



DOCKS AND HARBORS BOARD MEETING AGENDA

December 19, 2024 at 5:00 PM

Port Director's Office /Zoom Webinar

<https://juneau.zoom.us/j/89673334765> or (253)215-8782 Webinar ID: 896 7333 4765 Passcode: 103622

A. CALL TO ORDER: (5:00pm in Port Director's Conference Room & via Zoom)

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

MOTION: TO APPROVE THE AGENDA AS PRESENTED OR AMENDED.

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

E. APPROVAL OF MINUTES

- [1.](#) November 21st, 2024 Board Meeting Minutes

F. CONSENT AGENDA

- Public Requests for Consent Agenda Changes
- Board Members Requests for Consent Agenda Changes
- Items for Action

- [2.](#) FY26 Capital Improvement Projects (CIP) List
Presentation by Harbormaster

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

- [3.](#) FY26 Marine Passenger Fee (MPF) Request List
Presentation by Harbormaster

RECOMMENDATION: TO APPROVE THE FY26 MARINE PASSENGER FEE REQUEST LIST AS PRESENTED.

MOTION: TO APPROVE THE CONSENT AGENDA AS PRESENTED.

G. NEW BUSINESS

- [4.](#) Additional Charges for Cruise Ships without Electronic ID Verification
Presentation by Harbormaster

Board Questions

Public Comment

Board Discussion/Action:

MOTION: 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.

H. COMMITTEE AND MEMBER REPORTS

1. Operations Committee Meeting Report
2. Assembly Lands Committee Liaison Report
3. South Douglas/West Juneau Liaison Report
4. Member Reports

I. PORT ENGINEER'S REPORT

J. HARBORMASTER'S REPORT

K. ASSEMBLY LIAISON REPORT

L. BOARD ADMINISTRATIVE MATTERS

- a. Ops/Planning Committee Meeting - Wednesday January 22nd, 2025.
- b. Board Meeting - Thursday January 30th, 2025.

M. 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 Uchtyl – 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. Uchtyl 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 multi user. 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 stand point 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 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 still 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 per each Enterprise. 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. Uchtyl 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 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 a 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 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. Uchtyl 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. Uchtyl 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. Uchytal 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. Uchytal 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. Uchytal 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. Uchytal 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 5:00pm.
- 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. Uchtyl 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 really 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 Votec 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(TSA). 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 work day. The unbenefitted positions also allows 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 Corp decides for the floating breakwater. He said there will be plenty of time to come up with a master plan after the Corp 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. Uchtyl 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 a 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 run down 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. Uchytal 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 and Docks collects those fees on behalf of the City. Mr. Uchytal 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. Uchytal 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. Uchytal said he expects the projects that are always funded to be funded, but not anything else.

Mr. Uchytal 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 – On going currently. Our expense \$2M and Federal \$2M. Once the study is completed then starts the construction. Our portion will be 20% which will 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 DOT 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 grant application.

DOT Harbor facility grant - Mr. Uchytel commented that when we are putting together a CIP list, it 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 ROW's. 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. 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. Uchytel 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. Uchytel 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 16th.

Mr. Uchytel 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 8:00pm

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 BOARD MEETING MINUTES

November 21, 2024, at 5:00 PM

Port Director's Conference Room/Zoom Webinar

<https://juneau.zoom.us/j/84590534008> or (253)215-8782 Webinar ID: 845 9053 4008 Passcode: 277265

A. CALL TO ORDER By Mr. Etheridge at 5:00pm in Port Director's Conference Room and via Zoom

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

Absent: James Becker and Nick Orr.

Also in attendance: Nicole Lynch

C. PORT DIRECTOR REQUESTS FOR AGENDA CHANGES- None.

MOTION BY MS SMITH TO APPROVE THE AGENDA AS PRESENTED OR AMENDED.

Motion approved unanimously.

D. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS- none.

E. APPROVAL OF MINUTES

- 1. October 31st, 2024 Special Board Meeting
- 2. October 31st, 2024 Board Minutes

Minutes approved unanimously.

F. CONSENT AGENDA

- A. Pubic Requests for Consent Agenda Changes- none.
- B. Board Members Requests for Consent Agenda Changes- none.
- C. Items for Action

MOTION BY MS. SMITH TO APPROVE THE CONSENT AGENDA AS PRESENTED.

G. UNFINISHED BUSINESS

- 3. FY2026 Docks & Harbors Legislative Priorities

Public Comments- none.

Board Discussion/ Action

RECOMMENDATION BY MS. SMITH TO FORWARD, IN ORDER OF RECEDENCE, (1) THE AUKE BAY WAVE ATTENUATOR AND (2) THE AURORA HARBOR DRIVE DOWN FLOAT AS THE TWO DOCKS & HARBORS CAPITAL PROJECTS FOR THE CBJ FY2026 LEGISLATIVE PRIORITY LIST.

- 4. Project Priorization

Presentation by Port Director: Presentation by Port Director: Mr. Uchytel said that staff and Board members were asked to participate in a survey to rank project priorities. The survey was organized in two categories, one being new projects and the other being recapitalization projects. Docks and Harbors projects were not separated in the survey. There were 12 staff participants and 8 Board members. The purpose of the survey was to establish a priority list of projects for the next six fiscal years. At the end of the FY24 fiscal year the fund balance for Harbors was \$4.4M and Docks fund balance was \$3.7M. Mr. Uchytel said due to funding restrictions, Docks and Harbors seeks out projects that can be completed

with grant funding. The survey results from staff and Board members will be heavily considered when creating the capital improvement project list. The Aurora Drive Down Float and Marine Services Facility were two projected that were ranking highly by staff and Board members. The local match for the Aurora Harbor Drive Down Float is \$2.4M. Mr. Uchytal said that it is possible that the grant agreement will be signed this fiscal year, therefore \$300,000 is being allocated to the Drive Down Float project in FY25. Mr. Uchytal said that there is a chance that Docks and Harbors will receive half of the local match for the PIDP grant from DOT Harbor Facilities Grant; however, the Board should not plan on receiving the DOT grant for the local match due to difficulties with grant submission. The \$2.4M local match represents a significant amount of the Harbor's fund balance. The Statter Harbor roof replacement and Aurora Harbor Phase IV were ranked high by the Board and staff members for recapitalization projects. Mr. Uchytal said that he would like to award the Statter Harbor roof project this fiscal year so that in September of 2025 construction could be completed. Aurora Harbor Phase IV is a \$11.4 million dollar project. The H float that was completed this year was a \$4.3 million dollar project which included a single float, and half the fingers planned for phase IV.

Board Questions

Ms. Smith asked what the square footage of the Statter Harbor office

Mr. Uchytal said the office is approximately 250,000 square feet.

Ms. Smith asked why replacing the roof would cost \$250K.

Mr. Uchytal said the cost is an estimate for replacing the roof.

Mr. Leither asked why the UAS property purchase, and the Marine Services Facility were not ranked on the staff survey.

Ms. Musick said that the data sheet shows the top 20 projects.

Mr. Leither asked for the staff perspective on why some of the major projects were ranking differently for the Board and the staff.

Mr. Creswell said that from the staff perspective, many are focused on the daily operations of the Harbor and can see the clear benefits of the Aurora Drive Down Float on their daily operations. Some of these projects are not on the staff's radar and the survey could be the first time they have been exposed to the project concepts.

Mr. Hamilton asked why Dock money is not being used on most of the projects on the list.

Mr. Uchytal said that it is difficult to use Dock money for Harbors projects without the ability to connect the benefit directly to the tourism industry and Docks operations. The projects are projected into future dates, and it is the best interest of the department to act strategically when committing funding for projects. Mr. Uchytal said that at this stage in project planning, the Board should be analyzing whether the project will be successful.

Mr. Leither asked why the Emergency Vessel Lightering Float was ranked so high in the survey.

Ms. Smith said that she ranked it very high in the survey because before it was removed it was her preferred winter diving location. Ms. Smith said that after she joined the Docks and Harbors Board community members from many different groups reached out to voice their frustration on the removal of the float. Ms. Smith said that it has been a consistent priority for her while on the Board.

Mr. Leither said that he understands that community members want access to the lightering float, however his understanding of the project is that it would be an emergency float.

Mr. Etheridge said that the Emergency Lightering Float would function like the lightering float, the only difference is the naming terminology.

Mr. Uchytel said that the float is named that way because the city has expressed that it will not approve another lightering float project. Mr. Uchytel said that his recommendation for FY25 would be to set aside \$300,000 for the design of the Drive Down Float and to complete the Statter Harbor Phase IIID, which would be completed using Dock funds. Mr. Uchytel said that he is waiting for the financial audit to be completed before committing to the project to ensure that there will be sufficient fund balance. Mr. Uchytel said that for recapitalization projects, he would like to award the Statter Harbor roof replacement in FY25, and that roof replacement is not inexpensive.

Mr. Sill said that the roof replacement would constitute replacing the entire roof structure not just the shingles.

Mr. Uchytel said that the ongoing projects that are on the survey list are: Statter Harbor Breakwater, Wayside Park Dredging, Aurora Phase IV, and Taku Harbor. Mr. Uchytel said that in FY26 a FEMA Grant or Marine Passenger Fees may be utilized to procure the Sea-walk security cameras. The Downtown piling inspection can also be a project that Marine Passenger Fees are requested, to know the condition of the timber pilings. Mr. Uchytel reviewed the information on page 14-17 of the agenda packet with the Board. Mr. Uchytel said that the department could request Marine Passenger Funds for the tug slip dredging project.

Mr. Etheridge said that Docks and Harbors has requested Marine Passenger Funds in the past for tug slip dredging, however that was before the CLIA lawsuit.

Public Comments- none.

Board Discussion

Ms. Smith asked if the change of political parties in January will impact on the shore power project.

Mr. Uchytel said that the shore power project will not be funded by federal grant funds and therefore will not impact the feasibility of the project. Mr. Uchytel said that with the changes in administration grant opportunities like the EPA that the department applied for this summer are less likely.

Mr. Hamilton asked if there was a way to measure how strongly certain projects were ranked.

Mr. Uchytel said that the survey was ranked.

Ms. Musick explained the rank survey system used to measure the priorities of the Board and staff.

Ms. Smith said projects that have the best chance of funding and not necessarily the most interest might be better prioritized.

Mr. Etheridge agreed and said that funding for some of the projects will be difficult to secure and that the Board should prioritize the projects that have the best chance of success.

Mr. Hamilton said that he would like the survey to go out to the harbor stakeholders and patrons so that the public could give input on Docks and Harbors projects. Mr. Hamilton asked if this would be something other Board members would be interested in.

Mr. Etheridge said that sending out a survey to the public would put a significant amount of strain on staff interpreting results, while the department's administrative personnel are understaffed.

Ms. Smith said that a public survey is something that has been done before, it should be something that could be posted on Facebook and replicated.

Mr. Creswell said that it depends on the quality and detail of the survey that the Board is requesting. The survey sent out to the Board and staff to rank project priorities assumes a certain amount of understanding of the internal workings of the department and on-going projects. For a successful survey to be released to the public there would be much more development involved.

Ms. Smith said that she likes the idea of sending the survey out to the public. Ms. Smith said that the survey should be split up into two surveys for Docks and Harbors projects.

Mr. Hamilton said that the projects on the list for the Harbors department are familiar with stakeholders and wouldn't require lengthy descriptions.

Mr. Creswell said that he would like the Board to create a responsible timeline and expectations for the use of the survey results before sending a survey out to the public. Mr. Creswell said that the department is particularly busy at this time of the year with the budget and holiday travel. Additionally, the timeline of December 16th for the CIP list to be submitted to the Engineering department would be difficult to achieve. Mr. Creswell, it would be more feasible to conduct a public survey with ample time to ensure quality development and results.

Mr. Hamilton said that he would like to move forward by surveying the public to take the guess work out of public will.

Mr. Leither said that his fear is associated with publishing a public survey without further development or descriptions would be unreliable results. Mr. Leither said that he does see the benefit of larger input from the Board's constituents. Mr. Leither recommended that the list be narrowed down to five options in which the public is asked to select the top three projects.

Mr. Etheridge said that he is worried about publicizing the list of projects and not being able to meet the expectations of the public due to funding.

Mr. Leither said that he agrees with Mr. Etheridge and would not like to let the public down with unrealistic expectations. Mr. Leither said that he appreciates it when the public takes the time to reach out to the Board regarding issues or future projects.

Mr. Sooter said that the majority of the projects on the survey list do not have funding, and staff would most likely have to be prepared to answer the public's reaction to the list.

Mr. Hamilton volunteered to help with the survey development. Mr. Hamilton said that he does not see how staff having to field an increase in questions for the public is a bad thing.

Mr. Creswell said that staff do not have any issues with addressing the public's questions. Mr. Creswell said that it difficult for staff to speak to the Boards intentions and project specifics; especially after the survey if the public does not see immediate results due to the time commitment and constraints of many of the projects. When situations related to Board topics or projects arise, staff are trained to reach out to Mr. Creswell or Mr. Uchytel to present a unified voice for the department.

Mr. Hamilton said that publishing the survey would provide a more robust reason behind which projects are selected and prioritized.

Ms. Smith said that she would like a public survey to go forward at least for the Harbor projects. Ms. Smith said that she would like to have a space in the survey were the public would be able to submit their own ideas for Harbor projects. Given the difference in the survey results from the Board and staff there could be other perspectives that are held by the public that are not reflected in the current survey results. Ms. Smith said that she would like the survey to be used as an informational tool not necessarily for the purpose of establishing the CIP list for the December 16th deadline.

Mr. Leither asked if the Salmon Derby survey was a one off or an annual survey.

Mr. Creswell said that in the past ten years there have been two Salmon Derby surveys.

Mr. Hamilton requested that the survey be a topic of discussion for the Operations and Planning Committee Meeting in December.

Mr. Etheridge said that the topic will be brought before the Operations and Planning Committee.

H. NEW BUSINESS

- 5. Resolution in Support of Increasing ADOT Harbor Facility Grant to \$7.5M

Mr. Creswell referenced page 18 and 19 of the agenda packet which contains a sample resolution in support of raising the Alaska Department of Transportation Harbor Facilities Grant to maximum funding to \$7.5 million. The grant program was established to help municipalities in recapitalization efforts after the State transfer Harbor ownership to local municipalities. The program is a matching grant program where half of the funds are matched by local municipalities. The grant is broken down into two sections, tier one and tier two. Each harbor facility is eligible for one-tier one grant over the course of the grant program. Tier two grants are unlimited for each facility. The current maximum match amount is \$5 million dollars, therefore facility projects that cost more than \$10 million dollars have to be funded locally along with the match amount. When the grant program was established in 2006 the maximum was set at \$5 million dollars and there has been standard inflation and Consumer Price Index increases. \$5 million dollars in 2006 is the equivalent to \$7.5 million dollars today.

Board Questions- none.

Public Comment- none.

Board Discussion/Action-none.

MOTION BY MR SOOTER TO RECOMMEND THE ASSEMBLY ADOPT A RESOLUTION IN SUPPORT OF ADOT TO INCREASING THE MAXIMUM AMOUNT OF A HARBOR FACILITY GRANT FROM \$5M TO \$7.5M.

- 6. Resolution in Support of Full Funding of the FY26 ADOT Harbor Facility Grant Program

Mr. Creswell referenced page 20 and 21 of the agenda packet. This relates to the Alaska Department of Transportation Harbor Facilities Matching Grant Program. The sample resolution on page 20 of the agenda packet is for the City and Borough of Juneau to support full funding of the ADOT Harbor Facilities Grant Program. This resolution is made every year to show support of the grant program. The three communities that have projects under consideration for the FY26 program are Unalaska, Sitka, and Juneau.

Board Questions- none.

Public Comment- none.

Board Discussion/Action

MOTION BY MS. SMITH TO RECOMMEND THE ASSEMBLY ADOPT A RESOLUTION IN SUPPORT OF THE LEGISLATIVE TO FULLY FUND THE FY26 ADOT HARBOR FACILITY GRANT.

I. ITEMS FOR INFORMATION/DISCUSSION

- 7. Annual Letter to the Assembly

Mr. Creswell referred to page 22 of the agenda packet. This is an annual process required by city code that the Board submit an annual letter to the Assembly. The chart under item two contains blank numbers as the FY24 audit is still in progress. The fund balance at the end of FY24 for Harbors will be \$4.4 million dollars and the end fund balance for Docks will be \$3.7 million. The letter provides a summary of the marine passenger counts, the new fee schedule, and the projects that have been completed and that are currently on-going. The letter also highlights the UAS internship program and the North Douglas improvements.

Board Discussion/Public Comment

J. COMMITTEE AND MEMBER REPORTS

- 1. Operations Committee Meeting Report

Mr. Sooter reported: Mr. Sooter said that the CIP list was moved out of the Board retreat and that there was a small presentation on the status of the Wayside Park Dredging project.

2. Assembly Lands Committee Liaison Report- none.

3. South Douglas/West Juneau Liaison Report

Ms. Smith reported: Ms. Smith said that the main request from South Douglas/ West Juneau Meeting was that they would like a list of the current and recent projects at Douglas Harbor and uplands. Another request from the Committee is a masterplan for the Douglas Harbor Uplands, that will maintain sufficient parking for harbor users and enhance the uplands area. Ms. Smith asked if there is a masterplan associated specifically with Douglas Harbor.

Mr. Etheridge said that there are the original design plans for the harbor.

Mr. Sill said that there is an original design plan for the Douglas Uplands from 2000 that he would be able to provide.

Mr. Hamilton asked for clarification as to whether the committee was asking Docks and Harbors to create a masterplan or if they were asking for an existing plan.

Ms. Smith said that they were asking for an existing plan.

Mr. Etheridge said that the requests for development in the areas from the committee overlap with ADOT and Parks and Recreation jurisdiction.

4. Member Reports

K. PORT ENGINEER'S REPORT

Mr. Sill reported:

- Wayside Park Dredging is under construction. The float has been removed and is being stored on the Ketchikan concrete breakwater that is located near Aurora Harbor. Dredging will begin on Monday; the dredging barge is currently stuck in Petersburg due to weather conditions.
- The Aurora Harbor Phase IV 75% design has been received from PND Engineering. The designs are currently being reviewed by Mr. Sill. The project will go out for bid in mid-January.

L. HARBORMASTER'S REPORT

Mr. Creswell reported:

- Planning for summer season 2025 to improve upon last year. All staff members are engaged in multiple projects related to the improvement of the department for the upcoming season. Policies procedures and regulations are being reviewed by staff to identify areas for functional improvement. The administrative staff has implemented a strategic work plan to address and achieve goals focused on modernizing the department.
- The Uninsured Vessel Disposal Surcharge will be going into effect January 1st, 2025. This impacts all assigned moorage patrons and those who pay monthly, semi-annual, or annual moorage charges that do not have insurance. A communication plan has been established to notify all patrons in early December.
- Preparation for the winter season is on-going. Ice melt is being used in the Harbors for ice patches. The staff have been trained in cold weather conditions.
- Two administrative assistant positions are open for hiring: one at Statter Harbor and one at the Port Directors Office. Interviews for those positions will begin next week.
- December 5th Christmas party, white elephant and ugly Christmas sweater dress code. Email to RSVP for attendance.

M. PORT DIRECTOR'S REPORT- None.

N. ASSEMBLY LIAISON REPORT

Mr. Smith reported:

- The Assembly approved the regulation changes that were previously approved by the Docks and Harbors Board.
- The City Manager and the Port Director have been authorized to engage in a property land exchange with Reed Stoops for the National Guard Dock.
- The December 2nd Committee of the Whole Meeting will discuss the Tideland Lease of the Huna Totem Dock.

O. BOARD ADMINISTRATIVE MATTERS

- a. Ops/Planning Committee Meeting - Wednesday December 11th, 2024.
- b. Board Meeting - Thursday December 19th, 2024.

P. ADJOURNMENT: Meeting adjourned at 6:19pm.

ADA accommodation 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.

Estimated CIP Schedule	
December 16, 2024	CIP Project Nomination Submissions Due to Engineering
January 2025	Present FY26 Resolution to Assembly PWFC as Informational item at last PWFC of the month
February 2025	Planning Commission reviews the CIP
March 2025	PWFC review and discussion, forward to the Assembly Finance Committee / Assembly for review / action
April 2025	Finance Committee, SRRC and Assembly act on CIP as part of budget process
June 15, 2025	Assembly must Adopt the CIP
July 1, 2025	FY26 Budget is effective

INSTRUCTIONS - Call Breckan for Questions on this Excel Document 907-586-0800 ext.

Step 1 - Start on Tab #1

Please complete Tab #1 before starting Tab #2. For reference, use last year's submission and the CIP Book to update the existing schedule. However, ensure you use the current document as there have been updates.

Step 2 - Go to Tab #2

Copy FY26 projects from Tab #1 to Tab #2.

Priority, Project Name, & Project Cost: These cells should match Tab #1's designation.

Project Description: Provide a 2 to 3-sentence project description with each of the nominated FY26 projects.

Funding Source: Leave as unknown unless specifically allocated by Voter-Approved Special 1%, department specific revenue funds (Enterprise Departments) or Unscheduled. Specifically, identify FY26 grant projects you have applied for or intend to apply for in FY26. These are important to include in your department priority list

Sustainability Element of Project: Please identify if and how each nominated project includes a green/sustainable element. One of the Assembly goals and focuses is to provide a Sustainability Community.

5. Sustainable Community - Juneau will maintain a resilient social, economic, and environmental habitat for existing population and future generations.				
AA*		Implementing Actions	Responsibility	Notes:
A	P/O	Implement a zero waste or waste reduction plan, including development of the Zero Waste Subdivision.	Assembly, Manager's Office, EPW, Finance	
B	P/O	Identify and prioritize the most cost-effective energy efficiency and electrification upgrades in CBJ facilities.	Assembly, Manager's Office, all departments	
C	P/O/ F	Implement projects and strategies that advance the goal of reliance on 80% of renewable energy sources by 2045	Assembly, Manager's Office, all departments	
D	P/F	Develop mitigation and resilience strategies aimed at reducing community risk and helping Juneau adapt to climate-related hazards that have been identified in the 7/22 ACRC Report	Assembly, Manager's Office, EPW	
E	P/O/ F	Develop strategy to reduce abandoned/junked vehicles	Assembly, Manager's Office, EPW, Law, P&R, D&H	

*Assembly Action to Move Forward: P = Policy Development, F = Funding, S = Support, O = Operational Issue

Image - Assembly Goals 2024 - Section 5. Sustainable Community

Project Area: Select from the drop-down Downtown, Lemon Creek, Valley, Douglas, North Douglas, Out the road, or Areawide (Information used by the Systemic Racism Review Committee)

Contacts for Project Scoping & Cost Estimating

Jeanne Rynne, City Architect (ext. 4186)
John Bohan, Chief CIP Engineer (ext. 4188)

Submit to:

Breckan Hendricks, EPW Admin Officer @ Breckan.Hendricks@Juneau.gov
OR

Save on the Shared F Drive (shared (\\cbjfiels.cbj.local) (F:) Engineering > CIP Department Submissions

DEPARTMENT CAPITAL IMPROVEMENT PLAN 6 YEAR PRIORITIES

Department: Docks & Harbors

Date: 12/5/2024

Compiled by: Carl Uchytel

Phone number: 586-0294

Note: Round the estimated project cost to the nearest thousand

Priority	Project	FY26	FY27	FY28	FY29	FY30	Future
<i>EXAMPLE #1</i>	<i>Aurora Harbor Rebuild Phase III</i>	<i>\$1,500,000</i>					
1	Aurora Harbor Drive Down Float (local match \$2.8M)	\$13,000,000					
2	Statter Breakwater - Cost Share w/USACE	\$600,000	\$900,000				
3	Statter Harbor Office - New Roof	\$250,000					
4	Statter Harbor - Zinc Anodes	\$500,000					
5	Secure Storage - Little Rock Dump	\$300,000					
6	Echo Cover -Launch Ramp Float	\$200,000					
7	Shore Power - 16B	\$30,000,000		\$31,000,000			
8	Downtown Piling Inspection	\$300,000					
9	Downtown Seawalk Cameras	\$1,000,000					
10	Statter Harbor Phase IIID - curb, gutter & paving	\$3,500,000					
11	UAS Property Purchase		\$8,000,000				
12	Aurora Harbor Office - Replacement		\$3,500,000				
13	Douglas Harbor Launch Ramp Extension/Lighting		\$200,000				
14	Douglas Harbor Showers/Bathrooms		\$250,000				
15	Aurora Harbor Showers/Bathrooms		\$250,000				
16	Emergency Vessel Loading Float		\$1,000,000				
17	Statter Breakwater Construction - Local match w/USACE			\$20,000,000			
18	Douglas Harbor Uplands			\$6,000,000			
19	Zinc Anode Replacement - 16B			\$3,000,000			
20	Harbor-wide Security Gates			\$500,000			
21	Statter Harbor Garage/Storage				\$1,500,000		
22	Aurora Harbor Dredging - Tug Slip				\$500,000		
23	Marine Services Facilities				\$30,000,000		
24	Deck Over People's Wharf/USS JUNEAU				\$7,000,000		
25	Lone Sailor Memorial				\$200,000		
26	Direct Fish Sales Facility - Harris Harbor					\$300,000	
27	Seawalk Harris & Aurora Harbors					\$10,000,000	
28	Small Cruise Ship Infrastructure					\$15,000,000	
29	Purchase Archipelago Property					\$11,000,000	

30	Auke Baywalk - Statter Harbor to Auke Bay Marine Station						\$12,000,000
31	Downtown Safety Railing						\$2,000,000
32	Amalga Harbor Improvements						\$1,000,000
33							
34	Bold indicates Docks Enterprise projects						
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Totals:		\$49,650,000	\$14,100,000	\$60,500,000	\$39,200,000	\$36,300,000	\$15,000,000

FY 26 CAPITAL IMPROVEMENT PLAN DEPARTMENT PRIORITY PROJECT LIST

FY26 Priorities on this tab should match the FY26 Column on 6-year Priority Projects tab.

Department: Docks & Harbors Date: 12/5/2024
 Compiled by: Carl Uchytel Phone: 586-0294

Note: Unscheduled/unfunded large projects should be included on this page.

TOTAL FY26 Request from **FY26 CIP Dept Priority Projects Tab** \$ **49,650,000**
 TOTAL FY26 Request from **6-Yr Priority Projects Tab** \$ 49,650,000

PRIORITY	PROJECT NAME (this should match your project name on Tab #1)	PROJECT COST (Round to nearest thousand)	PROJECT DESCRIPTION	Funding Source (Leave as unknown unless specifically allocated by Voter Approved Special 1% or Unscheduled)	Funding Sources Notes:	Sustainability Element of Project	Project Area- DT, LC, Valley, Douglas, ND, Out the road, Areawide
<i>EXAMPLE #1</i>	<i>Aurora Harbor Rebuild Phase III</i>	<i>\$1,500,000</i>	<i>Funding to continue rehabilitation of the Aurora Harbor - these funds will be used to match ADOT harbor funds to replace the floats at the west end of Aurora Harbor.</i>	<i>Unscheduled</i>		<i>Project calls for replacing existing infrastructure.</i>	<i>Downtown</i>
1	Aurora Harbor Drive Down Float (local match \$2.8M)	\$13,000,000	Funding to construct a new downtown drive down float and vehicle bridge, as well as incorporate two new 5-ton electric cranes to serve the commercial fishing fleet and improve freight transportation.	Enterprise Funds	Docks & Harbors received a \$11.2M MARAD PIPD grant. Local match from Enterprise.		Downtown
2	Statter Breakwater - Cost Share w/USACE	\$600,000	Feasibility Cost Analysis Study is currently underway by the US Army Corps of Engineers to recapitalize the aging, existing breakwater. Local sponsor (CBI) is required to pay 50% over 3 years of the study. FY26 is year two.	Enterprise Funds	Sen Murkowski has listed USACE funding in her FY26 CDS.	Project calls for replacing existing infrastructure.	Out the Road
3	Statter Harbor Office - New Roof	\$250,000	20 year old roof is failing with water entering into office spaces.	Enterprise Funds		Maintenance project to extend life of structure	Out the Road
4	Statter Harbor - Zinc Anodes	\$500,000	Statter Harbor Phase I and Phase IIIB were constructed without zinc anode due to funding limitations. Project will extend the useful life of the installed piling.	Other (add notes)	Requesting matching funding from ADOT Harbor Facility Grant program.	Maintenance project to extend life of structure	Downtown
5	Secure Storage - Little Rock Dump	\$300,000	Project would construct secure (fence, lighting, camera) for commercial fishermen/commercial maritime users to store equipment on CBJ property not fully utilized.	Enterprise Funds			Areawide
6	Echo Cover -Launch Ramp Float	\$200,000	Existing facility does not have float. This improvement would benefit sport fishermen, hunters and Goldbelt's ferry to Kensington Mine which uses the facility during adverse weather conditions in the winter.	Other (add notes)	Potential Robertson-Pittman Hunter Access grant		Out the Road
7	Shore Power - 16B	\$30,000,000	Project to electrify one of the CBJ owned berths.	Other (add notes)	MPF, SMPF or revenue bonds.	Project would reduce greenhouse gases	Downtown
8	Downtown Piling Inspection	\$300,000	Project would inspect all the downtown CBJ-owned piling to determine useful life remaining.	Other (add notes)	MPF or Docks Enterprise funding.	Project calls for replacing existing infrastructure.	Downtown
9	Downtown Seawalk Cameras	\$1,000,000	Recapitalize existing Seawalk security cameras.	Other (add notes)	MPF or FEMA Port Security Grant funding		Downtown
10	Statter Harbor Phase IIID - curb, gutter & paving	\$3,500,000	Project would complete the Statter Phase III phase by providing curb, gutter, paving and seawalk improvement to bus parking lot.	Enterprise Funds	Docks Enterprise funding		Downtown

BOLD indicates Docks Enterprise funded

Total \$49,650,000



Port of Juneau

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

From: *Carl Uchytel*
Carl Uchytel, P.E.
Port Director

To: Alexandra Pierce
Tourism Manager

Via: (1) Docks & Harbors Operations-Planning
(2) Docks & Harbors Board

Date: December 9th, 2024

Re: FY 2026 Marine Passenger Fee (MPF) Request

1. Attached for your consideration is a list of FY26 Marine Passenger Fee requests from Docks & Harbors. This list was discussed by the Docks & Harbors Operations-Planning Committee at its December 12th meeting and approved at its December 20th, 2024 regular board meeting.

2. Docks & Harbors is very appreciative of the financial support received through this process. Please know that the MPF generously provided to the Docks Enterprise provides approximately one-third of all revenue collected. MPF remains an important revenue source to the financial health of this Enterprise.

3. Please contact me should you have questions at 586-0282.

#

Encl: (1) FY26 Docks & Harbors Marine Passenger Fee Request

Copy: City Manager
Parks & Recreation
Finance Department

CBJ Docks and Harbors Board
FY2026 Marine Passenger Fee Request

Downtown Security Cameras

Descriptions: Docks & Harbors has identified a need to recapitalize its existing security cameras along the downtown waterfront. The existing camera system was installed in 2015 and technological advances have rendered these cameras obsolete.

Marine Passenger Fee Funds Requested (FY26): \$1M

Benefits: Parks & Recreation – Building Maintenance has converted to a city-wide, standardized camera system from the same manufacturer. Reports have been favorable with this company, citing reparability and data recovery being enhanced.

Maintenance and Operation Responsibility: Docks & Harbors is responsible for all ongoing maintenance and operating expenses and will use Enterprise funds for these expenses.

Project Contact: Matthew Sill, Port Engineer, or Carl Uchytel, CBJ Port Director 586-0292.

CBJ Docks and Harbors Board FY2026 Marine Passenger Fee Request

Area Wide Port Operations

Descriptions: CBJ’s cruise ship docks and associated infrastructure are run as an enterprise fund established by local ordinance. All expenses and revenues associated with operating and maintaining CBJ’s cruise ship docks and associated infrastructure are accounted within this fund. The CBJ Assembly has placed these assets under the responsibility of the Docks and Harbors Board. CBJ Ordinance Title 85 requires the Board to be self-supporting, generating revenues sufficient to meet the operating costs of the Docks Enterprise. The Board has established a number of fees to generate revenues from users of the assets. The Board has calibrated these fees to assure the overall revenue generated by the enterprise equals the overall cost of running the enterprise.

Many of the uplands assets are used by entities which it is not possible, feasible, or acceptable to charge fees. As a result, users paying fees are subsidizing users that do not pay fees. The services provided to these users are area wide in nature benefiting the general public and cruise ship passengers of private docks. As part of this fee request, the Board identified services that are area wide in nature.

Board identified the following services:

1. Year round maintenance and monitoring of Marine Park.
2. Maintenance and operation of public parking at the Columbia Lot and seasonal public parking at the Steamship Wharf Plaza and the Visitor’s Center Lot.
3. Maintenance and operation of unrestricted pedestrian access along the waterfront at the public docks.
4. Year round maintenance and monitoring of Peratrovich Plaza.
5. Costs associated with landscape maintenance services throughout the Downtown Waterfront.
6. Providing area wide port security. Of note are new Coast Guard requirements to validate credentials of passengers and crew returning to the cruise ships. New security structures have provided greater efficiencies but the resultant is greater staff responsibilities to meet the Facility Security Plan. [Note an additional \$300K MPF request for “Port of Call” access control is included in this year’s request.]
7. Billing and collecting CBJ area wide fees for all docks.
8. Maintenance & repairs of Visitor’s Kiosk.

The Board reviewed its FY22 budget and apportioned expenses associated with these services. Based on its review, it estimates that about 20% of the annual docks budget is attributable to area wide services.

Marine Passenger Fee Funds Requested (FY26): \$275,000

Benefits: This approach is supported by the cruise ship industry since it is more equitable than raising dockage fees, although Docks & Harbors is considering fee increases. This approach meets the intent of the marine passenger fee since the services benefit all cruise ship passengers, not just the passengers at the public docks. This approach allows the Docks and Harbors Board to direct part of the dock lease revenues to the much needed rebuild effort of the small boat harbors reducing the need for fee increases at the harbors.

Maintenance and Operation Responsibility: CBJ is responsible for all ongoing maintenance and operating expenses and will use local Docks enterprise funds for these expenses.

Project Contact: Melody Musick, Admin Officer or Carl Uchtyl, CBJ Port Director 586-0292.

CBJ Docks and Harbors Board
FY2026 Marine Passenger Fee Request

Port-Customs and Visitor Center Buildings Maintenance Support

Project Descriptions: The Port-Customs and Visitor Center buildings are located on the downtown Juneau waterfront, an area that serves in excess of one and a half million cruise ship passengers each year. Docks and Harbors, an enterprise operation, is responsible for costs associated with operating the Port-Customs and Visitor Center Buildings. Expenses include all utilities (water, sewage, electrical, alarm monitoring) and facility support (parking lot, plaza, snow removal, janitorial and general maintenance). The two buildings comprise approximately 4450 square feet in area. Maintenance costs are estimated at \$2.66 per square foot per month equaling \$142,000.

Marine Passenger Fee Funds Requested (FY26): \$142,000

Project Review: The Port-Customs Building was completed in May 2011 with the Visitor Center completion in June 2012. The project which included the buildings, infill dock construction, covered shelters, landscaping and plaza cost approximately \$9M and was funded with Marine Passenger Fees. The Port-Customs Building is occupied by the US Customs and Border Protection (CBP) and Docks and Harbors staff. CBP claims to be exempt from any costs associated with their operations within a port. The Visitor Center Building is occupied by the Travel Juneau, a non-profit organization for the purpose of supporting cruise passenger inquiries. The Travel Juneau budget does not support maintenance of the building. This leaves the Docks enterprise funds fully exposed to the costs of maintaining and servicing these buildings.

Benefits: By establishing a Port-Customs and Visitor Center Buildings maintenance fund Docks & Harbors can effectively manage and maintain the properties entrusted under their responsibilities. Passenger fees have been granted for this purpose since FY2013.

Maintenance and Operation Responsibility: CBJ Docks and Harbors is responsible for all ongoing maintenance and operating expenses of these two buildings and associated upland support facilities.

Project Contact: Matthew Sill, CBJ Port Engineer or Carl Uchtyl, CBJ Port Director 586-0292.

CBJ Docks and Harbors Board
FY2026 Marine Passenger Fee Request

Safety Rail along Dock Face

Project Descriptions: The project would be located along the downtown Juneau waterfront, an area that services over one and a half million cruise ship passengers each year. The project consists of constructing a new guardrail along the face of the existing dock.

Marine Passenger Fee Funds Requested (FY26): \$1,500,000

Project Review: This project would construct a new pedestrian guardrail along the existing dock face from Marine Park to the South Berth approach dock. The existing dock face only features an eighteen inch bullrail at the edge. For pedestrian safety a forty two inch high guard rail would be constructed. The proposed guardrail would be designed in the same character as other guardrails along the Seawalk.

Project Time-Line: This project would begin as soon as funding is allocated. The first step would be to design the guardrail and prepare construction bid documents. Upon award of a contract to the lowest qualified bidder construction would begin.

Maintenance and Operation Responsibility: CBJ is responsible for all ongoing maintenance and operating expenses. Maintenance and operations expenses for the guardrail would be minimal.

Project Contact: Matthew Sill, CBJ Port Engineer or Carl Uchytel, CBJ Port Director 586-0292.

CBJ Docks and Harbors Board
FY2026 Marine Passenger Fee Request

Dock Electrification

Descriptions: Docks & Harbors has been pursuing funding for cruise ship dock electrification for many years. Efforts for RAISE, PIDP, EPA DERA and EPA Clean Ports grants have not realized success. The latter two were not approved in CY2024, which requested \$56.5M. Docks & Harbors and AELP have signed a MOA in 2024 outlining design responsibilities and funding commitments.

Marine Passenger Fee Funds Requested (FY26): \$30M.

In the FY24 EPA DERA grant application, the total project estimate to electrify both the AS & CT Docks is \$53M. Of which, approximately \$10M currently in a CIP. The project can be scaled to separate the construction into providing power to only one berth, as funding allows.

Benefits: This project seeks to reduce carbon emissions/greenhouse gases and has been a priority since the completion of the 16B project in 2017.

Maintenance and Operation Responsibility: Docks & Harbors has been working in concert with AELP to develop planning and design efforts to move forward in an efficient manner. Most likely, Docks & Harbors will be responsible for maintenance and operations of the constructed system via future Marine Passenger Fees.

Project Contact: Carl Uchytel, CBJ Port Director 586-0292.

**CBJ Docks and Harbors Board
FY2026 Marine Passenger Fee Request**

Additional Personnel for “Port of Call” Access Control

Description:

After two years of cruise ship inactivity due to the pandemic, CY23 rebounded with 1.65M arriving passengers which was a record number. The CY24 was equally busy season for the AS/CT Docks and at the PFO lightering dock. The 2020 Coast Guard requirements described below is a non-funded federal mandate that must met to remain compliant with our approved Federal Security Plan. Docks & Harbors has provided briefings to determining the financial resources necessary to meet this requirement.

On December 18th, 2020 Coast Guard Sector Juneau released a Marine Safety Information Bulletin clarifying the regulatory requirements for Maritime Transportation Security Act (MSTA) regulated facilities which receive large foreign passenger vessels (i.e. cruise ships). The Consolidated Cruise Ship Security final rule, published on March 19th, 2018 defined the differences between a “cruise ship terminal” and a “port of call”. The final rule also prompted a conversation between USCG Sector Juneau and SEAK industry stakeholders, including the Port of Juneau. Previously, SEAK industry stakeholders (including the Port of Juneau) interpreted Title 33, Code of Federal Regulations (CFR), Section 105.255(d)(4) as a list of documents which could serve as personal identification irrespective of criteria in 33 CFR 101.515. As such, facility security personnel (including the Port of Juneau) were allowing individuals with only a vessel boarding pass or room key to gain access to the secure area adjacent to the cruise vessel.

The resultant clarification in the MSIB is that, effective April 1st, 2021, facility security personnel must use a two-prong approach to ensure proper identification and valid purpose:

1. Check the personal identification meeting the criteria in 33 CFR 101.515; and,
2. Confirm the purpose for access by examining at least one document listed in 33 CFR 105.255(d)(4).

Although this may seem like a minor additional task to validate an ID with a boarding pass, we believe the impact will greatly impede the flow of passengers returning to their vessel. The above mentioned two-prong requirement will be similar to what one experiences at an airport TSA checkpoint. The extra time required to ensure each boarding pass matches the government issued ID has the potential to create delays when excess of 1000 passengers/hour attempt to embark their vessels during the waning time in Juneau. Additionally, passengers who do not have government issued ID will need to be escorted by port facility security to the vessel security officer which will only exasperate those waiting in the queuing line.

Marine Passenger Fee Funds Requested (FY26): \$300,000 (17 Part Time Limited Harbor Technicians)

Benefits: By funding an additional 17 PTL Harbor Technicians positions, Docks & Harbors will recruit seasonal employees who will augment the standing Docks security force enabling greater redundancy for properly checking credential in accordance with Coast Guard guidance.

Maintenance and Operation Responsibility: CBJ Docks & Harbors, as the facility manager for the AS and CT Docks, has uplands security requirements required under MSTA regulations.

Project Contact: Matt Creswell, CBJ Harbormaster or Carl Uchtyl, CBJ Port Director 586-0292.

Purchase of Archipelago Property, LLC Uplands

Description: Purchase the upland property in private ownership adjoining Peratrovich Plaza. This 0.777 acre parcel is owned by Archipelago Property, LLC is assessed at \$9.5M. Docks & Harbors completed the [Marine Park to Taku Dock Urban Design Plan in 2018](#) which provided direction for expanding the use of the along the Juneau waterfront. This plan lead to a sophisticated land swap/sale with the private owner to achieve beneficial use.



Board identified the following: The Marine Park to Taku Dock Urban Design Plan envisioned the *terra firma* property to be developed with private capital for retail purchase. The plan was also a catalyst for identifying a future, undefined waterfront attraction on the wooden deck. The CBJ Manager has identified a project to relocate the Juneau-Douglas City Museum to the waterfront.

Marine Passenger Fee Funds Requested (FY26): \$10M

Benefits: Docks & Harbors believes the best use of the waterfront would be to purchase the uplands and develop the museum along Franklin Street. This would leave Peratrovich Plaza, including the Peratrovich mural, to have view planes protected along the Seawalk and to Juneau Harbor.

Maintenance and Operation Responsibility: As this is request is for property transaction only there is no maintenance and operational costs.

Project Contact: Carl Uchytel, CBJ Port Director 586-0292.

CBJ Docks and Harbors Board FY2026 Marine Passenger Fee Request

Lone Sailor Statue

Description: Alaska Pioneers (Igloo 6) are in the initial planning stages to erect a [Lone Sailor Statue](#) in Juneau. There are currently 17 Lone Sailor Statues around the world. Discussion with the Navy Memorial, which oversee the program, indicates that a sponsor would need to fundraise \$350,000 and provide a suitable location for display. The sailor is 7' 4" tall and made of bronze.



Marine Passenger Fee Funds Requested (FY26): \$100K

Benefits: This is a non-profit civic organization's efforts to bring art and vitality to Juneau. There is a connection to the USS JUNEAU and the Lone Sailor mission. 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.

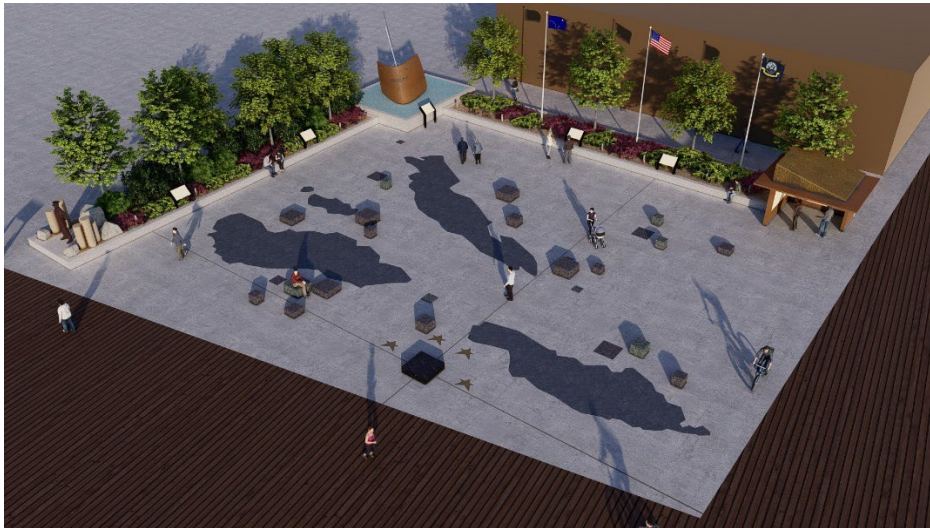
Maintenance and Operation Responsibility: Should a suitable location be found on CBJ property, the appropriate CBJ department could maintain the bronze statue. Else, the sponsoring organization could retain this responsibility.

Project Contact: Carl Uchytel, CBJ Port Director 586-0292.

CBJ Docks and Harbors Board FY2026 Marine Passenger Fee Request

USS JUNEAU MEMORIAL - EXPANSION

Description: In the [Marine Park to Taku Dock Urban Design Plan in 2018](#) an option was explored to create a larger and more significant USS JUNEAU memorial along the Seawalk. The USS JUNEAU memorial is currently revered at its location; however, it lacks interpretive information on the Battle of Guadalcanal and the five Sullivan brothers. A well designed memorial could enhance the visitor experience and honor a local namesake.



Marine Passenger Fee Funds Requested (FY26): \$6M

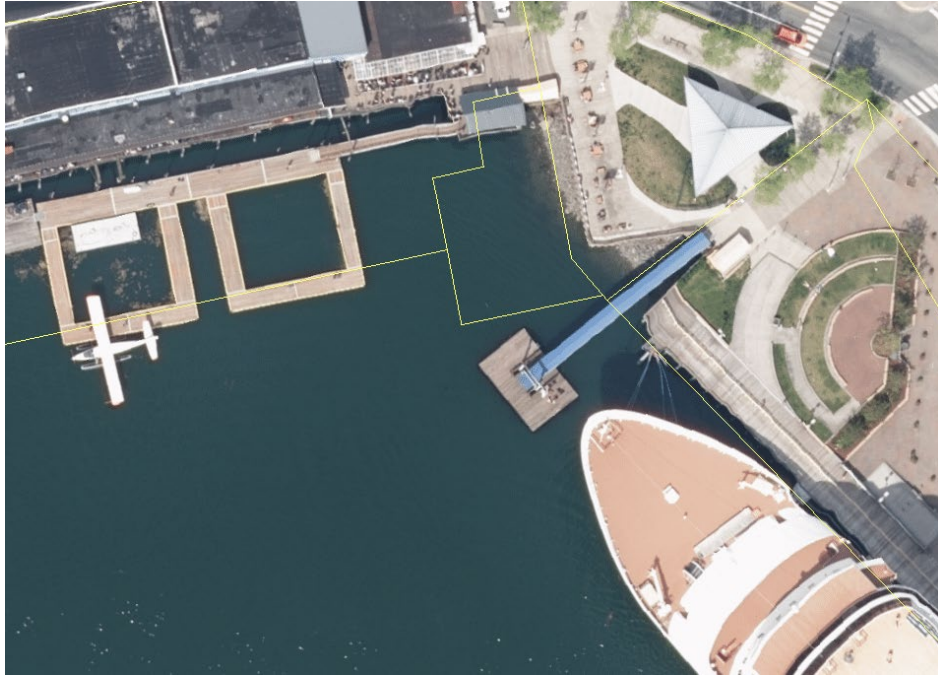
Benefits: This project could expand the useable width of the Seawalk, provide an historical educational display and honor those in the sea going services.

Maintenance and Operation Responsibility: CBJ is responsible for all ongoing maintenance and operating expenses of CBJ owned facilities and will use local Docks enterprise funds or future Marine Passengers Fees for these expenses.

Project Contact: Carl Uchytel, CBJ Port Director 586-0292.

Reestablishment of Emergency Vessel Loading Float

Description: With the construction of the new downtown cruise ship docks, the former lightering float became a risk to the float planes and was removed.



Marine Passenger Fee Funds Requested (FY26): \$1M

Benefits: This project, at a yet to be determined location, would contribute to providing a secondary emergency vessel mooring location to offload cruise ship passenger in the result of a mishap.

Maintenance and Operation Responsibility: Docks & Harbors would be responsible for all ongoing maintenance and operating expenses for this CBJ owned facility and will use local Docks enterprise funds or future Marine Passengers Fees for expenses.

Project Contact: Carl Uchtyl, CBJ Port Director 586-0292.

**CBJ Docks and Harbors Board
FY2026 Marine Passenger Fee Request**

Downtown Piling Inspection

Description: Although much of the CBJ-owned, downtown cruise ship area has been recently recapitalized, there exists many timber and steel piling supporting Seawalk and parking areas which have not been inspected in recent years. This request would fund an engineering assessment and remaining life of existing piling in the CBJ-owned docks and dock supported structures.

Marine Passenger Fee Funds Requested (FY26): \$200K

Benefits: This inspection would provide an estimate as to when CBJ should start planning for recapitalizing existing piling and structural elements along the Seawalk and parking lots.

Maintenance and Operation Responsibility: This would be for a study and evaluation to estimate future local Docks enterprise funds or Marine Passengers Fees for repair/recapitalization.

Project Contact: Matthew Sill, Port Engineer or Carl Uchytel, CBJ Port Director 586-0292.



Port of Juneau

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

From: *Carl Uchytel*
Port Director

To: Docks & Harbor Board

Date: December 12th, 2024

Re: Electronic ID Verification

At Docks & Harbors Operations-Planning Committee on December 11th, Port Operations Supervisor Scott Hinton briefed adding a surcharge to large cruise vessels not employing electronic verification ID at our downtown facilities. The Committee requested that this topic be brought to the December Board regular meeting.

To encourage cruise lines to embrace electronic ID verification, I recommend supporting the concept contained in Mr. Hinton's memo. The memo needs to be fully vetted with cruise lines and the CBJ Tourism Director with a more deliberate discussion on the size of the vessel impacted with this change. I recommend that any adoption be executed as a Staff option with the goal to persuade adoption and not be perceived as action to increase revenue.

#

Encl: Undated Memo from Port Operations Supervisor Hinton



Port of Juneau

City & Borough of Juneau • Docks & Harbors
155 Heritage Way • Juneau, AK 99801
(907) 586-0292 Phone • (907) 586-0295 Fax

Subject: Implementation of Additional Charges for Cruise Ships Without Electronic ID Verification

To All Concerned Stakeholders,

The safety and security of our port operations are paramount, and compliance with the regulations set forth by the United States Coast Guard (USCG) remains a top priority. In 2020, the USCG introduced a mandate requiring ports that accommodate MTSA-regulated vessels to verify government-issued identification against cruise ship credentials for access to secure areas. This mandate, while essential for maintaining high security standards, necessitates additional resources for compliance.

Context and Current Practices

Most cruise lines have already implemented electronic ID verification systems to meet this requirement. These systems significantly enhance operational efficiency by streamlining the credential verification process, minimizing passenger delays, and bolstering security. However, cruise ships that do not utilize electronic ID verification systems place additional demand on port resources due to the need for manual checks of government-issued photo identification and credentials. This significantly delays the boarding process and diminishes the visitor experience.

New Policy Implementation

To address the resource impact of manual credential verification, the Port of Juneau will implement an **additional charge for large cruise ships that do not use electronic ID verification systems** during passenger boarding. This policy will take effect on **April 1, 2025**.

The fee is designed to offset the increased manpower and operational costs required to meet security obligations in these instances.

Fee Details

- The fee will be calculated based on the number of personnel required to perform manual credential verification and the duration of the port call.
- **Labor rate:** \$94.08 per hour per staff member.
- The fee will only be assessed when the passenger count on the vessel is over **2000 passengers**.

For example:

- A port call lasting 8 hours that requires 3 staff members for manual credential verification would incur a charge of \$2,257.92:
(8 hours × 3 staff × \$94.08/hour).

The fee structure ensures that additional resources necessary for manual processing are fairly compensated while encouraging modernization and efficiency in ID verification practices.

Rationale for the Policy

1. **Enhanced Efficiency:** Electronic ID verification reduces delays and ensures a smoother boarding process.
2. **Improved Security Compliance:** Modern verification systems ensure alignment with USCG mandates and strengthen security operations.
3. **Promoting Industry Standards:** Encouraging cruise lines to adopt electronic ID verification promotes best practices across the industry, benefiting both the port and its stakeholders.

Next Steps

We encourage all cruise lines operating at the Port of Juneau to implement or transition to electronic ID verification systems prior to the effective date of this policy. For cruise lines needing assistance or guidance on implementing electronic ID verification systems, our team is available to provide support and recommendations.

Contact Information

If you have any questions or require further clarification regarding this policy or the associated fees, please do not hesitate to reach out to our office at:

Phone: (907) 500-4119

Email: scott.hinton@juneau.gov

We appreciate your understanding and cooperation as we continue to enhance the safety, security, and efficiency of port operations. Thank you for your ongoing partnership in supporting the Port of Juneau's mission to maintain world-class standards for all stakeholders.

Sincerely,



Port Operations Manager

Port of Juneau