

CBJ DOCKS & HARBORS BOARD
FINANCE MEETING AGENDA
For Tuesday, December 9th, 2014

- I. Call to Order** (5:00 p.m. to 7:00 p.m.) in the **Room 224, City Hall.**
- II. Roll Call** (Greg Busch, Tom Donek, Dave Logan, Mike Peterson, and Scott Spickler).
- III. Approval of Agenda.**

MOTION: TO APPROVE THE AGENDA AS PRESENTED OR AMENDED.

- IV. Public Participation on Non-Agenda Items** (not to exceed five minutes per person, or twenty minutes total).
- V. Approval of November 18th, 2014 Finance Committee Meeting Minutes.**
- VI. Consent Agenda - NONE**

- A. Public Requests for Consent Agenda Changes**
- B. Committee Member Requests for Consent Agenda Changes**
- C. Items for Action**

- VII. Unfinished Business- NONE**

- VIII. New Business**

- 1. Waterfront Vendor Booths – Fee Review & Regulation Changes
Presentation by Port Director

Board Questions

Public Comment

Board Discussion/Action

MOTION: TO BE DETERMINED AT THE MEETING.

- 2. CBJ Marine Passenger Fee Project Proposal List
Presentation by Port Director

Board Questions

Public Comment

Board Discussion/Action

MOTION: TO BE DETERMINED AT THE MEETING.

CBJ DOCKS & HARBORS BOARD

FINANCE MEETING AGENDA

For Tuesday, December 9th, 2014

3. ADF&G Cooperative Agreement – Amalga Harbor Fish Cleaning Float
Presentation by Port Director

Board Questions

Public Comment

Board Discussion/Action

MOTION: THAT DOCKS & HARBORS REGULAR BOARD ADOPT THE ADF&G COOPERATIVE AGREEMENT AND REQUEST THE ASSEMBLY ACCEPT AN APPROPRIATIONS ORDINANCE OF \$50,000 FOR THE FEASIBILITY DESIGN AND PERMITTING OF A FISH CLEANING FLOAT AT AMALGA HARBOR .

IX. Items for Information/Discussion.

1. Proposed Harbor Patron Code of Conduct
Presentation by Port Director
2. Statter Harbor Parking – Horton Lot Mitigation
Presentation by Port Director

X. Staff & Member Reports.

XI. Committee Administrative Matters.

1. Next Finance Committee Meeting- Thursday, January 22, 2015

XII. Adjournment.

CBJ DOCKS & HARBORS BOARD
FINANCE MEETING MINUTES
For Tuesday, November 18th, 2014

I. Call to Order The Finance Committee meeting was called to order at 5:02pm in **Room 224, City Hall.**

II. Roll Call The following members were present: Greg Busch, Tom Donek, Dave Logan, and Mike Peterson via phone.
Absent: Scott Spickler and David Summers
Also present were Carl Uchytel – Port Director and Derek Duncan – Goldbelt.

III. Approval of Agenda.

MOTION: BY DR. LOGAN TO APPROVE THE AGENDA AS PRESENTED AND ASKED UNANIMOUS CONSENT.

Motion passed with no objection.

IV. Public Participation on Non-Agenda Items-None

V. Approval of October 28th, 2014 Finance Committee Meeting Minutes.

MOTION: BY DR. LOGAN TO APPROVE THE OCTOBER 28, 2014 MEETING MINUTES AS PRESENTED AND ASKED UNANIMOUS CONSENT.

Motion passed with no objection.

VI. Consent Agenda - NONE

A. Public Requests for Consent Agenda Changes

B. Committee Member Requests for Consent Agenda Changes

C. Items for Action

VII. Unfinished Business

1. Mt Roberts Tramway Lease Amendment

Presentation by the Port Director

Mr. Uchytel presented a copy of the Amendment for the Mt. Roberts Tramway Lease that was negotiated between Goldbelt and the Docks and Harbors special committee. The settlement agreement was also created for past lease rent to be paid by Goldbelt and that will be approved by the City Manager. The City Attorney was also present at last meeting with Goldbelt.

Committee Questions

Dr. Logan asked if there is an extension of the lease in the amendment or is that in the original lease.

Mr. Uchytel answered it is in the original lease for a 35 year lease that will end in 2030 and they will be entitled to another 35 year lease.

CBJ DOCKS & HARBORS BOARD

FINANCE MEETING MINUTES

For Tuesday, November 18th, 2014

Dr. Logan asked that the entire lease be brought to the next full board meeting. Mr. Derek Duncan from Goldbelt stated he and Goldbelt are satisfied with the terms of the lease amendment and the settlement agreement with the exception of requesting the addition of some minor comments.

Dr. Logan asked Mr. Uchytel to explain how the lease rent is calculated in relation to the 9% without the royalty rent.

Mr. Uchytel answered the minimum base rent until 2006 was \$90,000.00 which was \$30,000.00 for property and \$60,000.00 for royalties. In 2006 a lease rent adjustment went in to effect to use 8% of the assessed value of the property which equated to \$104,000.00 lease rent per year. In terms of the settlement and the lease amendment the new lease rent will be \$272,000.00 per year. It will be re-evaluated in 2020 with a new appraisal.

Dr. Logan asked Mr. Uchytel to bring the breakdown of past and present lease rents to full board meeting.

Mr. Uchytel advised we are settling on an appraised property value of Three Million Dollars and 9% of Three Million Dollars plus \$2,000.00 in air rights is how we calculated the \$272,000.00 per year lease rent.

Public Comment –None

Committee Discussion/Action

MOTION: BY MR. BUSCH TO RECOMEND THE PROPOSED LEASE AMENDMENT BE APPROVED BY THE REGULAR BOARD AND ASKED UNANIMOUS CONSENT.

Motion passed with no objection.

VIII. New Business

1. 2016 CIP List

Presentation by the Port Director

Mr. Uchytel presented the CIP Capital Improvement plan from the CIP committee meeting. It is a list of the projects for the next 5 years. This will be presented to the City although we do not receive money from the City the CBJ Engineering department still requires it. Some projects that were just added after the CIP meeting were shore power for the new cruise ship berths and the Juneau fisheries development plan near Aurora Harbor office.

Committee Questions

Mr. Busch asked if the plan will have a financial breakdown for each fiscal year until 2021.

CBJ DOCKS & HARBORS BOARD

FINANCE MEETING MINUTES

For Tuesday, November 18th, 2014

Mr. Uchytel answered we have money for current on-going projects but we do not have funds for future projects yet so it would not be accurate that far out.

Dr. Logan stated this is good for a spring board for our strategic planning that will begin after the first of the year. One idea to add is to think about the plan for rebuilding the rest of Statter Harbor and maybe expanding.

Mr. Uchytel answered these plans are usually on a ten year timeline.

Public Comment

Mr. Dennis Watson – Juneau, AK

Mr. Watson stated the old floats are sinking at Statter Harbor and they need to be looked at in the very near future as well as expansion. One option is to buy Fisherman's Bend. Auke Bay is also very deserving of Cruise Ship Passenger fees because of the tourism. There is no limit on the whale watching and charter permits that are issued.

Committee Discussion/Action

MOTION: BY MR. BUSCH TO RECOMMEND THE PROPOSED 2016-2021 CIP LIST BE APPROVED BY THE BOARD AND ASKED UNANIMOUS CONSENT.

Motion passed with no objection.

IX. Items for Information/Discussion.

1. Proposed Harbor Patron Code of Conduct

Presentation by Port Director

Mr. Uchytel presented a code of conduct list prepared by the Harbormaster for the rules of behavior by people on our Harbor property as well as rules for pet owners. There has been talk to limiting the amount of animals allowed in the Harbor. We want to keep it as simple as possible and we will work with CBJ Law Department as well.

Dr. Logan stated you may want to re-do #3 in regards to alcohol use and add prescription drugs.

Mr. Watson stated he has seen more of this bad behavior and partying out at Auke Bay harbor and pet issues and these should be addressed. At this time we only have noise ordinance that JPD can enforce and you would need staff present on off hours to file a complaint. We need these rules posted.

Mr. Busch said we want to make sure we have the responsibilities of the boat owners and these rules incorporated in the stall and moorage agreements.

Mr. Uchytel said there is no specific code other than moorage is a privilege not a right.

Mr. Busch stated we should have more of comprehensive moorage agreement.

CBJ DOCKS & HARBORS BOARD

FINANCE MEETING MINUTES

For Tuesday, November 18th, 2014

Mr. Uchytel stated the Alaska Association of Harbormasters & Port Administratives (AAHPA) has a resolution request for the Legislative consider harbors employees on par with peace officers, fire fighters, correctional officers when it comes to assaults. He would also like to bring to the assembly after approval from the Board as a CBJ resolution.

Dr. Logan asked if we have a regulation that restricts the type of business that can run in the Harbors that is not marine oriented.

Mr. Uchytel said at one time we had a Bed and Breakfast business but the vessel has since left Juneau so we have not addressed this yet.

Mr. Donek stated we want to encourage legitimate businesses but we need to deter the harbors as the new cheaper housing option for non-running derelict vessels that are being rented out.

Mr. Uchytel stated the Harbormaster is working on eliminating the amount of derelict vessels. We have removed several of these and are continuing to do so. We also want to make sure the people do not rent their couch out as an alternate hotel option does not come to our harbors.

Mr. Peterson asked if we can clarify the alcohol use code of conduct to ensure patrons can have alcohol on their vessel. It would be hard to enforce a “dry” harbor.

Mr. Uchytel answered we want to have a alcohol code to be able to police patrons for their own safety.

Dr. Logan stated he reads patrons can drink on their vessels but not on our docks.

Mr. Peterson asked if USCG can board a boat at any time if there are concerns.

Mr. Busch answered they do not need any permission if the vessel is underway or observed underway. There are some limitations if the boat is moored and has not left the harbor.

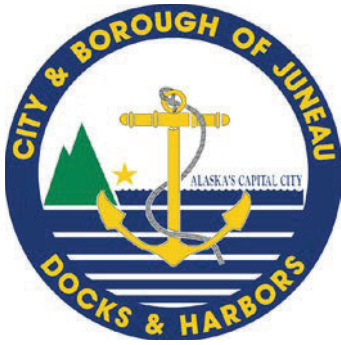
X. Staff & Member Reports.- None

XI. Committee Administrative Matters.

1. Next Finance Committee Meeting December 9th, 2014

XII. Adjournment.

The Finance Committee Meeting adjourned at 5:41pm.



Port of Juneau

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Carl James
Uchytel

Digitally signed by Carl James Uchytel
DN: cn=Carl James Uchytel, o=CBJ Docks &
Harbors, ou=Port of Juneau,
email=CARL_UCHYTEL@CIJUNEAAK.US,
c=US
Date: 2014.12.05 15:34:46 -0900

From: Carl Uchytel, Port Director
To: Docks & Harbors Finance Committee
Copy: CBJ Law
Date: December 5th, 2014
Re: VENDOR BOOTH – FEE REVIEW

1. At the November 18th Docks Fee Review meeting, the Committee considered input from four representatives of vendor booth businesses and Docks & Harbors staff. The Committee was presented with various options for review and debate (enclosure 1). The model receiving consensus was one in which provided for multi-year permits (i.e. 3 years and renewable) at a fixed fee. The Committee was also steadfast in their vision to ensure new entries would be afforded the chance to compete for the business opportunity as a vendor booth operator, using an outcry auction with a minimum starting bid of \$30,000. Based on the two-year median value of vendor booths, the Committee suggested \$42,000 as an initial fixed fee. Both values would be subjected to the Anchorage CPI adjustment annually.
2. Representatives of the vendor booth businesses also requested an ownership provision allowing for the transfer of a permit if the vendor sells their business - provided the person/business purchasing the business with permit is not a current permit holder (violating one permit per owner). Upon review of the existing regulations, it appears this is allowed under 05 CBJAC 10.030(c)(1).
3. The following calendar year schedule is proposed for implementation through regulation change and execution by the Port Director:

2015

- Existing permits with terms of 2015 or longer carry forward at rate set by their respective outcry auction bid. This would apply to Last Chance Tours, Liquid AK, M&M Tours and Gold Tours.
- CY2014 Booth Vendors have the option to renew a 2 year permit at \$42,000 (subject to an annual CPI adjustment). This would apply to Woo Hoo Tours, Whale Tales, Experience Juneau, Capital City Sightseeing and Mendenhall Taxi. These permits become 3 year renewable permits in 2017.
- Any vendor choosing not to renew or any vendor without a current permit can participate in an outcry action for 1 year permits with a minimum bid of \$30,000.
- The total number of permits cannot exceed 10.

2016

- Existing permits with terms of 2016 carry forward at rate set by their respective outcry auction bid. This applies to Gold Tours and M & M Tours.
- Any existing vendor can renew a 1 year permit at \$42,000 (2015 base rate + annual CPI adjustments). These permits become 3 year renewable permits in 2017.
- Any vendor choosing not to renew or any vendor without a current permit can participate in an outcry action for 1 year permits with a minimum bid of \$30,000 (2015 base rate + CPI adjustment).
- The total number of permits cannot exceed 10.

2017

- Existing renewable permits and existing vendors on a multi-year permit (Gold Tours and M & M Tours) may purchase 3 year renewable permits at \$42,000 (2015 base rate + annual CPI adjustments).
- Available 3 year permits, not renewed in 2015, 2016 or 2017, may be offered to any interested party at the same rate as 2017 3 year rate and renewable. If there are more interested parties then permits, a lottery will be used. The same number of permits available (not to exceed 9 total of 3 year renewable permits) may be offered.
- Any vendor choosing not to renew or any vendor without a current permit can participate in an outcry action for 1 year permits with a minimum bid of \$30,000 (2015 base rate + CPI adjustments).
- The total number of permits cannot exceed 10.

2018 & 2019

- Any of the available 3 year permits, not renewed, may be offered to any interested party at the same rate as the 2017 three-year renewable rate. If there are more interested parties then permits a lottery system will be used. The same number of permits available (not to exceed 9 total of 3 year renewable permits) may be offered.
- Any vendor choosing not to renew or any vendor without a current permit can participate in an outcry action for 1 year permits with a minimum bid of \$30,000 (2015 base rate + CPI adjustments).
- The total number of permits cannot exceed 10.

2020 and thereafter

- Any of the available 3 year permits, not renewed, may be offered to any interested party at the same rate as the 2017 three-year renewable rate. If there are more interested parties then permits a lottery system will be used. The same number of permits (not to exceed 9 total of 3 year renewable permits) may be offered.
- Any vendor choosing not to renew or any vendor without a current permit can participate in an outcry action for 1 year permits with a minimum bid of \$30,000 (2015 base rate + CPI adjustments).
- The Port director may, after consultation with the Docks and Harbor Board, offer an additional 3 year renewable permit if no 3 year permit has been available during the previous 2 years.
- The total number of permits cannot exceed 11.

4. Other criteria:

- All multiyear permits are required to be paid in full by February 15th of the year the permit is active. Failure to satisfy in full the required permit fee by February 15th of the calendar year the permit is active for will terminate the permit and the permit for its remaining term will be available to any interested party. In the event there are more interested parties then available permits the Port Director may, at his or her discretion, make available that permit by lottery for the equal amount of 3 year permits for that calendar year or make available by outcry auction for a minimum amount of the existing 3 year permit for that calendar year.
- The Consumer Price Index (CPI) shall be adjusted to the Anchorage Consumer Price Index (CPI) as reported by the Alaska Department of Labor for the calendar year preceding the year the permit is active for, unless the Docks and Harbors Board takes action to keep the fee the same as the previous year. The Board will make any adjustments for the following fiscal year of permits by June 1 of the previous fiscal year.

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05 CBJAC 10.010 - Policy.

These regulations are intended to implement the following policies:

- (a) To provide desirable commercial services to cruise ship passengers.
- (b) To provide for orderly administration by the department of appropriate vending in the downtown waterfront area.
- (c) To ensure that vending uses shall remain incidental to the principle uses of the downtown waterfront area. The principle uses are pedestrian, vehicular, and recreational access to the docks and waterfront. The director may order the suspension of vending activities as necessary to avoid conflict with the principle uses.
- (d) To collect revenues in support of management of and improvements to City and Borough harbor and waterfront facilities.
- (e) To assure fair treatment of persons wishing to sell tours in the downtown waterfront area.
- (f) Establish a system of tour sales and tour brokerage permits in order to effectuate the purposes listed above. The administration of such system shall be for the benefit of the general public, and the grant or denial of a permit, or any act or omission by the city with respect to such permit is not intended to regulate the private business relationships or to protect the business interests of one party against the other. It shall be the individual responsibility of the permit holders and their clients to enforce their rights and liabilities through civil actions or such other private relief as may be available.

(g) To provide reasonable opportunity for entrepreneurs to enter the business market.

(01/19/98)

- **05 CBJAC 10.020 - Prohibitions. (No change)**

(a) A person shall not conduct any commercial activity within the downtown waterfront area except as authorized by a permit issued under this chapter by the director. Except as authorized by a permit, a person shall not within the downtown waterfront area:

- (1) Sell or offer to sell goods or services,
- (2) Construct, maintain, or use any structure, or
- (3) Use any loading zone.

(b) Solicitation, advertisement, sales, use of loading zones or any other commercial activities without a permit issued pursuant to this chapter is a violation of CBJ [85.25.090](#) (11).

(c) A person delinquent in the payment of fines, taxes, judgments or other monies owed to the city may not receive a permit.

(d) No permit may be issued or reissued to any person whose prior permit hereunder was revoked.

(01/19/98)

- **05 CBJAC 10.030 - Permit duration, reissuance options, transferability, refunds, actively sell requirement, eligibility, number of permits available.**

Permits may be issued by the director. Permits are valid only for the dates, times, areas, and activity specified.

(a) *Duration.*

- (1) Tour sales, tour broker, and loading permits shall be valid only from May 1 through October 15 of each permit year.
- (2) No permit may be issued for a period in excess of one calendar year.

(b) *Reissuance.* Permits may be reissued only as authorized by these regulations. A reissued permit shall be subject to the regulations in effect for the year in which the permit is used. Permittees and option holders assume the risk that changes in regulations could affect their business through reduced revenues, increased costs, or both; that the number, location and rules for permits may be changed from year to year without liability to the city, compensation to permittees or option holders, and that municipal regulation hereunder shall be immune from liability pursuant to AS 09.65.070 and other applicable law.

- (1) Reissuance options.

- (A) A reissuance option entitles the holder to apply for and receive a permit for the tour season designated in the option, provided that the holder meets all the requirements for permit applicants and holders in the year the reissued permit will be operated.
- (B) The fee for any permit issued pursuant to a reissuance option shall be the same as the fee paid for the original permit.
- (C) The holder of a reissuance option shall notify the director of its intention to seek reissuance. Written notice must be received by the director no later than December 1 preceding the year in which the reissued permit will be operated. If the notice is not so received, if application is not made, or if for any other reason the permit is not reissued, the director may consider the permit, including any remaining reissuance periods, as forfeit and either available for issuance to others or withdrawn from any issuance.
- (D) Reserved.
- (E) These regulations apply to any permits and reissuance options authorized by 05 CBJAC 10.010—10.090.

(c) *Transferability.*

- (1) A permit, other than a limited loading permit, may be transferred, together with any reissuance options, provided that such transfer includes the transferor's entire business interest in activities conducted under the permit. The transferor's business interest includes all assets used in the business conducted under the permit.
- (2) No permit may be leased or rented, nor may the permittee allow the permit to be used by any person who is not an employee of the permittee.
- (3) A transferred permit is not valid until it has been approved and reissued by the director.

(d) *Refunds.* No permit fees shall be refunded after the issuance of a permit.

(e) *Reserved.*

(f) *Permit eligibility and requirements.*

- (1) To be eligible to bid on a tour sales or tour broker permit, the permit applicant must:
 - (A) Hold a current Alaska business license, and
 - (B) Maintain a place of business under the name on the Alaska business license within the boundaries of the city and borough.
- (2) Any person holding a permit must maintain a year round place of business and mailing address in the City and Borough of Juneau, Alaska, and must designate a single individual by physical address, mailing address and phone number in Juneau upon whom service of notices and legal proceedings may be made. Service of any notice concerning the permit to that person shall be legal and sufficient notice to any of the holders, owners or any other with an interest in the permit. The director must be notified in writing no less than ten days before there is a change in the name, address or phone number of the designated person for a permit. Failure to timely notify the director shall be considered a violation of the permit conditions.
- (3) No person, **individual, business or corporation** shall have an ownership interest in more than one tour sales or tour broker permit, meaning the person shall not pay for the operation of another permit holder's sales booth, direct or manage the activities of another permit holder's sales booth, or in any way financially contribute to the purchase of more than one permit. A permit holder who operates tours may have its tours sold by another permit holder, provided the permit holder operating the tour does not direct the activities of the other permit holder's sales booth or obtain any financial benefit from the other permit holder's sales booth other than that provided by the sale of the tour. **Violations will result in permit revocation per 05 CBJ 10.080(e).**
- (4) Tour sales permit holders and tour broker permit holders must actively sell during the tour season. "Actively sell" means that the permit holder either derives a significant portion of its income from sales made through a tour sales or broker's permit, or that the permit holder is making substantial use of the permit.

(5) Denial of Fix Fee permit applications will be at the discretion of Docks & Harbors for violations of these regulations, fraud, gross negligence or misrepresentation of the applicant. A hearing appeal of the denial will be conducted in accordance with 05 CBJAC 10.080(c).

(g) *Number of permits available.* The director shall publicly announce the number, type and schedule for application for permits.

• **05 CBJAC 10.040 - Tour sales permits.**

A tour sales permit authorizes the solicitation and sale of tours and experiences.

(a) *Application process and permit award.*

- (1) *How to apply.* No later than December 1, of each year, the port director will publicly announce an application period for tour sales permits. The notice will include a description of how to apply for a permit, the number and type of permits available, and the process that will be used to award the permits. Persons must apply on an application form provided by the port director and must include all required information and attachments.
- (2) *Application review.* The port director will review each application to determine if it is complete. The port director will reject incomplete applications. The port director will review complete applications to determine if the applicant meets the permit eligibility requirements set out in 05 CBJAC 10.030(f).
- (3) *How the permits are awarded.* The port director will **manage and** award the permits **by through** public outcry auction **and fixed fee permits subject to CPI adjustments. In CY2015,** ~~the~~ the minimum bid for **an outcry permit** is ~~\$5,000.00~~ **\$30,000 and the fixed fee permit is \$42,000.** Applicants meeting the permit eligibility requirements set out in 05 CBJAC 10.030(f) will be allowed to bid on a permit provided the applicant posts a ~~\$5,000.00~~ **\$30,000** bid bond payable to CBJ. The applicant must agree to forfeit the bid bond in the event the applicant does not honor a winning bid on a permit.
- (4) **Payment. Applicants for fixed fee permits shall pay in full by February 15th of the year the permit is active. Failure to meet this requirement will forfeit the remaining issuance of the permit, if applicable.**
- (5) **Consumer Price Index (CPI) Adjustment. Fixed Fee Permits and minimum bid amounts shall be subject to CPI adjustment commencing in CY2015. The Consumer Price Index (CPI) shall be adjusted to the Anchorage Consumer Price Index as reported by the Alaska Department of Labor for the calendar year preceding the year the permit is active for, unless the Docks and Harbors Board takes action to keep the fee the same as the previous year.**

(b) *Permit requirements.* The port director may issue permits and require permit holders to comply with stipulations as necessary to assure compliance with applicable requirements of this chapter and the Maritime Transportation Security Act of 2002. Permit holders shall also comply with the prohibitions set out in 05 CBJAC 10.020, the tour sales area rules set out in 05 CBJAC [10.040](#)(c), and the general operating requirements set out in 05 CBJAC [10.070](#)

(c) *Tour sales area rules.*

- (1) A permit holder shall only sell tours in a booth provided by the port director. The port director will provide booths at the Steamship Wharf Plaza, the Visitor's Center Lot, and the Columbia Lot sales areas. The port director reserves the right to relocate or close booths as required for public safety, security, or other good cause. The booths at each sales area will be assigned by lot. In order to assure equitable exposure for each permit holder, the port director will cause the permit holders to shift one booth on each day of operation. A permit holder shall only occupy the booth assigned by the port director.
- (2) A permit holder shall not have more than one representative selling tours at a booth, except when training new employees and then for no longer than is necessary to adequately train the employee. A permit holder shall make its best effort to maintain a presence at its booths during all hours when cruise ship passengers are likely to purchase tours in a sales area. The permit holder shall provide the port director with a list of all individuals that will sell tours at its booths and, if requested, staff identification documentation, booth staffing schedules, and other documentation, as determined by the director necessary to demonstrate the permit holder complies with this requirement.
- (3) **The permit holder shall not sell, or permit to be sold, tours on any vouchers or receipts other than their own.**
- (4) The permit holder shall provide the port director with a list of all tours sold pursuant to its permit, including the name of the company providing the tour.
- (5) The permit holder may display **up to two large signs on a single booth** provided the signs do not extend beyond the front profile of the booth. The permit holder may also display a one-foot by one-foot sign for each tour the permit holder sells. These signs may not extend more than six inches beyond the front profile of the booth.

- (6) The permit holder or its representatives shall not engage in hawking or disruptive behavior or interfere with the operations of other sales booths.

(01/19/98; Amended 5-2-2000, eff. 5-16-2000; Amended 1-7-2008, eff. 1-15-2008; Amended 2-7-2011, eff. 2-15-2011)

• **05 CBJAC 10.050 - Reserved. (No change)**

Editor's note—

Regulation adopted January 7, 2008, effective January 15, 2008, repealed 05 CBJAC [10.050](#), which pertained to tour broker permits.

• **05 CBJAC 10.060 - Loading permits.**

No person shall operate, park, stand, or stop a commercial vehicle, or cause or direct the same, within the designated loading zones in the downtown waterfront area except as authorized by a permit issued hereunder. Vehicular use of designated loading zones for commercial purposes without a permit is a violation of CBJ [85.25.090](#)(11).

(a) *Application process.*

- (1) Application forms for loading permits will be available at the Harbor office between April 1 and October 15.
- (2) Applications must be made on the form provided by the department, and must be complete, including all required attachments. Any incomplete application will not be considered for a permit.

(b) *Permit requirements and conditions of operations.*

- (1) The port director is authorized to designate loading zones in the downtown waterfront area and establish rules to assure safety, security, and efficiency of operation.
- (2) The port director may issue loading zone permits and require permit holders to comply with stipulations as necessary to assure safety, security, and efficiency of operation. Permit holders shall also comply with the loading zone rules set out in 05 CBJAC [10.060](#)(c) and the general operating requirements set out in 05 CBJAC [10.070](#)
- (3) An applicant for a loading zone permit must show that use of the permit will be limited to transportation of passengers and/or crew to or from cruise ships. If the applicant will be transporting passengers, the showing must consist of at least one of the following:
 - A. A tour sales permit in the applicant's name;
 - B. A contract for the sale of tours onboard a cruise ship;
 - C. A contract with a cruise ship for the transportation of passengers;
 - D. A contract for the sale of tours with a tour sales permit holder. An applicant may enter into a contract with one tour sales permit holder only; or
 - E. If the applicant sells tours without the aid of the cruise lines, a cruise ship, or a tour sales permit holder, the applicant must show that it will only transport persons who have purchased tours directly from the applicant, and the applicant shall, upon request, provide the port director with a daily manifest showing the names of passengers to be transported.

(c) *Loading zone rules.*

- (1) No signs are allowed in the loading zone.
- (2) Loading zone permits shall be prominently displayed in the lower right corner of the front windshield of the vehicle, or as specified by the director.
- (3) No person shall sell or solicit the sale of any goods or services in any loading zone.
- (4) Goods and passengers shall be staged at loading zones so as to minimize vehicular standing time. No vehicle shall be present in a loading zone except as reasonably necessary for loading or unloading goods or passengers.
- (5) The driver of a vehicle must remain in the driver's seat unless assisting in the loading or unloading of passengers or luggage in the immediate vicinity of the vehicle. No driver may leave a vehicle unattended in a loading zone for any period of time.
- (6) "A" loading zones.

- (A) Vehicles containing 18 or more passenger seats may be operated only in loading zones marked "A."
- (B) Permittees using "A" loading zones shall submit a schedule of all cruise ships they will be meeting. For each meeting, permittees must use the "A" loading zone closest to the terminal or lightering dock designated on the schedule. Permittees may not depart from the schedule unless approval is obtained from the director at least 24 hours in advance. Approval shall be contingent upon the impact of changes upon other permittees, users of the park, and traffic conditions.
- (7) "B" loading zones. Vehicles containing fewer than 18 passenger seats may be operated only in loading zones marked "B."
- (8) A vehicle without the appropriate permit may use a loading zone as necessary for a health or safety emergency. Such use shall be the minimum necessary to resolve the emergency.
- (d) *Limited loading permits.* A person may apply for a limited loading permit for designated vehicles to provide services in a designated loading zone to a cruise ship or cruise ship passengers for occasional or off-peak-hour use. Application must be made to the director no less than one business day in advance of use.
 - (1) *Nonpassenger vehicles.* If the vehicle will be left standing in a loading zone for any amount of time, or if the driver will not remain with the vehicle for any period of time, the applicant must schedule that time with the director so as not to interfere with the efficient use of the loading zone by other permittees. The permittee must conduct all business efficiently so as to minimize any standing in the loading zone.
 - (2) *Passenger vehicles.* All requirements of subsection (c) of this section apply to vehicles providing passenger services to a cruise ship pursuant to a limited loading permit.
- (e) *Fees.*
 - (1) The fee for a loading permit shall be established at least annually by the docks and harbors board.
 - (2) The fee for a limited loading permit shall be \$15.00 per vehicle for each permit day or \$250.00 per year, whichever is less.

(01/19/98; Amended 1-7-2008, eff. 1-15-2008)

- **05 CBJAC 10.070 - General operating requirements.**

- (a) Permittees are responsible for complying with all state, federal, and local laws applicable to their activities.
- (b) Permittees shall police the area immediately around their vending area and shall properly dispose of all litter accumulating there during the course of their activities.
- (c) Permittees shall reimburse the City and Borough of Juneau for any damage to municipal property caused by the permittee's activities, including the cost of litter abatement.
- (d) No permittee may store equipment or supplies in the downtown waterfront area except as approved by the director in advance.
- (e) Permittees shall prominently display the permit issued pursuant to these regulations, as well as all other required permits and licenses, at all times during their activities hereunder.
- (f) Permittees may not engage in hawking or make an unreasonably loud noise. Written information may be distributed to interested parties only when requested.
- (g) Permittees, as a condition of receiving a permit, shall execute an instrument under the terms of which the permittee shall agree to indemnify, defend, and hold harmless the City and Borough of Juneau from any and all claims for injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Juneau.
- (h) Prior to issuance of a permit, the prospective permittee must provide the department with a broker's certificate of insurance showing that the permittee has obtained at least \$500,000.00 or, in case of courtesy vehicles, \$300,000.00, of public liability insurance. The certificate must establish that the City and Borough is named as an additional insured on such policy, and that the insurer thereof shall notify the City and Borough if the policy is modified, canceled, or terminated. Vehicles operated under and in conformity with CBJ [Chapter 20.40](#) are exempt from the requirements of this subsection.
- (i) Permit holders are responsible for compliance with permit conditions. Any entity or person listed on a permit issued to a partnership, joint venture or other form of association or joint ownership, shall be deemed to be jointly and severally liable for any violations of these regulations by any person operating under the permit.

(01/19/98)

- **05 CBJAC 10.080 - Enforcement and penalties.**

(a) The port director may summarily suspend a permit issued under 05 CBJAC 10 without a hearing for a period not to exceed ten days if any activity conducted under the permit presents an immediate danger to the public health, welfare, or safety.

(b) The port director may suspend a permit, revoke a permit, deny a permit, deny the reissuance of a permit, or deny the ability to bid on a permit under 05 CBJAC 10 after an informal hearing before the port director and upon written findings that the permittee or applicant has violated these regulations, engaged in fraud or gross negligence, or misrepresented the nature and substance of a tour product.

(c) The port director shall conduct the hearing called for in 05 CBJAC 10.080(b) as follows:

(1) The permittee or applicant shall be provided with at least ten days notice of the hearing. The notice shall include a brief statement of the facts giving reason for the proposed suspension, revocation, or denial.

(2) The permittee or applicant shall have an opportunity to be heard at the hearing and shall have the right to call or cross-examine witnesses.

(3) Relevant evidence may be admitted if it is the sort of evidence on which responsible persons are accustomed to rely in the conduct of serious affairs, regardless of the existence of a common law or statutory rule that makes improper the admission of the evidence over objection in a civil action. Hearsay evidence may be used to supplement or explain direct evidence, but is not sufficient by itself to support a finding unless it would be admissible over objection in a civil action.

(4) The hearing shall be recorded by audio tape.

(d) The port director shall issue a written decision. The permittee or applicant may appeal the port director's decision to the docks and harbors board by filing a notice of appeal, setting forth the reasons for the appeal, with the port director within ten days of the director's decision.

(e) A permittee whose permit is revoked loses all rights and privileges under that permit, shall deliver copies of the permit to the port director, and may not apply for a new waterfront sales permit for a period of ~~one~~ two years after the revocation. In addition, for a period of one year after revocation, no application for a waterfront sales permit shall be approved for an applicant who was an owner, operator, partner, director, manager, officer, assignor, or transferor, of any operation or business which required a waterfront sales permit, regardless of its form of legal entity, if the waterfront sales permit for that operation or business was revoked.

(f) Failure to follow any permit condition is a violation of CBJ 85.25.090, and may carry a fine of up to \$250.00 for each instance of a violation.

(01/19/98; Amended 4-24-2006, eff. 5-2-2006; Amended 2-7-2011, eff. 2-15-2011)

- **05 CBJAC 10.090 - Definitions.**

As used in this chapter:

"Courtesy vehicle" means a vehicle owned or operated by a business and used to transport passengers without additional charge, where such transportation is provided in conjunction with and in furtherance of a related primary business purpose or enterprise of that person.

"Department" means the City and Borough of Juneau Docks and Harbors Department.

"Director" means the port director or the port director's designee.

"Downtown waterfront area" and "facility" means that property owned by the City and Borough of Juneau located adjacent to the city cruise ship wharves, which is under the regulation of the Docks and Harbors Department and/or the Parks and Recreation Department. This includes all public spaces, loading zones, parking areas, and any wharves or trestles or portions thereof designated for enforcement hereunder by resolution of the harbor board.

"Employee" means a person who provides services at the direction and under the control of another. An employee is an integrated part of the employer's business, is hired, supervised and paid by the employer for hours set by the employer, and the employer furnishes tools and materials for the employee's use. For purposes of this chapter, drivers operating vehicles pursuant to CBJ Chapter 20.40 shall be considered the employees of the holder of that certificate.

"Hawking" means the loud or continuous audible solicitation of business by a permittee to the general public.

"Permittee" [and] "permit holder" [and] "holder" mean the business entity or its authorized representatives conducting activities in the downtown waterfront area according to a permit issued under these regulations.

"Person" means a natural person, partnership, corporation, association, or other legal entity.

"Tour season" means May 1 through October 15 of one calendar year.

"Tours and experiences" means tours, transportation, transfers, entertainment, meals and services sold to customers and includes all services provided whether or not incidental to, advertised with, or specifically offered in the sale. All transportation provided to a customer by a permittee, or arranged by a permittee is considered a part of the tour or experience.

"Vehicle" means a device in, upon or by which a person or property may be transported or drawn including devices moved by human, animal, mechanical or other power source.

(01/19/98; Amended 5-2-2000, eff. 5-16-2000)

Docks and Harbors Board FY2016 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.

For the past several years, the Board has offset this subsidy with revenues from leases of property along the downtown Juneau waterfront. Faced with crumbling infrastructure in the small boat harbors and the inability to raise harbor fees without profound impacts to its users and the community, the Board has elected to redirect lease revenues of parcels along the waterfront from the Docks Fund to the Harbor Fund. In effect, revenues from these leases had been subsidizing area wide users of the docks enterprise facilities. As part of this initiative, the Board Identified services that are area wide in nature and not specific to users of the CBJ Docks.

Board identified the following services:

1. Year round maintenance and monitoring of Marine Park.
2. Maintenance and operation of year-round 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 year-round unrestricted pedestrian access along the waterfront at the public docks.
4. Maintenance of tour operators Vendor Booths
5. Maintenance and operation of shuttle drop-offs and pick-ups in the CBJ loading zone that are used by all cruise ship terminals in Juneau.
6. Providing area wide port security.
7. Billing and collecting CBJ area wide fees for all docks.

The Board reviewed its FY13 budget and apportioned expenses associated with these services. Based on its review, it estimates that about 9% of the annual docks budget is attributable to area wide services.

**Docks and Harbors Board
FY2016 Marine Passenger Fee Request**

Area Wide Port Operations (Continued)

Marine Passenger Fee Funds Requested (FY16): \$154,100

Benefits: This approach is supported by the cruise ship industry since it is more equitable than raising dockage fees. It also avoids the need to raise fees during the economic recession.

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: Gary Gillette, CBJ Port Engineer or Carl Uchytel, CBJ Port Director 586-0292.

Docks and Harbors Board
FY2016 Marine Passenger Fee Request

Port-Customs and Visitor Center Buildings Maintenance Support

Project Descriptions: These two buildings are located on the downtown Juneau waterfront, an area that serves nearly one million cruise ship passengers each year. Docks and Harbors, an enterprise fund, 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).

Marine Passenger Fee Funds Requested (FY16): \$133,500

Approximately 4450 sq feet (building area) @ \$2.50/sq feet/month = \$133,500

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) year-round and Docks and Harbors staff from April to October. CBP claims to be exempt from any costs associated with their operations within a port. The Visitor Center Building is occupied from April to October by the Juneau Convention and Visitor Bureau, a non-profit organization for the purpose of supporting cruise passenger inquiries. The JCVB 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 better manage and maintain the properties entrusted under their responsibilities. Passenger fees were granted for this purpose in FY2013 and FY2014.

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: Gary Gillette, CBJ Port Engineer or Carl Uchytel, CBJ Port Director 586-0292.

**Docks and Harbors Board
FY2016 Marine Passenger Fee Request**

Statter Harbor Passenger For Hire Facility

Project Descriptions: The Statter Harbor Master plan identifies four significant components that would be phased over time as funding is available. These components are as follows: Phase I - repairs to existing moorage, removal of DeHart's floats and fuel dock, and replacement of moorage and fuel dock; Phase II - construction of a new 2-lane launch ramp and upland parking facility; Phase III - replace existing launch ramp with new boat haul-out and kayak launch ramp; Phase IV - construction of a new passenger for hire float and uplands bus staging area to serve cruise ship related whale watching and fish chartering operators. Phase I was completed in May 2013; Phase II is in the final design process and scheduled for construction in fall 2014; Phase III would begin once Phase II is completed. Phases II is fully funded based on current cost estimates and Phase III is partially funded with expectation for full funding by construction in 2016.

Phase IV has no funding in place thus the construction schedule is dependent upon funding availability. The Passenger for Hire facility includes installation of a boarding float, gangway, dredging, and uplands passenger loading zone to service cruise ship passengers embarking on marine based tourism activities. Staging for these activities currently are conducted at Statter Harbor where the facilities are incapable of providing safe and efficient service. The current situation causes extreme congestion and greatly detracts from the local resident's ability to fully utilize the Don Statter moorage facility. The funds requested would allow for design and permitting activities to move forward.

Marine Passenger Fee Funds Requested (FY16): \$800,000

Cost Estimate: \$5.4M

Funds Previously Secured: None

Funds Needed but Not yet requested: \$4.6M

Project Review: The project is part of the Docks and Harbor Board's approved Statter Harbor Master Plan which has been supported by the voters in three special sales tax ballots (2005, 2007, 2012).

Project Time-Line: The schedule for the proposed Passenger for Hire Facility is dependent upon funding.

Maintenance and Operation Responsibility: CBJ is responsible for all ongoing maintenance and operating expenses and will use Harbor operations funds for these expenses.

Project Contact: Gary Gillette, CBJ Port Engineer or Carl Uchtyl, CBJ Port Director 586-0292.

**Docks and Harbors Board
FY2016 Marine Passenger Fee Request**

Downtown Restrooms

Project Descriptions: The project would be located along the downtown Juneau waterfront, an area that services approximately one million cruise ship passengers each year. The project consists of constructing new restroom facilities on a dock structure located on the recently purchased Archipelago property south of the Library/Parking Garage.

Cost Estimate: \$500,000

Marine Passenger Fee Funds Requested (FY16): \$500,000

Project Review: This project has been brought forward at the request of the Assembly to address the lack of adequate restroom facilities in the downtown waterfront area.

Project Time-Line: This project would begin design phase upon allocation of funding.

Maintenance and Operation Responsibility: CBJ is responsible for all ongoing maintenance and operating expenses and will seek future passenger fee funds for these expenses.

Project Contact: Gary Gillette, CBJ Port Manager or Carl Uchytel, CBJ Port Director 586-0292.

**Docks and Harbors Board
FY2016 Marine Passenger Fee Request**

Future Cruise Terminal Staging

Project Descriptions: This project would be located in the downtown area near the cruise dock, an area that serves approximately one million cruise ship passengers each year. The project entails identifying and procurement of available Downtown lands necessary to accommodate additional staging areas required to accommodate the larger post-panamax sized cruise ships and greater passenger counts.

Marine Passenger Fee Funds Requested (FY16): \$1,000,000

Project Review: The Cruise Ship Terminal Staging Area, scheduled for completion in spring 2014, greatly improves the efficiency and safety of the parking and embarkation in support of the cruise industry. However, due to geographic limitations and finite available land, new property must be pursued to ensure facilities are available to support increased passenger loads in the coming decade. A strategic approach to the management of future cruise ship requirement will require securing adjacent lands to the cruise ship berth.

Project Time-Line: This project has not been fully developed.

Maintenance and Operation Responsibility: This project is to identify and procure land available for future Docks enterprise initiatives.

Project Contact: Gary Gillette, CBJ Port Engineer or Carl Uchytel, CBJ Port Director 586-0292.

**Docks and Harbors Board
FY2016 Marine Passenger Fee Request**

Downtown Pay Phones

Project Descriptions: To meet telephonic communications demands from cruise ship passengers and cruise ship crew, CBJ has established a requirement to maintain pay telephones in the downtown corridor.

Cost Estimate: \$7800

Marine Passenger Fee Funds Requested (FY16): \$7800

Project Review: This requirement has been developed at the request of CBJ Leadership to meet a lack of available telephones. In FY12, Docks & Harbors spent \$7755 from Docks operating funds to support this need.

Project Time-Line: This requirement is current and expected to persist indefinitely.

Maintenance and Operation Responsibility: CBJ is responsible for all ongoing maintenance and operating expenses and will seek future passenger fee funds for these expenses.

Project Contact: Teena Scovill, Administrative Assistant or Carl Uchytel, CBJ Port Director 586-0292.

**Docks and Harbors Board
FY2016 Marine Passenger Fee Request**

Visitor Information Kiosk Replacement

Project Descriptions: The Visitor Information Kiosk serves cruise ship passengers needing information about Juneau. It is located in a strategic location near one of the two city owned docks that support the cruise industry. The current kiosk has exceeded its design life. The facility does not meet ADA standards, has inadequate heating, and does not provide adequate shelter for patrons.

Cost Estimate: \$150,000

Marine Passenger Fee Funds Requested (FY16): \$150,000

Project Review: The Juneau Convention and Visitors Bureau requested that a new kiosk be provided which would offer a more user friendly facility and address safety and comfort concerns of volunteers. The current facility was moved from the Marine Park area when the Alaska Steamship Wharf was expanded for bus staging.

Project Time-Line: This project would begin the design phase upon allocation of funding.

Maintenance and Operation Responsibility: CBJ is responsible for all ongoing maintenance and operating expenses and will seek future passenger fee funds for these expenses.

Project Contact: Gary Gillette, CBJ Port Engineer or Carl Uchytel, CBJ Port Director 586-0292.

**Docks and Harbors Board
FY2016 Marine Passenger Fee Request**

CBJ Parks & Recreation Landscaping Services

Project Descriptions: Docks & Harbors managed property includes the downtown waterfront from the Taku Dock to Merchant's Wharf. The landscaping has been maintained by CBJ Parks & Recreation seasonal staff for several years out of the CBJ general fund. Flowers, flower pots, trees, shrubs and grass along Marine Park, Cruise Ship Terminal and Alaska Steamship waterfront are meticulously planted and groomed in an admirable fashion. Beginning in FY15, Docks & Harbors was directed to fund this maintenance out of the Docks Enterprise budget.

Cost: \$45,000

Marine Passenger Fee Funds Requested (FY16): \$45,000

Project Review: The requested amount has been developed by a CBJ Parks & Recreation algorithm based on requirements to propagate, plant and maintain the vegetative cover, new seedlings, plants and flowers.

Project Time-Line: This project would be an interdepartmental transfer from Docks & Harbors to CBJ Parks & Recreation.

Maintenance and Operation Responsibility: Commencing in FY15, Docks & Harbors has been assigned sole responsibility for maintaining the greenery along the CBJ owned waterfront, including parking lot facilities.

Project Contact: Gary Gillette, CBJ Port Engineer or Carl Uchytel, CBJ Port Director 586-0292.

**Docks and Harbors Board
FY2016 Marine Passenger Fee Request**

Lightering Float Ramp Canvas Cover Replacement

Project Descriptions: The canvas cover for gangway leading to the Marine Park Lightering Float was damage beyond repair in a November 2014 storm. This gangway is primarily used by tourists embarking and disembarking from cruise ships at anchor.

Cost Estimate: \$10,000

Marine Passenger Fee Funds Requested (FY16): \$10,000

Project Review: n/a

Project Time-Line: Docks & Harbors will replace the canvas cover in time for the initial cruise ship of the season but is requesting compensation in FY16.

Maintenance and Operation Responsibility: CBJ Docks & Harbor is responsible for maintenance and operating expenses along the CBJ owned waterfront and seeks future passenger fee to funds.

Project Contact: Gary Gillette, CBJ Port Engineer or Carl Uchytel, CBJ Port Director 586-0292.

**Docks and Harbors Board
FY2016 Marine Passenger Fee Request**

Marine Park Bus Parking Lot Brick Repair

Project Descriptions: The Marine Park Bus Parking Lot (Brickyard) is demonstrating undulations in the brick surfaces suggesting the substrate is being undermined. The funds are to contract with an experienced mason to repair the areas needing attention.

Cost Estimate: \$30,000

Marine Passenger Fee Funds Requested (FY16): \$30,000

Project Review: The Brickyard surface will continue to degrade without constant and appropriate maintenance. Use of this facility in the winter for parking will lead to greater degradation due to snow plowing efforts.

Project Time-Line: This project would commence as soon as funding is available not to interfere with coach and bus operations during the summer months.

Maintenance and Operation Responsibility: CBJ is responsible for all ongoing maintenance and operating expenses and will seek future passenger fee funds for these expenses.

Project Contact: Gary Gillette, CBJ Port Engineer or Carl Uchytel, CBJ Port Director 586-0292.

**Docks and Harbors Board
FY2016 Marine Passenger Fee Request**

Flags & Banners

Project Descriptions: Flags and banners along the downtown waterfront have been jointly managed through multiple CBJ Departments. There is also a cost involved in renting scissor or basket lifts.

Cost Estimate: \$7500

Marine Passenger Fee Funds Requested (FY16): \$7500

Project Review: Many of the flags and banners are worn requiring replacement; this request would provide funding for purchase new aesthetically pleasing visual hanging devices.

Project Time-Line: Procure would begin upon receipt of funding.

Maintenance and Operation Responsibility: CBJ is responsible for all ongoing maintenance and operating expenses and will seek future passenger fee funds for these expenses.

Project Contact: Gary Gillette, CBJ Port Engineer or Carl Uchytel, CBJ Port Director 586-0292.



Port of Juneau

155 S. Seward Street • Juneau, AK 99801
(907) 586-5255 Phone • (907) 586-2507 Fax

December 11, 2014

SUBJ: HARBOR PATRON CODE OF CONDUCT

Background:

The Docks & Harbor vision is TO BE THE SOUTHEAST ALASKA MARINE CENTER OF EXCELLENCE PROVIDING A SAFE, SECURE, MODERN, VIBRANT FACILITIES MEETING THE NEEDS OF THE USERS WE SERVE. In pursuit of our goals, Docks & Harbors is obliged to act in the best interests of all patrons. Our employees work collaboratively with other CBJ employees, stakeholders and customers to deliver quality services to the Juneau public. The following Harbor Patron Code of Conduct is designed to allow Docks & Harbors to preserve its tradition of providing safe and secure facilities. This Code applies to all harbor clients who frequent CBJ owned property, including but not limited, to vessel owners and their guests, live-aboard residents, charter and commercial operators, launch ramp users and pedestrians along Docks & Harbors managed properties.

Recently, several issues have surfaced regarding the conduct of some harbor patrons which merit the development of guidelines to safeguard all user groups. The establishment of a Harbor Patron Code of Conduct provides the expectations following a “reasonable person” standard. The intent to codify rules to ensure patrons are made aware that illegal or prohibited behavior, affecting other patrons or Docks & Harbors employees will not be tolerated.

Failure to abide by the Harbor Patron Code of Conduct may result in administrative actions that limit or restrict any person or vessel from continued use of some or all Docks & Harbors facilities.

Personal conduct:

The owner of a vessel will be responsible for the conduct of those on board the vessel. Behavior of the owner, operator or occupants of a vessel which disturbs or creates a nuisance for others in the boat harbors is prohibited. Examples of prohibited conduct include but are not limited to:

- (1) Making, causing or allowing unreasonable noise so as to cause public inconvenience, annoyance or harm. Unreasonable noise means any excessive or unusually loud sound that disturbs the peace, comfort, or repose of a reasonable person of normal sensitivity.
- (2) Damaging any Docks & Harbors property through reckless behavior that could be reasonably avoided.

(3) Causing, provoking or engaging in any fight, or to commit an act in a violent or reckless manner whereby the safety, life, limb or health of another is placed in fear of immediate jeopardy;

(4) Being found under the influence of alcoholic beverages, or other drugs including prescription drugs, in such a condition as to be unable to exercise care for their own safety or the safety of others, except aboard a vessel;

(5) The use of recreational marijuana except aboard a vessel and out of view of the public.

(6) Engaging in the use of or being instrumental in the exchange or production of illegal drugs or other illegal substances.

(7) All commercial, for profit enterprises conducting business aboard a vessel in a Docks & Harbor facility must have a commercial use permit. This does not apply to commercial fishing vessel.

(8) Behavior, language or mannerisms toward any harbor employee during the performance of their duties by using threats or actions that place staff in reasonable fear of immediate jeopardy.

Any continuing or repeated breach of Docks & Harbors policies, rules and regulations duly established by the Docks and Harbors Board, Port Director or Harbormaster may result in forfeiture of the privilege to use some or all facilities.

Pet Owners:

Live-aboard patrons, both owners and guests, that have a dog or cat residing onboard for a period longer than fourteen (14) days shall be required to complete a registration form indicating the type, breed, name and gender of the animal and pay the registration fee. Animal owners will also be required to ensure the following:

- (1) During registration, dog owners shall provide proof the animal is licensed in accordance with current CBJ regulations. Unlicensed dogs shall not reside within the D&H system at any time.
- (2) Provide proof of current rabies vaccinations.
- (3) Be leashed at all times when on Docks and Harbors property, floats, fingers and moorings
- (4) Clean up after your animal on docks, parking areas, and all adjacent D&H properties. Use of waste bags or other waste removal product(s) are mandatory on all D&H properties.
- (5) Ensure animals are properly confined on the vessel.

Failure to meet these requirements may likely result in the animal being banned from the harbor.