

CBJ DOCKS & HARBORS BOARD
FINANCE MEETING AGENDA
For Tuesday, May 24th, 2011

- I. Call to Order (5:00 p.m. to 7:00 p.m.) in Room 224, City Hall.**
- II. Roll Call (Greg Busch, Tom Donek, Don Etheridge, Kevin Jardell, Cheryl Jebe, Jim Preston, 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 29, 2011 Finance Committee Meeting Minutes.**
- VI. Items for Action.**

None
- VII. Items for Information/Discussion.**
 - 1. Statter Harbor Float Addition Moorage Management
Presentation by the Port Director
 - 2. Harbor Delinquent Accounts
Presentation by the Port Director
- VIII. Staff & Member Reports.**
- IX. Committee Administrative Matters.**
 - 1. Next Finance Committee Meeting – June 28, 2011 at 5:00 pm in Room 224, City Hall.
- X. Adjournment.**

CBJ DOCKS & HARBORS
FINANCE COMMITTEE MEETING MINUTES
For Tuesday, March 29, 2011

I. Call to Order.

Eric Kueffner called the Finance Committee Meeting to order at 5:00 p.m. in room 224 of the Assembly Building.

II. Roll Call.

The following members were present: Don Etheridge, Tom Donek, Kevin Jardell, Cheryl Jebe, Jim Preston, Greg Busch and Eric Kueffner.

Also in attendance were the following: John Stone-Port Director and Angelica Lopez-Campos-CBJ Accountant.

III. Approval of Agenda.

MOTION by Mr. Jardell: TO ASK UNANIMOUS CONSENT TO APPROVE THE AGENDA AS PRESENTED.

The motion passed without objection.

IV. Public Participation on Non-Agenda Items.

There was none.

V. Approval of previous meeting minutes.

Hearing no objection, the minutes of the February 22, 2011 Finance Committee Meeting were approved as presented.

VI. Items for action.

1. FY11 Expense and Revenue Reports.

Mr. Stone introduced Angelica Lopez-Campos, who works for the CBJ Finance Department. She keeps track of all Docks and Harbors expenses, revenues and she does our Budget. She was available to answer questions about the Expense and Revenue Reports.

We have been looking at primarily the FY11 expenses. We have spreadsheets that Angelica did for Harbors Enterprise and for Docks Enterprise. They list the expenditures and revenues for each enterprise. In one column we have the FY11 budgeted amount and then the FY11 projected amount in the next column and then there is a column for the revised FY12 budgeted amount and the Board approved that amount earlier in the year.

CBJ DOCKS & HARBORS

FINANCE COMMITTEE MEETING MINUTES

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VI. Items for action (Continued).

We believe we are going to have a significant over expenditure of personnel in Harbors for this year. We are projecting that we are going to spend about 1.45 million and we budgeted 1.277 million. The rest of the expenses are a little below what we had projected. The over expenditure is primarily related to extending some of the seasonal staff's employment through to December to complete some maintenance projects. They took off finger floats, went through entire water systems, checked all the lights, finished some bull rail at Statter Harbor, and checked electric pedestals. As a result, the Bottom line for Harbor expenditures is over by \$127,400.00 over the budgeted amount. We need to go back to the assembly and get them to increase the Harbor expenditure budget to match what we think the actual expenses for the year will be at the 3.344 million.

There is a concern that we will not meet the revenue bond requirement of 20% surplus revenue to debt service ratio for FY11.

Mr. Busch asked if we would still be bringing the Seasonal employees back early and if the projections included that.

Mr. Stone said he believed we would be bringing the seasonal staff back April 12th. We originally planned to bring them back on April 1st, so we are delaying their return by one pay period. For FY12 we are hoping to bring them back around April 1st.

Mrs. Jebe asked if the 20% surplus revenue to debt was a current bond or is it bonding to be in the future.

Ms. Lopez-Campos said Docks and Harbors in currently paying for the bond and it is about \$752,000 per year. This shows up under the Harbors Transfer fund because it is a separate fund.

Mr. Kueffner confirmed that the \$752,000 is a debt service on the revenue bond.

Ms. Lopez-Campos said it is an annual payment with interest.

Mr. Stone said back in 2007 we did a revenue bond for three projects; 4.25 Million for the ABLF, 4.25 Million for Douglas Harbor and 1.4 Million for Deharts Marina.

Ms. Lopez-Campos said the payments are over a 25 year period from 2007 to 2032. The original bond was for \$10,600,000.

Mrs. Jebe asked if the surplus beyond the \$752,000 also went toward the bond debt.

FINANCE COMMITTEE MEETING MINUTES

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VI. Items for action (Continued).

Mr. Stone said the surplus goes into the harbor reserves and the Board can use that over time for other projects. The 20% is an assurance that Docks & Harbors is charging enough fees to lesson the risk that they will not be able to pay over time.

Mr. Stone said Docks Enterprise has a similar issue with personnel expense but it is much smaller. Personnel expenses are greater than budgeted by \$27,900.

Mr. Kueffner asked about the budgeted amount of (18,000) in CIP Dock OH to CIPs for FY11 and (291,000) for FY12.

Mr. Stone said those figures represent the Port Engineers personnel cost.

Ms. Lopez-Campos said the figures represent the Port Engineers time that is not charged to a specific CIP. At the end of the year we allocate this figure among the CIPs that they worked on.

MOTION by Mr. Jardell: TO RECOMMEND THE BOARD APPROVE ADJUSTMENTS TO THE FY11 DOCKS AND HARBORS BUDGETS AS RECOMMENDED BY THE PORT DIRECTOR AND TO FORWARD TO THE CITY MANAGER FOR PRESENTATION TO THE ASSEMBLY AND ASK UNANIMOUS CONSENT.

The motion passed without objection.

VII. Items for Information/Discussion.

There were none.

VIII. Staff & Member Reports.

Mr. Stone said we will be looking at some lease rate renewals at the next Finance Meeting. We sold four waterfront sales permits at the auction this year and they went for a little less than previous years.

IX. Committee Administrative Matters.

1. Next Finance Committee Meeting – April 26, 2011 in CBJ room: 224.

X. Adjournment.

MOTION by Mr. Etheridge: TO ADJOURN THE FINANCE COMMITTEE MEETING AND ASK UNANIMOUS CONSENT.

The meeting adjourned at 5:35 p.m.



City & Borough of Juneau • Docks & Harbors
155 S. Seward Street • Juneau, AK 99801
(907) 586-0292 Phone • (907) 586-0295 Fax

Port of Juneau

To: Docks and Harbors Finance Committee
CC:
From: John M. Stone, P.E. Port Director
Date: May 19, 2011
Re: Statter Preferential Moorage Charges

When approving the layout for the new moorage floats at Statter Harbor, the Board asked the Finance Committee to consider accommodating the Deharts Marina patrons at the new moorage facility. This memo highlights factors the Committee should consider when moving forward with the Board's request.

Who gets reassignment priority at the new moorage area?

The Committee needs to decide who gets priority for preferential moorage assignments at the new moorage facility.

The purchase agreement for Deharts Marina stipulates that "CBJ will, consistent with its harbor regulations, make its best efforts to provide all existing stallholders with a new moorage space if it builds a new moorage facility." Exhibit 1 contains a list of the stallholders on the day of purchase to which this clause applies. Exhibit 2 contains a list of stallholders that were assigned preferential moorage by CBJ after the date of purchase.

The Committee should decide if moorage reassignment priority at the new facility will be given to the patrons listed in Exhibit 1, Exhibit 2, both, or neither.

How do we handle "seasonal" stall assignments at the new moorage facility?

Another issue concerns seasonal stall assignments afforded to certain patrons of Deharts Marina. The previous owner limited the use of certain stalls to the summer boating season only because the marina infrastructure was incapable of handling boats during the winter season. We continued to honor this arrangement when we took over the facility.

The new moorage facility does not have seasonal limitations. Staff prefers to rent the spaces out on a year-round basis to maximize stall revenues. Also, CBJ harbor regulations do not provide for seasonal stall assignments in other parts of the harbor system.

The Committee needs to decide if wants to continue to honor the seasonal assignments. One option may be to honor the seasonal assignments until a time certain, such as one moorage year after reassignment, to allow time for seasonal stall holders to find alternate accommodations if they do not want to rent the stall on a year-round basis.

What do we do about undersize vessels?

Some of the Deharts vessels will not meet the minimum length requirement for assignment to the 32' and 42' slips at the new moorage area. Current harbor regulations limit vessels to no more than three feet shorter than the assigned slip length unless approved by the harbormaster on a case-by-case basis. We expect that several vessels will need case-by-case approval in order to be assigned at the new moorage facility.

Harbor fee regulations stipulate that moorage fees be paid on boat length or slip length whichever is longer. We prepared Exhibits 1 and 2 to show what will happen if we reassign Deharts Marina patrons to the new moorage facility. Note that some vessels would pay less at the new facility.

The Board needs to decide how it wants to handle this issue. There are several considerations:

- Do we allow short vessel accommodation for the original Dehart's Marina patrons, the new CBJ marina patrons, both, or neither? How long does the accommodation last for? Does it apply if the owner gets a different vessel?
- Do we allow short vessels to pay based on boat length, slip length, previous slip length at Deharts? How long will does special fee allowance apply, forever, to a time certain, etc.? Does the fee allowance apply if the owner gets a different vessel?

Hotberthing

Harbor regulations allow CBJ to use preferential moorage spaces that are vacant for 3 days or more. The Board should affirm whether this regulation applies to the new moorage spaces so there are no misunderstandings.

Change of Ownership

The previous owner of Deharts Marina allowed stallholders to “sell their stall assignment” to a new owner along with their boat. The Board continued with this practice for stallholders of record on the purchase date of July 1, 2005. The Board needs to decide if it wants to continue with this accommodation at the new facility for the July 1, 2005 stallholders. The Board would also need to decide how to handle short vessels for new owner. Two issues could arise: new vessel not meeting the minimum length requirement and how the new vessel will be billed if they do not meet the requirements.

Please keep in mind that the Board will need to put all of the accommodations into regulation and the accommodations will need to be monitored and tracked by staff.

Please call me at 586-0294 if you have questions.

Attachments

Exhibit 1

Stall holders When DeHarts was Purchased

Stall	Customer	Boat '	Stall '	Annual Moorage	AK Numbers	Boat Name	Notes	New Slip	New Slip Cost	Delta
DHA-05	Jay Sims	26	24	\$1,029.60	AK1227AG		Seasonal	32	\$1,267.20	\$237.60
DHA-14	Quinnat Lodge	26	24	\$1,956.24	AK2316L			32	\$2,407.68	\$451.44
DHA-13	Quinnat Lodge	27	24	\$2,031.48	AK6358AF			32	\$2,407.68	\$376.20
DHA-12	Alaska Connection	26	24	\$1,956.24	AK5031K			32	\$2,407.68	\$451.44
DHA-09	Harold Preston	26	24	\$1,956.24	AK4500P			32	\$2,407.68	\$451.44
DHA-10	Alaska Connection	26	24	\$1,956.24	AK699OAA			32	\$2,407.68	\$451.44
DHB-01	Quinnat Lodge	25	24	\$1,881.00	AK2317L			32	\$2,407.68	\$526.68
DHB-02	Tyler Jenner	29	24	\$2,181.96	AK3645P			32	\$2,407.68	\$225.72
DHB-07	Donn Martin	28	24	\$2,106.72	AK4441AE			32	\$2,407.68	\$300.96
DHB-06	Alaska Connection	24	24	\$1,805.76	AK6074AE			32	\$2,407.68	\$601.92
DHB-09	Bob Koenitzer	24	24	\$1,805.76	AK7317M			32	\$2,407.68	\$601.92
DHB-16	Chad Strong	24	24	\$1,805.76	AK5499AD			32	\$2,407.68	\$601.92
DHB-13	David Watson	28	24	\$2,106.72	AK7700AE			32	\$2,407.68	\$300.96
DHB-11	Ron Sedgwick	39	35	\$2,934.36		Conquest		42	\$3,160.08	\$225.72
DHC-06	Gregg Parker	32	32	\$2,407.68	AK0230H			32	\$2,407.68	\$0.00
DHC-08	Bob McVey/Richard Steele	32	32	\$2,407.68	AK0294K			32	\$2,407.68	\$0.00
DHC-17	Steve Sewill	34	32	\$2,558.16		Jaguar III		32	\$2,558.16	\$0.00
DHC-16	Terry White	34	32	\$2,558.16	AK5104K			32	\$2,558.16	\$0.00
DHC-14	Bill Dean	33	32	\$2,482.92		Ocean Venture		32	\$2,482.92	\$0.00
DHC-13	Jim Thompson	32	32	\$2,407.68		Sinopah		32	\$2,407.68	\$0.00
DHD-01	Chris White	39	36	\$2,934.36		Popeye		42	\$3,160.08	\$225.72
DHD-15	Mike Hays	36	36	\$2,708.64		Sounder		32	\$2,708.64	\$0.00
DHM-02	Dick Deems	42	57	\$4,288.68		Easy Spirit		42	\$3,160.08	-\$1,128.60
DHD-05	Paul Hoffman	39	36	\$2,934.36	AK3551N			42	\$3,160.08	\$225.72
DHD-08	Gregg Dostal	39	36	\$2,934.36	AK9170P			42	\$3,160.08	\$225.72
DHD-13	Joan Brooks	36	36	\$2,708.64		Apqoa		32	\$2,708.64	\$0.00
DHD-14	Dennis Watson	38	36	\$2,859.12		Adanac IV		42	\$3,160.08	\$300.96
DHD-16	Bud Jaeger	36	36	\$2,708.64		Getaway		32	\$2,708.64	\$0.00
DHD-18	Todd Wicks	38	36	\$2,859.12		Beartrack		42	\$3,160.08	\$300.96
DHD-27	Gary Wilson	32	30	\$1,267.20	AK0431F		Seasonal	32	\$1,267.20	\$0.00
DHD-11	Mike Bethers	27	28	\$1,108.80	AK4719K		Seasonal	32	\$1,267.20	\$158.40
DHD-24	Ron Bolton	33	30	\$1,306.80	AK8949M		Seasonal	32	\$1,306.80	\$0.00
DHA-03	Gene Whiting	22	24	\$950.40	AK9324F		Seasonal	32	\$1,267.20	\$316.80
DHD-22	Paul Swanson	30	30	\$1,188.00		Apres Ski	Seasonal	32	\$1,267.20	\$79.20
DHM-01	Wendall Bishop	35	43	\$3,235.32				32	\$2,633.40	-\$601.92
DHC-12	John Raster	34	32	\$1,346.40	AK7480AJ		Seasonal	32	\$1,346.40	\$0.00
DHM-05	Ron Marvin	37	42	\$3,160.08	AK7133AD			42	\$3,160.08	\$0.00
DHM-08	Kirk McMeen	39	58	\$2,296.80	AK4497H		Seasonal	42	\$1,663.20	-\$633.60
DHM-09	Dwight Robidoux	29	45	\$1,782.00	AK8552M		Seasonal	32	\$1,267.20	-\$514.80
DHM-10	Mike Satre	31	40	\$3,009.60	AK8754M			32	\$2,407.68	-\$601.92
DHM-14	Alaska Connection	26	49	\$3,686.76	AK9576AG			32	\$2,407.68	-\$1,279.08

TOTALS			41	\$93,610.44			9		\$96,489.36	\$2,878.92
Stalls Assigned										
32's		32								
42's		9								
Stalls Available										
32's		53								
42's		17								

Exhibit 2

Stall holders After DeHarts was Purchased

Stall	Customer	Boat '	Stall '	Annual Moorage	AK Numbers	Boat Name	Notes	New Slip	New Slip Cost	Delta
DHA-03	Whiting, Gene	22	24	\$1,805.76	AK9324F			32	\$2,407.68	\$601.92
DHB-03	Kahklen, Joe	26	24	\$1,956.24	AK5289H			32	\$2,407.68	\$451.44
DHB-04	Fiedler, Linwood	27	24	\$2,031.48	AK2306AG			32	\$2,407.68	\$376.20
DHB-05	Lessard, Michal	26	24	\$1,956.24	AK5366M			32	\$2,407.68	\$451.44
DHB-08	Harrison, Gordon	26	24	\$1,956.24	AK3902L			32	\$2,407.68	\$451.44
DHB-10	Kondzela, Kurt	28	24	\$2,106.72	AK8766AG			32	\$2,407.68	\$300.96
DHB-12	Druyvestein, Jay	27	24	\$2,031.48	AK3370N			32	\$2,407.68	\$376.20
DHB-18	Nelson, John	24	24	\$1,805.76	AK7351L			32	\$2,407.68	\$601.92
DHB-19	Davis, Nolan	22	24	\$1,805.76	AK8219AE			32	\$2,407.68	\$601.92
DHC-01	Hopson, Mark	36	32	\$2,708.64		Bluewater		32	\$2,708.64	\$0.00
DHC-02	Busch, Gregory	30	32	\$2,407.68	AK8506N			32	\$2,407.68	\$0.00
DHC-09	Scott, Michael	28	32	\$2,407.68	AK2146P			32	\$2,407.68	\$0.00
DHC-10	Osburn, Joel	29	32	\$2,407.68	AK6915M			32	\$2,407.68	\$0.00
DHC-15	Duby, Mike	32	32	\$2,407.68	AK4852AK			32	\$2,407.68	\$0.00
DHC-16	Garvin, Michael	37	32	\$2,783.88	AK6258M			32	\$2,783.88	\$0.00
DHC-17	White, Terry	34	32	\$2,558.16	AK5104K			32	\$2,558.16	\$0.00
DHD-02	Sewill, Steve	34	32	\$2,558.16		Jaguar III		32	\$2,558.16	\$0.00
DHD-06	Miller, David	40	36	\$3,009.60		Strike Two		42	\$3,160.08	\$150.48
DHD-09	Merritt, Lori	36	36	\$2,708.64	AK9057AJ	Bobolink		42	\$3,160.08	\$451.44
DHD-10	Currier, Rick	40	36	\$3,009.60		Majeck		42	\$3,160.08	\$150.48
DHD-11	Kamler, Jonathan	40	36	\$3,009.60		Kiltitz		42	\$3,160.08	\$150.48
DHD-12	Barnett, Tim & Claudia	37	36	\$2,783.88		La Hoyer		42	\$3,160.08	\$376.20
DHD-17	Rowcroft, Michael	34	36	\$2,708.64	AK2717P			42	\$3,160.08	\$451.44
DHD-19	Vogeler, Dana	34	30	\$1,346.40	AK3859AJ		Seasonal	32	\$1,346.40	\$0.00
DHM-04	Logon, David	27	24	\$2,031.48	AK6950N			32	\$2,407.68	\$376.20
DHM-07	Dayton, Jack	28	28	\$2,106.72	AK5723AK			32	\$2,407.68	\$300.96
DHM-11	Bethers, Mike	27	27	\$2,031.48	AK4719K			32	\$2,407.68	\$376.20

TOTALS		27	\$62,441.28		1	\$69,438.60	\$6,997.32
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Stalls Assigned

32's 21

42's 6

Stalls Available

32's 21

42's 8

**Docks & Harbors
Collections Accounts**

FY2011

Name	Acct#	Vessel#	Vessel Name	Date	Total
Alamillo, Gabriel	12474		Jeannie X	10/13/10	\$493.02
Anderson, Jeff S.	11084		Narada	5/9/11	\$1,757.44
Anderson, John	14529		Diver III	5/9/11	\$267.98
Baxter, Dan	3789	AK2420AC		12/8/10	\$215.95
Borch, Shawn A.	14307	AK8276H		5/9/11	\$233.81
Bottelson, Bryan M.	8890	AK1658AF		5/9/11	\$783.94
Brown, Mark	13753	AK5680C	Victoria Marie	7/20/10	\$2,937.75
Cowling, Donald R.	562	AK6310B	Romar	10/13/10	\$1,500.32
David, Theodore	646	AK8834C	Rosalind	12/8/10	\$1,734.06
Dietrich, Mark	9081	AK5594K	Ice Angel	7/20/10	\$2,483.33
Douglas, Connie M.	2634	AK1050AE	Halana	10/13/10	\$436.76
Gaines, Daniel M.	2965	AK5653P		10/13/10	\$5,471.57
Gallow, Karl L.	12820	AK1883F		10/13/10	\$183.27
George, David	14741	AK2174M	Fly by night	12/8/10	\$703.30
Gruening, Mathew T.	912		North Boy	5/9/11	\$594.13
Hayes, Nathan	9607	AK7555F		7/21/10	\$235.63
Henkins, Logan	12947		Nicole Marie	7/20/10	\$460.59
Houston, Josh	3721	AK4477AA	Tyee	1/18/11	\$107.45
Howard, Tim	12926	AK3954K		10/13/10	\$478.76
Humiston, Fiona	15481	AK8992AE	Shawna Marie	1/18/11	\$3,274.99
Ilkenhons, Jerry	12035		Windseeker II	1/18/11	\$648.81
Kasnick, Fredrick	13871	AK5815AK		5/9/11	\$268.80
Lawler, David	13845		One Captain	1/18/11	\$423.98
Lekanoff, Lawrence A.	14568	AK1188F		12/8/10	\$5,243.98
Logan, William	14230		Cape Fox	5/9/11	\$264.48
Lopez, Charles	12788	AK4866L	Dream Catcher	10/13/10	\$691.85
McAllister, Ivan J.	2564	AK8138C	Silver Phantom	10/13/10	\$324.89
McLean, Garrieth	12512	AK3945M		7/21/10	\$362.86
McMichael, Ty	10198	AK0712N		12/8/10	\$465.27
McMichael, Ty	8068	AK5627M		12/8/10	\$93.20
Merculief, Kenneth	11484	AK8399M		7/20/10	\$241.02
Morgan, Lynndel E.	13005	AK6652C		12/8/10	\$7,070.78
Morrow, Eric	13899	AK8164F	Predator	1/18/11	\$516.94
Mounts, Tom	13725	AK5860H		12/8/10	\$2,795.00
Noel, Will	13833	AK5169C	Foxy Lady	12/8/10	\$6,084.83
Northern Star Cha	4492	62944	Eagle	10/13/10	\$608.39
Notestine, Zachary	4500	AK6815C	Deblica	7/19/10	\$5,548.69
O'Neal, Ryan	9917	AK5498L	Pagoo	12/8/10	\$1,728.79
Palmisano, Christopher	13076	AK9421P	Urassac	7/20/10	\$5,496.97
Plotnick, Nisan B.	4620	AK2141F	Obsession	12/8/010	\$1,851.15

Sassi, Ari J.	5072	AK1296AC	Orion	12/8/10	\$8,011.88
See, Russell	9259		San Juan	12/8/10	\$12,854.50
Seymour, Mike A.	5200	AK1869F		1/18/11	\$1,261.17
Shakespeare, John	10476	AK8093F		7/21/10	\$262.29
Shoeneman, Adam	13357	AK8363K	Reaching Home	12/8/10	\$1,739.46
Stephens, Brandon	12812	AK6162J		1/18/11	\$336.54
Stokes, Robb	12070	AK1063L		7/20/10	\$11,058.77
Squires, Steve	5375		Maverick	12/8/10	\$8,851.71
Tipps II, Thomas J.	11289	AK7504N		10/13/10	\$508.67
Webb, Daniel J.	15041		Seatex	5/9/11	\$2,694.70

Totals					\$112,664.42
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