

CBJ DOCKS AND HARBORS BOARD
REGULAR MEETING AGENDA
For Thursday, March 27th, 2014

- I. Call to Order** (5:30 p.m. at the CBJ Assembly Chambers.)
- II. Roll** (Greg Busch, John Bush, Tom Donek, Bob Janes, David Logan, Mike Peterson, Budd Simpson, Scott Spickler, and Kevin Jardell).

III. Approval of Agenda

MOTION: TO APPROVE THE AGENDA AS PRESENTED.

IV. Approval of February 20th Special Board Meeting, February 27th, 2014 Sub-Committee Meeting Minutes and February 27th, 2014 Regular Board Meeting Minutes.

V. Public Participation on Non-Agenda Items (not to exceed 5 minutes per person, or twenty minutes total time).

VI. Consent Agenda

- A.** Public Requests for consent Agenda Changes
- B.** Board Members Requests for Consent Agenda Changes
- C.** Items for Action

1. Docks & Harbors By-Laws

Recommendation: Forward Docks & Harbors By-Laws revised at the December 2013 Board Meeting, as amended by CBJ Law, to the Assembly for approval.

VII. Old Business

- 1. FY15/FY16 Proposed Budget**
Presentation by the Port Director

Board Questions

Public Comment

Board Discussion/Action

MOTION: TO APPROVE THE FY15/FY16 BUDGET AS PRESENTED.

VIII. Items for Information/Discussion.

- 1. Juneau Port Development Update**
Presentation by Howard Lockwood
- 2. Statter Harbor C-Float repairs update**
Presentation by the Port Engineer

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3. Cruise Ship Berth RFP update
Presentation by the Port Engineer
4. Strategic Planning Meeting
Presentation by the Port Director

IX. Committee and Member Reports

1. Operations/Planning Committee Meeting – March 13th, 2014
2. Finance Committee Meeting – March 25th, 2014
3. Member Reports

X. Port Engineer's Report - Mr. Gillette's report is in the packet.

XI. Harbormaster's Report

XII. Port Director's Report

XIII. Assembly Liaison Report

XIV. Board Administrative Matters

- a. Operations/Planning Committee Meeting – April 17th, 2014
- b. Finance Committee Meeting– April 22nd, 2014
- c. Board Meeting – April 24th, 2014

XV. Adjournment

CBJ DOCKS & HARBORS BOARD

SPECIAL MEETING

Thursday, February 20th, 2014

I. Call to Order

Mr. Busch called the meeting to order at 6:13 p.m. in the Assembly Chambers.

II. Roll

The following members were in attendance: John Bush, Tom Donek, Robert Janes, David Logan, Michael Peterson, Scott Spickler, and Greg Busch. (Budd Simpson and Kevin Jardell were absent.)

III. Approval of Agenda

MOTION By Mr. Logan TO APPROVE THE AGENDA AS PRESENTED.

The motion passed with unanimous consent.

IV. Public Participation on Non-Agenda Items

None.

V. Items for Action

1. Harbormaster hiring process presentations

Each of the following individuals gave a presentation (not more than 15 minutes each): Greg Craig, David Borg, Jeremy Talbott, Crystal Dooley, and Tor Wallen.

MOTION By Mr. Logan TO MOVE IN TO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS.

The motion passed with unanimous consent.

VI. Executive Session

1. Discuss Harbormaster Candidates

VII. Adjournment

The Special Meeting adjourned at 8:08 p.m.

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SUB-COMMITTEE MEETING MINUTES
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I. Call to Order.

Scott Spickler called the meeting to order at 5:00 pm in CBJ Room 224.

II. Roll.

The following members were in attendance: Tom Donek, Mike Peterson, and Scott Spickler.

Also in attendance were: Carl Uchtyl - Port Director, Budd Simpson - Board Member, Kevin Jardell - Board Member, Bob Janes - Board Member, David Logan - Board Member, and Derek Duncan - Goldbelt Representative

III. Approval of Agenda.

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

The motion passed without objection.

IV. Public Participation - None

V. Items for Action.

1. Mt. Roberts Tram process

Mr. Uchtyl said the Sub-Committee was established on November 8th, 2013, with the direction to find a way forward for negotiating the Mt. Roberts Tram lease rent. The purpose of this meeting was to provide an overview of the four meetings and decide if the Sub-Committee is still needed. Mr. Uchtyl asked Mr. Peterson to give an overview of the four meetings.

Mr. Peterson said Mr. Uchtyl and himself have met four times at Goldbelt's office. The first three meetings were attended by Mr. Uchtyl, Mr. Duncan, Mr. Loiselle and himself. The first meeting was December 10th where the group identified and prioritized conditions that were brought to the Committee's attention. There was a letter dated November 8th, 2013 that listed eight conditions that the Committee was tasked with to negotiate terms. The first meeting recognized the Reliant appraisal, ordered by Goldbelt, with the land value of \$2,450,000 but then deducted costs for ready to build of \$1,092,000 to make the unimproved land value \$1,360,000. The Horan appraisal ordered by Docks & Harbors had a land value at \$3,000,000 plus air rights of \$330,000 with a total of \$3,330,000. The Reliant appraisal did not include air rights, but the Horan appraisal did. The Committee was to try to negotiate to get these numbers closer together. Docks & Harbors took the position in John Stone's letter dated October 3rd, 2006 that set the rent at \$104,000 or 8% of a 2005 assessment. The letter went on to say that rent will remain in effect for three years until adjusted pursuant to paragraph five of the lease. This new rent value will replace the current rent value in paragraph five and six of the lease. At this first meeting Docks & Harbors stated the position because John Stone's letter is not following the language pursuant to the lease, the language in the lease is still valid and the items in the lease are back on the table, 10% of land value, and royalty rents. Docks & Harbors and Goldbelt agreed to disagree. The first three meetings working with

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Goldbelt were basically trying to negotiate a value for the property. The Sub-Committee was unable to come up with an agreement on a land value both parties could agree on. Throughout the meetings, the Reliant appraisal was being revised to include the new Archipelago property sale. The adjusted Reliant appraisal was received on February 11th. As a result of the inclusion of Archipelago property sale, the property value went down from \$245.00 per sq/ft to \$226.00 per sq/ft. That took the value of \$2,450,000 down to \$2,300,000. When you subtract the \$1,092,000 for bringing the property build ready, that brought the property value down to \$1,210,000. Negotiations for land values were moving further apart. At the last meeting on February 25th, Goldbelt expressed the desire to pursue the language of the lease that allows for a third appraiser to choose between the Horan and the Reliant appraisal which best determines the value of the property.

Mr. Jardell asked if Horan was given the same opportunity to adjust his appraisal using the Archipelago property sale information?

Mr. Peterson said that was brought to the table, but it was decided that considering the distance between the two appraisals it wouldn't make much difference. If the Sub-Committee feels that might make a difference, this can be done.

Mr. Jardell said it is really unknown if this will make a difference until an amended appraisal by Horan is completed. Also, if there is going to be a third appraiser choose between the two appraisals, they should both have the same data sets.

Mr. Logan asked if picking a third appraiser to choose between the two appraisals was in the terms of the lease?

Mr. Uchytel said it is and we are following the terms of the lease. Because the two land values were so far apart the Board believed there would be room to negotiate instead of just picking one or the other. The negotiations have been good, but good people are agreeing to disagree on the value of the property.

Mr. Simpson asked Mr. Peterson if during negotiations the distance between the land value amounts was ever narrowed?

Mr. Peterson said at the February 25th meeting, Docks & Harbors suggested splitting the difference between the Reliant land value of \$2,450,000 and the Reliant land value with the new Archipelago property sale information of \$2,300,000. The split would be \$75,000. Adding the split to the \$2,300,000 makes the land value at \$2,375,000. Keeping the rent at 8% of the land value, gives a new rent of \$190,000, plus keep the \$60,000 minimum royalty rent. The air rights were figured at a value of \$2,000, for a total of \$250,000 annual rent. It was also suggested for this to be a temporary period from July 1st, 2012 to July 1st, 2015. Within that temporary time period, negotiation would begin for new lease conditions. The goal would be to have something for the Assembly by July 1st, 2015. Goldbelt did not want to pursue this direction. Mr. Peterson said Goldbelt has concern that within this three year period there will be new Board members and Goldbelt felt the mood of the Board could change. He said Goldbelt also stated that they might be able to negotiate a better lease with the Assembly. This is why Goldbelt wants to follow the original lease with the option to choose a third appraiser to choose between the two appraisals.

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Mr. Simpson said it looks like the Sub-Committee was seeking a compromise using the Reliant high number before they took off the cost of development for build ready. Mr. Simpson said the lease states the rent is to be based on undeveloped property. In a way, the Sub-Committee was adding \$1,000,000 to the starting point. He said if you would have used the Reliant value of \$1,210,000, which is the undeveloped property value, and tried to compromise between the Horan and that number, there might have been a better number like \$1,700,000 million. Mr. Simpson asked Mr. Peterson to explain why the after build ready land value was used?

Mr. Peterson said the Docks & Harbors position at the table was to not acknowledge the before build land value and use the \$2,450,000.

Mr. Simpson said his recollection of the lease was that the lease rent was to be determined from the unimproved land value condition. It is unclear to him why the unimproved land value was not used.

Public Comments -

Derek Duncan, Juneau, AK

He said Goldbelt has a lease that after 15 to 20 years is not working anymore. The area's in the lease that are not working include, lease language, appraisal methodology, royalty rents and how that table is interpreted. Goldbelt is still unsure how that will be interpreted and this is not outlined in the lease how it should be applied. Currently the adjustment process is every three years, but five years make better sense to Goldbelt. Mr. Duncan wants to have the adjustments to the lease be part of this review package that will go before the Assembly. At this time the only disagreement is on the land value. The issue Goldbelt has with Horan's appraisal uses as is ready build and is not the fair market value of the unimproved property at its highest and best use. Reliant uses as is condition and deducts the expense to get the property ready to build on. There was a slight willingness by Docks & Harbors to move down from the build ready value, but that was not adequate for Goldbelt thus leaving the land value still not in agreement. As the lease outlines, this would mean taking this to a third appraiser to choose which appraisal best represents the land value. Mr. Duncan said he does not believe Horan appraisal to be accurate and believes the Reliant to be a more accurate appraisal. He said Mr. Simpson brought up a good point that if the number was to be brought down a bit, this would have helped in the negotiations. At this point it is best to let a third appraiser decide between the two appraisals. He does not want this addressed again in July of next year, but to work on the changes to the lease now. There was a suggestion to take the summer off and work on this again in the fall. He said he is unsure on the Board members with term out. Goldbelt's fear is that they are going to have to start all over again with negotiations. The lease does not work how it is currently written, so he suggests to amend this now. He said negotiations on the new lease is getting close. Mr. Duncan said Goldbelt is willing to drop the taxes imposed on the leesee, lack of legal access, public restroom reimbursement, and agreed on the effective date of adjustment July of 2012. Negotiations are at the point the land value just needs to be agreed upon, and working with Mr. Peterson and Mr. Uchtyl have been good and positive.

Board Discussion

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Mr. Jardell said Docks & Harbors is at a point that the third appraiser is needed to choose the appraisal that best determine the land value. Once there is a status quo lease payment, then we can negotiate the changes to the lease. Then there is a bench mark on going up on the lease rate or down. He wants a status quo before moving forward with renegotiating lease terms. He said Horan should be allowed to amend his appraisal and to use the most recent data. Mr. Jardell recommended to move forward with the process to find a third party and set the status quo then look at the changes to the lease terms.

Mr. Donek suggested to have the Horan appraisal amended to include the Archipelago property sale. This is a new data point that was added to the Reliant appraisal and should also be added to the Horan appraisal. Then move forward with agreeing on a third appraiser to choose between the two appraisals.

Mr. Duncan said he is in agreement with Horan updating his appraisal and then moving forward with the third appraiser.

Mr. Uchytel asked if the Sub-Committee has completed their task to negotiate with Goldbelt?

Mr. Peterson suggested to dissolve the Sub-Committee and just move the updated information to the full Board.

Mr. Duncan said he sees value in keeping the Sub-Committee and meeting with Mr. Peterson and Mr. Uchytel. Trying to negotiate in a public setting is problematic. He suggests to keep the Sub-Committee until this is finalized. This is achieving the goal, but this is just requiring more time.

Mr. Jardell said until the third appraiser chooses an appraisal and it is adopted, there is always a chance to agree on a value. He suggested to leave the Sub-Committee also.

MOTION By MR. PETERSON: TO HAVE HORAN AMEND HIS APPRAISAL TO INCLUDE THE ARCHIPELAGO PROPERTY SALE AND TO KEEP THE SUB-COMMITTEE IN TACT, AND ASK UNANIMOUS CONSENT.

Motion passed without objection.

VI. Adjournment.

The meeting was adjourned at 5:30 p.m.

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REGULAR BOARD MEETING MINUTES
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I. Call to Order.

Mr. Donek called the Regular Board Meeting to order at 5:38 p.m. in the Assembly Chambers

II. Roll Call.

The following members were present: Greg Busch (via telephone), John Bush, Bob Janes, Kevin Jardell, David Logan, Mike Peterson, Budd Simpson, Scott Spickler, and Tom Donek.

Also present were the following: Carl Uchtyl – Port Director, Gary Gillette – Port Engineer, and Loren Jones – Assembly Liaison,

III. Approval of Agenda.

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

Motion was approved with no objection.

IV. Approval of Previous Meeting Minutes – January 30th, 2014 Regular Board Meeting minutes, January 23rd, 2014 and February 13th, 2014 Special Board Minutes were approved as presented.

V. Public Participation on Non-Agenda Items – None

VI. Consent Agenda

- A. Public Requests for Consent Agenda Changes – None
- B. Board Member Requests for consent Agenda Changes – None
- C. Items for Action – None moved

1. Procurement of new Ford Truck.

Port Director Recommendation:

To approve replacement of a 2004 Chevrolet 2500HD vehicle with a 2014 Ford F350 XL model F3B Turbo Diesel truck procured through State of Alaska's vehicle contract for \$31,443.00. This leaves the balance of the Docks & Harbors' Equipment Replacement Reserve Schedule at \$43,814

2. FY15/16 Budget

Port Director Recommendations:

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To approve the preliminary FY2015 and FY2016 Docks & Harbors Budget as presented and approved at the February 25th, 2014 Docks & Harbors Finance Committee Meeting.

VII. Old Business

1. Cruise Ship Terminal Staging Area(CSTSA) Parking Lot Management Plan

Mr. Uchytel said Miller Construction is currently working on the CSTSA three parking lots. This design has been in some form of planning since 2009. In December 2011 & January 2012, the Board took public comment to refine the management plan of the lots. Docks & Harbors staff met with industry and members of the public for more input. Another public meeting was held at the January 23rd OPS/Planning Committee meeting. At this meeting, staff described how the new lots would be managed when they are completed on May 2nd. Since the meeting, Docks & Harbors staff has met with various members of the community, including taxi drivers, cruise industry, customs border protection, Juneau Police Department (JPD), Juneau Convention & Visitors Bureau (JCVB), as well as Kirby Day who represents Tourism Best Management Practices (TBMP). The basic interest for all is going to be best served through a concerted effort from the businesses. Mr. Kirby Day (TBMP) has been a huge help in gathering people who have interest to come up with something that should be workable for all. The efforts of those meetings are reflected in this plan. Mr. Uchytel showed the plan on the screen and described the changes in the different areas. The cruise ship terminal parking lot management plan is attached to these minutes. He said Docks & Harbors will be more proactive this year in moving vehicle that are standing too long. In the pull through lanes, the front vehicle has to move every 10 minutes. Mr. Uchytel said an additional change in the cruise ship terminal lot is that taxis and Crew Shuttles are not allowed. He said he is meeting with the Crew Shuttles next week to offer a staging area in the Archipelago lot, which is the newly purchased 50' area by CBJ. They will still be able to operate out of the Columbia lot, but be able to stage in this other location. The overall goal for this plan is to have industry self police and transport the maximum amount of people as possible.

Board Questions-

Mr. Janes suggested to make the cross walk area in the Columbia lot larger and change the pavement to stone or bricks so a driver is aware there could be people in this area. He asked if there was more thought into the cross walk layout and how it would best protect the pedestrian?

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Mr. Gillette said industry will have tour operators that lead the different tours to their bus. He said the crosswalk area can be made larger. The area on the plan in red is not a taxi stand it is just a quick drop off or pick up area for the taxis.

Mr. Uchytel said the Port staff will be assertive and if taxis are sitting in that location they will be asked who they are waiting for.

Mr. Janes said there is going to be a TBMP meeting in early April and wanted to know if staff was going to demonstrate to the company dock representatives where they would like the tours to be led to their bus.

Mr. Gillette said there is the covered area where the AJ shuttle is going to be dropping off people and this may be a good location to walk across to their bus when an AJ shuttle isn't there.

Public Comment –

James Harris, Juneau, AK

He said the taxi companies did talk to Kirby Day (TBMP) and is willing to work with Harbors to make this plan work. He is concerned without having a handicapped zone to drop cruise ship passengers off. He said there hasn't been much enforcement in the past in this area and is having a hard time believing it is going to start now. He said taxis are needed and he doesn't believe buses should just have all the upfront locations. He said he would like to see a taxi zone made and the taxis would pay for it. If the parking is good, they would pay premium price and there would be more income for Harbors. This is about taxis finding their customers, and not going into the tour business. There were eight spaces in the past and now there are only a few. There needs to be better parking for the taxis.

Mr. Jardell asked why the B-Zone permit wouldn't work for the Taxis needs?

Mr. Harris said because you are not to sell tours from the B-Zones, they are usually full, and now taxis are not allowed to use four of the B-Zone spaces in the Cruise Terminal Lot.

Mireya Cordero, Juneau, AK

She said currently the regulations are working for the Crew Shuttle's to arrive two hours after the ship arrives when the lots are empty. She said if the Crew Shuttles are paying for a B-Zone, they should be able to use all the B-Zone spaces even in the Cruise Terminal Lot. She said the little companies are treated unfairly because they are not a big company. She would like to know why the Crew Shuttles are excluded from the Cruise Terminal Lot and would like to still be able to use this area two hours after

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the Ship's arrival? She said the Crew Shuttles are following the rules and paying the same fees, why don't they have the same rights?

Mr. Janes said he knows that the B-Zones are not empty after the two hour lock down. It is very busy and always full.

Mr. Uchytel said he will be having a meeting with the Crew Shuttle 10:00 am on Monday.

Kirby Day (TBMP), Juneau, AK

He said he has been working with operators, tour brokers, the Port Director and Docks & Harbor staff. He said he wanted to explain how this plan came about. The goal going into this was to work with Docks & Harbors staff to not have to write more regulations. With all the different needs of the users, there could not be enough regulations written to satisfy all situations. He recommended to work with the members of TBMP to come to an operators agreement for this area to take some of the pressure off Docks & Harbors and improve the relations between the tours operators, Crew Shuttles and Taxis to try to solve issues among themselves.

He said Crew Shuttles do provide a great service for the crew members to be able to get to the stores and spend money in our community. He said with only having four spaces in the Cruise Terminal lot, and having five Crew Shuttle companies and approximately 66 taxis, those four spaces would never be available for B-Zone tour operators. For the Crew Shuttles not utilizing this area, the Port Director is proposing a spot for each Crew Shuttle company in the Archipelago lot, plus they will still be able to use the B-Zones in the Columbia lot. The crew members will know in one week where the Crew Shuttles are parked. Mr. Day said he will send a map to all the cruise ship companies marking the new locations for the Crew Shuttles. They are also still allowed to use the B-Zones in the Alaska Steam ship dock, the Franklin Dock, the AJ Dock, and the Red Dog. With this change there is concern, but he said the Crew Shuttles should feel better after the meeting with Docks & Harbors on Monday. He said the Crew Shuttles will most likely even get business out of the Archipelago lot.

The Taxis can use the B-Zone in the Columbia lot if they buy a B-Zone permit. They do not have to purchase a B-Zone permit to use the pick up and drop off zone for the taxis in the Columbia lot. They do not have to purchase a B-Zone to use the two designated taxi staging areas in the Taku lot. There will be signage for the taxi locations. With ADA issues, a taxi may need to use the Cruise Terminal lot on occasion. Mr. Day said the plan is to improve the enforcement but also by writing less regulation gives staff the opportunity to be a little bit more flexible and reasonable going forward.

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Mr. Jardell asked if the rules will be changed for the taxis to sell tours in the B-Zone?

Mr. Day said taxis have a rate set by City ordinance, and the taxis have tour on the vehicle. While a taxi is sitting in a B-Zone and someone walks up to the taxi to go to the glacier, they would provide the tour.

Mr. Jardell asked if the rules will need to be changed to allow that.

Mr. Uchtyl said no one really knows who walks up to a vehicle is a presold or a metered rate.

Mr. Jardell asked if a policy was going to be adopted to not enforce our regulation or change the rules to say it is okay to sell from the B-Zone.

Mr. Uchtyl said there will be no loud audible hawking from the B-Zone.

Mr. Janes asked if a taxi was going to be allowed to use the space waiting for a fare. He said he does not want to see the B-Zone spaces occupied unnecessarily.

Mr. Jardell said when the taxis were parked on the street, there was no hawking, people just walked up to the cab. Is Docks & Harbors going to change the rules to allow taxis to sell in a B-Zone?

Mr. Day said the intent for this regulation originally was to stop a large bus pulling into the B-Zone with a sign on the side selling tours. Crew Shuttles basically are doing the same thing as the taxis. They get eight crew members and they go. Based on the intent, it is up to the Board to change regulation or just be flexible on how its enforced.

Board Discussion/Action

Mr. Janes said there is going to be a TBMP meeting in the beginning of the season to see how this plan will work. There will be an opportunity to clarify all these questions. It really comes down to all operators working together and harbor staff being flexible.

Mr. Peterson asked when the TBMP meeting was?

Mr. Janes said it is not scheduled yet, but it will be the end of April or beginning of May with operators, drivers, and Harbor Department. This will be for Statter Harbor also.

Mr. Logan suggested to table this item until after the TBMP meeting.

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Mr. Janes said the meeting is going to be just before the season start and did not recommend waiting until after the meeting.

Mr. Donek said this is just something for Mr. Uchytel to work with.

Mr. Uchytel said the urgency is to put this plan in the A and B-Zone permits. There is not a lot of time to delay this.

MOTION By MR. JARDELL: TO APPROVE THE CSTSA PARKING LOT MANAGEMENT PLAN AS PRESENTED AND ASK UNANIMOUS CONSENT.

2. Fee in Lieu payment for Statter Harbor Launch Ramp

Mr. Gillette said this is the mitigation for fill for the Statter Harbor launch ramp. Mitigation approved by the Corp of Engineers permit was an in Lieu fee. SEAL trusts first attempt at coming up with a fee was around \$729,000. This fee was double what was thought it to be, so after discussions, they did some more analysis and agreed to rather than look for property zoned waterfront commercial with similar habitat would just look at properties with similar habitat not how it was zoned. An appraiser was hired to look at similar habitat lands and this brought down the costs significantly per acre to \$32,101 with a total of \$329,838. This is the cost it was originally thought it should be and what was budgeted. At this point this is a reasonable price. Once the check is paid to SEAL Trust, this is the last condition Docks & Harbors has to meet to receive the Corp permit. Mr. Gillette requested this to be approved and said this will go before the Assembly because it is over \$100,000.

Board Questions - None

Public Comment - None

Board Discussion/Action

MOTION By MR. LOGAN: TO RECOMMEND TO THE ASSEMBLY THE APPROVAL TO TRANSFER \$329,838 TO THE SOUTHEAST ALASKA LAND (SEAL) TRUST FOR MITIGATION IN LIEU FEE REQUIRED UNDER THE CORPS OF ENGINEER'S PERMIT NECESSARY FOR THE STATTER LAUNCH RAMP PROJECT AND ASK UNANIMOUS CONSENT.

3. Alaska Marine Exchange's request for CBJ/Docks & Harbors support of Marine Services Building

Mr. Gillette said Docks & Harbors was looking at the area under the bridge to jointly develop with Parks & Rec. The waterfront plan was looked at and the bridge park fits within the downtown goals and objectives. Parks & Rec in conjunction with the Engineering Department has been working on this

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project and went through a number of different schemes and ideas that was presented to the community. Docks & Harbors then started incorporating the idea of the building at the site and different schemes. The whale needed a home, and this site came to top of their list. The whale was programmed in the scheme with the construction of a three floor 10,000 sq foot building suitable for the Marine Exchange of Alaska, the Port Office, and a ground floor “maritime interpretive center”. Northwind Architects did some sketches of what the building will look like on that site. In September of 2012, the Assembly approved Resolution 2628 establishing the preferred site plan for the area near the Juneau-Douglas Bridge which includes the whale project on Docks and Harbors managed CBJ property for the proposed Marine Services Building.

Mr. Gillette said recently Docks & Harbors was shown a new scheme on the mental health trust land. The idea is to make a transient boat harbor, and the whale would be moved to this site. They would also develop a mixed use five story building. At this point there are now two concepts.

Mr. Uchytel said last month there was a request brought to the Board to enter into a long term agreement with Marine Exchange of Alaska to be tenants for the next 15 years in the proposed Marine Exchange building. The Marine Exchange of Alaska is asking two things.

1. The commitment from Docks & Harbors to be a 15 year tenant.
2. Support in negotiating the land acquisition out near the bridge park.

The recommendation made in January was that Docks & Harbors enters into a long term agreement to be a tenant in the Marine Exchange building and divest the land management of that land that would be used at bridge park. The reason for the second recommendation is that there are numerous CBJ entities working that bridge park area. Parks & Rec would be designated the lead for the green space for the park, CBJ Engineering would provide the infrastructure and prep the land for the whale, and the library would be in charge of the interpretative center. If Docks & Harbor were to remain the management of that area, we would be negotiating with Marine Exchange of Alaska, and the lands committee to be negotiated with the Assembly. This would be a large distraction for staff. Mr. Uchytel recommended to have negotiations turned over to the City Manager to be more effective. If Docks & Harbors would have secured the US Department of Transportation tiger grant program, there would have been enough funds sufficient to move forward. Since Docks & Harbors did not secure the grant, and to build a building is not a high priority of this body, it makes sense to allow Marine Exchange to move forward. The Marine Exchange of Alaska secured \$1 Million at last year’s state legislature and they believe they will receive \$600,000 from the Governments budget this year. The two items to

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consider; Does Docks & Harbors want to enter into a long term lease, and Does Docks & Harbors want to transfer the uplands management responsibility to the City Manager. Mr. Fuhs is here to talk about the vision for the Marine Exchange of Alaska and what the new site means to them.

Paul Fuhs, President of the Board of the Marine Exchange of Alaska. He said the Marine Exchange of Alaska operates vessel tracking services, provides emergency response under federal regulations to vessels traveling offshore, organizes the vessel tracking system for the interior United States, organizes remote reception of AIS data, and every other Marine Exchange of the United States. This data is put into a GIS and sent out to the rest of the United States via fiber optic cable. The part of the concern about the existing building is that it is sitting on creosote pilings and is an old building. There has been evidence of people camping under the building and cigarettes and matches found. The building does have a sprinkler system, but there would be a real problem if it caught on fire, the water would probably be worse on the electronics than the fire would. The Marine Exchange has the largest server in the entire state of Alaska to handle all the data. The Marine Exchange has secured \$1 million in financing and based on the rent we are paying and the resources, another \$1 million can be financed through the Rasmussen foundation which offers a zero interest 10 year loan. The Marine Exchange has the resources to move forward with this project. There may be additional funds that the state may have. The Marine Exchange can access cruise ship head tax funds because of the general provisions for the direct use of the funds can be used for people that provide services for the overall security, efficiency and safety of marine operations. The property by the bridge is a good piece of property. If Docks & Harbors would commit to renting space in this new building, the Marine Exchange could justify another \$500,000 in financing. We are asking two things;

1. To agree to dedicate the current rent amount for the Port office
2. Dedicate the property to the Marine Exchange of Alaska.

He said recently he heard of the new idea for the whale site. He said the bridge area is more of an attractive location because it is easier for the tourists to get to this location. The draft motion in the packet will work to move forward with this project.

Board Questions

Mr. Peterson asked how much rent is currently being paid for the Port office?

Mr. Uchytel said \$2.50 per square foot per month. Approximately \$52,000 per year.

CBJ Docks and Harbors Board
REGULAR BOARD MEETING MINUTES
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Mr. Peterson asked what stage of planning the building was in?

Mr. Fuhs said the Marine Exchange has funding to go to final architecture concepts and drawings now. This is another reason we need a decision on this plan whether to include Docks & Harbors in the building.

Mr. Simpson said he likes the second site conceptually. With using the mental health trust site, does it add another cost component to this project which would make it harder to finance?

Mr. Fuhs said the Marine Exchange has not been given a quote, and does not know all the current state of negotiations.

Mr. Gillette said the new site has been presented as the building being a mixed use building with a restaurant on the first floor, offices for Alaska Marine Exchange and Docks & Harbors and residential. This building would be larger and have more players than the building down by the bridge.

Mr. Fuhs said Marine Exchange of Alaska would like to institutionalize this operation in Juneau. We have made a commitment to build the building in Juneau that would be there forever.

Mr. Janes asked if putting the whale sculpture in the sub-port area changes the possibility having the Maritime Center at the bridge site. Does it matter where the whale is?

Mr. Fuhs said the whale can be at either location, but having the whale at the maritime museum would be a draw for tourists.

Mr. Janes asked what site is more preferred by the Alaska Marine Exchange Board?

Mr. Fuhs said he would like the recommendation in the packet passed for the bridge site. It is unsure what is going to happen with the other site.

Mr. Bush asked when would the move in schedule be for this project?

Mr. Fuhs said the schedule would be to finish all the engineering this fall, get the site tested for environmental issues, get the plans together, and start the building next year. He said move in would be two years out.

Mr. Jardell asked Mr. Uchytel what the requirements are for a sole source type of lease?

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Mr. Uchytel said Ms. Mead, the City Attorney, said Docks & Harbors could enter into a long term lease with Marine Exchange of Alaska and it did not need to go through the Assembly. He said he will follow up with a letter to get this in writing.

Mr. Jardell said he supports the idea, but when it comes to public procurement he would like the City Attorneys answer in writing.

Mr. Logan said he shares Mr. Jardell's concerns and wants to know what exactly the Marine Exchange wants from Docks & Harbors.

Mr. Uchytel said the Marine Exchange would like an agreement from Docks & Harbors that they will enter into good faith lease negotiations, and will be committed to leasing space from the Marine Exchange. This will help them procure additional funds needed to build this building.

Mr. Fuhs said the Marine Exchange is non-profit, is a direct service to the industry with all the vessels in this area, and provides for marine safety. This is a direct relation to the mission with Docks & Harbors.

Mr. Logan asked Mr. Uchytel what is the current situation for the Port office lease? What happens if during the environmental testing metals are found that will make the project longer than anticipated?

Mr. Uchytel said currently the Port office is on a month to month lease with Goldbelt with no long term commitment. Goldbelt is actively shopping for other clients. If we were evicted, we would need to come up with plan B.

Mr. Jardell said with the current recommendation in the packet, we would be taking an action to enter into this lease. If the Board endorses the concept behind this recommendation, would that be enough to satisfy the current needs?

Mr. Fuhs recommended to authorize administration to enter into negotiations for a lease with consideration for the lease to be brought back to the Board for final approval.

Mr. Donek asked if the piece of land Docks & Harbors would be giving up is the area south of the bridge?

Mr. Uchytel said yes, but maintain the property under the bridge and north of the bridge.

Mr. Fuhs asked if parking under the bridge would be allowed for this building?

CBJ Docks and Harbors Board
REGULAR BOARD MEETING MINUTES
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Public Comment - None

Board Discussion/Action

Mr. Simpson said the second site at Gold Creek is still conceptual and has a long way to go before it happens.

Mr. Donek said the bridge site is several years ahead of the Gold Creek site.

Mr. Bush said he would be in support of moving this forward.

Mr. Peterson said this agreement will take away Docks & Harbors choice if something else will comes up that could be a better deal than this. As this recommendation is written and presented, he is not able to support this.

Mr. Jardell said this would be a big benefit to several users and is a good idea.

Mr. Janes said this project is a good idea and the relationship between Docks & Harbors and Marine Exchange is important to be connected.

MOTION By MR. JARDELL: (A) TO DIRECT THE PORT DIRECTOR TO ENTER INTO NEGOTIATIONS FOR A 15-YEAR LEASE AGREEMENT FOR THE PURPOSES OF RELOCATING THE PORT OFFICE TO THE PROPOSED FACILITY TO BE BUILT AND MANAGED BY THE ALASKA MARINE EXCHANGE; AND, (B) THAT DOCKS & HARBORS REFER THE REAL PROPERTY LEASE NECESSARY FOR THE PROPOSED MARINE SERVICES BUIDLING TO THE CBJ MANAGER FOR COORDINATION; HOWEVER RETAINING MANAGEMENT OF THE PROPERTY NORTH OF THE JUNEAU-DOUGLAS BRIDGE.

Mr. Peterson objected and called the question.

Motion passed 8 yes, and 1 no.

Mr. Uchytel wanted it clarified that this is only for the Bridge park area.

Mr. Jardell said as the maker of the motion that this is only for the bridge park, and if the other site starts to move forward, Mr. Uchytel will need to come back to the Board.

VIII. Items for Information/Discussion – None

IX. Committee and Board Member Reports

1. Operations/CIP Committee Meeting –February 20th, 2014

CBJ Docks and Harbors Board
REGULAR BOARD MEETING MINUTES
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Mr. Logan said Mr. Gillette presented the information on the Southeast Alaska Land trust that was discussed tonight and the Committee was presented with several options to deal with the Douglas Harbor dredging which none will be immediately leading to fruition. Mr. Logan asked Mr. Gillette to discuss the Douglas Harbor dredging options.

Mr. Gillette said the final cap quantities were received for the dredging material being deposited in the Gastineau Channel. The cap adds \$1.5 million to the project. This project has been sitting at 95% for a number of years while dealing with the environmental issues. Currently we have \$5.6 million and we need an additional \$1.3 million bringing the project total to \$6.9 million. Options on how to proceed;

- Move forward with the modification of the Corp permit to reflect the cap both in the Harbor and the material that will be deposited in the channel.
- Do nothing, and in a couple of years when it is declared unsafe, close Douglas Harbor down. Docks & Harbors would then go to the legislature to move the grant money received for Douglas to help with Phase II of Aurora.
- Douglas could be dredged down 12', and not get into the contaminated material. Move the 24' to 28' boats from Aurora to Douglas and build bigger slips in Phase II of the Aurora rebuild plan which is already dredged at 14'.
- As part of the Seawalk, there is an island that is going to be built in front of the Department of Labor building. A rip rap ring could be built to contain the spoils which would act as fill. If the Corps would agree to this, this would be considered an upland fill. This could save Docks & Harbors money as well as the Engineering and Parks & Rec department.

The direction from the Committee is that there is no down side to having the Corps of Engineers permit modified. The permit will be good for five years. The committee requested to provide an update in six months with the progress.

Mr. Jardell asked if the grant money for Douglas will need to be given back?

Mr. Gillette said not at this time. Docks & Harbors could go to the legislature and request the grant monies be re-appropriated to Aurora Harbor to help with Phase II.

Mr. Jardell asked if this grant money would be available to use at Statter Harbor?

Mr. Gillette said there are some restrictions to this money so it would not be able to be used on the Commercial float.

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Mr. Donek said he would like to have the dredging in Douglas completed as soon as possible.

2. Finance Committee Meeting – February 25th, 2014

Mr. Donek said the two items discussed at the meeting were the truck procurement and the budget, both on the consent agenda tonight. There was also an update on the Mt. Roberts Tram. The budget will be brought back next month.

3. Sub-Committee Meeting (Mt Robert's Tram Lease Process) – February 27th, 2014

Mr. Peterson said the Reliant appraisal has been amended to include the sale of the Archipelago property. At the meeting earlier there was a motion made to allow the Horan appraisal to also include the Archipelago property into their appraisal.

Mr. Peterson said Goldbelt has decided to pursue the language in the lease to appoint an independent appraiser to choose between the amended Reliant appraisal and the amended Horan appraisal to determine which one closely represents the value of the property. This decision will be final. The Sub-Committee will stay intact in case further negotiations are deemed necessary.

4. Member Reports –

Mr. Logan said the Auke Bay Steering Committee has met a couple of times since the last full Board meeting and have heard ADOT's plans for Auke Bay and how they are blasting rock and what they are doing with it. Mr. Logan commended Mr. Gillette for giving a very informative presentation to the Steering committee. Mr. Logan said the university is interested in putting an overpass over Glacier Hwy to the Anderson building. He said he talked to ADOT and 17'6" is the height requirement on this overpass. If this became a reality, certain boats would not be able to go under the overpass, and this would be important to watch for Docks & Harbors long term planning.

IX. Port Engineer's Report –

Mr. Gillette said tomorrow at 2:00 is the due date for the RFP for the construction administration consultants for the cruise berth project.

He said the Aurora Harbor 100% drawing should be completed on Monday.

Staff has received the 35% design for Statter Harbor Launch ramp. Docks & Harbors is planning on having a public meeting the second week in March. The consultants would give a brief presentation and then the meeting would continue like a work shop.

X. Harbormaster's Report - None

CBJ Docks and Harbors Board
REGULAR BOARD MEETING MINUTES
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XI. Port Director's Report-

Mr. Uchytel said the management plan for the CSTSA lot is going good. Mr. Weyhrauch from fisherman's memorial had filed a restraining order to stay the bid award, and that was denied. He filed a preliminary injunction, the hearing was this week Tuesday, and the judge denied it. Mr. Uchytel said Law Department just notified him that Mr. Weyhrauch has filed three more motions, which include environmental issues.

XII. Assembly Liaison Report-

Mr. Jones said CBJ has hired a contractor to come up with an Economic Development plan. He showed the first brochure which has the CBJ website with community & website type surveys. Mr. Jones said he encouraged the contractor to talk to Docks & Harbors because they are part of the economic development of CBJ. The contractors have also met with other groups in Juneau, but they have not fully met with the Assembly yet.

Mr. Jones said the concept showed by Mr. Gillette using the mental health property site and another location considered for the whale was also brought to the Assembly. This new concept would take a lot to even start the process. He said the idea is they would purchase the mental health property. The preliminary design for the building would be first floor parking and a coffee shop, second floor condos and office space for the Marine Exchange and Docks & Harbors, the third, fourth and fifth floors would all be high end condos and a restaurant. This would take a lot to move forward with this project with financing and permits. The potential developers met with the City Manager, City Engineering, and will be meeting with Mr. Uchytel. Also, the whale sculpture could be completed faster than expected. The whale may be here by late summer or fall and there is still a lot of money to be raised in terms of finishing the fountain. He said the area by the bridge is moving faster than the mental health trust property concept. The City Assembly Finance Committee will be meeting weekly starting April until the budget is completed.

Mr. Logan asked what would be the plan if the whale showed up earlier than expected?

Mr. Jones said the Assembly passed a resolution several years ago so the whale would go to the site by the bridge. If an alternative comes before the Assembly, the resolution could be changed, but has not at this time. There is concern from the public that no public money should go into this project. However or wherever the whale is located it is to be funded with all private funds.

CBJ Docks and Harbors Board
REGULAR BOARD MEETING MINUTES
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XIII. Board Administrative Matters

- a. Operations/Planning Committee Meeting – Next meeting is March 20th, 2014 in CBJ Room 224 at 5:00 p.m. – Mr. Simpson said this may need to be changed.
- b. Finance Committee Meeting – Next meeting is March 25th, 2014 in CBJ Room 224 at 5:00 p.m.
- c. Board Meeting – Next meeting is March 27th, 2014 in the Assembly Chambers at 5:30 p.m.

XIV. Adjournment

The regular Board Meeting adjourned at 7:38 p.m.



City and Borough of Juneau
Docks & Harbors
Approved
CRUISE SHIP TERMINAL PARKING LOTS MANAGEMENT
February 27th, 2014

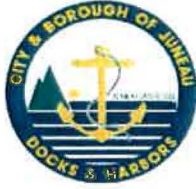
Issue: Docks & Harbors has contracted to Miller Construction for reconstruction of the Cruise Ship Terminal (CST) parking lots. The construction is anticipated to be complete on May 2nd, 2014. The primary change will be diagonal parking (versus pull through) for the coaches. Some permit operators authorized to use the Docks & Harbors parking lots have requested management plans for the new facility.

Background: Docks & Harbors began a public process to improve the safety and efficiency of the CST uplands beginning in January 2009 which culminated in the CBJ Planning Commission approval in April 2011. In December 2011 & January 2012, the Docks & Harbors Board conducted public meetings to explain the planned improvements, operational changes and ordinance regulations with the new project. At the January 23rd Operations & Planning Committee meeting, public testimony was solicited regarding the initial lot management plan. Since that public meeting, Docks & Harbors has leveraged the assistance of TBMP to find entrepreneurial solutions meeting the needs of the user groups. The efforts of those meetings are reflected in this document.

Docks & Harbors is tasked with managing facilities associated with cruise activity at the Alaska Steamship Wharf and the Cruise Ship Terminal. The primary responsibility of the ten "Docks" seasonal staff is to provide shoreside security in accordance with the Coast Guard approved Facility Security Plan. When not engaged in facility security, the team will provide other services such as facility maintenance, monitoring tour booth sales and regulating the parking lots. The four Harbor Officer seasonally assigned are authorized to cite individuals who violate CBJ ordinance on Docks & Harbors managed property. The six Harbor Technicians assist the Officers with all duties but are not permitted to issue citations. The Docks seasonal staff is supervised by a year-round Senior Harbor Officer.

Docks & Harbors does not limit the number of companies nor the size or quantity of vehicles. To receive an "A or B Zone" permit, the applicant must pay \$300 per company plus \$7 per seat of all the vehicles in the company's inventory. The last two years of data are presented below:

	# of Companies Purchase A & B Zones (\$300 ea)	Revenue "A Zone" (\$7/seat)	Revenue "B Zone" (\$7/seat)	Total Revenue Collected
2012	35	\$37,403	\$23,637	\$71,540
2013	33	\$33,005	\$27,062	\$69,967



Recommendation:

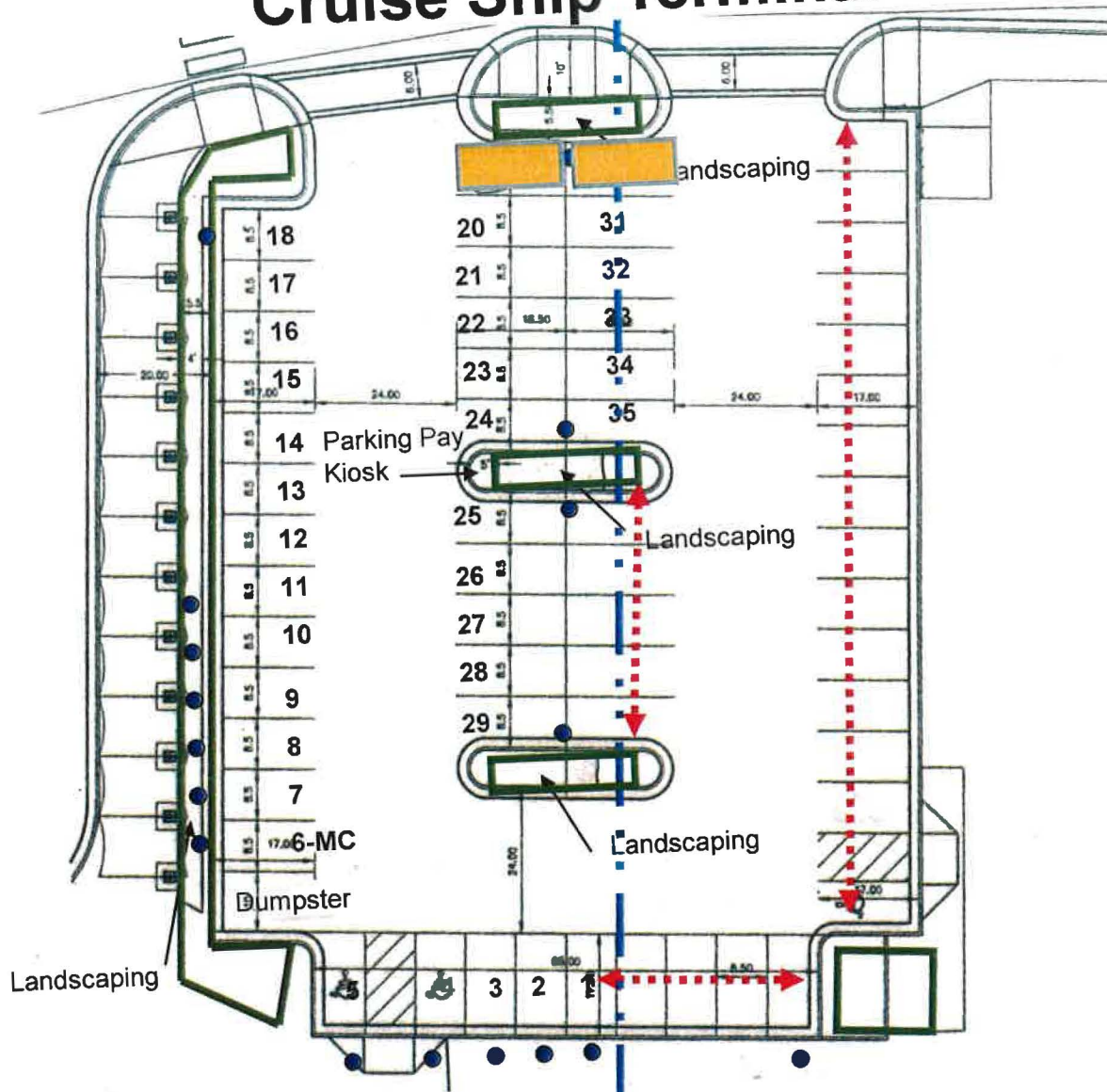
1. A CBJ Docks employee will be assigned to the lot to ensure a consistent and orderly compliance of CBJ ordinance pertaining to parking lot management.
2. Conditions of the 2014 “A” Zone Permits will include:
 - a. All companies must employ a “Dock Representative” whenever a coach or “A” zone vehicle enters the Cruise Ship Terminal parking lot. The company’s Dock Representative will communicate parking availability to the coach driver within the lot. The goal is to reduced congestion by coordinating coaches to enter the lot only when there is existing parking availability.
 - b. Dock Representative shall act as a “safety spotter” for all coaches backing out until 6 pm daily.
 - c. All companies must be members of the Tourism Best Management Practice.
3. All “B zone Permits”, including Crew Shuttles, must members of the Tourism Best Management Practice.
4. Docks & Harbors will continue its policy of “locking down” the CST parking lot in accordance previously issued “A” and “B” zone permits. The purpose of this activity is to maximize the efficiency of transporting cruise passengers with pre-sold tours.
 - a. *Port staff are authorized to restrict use of all parts of loading zones to carriers with pre-sold tours during the period of heaviest pre-sold tour activity. Typically, the pre-sold period extends over a period of sixty-minutes.*
 - b. *Port staff will provide you with the start and stop times of the pre-sold tour period showing the areas restricted to pre-sold tours.*
 - c. *Prior to allowing permitted operators to enter an area restricted to pre-sold tours, port staff will verify the operator is picking up pre-sold tour passengers.*
5. The Columbia Lot is designated the “A zone” shuttle facility. As required in a conditional use permit, coaches shuttling cruise passengers from the AJ Dock will actively load and unload from this using a designated facility shuttle lane. On days when the AJ Dock shuttle is not operating “A” zone permitted coaches with scheduled shuttles to the Mendenhall Glacier may also actively load and unload from this designated shuttle lane.
6. The active freight loading zone established near the People’s Wharf shall not be designated for “A” or “B” permits vehicles. This active loading zone is to be used for commercial deliveries, including USPS and other freight companies.
7. The two designated “taxi stands” are located at the private vehicle parking lot (adjacent to the Twist Fish), see enclosure (1). This is the same number of “taxi stands” which were designated on the street prior to the new lot construction. The taxi stands are in a public lot and are not required to possess a “B zone” permit.
8. In the Columbia Lot, there is a designated “load & unload” zone for taxis. This designated area is not a taxi standing zone but rather a location to drop off and for dispatched taxis to meet their customers in a visible location. Taxis are not required to possess a “B zone” permit to use this designated “load & unload” zone.



9. Docks & Harbors will regulate the Columbia Lot to minimize idle wait time for “B zone” permitted vehicles which encourages front-of-the-line vehicles to rotate out after 10 minutes of standing.
10. The Cruise Ship Terminal Lot will be designated for “A zone” permitted coaches and for “B zone” vehicles engaged in large capacity transportation of cruise ship passengers. As such, taxis and crew shuttles will not have access to this parking lot, see enclosure (2).
11. Docks & Harbors will provide appropriate way-finding signage for the facilities, including taxi facilities
12. Docks & Harbors will endeavor to work closely with TBMP to find solutions which do not require burdensome regulations. However, Docks & Harbors will use the authority vested within CBJ ordinance to ensure the facilities are managed in a safe, secure and efficient manner.

Encl: (1) Private Vehicle Parking Lot at Cruise Ship Terminal
(2) Cruise Ship Terminal Staging Area Parking Lot

Private Vehicle Parking Lot at Cruise Ship Terminal



Taxi



Sign Post



Approximate Location of Property Line



Taku Fisheries Building Parking = 24 spaces



Landscaping

3

US Customs Business Only

19 & 30

Taxi

4-5

ADA Parking

6

Paid Parking - Motorcycle

1-2

US Customs

7-8

Visitor Center Volunteers

9-18

Paid Parking

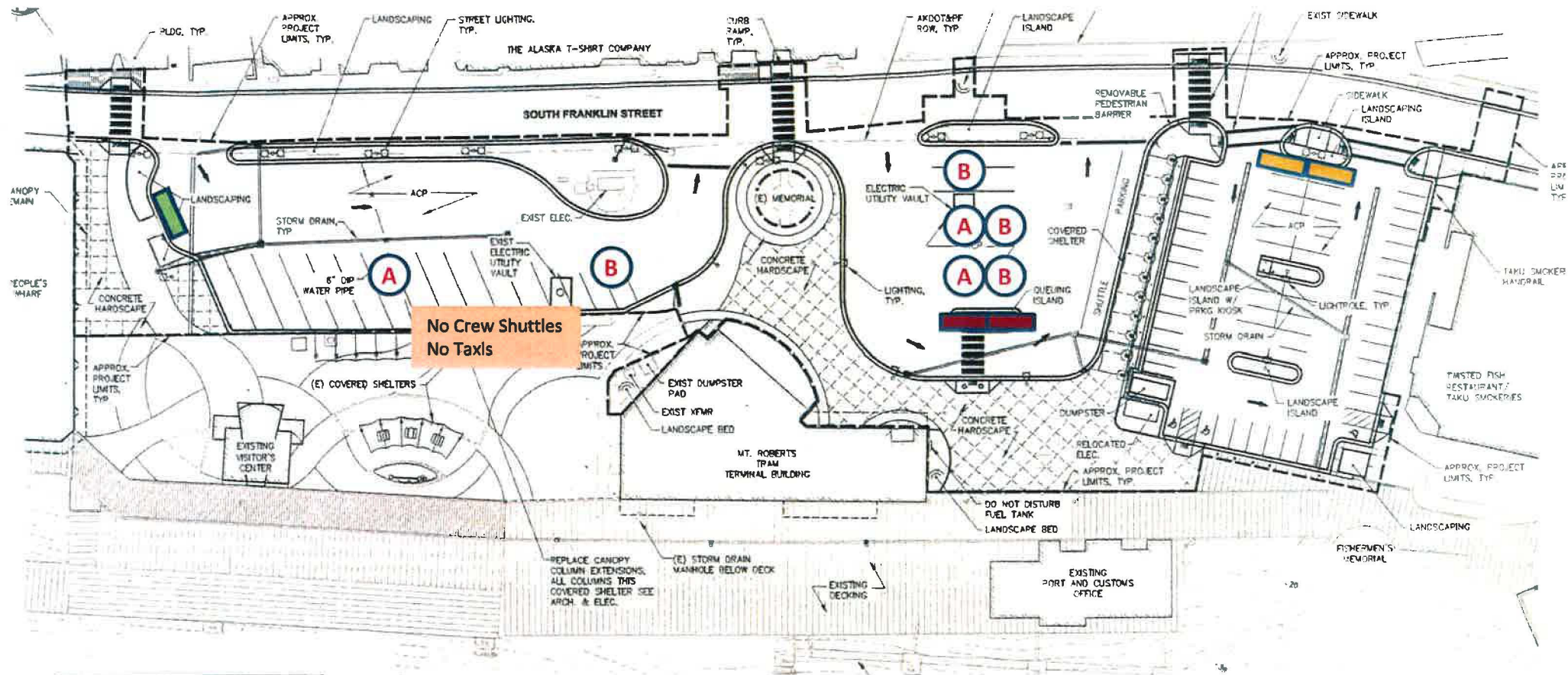
20-29

Paid Parking

31-35

Harbor Permit (IVF)

CRUISE SHIP TERMINAL STAGING AREA



- | | | | |
|---|-----------------------|---|----------------|
|  | Taxi Stand |  | A Loading Zone |
|  | Taxi Load-Unload Only |  | B Loading Zone |
|  | Limited Loading Zone | | |

**CITY AND BOROUGH OF JUNEAU
DOCKS AND HARBORS BOARD
BYLAWS**

ARTICLE I. NAME, DUTIES, AND POWERS

1. NAME. The governing body of the City and Borough of Juneau Docks and Harbors shall be known as the City and Borough of Juneau Docks and Harbors Board, hereafter referred to as the Board.
2. DUTIES AND POWERS OF THE BOARD. The duties and powers of the Board regarding the operation of the municipally owned and operated port and harbor facilities are established by Chapter 85.02 of the Code of the City and Borough of Juneau.

ARTICLE II. BOARD MEMBERSHIP AND APPOINTMENT

1. NUMBER OF DIRECTORS. The Board shall consist of nine (9) members.
2. APPOINTMENT. All Board members shall be appointed by the City and Borough of Juneau Assembly as provided by Section 85.02.010 of the Code of the City and Borough of Juneau.

A new member shall be seated immediately upon the call of the roll at the first Board meeting after the new member is appointed.

3. TERM OF APPOINTMENT. As provided in Section 85.02.010, Board members shall be appointed for staggered three-year terms and until their successor is appointed. Appointment terms will not violate the conditions set forth in Section 85.02.010.
4. VACANCIES. When the conditions set forth in Section 85.02.030 of the Code of the City and Borough of Juneau occur, the Chair will notify the City and Borough Assembly that a vacancy exists.

Vacancies on the Board shall be filled by the City and Borough of Juneau Assembly as provided by Section 85.02.030 of the Code of the City and Borough of Juneau.

A member filling a vacancy shall be seated immediately upon the call of the roll at the first Board meeting after the new member is appointed.

5. MEMBERS. The duties and responsibilities of the Board members shall be as set forth in Sections 85.02.60, 85.02.63, and 85.02.65.

ARTICLE III. OFFICERS

1. OFFICERS. Officers of the Board shall consist of a Chair, Vice Chair and any other officers as the Board may from time to time deem necessary.
2. ELECTION OF OFFICERS. Officers shall be elected at the annual Board meeting or at such

**CITY AND BOROUGH OF JUNEAU
DOCKS AND HARBORS BOARD
BYLAWS**

time as offices become vacant.

3. TERM. Each officer shall serve for a term to extend until the next annual Board meeting or until such time as they vacate the office.

4. REMOVAL. Any officer may be removed from his or her office by an affirmative vote of at least six (6) Board members at a meeting called for that purpose.

5. CHAIR. The Chair shall preside at all Board meetings.

The Chair shall assign tasks to Board members and committees and shall ensure that all business of the Board is carried out.

The Chair shall act as spokesperson for the Board and will have such other duties and responsibilities as delegated to him or her by the Board.

6. VICE CHAIR. The Vice Chair shall act as the Chair in the absence of the Chair.

ARTICLE IV. COMMITTEES

1. STANDING COMMITTEES. There shall be the following standing committees of the Board:

- * Finance
- * Operations & Planning

The Chair shall appoint each Board member to serve on at least one standing committee. The Board Chair shall serve as a voting member of all standing Committees.

The Chair shall appoint a Board member to serve as the Chair of each standing committee. No Board member shall chair more than one standing committee.

Unless otherwise directed by the Chair, all standing committees will function at the direction of the appointed committee Chair.

2. SPECIAL COMMITTEES. The Board or the Chair may establish special committees to facilitate any Board business.

The Chair shall appoint two or more Board members and may appoint any individual that is not a member of the Board to serve on any special committee established.

The Chair shall appoint a Board member to serve as the Chair of each special committee.

Unless otherwise directed by the Chair, all special committees will function at the direction of the appointed committee Chair.

**CITY AND BOROUGH OF JUNEAU
DOCKS AND HARBORS BOARD
BYLAWS**

A special committee shall serve for a period of time or for the accomplishment of a particular task or tasks as determined by the Chair. No special committee shall serve beyond the annual Board meeting unless reconstituted by the newly elected Chair.

ARTICLE V. MEETINGS

1. **REGULAR.** The Board shall meet at least once each month at a place and time designated by the Chair.

The Board may act on any matter within its authority at a regular or annual Board meeting whether or not such item was identified in the notice of the meeting.

2. **ANNUAL.** An annual meeting shall be held on the last Thursday of July each year.

The annual Board meeting may be postponed by the Board to a certain day.

At the annual meeting, a Chair, a vice Chair and other such officers as the Board shall deem necessary, shall be elected.

3. **EXCUSED ABSENCES.** Any absence of a member from a regular Board meeting shall be deemed unexcused unless the member is absent as a result of attending to official business on behalf of the Board, for extenuating medical reasons or for other significant cause, in which case the absence may be deemed excused by the Board Chair.

4. **SPECIAL.** Special Board meetings may be called at any time by the Chair or any three (3) Board members for good cause, which must be reaffirmed at the beginning of any special meeting.

Only business identified in the notice of the meeting may be transacted at a special Board meeting.

5. **COMMITTEE.** Committee meetings may be called at any time by a committee Chair or by a majority of the committee's membership.

Any topic or item may be discussed that falls within the purview of the committee's charge as determined by the Chair, committee Chair, or a majority of the committee's membership.

6. **QUORUM.** For all Board meetings, a quorum shall consist of five (5) members in attendance or participating via telephone. For all committee meetings, a quorum shall consist of a minimum of three (3) voting committee members in attendance or participating via telephone.

7. **ADJOURNMENT, CONTINUATION, AND POSTPONEMENT OF MEETINGS.** If a quorum is not present at a meeting, the Chair or committee Chair may adjourn such meeting to a time and place he or she determines most appropriate; provided that notice of the time and place of the adjourned

**CITY AND BOROUGH OF JUNEAU
DOCKS AND HARBORS BOARD
BYLAWS**

meeting shall be given to each Board or committee member and the general public at least twenty-four (24) hours prior to such meeting.

If a quorum is present at a meeting, such meeting may be continued or adjourned from day to day and no additional notice of such continuation or adjournment need be given.

8. VOTES. No person other than a Board member is entitled to vote at any Board or committee meeting, except appointed members of special committees within those committees.

Each Board member shall be entitled to one (1) vote. No proxy votes may be used to constitute a quorum, transact business, or otherwise. To register a vote, the Board member must be present at the meeting or participating via telephone at the time the vote is taken.

An affirmative vote of at least five (5) Board members is required for a main motion to pass the Board. An affirmative vote of the majority of committee membership is required for a main motion to pass a committee.

9. ORDER OF BUSINESS. The following order of business shall be observed at all regular, annual, or special Board meetings and committee meetings insofar as practicable or necessary:

- Call to Order
- Calling of the Roll
- Port Director Request's for Agenda Changes
- Public Participation on Non-agenda Items
- Approval of the Previous Meeting Minutes
- Consent Agenda
- Items for Action
- Items for Information
- Staff, Committee and Member Reports
- Board Administrative Matters
- Adjournment

As the first order of business after the calling of the roll at the annual Board meeting or at the first regular or special meeting after an officer vacancy has been recognized by the Board, the Chair, Vice Chair and/or other officers shall be elected.

The Port Director may include under the consent agenda:

- A. Actions to Propose Regulations for Public Comment
- B. Bid awards that have received Committee concurrence
- C. Resolutions
- D. Other items requiring Board action which do not involve substantial public policy questions.

**CITY AND BOROUGH OF JUNEAU
DOCKS AND HARBORS BOARD
BYLAWS**

10. BOARD MEETINGS PUBLIC. All Board and committee meetings are open to the public, except that executive sessions may be held in accordance with AS 44.62.310.

11. CONFLICT OF INTEREST. No Board member shall vote or deliberate on any question in which he or she has a conflict of interest as defined by Chapter 01.45 of the Code of the City and Borough of Juneau.

Such a Board member shall not be counted in determining the quorum for such a vote.

12. TELEPHONIC PARTICIPATION.

A. A member may participate via telephone in a Board or Committee meeting, if the member declares that circumstances prevent physical attendance at the meeting. If the Chair chooses to participate by teleconference, the Vice chair shall preside.

B. No more than the first three members notifying the Board secretary regarding telephonic participation in a particular meeting may participate via telephone at any one meeting.

C. The member shall notify the Board secretary, if reasonably practicable, at least four hours in advance of a meeting which the member proposes to attend by telephone and shall provide the physical address of the location, the telephone number, and any available facsimile, email, or other document transmission service.

D. At the meeting, the Board or Committee secretary shall establish a telephone connection when the call to order is imminent.

E. A member participating by telephone shall be counted as present for purposes of quorum, discussion, and voting.

F. The member participating by telephone shall make every effort to participate in the entire meeting. From time to time during the meeting, the presiding officer shall confirm the connection.

G. The member participating by telephone may ask to be recognized by the presiding officer to the same extent as any other member.

H. If the telephone connection cannot be made or is made then lost, the meeting shall commence or continue as scheduled and the Board secretary shall attempt to establish or restore the connection, provided that if the member participating by telephone is necessary to achieve a quorum, the meeting shall be at ease, recess, or adjourn as necessary until the telephone connection is established or restored.

I. Participation by the telephone shall be allowed only for regular, special, or committee meetings of the Board.

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J. Any member of the public present with the member participating by telephone shall be allowed to speak to the same extent he/she would if physically present at the meeting.

K. As used in these bylaws, “telephone” means any system for two-way communication.

ARTICLE VI. PUBLIC HEARINGS, RULES FOR PUBLIC PARTICIPATION, AND APPEALS

1. PUBLIC HEARINGS AND RULES FOR PUBLIC PARTICIPATION. The Board may hold public hearings in accordance with established City and Borough of Juneau procedures to take public or other testimony on any issue dealing with Board duties or responsibilities. Public testimony will be conducted according to the following rules, which will be available at the meeting:

A. The presiding chair of the meeting will conduct the hearing.

B. The presiding chair will open the hearing by summarizing its purposes and reemphasizing the rules of procedure.

C. The presiding chair may set a time limit for public testimony, for individual speakers, or both if it appears necessary to gain maximum participation and conserve time, and may for the same reason disallow all questions from the Board members to members of the public. A majority of the Board or Committee may extend the time limit. The time limit for individual speakers shall be uniform for all speakers and shall be strictly enforced. Speakers shall not have the right to transfer their unused time to other speakers, but the presiding officer may grant additional time to a person speaking on behalf of a group present at the meeting.

D. Citizens will be encouraged to submit written presentations and exhibits. Material submitted to the Port Director’s Office more than three business days before a meeting and comprising 10 pages or less will be eligible for copying for that meeting. Material submitted less than three days before a meeting will be distributed by the Port Director at the meeting provided the submission contains at least 15 copies.

E. The presiding officer will set forth the item to be discussed and will rule non-germane comments out of order.

F. All speakers, public, and members of the Board must be recognized by the presiding chair.

G. Members of the public will precede their remarks by stating their names, and unless otherwise allowed by the presiding chair, their place of residence.

H. Members of the Board will be recognized by their names.

I. Members of the Board will not direct questions to each other or to the chair during the

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public participation except as to the conduct of the hearing.

J. Members of the Board may direct questions to a member of the public only to obtain clarification of material presented. The questions may not be argumentative, nor may they have the effect of unreasonably extending the time limit applicable to public speakers.

K. The public may direct questions to the Board or the administration. However, the Chair shall have discretion as to the appropriate manner and time for a response. In no case shall the Board engage in debate with the public.

L. The Port Director may participate in the same manner as members of the Board.

2. APPEALS TO THE BOARD. The Board will, in those instances allowed by the Code of the City and Borough of Juneau and under procedures established by the City and Borough of Juneau, hear and adjudicate public appeals regarding the application of Harbor rules, policies and procedures. The Board will adopt rules of procedure for handling appeals.

ARTICLE VII. PORT DIRECTOR

1. PORT DIRECTOR. The Port Director serves at the pleasure of the Board as identified in Section 85.02.080 of the Code of the City and Borough of Juneau.

The Port Director shall have the duties and responsibilities identified in Section 85.02.090, 85.02.110, and 85.02.130 of the Code of the City and Borough of Juneau.

ARTICLE VIII. EFFECTIVE DATE AND AMENDMENTS

1. EFFECTIVE DATE OF BYLAWS. These Bylaws, as amended, are effective XXX, 2014.

Comment [WU1]: Need to include date.

2. AMENDMENTS. Any of these Bylaws may be amended by an affirmative vote of six (6) Board members at any regular or special meeting called for that reason.

3. ADDITIONAL PROVISIONS. Indemnification of Directors and Officers Each director and officer now or hereafter serving as such, shall be, and by virtue of this Bylaw provision hereby is, indemnified by the City and Borough of Juneau against any and all claims and liabilities to which they, their heirs, and personal representatives, have or shall become subject due to serving or having served as such director or officer, or neglected by them as such director or officer; and the City and Borough of Juneau shall reimburse each such person for all legal expenses (including attorney's fees) reasonably incurred by them in connection with any such claim or liability, provided, however, that no such person shall be indemnified against, or be reimbursed for any expense incurred in connection with, any claim or liability arising out of their own willful misconduct or gross negligence.

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The amount paid to any director or officer by way of indemnification shall not exceed their actual, reasonable, and necessary expenses incurred concerning the matter involved. The right of indemnification, herein above provided for, shall not be exclusive of any rights to which any director or officer may otherwise be entitled by law.

**Dock
OVERVIEW**

	FY13	FY14		FY15	FY16
	Actuals	Amended Budget	Projected Actuals	Proposed Budget	Proposed Budget
EXPENSES:					
Personnel Services	\$ 689,300	817,600	782,500	766,600	793,800
Commodities and Services	492,500	564,700	522,500	626,900	628,300
Capital Outlay	8,000	10,000	-	10,000	10,000
Total Expenses	1,189,800	1,392,300	1,305,000	1,403,500	1,432,100
FUNDING SOURCES:					
Interdepartmental Charges	11,000	11,000	11,000	11,000	11,000
Charges for Services	1,095,600	1,110,000	1,071,000	1,030,000	1,030,000
Licenses, Permits and Fees	522,900	500,000	400,000	500,000	500,000
Interest	29,900	230,800	65,000	78,000	92,600
Support from Marine Passenger Fee	287,500	287,600	287,600	287,600	287,600
Equity From (To) From Fund Balance	(757,100)	(747,100)	(529,600)	(503,100)	(489,100)
Total Funding Sources	\$ 1,189,800	1,392,300	1,305,000	1,403,500	1,432,100
STAFFING	12.05	12.05	12.05	10.76	10.76
FUND BALANCE	\$ 2,899,300	3,646,400	3,428,900	3,932,000	4,421,100

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Bi

ennial Budget FY15 & FY16

		FY13 Actuals	FY14 Amd Budget	FY14 5mos Actuals	FY14 Proj Actuals	FY15 Proposed	FY16 Proposed
531010101	Docks non-operational						
Account	Description						
4800-0000	Interest income in Lawson	(29,922)	(115,400)		(65,200)	(78,000)	(92,600)
	Investment&Intrst Income Total	(29,922)	(115,400)		(65,200)	(78,000)	(92,600)
	Grand Total-Non Operational	(29,922)	(115,400)	-	(65,200)	(78,000)	(92,600)
531520101	Dock Operations						
Account	Description						
4300-0000	User fees	(96,369)	(35,000)	(51,954)	(70,000)	(70,000)	(70,000)
4300-0034	Cruiseship Dock Fees	(528,500)	(600,000)	(300,177)	(530,000)	(500,000)	(500,000)
4300-0035	Maintenance Port Fees	(470,690)	(475,000)	(297,830)	(471,000)	(460,000)	(460,000)
	Charges for Services Total	(1,095,559)	(1,110,000)	(649,961)	(1,071,000)	(1,030,000)	(1,030,000)
4410-0000	Permit revenues	(522,337)	(500,000)	(966)	(400,000)	(500,000)	(500,000)
	Licenses, Permits, Fees Total	(522,337)	(500,000)	(966)	(400,000)	(500,000)	(500,000)
4570-0000	Land lease revenue	(582)			-	-	-
	Rentals & Leases Rev Total	(582)	-	-	-	-	-
4800-0000	Interest income in Lawson	3	(115,400)	188	200		
	Investment&Intrst Income Total	3	(115,400)	188	200		
4950-0225	Marine passenger fee	(287,496)	(287,600)	(119,835)	(287,600)	(287,600)	(287,600)
	Trnfrs from Other Funds Total	(287,496)	(287,600)	(119,835)	(287,600)	(287,600)	(287,600)
	Grand Total Operations	(1,905,971)	(2,013,000)	(770,574)	(1,758,400)	(1,817,600)	(1,817,600)
	TOTAL	(1,935,893)	(2,128,400)	(770,574)	(1,823,600)	(1,895,600)	(1,910,200)
	Reimbursable fr Port Dev Fee	(11,004)	(11,000)	(4,585)	(11,000)	(11,000)	(11,000)
	DOCKS TOTAL REV BUDGET	(1,946,897)	(2,139,400)	(775,159)	(1,834,600)	(1,906,600)	(1,921,200)

DOCKSEXP	Bi	ennial Budget	FY15 & FY16				
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		FY13	FY14 Amd	FY14 5mos	FY14 Proj	FY15	FY16
531520101	Dock Operations	Actuals	Budget	Actuals	Actuals	Proposed	Proposed
Account	Description	-----	-----	-----	-----	-----	-----
	Personnel						
5110-0000	Salaries	349,279	444,100	163,298	400,000	424,900	441,100
5111-0000	Overtime	10,767	20,000	4,160	11,000	10,000	10,000
5116-0000	Accrued leave	53,804		11,860	54,000		
5120-0000	Benefits	213,441	284,100	100,393	248,100	262,200	273,200
5130-0000	Workers compensation	12,396	12,400	5,165	12,400	9,500	9,500
	Total Personnel	639,687	760,600	284,876	725,500	706,600	733,800
	Commodities & Services						
5200-0000	Business travel	1,236	2,500	3,605	5,000	5,000	5,000
5201-0000	Mileage	372	2,000	170	500	1,000	1,000
5202-0000	Travel and training	9,327	6,500	2,043	6,000	6,500	6,500
5390-0000	Contractual services	54,371	30,000	36,256	58,000	58,000	58,000
5394-0000	Interdepartmental	154,800	154,800	64,500	154,800	171,900	171,900
5397-0000	Bank card fees	10	500	10	100	100	100
5322-0000	Advertising	3,094	7,000	98	5,000	5,000	5,000
5320-0000	Printing	2,472	1,500	592	2,000	2,000	2,000
5370-0000	Spec & Prop	56,394	56,000	23,335	56,000	67,200	67,200
5375-0000	General Liab, Auto & EE Pract Ins	1,104	1,100	460	1,100	1,000	1,000
5340-0000	Repairs	3,171	20,000	3,497	20,000	20,000	20,000
5345-0000	Building maintenance division charges	5,699	2,300	2,680	5,500	7,100	7,500
5330-0000	Rents	53,664	61,500	26,982	58,500	61,500	61,500
5360-0000	Equipment rentals	593	1,000		1,000	1,000	1,000
5362-0000	Fleet replacement reserve	9,000	9,000	3,750	9,000	9,000	9,000
5310-0000	Telephone	-	6,000	-	-	-	-
5332-0000	Electricity	10,416	7,500	3,233	10,500	11,000	12,000
5333-0000	Fuel oil & propane	35			100	100	100
5334-0000	Refuse Disposal	10,470	15,000	5,693	11,000	13,000	13,000
5335-0000	Water service	66,706	100,000	22,485	65,000	65,000	65,000
5336-0000	Sewer sevice	1,571	2,000	640	1,600	2,000	2,000
5350-0000	Landscape Charges					45,000	45,000
5380-0000	Dues and subscriptions	2,886	2,000	1,729	2,800	3,000	3,000
5480-0000	Office supplies	875	2,000	847	1,500	2,000	2,000
5488-0000	Uniforms and safety equipment	1,429	5,000		1,500	5,000	5,000
5490-0000	Materials and commodities	36,456	25,000	18,110	35,000	35,000	35,000
5491-0000	Safety programs and equipment	500				500	500
5496-0000	Minor equipment	3,788	8,000		8,000	8,000	8,000
5498-0000	Minor Software	-		523	1,000	4,000	4,000
5999-0000	Contingency	-	20,000				
	Total Commodities & Services	490,439	548,200	221,238	520,500	609,900	611,300
	Capital Outlay						
5510-0000	Vehicles and equipment	8,000	10,000			10,000	10,000
	Total Capital Outlay	8,000	10,000	-	-	10,000	10,000
	Reimbursable Expenses						
7001-0000	Reimbursable Expense - Internal	(11,004)	(11,000)	(4,585)	(11,000)	(11,000)	(11,000)
	Total Reimbursable Expenses	(11,004)	(11,000)	(4,585)	(11,000)	(11,000)	(11,000)

	Total Expenditures Operations	1,127,122	1,307,800	501,529	1,235,000	1,315,500	1,344,100
		FY13	FY14 Amd	FY14 5mos	FY14 Proj	FY15	FY16
531520201	CIP Engineers-Dock	Actuals	Budget	Actuals	Actuals	Proposed	Proposed
Account	Description	-----	-----	-----	-----	-----	-----
	Personnel						
5110-0000	Salaries	8,569	289,500	2,608	19,400	265,100	274,800
5116-0000	Accrued leave	22,856		10,995			
5120-0000	Benefits	18,145	140,600	7,564	37,600	124,700	129,800
5141-0000	All other workforce	-	(373,100)			(329,800)	(344,600)
	Total Personnel	49,570	57,000	21,167	57,000	60,000	60,000
	Commodities & Services						
5201-0000	Mileage	2,040	1,500	181	2,000	2,000	2,000
5390-0000	Contractual services	-	15,000			15,000	15,000
	Total Commodities & Services	2,040	16,500	181	2,000	17,000	17,000
	Reimbursable Expenses						
7001-0000	Reimbursable Expense - Internal			-			
	Total Reimbursable Expenses	-	-	-	-	-	-
	Total Expenditures-CIP Eng Dock	51,610	73,500	21,348	59,000	77,000	77,000
	TOTAL	1,178,732	1,381,300	522,877	1,294,000	1,392,500	1,421,100
	Reimbursable fr Port Dev Fee	(11,004)	(11,000)	(4,585)	(11,000)	(11,000)	(11,000)
	DOCKS TOTAL EXP BUDGET	1,189,736	1,392,300	527,462	1,305,000	1,403,500	1,432,100

Harbors**OVERVIEW**

		FY14		FY15	FY16
	FY13 Actuals	Amended Budget	Projected Actuals	Proposed Budget	Proposed Budget
EXPENSES:					
Personnel Services	\$ 1,318,700	1,420,100	1,397,400	1,640,000	1,710,500
Commodities and Services	1,082,300	1,080,700	1,094,700	1,153,100	1,153,100
Capital Outlay	12,400	10,000	10,000	10,000	10,000
Debt Service	750,100	753,200	753,200	748,800	747,200
Support to Capital Projects	1,500,000	-	-	-	-
Total Expenses	4,663,500	3,264,000	3,255,300	3,551,900	3,620,800
FUNDING SOURCES:					
Charges for Services	2,603,900	2,550,000	2,650,000	2,690,500	2,735,000
Rentals	561,300	610,000	562,000	690,000	690,000
State Shared Revenue	80,000	350,000	304,400	350,000	350,000
Fines and Forfeitures	11,700	8,000	5,000	10,000	10,000
Interest Income	44,300	171,400	76,000	72,800	86,400
Equity From (To) Fund Balance	1,362,300	(425,400)	(342,100)	(261,400)	(250,600)
Total Funding Sources	\$ 4,663,500	3,264,000	3,255,300	3,551,900	3,620,800
STAFFING	14.62	14.62	14.62	17.67	17.67
FUND BALANCE RESERVE	\$ 753,200	753,200	753,200	753,200	753,200
AVAILABLE FUND BALANCE	\$ 2,017,400	2,442,800	2,359,500	2,620,900	2,871,500
DEBT REVENUE RATIO	=>120%	=>120%	=>120%	=>120%	=>120%
(NOT) Meeting Debt/Rev Ratio	80	284,760	201,460	121,640	111,160

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Biennial Budget FY15 & FY16

		FY13	FY14 Amd	FY14 5mos	FY14 Proj	FY15	FY16
		Actuals	Budget	Actuals	Actuals	Proposed	Proposed
		-----	-----	-----	-----	-----	-----
530010101	Harbors non-operational						
Account	Description						
4700-0000	Cash over/short	158		(390)			
	Other Revenues Total	158	-	(390)	-	-	-
4800-0000	Interest income in Lawson	(38,372)	(85,700)		(70,000)	(72,800)	(86,400)
	Investment&Intrst Income Total	(38,372)	(85,700)	-	(70,000)	(72,800)	(86,400)
	Grand Total Non-Operations	(38,214)	(85,700)	(390)	(70,000)	(72,800)	(86,400)
		FY13	FY14 Amd	FY14 5mos	FY14 Proj	FY15	FY16
		Actuals	Budget	Actuals	Actuals	Proposed	Proposed
		-----	-----	-----	-----	-----	-----
530510101	Harbor Operations						
Account	Description						
4013-0000	State shared revenues	(80,000)	(350,000)	(304,415)	(304,415)	(350,000)	(350,000)
	State Revenue Total	(80,000)	(350,000)	(304,415)	(304,415)	(350,000)	(350,000)
4300-0000	User fees	(2,600,419)	(2,600,000)	(1,644,907)	(2,700,000)	(2,740,500)	(2,785,000)
	Charges for Services Total	(2,600,419)	(2,600,000)	(1,644,907)	(2,700,000)	(2,740,500)	(2,785,000)
4450-0000	Ordinance violations	50					
4450-0001	Minor Violations	(11,787)	(8,000)	(2,920)	(5,000)	(10,000)	(10,000)
	Fines and Forfeitures Total	(11,737)	(8,000)	(2,920)	(5,000)	(10,000)	(10,000)
4570-0000	Land lease revenue	(561,291)	(610,000)	(342,682)	(562,000)	(690,000)	(690,000)
	Rentals & Leases Rev Total	(561,291)	(610,000)	(342,682)	(562,000)	(690,000)	(690,000)
4700-0000	Cash over/short	(4)					
4720-0000	Bad debts	(3,612)	50,000		50,000	50,000	50,000
	Other Revenues Total	(3,616)	50,000	-	50,000	50,000	50,000
4800-0000	Interest income in Lawson		(85,700)				
4800-0402	AR interest and fines	(5,882)		(2,551)	(6,000)		
	Investment&Intrst Income Total	(5,882)	(85,700)	(2,551)	(6,000)	-	-
	Grand Total Operations	(3,262,945)	(3,603,700)	(2,297,475)	(3,527,415)	(3,740,500)	(3,785,000)
	HARBORS TOTAL REVENUES	(3,301,159)	(3,689,400)	(2,297,865)	(3,597,415)	(3,813,300)	(3,871,400)

HRBREXP		Biennial Budget	FY15 & FY16				
12/20/2013							
12:10							
		FY13	FY14 Amd	FY14 5mos	FY14 Proj	FY15	FY16
530010101	Harbors non-operational	Actuals	Budget	Actuals	Actuals	Proposed	Proposed
Account	Description	-----	-----	-----	-----	-----	-----
5950-0430	Harbor projects	1,500,000					
	Total Transfers Out	1,500,000					
	Total Expenditures-Non Operational	1,500,000	-	-	-	-	-
		FY13	FY14 Amd	FY14 5mos	FY14 Proj	FY15	FY16
530510101	Harbor Operations	Actuals	Budget	Actuals	Actuals	Proposed	Proposed
Account	Description	-----	-----	-----	-----	-----	-----
	Personnel						
5110-0000	Salaries	750,410	865,200	321,528	800,000	1,010,500	1,054,400
5111-0000	Overtime	24,575	25,000	10,457	25,000	25,000	25,000
5116-0000	Accrued leave	80,877		50,231	100,000		
5120-0000	Benefits	450,297	517,500	203,333	460,000	594,900	621,500
5130-0000	Workers compensation	12,396	12,400	5,165	12,400	9,600	9,600
5150-0000	CBJ Overhead	124					
	Total Personnel	1,318,679	1,420,100	590,714	1,397,400	1,640,000	1,710,500
	Commodities & Services						
5200-0000	Business travel	1,671	7,500	1,166	1,166	3,500	3,500
5201-0000	Mileage	-	3,000			1,000	1,000
5202-0000	Travel and training	1,567	6,000		5,000	5,000	5,000
5205-0000	Contractual training	1,395			3,000	1,500	1,500
5342-0000	Maintenance contracts	13,060		(6,000)	500		
5347-0000	Maintenance - software	1,000	1,000		1,000	1,000	1,000
5390-0000	Contractual services	128,395	110,000	89,694	130,000	130,000	130,000
5394-0000	Interdepartmental	155,375	154,800	64,500	154,800	171,800	171,800
5397-0000	Bank card fees	47,109	40,000	19,114	50,000	50,000	50,000
5322-0000	Advertising	3,787	4,000	308	2,500	4,000	4,000
5320-0000	Printing	2,791	2,000	1,306	3,000	3,000	3,000
5370-0000	Spec & Prop	56,287	55,900	23,290	55,900	67,200	67,200
5375-0000	General Liab, Auto & EE Pract Ins	996	1,000	415	1,000	1,000	1,000
5494-0000	Loss contingency	3,000	2,000		2,000	2,500	2,500
5340-0000	Repairs	95,741	100,000	19,501	100,000	100,000	100,000
5341-0000	Electronic repairs	890					
5345-0000	Building maintenance division charges	8,342	6,700	3,987	8,000	8,000	8,000
5330-0000	Rents	8,400	8,400	8,943	9,000	9,000	9,000
5360-0000	Equipment rentals	5,663	3,000	788	3,000	5,500	5,500
5362-0000	Fleet replacement reserve	18,000	18,000	7,500	18,000	18,000	18,000
5310-0000	Telephone	28,545	18,000	12,823	28,600	28,600	28,600
5332-0000	Electricity	189,369	180,000	48,469	180,000	185,000	185,000
5333-0000	Fuel oil & propane	17,322	14,000	2,503	14,000	15,000	15,000
5334-0000	Refuse Disposal	119,174	130,000	45,286	120,000	130,000	130,000
5335-0000	Water service	43,102	50,000	16,106	45,000	50,000	50,000
5336-0000	Sewer sevice	5,170	6,000	2,601	6,500	6,500	6,500
5380-0000	Dues and subscriptions	1,451	3,500	1,487	3,000	3,500	3,500
5481-0000	Postage and parcel post	6,287	8,000	2,360	8,000	8,000	8,000
5389-0000	Fleet gasoline	20,470	30,000	5,408	20,500	25,000	25,000
5480-0000	Office supplies	9,273	12,000	8,253	12,000	12,000	12,000
5488-0000	Uniforms and safety equipment	92	3,900		3,000	3,000	3,000
5490-0000	Materials and commodities	65,474	80,000	44,093	80,000	80,000	80,000
5492-0000	Gasoline and oil	658	2,000	595	1,500	2,000	2,000

5493-0000	Chemicals	704	2,000		1,000	2,000	2,000
5491-0000	Safety programs and equipment	475	3,000		3,000	3,000	3,000
5496-0000	Minor equipment	16,270	15,000	3,619	15,000	15,000	15,000
5497-0000	Minor furniture and fixtures	5,032		4,750	5,000	1,000	1,000
5498-0000	Minor Software	-		349	750	1,500	1,500
5999-0000	Contingency						
	Total Commodities & Services	1,082,337	1,080,700	433,214	1,094,716	1,153,100	1,153,100
	Capital Outlay						
5510-0000	Vehicles and equipment	12,448	10,000		10,000	10,000	10,000
	Total Capital Outlay	12,448	10,000	-	10,000	10,000	10,000
	Transfers Out						
5950-0326	Harbor revenue bond debt service	750,100	753,200	313,835	753,200	748,800	747,200
	Total Transfers Out	750,100	753,200	313,835	753,200	748,800	747,200
	Total Expenditures Operations	3,163,564	3,264,000	1,337,763	3,255,316	3,551,900	3,620,800

PORT ENGINEER'S PROJECT STATUS REPORT

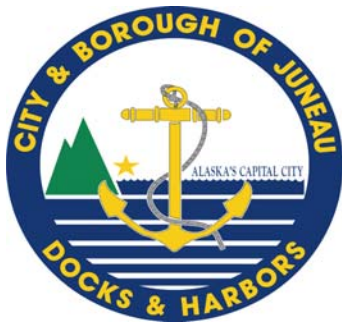
Gary Gillette, Port Engineer

Project	Status	Schedule	Contractor	Notes
Auke Bay Loading Facility - Phase I				
Auk Nu Cove Conservation Easement	Complete		SEALTrust	
Auke Bay Loading Facility - Phase II				
Reporting	On-Going	Quarterly	Staff	Next report due Apr 30 (Jan, Feb, Mar)
Old Douglas Harbor Reconstruction				
Permitting	In Progress		ACOE	Awaiting modified permit decision
Review of 2007 95% Drawings	In Progress		Staff	Awaiting Corps Permit
Final Engineering and Design	Hold		PND	Awaiting Corps Permit
Bid	Hold			Awaiting Corps Permit
Construction	Hold	TBD		Awaiting Corps Permit
Statter Harbor Launch Ramp				
Conveyance - DNR Property at Glacier Hwy	In Progress		R&M	Awaiting survey approval by DNR
DNR Tidelands Survey	In Progress			Awaiting survey instructions
Mitigation Proposal with SealTrust	In Progress	April 7, 2014	Staff	Awaiting Assembly Approval
Final Engineering and Design	In Progress		PND	35% Design Mtg - 13 Mar 14
Bid	Hold			
Construction	Hold		TBD	
Statter Harbor Moorage Improvements				
As-Built Drawings	In Progress		PND	
CT Staging Area Improvements - Phase I				
As-Built Drawings	In Progress		PND	
CT Staging Area Improvements - Phase II				
Construction	In Progress	May 2, 2014	Miller Const. Co.	Complete Spring 2014
Sign Plan	In Progress		Staff	
Taku Dock Modifications				
Construction	Complete		Trucano	Awaiting Close Out
Port of Juneau Cruise Berths				
1% for Art	Hold		Staff	
Preliminary Pre-Const Meeting	In Progress		Manson	Awaiting date by Manson
Submittal Review	Hold		PND	Need fee proposal
Construction	Hold	Sept 2015	Manson	
RFP for Vibration Monitoring Services	Hold			

PORT ENGINEER'S PROJECT STATUS REPORT

Gary Gillette, Port Engineer

RFP for CA/Inspection Services	Hold	Mar 24, 14	TBD	Evaluations in progress
Port-Customs-Visitors Buildings				
As-Built Drawings	In Progress		JYL	Due by end of Mar 2014
Cathodic Protection Replacement				
Final Engineering and Design	In Progress	Fall 2014	Tinnea	Awaiting bid documents
Aurora Harbor Re-Build				
Final Engineering and Design	Complete		PND	
Bid Ready Documents	Hold		PND	Awaiting PLA documents
Project Labor Agreement	In Progress			Awaiting meeting with Unions
Bid		April 2014	PND	
Construction		Fall 2014		
Completion		Spring 2015		
Douglas Breakwater	Complete		ACOE	Awaiting final processing - CBJ Match Amount
Bridge Area - SeaWalk Planning	Hold			Coordination with Engineering
Alaska Marine Services Center	In Progress			Working with AKMX, Eng, P&R
Shore Rep Booth for Cruise Docks	In Progress			Use two existing booths
Statter Harbor Passenger For Hire Float	Hold			Awaiting Funding
Statter Boat Haul-Out/Kayak Ramp	Hold			Awaiting full funding
Juneau Fisheries Dock Replacement				
Electrical Installation	Complete		Anchor	Awaiting billing and close out
ADA Survey of Statter Harbor	In Progress		NorthWind	Reviewing draft report
Power Capstans at Cruise Dock				
Order Capstans	In Progress		Staff	Awaiting Delivery
Capstan Install	In Progress		Anchor Elect.	Awaiting Delivery
Weather Monitoring System				RFP Review
Pump Out Stations and Carts	In Progress		Staff	Cart on order
Periodic Maintenance Plan	Planning		Staff	
Archipelago Property Improvements	Planning		Staff	Awaiting Board Direction
Refinishing Vendor Booths	In Progress	May 10, 2014	Dave's Painting	
DHS Security Grant	Planning			Planning scoping session
Statter C Float Repair	In Progress		BM	Manufacturing Floats



Downtown Harbor Staff Work List March 2014

1. New receptacle installed A-H-017
2. New Receptacle D-D-023
3. New backing plate and receptacle A-C-001
4. Water line break repaired A-H-016
5. A-D-006 receptacle replaced removed spring from snap cover to prevent short
6. A-B-003 water can spigot replaced
7. A-M-006 electrical problem – bad meter placed power in CBJ account
8. A-F-003 frozen water can and replaced with new can also installed 1st internal heat tape
9. A-B-010 replace heat trace on water can
10. H-4-007 replaced receptacle
11. D-C-T05 check power box
12. Harris main replace heat trace
13. Douglas A,B,C floats heat trace repaired
14. Transfer used oil from North storage tank to South tank – continue to burn used oil in shop
15. A-G-004 replaced heat trace
16. A-M between D,E, F floats repair water can and heat tape
17. Maintenance on snow blowers
18. Replaced 4 bulbs on Harris 1 float dock lights
19. A-M south of H float repair 2 planks that freezing conditions lifted causing trip hazard
20. Tagged numerous items on floats for removal and also power cords hanging in water and others that are not to code
21. Heat tape repairs on Douglas D-E floats
22. Harris 1-009 repairs to power problem – ice was inside the customers power cord splitter
23. Installed plow motor and plow on 2004 Chevy – posted on CBJ surplus site
24. Replace water can on A-H-016
25. Replaced water can on Douglas main float and fixed 2 cans with leaks
26. Repairs to water meter in main vault Douglas harbor
27. Built storage area next to main oil storage area
28. New truck delivered – harbor decals, mud flaps and strobe installed
29. Ordered 1" schedule 80 pipe and fittings for Harris grid water line
30. Moved 3 vessels for impound to bottom of A ramp
31. Order Tommy lift and Cab guard for new truck
32. Repairs to John Deere sweeper brush – parts on order
33. Snow removal & Sanding
34. Life ring cabinets on order for Sea walk