

CBJ DOCKS & HARBORS BOARD
FINANCE MEETING AGENDA
For Thursday, April 23rd, 2015

- I. **Call to Order** (5:00 p.m. in City Hall Conference Room 224)
- II. **Roll Call** (Greg Busch, Tom Donek, Dave Logan, Mike Peterson, and Scott Spickler)
- 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 19th, 2015 Finance Committee Meeting Minutes**
- VI. **Consent Agenda-**

- A. **Public Requests for Consent Agenda Changes**
- B. **Committee Member Requests for Consent Agenda Changes**
- C. **Items for Action**

- 1. **Statter Harbor Parking**

Recommendation: New Launch Ramp Facility

- i. **Rate**
 - 1. \$5/day
 - 2. \$1/hourly
 - 3. 10-day maximum in season
 - 4. Applies to either vehicles or vehicles plus trailers
 - 5. Limited number of monthly parking will be managed and issued by the Port Director or representative at \$100/month.
- ii. **Off season discounted rate (Oct-April)**
 - 1. \$50/month

Existing Harbor Office Parking

- i. **Rate**
 - 1. \$5/day
 - 2. \$1/hourly
 - 3. 10-days maximum in season
 - 4. \$100 monthly rate w/limited number of parking not over 20.
 - 5. No trailers
 - 6. Reserved Statter Harbor moorage patrons will receive one year-round parking pass included in moorage cost. This does not guarantee parking.
- ii. **Off season discounted rate (Oct-April)**
 - 1. \$50/month

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2. Staff Labor Fees (05 CBJAC 20.140)

Recommendation: \$75 per hour for each staff person with a one-hour minimum charge per staff person. \$125 boat charge per hour, one-hour minimum, and increments each 30 minutes prorated.

MOTION: TO APPROVE THE CONSENT AGENDA AS PRESENTED.

VII. Unfinished Business -

1. Aurora Harbor Rebuild Project – Installation of Phone & Cable TV
Presentation by Port Director

Board Questions

Public Comment

Board Discussion/Action

MOTION: TO BE DETERMINED AT THE MEETING.

VIII. New Business

1. Appropriation Ordinance for \$100,000 from ADOT/PF for Statter Harbor.
Presentation by Port Director

Board Questions

Public Comment

Board Discussion/Action

MOTION: TO APPROVE THE APPROPRIATION ORDINANCE FOR \$100,000
AND FORWARD TO THE REGULAR BOARD FOR APPROVAL.

IX. Items for Information/Discussion

1. Abby's Kitchen
Presentation by Tom Roha

X. Staff & Member Reports

XI. Committee Administrative Matters

1. Next Finance Committee Meeting- Thursday, May 21st, 2015.

XII. Adjournment

CBJ DOCKS & HARBORS BOARD
FINANCE MEETING MINUTES
For Thursday, March 19th, 2015

I. Call to Order the Finance Committee Meeting was called to order at 5:00 p.m. in the Assembly Chambers.

II. Roll Call The following members were present: Greg Busch, Tom Donek, and Mike Peterson. Via Phone – David Logan.

Also present: Carl Uchtyl – Port Director; David Borg- Harbormaster.

III. Approval of Agenda

MOTION: BY MR. TOM DONEK TO APPROVE THE AGENDA AS PRESENTED AND ASKED UNANIMOUS CONSENT.

Motion passed with no objections.

IV. Public Participation on Non-Agenda Items -None

V. Approval of February 19th, 2015 Finance Committee Meeting Minutes

MOTION: BY MR. GREG BUSCH TO APPROVE THE FEBRUARY 19TH MEETING MINUTES AS PRESENTED AND ASKED UNANIMOUS CONSENT.

Motion passed with no objections.

VI. Consent Agenda- NONE

A. Public Requests for Consent Agenda Changes

B. Committee Member Requests for Consent Agenda Changes

C. Items for Action

VII. Unfinished Business - NONE

VIII. New Business

1. Harbor Fee Review- ABLF Rate Recommendations

Presentation by Port Director

Mr. Uchtyl presented the working draft of the proposed ABLF rate recommendations with the recent changes and removal of some select items. He stated these new recommendations have gone through the fee review committee as well as the Operations-Planning Committee. This is the most up to date version. The only change from the OPS-Planning meeting is adding the cost of the Key Fobs that are for patron's purchase. Moving forward we will take these changes and work on updating the Regulations.

Board Questions

Mr. Busch asked if there has been discussion about the fees overall for the ABLF and the disparity for commercial use charges verses fisherman having free use.

CBJ DOCKS & HARBORS BOARD

FINANCE MEETING MINUTES

For Thursday, March 19th, 2015

Mr. Uchytel answered that at this time the commercial fisherman can utilize up to four hours of free use. The primary use intended is for the ABLF to be a loading and work zone and we want to stop the unapproved moorage usage. Previously we used a reservations process at the ABLF. We want to change it to a scheduling process to try and accommodate everyone. The fisherman may object to losing the four free hours. Mr. Uchytel stated he is not sure what the landing craft Liteweight owned by Mr. Paul Weltzin will feel about the changes since he is a frequent user.

Mr. Borg stated he spoke directly to Paul Weltzin and he agreed with the recommended changes. Mr. Weltzin made a suggestion of having an admin fee to call and make the appointment. Mr. Borg stated his concern would be that it would deter people from calling if they had to pay \$1.50 or more just to schedule time at the ABLF.

Mr. Busch asked if we have cameras to monitor the facility from the Harbormaster's office in order to view the vessels.

Mr. Borg answered yes. The plan is also to have a staff present during normal business hours to help manage the ABLF.

Dr. Logan asked what will happen if people are no-shows.

Mr. Uchytel said we would try and reach the patron and give them a couple hours of leeway.

Dr. Logan asked what if we have repeat offenders that constantly no-show.

Mr. Uchytel answered they would be given a stern warning and hope they would work with us.

Mr. Borg stated we do deal with that now but it has not appeared to be a major issue.

Public Comment - None

Board Discussion/Action

MOTION: BY MR. GREG BUSCH TO APPROVE THE PROPOSED CHANGES TO THE AUKE BAY LOADING FACILITY FEES AND FORWARD TO THE FULL BOARD FOR ADOPTION.

Motion passed with no objections.

IX. Items for Information/Discussion - NONE

CBJ DOCKS & HARBORS BOARD

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X. Staff & Member Reports

Mr. Uchytel stated one bid for Phase I Douglas Harbor demolition project came in today. Trucano Construction's bid came in at \$329,870 and the engineers estimated cost was \$475,000. He stated he will bring it to the Full Board for approval then forward it to the City Assembly for the April 6th meeting. The projected time line would be starting after the derby weekend on or around August 11th and they would be complete by the 10th of October. Then the Core of Engineers would start their dredging project and complete that in six months which would be April 10th. The Harbor would be re-built in the summer of 2016.

Mr. Peterson asked if there is any new information regarding the dredging and capping of Douglas Harbor.

Mr. Uchytel answered the Corps of Engineering is willing to take responsibility for the dredging into perpetuity. Docks & Harbors has a 404B permit that we would have to determine how to pass that on to the Corps so they can assume all of the responsibilities. DNR appears ready to accept the dredge spoils in the Gastineau Channel on their submerged lands.

Mr. Borg stated at the Ops-Planning meeting it was discussed to either re-build Douglas Harbor with the plan from 2007 with larger slips or re-build in-kind with the same stall configuration. The harbor staff has met and suggested that we re-place in kind with some minimal changes to A-Float by creating both 21 and 24 foot stalls and adjusting the width of some of the floats. He stated the committee seemed to agree to the staff recommendations.

Mr. Uchytel added he would like to see some sort of public outreach in the future so we can advise the public what our plans are with the re-build.

XI. Committee Administrative Matters

1. Next Finance Committee Meeting- Thursday, April 23rd, 2015.

XII. Adjournment

The Finance Committee meeting adjourned at 5:20pm.



Port of Juneau

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

From: Carl Uchtyl, Port Director
To: Harbor Fee Review Committee
Date: March 24th, 2015
Re: STAFF RECOMMENDATION –STATTER PARKING

1. The Harbor Fee Review Committee requested Staff recommendations for operations pertaining to Statter Harbor parking. The ideas present here are intended to be conceptual, and pending approval, would require modification to the existing regulations.
2. Statter Harbor Launch Ramp facility is scheduled to be complete on July 31, 2016. It is recommended that any changes to the rates not be effective unless after substantial completion of the new facilities. It is anticipated that Docks & Harbors would continue to use the APARC system currently in use.
3. Statter Harbor Parking
 - a. New Launch Ramp Facility
 - i. Rate
 1. \$105/day
 2. \$21/hour (to support commerce across the street)
 3. 510-days maximum
 4. Applies to either vehicles or vehicles plus trailers
 5. Limited number of monthly parking will be managed and issued by the Port Director or representative at \$175100/month.
 - ii. Off season discounted rate (Oct-April)
 1. \$17550/month
 - b. Existing Harbor Office Parking
 - i. Rate
 1. \$105/day
 2. \$21/hour (to support commerce across the street)
 3. 510-days maximum
 4. No monthly rate. \$100 monthly rate w/limited number of parking not over 20.
 5. No trailers.
 6. Reserved Statter Harbor moorage patrons will receive one year-round parking pass at no cost included in moorage. This does not guarantee parking—only no cost to park.
 - ii. Off season discounted rate (Oct-April)
 1. \$17550/month



Port of Juneau

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

From: Carl Uchtyl, Port Director
To: Harbor Fee Review Committee
Date: April 17th, 2015
Re: RECOMMENDATION –STAFF LABOR FEES (05 CBJAC 20.140)

1. The Harbor Fee Review Committee reviewed recommendations on April 15th regarding Staff Labor Fees under 05 CBJAC 20.140. The rates presented here require additional Board and Assembly approval requiring modification to the existing regulations.
 - Staff Labor fees ([05 CBJAC 20.140](#))
 - 4/2005
 - When required in the furtherance of duties set out in CBJ Ordinance Title 85, harbor regulations and rules, fees for services of Docks and Harbors Department staff will be assessed as follows:
 - ~~\$60.00~~ **\$75.00** per hour for each staff person with a one-hour minimum charge per staff person;
 - ~~\$5.00 per foot of silhouette vessel length when moving a vessel;~~ **\$125 boat charge per hour, one-hour minimum, and increments each 30 minutes prorated.**
 - The actual cost of contracted services, supplies or materials plus a ten percent mark-up.

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

Port of Juneau MEMORANDUM

To: Docks and Harbors Board
From: Gary Gillette, Port Engineer
Date: April 15, 2015
Re: Appropriation Ordinance - Retaining Wall Mitigation from ADOT/PF

The City and Borough of Juneau (CBJ) granted Alaska Department of Transportation and Public Facilities (ADOT/PF) an access easement across CBJ property managed by Docks and Harbors (D&H). The easement was across property that is part of the new Statter Harbor launch ramp project.

While granting the easement did not preclude development plans for the project, it did alter design of the project necessitating construction of a retaining wall where a vegetated slope was planned. To mitigate this impact to the project, ADOT/PF agreed to compensate CBJD&H up to \$100,000 for costs related to the retaining wall feature. The total cost related to the retaining wall was \$112,182 as shown below.

| <u>Bid Item</u> | <u>Description and Unit Cost</u> | <u>Amount</u> |
|-----------------|---|------------------|
| 2202.3 | Usable Excavation (270cy @ \$10/cy) | 2,700.00 |
| 2202.4 | Class A Shot Rock Borrow (180cy @ \$25/cy) | 4,500.00 |
| 2204.1 | D-1 Base Course (15cy @ \$56/cy) | 840.00 |
| 2714.1 | Geotextile Fabric (200sy @ \$5.25/sy) | 1,050.00 |
| 2707.1 | Chain Link Fence | 6,380.00 |
| 2707.3 | Deems Driveway Bullrail | 14,000.00 |
| 2801.1 | ACP Repairs (11 tons @ \$215/ton) | 2,365.00 |
| 3301.1 | CIP Concrete Retaining Wall | 61,000.00 |
| Sub-Total | | \$92,835.00 |
| 1505.1 | Mobilization (4%) | 3,713.00 |
| 2702.1 | Construction Surveying (2%) | 1,857.00 |
| Sub-Total | | \$98,405.00 |
| | Design, Administrative, & Inspection Services (14%) | <u>13,777.00</u> |
| GRAND TOTAL | | \$112,182.00 |

In accordance with the agreement ADOT/PF has made payment to CBJ of \$100,000 for costs associated with the retaining wall. The balance of the retaining wall cost is contained in the Statter Harbor budget for this project. This appropriation ordinance would accept those funds into the Statter Harbor Launch Ramp CIP account. The ordinance is scheduled for introduction to Assembly on April 27, 2015 and a public hearing on May 18, 2015.

ABBY'S KITCHEN LLC

5458 Bent Court
Juneau, AK 99801
Cell: 907.209.1298
Kitchen: 907. 500.7993
Fax: 907.500.7967
Abbyskitchen@live.com

Date: 4/15/15

REMIT TO:

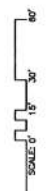
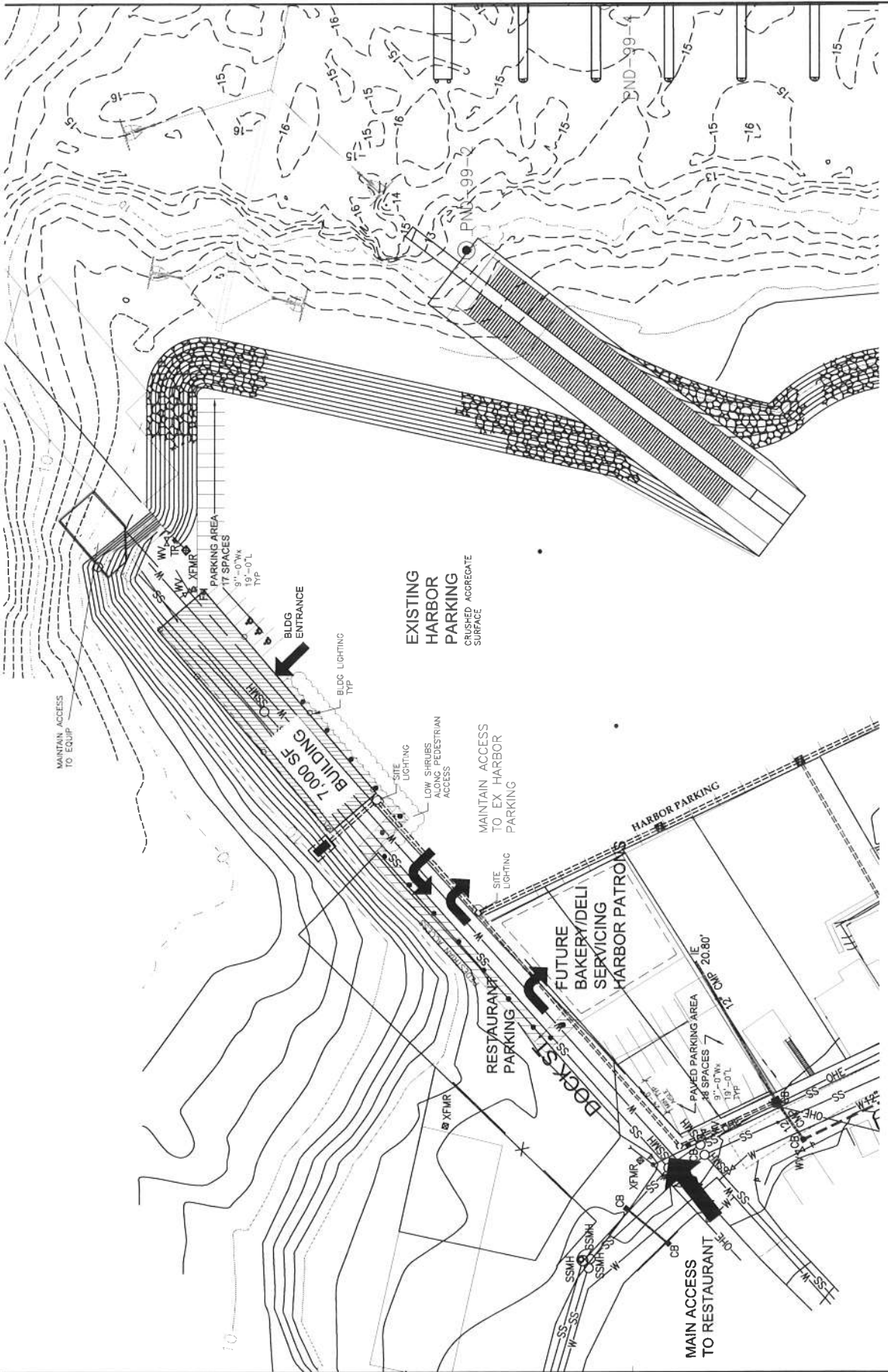
To whom it may concern:

Following documents are the conceptual floor plan, Section elevation and Site Plan detailing our proposed development in the Douglas Harbor Parking area and adjoining private lot.

We look forward to your feedback and input in putting together a successful project in Douglas Harbor. Our goal is to provide services to the Boating Community and the Juneau community at large with a full service restaurant, bakery and deli with grab & go food for boaters and also other amenities such as ice and supplies when planning boating trips.

Sincerely,

Tom Roha
General Manager; Owner

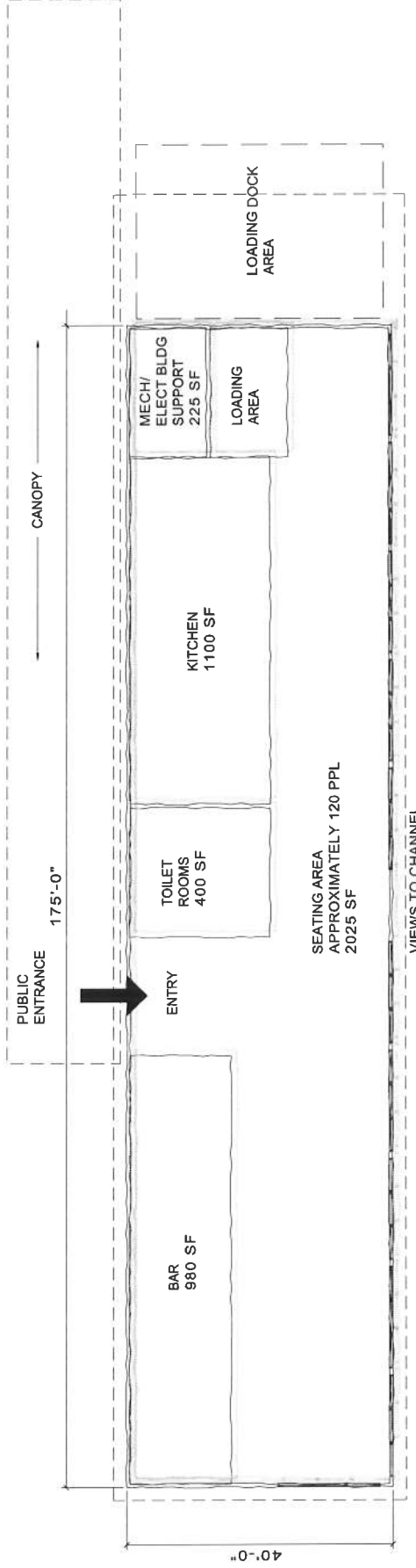


1 SITE PLAN

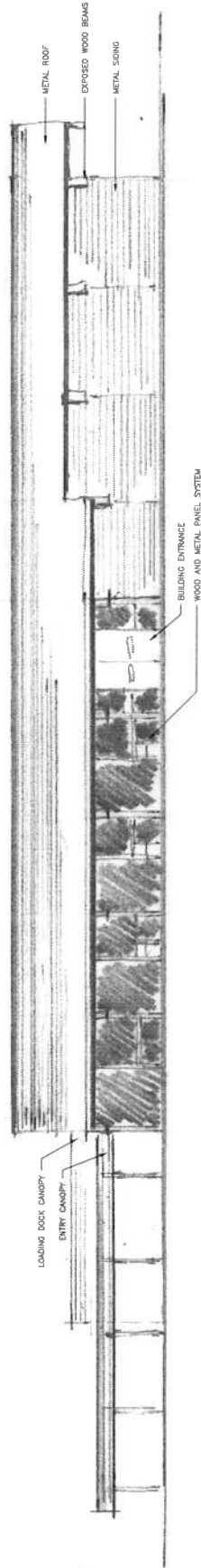
CODE INFORMATION: 2009 IBC

| CONDITIONAL USE PERMIT APPLICATION | SF | OCCUPANT LOAD |
|---|----------|---------------|
| FUNCTION (OCCUPANT LOAD FACTOR) | | |
| RESTAURANT SEATING/BAR (15 NET) | 3005 NSF | 200 |
| UNCONCENTRATED (TABLES AND CHAIRS) | 1100 GSF | 6 |
| COMMERCIAL KITCHEN (200 GROSS) | 225 GSF | 1 |
| ACCESSORY STORAGE/MECH/EQUIP RM (300 GROSS) | | |

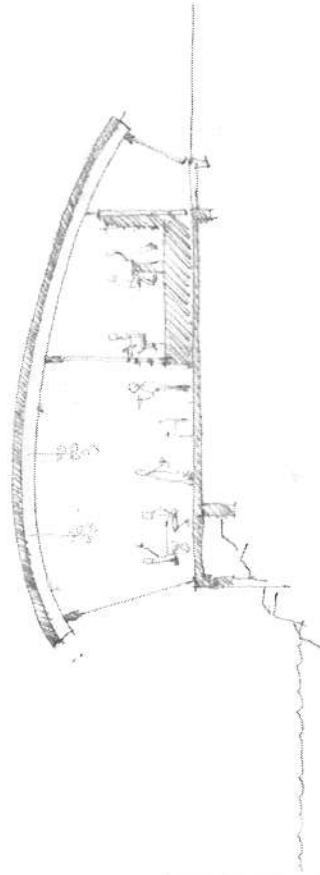
PARKING AREA CALCULATION - CBJ TITLE 49
 7,000 GSF (1 PER 200 SF GSF) = 35 PARKING STALLS



1 CONCEPTUAL FLOOR PLAN



1 CONCEPTUAL - SOUTH BUILDING ELEVATION



2 CONCEPTUAL - BUILDING SECTION