

MEMORANDUM

CITY & BOROUGH OF JUNEAU

155 South Seward Street, Juneau, Alaska 99801

DATE: June 27, 2003

TO: Committee of the Whole

FROM:  Donna Pierce, Deputy Manager

SUBJECT: Steamship Wharf/Marine Park Plaza Operational Guidelines

The Port Development Committee (PDC) has met a number of times to review operational guidelines for the newly constructed Marine Park Plaza. The PDC has not formally approved specific guidelines however members are in agreement that this year will be a flexible year as everyone will be working out the bugs of a new facility.

Schedule:

Attached is a schedule that outlines the days that Parks and Recreation will work with the Cruise Industry, Downtown Business Associations, and community groups to provide community activities at the plaza. Linda Huston has coordinated with the cruise agencies and Kim Kiefer, Parks and Recreation Director, on the schedule.

If there is an event planned during one of the days noted then the plaza can be closed off 1.5 hours before the noted time with a soft closure. A soft closure would allow set up and use of the plaza area closest to the water while still allowing busses to park parallel to the water on the land side of the plaza. The soft plaza test will be done tentatively on July 12.

Parks and Recreation staff would confirm with the Docks and Harbors office that there are no changes in the cruise schedule as they work with groups to host community events on the specific days outlined on the calendar. If issues arise in regards to use of the plaza, Jeannie Johnson will work with John Stone, Port Director and Kim Kiefer, Parks and Recreation Director to resolve the issue. Parks and Recreation Department will be responsible for programming and booking non-commercial use of the plaza in accordance with the attached schedule. Parks and Recreation will also resume scheduling the Marine Park shelter for community use effective July 7, 2003.

Operations:

The Docks and Harbors Department will open and close the inner plaza for permitted vehicles in accordance with the Cruiseline Schedule. Parks and Recreation will close the plaza for community events as noted on the calendar.

Docks and Harbors Department will maintain waterfront sales and loading zone permits within the plaza.

Exhibit FZ
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ALASKA'S CAPITAL CITY

Bus Parking:

Once a bus is parked the engine must be shut off and not restarted until all passengers are loaded, the doors closed and the vehicle is ready to leave the location.

Buses are not to be parked at this location, it is to be used only for passenger pick up and drop off.

Backup beepers will be monitored this season and addressed next year if necessary.

Maintenance:

Maintenance of the structures in Marine Park and the wharf area will be the responsibility of the Docks and Harbors Department. Docks and Harbors Department will be responsible for oil clean up after buses leave and overall clean up before the plaza is opened for community use.

Docks and Harbors and Parks and Recreation staff will coordinate the removal and installation of bollards leading into and out of the plaza area.

Parks and Recreation Department will provide the landscaping.

Parks and Recreation will ensure that the plaza is clean and ready to change over to parking allowing community events.

This is a transition year and these guidelines may need to be adjusted as they are tested out. Changes to the guidelines will go the PDC for approval.