CBJ DOCKS & HARBORS BOARD
FINANCE MEETING AGENDA
For Tuesday, April 24th, 2012

I. **Call to Order** (5:00 p.m. to 7:00 p.m.) in the **Room 224, City Hall.**

II. **Roll Call** (John Bush, Tom Donek, Kevin Jardell, Michael Williams, Wayne Wilson, and Eric Kueffner).

III. **Approval of Agenda**.

MOTION: TO APPROVE THE AGENDA AS PRESENTED OR AMENDED.

IV. **Public Participation on Non-Agenda Items** (not to exceed five minutes per person, or twenty minutes total).

V. **Approval of March 27th, 2012 Finance Committee Meeting Minutes**.

VI. **Items for Action.**

1. Potable Water Rates
   Presentation by the Port Director

   Committee Questions

   Public Comment

   Committee Discussion/Action

   MOTION: TO BE DEVELOPED AT THE MEETING

2. Moorage Auto Escalator Rates
   Presentation by the Port Director

   Committee Questions

   Public Comment

   Committee Discussion/Action

   MOTION: TO BE DEVELOPED AT MEETING

VII. **Items for Information/Discussion**.

1. Harbor Revenues & Expense report
2. Preparation for Assembly Finance Committee

CBJ DOCKS & HARBORS BOARD
FINANCE MEETING AGENDA
For Tuesday, April 24th, 2012

VIII. Staff & Member Reports.

IX. Committee Administrative Matters.

1. Next Finance Committee Meeting May 29th, 2012

X. Adjournment.

CBJ DOCKS & HARBORS BOARD
FINANCE MEETING MINUTES
For Tuesday, March 27th, 2012

I. Call to Order.

Eric Kueffner called the Finance Committee Meeting to order at 5:06 p.m. in room 224 of the Assembly building.

II. Roll Call.

The following members were present: Tom Donek, Michael Williams, Wayne Wilson and Erick Kueffner.

The following members were absent: Kevin Jardell and John Bush.

Also in attendance was: Mr. Uchytil-Port Director.

III. Approval of Agenda.

MOTION by Mr. Williams: TO APPROVE THE AGENDA AS PRESENTED.

The motion passed without objection.

IV. Public Participation on Non-Agenda Items.

There was none.

V. Approval of January 24, 2012 Finance Committee Meeting Minutes.

Hearing no objection, the minutes of the January 24, 2012 Finance Committee Meeting were approved as presented.

VI. Items for Action.

1. Michael Donohue Lease ADL 29281.

Mr. Uchytil asked the Board for direction on this delinquent tideland lease. He asked the board if they want to move forward with terminating the lease.

Mr. Kueffner said we are entitled to do that but we would obviously need to work with the City Attorney.

Mr. Donek said it looks like we are in arrears on our appraisal of this property as well. We may want to file a lien on the property in case the seller finds a buyer for the property.

Mr. Kueffner said he would entertain a motion to proceed with and eviction and termination of the lease.

VII. Items for Action. (Continued)

Mr. Wilson said he felt the Board should give Mr. Donohue one more chance to bring his lease current since he has been a long time lease holder.

Mr. Kueffner said it looks like we have given him numerous chances and he thought the Board needed to take action to show we are serious.

Dennis Watson said if the Board could not get a commitment from Mr. Donohue it is time to proceed with eviction.

MOTION by Mr. Williams: TO FORWARD TO THE BOARD THE RECOMMENDATION THAT WE MOVE FORWARD WITH THE LEASE TERMINATION WITH MR. DONOHUE AND ASK UNANIMOUS CONSENT

The motion passed without objection.

2. Potable Water Fees Increase.

Mr. Uchytil said the water department increased the rates last July and essentially, we should do the same. We charge $3.35 per 1,000 gallons. The water rates have increased by $.16 and Mr. Uchytil suggested the Harbor Department raise the rates $.16 as well. In the future, it might be easier to propose a markup percentage of what the water department is charging. Right now our markup is 48% for water usage. We may want to change our fee schedule to reflect a straight across 50% mark up from what the water/utility department charges us. This fee is only for the cruise ship terminals where they load water. These fees do not apply to the IVF dock. Right now we are set up to charge the Cruise ships $18.06 for the first 4,000 gallons and then $3.35 for every 1,000 gallons after that.

Mr. Donek suggested we change the ordinance to follow what we are paying for water more closely. Right now, we are paying the water/utility department $2.43 per 1,000 gallons.

Mr. Uchytil said he was not sure if the water was being billed according to the regulation. He said he was not prepared to answer all the questions about the water billing and may want to hold this item and do some more research. He said he would prepare this item for the next Regular Board Meeting.

3. Parking Fee Establishment – Terminal Staging Area.

Mr. Uchytil said we have been given the opportunity to run the parking lot adjacent to peoples wharf. We have the authorization to charge for parking in any of our harbor parking areas, but right now we only charge for parking at Statter Harbor. We can establish a parking fee for the parking area at peoples wharf. This is the lot adjacent to the new visitor's center. There are 17 spaces and we need to come inline with other parking in the downtown area.

VII. Items for Action. (Continued)

We would like to purchase the same parking system (APARC) we have at the Statter Harbor lot. These are the same parking pedestals the CBJ is using down town. There are various parking rates throughout the downtown area. He would like to consider a park and display like they have at Statter Harbor

Mr. Donek said he felt it would be confusing to have different rates and parking procedures for 17 spaces that are downtown.

Mr. Williams said he thinks the parking should be inline with the rest of downtown.

Dennis Watson said the parking should be consistent downtown. The two hour free limit was to keep spaces open for patrons and keep the downtown employees from using all the parking spaces.

Mr. Donek suggested making this an information item on the Regular Board agenda.

Mr. Uchytil said we will need quite a lot of signage as well as the new parking machine. He said he was going to suggest $1 per hour for parking. We would like to implement this fee by May 1, 2012 if possible. The Board has the authority to establish a parking fee without going to the CBJ Assembly.

Mr. Wilson said by charging $1 per hour we are establishing a new parking fee and he thought the board was trying to get away from that.

MOTION by Mr. Donek: TO RECOMMEND TO THE BOARD THAT A $1 PER HOUR PARKING FEE FOR THE PEOPLES WHARF PARKING LOT BE ESTABLISHED AND ASK UNANIMOUS CONSENT.

The motion passed with 3 members in favor and 1 opposed.

VII. Items for Information/Discussion.

1. Auke Bay Fuel Dock Lease.

Mr. Uchytil said we have a fuel dock lease agreement with Harbor Enterprises and we get $.05 per gallon on fuel that is pumped across the dock. John Stone had previously suggested there should be a built in increase in these lease fees every five years. Harbor Enterprises is suggesting that their investment of 1.5 million in the new fuel float is sufficient to keep the present lease rate at $.05 per gallon.

Mr. Kueffner said he was more concerned with the part of the lease that stated the fuel dock has an obligation to stay open and provide fuel to patrons. Maybe instead of having an automatic escalation of fees, instead we could have a review every five years and request they operate during certain hours during the summer season.

VII. Items for Information/Discussion. (Continued)

Mr. Donek said the rent escalation shouldn't be a problem for Harbor Enterprises because they pass the cost on to the customer. Without the automatic escalator, we have to renegotiate the lease rate every five years.

Mr. Uchytil said he had talked with Amy Mead, the City Attorney, she said you do not have to interpret the CBJ code and require an appraisal. After five years, he could look at the lease rate and decide to keep it the same.

Mr. Wilson asked if the $.05 per gallon went into the enterprise fund.

Mr. Uchytil said it does go into the enterprise fund.

Mr. Kueffner suggested asking for Harbor Enterprises to state their intended hours of operation and insert the information into the lease. He also felt some kind of CPI adjustment should be included in the lease.

Mr. Williams asked for information about the income from the $.05 per gallon over the last two years. He did not think the fuel dock generated a lot of revenue for Docks and Harbors, but he did not want to chase them off and not have fuel available to patrons.

2. Mount Roberts Tram Lease.

Mr. Uchytil said we have had an appraisal done by Horan and Co. and it is included in the packet. Goldbelt would like to get their own appraisal for the property. We are waiting on their appraisal.

3. March Revenues & Expense Report

Mr. Uchytil said he would like to provide more Revenue reports to the Finance Committee and we are still becoming familiar with these figures. He would like to get with Heidi & Teena and see if we can provide reports that will tell us how much revenue is coming from Harris, Douglas and Aurora Harbors. Right now we do not have a good way to tell who has paid for the year's moorage in advance.

VIII. Staff & Member Reports.

There were none.

IX. Committee Administrative Matters.

1. Next Finance Committee Meeting April 24th, 2012

X. Adjournment.

MOTION BY Mr. Donek: TO ADJOURN THE FINANCE COMMITTEE MEETING AND ASK UNANIMOUS CONSENT.

The Finance Committee Meeting adjourned at 6:32 p.m.