

CBJ DOCKS AND HARBORS BOARD
REGULAR MEETING AGENDA
For Thursday, February 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 January 30th, 2014, Regular Board Meeting Minutes, January 23rd, 2014 and February 13th, 2014 Special Board 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 Member Requests for Consent Agenda Changes**
- C. Items for Action**

- 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 Recommendation:

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
Presentation by the Port Director

Board Questions

Public Comment

Board Discussion/Action

MOTION: TO APPROVE THE CSTSA PARKING LOT MANAGEMENT PLAN AS PRESENTED.

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2. Fee in Lieu payment for Statter Harbor Launch Ramp
Presentation by the Port Engineer

Board Questions

Public Comment

Board Discussion/Action

MOTION: 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.

3. Alaska Marine Exchange's Request for CBJ/Docks & Harbors support of Marine Services Building
Presentation by the Port Director

Board Questions

Public Comment

Board Discussion/Action

MOTION: (A) THAT DOCKS & HARBORS ENTER INTO A 15-YEAR LEASE AGREEMENT TO 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 BUILDING TO THE CBJ MANAGER FOR COORDINATION; HOWEVER RETAINING MANAGEMENT OF THE PROPERTY NORTH OF THE JUNEAU-DOUGLAS BRIDGE.

VIII. Items for Information/Discussion - None

IX. Committee and Board Member Reports

1. Operations/Planning Committee Meeting – February 20th, 2014
2. Finance Committee Meeting – February 25th, 2014
3. Sub-Committee Meeting (Mt Robert's Tram Lease Process) – February 27th, 2014
4. Member Reports

X. Port Engineer's Report

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XI. Harbormaster's Report

XII. Port Director's Report

XIII. Assembly Liaison Report

XIV. Board Administrative Matters

- a. Operations/Planning Committee Meeting – March 20th, 2014
- b. Finance Committee Meeting– March 25th, 2014
- c. Board Meeting – March 27th, 2014

XV. Adjournment

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I. Call to Order.

Mr. Logan called the Regular Board Meeting to order at 5:45 p.m. in the Assembly Chambers.

II. Roll.

The following members were present: Mr. Logan, Mr. Peterson, Mr. Spickler, and present via phone: Mr. Busch, Mr. Janes. Mr. Simpson joined at 6:13 p.m.

III. Approval of Agenda.

MOTION By Mr. Logan TO APPROVE THE AGENDA.

The motion passed with unanimous consent.

IV. Approval of December 12th, 2013 Regular Board Meeting Minutes and December 12th, 2013 Work Session Minutes.

MOTION By Mr. Spickler TO APPROVE THE December 12th, 2013 Regular Board Meeting Minutes and December 12th, 2013 Work Session Minutes.

The motion passed with unanimous consent.

V. Approval of January 23rd, 2014 Special Board Meeting Minutes for 16B Bid Award.

Tabled for the next full board meeting on February 27th, 2014.

VI. Public Participation on Non-Agenda Items.

Renee Rieser of Juneau said I received an impound notice. I was informed that storage fees would start on February 1st because I'm not moving my vehicles every 48 hours. As a live aboard I feel like this is unreasonable. Do any of you who have more than one move your vehicles every other day? I'm going to end up paying the storage fees or I can move the pickup and van across the street. I was told that if I take my vehicles off the Harbor property and then move them back on, I will still be charged the storage fees. This is bad. As a live aboard I pay a fee and that should include parking.

Mr. Uchtyl asked have you contacted the Aurora Harbor Office. I recommend you talk to Harbor Staff.

Mrs. Rieser said I received an email informing me that I will have to pay storage fees even if I move it off. I would like there to be an exemption for live aboards.

Mr. Peterson asked is this the first time you have had this notice.

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Mrs. Rieser said this is the first time I have had a notice telling me that storage fees will apply. The pickup and the van are not used as often in the winter so we do not move them as often.

VII. Consent Agenda.

A. Public Requests for Consent Agenda Changes.

None.

B. Board Member Requests for Consent Agenda Changes.

Mr. Peterson said I would like to move item number 3. Alaska Marine Exchange Long Term Lease.

Mr. Logan said we will move item number 3 to Old Business.

C. Items for Action.

1. Personnel Changes FY15/FY16
2. Aurora Harbor Rebuild, DH12-160, Additional Engineer Services (\$49,680)

VIII. Old Business:

1. Alaska Marine Exchange Long Term Lease (see attached correspondence). Presented by the Port Director.

Mr. Uchytel said last year this department began working with other departments to divide responsibilities for the Under Bridge Park Project. We had come up with the idea of a destination near the water and near the bridge. This would be shared with the Marine Center and Docks and Harbors. Docks and Harbors applied for a \$3.5 million Department of Transportation Grant and were unsuccessful. The Alaska Marine Exchange was successful in receiving a \$1 million Legislature Grant for this project. Docks and Harbors will not have CIP funds for this project. Alaska Marine Exchange is in a leadership role on this project. They have asked the Docks and Harbors to commit to a 15 year lease as a tenant in the building. This is CBJ owned property, and 18 months ago we carved out a Docks and Harbors area, which is in the red on the brochure provided. This is going to be designed by CBJ Engineering and will be managed by CBJ Parks and Recreation. We are recommending the Docks and Harbors land in the red be assigned to the City Manager to coordinate all the entities that are involved here. It would be better for the City Manager to coordinate all of the entities instead of Docks and Harbors. Docks and Harbors would retain the land north of the bridge.

Board Questions

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Mr. Logan asked how this affects the overall design. Would there be any changes?

Mr. Uchytel said this is 3500 sq. ft. footprint with 3 floors in a 10,000 sq. ft. building. If we enter into the long-term lease it will help Alaska Marine Exchange receive funding. They have more flexibility to get the funds to build this.

Mr. Spickler asked who determines a prevailing market rate.

Mr. Uchytel said we would be paying the same rate as we do now for the Seadrome building. We currently pay \$2.50 per sq. ft. for the Port Office building. This is about \$53,000 per year. Alaska Marine Exchange knows that we will be willing to commit to that amount.

Mr. Peterson asked is anyone from the Alaska Marine Exchange Present.

Mr. Uchytel said no.

Mr. Peterson said I have a problem with a 15 year lease. When will the 15 years start and end?

Mr. Uchytel said I do not know if we need to respond tomorrow for a 15 year lease or just a gentlemen's agreement.

Mr. Peterson said if it is going to be a 15 year lease from when the build is up and Docks and Harbors is able to move in. Since it will be another 2 years until the building is complete then this is closer to 17 or 18 years of commitment. We don't have any plans for a building and we don't see a building. This is a good deal for Alaska Marine Exchange but Docks and Harbors would be committed to this deal and could not look elsewhere. I cannot support this and I will be voting against this.

Mr. Uchytel said the lease agreement is another reason why the Docks and Harbors should step away from the coordination.

Public Comment

Dennis Watson of Juneau said this is not an unusual situation. This occurs in private industry. A developer, such as Alaska Marine Exchange, will go to the bank and ask for a loan. The bank will ask if the developer has any secured leases. This makes it easier for the developer to go forward with their plans. This happens often because, unless you have deep pockets, you cannot afford to build a building without a loan. The bank needs to know the business will have a cash flow coming in to make the moorage payments. It is not unusual for a developer to go out and secure tenants before he starts the project. At some point he is going to go to the bank and they are going to ask

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him to provide that information. I would not be comfortable with a gentlemen's agreement if I were a banker. Those agreements don't go far.

Mr. Spickler said if we can assert language from them for the \$2.50 per sq. ft. I would be supportive of going forward.

Mr. Peterson said this is too soft. There is nothing concrete. That says we do not have a building or funds. They are not here to defend their side. I am not supportive of this and I will be voting against this. I am uncomfortable moving this property over to the City and Borough of Juneau. We are dealing with a lease now that was in the hands of the City and Borough of Juneau they came up with this lease then they turned and Docks and Harbors is now stuck with something difficult to work with. That is why I am apprehensive.

Mr. Busch said this is not a new item and it has been working for a few years. We have talked about the public and private partnership and the need for the lease agreement in previous meetings but we did have representation by the Alaska Marine Exchange. I recommend we defer this to the next meeting where we can an opportunity to review the work that has been done up to this point so we don't stop progress out right. If we defer a response for a month will this cause any hardship towards moving this project forward?

Mr. Uchytel said I don't think another month will hold them up that much.

Board Discussion/Action

MOTION By Mr. Busch TO DEFER THE ALASKA MARINE EXCHANGE LONG TERM LEASE AGREEMENT TO THE FEBRUARY 27TH, 2014 REGULAR BOARD MEETING

The motion passed with unanimous consent.

2. Docks & Harbors By-Laws.

Mr. Uchytel asked do we want to clean up this consent as far as "old business" and "new business". I am looking to the Board to see what you want to do with regards to the consent agenda. Does this format work?

Board Questions

Mr. Peterson asked with regards to page 5 section "D" under the section titled "The Port Director may include under the consent agenda", it states: other items requiring board

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action which do not involve substantial public policy questions. Some things that require public policy don't always make it onto the consent agenda.

Mr. Simpson said the Port Director can have a conversation with the Committee Chair to see if an item belongs on the consent agenda.

Mr. Busch said section "D" should remain. It will be up to the Port Director and the Committee Chair to advise whether those items under "consent" should be listed as "action items" instead.

Public Comment

None.

Board Discussion/Action

Mr. Peterson said the Finance Committee and the Operations Committee are made up of two different portions of the Harbor Board. When items are discussed under Operations then members who are not in Operations would have to pull it from that agenda to discuss it.

Mr. Logan said items are often times referred to multiple committees before it arrives before the full board. We can remove items from the consent agenda as requested.

Mr. Busch said the consent agenda does help to speed up the process. Even if we do pull some items from the consent agenda, it still speeds the process up. Right now our By-Laws say "Items for Actions" instead of "Old Business" and "New Business". Which do we prefer?

Mr. Jones said what goes on the Consent Agenda in the Assembly is different. ordinances that are being introduced and require two hearings. We do not deal in terms of action items. It is just ordinances that are being introduced that need a second hearing. Other items that go on the Consent Agenda are: transfers between appropriations that have gone to committees, awarding of contracts that have been reviewed by enterprise boards, and resolutions in support of things. About every third meeting an item gets pulled from the Consent Agenda. It does shorten our meetings by half an hour. An item is generally pulled because someone just doesn't understand the item. Most items that are pulled from the Consent Agenda are discussed and then pass with unanimous consent.

Mr. Simpson asked do we need to change the By-Laws for the form we are using tonight.

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Mr. Logan said as I understand it we would.

Mr. Uchytel said I used the Assembly's process as an example. This would only require some small changes in the By-Laws. We should remain consistent.

MOTION By Mr. Simpson TO APPROVE THE BY-LAWS WITH CHANGES AND ADDITIONS FROM THE DECEMBER 12TH, 2013 WORK SESSION, WITH THE EXCEPTION OF ARTICLE V, SECTION VIII, ORDER OF BUSINESS, ITEMS FOR ACTION TO BE CHANGED TO OLD BUSINESS AND NEW BUSINESS.

The motion passed with unanimous consent.

IX. New Business:

1. 95% Design Approval Aurora Harbor Rebuild Phase I.

Mr. Gillette gave a PowerPoint presentation. The same presentation was given by John DeMuth and Matthew Sill with PND Engineers at the CIP Meeting on February 20th, 2014.

Board Questions

Mr. Simpson said this was presented and approved to move to the Board at the CIP/OPS meeting on February 20th, 2014.

Mr. Logan asked where are the boats that are currently in those slips going to be moored.

Mr. Gillette said that is something that the Harbor Staff is looking into. Some boats will need to go to Auke Bay. It is going to be a puzzle. A letter is going to be sent out asking for patron's preference.

Mr. Simpson said there were not any major issues with people when the Harris Harbor was rebuilt.

Public Comment

None.

Board Discussion/Action

Mr. Logan said I want to see the anodes being used in the construction process. \$300,000 worth of anodes would extend the life up to twice as long.

MOTION By Mr. Spickler TO APPROVE THE AURORA HARBOR REBUILD PHASE I PROJECT AS PRESENTED.

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The motion passed with unanimous consent.

2. Alaska Glacier Seafoods access to Auke Bay Loading Facility.

Mr. Uchtyl said in the lease agreement with AGS it states they cannot have private access to the Auke Bay Loading Facility. There will need to be an ordinance change by the Assembly. We have encouraged them to continue to attempt to get access from the Department of Transportation.

Board Questions

Mr. Logan asked have the security concerns been addressed adequately.

Mr. Uchtyl said there is a chain linked fence we can give them to use as a barrier between the two properties.

Mr. Peterson asked are there any issues with AML and a clear path for backing up their 40 footers. Should we paint lines so there are no obstacles in the way?

Mr. Janes asked what the liability issues with this access are.

Mr. Uchtyl said they are required to have insurance for the area they are leasing from the Docks and Harbors. I do not know if they need insurance to use the ABLF.

Public Comment

Mr. Fisk from Juneau said I am the representing Alaska Glacier Seafood's. We had asked for long consideration for this lease. I think the compromise discussed in previous meetings will be fine. I appreciate the recommendation. In a year and a half I look forward to coming back to the Board with plans for AGS' extension. I'm not aware of any conflicts. Everything is going well.

Board Discussion/Action

Mr. Peterson asked in exhibit 1 to lease amendment II are the circled areas labeled stock piles rented areas.

Mr. Uchtyl said there is an area we do charge storage for.

Mr. Peterson said I do not see a problem leasing this for 3 years. We could use the .19 acres for storage in the future. At this point we are leaving it open for the 40 footers to get in an out.

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MOTION By Mr. Simpson TO GRANT ALASKA GLACIER SEAFOODS A LEASE AMENDMENT ENABLING ACCESS TO THEIR FACILITY THROUGH THE AUKE BAY LOADING FACILITY FOR THREE YEARS.

The motion passed with unanimous consent.

Mr. Simpson said Mr. Uchytel will take this to Legal and to the Assembly to check if an ordinance change is in order.

3. FY2015 Moorage Rate.

Mr. Uchytel said the annual moorage rate is tied to the Anchorage CPI. That amount for this year is 1.4%. Moorage rates and skiff rates are affected. We round up. This automatically goes into effect unless the Board opts against the higher rates. It was pulled from the Consent Agenda in the Finance Committee.

Board Questions

Mr. Spickler asked Mr. Uchytel what the process has been so far in terms of notifying the public of our rate changes.

Mr. Uchytel said the Harbor Staff mails the Moorage Rate Form to Patrons with their Preferential Moorage Agreement Form annually. We could include the Moorage Rate Form with the bills this year too, so more patrons receive the information.

Mr. Spickler said a Patron contacted me to inform me that we might be pricing out the locals for the Statter Harbor location. He suggested we charge industry more and charge personal less. We should publicize the rate increase so people have an opportunity to come in and weigh in on the topic.

Mr. Logan asked do rates other than the moorage rate increase or adjust.

Mr. Uchytel said no, those rates are not adjusted. We have permits we could change the rates on too. A few years ago we increased the amount we charge for the bulk water that we sell to cruise ships.

Public Comment

Dennis Watson of Juneau said the disparity between what we pay for Statter Harbor and Downtown for moorage is 66%. That has not changed since the city took over. The rates have continued to stay the same. The reason the Board has given for the disparity in price is that Statter Harbor has a higher demand. I do not agree with this. Now there will be another first class harbor next to Harris Harbor. Douglas is half done. After these harbors are complete Statter might not be the nicest harbor in Juneau. The prices

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match with inflation rates. There was an argument that the rates were raised at Statter to help pay for the improvements. Resolution 23.16 indicates that the Harbor paid \$1.3 million more than the appraised value to purchase the area that is Statter Harbor. In 2005 the Finance Committee agreed to raise Statter Harbor rate 36%. At the same time the downtown rates did not go up. Later that year the Finance Committee recommended an increase of 5% for 2 years. One of the members of the Finance Committee recommended a 10-15% increase. The 5% increase was keeping with what the CPI rate was anyway. Ordinance 15.03 regarding Dock Charges for boats up to 64 feet were charged \$1.50 and boats between 65 and 200 ft. were charged \$2.50 in 2006 and it is the same price today. For boats over 200 ft. it was \$3.00 per foot then and it is the same today. It is fine to use the CPI, but it is not fair to only use the CPI for half of the people who live here year round. I think people would be unhappy to find out that the other prices are not being raised too. I do think someone will challenge this disparity. The rates were not raised when Harris was built and it does not look like moorage in Aurora will cost more due to the rebuild.

Mr. Simpson said people visiting Statter pay \$3.00 per day, yet we are charging 1/6th of that for a daily rate or about 1/12th for a monthly for local people. If we underprice Statter then we are going to overfill it. The rates the permanent stall holders are paying at Auke Bay do not come close to covering the cost of the facility.

Paul Swanson of Juneau said when the city bought DeHarts the rate went up right away. I was told this was to cover the purchase cost. DeHarts has since been demolished. The reason for the disparity given is whatever the market will handle. I don't like that reason. The increase Downtown is \$.05 per ft. and Statter is \$.10 per ft. I know it is based on a percentage but I do not think it is good for the price difference between Statter and Downtown to continue to grow. The other rates have stayed the same. I have observed there are more people that have year round moorage they are there 6 months out of the year. When the boats are out of their slips the Harbor is able to earn additional revenue by renting those slips to other patrons. I have heard a few people say they do not want to pay moorage in the winter at Statter. Those people keep their boats in Hoonah and they charter a plane to fly over and check on their boats. I do not know why the Harbor cannot give those people a break on their winter time moorage and reduce the rates for the people going to Hoonah. Also, I would like to see the Board address the parking situation for the annual stall holders at Statter.

Board Discussion/Action

Mr. Busch said we do need to look at our fee structure. However, the item on the agenda for today is regarding approval for or against FY15 moorage rate increase of 1.5%. I recommend we take no action on this and allow the CPI to be applied. Then I

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will work with the Finance Committee to see what needs to be done with the Harbor rates.

Mr. Logan said the rates do need to be addressed. I would like to see these rates go up in small increments over time and not stair stepping and not adjusting at all for a period of years.

Mr. Simpson said the CIP/OPS Committee would be happy to take a look at the rate increases in a comprehensive way.

Mr. Logan asked do we need a motion to be able to send this to the other committees.

Mr. Busch said no. This is something I will do under my purview working with the CIP/OPS and Finance Chair and we can determine the best strategy to work out a comprehensive review.

Mr. Logan said the rates will automatically take effect if no motion is put forth.

X. Items for Information/Discussion.

1. Electrification of the proposed new cruise ship berths

Duff Mitchell is the VP and Business Manager for Juneau Hydropower. Mr. Mitchell gave a presentation about hydropower and the benefits of offering electricity to the Cruise Ships.

2. Statter Harbor "C Float" Weather Damage & Assessment Report

Mr. Uchytel said the assessment from PND to repair the 2 modules is \$350,000. The week of January 17th strong winds came through Auke Bay. On Tuesday the weather took out the Gustavus float. On Friday Harbor staff noticed a damaged module east of the 1st finger on "C" float. On Saturday we noticed the adjacent module was damaged too. We are unable to use the float at this time. The area is blocked off from traffic. It is a complex repair. I recommend Pacific Pile or Trucano do the repair with a cast made by Bellingham Marine.

Mr. Logan asked is part of the main closed off to vessels as well.

Mr. Uchytel said one of the issues is that a large vessel on the head float, just north of "C" float, had its bow line secured to a bull rail and was pulling tightly on the main float. I do not know if the area adjacent was secured.

Mr. Peterson asked can we remove the damaged area and move the undamaged area towards the main to make for a shorter "C" float.

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Mr. Uchytel said we would lose 200 ft. of moorage and it would be complicated to move all the anchors.

Mr. Gillette said only the damaged floats will require removal of the anchor systems for the new floats to be put in place. All of the anchors are not in the same places.

Mr. Simpson asked is there a contingency fund for this.

Mr. Uchytel said I have been working with the Risk Manager and we are filling an insurance claim. Hopefully they will recognize this as a weather related incident. I recommend we use Harbor funds to fix the problem.

Mr. Busch said this is a high priority problem and it should be fixed by this summer. We will need strategic planning and we will need to know the condition of the docks. We will need to prioritize our projects. There are many projects happening right now. I do not want to see a large section removed from Statter Harbor. Mr. Uchytel will check to see when we need to have Board action. We will need to follow the right procedures.

Mr. Uchytel asked do we want to bring the For Hire Float to Ms. Muñoz's attention for a legislative grant opportunity or do we find long-term recapitalization for the existing "C" and "D" floats and the breakwater.

Mr. Busch said more time will be needed before a decision is made.

Mr. Uchytel said Kim will need a response as she is doing us a favor asking for what our priorities are. Mr. Jardell will be involved in those discussions, so Docks and Harbors will be represented.

Mr. Peterson asked could the moored vessel Liberty have been a factor leading up to the damage of the float.

Mr. Uchytel said there are two separate units tied together. Since the Liberty is on a different section of finger "C" it should not have been a factor leading to the damage of the float.

XI. Committee and Board Member Reports.

1. OPS/Planning Committee Meeting – January 23rd, 2014.

No additional information.

2. Finance Committee Meeting – January 28th, 2014

No additional information.

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3. Member Reports

No additional information.

XII. Port Engineer's Report

Mr. Gillette said we received a good bid for the Cruise Berth Project and that was approved at a Special Meeting. The Assembly approved that on Monday night. We are moving forward and have issued the notice of intent to award Manson Construction. Now Manson Construction has 10 days to provide their insurance, bonding information, and sign the contract. We have issued an addendum to reestablish the proposal date for the construction administrative inspection services. That is scheduled for February 28th. The downtown vendor booths are 3-5 years old, possibly older, and they need to be refinished. There are 33 units that will need to be moved off sight to a protected area. They will be sand blasted with a corn based substance, refinished, and remount the Plexiglas roof with new gaskets. Dave's Painting quoted \$47,000, and North Pacific Erector's quoted \$52,000 for the project. We will move ahead with Dave's Painting. The booths should be refinished every 3 to 5 years. With regards to the fee in lieu for the Statter Harbor project, we were quoted \$729,000. The price was high because they were looking to purchase waterfront commercially zoned property, in Juneau, with the same habitat values that we had on our property. Instead they look for waterfront property with the same habitat values but not commercially zoned. The new fee in lieu amount is \$329,000. This is what we had anticipated in the beginning stages of this project.

Mr. Logan

XIII. Harbormaster's Report

Mr. Uchtyl said we have a hiring committee for the new Harbor Master. We are sending out invitations from phone interviews. We will shortlist 3-5 who will be available the week of Feb 18th. There will be a two part process where we have a face-to-face interview and then an assignment where they come before the Board and get the Board's input.

XIV. Port Director's Report

Mr. Uchtyl said there will be an outcry auction for the vendor booths on February 20th, 2014.

XV. Assembly Liaison Report

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Mr. Jones said the 16B contract was approved. It passed with a 6 to 3 vote. The reasons stated for the three votes against the project were: repeal on the commissioner's decision to convey the tide-lands and the cruise ship industry didn't want the docks. Also, we passed the issuance of the bonds for \$29 million. Part of that amount will go to the Sea-Walk and to 16B. The Assembly would like to know if the issue around the bus arrangements in the new parking area by the cruise ship docks is being addressed. In September or October we will be close to having a completed local community plan for Auke Bay.

XVI. Board Administrative Matters

- a. OPS/Planning Committee Meeting – February 20th, 2014
- b. Finance Committee Meeting – February 25th, 2014
- c. Board Meeting – February 27th, 2014

XVII. Adjournment.

The Regular Board Meeting adjourned at 8:30 p.m.

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SPECIAL BOARD MEETING MINUTES
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I. Call to Order.

Mr. Busch called the Special Board Meeting to order at 4:59 p.m. in the Assembly Chambers

II. Roll Call.

The following members were present: John Bush, Tom Donek, Robert Janes, David Logan, Michael Peterson, Budd Simpson, Scott Spickler, and Greg Busch.

Absent: Kevin Jardell

Also present were the following: Carl Uchytel – Port Director, and Gary Gillette – Port Engineer

III. Approval of Agenda.

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

Motion was approved with no objection.

IV. Public Participation on Non-Agenda Items - None

V. Items for Action

1. Port of Juneau Cruise Ship Berth Project Award (DH12-001)

Mr. Uchytel said the bid opening was today at 2:00 pm in the Assembly Chambers. November 12th, four bids were submitted for the new Cruise Ship Berth Project. Of the four bids, two were considered non-responsive and unqualified based on a qualification panel review. One of the two that were deemed unqualified, protested that decision. The purchasing officer responded to the protest concern, and they did not protest again. The two responsive bidders were Manson Construction and Pacific Pile & Marine both from Seattle. Manson Construction is the apparent low bidder at \$53,743,440. This is lower than the Engineer's estimate at \$55,403,800. Mr. Uchytel said he recommends the Board approve the bid submitted by Manson Construction for the amount of \$53,743,440 and forward to the Assembly for approval at their January 27th meeting.

Board Questions- Mr. Donek asked what the Pacific Pile & Marine bid amount was?

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SPECIAL BOARD MEETING MINUTES
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Mr. Uchytel said it is on the back of the Special Meeting agenda. It is \$58,201,620.

Mr. Logan asked Mr. Uchytel to give a background on Manson Construction and asked if staff was confident they could perform the work as designed.

Mr. Uchytel said all four of the bidders were highly qualified Northwest companies. Manson is a very reputable company and is a partner with Kiewitt Construction. PND has worked with Manson Construction in the past and has spoken very highly of their professionalism and contract management expertise. Manson should do a more than adequate job for Docks & Harbors.

Public Comment – None

Board Discussion/Action

MOTION By MR. LOGAN: TO APPROVE THE BID SUBMITTED BY MANSON CONSTRUCTION COMPANY OF SEATTLE FOR THE AMOUNT OF \$53,743,440 AND FORWARD TO THE ASSEMBLY FOR PROJECT AWARD.

Mr. Simpson seconded the motion.

Motion passed with no objection.

VI. Adjournment

The regular Board Meeting adjourned at 5:04 p.m.

CBJ Docks and Harbors Board
SPECIAL BOARD MEETING MINUTES
For Thursday, February 13th, 2014

I. Call to Order.

Mr. Busch called the Special Board Meeting to order at 5:00 p.m. in CBJ room 224

II. Roll Call.

The following members were present: Tom Donek (via telephone), David Logan, Budd Simpson, Scott Spickler (via telephone), and Greg Busch.

Absent: John Bush, Robert Janes, Kevin Jardell and Michael Peterson.

Also present: Carl Uchytel – Port Director, and Duff Mitchell – Vice-President Juneau Hydro Power.

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. Public Participation on Non-Agenda Items -
Jim Becker, Juneau, AK.

Mr. Becker said he is the Chair of the Fisheries Development Committee. They are working on a project called roadside fisheries, and they found property on Channel drive that would work for this project. The property owner is Doug Trucano and he is not interested in giving an easement to go across his property, but to make a trade with CBJ for the property by the bridge on the North Douglas side that he pays Docks & Harbors lease fees. He would like to trade straight across for that land. He understands it would be hard for Docks & Harbors during budget times to give up lease fees, but the Fisheries Development would like to use that property for developing the roadside fisheries, if CBJ could financially do this. With this new land, handicapped accessibility and parking could be developed. Mr. Becker said he spoke with PRAC and they would most likely manage the roadside fisheries area. He said he is not looking for an answer today, but would like the Board to consider this property trade and weigh the opportunities for CBJ.

Mr. Simpson said he likes the idea of roadside fisheries, but why so close to the other State float across from the Empire?

Mr. Becker said because that is where the fish are coming by.

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Mr. Busch asked what timeline was the Fisheries Development Committee wanting to move forward with this?

Mr. Becker said the first thing is to see if this land swap is doable, and then they would like progress on going.

V. Items for Action

1. Determine appropriate level of support for the Juneau Hydro Power request for FY15 Marine Passenger Fees.

Mr. Uchytel said all CBJ departments and non-profit entities were asked by the City Manager to make a list for FY15 Marine Passenger Fees proceeds by the end of December. Juneau Hydro Power put together a list to push the development and engineering of the electrification of the new cruise ship berths. Mr. Duff Mitchell is requesting some level of support for this request from the Docks & Harbors Board for marine passenger fees to be used for future engineering development for electrification. The public comment period for all the marine passenger fees projects is due on February 15th to the City Manager. When Docks & Harbors submitted their list, there were several items that didn't make the final list, downtown restrooms, additional uplands staging area at the Archipelago property, and the visitor center kiosk. Mr. Mitchell's request also did not make the final list, but he is still requesting Docks & Harbors letter of support.

Board Questions-

Mr. Bush asked what level of support Juneau Hydro Power was hoping to receive?

Mr. Mitchell said he is looking for a letter from the Docks & Harbors Board to the Assembly supporting the general concept of electrifying the docks.

Mr. Simpson asked what the timeline was for the Sweet Heart Creek project?

Mr. Mitchell said Juneau Hydro Power has turned in federal documents with year of production 2016.

Public Comment –

Scott Willis - AEL&P representative

He said presently, AEL&P does not have power over and above the community's needs to serve additional cruise ship docks in most years. In a wet year, AEL&P could potentially serve the cruise ship docks some power, and as community loads grow, this could decrease. There wouldn't be a

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steady supply of power to the dock until another potential project. Today, AEL&P could not supply power for this project.

Mr. Logan asked if AEL&P sees a potential project within the next decade?

Mr. Willis said at this time there is relatively slow load growth. AEL&P has identified the next project that they would do as phase II of Lake Dorothy. This project would only happen when there was a need for additional electricity for the town. At this time it does not look like this would happen in the next decade.

Mr. Logan asked if this project did move forward, how much would it increase the power availability?

Mr. Willis said this is actually energy and not power. It is kilowatt hours in a year. Phase II Lake Dorothy would add 80 or 90 million kilowatts per year. To put that in perspective, the towns demand today is 350 million kilowatts per year. His guess to what the additional cruise ship docks might use is 10 million kilowatt hours. The Princess dock currently uses about 5 million kilowatts per year.

Mr. Busch asked if there would be any change to support this if there was only one dock versus the two?

Mr. Willis said any additional surplus energy is already committed out to Princess and Greens Creek. It would take another project to even support one more dock.

Board Discussion/Action

Mr. Spickler said he agrees to support the concept and all other components in general terms and let the process move forward.

Mr. Simpson said he is in support of sending the letter Mr. Busch drafted providing general support for the idea of shore power, but points out the problem that there is not enough surplus energy to support this project.

Mr. Logan said he also supports sending the general support letter.

MOTION By MR. SIMPSON: TO AUTHORIZE SENDING CHAIRMAN BUSCH'S LETTER AS DRAFTED AND ASK UNANIMOUS CONSENT.

Motion passed with no objection.

2. Provide direction to the Port Director on the Vendor Booth Sales Outcry Auction.

CBJ Docks and Harbors Board
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Mr. Uchytel said on Monday was the deadline to receive applications to bid on the available vendor booth permits and also the deadline to pay for the reissuance of multiple year permit. By Monday, we received five applicants for the advertised three/one year permits. However, two companies that were seeking reissuance, MGT, and Donna's Tours, did not meet the deadline to pay their reissuance fees. This opens up two/three year permits. These two permits provided \$98,000 in revenue for the Port operations. Within regulations, the Port Director has the authority to notice there is three/one year permits, but also has the authority to reduce the number of permits. Mr. Uchytel identified the available options for moving forward;

- Auction the three/one year permits (five bidders for three permits).
- Re-advertise with the two/three year permits that are now open (hope to get more bidders)
- Auction the three/one year permits and the two/three year permits (five bidders, five permits – Docks & Harbors could potentially only get minimum bid for all five permits)

Mr. Uchytel said he would like some direction moving forward because the potential downfall for this would be Port revenues would be down close to \$100,000. If the two/three year permits were removed, he does not suspect any complaints from the current vendor permit holders. It could also potentially raise the value of the one year permits because there are five applicants trying for three permits and there will only be nine vendor booth permits this year.

Board Questions –

Mr. Simpson asked why the two companies didn't reissue?

Mr. Uchytel said he is unsure.

Mr. Spickler said five applicants and five permits would be problematic.

Mr. Uchytel said the application information is not given out.

Mr. Busch said there has been concerns at prior auctions with collusion and staff has been making efforts to watch that. He asked Mr. Uchytel what his preference would be moving forward.

Mr. Uchytel said to take the two multi-year permits out of circulation this year and go forward with the five applicants bidding on three/one year permits.

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Mr. Simpson said reducing the number of permits does not limit the people that don't have permits. They can still sell through another vendor. This sounds like a good decision and wouldn't have an adverse impact on anyone.

Mr. Donek said if we hold those permits off the market now, and the vendors request to bid on those permits, could another auction be held in 30 days?

Mr. Busch said there is no stipulation how many auctions Docks and Harbors can have.

Mr. Simpson said he does not see that as fair to the bidders that bid on the three/one year permits.

Mr. Busch said what does losing \$100,000 out of the Port budget do bottom line for this fiscal year?

Mr. Uchytel said both Docks & Harbors budget is running a surplus.

Public Comment – None

Board Discussion/Action –

Mr. Logan said he suggested taking only one of the three year permits out of circulation and that would make it five applicants for four permits. Try to maximize revenues.

Mr. Donek said it sounds like something needs to be fixed. The payment for the reissuance needs to be at least 30 days prior to auction.

Mr. Uchytel said the companies did provide written request for reissuance, but they just didn't pay on the last day.

Mr. Busch said this falls under the Port Directors authority to execute an action.

No Motion required

VI. Adjournment

The regular Board Meeting adjourned at 5:39 p.m.



Port of Juneau

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

From: Carl Uchytel, Port Director
To: Docks & Harbors Board
Via: Docks & Harbors Finance Committee
Date: February 25th, 2014
Re: NEW TRUCK PROCUREMENT

Background:

Docks and Harbors participates in an Equipment Replacement Reserve Schedule, coordinated by the CBJ Finance Department, which allows for schedule replacement of vehicles and other items (boats/engines) requiring periodic recapitalization. Docks & Harbors contributes \$27,000 per year to this fund and we had \$106,700 available in FY14. Earlier this FY, with Board approval, Docks & Harbor ordered a new Ford 2014 F350 XL model F3B Turbo Diesel truck through State of Alaska vehicle contract for \$31,443. When we receive this vehicle we will surplus 1998 Chevrolet 3500 with 122,417 miles.

We also have a 2004 Chevrolet 2500HD with 75,624 mile which is also in need of replacement. The vehicle incurs significant wear and tear due to snow removal operations. This vehicle has engine, body work, tires and snow plow equipment deficiencies. In a report generated by the CBJ Streets Department, they replace work vehicles approximately every 8 years and dump trucks every 12 years.

Recommendation:

I recommend we replace this vehicle with a second 2014 Ford F350 XL model F3B Turbo Diesel truck through State of Alaska vehicle contract for \$31,443. This will leave the balance of the Equipment Replacement Reserve Schedule at \$43,814.

#

Dock
OVERVIEW

file has no formula or linking issues (bbc, 04.26.13)

	FY13 Actuals	FY14 Amended Budget	FY14 Projected Actuals	FY15 Proposed Budget	FY16 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

DOCKSREV
12/20/2013
13:44

Bi

ennial Budget FY15 & FY16

531010101	Docks non-operational	FY13 Actuals	FY14 Amd Budget	FY14 5mos Actuals	FY14 Proj Actuals	FY15 Proposed	FY16 Proposed
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	FY13 Actuals	FY14 Amd Budget	FY14 5mos Actuals	FY14 Proj Actuals	FY15 Proposed	FY16 Proposed
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				
12/20/2013							
13:44							
		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**

file has no formula or linking issues (bbc, 04.26.13)

	FY13	FY14		FY15	FY16
	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

Need to make sure that Net Revenues are at least 120% of Debt Service per Rev Bond documents (per Craig 1/11/11).

HRBRSREV
12/20/2013
12:09

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)
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



City and Borough of Juneau
Docks & Harbors
CRUISE SHIP TERMINAL PARKING LOTS MANAGEMENT
February 26th, 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



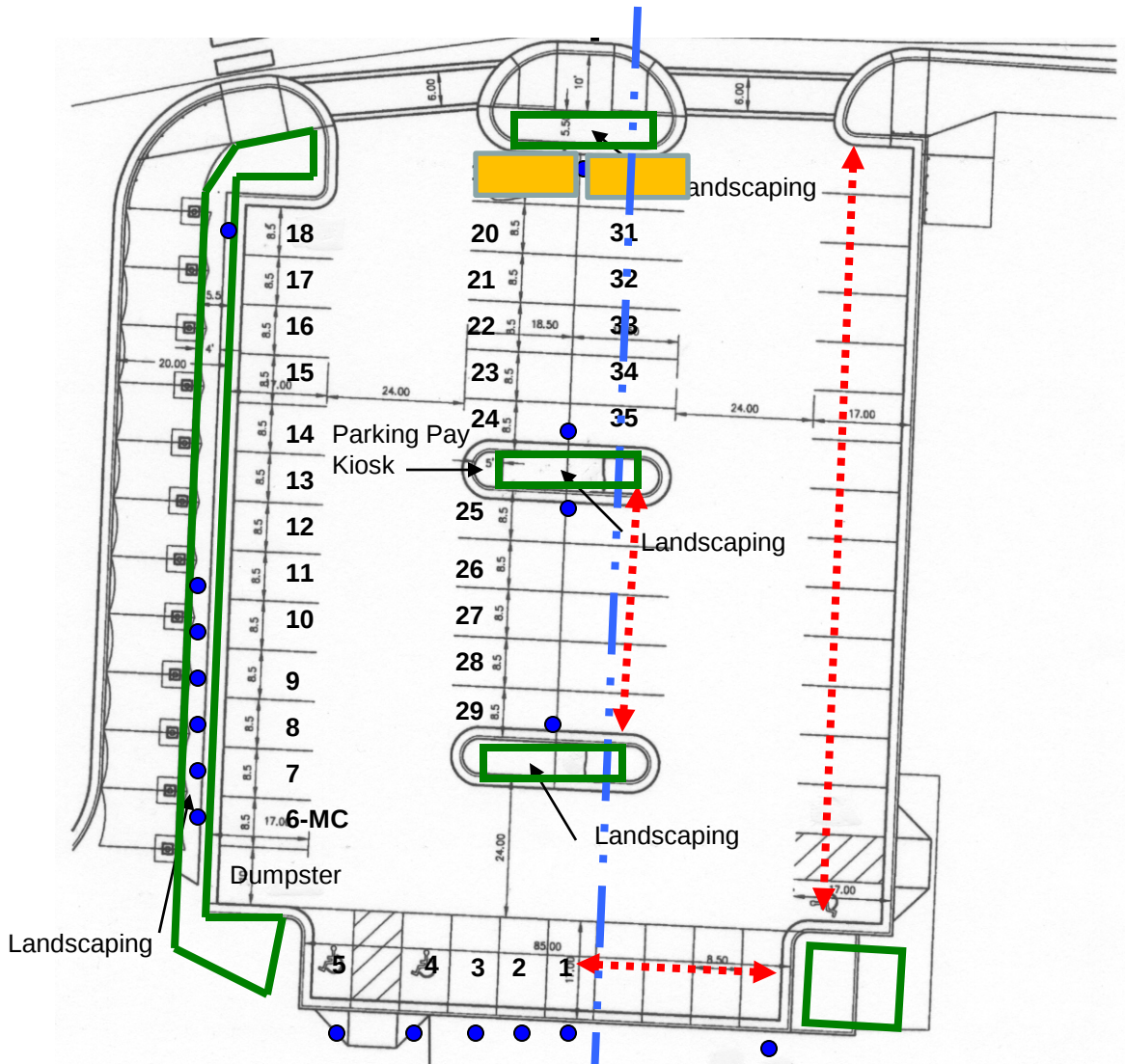
Recommendation:

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 facility. 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 facility.
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.

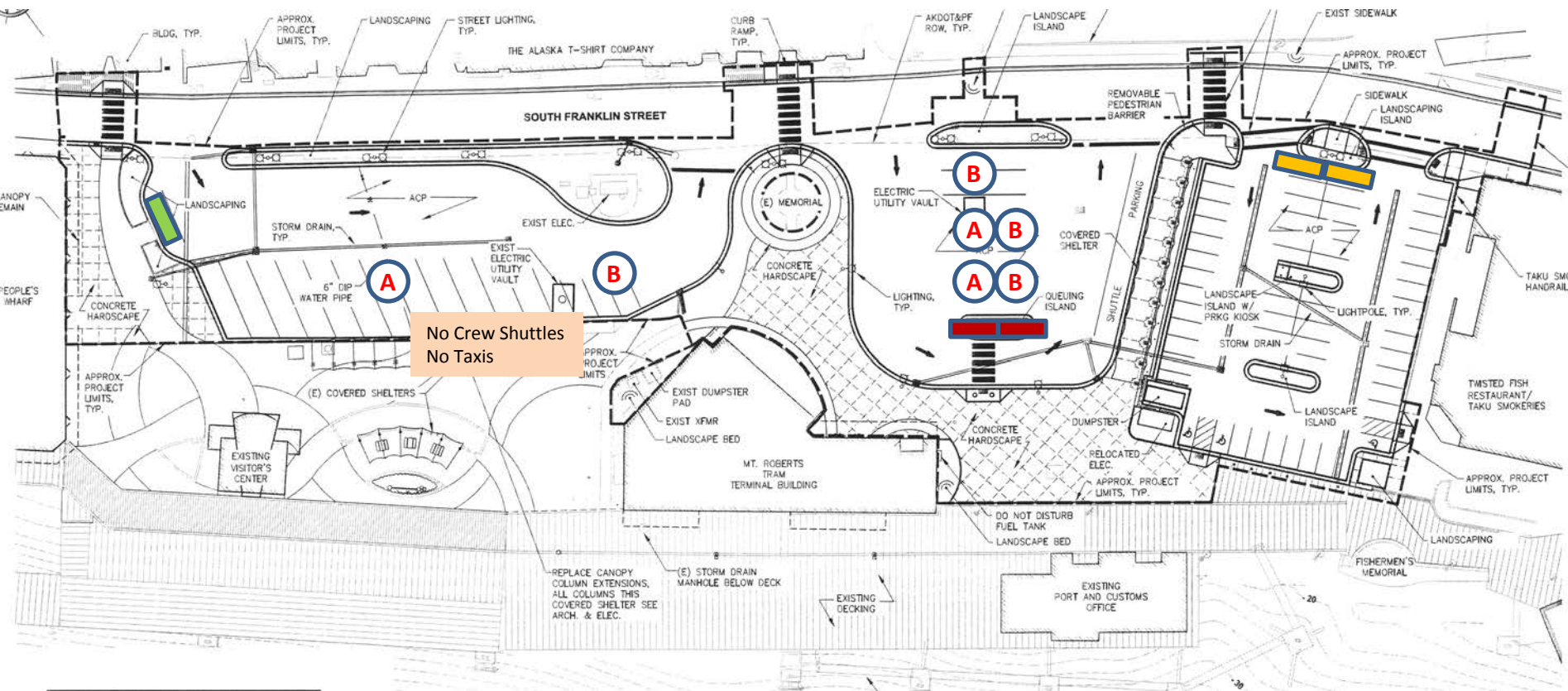
Encl: (1) Private Vehicle Parking Lot at Cruise Ship Terminal
(2) Cruise Ship Terminal Staging Area Parking Lot



-  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
  Taxi Load-Unload Only
  Loading Zone

 A Zone Permit
  B Zone Permit

SEAL Trust In-Lieu Fee Estimate - Final

Project Requiring ILF Mitigation: Statter Harbor Improvements

Applicant/Permittee: City & Borough of Juneau, Docks & Harbors

U.S. Army Corps of Engineer Permit #: POA 2008-782

Examples	Acres	Land Cost \$/Acre	Land Cost Subtotal	SEAL Trust Site Visit Transp. Cost	Appraisal	Staff Time	Legal	Survey	Phase 1 Environmental	Base-line	Real Estate Closing (cost varies)	Transaction Costs Subtotal	Stewardship or Management Endowment	ILF Project Cost Subtotal	SEAL Trust 6% Admin. Fee	In-Lieu Fee Cost TOTAL	Est. Cost per Acre
Base Transaction & Stewardship Costs for an Average 15-acre Mitigation Project in No. Southeast	15.0	\$25,500	\$382,500	\$0	\$7,000	\$5,000	\$2,000	\$5,000	\$3,500	\$4,000	\$1,990	\$28,490	\$43,270	\$454,260	\$27,256	\$481,516	\$32,101
ILF for 0.11 acres of Estuarine (eelgrass) wetland impact at HIGH 6:1 mitigation ratio	0.66	\$25,500	\$16,830	\$0	\$308	\$220	\$88	\$220	\$154	\$176	\$88	\$1,254	\$1,904	\$19,987	\$1,199	\$21,187	\$32,101
ILF for 0.95 Ac Estuarine (mudflats) wetland impacts at HIGH 3:1 mitigation ratio	2.85	\$25,500	\$72,675	\$0	\$1,330	\$950	\$380	\$950	\$665	\$760	\$378	\$5,413	\$8,221	\$86,309	\$5,179	\$91,488	\$32,101
ILF for 0.61 Ac Estuarine & Palustrine wetlands impact at MODERATE - HIGH 2.5:1 mitigation ratio	1.525	\$25,500	\$38,888	\$0	\$712	\$508	\$203	\$508	\$356	\$407	\$202	\$2,896	\$4,399	\$46,183	\$2,771	\$48,954	\$32,101
ILF for 2.62 Ac Estuarine wetland impact at MODERATE 2:1 mitigation ratio	5.24	\$25,500	\$133,620	\$0	\$2,445	\$1,747	\$699	\$1,747	\$1,223	\$1,397	\$695	\$9,953	\$15,116	\$158,688	\$9,521	\$168,209	\$32,101
Project Total: 10.28 acres of mitigation credits														\$311,168	\$18,670	\$329,838	\$32,101

Notes:

1. The cost per acre of waterfront property is based on an analysis of Juneau area real estate market sales, waterfront properties with wetland attributes and 5 acres or greater in size, during the period 2000-2013. This does not include Auke Bay waterfront or Gastineau Channel tidelands.
2. The base transaction cost (\$28,490) and base stewardship cost (\$43,270) are calculated for an average 15-acre project in northern Southeast AK, potentially within the Lynn Canal HUC (USGS Hydrologic Unit Code). These costs are pro-rated by acreage in the subsequent ILF estimates.
3. The Stewardship Endowment is based on national standards and calculated for a project in northern Southeast. The endowment sets aside funds and assumes a 3.32% real return to generate approximately \$1,400 for annual stewardship of a conservation land in perpetuity.
4. Transportation cost is estimated for Juneau for 2 adults 1-day trip. Costs could be higher if boat/air charter is needed to a remote parcel.

Prepared by Southeast Alaska Land Trust. 119 Seward St., Suite 2, Juneau, Alaska 99801. (907)586-3100. setrust@ptialaska.net.



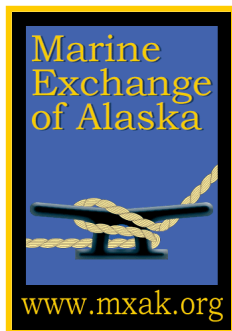
**City and Borough of Juneau
Docks & Harbors
MARINE SERVICES BUILDING
January 17th, 2014**

Issue: Docks & Harbors received a letter dated December 2nd, 2013 from the Alaska Marine Exchange requesting the Port Office enter into a 15-year tenant arrangement and to provide a lease on the CBJ property for construction of a “Marine Services Building”.

Background: Docks & Harbors was encouraged by CBJ leadership to develop the former “City Shop” property near the Juneau-Douglas Bridge for the purpose of relocating the Port Office to a new Marine Services Building. The vision, with a partnership with the Alaska Marine Exchange, was to construct a three floor, 10,000 sq foot, building suitable for the Alaska Marine Exchange, the Port Office and a ground floor “maritime interpretive center”. The estimated construction cost is approximately \$4M. Along with the proposed “Whale Project”, this facility would act to anchor the north end of the “Seawalk” to the downtown corridor. In September 2012, the Assembly approved Resolution 2628 establishing the Preferred Site Plan for the area near the Juneau-Douglas Bridge which includes the Whale Project and Docks & Harbors managed CBJ property for the proposed Marine Services Building.

Current Status: In 2013, the Alaska Marine Exchange received a \$1M Alaska legislative grant in support of a Marine Services Building. Docks & Harbors also applied for a \$3.3M US DOT TIGER grant in 2013 but was not successful and currently there are no known funding sources to support the design or construction of a Marine Services Building. The Port Office lease arrangement at the Seadrome Building is month-to-month at a rate of \$52K per year. Resolution 2628 suggests that Docks & Harbors manages the CBJ property where the building would be sited. CBJ Engineering, Lands & Resources, and Parks & Recreation are actively engaged with the Whale Project committee to plan and develop facilities necessary for the successful siting of the sculpture and management of the facilities.

Recommendation: Alaska Marine Exchange is now in a leadership role in moving forward and is seeking commitment from CBJ for development of the Marine Services Building. I recommend Docks & Harbors enter into a 15-year lease agreement to the purposes of relocating the Port Office to the proposed facility to be built and managed by the Alaska Marine Exchange. However, given the multitude of details necessary for the entire property to be effectively developed (i.e. management of the sculpture, maritime interpretive center, rest rooms, parking, seawalk, etc), I recommend Docks & Harbors refer the real property lease to the CBJ Manager for coordination. However, Docks & Harbors should retain the property management responsibilities north of the Juneau-Douglas Bridge and remain an advocate for the project in partnership with the Alaska Marine Exchange.



***Safe, Secure, Efficient and Environmentally Responsible
Maritime Operations***

1000 Harbor Way, Suite 204, Juneau, Alaska 99801
Ph: (907) 463-2607 Fax: (907) 463-2593

December 2, 2013

Captain Carl Uchityl
Port Director
City and Borough of Juneau
155 South Seward Street
Juneau, Alaska 99801

Dear Captain Uchityl,

I request an opportunity for the Marine Exchange of Alaska to address the Docks and Harbor Board regarding the Alaska Maritime Center that we seek to have constructed on Docks and Harbor's property in 2016.

Specifically, we are seeking the Board's commitment to aid in this waterfront project to come to fruition through providing a long term lease of the property and as a paying tenant of the spaces occupied by the Port.

As the Marine Exchange of Alaska continues to secure support and funding for this Maritime Center in Juneau we find the Port's commitment will aid the business model for funding the construction and maintenance of the building. A letter from the Port indicating intent to be the second floor tenant at the prevailing market rate for 15 years will help us secure the loans needed to provide the balance of funds needed for this project.

This winter we will be applying some of the State funds provided to the Marine Exchange for building the Alaska Maritime Center towards engineering design services that will provide plans that will accommodate the Port's office needs and requirements, as well as the maritime interpretative center and the Marine Exchange's spaces. When completed, the Center will serve as a professional venue for maritime conferences, meetings and presentations as well as an improved work environment for Port employees. It will also showcase the diverse Alaska maritime trades and opportunities for Alaskans.

I request the Marine Exchange have an opportunity to present and expound upon this request to the Juneau Docks and Harbor Board at their next scheduled meeting.

Regards,

Captain Ed Page, USCG (Ret)
Executive Director
Marine Exchange of Alaska

Presented by: The Manager
Introduced: 09/17/2012
Drafted by: J.W. Hartle

RESOLUTION OF THE CITY AND BOROUGH OF JUNEAU, ALASKA

Serial No. 2628

A Resolution Expressing Assembly Support for the Location of "The Whale Project," a Sculpture of a Breaching Humpback Whale, in the Vicinity of the Former City Shop Under the Juneau-Douglas Bridge.

WHEREAS, the Assembly, at its August 6, 2007, regular meeting expressed its support for the breaching humpback whale sculpted by Skip Wallen ("The Whale Project") as an appropriate way to commemorate the 50th anniversary of statehood, and authorized the Manager to:

- (1) accept and maintain The Whale Project on behalf of the City and Borough of Juneau;
- (2) approve the placement of the sculpture in Marine Park; and
- (3) prepare the site to receive and properly position the sculpture, subject to an engineering evaluation and the normal City and Borough budgeting process; and

WHEREAS, potentially competing uses and space configuration make placement of the whale sculpture at Marine Park impractical; and

WHEREAS, the Docks and Harbors Board and the Parks and Recreation Advisory Committee have both approved a Preferred Site Plan for the former City Shop location under the Juneau-Douglas Bridge, which includes The Whale Project.

NOW, THEREFORE, BE IT RESOLVED BY THE ASSEMBLY OF THE CITY AND BOROUGH OF JUNEAU, ALASKA:

Section 1. The Assembly expresses its support for the Preferred Site Plan in the vicinity of the former City Shop under the Juneau-Douglas Bridge, and the inclusion of The Whale Project.

Section 2. The Assembly reaffirms its authorization to the Manager to:

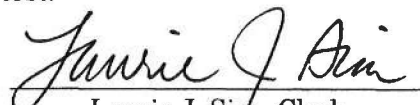
- (a) accept and maintain The Whale Project on behalf of the City and Borough of Juneau; and
- (b) prepare the site to receive and properly position the sculpture, subject to an engineering evaluation and the City and Borough budgeting process.

Section 3. Effective Date. This resolution shall be effective immediately upon adoption.

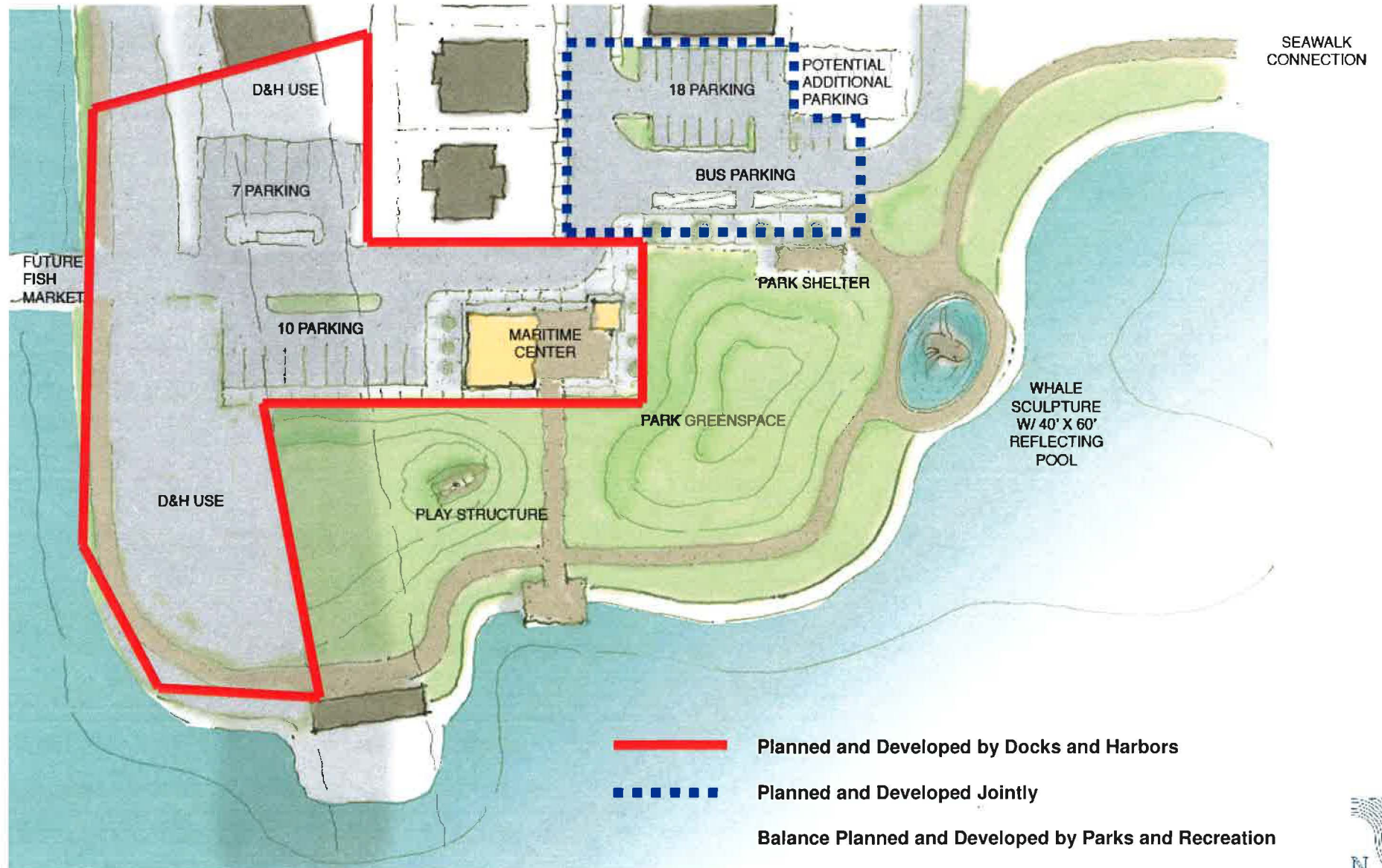
Adopted this 17th day of September, 2012.


Bruce Botelho, Mayor

Attest:


Laurie J. Sica, Clerk

PREFERRED SITE PLAN



Programming for a New Maritime Center