of ID's a day, mistakes can be made. Some wording from the original memo on page 40 that was sent to the Ops meeting was changed to make it more cooperative saying if the ship does not have this technology this is something we "can" do versus a regulatory option. This will apply to vessels with over 2000 passenger capacity. He said Mr. Day helped with the wording in the memo.

**Board Questions –**

Mr. Hamilton said he is uncomfortable with using the phrase optional fees.

Mr. Creswell said there is nothing that requires them to have this electronic verification, and we are trying to help better their visitor experience and make our staff job easier.

Mr. Hamilton asked if this is to help us to not eat this unfunded mandate cost?

Mr. Creswell said partially, but it will make it easier on our staff. We must have surge staff times which is why we need the PTL positions.

Mr. Hamilton asked what is the advantage of making this optional?

Mr. Creswell said we don't have to come down heavy handed and impose a fee. The Industry will be a lot more apt to adopt this if we work with them cooperatively.

Mr. Hamilton said he would like to amend this to take away the optional and make it a regulatory change.

Ms. Smith asked if Royal Caribbean is one of the ships going to be on the backside of Douglas Port?

Mr. Creswell said he believes it is Royal Caribbean and Goldbelt working together on this project.

Ms. Smith asked if they go to the backside of Douglas, will this be our issues dealing with them or Goldbelt's?

Mr. Creswell said if the dock is built by Goldbelt, it will be Goldbelt's responsibility unless CBJ takes over the dock.

Mr. Leither asked for an example when the fee would not be assessed when the ship does not have this technology?

Mr. Creswell said he would see the fee assessed. The wording is to be more palatable for the Industry.

Mr. Leither asked if it is still going to be assessed why make it more palatable? He agrees with Mr. Hamilton. If they are using our resources for an unfunded mandate that they are profiting from, then they should have to pay.

Mr. Creswell said we can change the wording back to the “will” instead of “can” if the Board would prefer that language.

Mr. Emerson asked if it is the same process to implement the fee with “will” or “can”?

Mr. Creswell said this is not a regulation change but more of an administrative fee so yes.

Ms. Smith asked Mr. Day what scenarios are there that you would need wiggle room in this fee?

Mr. Kirby Day, Juneau, AK - Port Operations/Government Affairs/Community Relations for Princess Cruises, Holland America, Seabourn(i.e. Carnival Corp), Facilities Security Officer for the Franklin Dock and he is on the area Maritime Security with the Coast Guard with Mr. Creswell and several others. Mr. Day said he recommended the change from “will” to “can” from the memo that originally called this a staff option. He was trying to match that to what the Port Director was suggesting. In one case where this fee may not be assessed is when a ship is using the electronic technology or initiating this for the first time and a ship has a technical problem he would assume the staff would have an option to not assess the fee. He added, in 2026 with MSC coming to Juneau, this is a good thing to have out there so they have a year to get this technology in place.

Mr. Day said he already contacted Cunard Line in the UK which is part of Carnival Corporation about this technology and they are working on quickly implementing technology that could accommodate this need for this coming summer. They have capacity for over 2000 passengers.

Public Comment – None

Board Discussion/Action:

MOTION By MR. HAMILTON: TO AMEND THE MEMO IN THE PACKET ON PAGE 40 TO REPLACE THE WORD “WILL” WITH “CAN”.

*(Mr. Creswell pointed out a little later in the meeting that Mr. Hamilton said to change “will” to “can”, but did he mean “can” to “will”?*

*Mr. Hamilton said he meant to change “can” to “will”).*

Mr. Hamilton commented that he recommends the Board supports this change because any of the scenarios where this fee would not be implemented will cost us money.

Mr. Etheridge asked if there was any objection to the motion.

Hearing no objection, the amendment passed.

Ms. Smith asked with the amended motion, is there any thought to change the Port Director’s memo.

Mr. Creswell said this is a staff option and that sentence can easily be changed.

MOTION By MS. SMITH: TO SUPPORT STAFF PROPOSAL TO ENCOURAGE LARGE CRUISE SHIP ADOPTION OF ELECTRONIC ID VERIFICATION WITH OPTION TO ADD A SURCHARGE ACCOUNTING FOR STAFF PERSONNEL COSTS AS AMENDED AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

#### H. COMMITTEE AND MEMBER REPORTS

- Operations Committee Meeting Report –

Mr. Sooter reported at last week's Committee meeting the members forwarded the electronic ID verification memo, the Marine Passenger Fee list, and the CIP list to the Board meeting tonight.

- Assembly Land Committee Liaison Report – No report
- South Douglas/West Juneau Liaison Report – There is a meeting tonight that Ms. Smith could not attend.
- Member Reports - None

#### I. PORT ENGINEER'S REPORT

Mr. Sill reported-

- Dredging at Wayside Park – The dredging is complete. The Contractor was able to get everything out except for one rock in the corner of the dredge prism but it is out of the way and not a concern. Our consultant is checking the quantities and making sure they got all the material out that they needed to get out. After the First of the year, they will demobilize their equipment and will have completed the project.
- Aurora Harbor Phase IV – Our Electrical Engineer will not be able to get the documents to him in time for the bid in January. Staff is reworking the schedule to have a bid advertising on February 3<sup>rd</sup>, bid award approved at the February Board meeting, and Assembly approval at their March 3<sup>rd</sup> meeting. He does not have an updated cost estimate at this time but does not anticipate a big change.

#### J. HARBORMASTER'S REPORT –

Mr. Creswell reported –

- Staff is working on standard late fall/early winter upkeep with snow removal, and ice melt.
- Security –Crime continues to decrease throughout the Harbors.
- Harris Security Gate – This is working well.
- Admin staff – Working with the Army Corps Economic team to provide information for the Statter Breakwater Study.
- AAHPA Admin Winter Conference - Docks & Harbors is hosting this conference which is February 25<sup>th</sup> & 26<sup>th</sup>.
- Staffing leave – There a lot of different staff members going on and off leave in the next few days.

Mr. Leither asked if the USCGC HEALY did well and didn't have any issues?

Mr. Creswell said no issues.

There was a question on what the Admin staff was doing for the Army Corps study?

Mr. Creswell said they need three years of data for the Statter Harbor area. They also need accurate weather data on wind, wave, and tide so we procured a SOFAR weather buoy that will be tethered to the existing no wake buoy. It has a live link and will be constantly updating water temperature, wind, and waves so we will be able to get a sense of the weather January through May timeframe. This will come out of our cost share for the study.

Mr. Hamilton asked if we tried to obtain the weather data from UAS, NOAA, or any of the other science groups that are working in that area.

Mr. Creswell said this is very granular data and is much more than any of the existing sensors and weather stations in the area can capture. The SOFAR weather buoy will capture the wave data they need.

Mr. Hamilton asked how much staff time will this take in addition to the amount of money we have to match?

Mr. Creswell said we do not have that information.

Mr. Hamilton asked approximately how many days has Ms. Thrower been working on the data for the Army Corps?

Mr. Creswell said an hour here and there. Whenever she gets a request, she pulls the data.

Mr. Hamilton asked if they are all small and if the nature of the requests are timely?

Mr. Creswell said he is unsure, he has not asked her to log her time for that.

**K. ASSEMBLY LIAISON REPORT – No Report**

**L. BOARD ADMINISTRATIVE MATTERS**

Ops/Planning Committee Meeting - Wednesday January 22nd, 2025.

Board Meeting - Thursday January 30th, 2025.

Ms. Smith said she will be out of town and will not attend both meetings.

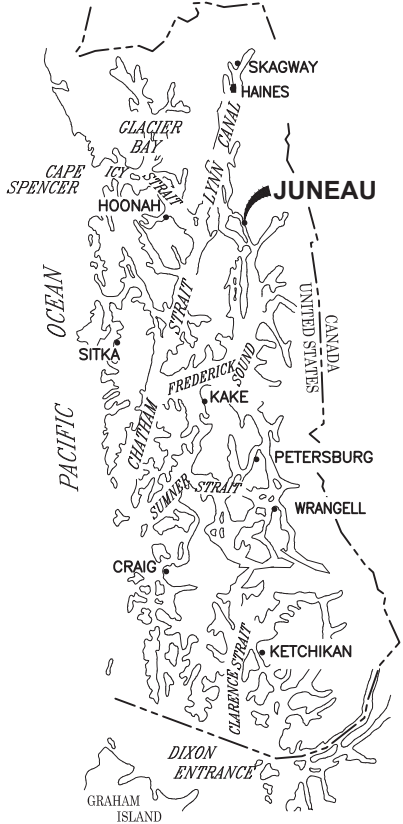
**M. ADJOURNMENT – The meeting adjourned at 5:50 pm.**



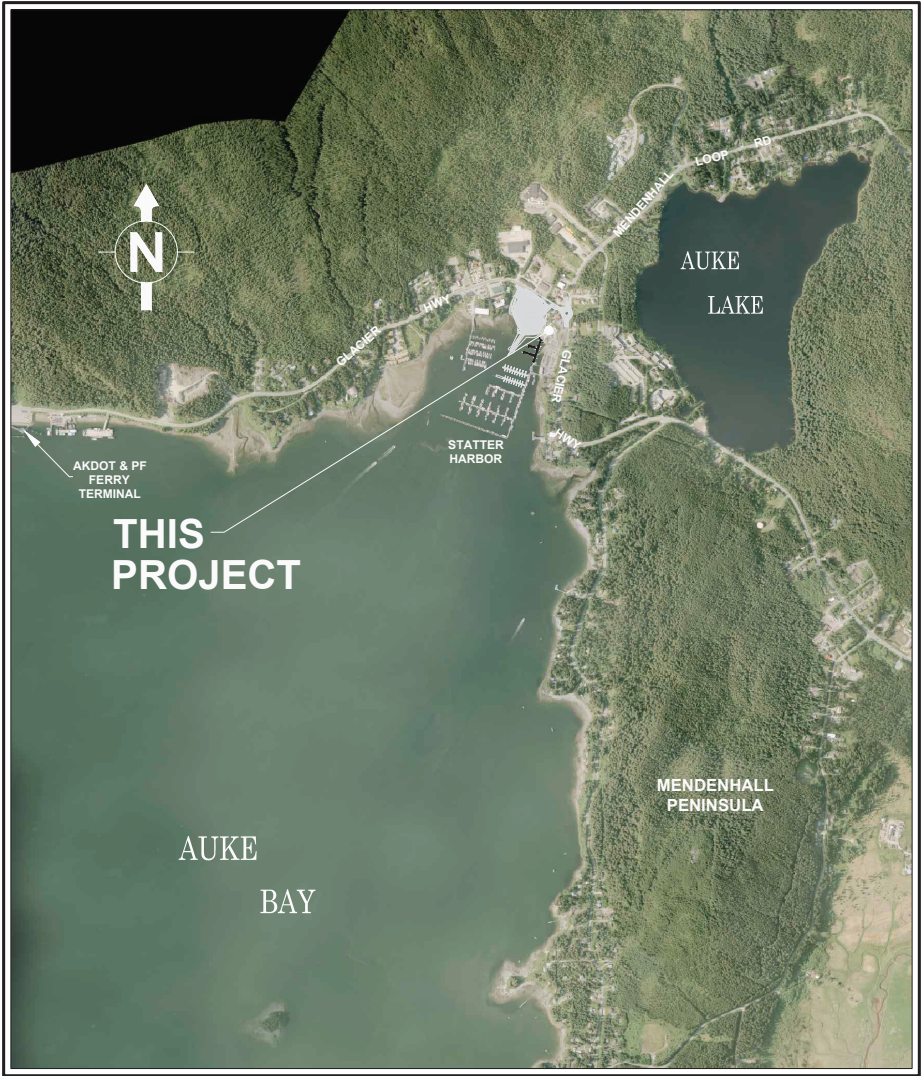
CITY & BOROUGH OF JUNEAU - DOCKS & HARBORS  
STATTER HARBOR IMPROVEMENTS PHASE III (D)  
UPLAND IMPROVEMENTS  
CBJ CONTRACT - DH25-023



VICINITY



SOUTHEAST  
ALASKA



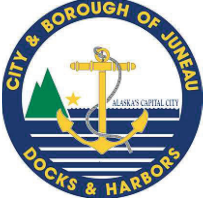
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CITY AND BOROUGH OF JUNEAU, 2016

VICINITY MAP

TIDAL DATA	
SOURCE: NOAA NOS/CO-OPS STATION ID: 9452210 JUNEAU, ALASKA 2/6/18	
DESCRIPTION	ELEV. (FT.)
HIGHEST OBSERVED WATER LEVEL	+24.58
MEAN HIGHER HIGH WATER (MHHW)	+16.30
MEAN HIGH WATER (MHW)	+15.34
MEAN SEA LEVEL (MSL)	+8.58
MEAN TIDE LEVEL (MTL)	+8.47
MEAN LOW WATER (MLW)	+1.60
MEAN LOWER LOW WATER (MLLW)	0.00
LOWEST OBSERVED WATER LEVEL	-6.12

DRAWING INDEX	
DWG. NO.	TITLE
GENERAL	
1.01	TITLE SHEET AND VICINITY MAP
1.02	LEGEND, ABBREVIATIONS, GENERAL NOTES AND SURVEY CONTROL
1.03	EXISTING CONDITIONS AND DEMOLITION PLAN
1.04	OVERALL SITE PLAN
1.05	PARTIAL GRADING PLAN
1.06	PARTIAL GRADING PLAN
1.07	GRADING ENLARGEMENT DETAILS
1.08	GRADING POINTS AND LAYOUT TABLES
1.09	STORM DRAIN PLAN
2.01	SITE SECTIONS
2.02	KAYAK LAUNCH RAMP PLAN AND PROFILE
2.03	RAILING ELEVATION
2.04	RAILING DETAILS
2.05	SITE DETAILS
2.06	SITE DETAILS
2.07	SITE DETAILS
2.08	SITE DETAILS
3.01	STRIPING PLAN
3.02	STRIPING AND SIGNAGE DETAILS
ELECTRICAL	
E001	SCHEDULE AND SYMBOLS
ES01	ELECTRICAL SITE PLAN
E101	DETAILS
LANDSCAPE	
L101	LAYOUT AND SOILS PLAN
L102	LANDSCAPE PLAN
L501	DETAILS

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9360 Glacier Highway Ste 100  
Juneau, Alaska 99801  
Phone: 907-586-2093  
Fax: 907-586-2099  
www.pndengineers.com

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SCALE:  
AS SHOWN

65%  
DESIGN  
REVIEW

DATE: 12/03/2024

CITY & BOROUGH OF JUNEAU, ALASKA  
STATTER HARBOR IMPROVEMENTS PH III(D)  
CBJ CONTRACT NO. DH25-023

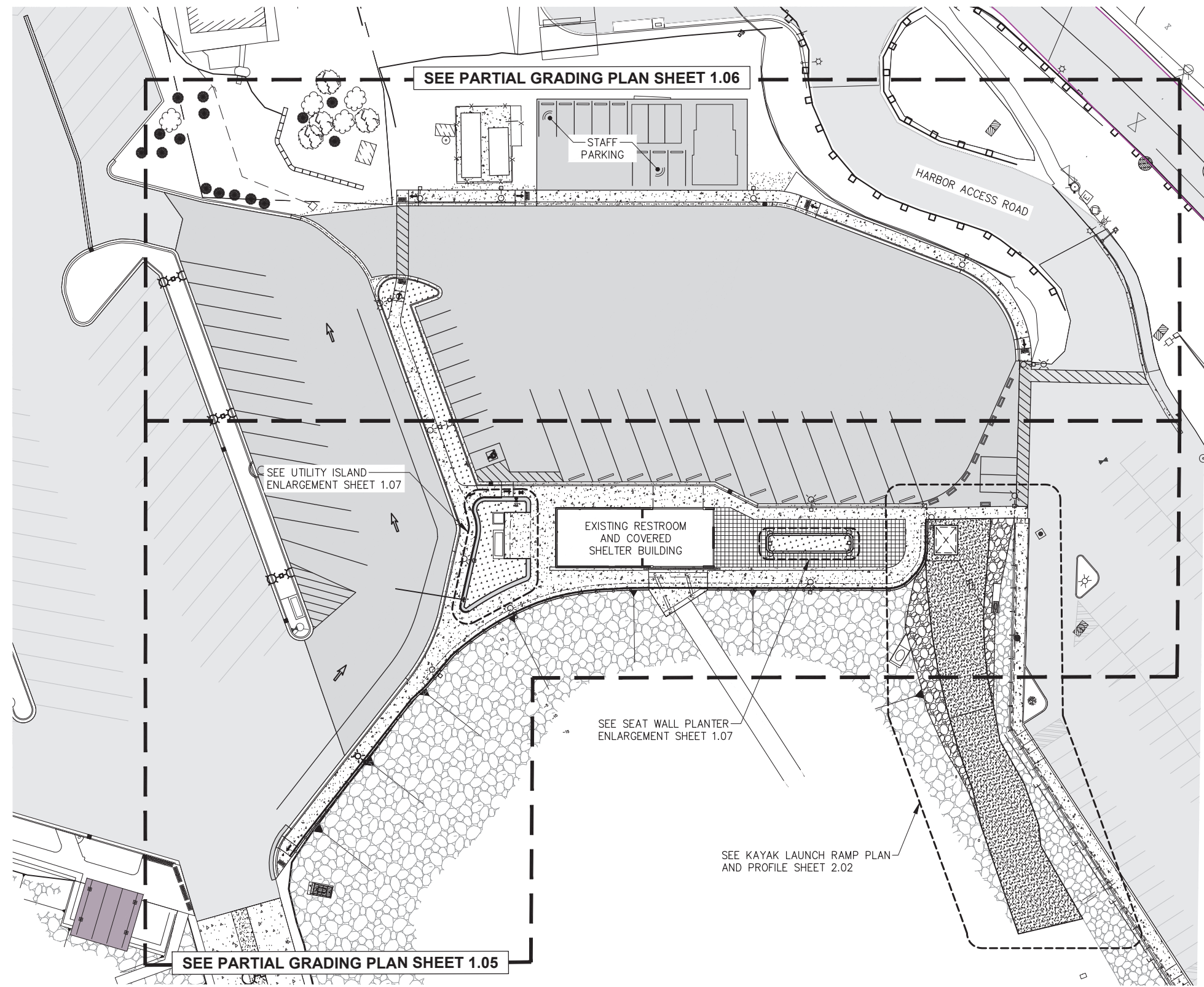
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TITLE SHEET AND VICINITY MAP

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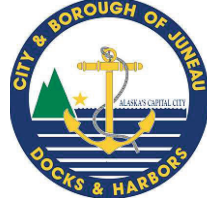
PND PROJECT NO.: 182069

C.A.N. NO.: AECC250

21



OVERALL SITE PLAN



REVISIONS					
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ENGINEERS, INC.

9360 Glacier Highway Ste 100  
Juneau, Alaska 99801  
Phone: 907-586-2093  
Fax: 907-586-2099  
www.pndengineers.com

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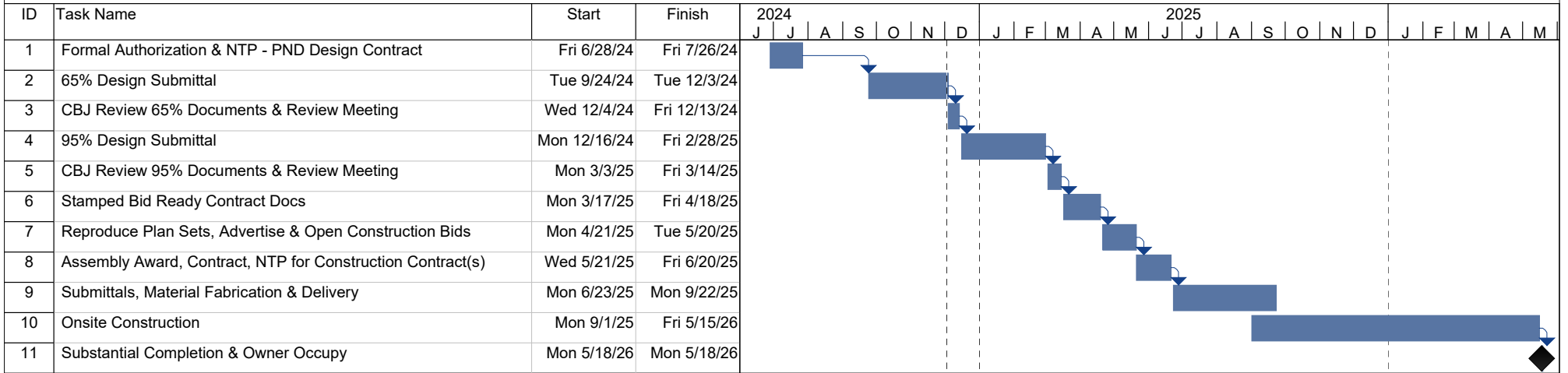
CITY & BOROUGH OF JUNEAU, ALASKA  
STATTER HARBOR IMPROVEMENTS PH III(D)  
CBJ CONTRACT NO. DH25-023

SHEET TITLE:  
OVERALL SITE PLAN

PND PROJECT NO.: 182069    C.A.N. NO.: AECC250



## STATTER HARBOR IMPROVEMENTS PHASE IIID PROJECT SCHEDULE



PND No. 182069  
Tue 12/3/24

Task		External Tasks		Manual Summary Rollup	
Split		Project Summary		Manual Summary	
Milestone		External Milestone		Start-only	
Summary		Inactive Task		Finish-only	
Rolled Up Task		Inactive Milestone		Progress	
Rolled Up Split		Inactive Summary		Deadline	
Rolled Up Milestone		Manual Task			
Rolled Up Progress		Duration-only			



**STATTER HARBOR IMPROVEMENTS**  
**PHASE III(D) - UPLAND IMPROVEMENTS**  
**65% ENGINEERS ESTIMATE**  
**Prepared by: PND ENGINEERS, INC.**  
**3-Dec-24**

Section G, Item 3.



Item	Item Description	Units	Quantity	Unit Cost	Amount
1505.1	Mobilization	LS	All Req'd	\$357,221	\$357,221
1570.1	Erosion and Sediment Control	LS	All Req'd	\$30,000	\$30,000
2060.1	Demolition and Disposal	LS	All Req'd	\$30,000	\$30,000
2202.1	Unusable Excavation	CY	1,150	\$40	\$46,000
2202.2	Usable Excavation	CY	200	\$40	\$8,000
2202.3	Class A Shot Rock Borrow	CY	2,000	\$75	\$150,000
2202.4	2" Minus Surface Course	CY	150	\$100	\$15,000
2204.1	Base Course, Grading D-1	CY	1,150	\$100	\$115,000
2205.1	Class II Armor Rock	CY	20	\$150	\$3,000
2402.1	Adjust Cleanout to Finish Grade	EA	3	\$1,500	\$4,500
2501.1	18-Inch CPP Storm Drain Pipe	LF	160	\$120	\$19,200
2502.1	Storm Drain Catch Basin, Type IV	EA	2	\$5,000	\$10,000
2502.2	Adjust Manhole to Finish Grade	EA	3	\$1,500	\$4,500
2502.3	Trench Drain	LF	134	\$350	\$46,900
2601.1	1-Inch HDPE Water Pipe	LF	35	\$100	\$3,500
2601.2	Yard Hydrant	EA	1	\$2,500	\$2,500
2602.1	Adjust Valve Box to Finish Grade	EA	2	\$1,500	\$3,000
2702.1	Construction Surveying	LS	All Req'd	\$50,000	\$50,000
2718.1	Signage	LS	All Req'd	\$10,000	\$10,000
2720.1	Painted Traffic Markings	LS	All Req'd	\$30,000	\$30,000
2726.1	1-ft thick MSE Wall Blocks	LS	All Req'd	\$30,000	\$30,000
2801.1	AC Pavement, Type II, Class B, 3-Inch Thick	TON	1,225	\$400	\$490,000
2870.1	Site Furnishings and Planters	LS	All Req'd	\$75,000	\$75,000
2910.1	Planting Soils	LS	All Req'd	\$30,000	\$30,000
2930.1	Exterior Plants and General Landscaping	LS	All Req'd	\$50,000	\$50,000
2970.1	Landscape Maintenance	LS	All Req'd	\$2,500	\$2,500
3303.1	6-Inch Colored Concrete	SY	235	\$300	\$70,500
3303.2	6-Inch Concrete Sidewalk	SY	715	\$300	\$214,500
3303.3	Curb and Gutter, Types I-V	LF	975	\$75	\$73,125
3304.1	Concrete Seawalk	SY	100	\$450	\$45,000
3304.2	Cantilevered Concrete Seawalk	SY	345	\$450	\$155,250
3304.3	Concrete Landscape Planter	LS	All Req'd	\$50,000	\$50,000
3304.4	Concrete Seatwall	LS	All Req'd	\$50,000	\$50,000
3304.5	Concrete Parking Bumper	EA	10	\$1,500	\$15,000
5120.1	Handrail	LF	370	\$350	\$129,500
16000.1	Upland Electrical - Power and Lighting	LS	All Req'd	\$350,000	\$350,000
<b>ESTIMATED CONSTRUCTION COST</b>					<b>\$2,768,696</b>
<b>CONSTRUCTION CONTINGENCY (10%)</b>					<b>\$276,870</b>
<b>PERMIT APPLICATIONS</b>					<b>\$15,000</b>
<b>FINAL DESIGN &amp; CONTRACT DOCUMENTS</b>					<b>\$225,000</b>
<b>CONTRACT ADMINISTRATION &amp; CONSTRUCTION INSPECTION (8%)</b>					<b>\$221,496</b>
<b>TOTAL RECOMMENDED PROJECT BUDGET</b>					<b>\$3,507,062</b>

Presented by: The Manager  
Introduced: February 3, 2025  
Drafted by: Finance

**ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2024-01(b)(AE)**

**An Ordinance Appropriating \$3,000,000 to the Statter Harbor Improvements Phase III Capital Improvement Project; Funding Provided by Docks Funds.**

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

**Section 1. Classification.** This ordinance is a noncode ordinance.

**Section 2. Appropriation.** There is appropriated to the Manager the sum of \$3,000,000 as funding for the Statter Harbor Phase III Capital Improvement Project (H51-108).

**Section 3. Source of Funds**

Docks Funds \$ 3,000,000

**Section 4. Effective Date.** This ordinance shall become effective upon adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Beth A. Weldon, Mayor

Attest:

\_\_\_\_\_  
Elizabeth J. McEwen, Municipal Clerk

Ordinance 2024-01(b)(AE)  
Manager's Report

**An Ordinance Appropriating \$3,000,000 to the Statter Harbor Improvements Phase III Capital Improvement Project; Funding Provided by Docks Funds.**

This ordinance would appropriate \$3,000,000 to Phase III-D of the Statter Harbor Phase III CIP. Phase III-D of the project would provide for the installation of new curb, gutter, lighting, paving and landscaping at the excursion bus parking lot around the restroom facilities. These improvements primarily serve cruise tourism at Statter Harbor, therefore the use of Docks funds for this phase is appropriate.

The Docks and Harbors Board of Directors reviewed and recommended approval of this ordinance at the January 30, 2025 regular Board meeting.

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



# Port of Juneau

155 Heritage Way • Juneau, AK 99801  
(907) 586-0292 Phone • (907) 586-0295 Fax

**From:** Carl Uchytel  
Port Director

**To:** Public Works & Facilities Committee

**Thru:** (1) Docks & Harbors Operations-Planning Committee **approved 1/22/24**  
(2) Docks & Harbors Board  
(3) City Manager

**Date:** January 22<sup>nd</sup>, 2025

**Re:** LONE SAILOR MEMORIAL

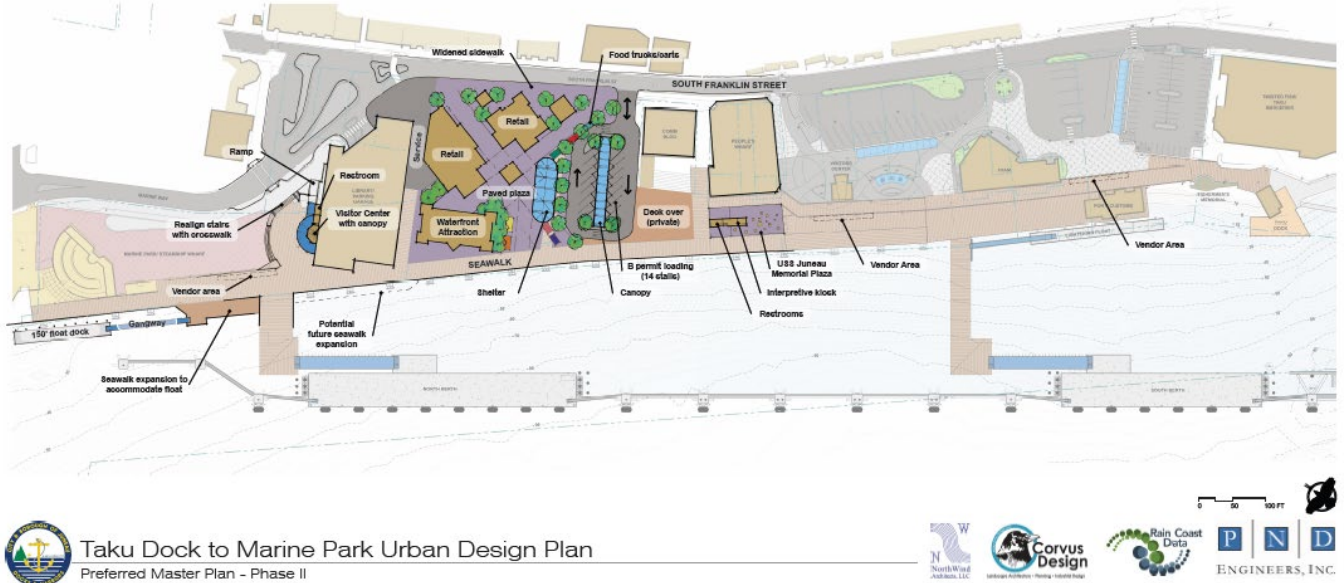
- At the September 26<sup>th</sup>, 2024 Docks & Harbors Board meeting, members from the Pioneers of Alaska presented a plan to erect a statue of the [Lone Sailor](#) along the Juneau waterfront. The “United States Navy Memorial” oversees the casting of the statue and the authorization of placement. From their website:

*The Lone Sailor statue is the iconic symbol representing the United States Navy Memorial’s mission to Honor, Recognize, and Celebrate the men and women of the Sea Services, past, present, and future; and Inform the public about their service. These meaningful statues provide a reminder to active duty, veterans, and civilians that they serve a grateful nation. The Navy Memorial’s Statue City Program began in 1997 with the placement of a Lone Sailor statue at Recruit Training Command in Great Lakes, IL. There are 19 Lone Sailor Statues around the world, including the original on Navy Memorial Plaza in Washington, DC.*

- The Pioneers of Alaska have begun the process to acquire the Lone Sailor statue and ask for permission to locate along the downtown Seawalk. The details from the Navy Memorial are outlined below and identification of an appropriate location is paramount to the Pioneers of Alaska to move forward with their civic plans.

**The process for placing a statue begins with a written request to the Navy Memorial identifying location, timeline, and fundraising plan for the project. Once the project is approved and the initial deposit of \$50,000 is raised, the statue is guaranteed upon site preparation and final payment. The Navy Memorial asks to raise at least \$350,000 for the statue, which includes the statue, crating, transportation, a description, a link for fundraising on the Navy Memorial website, a special bronze plaque provided explaining the Lone Sailor, and Navy Memorial leadership attendance at events including fundraisers and the dedication ceremony. The cost of the statue does not include land acquisition, site preparation, or other costs that the local committee may incur. The Lone Sailor statue is 7’ 4” tall and, together with the sea bag, weighs 977 pounds. The Navy Memorial serves as an advisor to the project and, as an IRS-approved 501(c)(3) tax-exempt organization, manages tax-deductible donations to support the project.**

3. The most logical choice for the Lone Sailor statue would be in the area denoted in the [Marine Park to Taku Dock Urban Design Plan](#) as “waterfront attraction”.



Although there have been several ideas for this area, it seems reasonable that placement of the Lone Sailor statue could reside here until a higher and best use is determined. At that point, there may be other opportunities to relocate the statue to an improved USS JUNEAU Memorial site, the existing USS JUNEAU Memorial site, the potential uplands park at the Huna-Totem Dock or a location to complement the Coast Guard Dock improvements for the STORIS.

4. I recommend support of the Pioneers of Alaska (Igloo 6) efforts to place a Lone Sailor statue in the vicinity of the Waterfront Attraction identified in the Marine Park to Taku Dock Urban Design Plan.

#

Encl: (1) Photo of Lone Sailor Statue  
(2) Documents provided by Pioneer of Alaska at the September 26<sup>th</sup>, 2024 Board Meeting

Copy: Pioneers of Alaska (Igloo 6)  
Tourism Director





**Lone Sailor Statue at Normandy Beach**

(enclosure 1)



K250



JUNEQU LONE SAILOR

(enclosure 2)

**USS Juneau Memorial  
Phase One: United States Navy Memorial  
Lone Sailor Project**

**Contact:**

Fred Thorsteinson  
907.321.8868  
fredthorsteinson@gci.net

**Leadership:**

Pioneers of Alaska Igloo No. 6  
Navy League Juneau Council  
Veterans of Foreign Wars Taku Post 5559  
American Legion Auke Bay AK Post 25

**Stakeholders:**

City and Borough of Juneau  
Juneau Arts & Humanities Council  
US Coast Guard Auxiliary Flotilla 1-1, District 17

**Project Description:** The mission of the Lone Sailor United States Navy Memorial is to honor, recognize and celebrate the men and women of the Sea Services, past, present and future; and to inform the public about their service.

Juneau's Lone Sailor bronze statue is Phase One of the planned upgrade and relocation of the USS JUNEAU Memorial to a more prominent location and larger display.

**Estimated Cost:** \$500,000

Initial Deposit: \$50,000  
Site Preparation: \$140,000  
Statue Acquisition/Delivery/Installation: \$300,000  
Unveiling Celebration/Commemorative Mementos: \$10,000

**Naming Rights:** A 48" x 35" bronze plaque on the base of the statue is dedicated to donor naming. Additional opportunities would be available for significant financial support of the greater USS Juneau Memorial.

**Timeline:**

2024 Deposit on Statute  
2025 City and Borough of Juneau Determines Site  
Fundraising  
Site Preparation  
2026 Installation  
October 13 Unveiling of Statue





# Lone Sailor City Statue Timeline

## PROJECT OVERVIEW

The Lone Sailor City Statue Program aligns with the United State Navy Memorial's mission *to Honor, Recognize and Celebrate the men and women of the Sea Service, Past, Present, and Future; and to inform the public about their service.* This document outlines the steps to successfully bring this statue project to fruition.

### PHASE 1: PLANNING, SITE SELECTION AND REGULATORY APPROVALS

- Clarify the purpose and theme of the statue in consultation with stakeholders.
- Identify and finalize the statue's location.
- Conduct thorough historical research and collaborate with artists and designers to create a concept. (Statue Specifications available)
- Check local regulations and obtain necessary permits for statue installation.

### PHASE 2: COMMUNITY ENGAGEMENT

- Engage with the community to gather input and support for the project.
- Host public forums and surveys to collect feedback, incorporating community feedback into the design.

### PHASE 3: FUNDRAISING \*

- Develop a comprehensive fundraising strategy and plan.
- Identify potential donors, sponsors, and partners.
- Execute fundraising activities, events, and donor outreach.

\*U.S. Navy Memorial does not fundraise for city statues.

### PHASE 4: FINANCIAL COMMITMENT AND AGREEMENT

- Review and sign agreements between the project lead and U.S. Navy Memorial.
- Initial deposit of \$50,000 to U.S. Navy Memorial.
- Final payment of \$300,000 must be received before statue is shipped.

### PHASE 5: STATUE AND PLAQUES (4-6 WEEKS)

- Once the deposit has been made, the contract signed and delivery date has been confirmed, the foundry will schedule the patina process based on when the statue is to be shipped. The patina process can take four to six weeks.

### PHASE 6: INSTALLATION PLANNING (TIME DEPENDENT ON RESPECTIVE LOCATION)

- Develop a detailed plan for the installation process.

### PHASE 7: STATUE DELIVERY AND INSTALLATION

- Final payment of \$300,000 due before statue is shipped.
- Packaging and crating take one to two weeks.
- Statue is shipped from the foundry in New York.
- Delivery estimate depends on location and shipping method.

### PHASE 8: DEDICATION CEREMONY

- Work with the U.S. Navy Memorial to plan the Dedication Ceremony

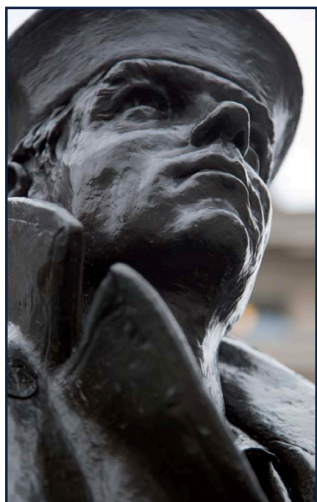
### PHASE 9: POST-IMPLEMENTATION

- Maintenance and Preservation (Ongoing).
- Educational Outreach (Ongoing).

# THE LONE SAILOR

## PLACING A LONE SAILOR STATUE IN CITIES AROUND THE WORLD

[www.NavyMemorial.org](http://www.NavyMemorial.org)



The Lone Sailor has become the iconic symbol of the men and women who have served, are serving or will serve in the Navy. He's called the Lone Sailor, yet he is hardly ever alone. He is about 25 years old, a senior second class petty officer who is fast becoming a seagoing veteran. He has done it all -- fired weapons in war, provided humanitarian assistance in far-away lands, been attacked by the enemy and defended our freedom. He has made liberty calls in great cities and tiny villages where he was a tourist, ambassador, adventurer, friend, and missionary to those less fortunate and representative of our way of life. His shipmates remember him with pride and look up to him with respect.

The Lone Sailor statue was sculpted by Stanley Bleifeld and first dedicated at the U.S. Navy Memorial in Washington, DC on October 13, 1987, as a symbol of the U.S. Navy Memorial's mission to *Honor, Recognize and Celebrate the men and women of the Sea Services, past, present and future; and to Inform the public about their service.*

*The original Lone Sailor statue stands watch in Washington, DC.*

*By placing additional Lone Sailor statues around the world, we honor, recognize and celebrate these men and women wherever they serve. In addition to the original statue in Washington, DC, 17 Lone Sailor statues have been placed around the world.*



*The Lone Sailor statue at the Pearl Harbor Visitor Center in Hawaii, overlooking the USS Arizona.*

### LOCATIONS:

- Adelup Point, Guam
- Baton Rouge, LA
- Bremerton, WA
- Burlington, VT
- Cleveland, OH
- Dallas, TX
- Fort Lauderdale, FL
- Great Lakes, IL
- Long Beach, CA
- Norfolk, VA
- Normandy, France
- North Charleston, SC
- Orlando, FL
- Pearl Harbor, HI
- San Francisco, CA
- Washington, DC
- Waterloo, IA
- West Haven, CT

The process for placing a statue begins with a written request to the Navy Memorial identifying location, timeline, and fundraising plan for the project. Once the project is approved and the initial deposit of \$50,000 is raised, the statue is guaranteed upon site preparation and final payment. The Navy Memorial asks to raise at least \$350,000 for the statue, which includes the statue, crating, transportation, a description, a link for fundraising on the Navy Memorial website, a special bronze plaque provided explaining the Lone Sailor, and Navy Memorial leadership attendance at events including fundraisers and the dedication ceremony. The cost of the statue does not include land acquisition, site preparation, or other costs that the local committee may incur. The Lone Sailor statue is 7' 4" tall and, together with the sea bag, weighs 977 pounds. The Navy Memorial serves as an advisor to the project and, as an IRS-approved 501(c)(3) tax-exempt organization, manages tax-deductible donations to support the project.



For more information regarding the U.S. Navy Memorial's Lone Sailor or the Lone Sailor Statue City Program, please contact Kendra Greenwaters at [kgreenwaters@navymemorial.org](mailto:kgreenwaters@navymemorial.org) or 202-380-0726.





## The Lone Sailor Statue Specifications

### LONE SAILOR STATUE WEIGHT AND DIMENSIONS

Cast in bronze, the dimensions of the “Lone Sailor Statue” which comes in two pieces are:

#### **Lone Sailor:**

88” high x 36” wide x 26” deep

Weight: 633 lbs.

#### **Seabag and Cleat:**

47” high x 44” wide x 24” deep

Weight: 363 lbs.

### LONE SAILOR STATUE INSTALLATION:

Eight 10-inch threaded rods will be provided with the statue. The rods are  $\frac{3}{4}$ ”-10, 316 stainless-steel. There are four mountings on the underside of the Lone Sailor and four on the underside of the Seabag and Cleat. Recommended installation:

1. Use the templates provided with the sculpture to mark the mounting hole locations in its desired spot.
2. Drill the marked locations to their desired depth. UAP recommends drilling 8 inches embedment into concrete as well as oversizing the holes by  $\frac{1}{8}$  inch. ( $\frac{7}{8}$ ” drilled hole for  $\frac{3}{4}$ ” rods)
3. Thread the rods onto each mounting, leaving approximately 8” of rod extending below.
4. Move the sculptures into place and dry fit to their corresponding mounting holes.
5. If this will be a permanent installation, after dry fitting the sculptures to ensure their fit, fill hole  $\frac{1}{4}$  way with industrial epoxy. We recommend the product Hilti Hit-HY 200 or equivalent. (See file HIT-HY-200-200-A-200-R-Product-Data-2016680 for installation specifications)

### BRONZE PLAQUE INFORMATION: (Optional)

The Navy Memorial will provide up to three bronze plaques along with the statue. The following are notional sizes and topics:

**Plaque #1 Who is the Lone Sailor:** 42” H X 32” W. This plaque explains who the Lone Sailor and is and what he represents. The first draft for this plaque is below and can be edited to suit the situation and location of the Sailor.

**Plaque #2 Lone Sailor at XXX Location Description:** 42” H X 32” W This plaque explains “why” the statue is in that location and provides a connection between the Lone Sailor and the area. The group leading the statue project provides the first draft.

**Plaque #3 Donor Plaque:** 48” H X 35” W This plaque acknowledges who is responsible for placing the statue in that area (leaders and donors and contributors.)

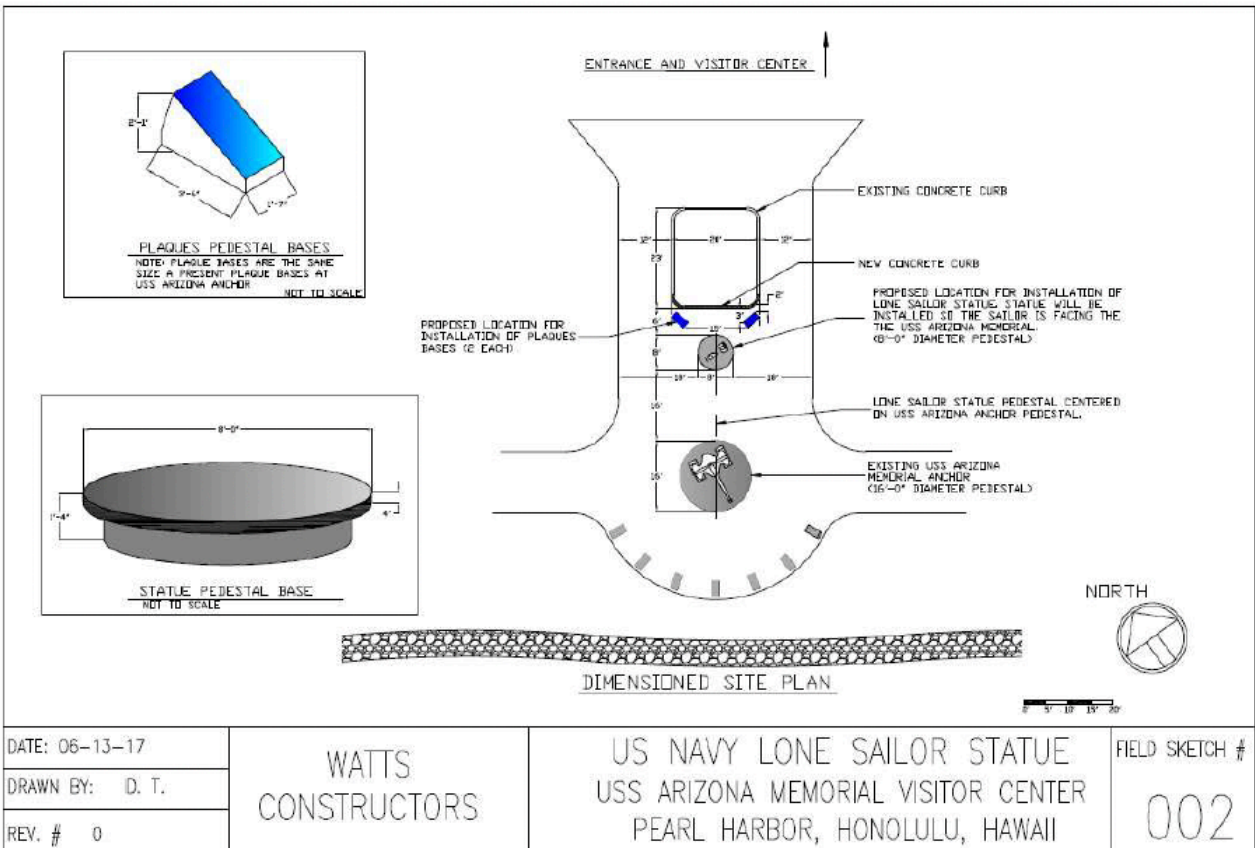
**Plaque Base Weight:** The base is dependent upon what materials are used by the location and is the purview of the site designer.

# **BRONZE PLAQUE WORDING (First draft for plaque)**

*The Lone Sailor represents the men and women who have served, are serving, or will serve in the United States Navy. He's called the Lone Sailor, yet he is hardly ever alone. He is about 25 years old, a senior second-class petty officer who is fast becoming a seagoing veteran. He has done it all -- fired weapons in war, provided humanitarian assistance in far-away lands, been attacked by the enemy, and defended our freedom. He has made liberty calls in great cities and tiny villages where he was a tourist, ambassador, adventurer, friend, and missionary to those less fortunate. His shipmates remember him with pride and look up to him with respect.*

*The Lone Sailor is an iconic symbol of the Navy Memorial's mission to Honor, Recognize, and Celebrate the men and women of the Sea Services, past, present, and future; and to Inform the public about their service.*

## **NOTIONAL DESIGN FOR STATUE BASE (for info only)**





THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

## Department of Transportation and Public Facilities

OFFICE OF THE COMMISSIONER  
Ryan Anderson, P.E., Commissioner

PO Box 112500  
Juneau, Alaska 99811-2500  
Main: 907.465.3900  
[dot.alaska.gov](http://dot.alaska.gov)

December 11, 2024

City and Borough of Juneau  
Attn: Carl Uchytel, Port Director  
155 S Seward Street  
Juneau, AK 99801

Subject: Letter of Award, FY25 Harbor Facility Grant Funds

Dear Mr. Uchytel,

Congratulations on the successful funding of your application for the Department of Transportation and Public Facilities' Harbor Facility Grant Program. Upon execution of a harbor grant agreement with the department, the City and Borough of Juneau will receive a Tier II 50/50 matching harbor grant in the amount of \$5,000,000 for the construction of the Aurora Harbor Phase 4 project. These funds are 100% state general funds.

As outlined in the harbor grant instructions, the municipality will have six (6) months from the date of this Letter of Award to properly ratify and execute a mutually agreeable grant agreement with the department. Please note that any changes to your harbor project affecting the municipality's original application could prevent us from executing the grant agreement. If a grant agreement is not completed within this six-month period, the department may deny the award and either select the next highest scoring proposal or allocate the funds in subsequent years. Once the grant agreement is signed, the City and Borough of Juneau will have eighteen (18) months to complete the construction phase of the project.

We encourage you to contact the Waterways Planner at your earliest convenience to discuss the grant agreement and project timelines. We look forward to working with you on this important municipal harbor project. Should you have any questions, please feel free to email us at [dot.harborgrants@alaska.gov](mailto:dot.harborgrants@alaska.gov) or call 907-465-8769.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ryan Anderson".

Ryan Anderson, P.E.  
Commissioner



Presented by: The Manager  
Introduced: January 6, 2025  
Drafted by: Finance

**ORDINANCE OF THE CITY AND BOROUGH OF JUNEAU, ALASKA**

**Serial No. 2024-01(b)(AB)**

**An Ordinance Appropriating \$5,000,000 to the Manager for the Aurora Harbor Improvements Capital Improvement Project; Grant Funding Provided by the Alaska Department of Transportation and Public Facilities.**

BE IT ENACTED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

**Section 1. Classification.** This ordinance is a noncode ordinance.

**Section 2. Appropriation.** There is appropriated to the Manager the sum of \$5,000,000 for the Aurora Harbor Improvements Capital Improvement Project (H51-125).

**Section 3. Source of Funds**

Alaska Department of Transportation and Public Facilities      \$      5,000,000

**Section 4. Effective Date.** This ordinance shall become effective upon adoption.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Beth A. Weldon, Mayor

Attest:

\_\_\_\_\_  
Elizabeth J. McEwen, Municipal Clerk

Ordinance 2024-01(b)(AB)  
Manager's Report

**An Ordinance Appropriating \$5,000,000 to the Manager for the Aurora Harbor Improvements Capital Improvement Project; Grant Funding Provided by the Alaska Department of Transportation and Public Facilities.**

This ordinance would appropriate \$5 million of grant funds from the Alaska Department of Transportation and Public Facilities' Harbor Facility Grants Program. This funding would provide support for the phase IV of the Aurora Harbor project. Phase IV project work includes the installation of new main walks J and K in the north end of the basin, completing the headwall float to reconnect the north parking lot to the harbor; updating the gangway, electrical system, lighting, potable water, and fire suppression systems; and installing a new Tee float on main walk H. The local match requirement will be met with 2022 1% Sales Tax and Harbor Enterprise fund balance. Docks and Harbors anticipates a bid award in February 2025.

The use of 2022 1% Sales Tax funds is consistent with the intent of the of the initiative approved by voters in the October 4, 2022 municipal election.

The Docks and Harbor Board will review this request at the January 30, 2025 regular meeting.

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



# Port of Juneau

155 Heritage Way • Juneau, AK 99801  
(907) 586-0292 Phone • (907) 586-0295 Fax

**From:** Carl Uchytel  
Port Director

**To:** Assembly

**Thru:** (1) Docks & Harbor Board  
(2) City Manager

**Date:** January 22<sup>nd</sup>, 2025

**Re:** Bid Award - DH25-161 Purchase and Delivery of 60 Ton Marine Hydraulic Yard Trailer

1. In October 2024, Docks & Harbors advertised for a new boatyard trailer to replace the SEALIFT self-propelled hydraulic boatlift which was procured through a US DOT MARAD (Maritime Administration) TIGER grant for \$529,500 in 2012. The SEALIFT no longer met the operational needs of the commercial boatyard at the Auke Bay Loading Facility and was sold through the CBJ public surplus process for \$225,100 (net) in December 2021. MARAD was kept abreast of Docks & Harbors actions to surplus the SEALIFT and to procure a new apparatus using the proceeds of the sale. Typically, MARAD manages grants into perpetuity with annual reporting required from the grantee. In this case, using proceeds from the sale would require meeting the grant requirements issued in the original TIGER grant agreement.
2. The procurement for a new boatyard trailer resulted in only one submission, Kropf Industrial Inc of Ontario, Canada for \$319,700 (fob Juneau). Docks & Harbors consulted with other US companies who manufacture similar equipment but Kropf Industrial was the only one who could meet the unique specifications needed at the steep incline at the Auke Bay Loading Facility. Under most circumstances, procurement of equipment not manufactured in the USA would not be consistent with MARAD grant requirements; however, consultation with MARAD resulted in a January 6<sup>th</sup>, 2025 letter stating: *This letter serves as notification to the Port that DOT is hereby relinquishing its Federal interest in the boat lift, thereby authorizing the Port to retain the proceeds of the boatlift with no further obligation to DOT, on the condition that the Port purchase a comparable boat lift as originally purchased under the TIGER grant for use at the Port.*
3. I recommend that the Assembly approve RFB #DH25-161 (Purchase and Delivery of 60 Ton Marine Hydraulic Yard Trailer) award to Kropf Industrial Inc for \$319,700. Funding is provided by \$225,100 from previous sale with proceeds in Fleet Reserve and \$94,600 FY25 Fleet Reserve funds.

#

Copy: Finance Department  
Law Department



U.S. Department  
of Transportation  
**Maritime  
Administration**

1200 New Jersey Avenue, SE  
Washington, DC 20590

January 6, 2025

Mr. Carl Uchytel, P.E.  
Port Director, City & Borough of Juneau  
155 Heritage Way  
Juneau, AK 99801

Dear Mr. Uchytel:

The Department of Transportation (DOT) awarded the Port of Juneau (the “Port”) a fiscal year (FY) 2009 TIGER grant in the amount of \$3,640,000 for its Auke Bay Loading Facility - Phase I Project (the “Project”). The Maritime Administration (“MARAD”) administered the project on behalf of DOT as the lead operating administration. The Project completed a marine transfer complex, including uplands development, barge and landing craft ramp with vessel boarding float and nine guide piles, a fisheries dock with crane and freshwater service line, and miscellaneous work.

Under the grant, the Port purchased a Sealift brand self-propelled boat lift for approximately \$529,500 in 2012 using 100 percent TIGER funding. The boat lift successfully operated at the Auke Bay Loading Facility until 2021, when the Port requested approval from MARAD to sell the boat lift and purchase replacement equipment due to catastrophic component failures and unavailability of reliable maintenance. After going out to bid, the Port concluded that there were no domestic boatlifts that met the Port’s unique specifications for the equipment.

Pursuant to section 200.313(f) of the 2024 updates to the Uniform Guidance at 2 CFR part 200, Federal agencies may authorize recipients to retain equipment with no further responsibility to the Federal Government. Although the Port’s TIGER grant was executed before these updates went into effect, MARAD retains discretion to apply this new flexibility to prior grantees.

This letter serves as notification to the Port that DOT is hereby relinquishing its Federal interest in the boat lift, thereby authorizing the Port to retain the proceeds of the boatlift with no further obligation to DOT, on the condition that the Port purchase a comparable boat lift as originally purchased under the TIGER grant for use at the Port. This relinquishment of Federal interest applies only to the TIGER-grant acquired boatlift; all other remaining terms and conditions applicable to the grant remain in effect.

Once the new equipment is acquired, please provide proof of payment and pictures of the equipment at the Port within 60 days of acquisition, for MARAD’s records.

If you have any questions, you may contact me at [peter.simons@dot.gov](mailto:peter.simons@dot.gov) or 202-366-8921.

*Peter Simons*

Peter Simons  
Director, Office of Port Infrastructure Development

**BID SCHEDULE:** Provide pricing for 60-ton marine hydraulic yard trailer. Freight is to be pre-pay and add.

Item Code	Item (Name)	Description	Unit of Measure	Qty	Brand/ Manufacture	Allow Alternate	Unit Price	Extended Price
1.	Hydraulic Yard Trailer	Marine Boatyard Trailer	Each	1	Conolift	Yes	\$ 294,700.00	\$ 294,700.00
2.	Freight	Pre-pay & Add	Each	1	N/A		\$25,000.00	\$25,000.00
Total Bid (Items 1 & 2)							\$319,700.00	

\*Note: Attaching any additional documents may cause your bid to be considered conditioned and therefore be deemed non-responsive.

**Bidders complete and upload this document with response.**

**After Receipt of Order (ARO):** How many calendar days after ARO can delivery be made? 150 days

**Acknowledgement:** The undersigned, as bidder, declare that we have examined all contract/solicitation documents contained herein and/or attached, and agree thereon with the City and Borough of Juneau to do everything necessary for the fulfillment of this contract. We agree any addenda issued/received are part of the contract documents.

We certify we have prepared our bid independently and without direct or indirect collusion, restraint of trade or other unfair competitive practices.

We understand that any false statements made to meet any requirement may result in contract cancellation or initiation of action under Federal, State or municipal laws and/or ordinances.

**This signature page must be signed by a person who has authority to bind the company.**

Kropf Industrial Inc. 1  
Company Name (Please Print) No. of Addenda Issued

705-378-2453 // 705-378-5068 // www.kropfindustrial.com  
Company Phone Company Fax Company Website (if applicable)

1 Quebec Dr, Seguin, ON, P2A 0B2  
Complete Company Address

jordan@kropfindustrial.com info@kropfindustrial.com  
Representative's Email Address Company Email

Jordan Kropf 705-346-1586  
Signature of Authorized Representative Direct Line or Cell Number for Rep.

Jordan Kropf - Sales Manager October 17, 2024  
Authorized Representative Name and Title\* (Please Print) Date

\*Name and Title of Authorized Rep must be legibly printed directly beneath their signature.

**MUST SUBMIT THIS PAGE**



City & Borough of Juneau – Docks & Harbors  
Address: 155 Heritage Way, Juneau, AK 99801  
Email: [Carl.Uchytel@juneau.gov](mailto:Carl.Uchytel@juneau.gov) E-Submission: [Public Purchase](#)  
Phone: (907) 586-0294 // Fax: (907) 586-0295



# Port of Juneau

155 Heritage Way • Juneau, AK 99801  
(907) 586-0292 Phone • (907) 586-0295 Fax

**From:** *Carl Uchytel*  
Carl Uchytel, Port Director

**To:** Boat Shelter Applicants

**Date:** November 21<sup>st</sup>, 2024

**Re:** APPLICATION PROCESS– AURORA HARBOR NEW BOAT SHELTER

## Application for Aurora Harbor Boat Shelter space AG22/23:

Any application requesting permission to construct a boat shelter in Aurora Harbor (AG22/23) shall be filed with the Port Director not later than January 15<sup>th</sup>, 2025 on this form. [Only forms completed in full and accompanied by a \$100.00 filing fee will be accepted for filing. Filing fees are not refundable.]

Docks & Harbors will select the successful applicant based on the highest sealed offer provided on this form, subject to the following requirements:

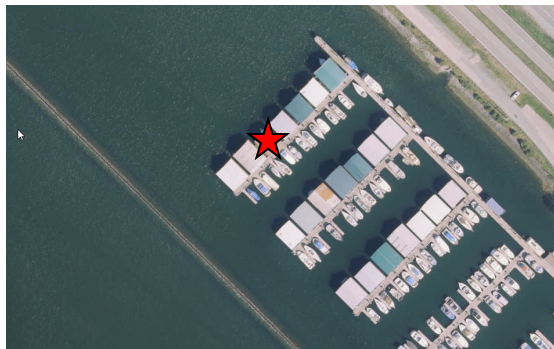
- Minimum bid \$500.
- Successful applicant must construct the boat shelter by January 2026.
- Boat Shelter may not exceed the maximum length of the longest boat shelter on Float G.
- Boat Shelter may not shed onto adjacent boat shelters.
- Boat Shelter applicant must retain ownership of at least ½ of the Boat Shelter through January 2031.
- Upon Boat Shelter selection, applicant shall be subject to the square foot fee covered under 05 CBJ AC 20.170 - Private boathouse surcharge.
- Upon Boat Shelter construction, owner shall be subject to harbor fees and property taxes payable to the CBJ Assessor.
- Boat Shelter applicant must secure all applicable building permits through CBJ Community Development Department.
- Any changes/disputes/modifications to these guidelines shall be adjudicated through the Board.

The successful applicant shall, within 30 days of notification, submit the following:

- A sketch, with dimensions, of proposed boat shelter;
- Proposed building construction material; and,
- The dates construction is estimated to commence and be completed;

I acknowledge the above requirements [ including \$100 non-refundable application fee] and offer a bid of  
\$ \_\_\_\_\_ [minimum bid \$500]

Name: \_\_\_\_\_  
Address \_\_\_\_\_  
City, State \_\_\_\_\_  
Email: \_\_\_\_\_



Depicts location of Aurora Boat Shelter G22/23  
Photo does not show recently constructed H-Float

This RFI is to determine if there are individuals who desire an opportunity to construct and maintain a boat shelter in Aurora Harbor. Regulations pertaining to Boat Shelters can be found [05 CBJAC 40.015](#) or below: [05 CBJAC 40.015 Boat shelters.](#)

(a) Definition and approval required. Boat shelter means a structure that houses vessels. Except for a boat shelter moored on the north sides of Float E, Float F, and Float G in Aurora Harbor, no person may bring a boat shelter into the small boat harbors without the approval of the Docks and Harbors Board.

(b) Access by Harbormaster. The owner of a boat shelter shall provide the Harbormaster and the Fire Department with a means to access the boat shelter in the event of an emergency. The cost of installing and maintaining the access system shall be borne by the shelter owner.

(c) Storage of flammable liquids. The owner of a boat shelter shall ensure that all flammable liquids are stored in approved containers. An owner shall store no more than two six-gallon containers of flammable liquids per vessel in a boat shelter. This restriction does not apply to fuel stored in or upon a vessel.

(d) Maintenance. Each boat shelter owner shall maintain the shelter in a condition that does not present a danger to surrounding vessels, other boat shelters, or other harbor users.

(e) Modification. Other than basic maintenance, a boat shelter owner shall obtain approval of the Harbormaster prior to undertaking any modification or reconstruction of a boat shelter. In addition, the owner shall obtain the approval of the Docks and Harbors Board prior to undertaking any modification or reconstruction that changes the dimensions of the boat shelter.

(f) Boat shelter sales. Reserved moorage status within a boat shelter may transfer between the seller and buyer of a boat shelter. In order to transfer the reserved moorage status within a boat shelter, the owner of a boat shelter shall inform the Port Director of the owner's desire to sell a shelter before offering the shelter for sale to the general public. The Docks and Harbors Board has the first right of refusal to purchase the shelter at fair market value. If the Board does not exercise its first right of refusal within 30 days after notice, the owner may offer the shelter for sale to the general public. If the owner sells the shelter without informing the Port Director and allowing the Docks and Harbors Board its first right of refusal, the reserved moorage within the shelter will not transfer to the buyer. This subsection does not allow an inappropriately sized vessel to be assigned reserved moorage space within a boat shelter.

(g) Applicability of regulations. All requirements of 05 CBJAC 40 apply to the owner of a boat shelter and the vessels within a boat shelter except for the following: (1) 05 CBJAC 40.020(d), (e), and (i); and (2) 05 CBJAC 40.035(a)(5), (6), and (7).

#

**Docks & Harbors - Docks****OVERVIEW**

	<b>FY24</b>	<b>FY25</b>		<b>FY26</b>	<b>FY26</b>
	<b>Actuals</b>	<b>Amended Budget</b>	<b>Projected Actuals</b>	<b>Approved Budget</b>	<b>Revised Budget</b>
<b>EXPENDITURES</b>					
Personnel Services	\$ 1,358,500	1,607,500	1,792,000	1,633,100	2,096,500
Commodities and Services	1,074,600	1,238,400	1,233,300	1,256,100	1,300,200
Capital Outlay	-	-	-	-	-
Support to:					
Marine Passenger Fee	-	-	-	-	-
Capital Projects	-	-	-	-	-
<b>Total Expenditures</b>	<b>2,433,100</b>	<b>2,845,900</b>	<b>3,025,300</b>	<b>2,889,200</b>	<b>3,396,700</b>
<b>FUNDING SOURCES</b>					
Interdepartmental Charges	40,200	40,200	40,200	40,200	40,200
Charges for Services	2,777,000	2,625,000	2,980,000	2,625,000	4,300,000
Licenses, Permits, and Fees	-	-	-	-	-
Investment and Interest Income/(Loss)	136,100	62,300	107,600	64,600	93,600
Support from:					
Marine Passenger Fees	717,000	717,000	717,000	717,000	717,000
Port Development Fees	-	-	-	-	-
State Marine Passenger Fees	-	-	-	-	-
Capital Projects	-	-	-	-	-
<b>Total Funding Sources</b>	<b>3,670,300</b>	<b>3,444,500</b>	<b>3,844,800</b>	<b>3,446,800</b>	<b>5,150,800</b>
<b>FUND BALANCE</b>					
Beginning of Period	2,524,600	3,761,800	3,761,800	4,581,300	4,581,300
Increase (Decrease) in Fund Balance	1,237,200	598,600	819,500	557,600	1,754,100
<b>End of Period Fund Balance</b>	<b>\$ 3,761,800</b>	<b>4,360,400</b>	<b>4,581,300</b>	<b>5,138,900</b>	<b>6,335,400</b>
<b>STAFFING</b>	<b>19.75</b>	<b>19.75</b>	<b>19.75</b>	<b>19.75</b>	<b>19.75</b>



**Docks & Harbors - Harbors****OVERVIEW**

	<b>FY24</b>	<b>FY25</b>		<b>FY26</b>	<b>FY26</b>
	<b>Actuals</b>	<b>Amended Budget</b>	<b>Projected Actuals</b>	<b>Approved Budget</b>	<b>Revised Budget</b>
<b>EXPENDITURES</b>					
Personnel Services	\$ 2,017,500	2,252,400	2,260,200	2,288,700	2,114,600
Commodities and Services	2,343,300	2,428,400	2,448,500	2,476,000	2,551,400
Capital Outlay	-	-	12,200	-	-
Debt Service	688,000	694,400	694,400	699,100	699,100
Support to:					
Capital Projects	-	2,000,000	-	-	-
<b>Total Expenditures</b>	<b>5,048,800</b>	<b>7,375,200</b>	<b>5,415,300</b>	<b>5,463,800</b>	<b>5,365,100</b>
<b>FUNDING SOURCES</b>					
Charges for Services	4,289,400	4,325,000	4,575,000	4,375,000	4,825,000
Licenses, Permits, and Fees	411,200	412,000	412,000	424,300	420,000
Rentals and Leases	1,102,000	950,000	1,250,000	950,000	1,300,000
State Shared Revenue	464,300	350,000	451,800	350,000	450,000
Federal Revenue	-	-	-	-	-
Fines and Forfeitures	6,200	10,000	8,000	10,000	9,500
Land Sales	118,500	-	-	-	-
Investment and Interest Income/(Loss)	900,900	295,400	285,400	306,300	249,900
Support from:					
Capital Projects	-	-	-	-	-
<b>Total Funding Sources</b>	<b>7,292,500</b>	<b>6,342,400</b>	<b>6,982,200</b>	<b>6,415,600</b>	<b>7,254,400</b>
<b>FUND BALANCE</b>					
<b>Debt Reserve</b>					
Beginning Reserve Balance	795,400	866,300	866,300	866,300	866,300
Increase (Decrease) in Reserve	70,900	-	-	-	-
<b>End of Period Reserve</b>	<b>\$ 866,300</b>	<b>866,300</b>	<b>866,300</b>	<b>866,300</b>	<b>866,300</b>
<b>Available Fund Balance</b>					
Beginning of Period	3,058,800	5,231,600	5,231,600	6,798,500	6,798,500
Increase (Decrease) in Fund Balance	2,172,800	(1,032,800)	1,566,900	951,800	1,889,300
<b>End of Period Available</b>	<b>\$ 5,231,600</b>	<b>4,198,800</b>	<b>6,798,500</b>	<b>7,750,300</b>	<b>8,687,800</b>
<b>STAFFING</b>	<b>17.95</b>	<b>17.95</b>	<b>17.95</b>	<b>17.95</b>	<b>17.95</b>

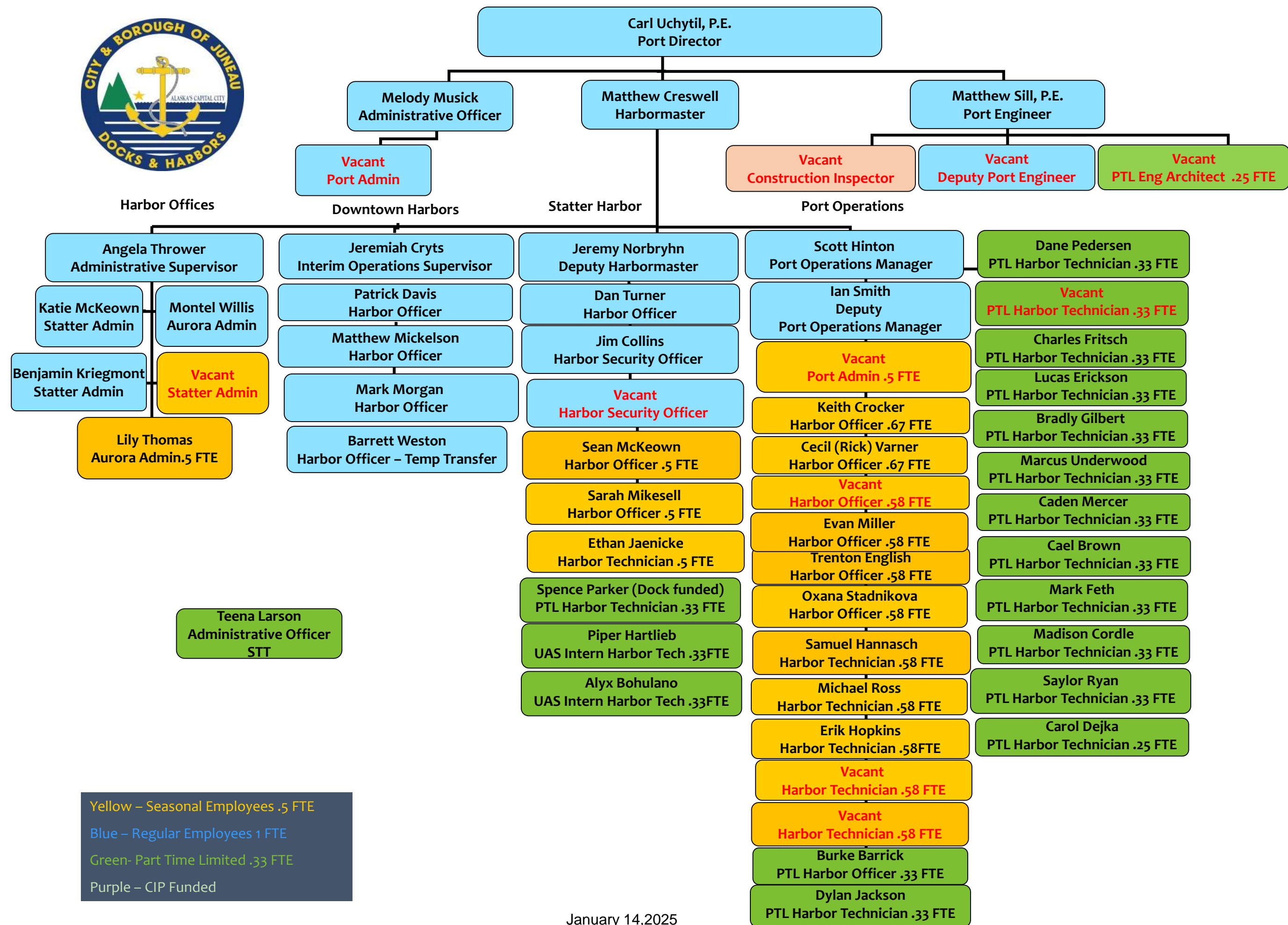
# Docks and Harbors FY25/26 Budget

Section I, Item 8.



January 22<sup>nd</sup> 2025  
Docks and Harbors Operations  
and Planning Committee Meeting





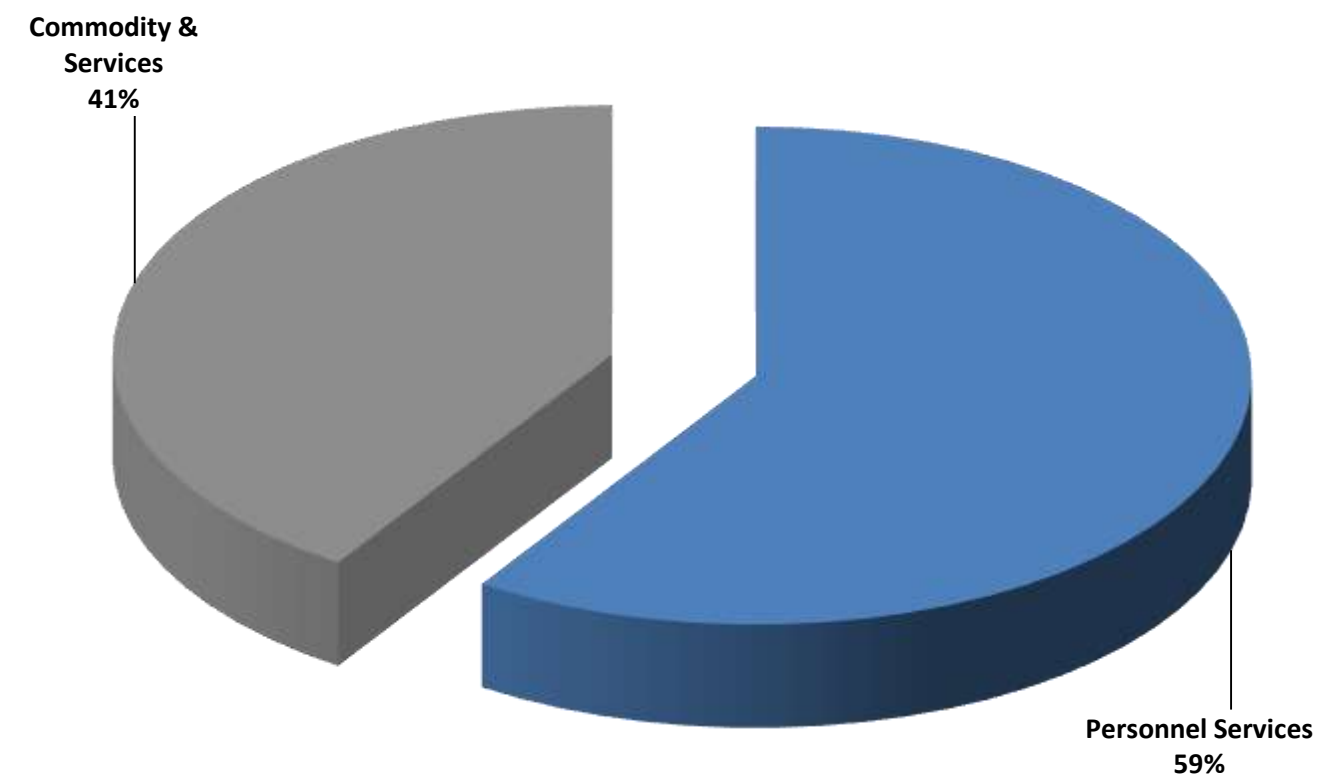
# Docks Overview

	FY24	FY25		FY26	FY26
	Actuals	Amended Budget	Projected Actuals	Approved Budget	Revised Budget
<b>EXPENDITURES</b>					
Personnel Services	\$ 1,358,500	1,607,500	1,792,000	1,633,100	2,096,500
Commodities and Services	1,074,600	1,238,400	1,233,300	1,256,100	1,300,200
Capital Outlay	-	-	-	-	-
Support to:					
Marine Passenger Fee	-	-	-	-	-
Capital Projects	-	-	-	-	-
<b>Total Expenditures</b>	<b>2,433,100</b>	<b>2,845,900</b>	<b>3,025,300</b>	<b>2,889,200</b>	<b>3,396,700</b>
<b>FUNDING SOURCES</b>					
Interdepartmental Charges	40,200	40,200	40,200	40,200	40,200
Charges for Services	2,777,000	2,625,000	2,980,000	2,625,000	4,300,000
Licenses, Permits, and Fees	-	-	-	-	-
Investment and Interest Income/(Loss)	136,100	62,300	107,600	64,600	93,600
Support from:					
Marine Passenger Fees	717,000	717,000	717,000	717,000	717,000
Port Development Fees	-	-	-	-	-
State Marine Passenger Fees	-	-	-	-	-
Capital Projects	-	-	-	-	-
<b>Total Funding Sources</b>	<b>3,670,300</b>	<b>3,444,500</b>	<b>3,844,800</b>	<b>3,446,800</b>	<b>5,150,800</b>
<b>FUND BALANCE</b>					
Beginning of Period	2,524,600	3,761,800	3,761,800	4,581,300	4,581,300
Increase (Decrease) in Fund Balance	1,237,200	598,600	819,500	557,600	1,754,100
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<b>STAFFING</b>	<b>19.75</b>	<b>19.75</b>	<b>19.75</b>	<b>19.75</b>	<b>19.75</b>

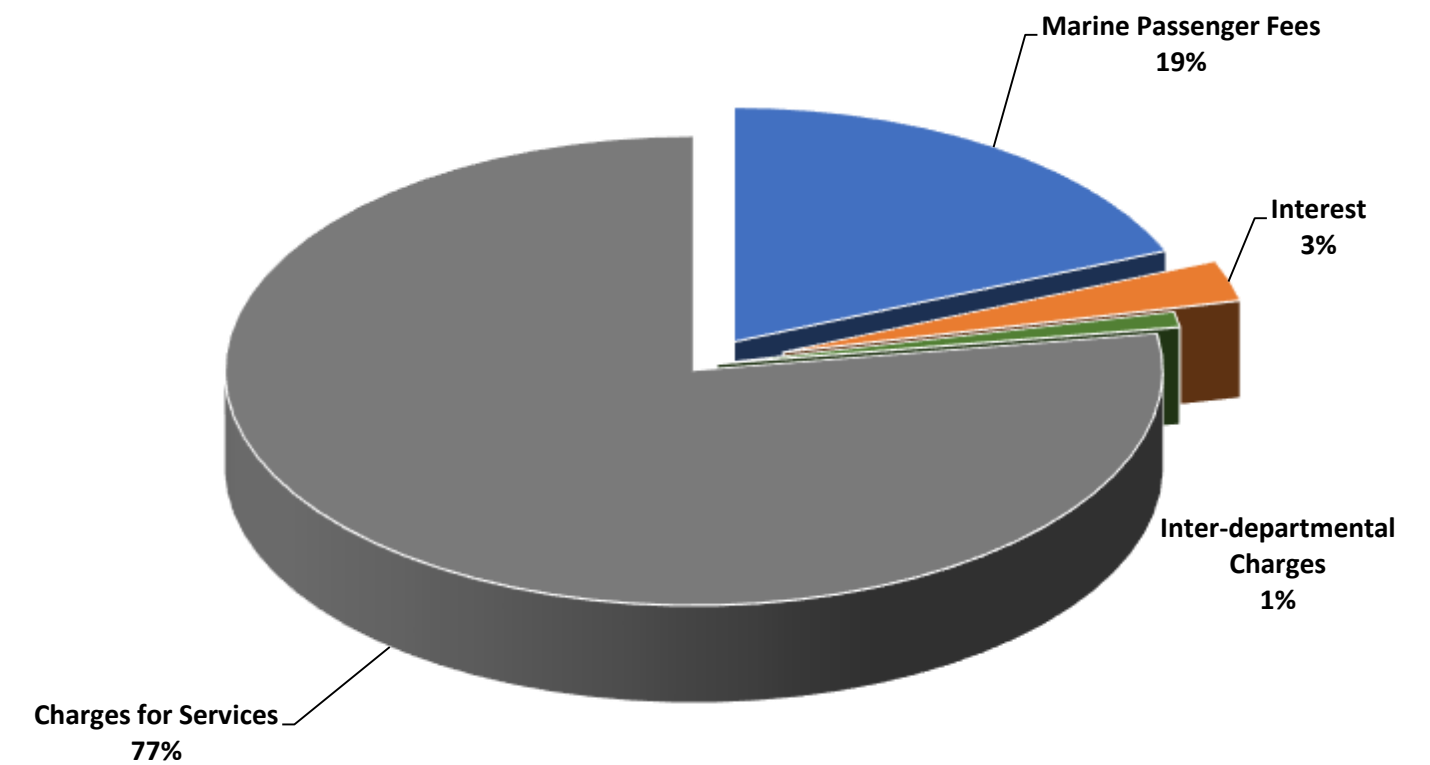
FY26 Staffing FTE's does not reflect position redistribution. Actual FY26 FTE will be 19.73

# Docks Budget FY25 \$3.8M

## Docks Expenditures

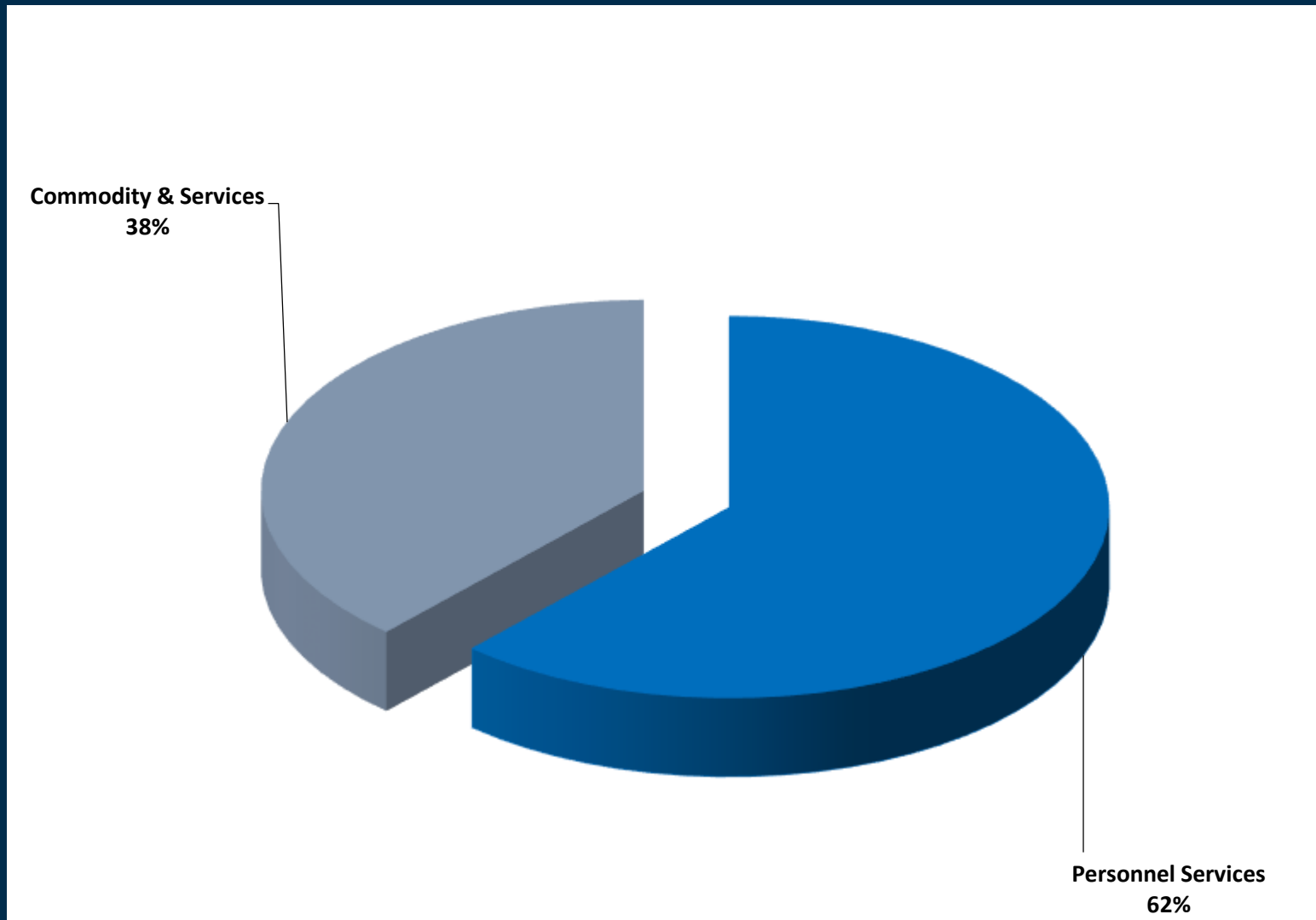


## Docks Revenue

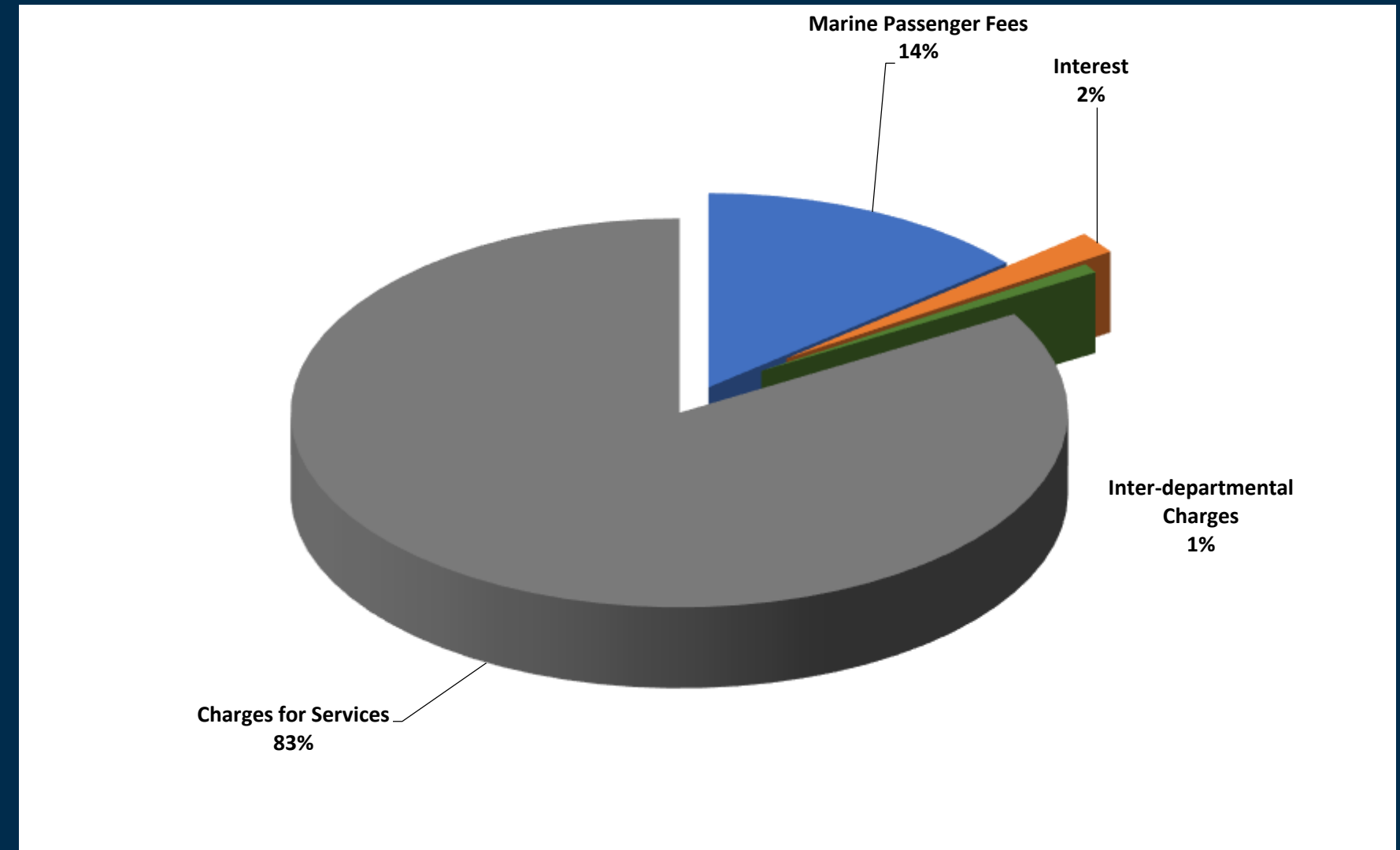


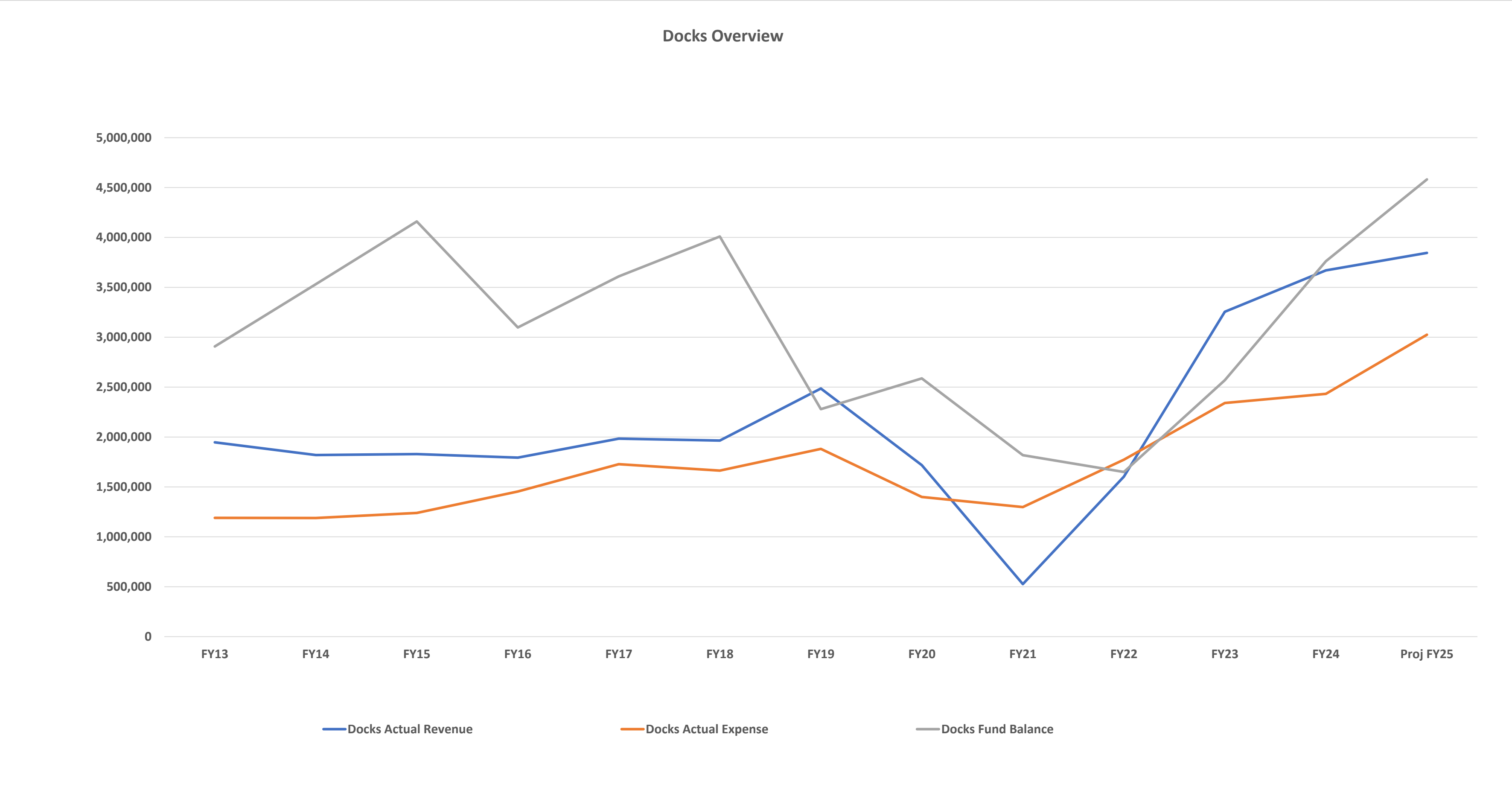
# Docks Budget FY26 \$5.1M

## Docks Expenditures



## Docks Revenue





<input type="checkbox"/>	GL Account <span>↑</span>	2024 Actual	2025 Budget	2025 Actual	Current Year Project...	2026
	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter
Account Type: Expenses / Expenditure		(2,401,807.22)	(2,794,300.00)	(1,598,731.71)	(2,794,600)	(2,941,208.88)
<input type="checkbox"/>	5110-0000 - Salaries	783,276.03	1,016,400.00	393,019.65	1,016,400	1,061,064.29
<input type="checkbox"/>	5111-0000 - Overtime	56,026.64	40,000.00	32,230.00	45,000	50,000.00
<input type="checkbox"/>	5116-0000 - Accrued Leave	85,010.51		39,907.37		
<input type="checkbox"/>	5120-0000 - Benefits	373,469.08	514,300.00	191,774.99	514,300	537,814.79
<input type="checkbox"/>	5121-0000 - Deferred Comp Employer Match	6,789.40	6,700.00	3,694.67	6,700	7,169.80
<input type="checkbox"/>	5130-0000 - Workers Compensation	24,600.00	19,100.00	19,100.00	19,100	25,200.00
<input type="checkbox"/>	5140-0000 - Engineering Workforce					
<input type="checkbox"/>	5200-0000 - Business Travel	2,282.29	2,100.00		2,100	2,100.00
<input type="checkbox"/>	5201-0000 - Mileage	429.21	300.00	48.24	300	300.00
<input type="checkbox"/>	5202-0000 - Travel & Training	6,622.35	16,300.00	5,557.42	11,200	12,660.00
<input type="checkbox"/>	5205-0000 - Contractual Training	1,754.43	2,500.00		2,500	2,500.00
<input type="checkbox"/>	5310-0000 - Telephone	2,151.98	1,800.00	1,576.99	2,200	2,500.00
<input type="checkbox"/>	5320-0000 - Printing	2,141.11	2,500.00	1,530.37	2,500	2,800.00
<input type="checkbox"/>	5322-0000 - Advertising	758.73	2,000.00		500	500.00
<input type="checkbox"/>	5330-0000 - Rents	66,146.08	70,000.00	39,693.60	70,000	70,000.00
<input type="checkbox"/>	5332-0000 - Electricity	41,776.62	40,000.00	19,808.11	42,000	42,000.00
<input type="checkbox"/>	5333-0000 - Fuel Oil & Propane		200.00		150	150.00
<input type="checkbox"/>	5334-0000 - Refuse Disposal	20,373.01	37,100.00	22,956.44	37,100	37,100.00
<input type="checkbox"/>	5335-0000 - Water Service	85,007.46	120,000.00	51,546.04	90,000	100,000.00
<input type="checkbox"/>	5336-0000 - Wastewater Service	2,670.90	2,800.00	1,070.73	2,800	2,800.00
<input type="checkbox"/>	5340-0000 - Repairs	7,540.57	50,000.00	15,648.51	50,000	50,000.00
<input type="checkbox"/>	5341-0000 - Electronic Repairs	2.00	200.00		50	50.00
<input type="checkbox"/>	5344-0000 - Maintenance - Buildings					
<input type="checkbox"/>	5345-0000 - Building Maint Division Charges	31,700.00	35,000.00	35,000.00	35,000	34,100.00
<input type="checkbox"/>	5347-0000 - Maintenance - Software					
<input type="checkbox"/>	5350-0000 - Landscape Division Charges	42,800.00	44,000.00	44,000.00	44,000	45,400.00

# Docks Operations Expenditure Budget Lines



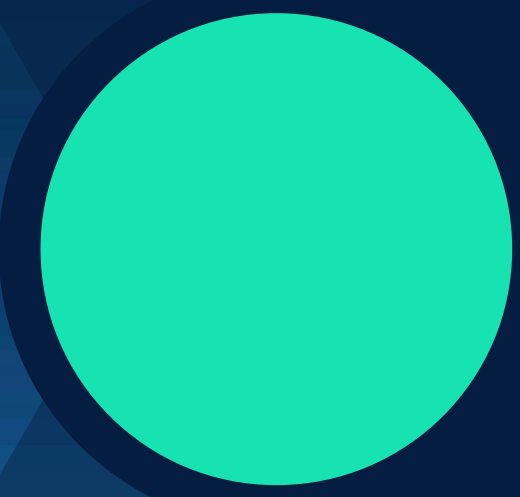
<input type="checkbox"/>	GL Account <span>↑</span>	2024 Actual	2025 Budget	2025 Actual	Current Year Project...	2026	
	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter	
<input type="checkbox"/>	5350-0000 - Landscape Division Charges	42,800.00	44,000.00	44,000.00	44,000	45,400.00	
<input type="checkbox"/>	5360-0000 - Equipment Rentals	3,475.50	3,000.00	1,186.69	3,000	3,000.00	
<input type="checkbox"/>	5362-0000 - Fleet Replacement Reserve	10,000.00	17,500.00	17,500.00	17,500	17,500.00	
<input type="checkbox"/>	5363-0000 - Equipment Maintenance - Non...	156.14	1,500.00		1,500	1,500.00	
<input type="checkbox"/>	5370-0000 - Specialty & Property	346,988.81	353,800.00	353,800.00	353,800	372,800.00	
<input type="checkbox"/>	5375-0000 - General Liab, Auto & EE Practice	300.00	500.00	500.00	500	500.00	
<input type="checkbox"/>	5380-0000 - Dues & Subscriptions	10,920.94	12,000.00	8,458.50	12,000	12,000.00	
<input type="checkbox"/>	5389-0000 - Fleet Gasoline	1,239.73	2,600.00	391.34	1,500	1,500.00	
<input type="checkbox"/>	5390-0000 - Contractual Services	126,967.21	100,000.00	48,167.18	125,000	130,000.00	
<input type="checkbox"/>	5394-0000 - Full Cost Allocation	220,500.00	253,800.00	253,800.00	253,800	284,600.00	
<input type="checkbox"/>	5397-0000 - Bank Card Fees	268.84	500.00		300	300.00	
<input type="checkbox"/>	5420-0000 - COVID Materials & Services						
<input type="checkbox"/>	5480-0000 - Office Supplies	4,435.75	2,500.00	2,809.33	3,500	3,000.00	
<input type="checkbox"/>	5481-0000 - Postage & Parcel Post	3,211.02	3,500.00		3,500	3,500.00	
<input type="checkbox"/>	5488-0000 - Uniforms & Safety Equipment	12,024.59	10,000.00	1,411.14	10,000	10,000.00	
<input type="checkbox"/>	5490-0000 - Materials & Commodities	45,974.31	36,000.00	21,516.58	40,000	40,000.00	
<input type="checkbox"/>	5491-0000 - Safety Programs & Equipment	3,916.49	5,000.00	3,723.00	5,000	5,000.00	
<input type="checkbox"/>	5492-0000 - Gasoline & Oil						
<input type="checkbox"/>	5493-0000 - Chemicals						
<input type="checkbox"/>	5494-0000 - Loss Contingency		1,000.00	614.00	1,000	1,000.00	
<input type="checkbox"/>	5496-0000 - Minor Equipment	7,979.49	6,000.00	6,295.83	8,000	8,000.00	
<input type="checkbox"/>	5497-0000 - Minor Furniture & Fixtures		1,000.00	119.99	500	500.00	
<input type="checkbox"/>	5498-0000 - Minor Software	320.00	1,000.00	475.00	500	500.00	
<input type="checkbox"/>	5510-0000 - Vehicles & Equipment						
<input type="checkbox"/>	7001-0000 - Reimbursable Expense - Internal	(40,200.00)	(40,200.00)	(40,200.00)	(40,200)	(40,200.00)	
<input type="checkbox"/>	7005-0000 - Reimbursable Expense - Extern...						
Account Type: Revenues / Funding Source		3,494,046.04	3,342,000.00	2,532,551.54	3,697,000	5,017,000.00	

Docks Operations  
Expenditure Budget Lines

<input type="checkbox"/>	GL Account	2024 Actual	2025 Budget	2025 Actual	Current Year Project...	2026
	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter
Account Type: Expenses / Expenditure		(2,401,807.22)	(2,794,300.00)	(1,598,731.71)	(2,794,600)	(2,941,208.88)
Account Type: Revenues / Funding Source		3,494,046.04	3,342,000.00	2,532,551.54	3,697,000	5,017,000.00
<input type="checkbox"/>	4300-0000 - User Fees	320,456.78	300,000.00	165,225.22	350,000	350,000.00
<input type="checkbox"/>	4300-0034 - Cruise Ship Dock Fees	1,037,231.77	950,000.00	675,653.11	1,130,000	1,800,000.00
<input type="checkbox"/>	4300-0035 - Maintenance Port Fees	1,419,358.28	1,375,000.00	974,687.62	1,500,000	2,150,000.00
<input type="checkbox"/>	4410-0000 - Permit Revenues					
<input type="checkbox"/>	4570-0000 - Land Lease Revenue					
<input type="checkbox"/>	4800-0000 - Interest Income in Lawson	(0.79)		(14.41)		
<input type="checkbox"/>	4950-0225 - Transfer In - Marine Passenger ...	717,000.00	717,000.00	717,000.00	717,000	717,000.00
<input type="checkbox"/>	4950-0232 - Transfer In - Port Development ...					
<input type="checkbox"/>	4950-0233 - Transfer In - State Marine Pass...					

Dock Operations Revenue Budget Lines

# FY 25 Dock Summary



FY25 Dock Revenue is anticipated to remain strong through the end of the fiscal year. Revenues will exceed expenditures.

Unbudgeted personnel expense- \$100K

- Redistribution of two 0.33 FTE to a total of nine benefitted Harbor Officer and Harbor Technician positions to extend their seasonal time frame.
- Increase in Workers Compensation Rates.

Anticipating transfer of \$3M from Docks fund balance to Harbors CIP for Statter Harbor Phase III D

On going Cruise Ship Electrification Study

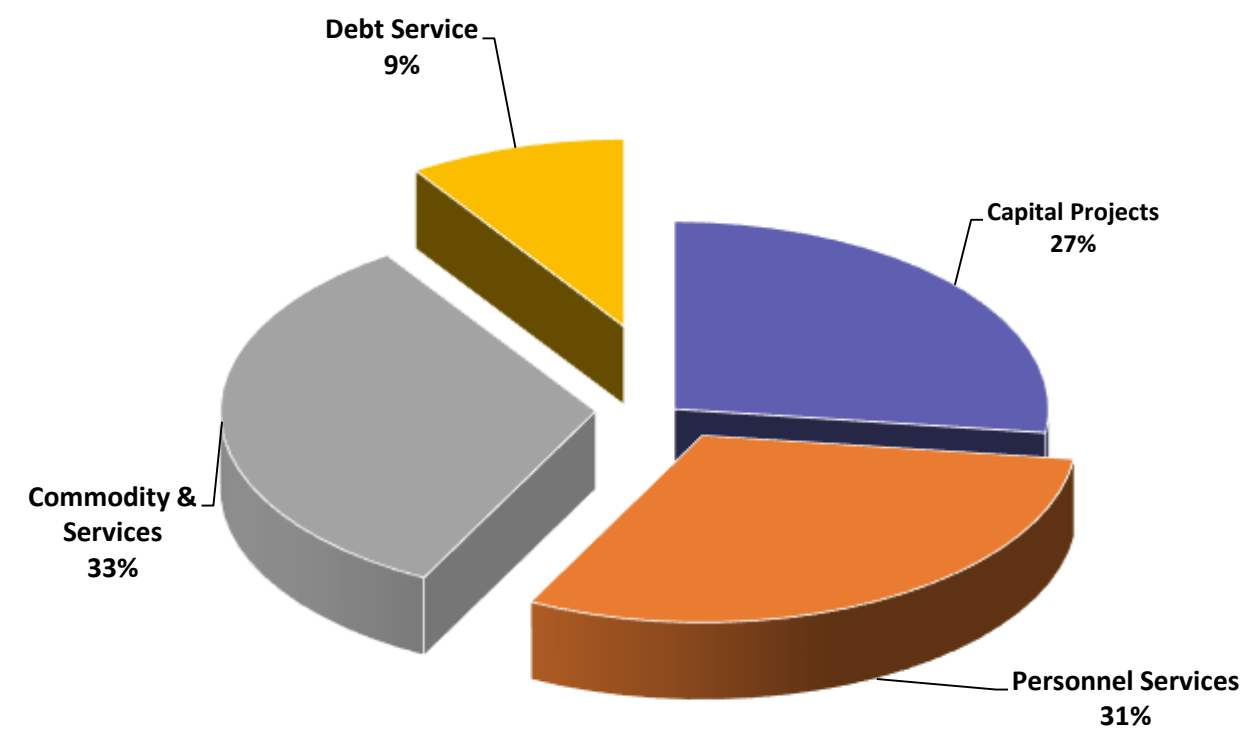
# Harbors Overview

	FY24	FY25		FY26	FY26
	Actuals	Amended Budget	Projected Actuals	Approved Budget	Revised Budget
<b>EXPENDITURES</b>					
Personnel Services	\$ 2,017,500	2,252,400	2,260,200	2,288,700	2,114,600
Commodities and Services	2,343,300	2,428,400	2,448,500	2,476,000	2,551,400
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Debt Service	688,000	694,400	694,400	699,100	699,100
Support to:					
Capital Projects	-	2,000,000	-	-	-
<b>Total Expenditures</b>	<b>5,048,800</b>	<b>7,375,200</b>	<b>5,415,300</b>	<b>5,463,800</b>	<b>5,365,100</b>
<b>FUNDING SOURCES</b>					
Charges for Services	4,289,400	4,325,000	4,575,000	4,375,000	4,825,000
Licenses, Permits, and Fees	411,200	412,000	412,000	424,300	420,000
Rentals and Leases	1,102,000	950,000	1,250,000	950,000	1,300,000
State Shared Revenue	464,300	350,000	451,800	350,000	450,000
Federal Revenue	-	-	-	-	-
Fines and Forfeitures	6,200	10,000	8,000	10,000	9,500
Land Sales	118,500	-	-	-	-
Investment and Interest Income/(Loss)	900,900	295,400	285,400	306,300	249,900
Support from:					
Capital Projects	-	-	-	-	-
<b>Total Funding Sources</b>	<b>7,292,500</b>	<b>6,342,400</b>	<b>6,982,200</b>	<b>6,415,600</b>	<b>7,254,400</b>
<b>FUND BALANCE</b>					
<b>Debt Reserve</b>					
Beginning Reserve Balance	795,400	866,300	866,300	866,300	866,300
Increase (Decrease) in Reserve	70,900	-	-	-	-
<b>End of Period Reserve</b>	<b>\$ 866,300</b>	<b>866,300</b>	<b>866,300</b>	<b>866,300</b>	<b>866,300</b>
<b>Available Fund Balance</b>					
Beginning of Period	3,058,800	5,231,600	5,231,600	6,798,500	6,798,500
Increase (Decrease) in Fund Balance	2,172,800	(1,032,800)	1,566,900	951,800	1,889,300
<b>End of Period Available</b>	<b>\$ 5,231,600</b>	<b>4,198,800</b>	<b>6,798,500</b>	<b>7,750,300</b>	<b>8,687,800</b>
<b>STAFFING</b>	<b>17.95</b>	<b>17.95</b>	<b>17.95</b>	<b>17.95</b>	<b>17.95</b>

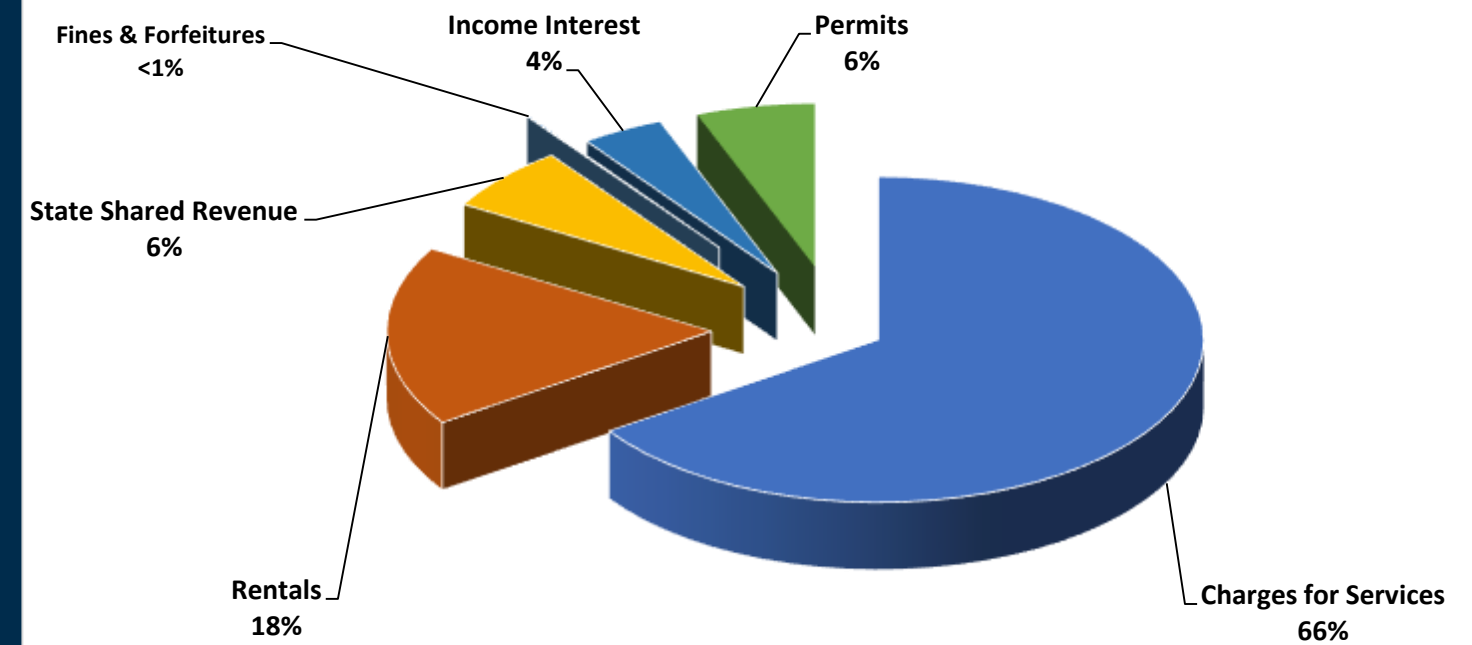
FY25 Capital Project Actuals will reflect the budgeted \$2M. Capital Project funds managed by Finance Department.

# Harbor Budget FY25 \$6.98M

## Harbors Expenditures



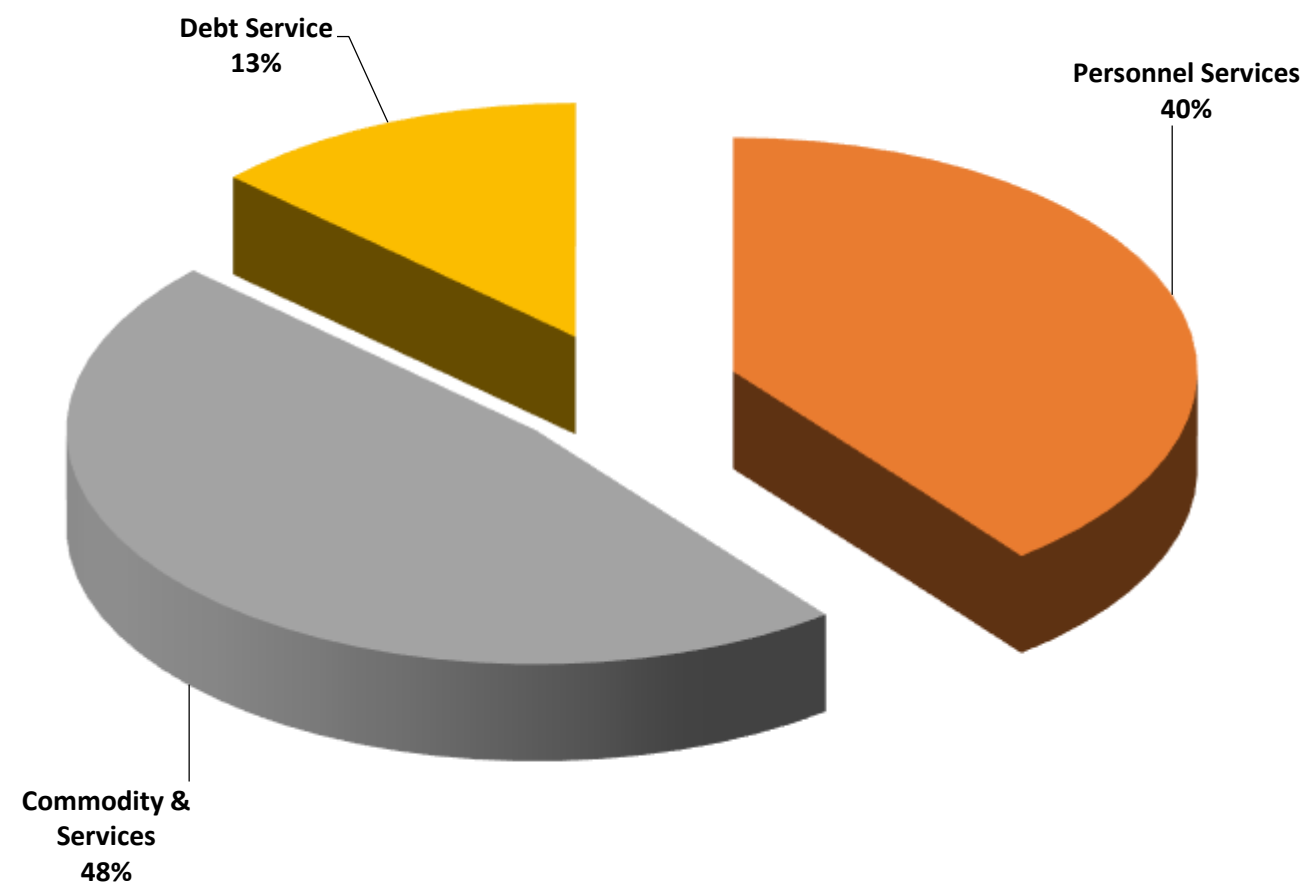
## Harbors Revenue



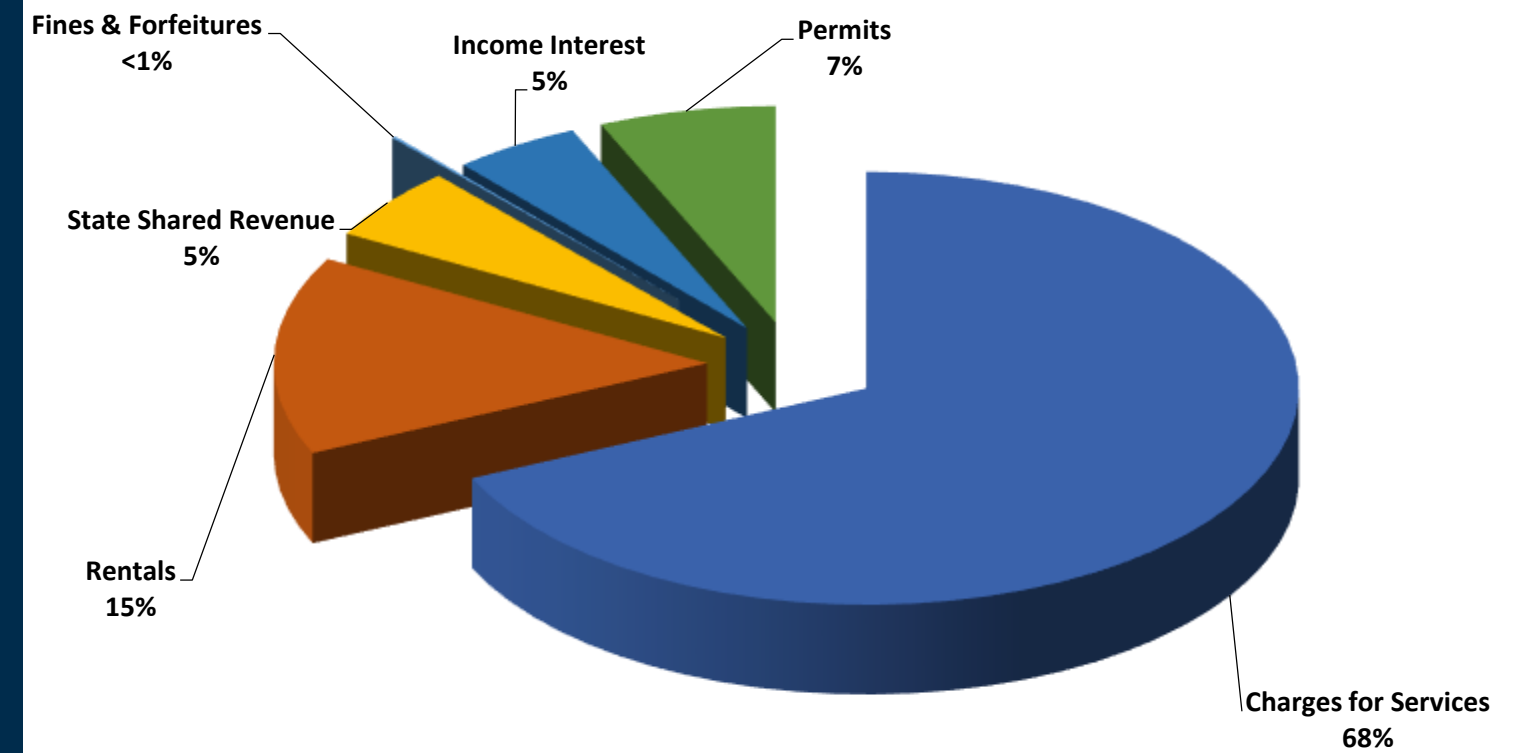


# Harbor Budget FY26 \$7.2M

## Harbors Expenditures



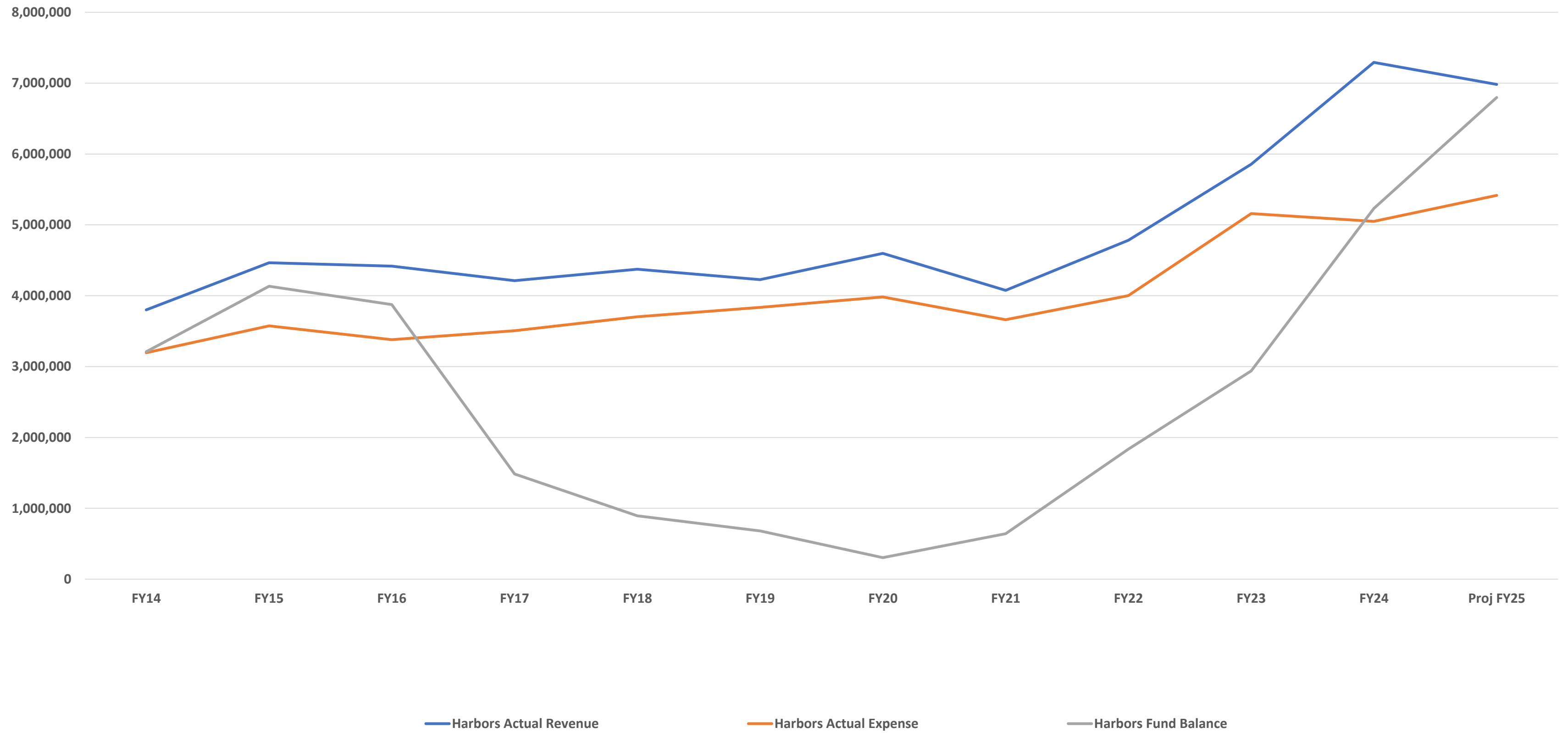
## Harbors Revenue





## Harbors Overview

Section I, Item 8.



Harbors Operations  
Expenditure Budget Lines

<div><div></div></div>	GL Account <div>↑</div>	2024 Actual	2025 Budget	2025 Actual	Current Year Project...	2026
	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter
Account Type: Expenses / Expenditure		(4,460,805.42)	(4,680,800.00)	(2,519,388.41)	(4,720,943)	(4,666,089.05)
<div></div>	5110-0000 - Salaries	1,126,273.45	1,368,000.00	557,812.51	1,368,000	1,248,935.46
<div></div>	5111-0000 - Overtime	53,056.17	45,000.00	24,223.37	51,000	50,000.00
<div></div>	5116-0000 - Accrued Leave	123,006.96		46,878.95		
<div></div>	5120-0000 - Benefits	681,413.20	811,600.00	361,641.53	811,600	768,470.18
<div></div>	5121-0000 - Deferred Comp Employer Match	7,413.62	7,200.00	5,137.81	9,000	11,043.42
<div></div>	5130-0000 - Workers Compensation	26,300.00	20,600.00	20,600.00	20,600	36,200.00
<div></div>	5160-0000 - Bonuses			213.22		
<div></div>	5200-0000 - Business Travel	4,173.25	2,100.00		2,100	2,100.00
<div></div>	5201-0000 - Mileage	1,231.04	1,500.00	618.49	1,300	1,500.00
<div></div>	5202-0000 - Travel & Training	12,253.41	10,300.00	6,577.17	11,000	28,640.00
<div></div>	5205-0000 - Contractual Training	1,067.75	2,500.00		2,500	2,500.00
<div></div>	5310-0000 - Telephone	17,305.73	14,600.00	8,647.90	15,000	15,000.00
<div></div>	5320-0000 - Printing	11,373.99	10,000.00	4,210.90	11,000	11,000.00
<div></div>	5322-0000 - Advertising	3,536.35	5,000.00	1,337.12	4,000	4,500.00
<div></div>	5330-0000 - Rents	118,911.46	120,000.00	76,783.31	120,000	120,000.00
<div></div>	5332-0000 - Electricity	161,578.04	158,100.00	69,912.09	165,000	180,000.00
<div></div>	5333-0000 - Fuel Oil & Propane	43,592.84	41,200.00	16,600.42	45,000	46,000.00
<div></div>	5334-0000 - Refuse Disposal	241,364.52	300,000.00	142,303.12	300,000	300,000.00
<div></div>	5335-0000 - Water Service	24,074.75	21,600.00	13,447.67	25,000	26,200.00
<div></div>	5336-0000 - Wastewater Service	14,374.08	16,500.00	8,874.81	16,000	16,500.00
<div></div>	5340-0000 - Repairs	157,932.07	200,000.00	23,589.62	170,000	190,000.00
<div></div>	5341-0000 - Electronic Repairs	329.99	2,000.00		1,000	1,000.00
<div></div>	5342-0000 - Maintenance Contracts					
<div></div>	5344-0000 - Maintenance - Buildings					
<div></div>	5345-0000 - Building Maint Division Charges	59,100.00	66,600.00	66,600.00	66,600	67,600.00
<div></div>	5347-0000 - Maintenance - Software					

Harbors Operations  
Expenditure Budget Lines

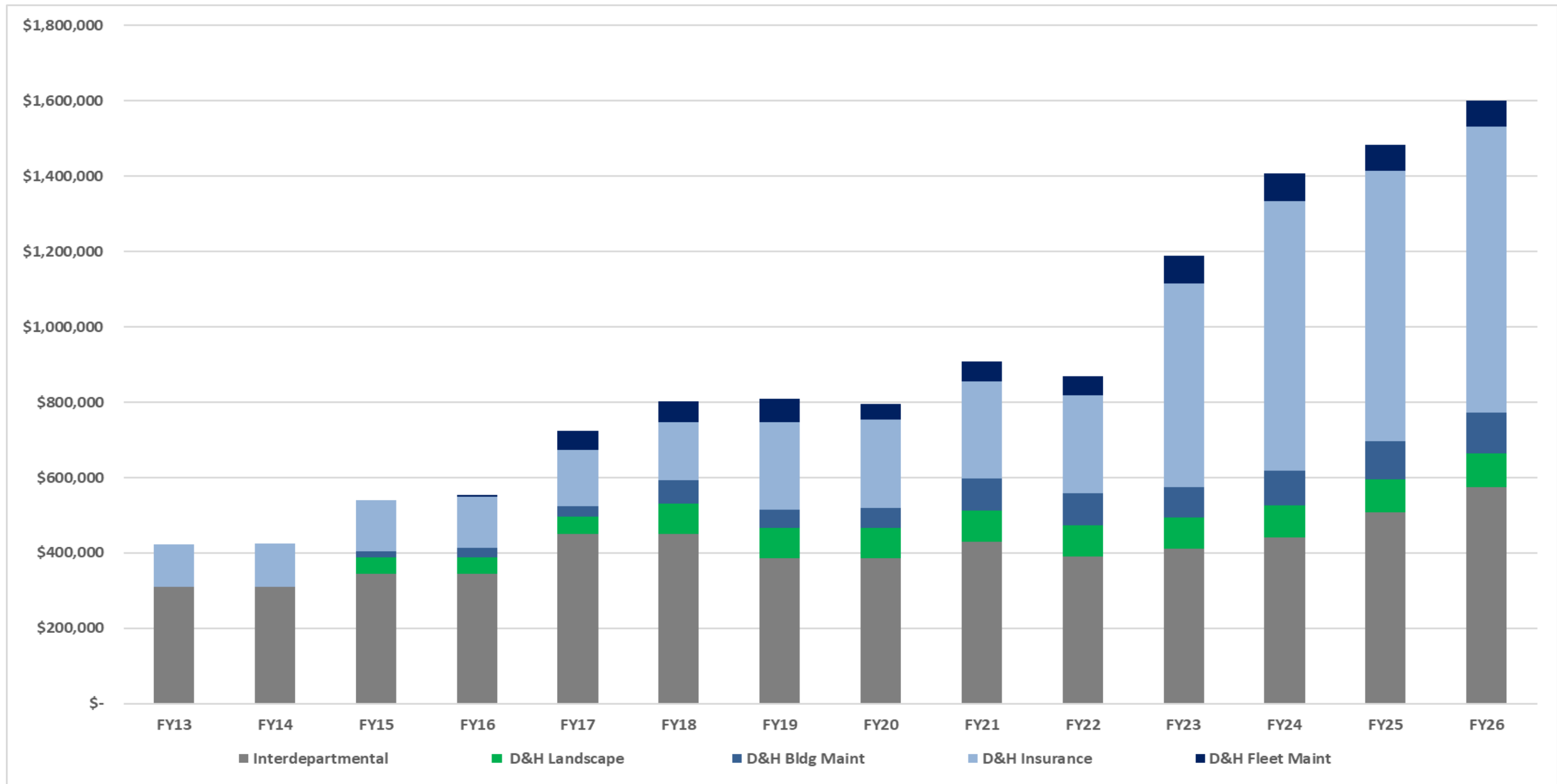
<input type="checkbox"/>	GL Account <span>↑</span>	2024 Actual	2025 Budget	2025 Actual	Current Year Project...	2026
	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter
<input type="checkbox"/>	5347-0000 - Maintenance - Software					
<input type="checkbox"/>	5350-0000 - Landscape Division Charges	42,800.00	44,000.00	44,000.00	44,000	45,400.00
<input type="checkbox"/>	5360-0000 - Equipment Rentals	10,851.90	8,400.00	1,645.60	9,000	9,000.00
<input type="checkbox"/>	5361-0000 - Fleet Equipment Maintenance	82,100.76	68,100.00	49,420.96	68,100	70,000.00
<input type="checkbox"/>	5362-0000 - Fleet Replacement Reserve	30,000.00	30,000.00	30,000.00	30,000	35,000.00
<input type="checkbox"/>	5363-0000 - Equipment Maintenance - Non...	1,585.06	2,000.00	4,156.67	6,300	5,000.00
<input type="checkbox"/>	5370-0000 - Specialty & Property	310,388.80	323,100.00	323,100.00	323,100	327,600.00
<input type="checkbox"/>	5375-0000 - General Liab, Auto & EE Practice	900.00	800.00	800.00	800	900.00
<input type="checkbox"/>	5380-0000 - Dues & Subscriptions	15,935.10	15,000.00	11,840.06	15,000	15,000.00
<input type="checkbox"/>	5389-0000 - Fleet Gasoline	18,594.46	17,500.00	7,379.18	18,000	18,000.00
<input type="checkbox"/>	5390-0000 - Contractual Services	519,824.03	350,000.00	154,294.14	400,000	400,000.00
<input type="checkbox"/>	5394-0000 - Full Cost Allocation	220,500.00	253,800.00	253,800.00	253,800	284,600.00
<input type="checkbox"/>	5397-0000 - Bank Card Fees	169,352.55	200,000.00	110,868.66	180,000	180,000.00
<input type="checkbox"/>	5420-0000 - COVID Materials & Services					
<input type="checkbox"/>	5480-0000 - Office Supplies	3,914.42	5,200.00	1,516.31	5,200	5,200.00
<input type="checkbox"/>	5481-0000 - Postage & Parcel Post	13,883.17	6,000.00	2,817.15	6,000	6,000.00
<input type="checkbox"/>	5488-0000 - Uniforms & Safety Equipment	8,707.86	8,500.00	5,597.87	8,500	9,000.00
<input type="checkbox"/>	5490-0000 - Materials & Commodities	100,866.27	95,000.00	46,698.80	100,000	101,000.00
<input type="checkbox"/>	5491-0000 - Safety Programs & Equipment	1,162.23	15,500.00	2,900.35	8,000	10,000.00
<input type="checkbox"/>	5492-0000 - Gasoline & Oil					
<input type="checkbox"/>	5494-0000 - Loss Contingency	2,000.00	1,000.00		1,000	1,000.00
<input type="checkbox"/>	5496-0000 - Minor Equipment	17,826.14	10,000.00	280.00	15,000	15,000.00
<input type="checkbox"/>	5497-0000 - Minor Furniture & Fixtures		1,500.00		1,000	1,000.00
<input type="checkbox"/>	5498-0000 - Minor Software		1,000.00	20.00	200	200.00
<input type="checkbox"/>	5510-0000 - Vehicles & Equipment			12,242.65	12,243	
<input type="checkbox"/>	7005-0000 - Reimbursable Expense - Extern...	(50.00)				

Section I, Item 8.

## Harbors Operations Revenue Budget Lines

✓	>	GL Account	2024 Actual	2025 Budget	2025 Actual	Current Year Project...	2026
		Type to filter	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter
>		GL Account Type: Expenses / Expenditure	(4,460,805.42)	(4,680,800.00)	(2,519,388.41)	(4,720,943)	(4,666,089.05)
✓		GL Account Type: Revenues / Funding Source	6,499,982.42	6,056,000.00	3,406,363.22	6,705,801	7,014,000.00
>	<input type="checkbox"/>	4013-0000 - State Shared Revenues	464,297.42	350,000.00	451,800.64	451,801	450,000.00
>	<input type="checkbox"/>	4030-0000 - Federal Grant Revenue					
>	<input type="checkbox"/>	4300-0000 - User Fees	4,462,582.76	4,400,000.00	2,615,193.29	4,660,000	4,900,000.00
>	<input type="checkbox"/>	4410-0000 - Permit Revenues	411,177.37	412,000.00	3,174.32	412,000	420,000.00
>	<input type="checkbox"/>	4450-0001 - Minor Violations	6,225.00	10,000.00	7,360.00	8,000	9,500.00
>	<input type="checkbox"/>	4500-0000 - Land Sales					
>	<input type="checkbox"/>	4570-0000 - Land Lease Revenue	1,200,992.67	950,000.00	321,398.01	1,250,000	1,300,000.00
>	<input type="checkbox"/>	4720-0000 - Bad Debts	(173,193.86)	(75,000.00)		(85,000)	(75,000.00)
>	<input type="checkbox"/>	4799-0000 - Miscellaneous Revenue					
>	<input type="checkbox"/>	4800-0402 - AR Interest & Fines	9,391.06	9,000.00	7,436.96	9,000	9,500.00
>	<input type="checkbox"/>	4870-0000 - Proceeds from Disposal of Ass...	118,510.00				

# Fees Paid to Other City Departments



	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Interdepartmental	\$ 309,600	\$ 309,600	\$ 343,800	\$ 343,800	\$ 450,400	\$ 450,400	\$ 386,400	\$ 386,400	\$ 430,800	\$ 391,600	\$ 412,400	\$ 441,022	\$ 507,516	\$ 574,010
D&H Landscape	\$ -	\$ -	\$ 45,000	\$ 45,000	\$ 45,000	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000	\$81,000	\$85,600	\$88,000	\$90,600
D&H Bldg Maint	\$ -	\$ -	\$15,807	\$24,318	\$28,322	\$60,836	\$48,527	\$51,300	\$85,900	\$86,400	\$81,900	\$90,800	\$101,600	\$108,100
D&H Insurance	\$ 114,200	\$114,566	\$136,400	\$136,400	\$149,324	\$154,680	\$231,674	\$236,384	\$257,706	\$258,452	\$538,600	\$716,500	\$717,900	\$757,700
D&H Fleet Maint	\$ -	\$ -	\$0	\$3,660	\$51,661	\$54,391	\$60,547	\$41,000	\$53,000	\$52,000	\$74,700	\$72,700	\$68,100	\$70,000
	\$ 309,600	\$ 309,600	\$ 404,607	\$ 416,778	\$ 575,383	\$ 646,627	\$ 576,474	\$ 559,700	\$ 650,700	\$ 610,600	\$ 1,188,600	\$ 1,406,622	\$ 1,483,116	\$ 1,600,410



# FY 25 Harbor Summary

▶ FY 25 Harbor Revenue is anticipated to remain strong through the end of the fiscal year.

▶ Unbudgeted increase in User Fees by \$250K

- Internal administrative review of billing practices through implementation of strategic workplan
- Utilizing assigned moorage stalls to fullest potential.
- Implementation of Uninsured Vessel Disposal Surcharge

▶ Increase in State Shared Revenue by \$101K

- Salmon Disaster Relief Fund
- State of Alaska Fish Tax

▶ Unbudgeted increase in Land Lease revenue by \$300K due to increase in rent market value





# Docks and Harbors Capital Improvement Projects

## Aurora Harbor

- Phase IV – Permitting, Advertise Feb. 2025. Construction summer 2025
- Harbor Office Recapitalization – Condition Assessment

## Downtown Waterfront Improvements

- Cruise Ship Berth Electrification – AELP – new transformer received. Preliminary design investigation started.

## Wave Attenuator

- Army Corps Charette Oct. \$500K match FY25
- Spotter Buoy for environmental data procured. USACE has begun evaluating design concepts.

## Statter Harbor Improvements

- For Hire Facility Phase III C Restrooms – Completed
- Phase IIID Paving, lighting and Seawalk.

## Echo Cove

- ADFG – Robinson-Pittman spring FY26 Funding

## Aurora Harbor Drive Down Float

- PIPD Grant received- \$11.2M. \$13.9M total project cost.

## Taku Harbor

- ADFG – Dingell – Johnson FY25 CIP Funding. Design complete in January 2025. Construction 2025.

## Wayside Float

- Dredging Project- \$956K- Complete January 2025

# Questions?

## Thank you



<https://juneau.org/harbors>

[Harbormaster@juneau.gov](mailto:Harbormaster@juneau.gov)

[Harborboard@juneau.gov](mailto:Harborboard@juneau.gov)

[Melody.musick@juneau.gov](mailto:Melody.musick@juneau.gov)



# Welcome Aboard!

Congratulations on your selection to receive a Port Infrastructure Development Program (PIDP) FY 2024 grant award. Now that you have been selected for an award, the Maritime Administration (MARAD) would like to move towards executing a grant agreement and fully obligating the funds as soon as possible, so that you may begin work on your project. To that end, we have created this document to provide some early guidance on what the next steps will be as well as provide pertinent information that you need to know regarding the goals, expectations, and requirements for managing your grant.

## Next Steps

1. Kick-off webinar to provide an overview of the program, including background and details related to scope, schedule, and budget.
2. Initial call between the MARAD and recipient team members.
3. Complete pre-award Federal requirements, including:
  - a. National Environmental Policy Act (NEPA) review,
  - b. Section 106 of the National Historic Preservation Act (NHPA) consultations,
  - c. Recipient’s Letter of Funds Availability, and
  - d. Title VI Assessment, as applicable.
4. Develop scope, schedule, budget, and any other areas requiring Recipient input in the draft grant agreement.

### Estimated Grant Agreement Execution Process Timeline:

Action	Responsible Entity	Estimated Time
Kick-Off Webinar	MARAD	Within one month of receiving this document
Initial team meetings	MARAD	Within 2 months of receiving this document
Complete NEPA	Recipient and MARAD	5-20 months
Complete Section 106 of NHPA	Recipient and MARAD	5-20 months
Title VI Assessment	Recipient	6-9 months
Letter of Funds Availability	Recipient	Any time before grant execution, but should not be submitted until after the project budget is finalized
Execute Grant Agreement	Recipient and MARAD	1-4 months after NEPA completion
Estimated total time until Grant Execution		6-24 months

### Point of Contact:

Your grant will be assigned to a Grant Management Specialist. This person serves as the primary point of contact for your grant until grant execution. Your Grants Manager should be the first person you contact when questions or issues related to your grant arise, as well as when technical

assistance, clarification, or other resolution is needed. Your Grants Manager will provide a full list of the contacts related to your project.

### **Before grant agreement execution, you should:**

1. Assist MARAD in the NEPA review process – All grant projects must undergo a NEPA review before execution of the grant agreement, even those projects that will result in a Categorical Exclusion class of action. Review the environmental documents when provided by the MARAD Office of Environmental Compliance and start to formulate the action plan to complete the required documentation as soon as possible. If your project will require consultation or coordination with other service agencies (e.g., National Marine Fisheries Service (NMFS), U.S. Fish and Wildlife Service (FWS)), please begin that process as early as possible to avoid delaying the NEPA process.
2. Assist MARAD in the NHPA Section 106 consultation process – Section 106 requires MARAD to identify and assess the effects its actions may have on historic properties. Please review your project and what may be required to complete this process. The MARAD National Historic Preservation Officer will help with this requirement.
3. If your project includes a non-Federal cost match, submit to MARAD your non-Federal match documentation – MARAD requires that you provide a letter of match commitment confirming that the non-Federal match outlined in your application is secured and dedicated to the project. We cannot execute a grant agreement without this funding commitment letter. MARAD will provide an example of what this documentation should look like, upon request.
4. Develop draft Grant Agreement – Work with MARAD on finalizing the draft Grant Agreement, including project scope, schedule, and budget.
5. Ensure Build America, Buy America Act (“BABA” or “Buy America”) compliance – Review the materials required to execute the project scope to ensure compliance with the applicable Buy America requirements (see Buy America Requirements below). MARAD cannot obligate PIDP funds unless all steel, iron, manufactured products, and construction materials are made in the US or a waiver applies.
6. Complete the Title VI Assessment. These requirements may vary depending on whether you are an existing or new MARAD grant recipient. MARAD’s external civil rights coordinator will assist you with these requirements.

### **Before grant agreement execution, you should NOT:**

1. Begin any construction activities – No construction (i.e., activities that disturb the land in any way or involve in-water work) can take place prior to NEPA completion or you risk jeopardizing your entire Federal award. Certain activities, such as field surveys, studies, and/or investigations that require minimally invasive environmental disturbances may be permitted only with prior notification to and approval from MARAD. For more information on which activities are and are not allowable before NEPA is complete, refer to MARAD’s “Process on pre-NEPA Field Surveys Prior to Grant/Loan Award Execution” document provided by MARAD’s Office of Environmental Compliance.

After NEPA completion but before grant agreement execution, construction activities can only begin with written pre-approval by MARAD.

2. Incur any project costs without MARAD's written approval (regardless of whether the costs would be reimbursed with PIDP grant funds or charged to your non-Federal cost share) – Pursuant to 46 U.S.C. 54301(a)(10)(B) and 2 CFR 200.458, PIDP recipients must apply to MARAD for approval to incur and expend any Federal or non-Federal project costs prior to grant agreement execution. If you would like to begin incurring certain eligible project costs, please contact your Grants Manager and they can explain the process and provide you with the "Pre-award costs application." Generally, to be allowable, at a minimum, the costs must:
  - a. Be for pre-construction activities (unless NEPA is already completed);
  - b. Not yet be incurred or expended;
  - c. Comply with all Federal requirements;
  - d. Be included in the applicable PIDP grant application as future eligible costs;
  - e. Be necessary for the efficient and timely performance of the scope of work; and
  - f. Be directly pursuant to the negotiation and in anticipation of the Federal award.

## **Additional Things to Consider:**

### **Procurement methods:**

The acquisition of goods and services must follow the procurement standards described in 2 C.F.R. 200.317-327. A State or Indian Tribe must follow the same policies and procedures it uses for procurements from its non-Federal funds. All other non-Federal entities must conduct all procurement transactions for the acquisition of property or services in a manner providing full and open competition consistent with the standards described in 2 C.F.R. 200.319-320. Noncompetitive procurements can only be awarded in accordance with 2 C.F.R. 200.320(c) and with the written approval of MARAD.

### **Minimum Wage Rates:**

You must include, in all contracts in excess of \$2,000 for work on the project that involves labor, provisions establishing minimum rates of wages, to be predetermined by the United States Secretary of Labor, in accordance with the Davis-Bacon Act, 40 U.S.C. 3141–3148, that contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

### **Small and Disadvantaged Business Enterprises Requirements:**

If any funds under this award are administered by a State Department of Transportation, those funds must be expended in compliance with the requirements at 49 C.F.R. part 26. Otherwise, you must expend all funds under this award in compliance with the requirements at 2 C.F.R.



200.321 (“Contracting with small and minority businesses, women’s business enterprises, and labor surplus area firms”).

### **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act):**

The Uniform Act and implementing regulations at 49 CFR part 24 apply when Federal aid is used to fund any phase of the project. For example, if you use local funds for a right-of-way acquisition that is in anticipation of this USDOT project, you must still comply with the Uniform Act related to those right-of-way activities to be eligible to receive these Federal funds.

### **Buy America Requirements:**

Your project is an infrastructure project. Therefore, all iron, steel, manufactured products, and construction materials used in the project for infrastructure expenditures<sup>1</sup> are subject to the domestic content requirements of the Build America, Buy America Act, Pub. L. No. 117-58, div. G, tit. IX, subtit. A, 135 Stat. 429, 1298 (2021) and 2 C.F.R. 184, as implemented in the terms and conditions and exhibits of the grant agreement.

You must not use funds provided under this award unless:

- (1) all iron and steel used in the project are produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- (2) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product; and
- (3) all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

When necessary, you may apply for, and the USDOT may grant, a waiver from the Buy America preference if the USDOT determines that:

- (i) applying the Buy America preference would be inconsistent with the public interest;
- (ii) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
- (iii) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

On August 16, 2023, USDOT announced a public interest [Waiver of Buy America Requirements for De Minimis Costs and Small Grants](#). Under this waiver, you may use a de minimis amount of non-compliant iron, steel, manufactured products, and construction materials in your project as long as the total value of the non-compliant products is no more than the lesser of \$1 million or

<sup>1</sup> Noninfrastructure spending should comply with the Buy American Act requirements at 41 U.S.C. chapter 83.



5% of total applicable costs for the project. Total applicable project costs are defined as the cost of materials (including the cost of any manufactured products but excluding labor costs) used in the project that are subject to a domestic preference requirement, including materials that are within the scope of an existing waiver.

Please notify MARAD as soon as possible when a potential Buy America issue arises.

**Conflicts of Interest:**

You must establish and maintain written Standards of Conduct covering conflicts of interest and governing the performance of your employees that are engaged in or otherwise involved in the award or administration of third-party contracts. Additionally, you must be aware of conflict of interest issues a prospective contractor might have, including lack of impartiality, impaired objectivity, or unfair competitive advantage. You must disclose, in writing, any potential or real conflicts of interest to MARAD in accordance with 2 CFR 200.112.