

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

- I. Call to Order** (5:00 p.m. in City Hall Room 224)
- II. Roll Call** (Tom Donek, David Lowell, Mike Peterson, David Summers, and Tom Zaruba)
- 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 June 18th, 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. AEL&P Power Pole Relocation Contract
Presentation by Port Director

RECOMMENDATION: To approve a sole source contract with AEL&P for \$133,488.37 to relocate a power pole necessary as part of the Statter Harbor Launch Ramp facility and forward to the full Board for their approval.

MOTION: TO APPROVE THE CONSENT AGENDA AS PRESENTED.

VII. Unfinished Business

- 1. Proposed Regulation Change – 05 CBJAC 20.060 - Recreational boat launch fees
Presentation by Port Director

Committee Questions

Public Comment

Committee Discussion/Action

MOTION: To approve regulation changes as presented under 05 CBJAC 20.060 - Recreational boat launch fees and forward to the full Board for their consideration.

VIII. New Business

- 1. Auke Bay Boatyard Relocation Memorandum of Agreement

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Presentation by Port Director

Committee Questions

Public Comment

Committee Discussion/Action

MOTION: To approve the action of the Port Direct to execute a lease amendment to relocate the Auke Bay Boatyard to the Auke Bay Loading Facility.

2. Recreational Use Permit – Future Cruise Ship Docks

Presentation by Port Director

Committee Questions

Public Comment

Committee Discussion/Action

MOTION: To be detertemined

IX. Items for Information/Discussion

1. Thane Ore House – Lease Update

Presentation by Port Director

X. Staff & Member Reports

XI. Committee Administrative Matters

1. Next Finance Committee Meeting- Thursday, August 20th, 2015.

XII. Adjournment

CBJ DOCKS & HARBORS BOARD
FINANCE MEETING MINUTES
For Thursday, June 18th, 2015

I. Call to Order

Mr. Spickler called the Finance Committee meeting to order at 5:00 pm in CBJ room 224.

II. Roll Call

The following Finance Committee members were present: Dave Logan (via Telephone), Mike Peterson, Tom Zaruba, and Scott Spickler

Absent: Tom Donek

Also in attendance were the following: Carl Uchtyl - Port Director, Dave Borg – Harbormaster, and Dave Summers – Board Member

III. Approval of Agenda.

MOTION BY MR. PETERSON: TO APPROVE THE AGENDA AS PRESENTED AND ASKED FOR UNANIMOUS CONSENT.

Motion passed with no objection.

IV. Public Participation on Non-Agenda Items – None.

V. Approval of May 20th, 2015 Finance Committee Meeting Minutes.

Hearing no objection, the May 20th, 2015 Finance Committee Meeting Minutes were approved as presented.

VI. Consent Agenda – None

VII. Unfinished Business – None

VIII. New Business

1. Recreational Boat Launch Fees Regulation Changes (05 CBJAC 20.060)

Mr. Uchtyl said this is the third Committee to hear discussions regarding recreational launch ramp fee changes. At a previous Harbor Fee Review Committee, there was a proposal to raise the launch ramp fee to \$100 annually and all trailers are required to have a purchased permit. Currently it is a user fee. In addition, every non-motorized vessel launching at the Harbors main launch ramps will also pay \$100 annually with the stipulation that certain launch ramps are free which are Tee-Harbor, old Douglas Harbor, and Amalga kayak launching area. At the May 28th Operations meeting, the Committee debated this motion and after a lengthy discussion, they could not forward a positive recommendation. The Chair of the Operation/Planning Committee said if the Operations Committee members could not positively endorse the motion, the motion from the Harbor Fee Review Committee would move forward to the Finance Committee. Mr. Uchtyl asked what the Finance Committee wants to do with this motion? He said Mr. Peterson requested the information for how many multiple trailer users which was forwarded to the Finance Committee Members. He said there are approximately 500 multiple trailer users out of 2000 permit.

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Committee Question –

Mr. Zaruba asked if a fixed fee placed on an item is a tax? A User fee will go to the user. He would like a legal review for the fee being placed on a trailer. He recommended to have a fixed fee on the user and have a permit that is not affixed to the trailer but hangs on the rearview mirror. He asked what the reason is to raise the fee? He wants to see something that justifies raising this fee. How will this higher dollar permit impact the bottom line?

Mr. Peterson asked if there has been a widespread abuse by the multiple trailer users?

Mr. Borg said this year there has been more abuse where staff sees multiple users added to trailer registrations. He said four or five guys will be on several trailer registrations so they purchase one permit and get the rest for free. In the current regulation it is a user fee, and when several people are added to a registration they are only paying for one permit, and getting the rest for free. He understands the user fee within one family and that works great when people follow the original intent. He needs the original intent in regulation. He said people are even saying they started a LLC or Corporation.

Mr. Zaruba commented that if they are a LLC to charge them for a Commercial permit.

Mr. Borg said we have not have that discussion yet.

Mr. Zaruba recommended to have a business pay every year per unit.

Mr. Spickler said the abuse that staff is trying to eliminate is people going to DMV and putting multiple names on the registration to avoid paying \$90.

Mr. Zaruba said his point is if they do this, they become a commercial user as far as Docks & Harbors is concerned.

Mr. Borg said when he gets multiple registrations with the same name and address, he has no problem with that. He needs this clarified in regulation.

Mr. Summers stated when two separate people are put on a registration, they are only paying for one permit but getting two permits and could be launching at two separate locations at the same time.

Mr. Peterson asked if that was legal per the current regulation?

Mr. Borg said it is because it is not specified in regulation. There were Board meeting notes, but the regulation was never changed. He said that is where the argument starts is when a person purchasing a launch ramp and wants to see this in regulation.

Mr. Zaruba suggested to have staff draft a proposed regulation and bring it back to the Committee.

Public Comment –

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Paul Swanson, Juneau AK

He said he supports Mr. Borg and if there is a way to correct this problem to correct it.

Committee Discussion/Action

Mr. Peterson said the Committee could send this back to the Harbor Fee Review Committee or the Committee could work on this here at the Finance Committee.

Mr. Spickler asked what the Operations/Planning Committee did?

Mr. Uchtyl said there was one motion at the Operations/Planning Committee by Mr. Summers that read as follows:

TO APPROVE THAT EVERY TRAILER WILL BE REQUIRED TO HAVE A PAID PERMIT THAT USES ONE OF THE RAMPS AND THE FEE IS \$95 ANNUALLY. NON TRAILERED VESSELS WILL PAY A FULL FEE OF \$95 AT THE MAIN LAUNCH RAMPS. FREE KAYAK LAUNCHING AT THE OLD DOUGLAS LAUNCH RAMP, TEE HARBOR, AND THE KAYAK LAUNCH AT AMALGA. EVERY TRAILER WILL BE REQUIRED TO HAVE A PERMIT THAT USES THE RAMP AT \$95 ANNUALLY. PER HOUSEHOLD A SECOND LAUNCH RAMP PERMIT WOULD BE \$50.

Mr. Uchtyl said the vote failed two to two. He said Mr. Simpson said if the motion doesn't carry than the Harbor Fee Review Committee recommendation moves forward.

Mr. Logan said it is not in the purview of the Finance Committee to direct this back to the Harbor Fee Review Committee. He said there are two options.

1. Rework this to the Finance Committee liking tonight and move it on to the Full Board.
2. Move to the full Board with the recommendation to return this topic back to the Harbor Fee Review Committee for more work.

Mr. Peterson asked Mr. Uchtyl if there is language that could be added to tweak this a little to satisfy regulation or will this take more research and work with the Law Department?

Mr. Uchtyl said typically the Committee will give him the intent of what they want and he drafts a regulation which will go through the Law Department to make it legally sufficient. It then goes out for a 21 day public notice and comes back to the board for a full public hearing. He said Mr. Borg needs something in regulation that he can show the public. He said currently there is a motion that was recommended from the Harbor Fee Review Committee that has been pushed forward. What does this Committee want to do?

Mr. Peterson said he has a problem with raising the launch ramp fees to \$100. He suggested to keep the fee at \$90 and every trailer after the first will have a \$10 fee. The first non-trailer vessel would be \$90, and all other non-trailer vessels would be \$10.

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Mr. Zaruba recommended to see financially why this fee is \$90. Could it be a lower amount?

Mr. Uchytel said it is not tracked for exact cost to operate each launch ramp separately.

Mr. Zaruba said he is not in favor of raising this fee without seeing a reason why.

Mr. Summers recommended to have a permit on every vessel. He suggested to have the first vessel at \$90 and additional trailers at \$50.

Mr. Zaruba asked how to attach this fee? He wants to see a review from the Law Department.

MOTION By MR PETERSON: TO TAKE NO ACTION ON THIS MOTION AND MOVE TO THE FULL BOARD WITH THE RECOMMENDATION THAT THIS WILL GO BACK TO THE HARBOR FEE REVIEW AND ASK FOR UNANIMOUS CONSENT.

Mr. Logan objected. He said point of order, you can't make a motion to take no action.

Mr. Peterson rephrased the motion:
TO TAKE NO ACTION ON THIS MOTION BEFORE THE COMMITTEE.

Mr. Logan said if no one put the motion forward, than that is no action. He said he will ask Mr. Uchytel to put this on the agenda for the Full Board under information.

Mr. Zaruba asked for a legal review to determine if this fee is a tax if it is put on a trailer?

MOTION: TO REQUIRE EVERY TRAILER TO HAVE A PAID PERMIT THAT USES ONE OF THE RAMPS AND THE FEE IS \$100 ANNUALLY. NON TRAILERED VESSELS WILL PAY FULL FEE OF \$100 AT THE MAIN LAUNCH RAMPS. FREE LAUNCHING AT THE OLD DOUGLAS LAUNCH RAMP, TEE HARBOR, AND THE KAYAK LAUNCH RAMP AT AMALGA.

MOTION FAILED

IX. Items for Information/Discussion.

1. Docks & Harbors Financial Summary

Mr. Uchytel said the end of June is the end of the Fiscal Year and Docks & Harbors is having a good year. Docks & Harbor are two separate enterprise funds. Mr. Uchytel went over the Financial summary's provided in the packet. These summary's are both two months behind on the revenue side but the expenditures are current.

Mr. Zaruba asked if the revenues in this summary is cash accounting or accrual?

Ms. Scovill said the invoiced items are looked at as revenue.

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Mr. Peterson commented that it appears on both Docks & Harbors that there is a tendency to over budget. Looking at the state revenues, it was projected to have \$350,000 but the actuals last year was just over \$304,000 which was under budget and this year is \$395,000 which is over budget. He said charges for services budget last year was \$2,600,000 and actuals were \$2,892,000. This year budget is \$2,740,500 and we are at \$2,435,000 and we still will have May and June to add. He would like to look at a seven year trend that shows the variances between revenues and expenditures for Docks & Harbors. The reason for this is state revenues are going to be less than what they are now. From a budget point of view, the budget needs to be sharper. He would like a graph for the last seven years.

Mr. Uchytel said the revenues are hard to predict. The fish revenues are hard to predict because it is determined from how many fish are caught. The FY14 State revenues were actually \$384,000 but \$80,000 went to the previous Fiscal Year. This was to be able to close out the Fiscal year before November when the funds were determined. From the revenue side, staff is projecting conservatively, but hoping for more than predicted.

Mr. Spickler said having the last seven years would be helpful for a visual.

Mr. Peterson said if looking at the last seven years show the revenues have been going up incrementally by a certain percent, Docks & Harbors could look at this and say there is no reason to believe this will not go up. Then we can determine what project to spend these dollars on.

2. Thane Ore House RFP update

Mr. Uchytel said this RFP has been to several Committee meeting as an informational item over a month. At the last meeting Mr. Peterson suggested to change the minimum qualification so a person with not a lot of business but a good idea would still have an opportunity to apply. The yellow highlighted items were added from previous suggestions. He said he will take this to the full Board for final suggestions and then go out with the RFP process.

X. Staff & Member Reports - None

IX. Committee Administrative Matters.

1. Next Finance Committee Meeting Thursday, July 23rd, 2015.

XI. Adjournment.

The Finance Committee adjourned at 5:55 pm.



Port of Juneau

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

MEMORANDUM

To: Docks and Harbors Board
OPS/Planning Committee
From: Gary Gillette, Port Engineer
Date: July 9, 2015
Re: AEL&P Power Pole Relocation at Statter Harbor Launch Ramp

Background

The Statter Harbor Launch Ramp project requires repositioning of an AEL&P power pole and associated realignment of power conductors along Glacier Highway. In such cases AEL&P performs the work but charges the party requiring the changes. AEL&P has been in the engineering phase of the project and recently provided a cost estimate for the work required. Before AEL&P begins the work Docks and Harbors will need to sign a contract for the amount of the work.

The work is estimated to cost \$133,488.37. The work is a necessary component of the project therefore staff recommends the Board approve the contract.

AEL&P

Alaska Electric Light & Power Company
5601 Tonsgard Court
Juneau, Alaska 99801-7201
FAX: (907) 463 - 4833

Facsimile Cover Sheet

Date:	30-Jun-15
Work Order Number:	EB15504
PROJECT NAME:	Statter Harbor Improvements
LOCATION:	Statter Harbor
CBJ Building Permit #	N/A
DOT Permit Required Yes or No	Yes
CBJ Easement Required Yes or No	Yes
ESTIMATED BY:	DAW
Description:	See contract drawings
Starting Date:	1-Aug-15
Completion Date:	15-Sep-16
Is project billable:	Yes
Billable Party Name:	CBJ Docks & Harbors
Billing Party PHONE NUMBER:	Attn: Erich Schaal (907) 586-0397
Billing Address:	155 S. Seward Street
Billing City, State Zip Code	Juneau, AK 99801

Cost of Project	\$133,488.37
Prepaid Engineering Advance	
Company Contribution	
Customer Cost Share Contribution	
Customer Contribution	\$133,488.37
Amount Subject to Refund	

**In accordance with section 7.4a of
AEL&P tariff.**

All customer contributions must be

Total amount due* \$133,488.37 made in advance of construction.

***AEL&P can only accept payment in the form of cash or check. We cannot accept credit cards at this time.**

Notes: Excludes all curb and asphalt repair, patching, and landscaping. Excludes conduit across Glacier Highway for ACS. Excludes SWPPP. Owner to provide all survey control (elevations and locations) for conduit and equipment. Excludes relocation of ACS conduit to accomodate casing. Excludes demo or relocation of UAS conduit and circuits.

CURRENT

05 CBJAC 20.060 - Recreational boat launch fees.

(a) Definition. The fee assessed to an owner for using one or more of the Douglas Harbor Boat Launches, the Harris Harbor Boat Launch, the North Douglas Boat Launch, the Statter Harbor Boat Launch, ~~the Tee Harbor Boat Launch~~, the Amalga Harbor Boat Launch, and the Echo Cove Boat Launch to launch and recover recreational vessels. Use of the Kayak Launch Ramp at Amalga Harbor is free.

(b) Launch ramp fee period. Launch ramp fees will be assessed on a calendar year or calendar day basis.

(c) Payment deadline. An owner may pay the annual launch ramp fee at anytime during the calendar year. The owner must pay the daily launch ramp fees in advance before the day of use. An owner that has not paid the annual fee will be assessed the daily fee.

(d) Recreational launch ramp fees. Recreational launch ramp fees will be assessed for each calendar year, calendar day, or portion thereof as follows:

Calendar Year	\$90.00
Calendar Day	\$14.00

PROPOSED

05 CBJAC 20.060 - Recreational boat launch fees.

- (a) Definition. The fee assessed to **the boat trailer owner or vehicle owner (when launching vessels without a trailer)** for using one or more of the Douglas Harbor Boat Launches, the Harris Harbor Boat Launch, the North Douglas Boat Launch, the Statter Harbor Boat Launch, ~~the Tee Harbor Boat Launch~~, the Amalga Harbor Boat Launch, and the Echo Cove Boat Launch to launch and recover recreational vessels. Use of the Kayak Launch Ramp at Amalga Harbor is free.
- (b) Launch ramp fee period. Launch ramp fees will be assessed on a calendar year or calendar day basis.
- (c) Payment deadline. An owner may pay the annual launch ramp fee at anytime during the calendar year. The owner must pay the daily launch ramp fees in advance ~~before the day~~ of use. An owner that has not paid the annual fee will be assessed the daily fee.
- (d) Ownership of multiple trailers.**
 - 1. Applicants can obtain up two launch ramp permits in addition to their single annual launch ramp permit. To obtain these additional permits, the individual must provide trailer registrations for each permit being sought. The titles must affirm the applicant's home address with a valid driver's license and the address indicated on the trailer registrations. An administrative fee applies for all additional permit decals.
 - 2. If an applicant seeks to register a fourth trailer, the applicant will be required to purchase an annual permit. If the applicant seeks a fourth trailer permit, the applicant can obtain two additional trailer permits by presenting corresponding trailer registrations affirming the applicant's home address with a valid driver's license with the address indicated on the trailer registrations. An administrative fee applies for additional permit.
 - 3. Any additional trailers beyond the number outlined in (d)(1) and (d)(2) will require an annual permit.
 - 4. Trailers titled by a business, corporation, partnerships or other legally binding relationship are not entitled to multiple trailer permits under this section.
 - 5. Trailers with jointly registered owners, verified through trailer registration, must match the applicant's home address verified with a valid driver's license.
- (e) Vehicular Use at Launch Ramps Facilities for non-trailerable Vessels.**
 - 1. Vessels (including but not limited to kayaks, skiffs, canoes, rowboats, paddleboards, sailboats, inflatables and water toys) launched at facilities noted in paragraph (a) , to include the adjacent parking lots, is required to purchase a boat launch permit.

2. The boat launch permit shall be conspicuously adhered to the vehicle in use at the facility.
3. Individual vehicles owners will be provided the opportunity to secure multiple additional launch ramp permits, for their vehicles, by presenting vehicle registrations affirming the applicant's home address with a valid driver's license and the address indicated on the vehicle registrations. An administrative fee applies for additional permit decals.
4. There are no additional fees for vehicles using the facilities noted in paragraph (a) which are not engaged in launching or recovering vessels.

(f) Recreational launch ramp fees. Recreational launch ramp fees will be assessed for each calendar year, calendar day, or portion thereof as follows:

Calendar Year	\$100.00
Calendar Day	\$15.00
Administrative Fee for Multiple Permits	\$5.00/each

Vehicular Use at Launch Ramps Facilities for non-trailerable Vessels.

(1)

Public Comments on Launch Permit Fees

From: bodell
Sent: Wednesday, July 15, 2015 6:00 PM
To: Jennifer Shinn
Subject: RE: Launch Permit Fee Meeting

Ok to up fee to \$100 but please do not make additional permits \$100. I think \$25 for additional permit might go over better. I have a skiff trailer and a trailer I use to launch kayaks. \$200 versus \$125 - I would like to see another ramp at North Douglas ramp.

From: charles orsborn
Sent: Thursday, July 23, 2015 5:55 AM
To: Jennifer Shinn
Subject: Re: Launch Permit Fee Meeting

I have 3 boats on trailers please do not triple my launch ramp fees come on this proposal is stupid and will only hurt the people who can probably not afford it like me!



Port of Juneau

155 S. Seward Street • Juneau, AK 99801
(907) 586-5255 Phone • (907) 586-2507 Fax

MEMORANDUM OF AGREEMENT

July xxth, 2015

1. This Memorandum of Agreement (MOA) establishes the general guidance between CBJ Docks & Harbors and Juneau Marine Services (dba Harri's Marine Services) pertaining to the April 10th, 2008 Auke Bay Boatyard lease.
2. Docks & Harbors Board reaffirms the need for a commercial, privately maintained boatyard with waterborne access in the Auke Bay area. The Board has determined the highest and best use of the property currently under lease at Statter Harbor is not a commercial boatyard and desires to relocate the existing facility to the Auke Bay Loading Facility (ABLF). Harri's Marine Services agrees unconditionally to relocate the Auke Bay Boatyard from the Statter Harbor to Auke Bay Loading Facility.
3. The overarching goal of this MOA is to establish an orderly transition of the boatyard operations prior to September 1st, 2015. It is the intentions of both parties, that as of this date, Harri's Marine Services will have management authority over the property depicted in the attached and will relinquish all interests at Statter Harbor.
4. With the exception of location, terms of the 2007 Auke Bay Boatyard lease will remain in force and without modification.
5. In preparation for standing up the ABLF Boatyard. Docks & Harbors has received Conditional Use Permit approval from the CBJ Planning Commission on January 29th, 2015. The Multi Sector Permit Conditional Use Permit for Storm Water Pollution Prevention Plan (SWPPP) has been submitted and awaits ADEC approval.
6. Docks & Harbors agrees to pursue improvement to the facilities as depicted in attached without cost to the lessee. These improvements may not be completed prior to the September 1st, 2015 transfer date.
 - a. Seasonal Water Supply
 - b. Covered Work Garage (approximate dimensions 20' W by 50' L) with 50 amp electrical service
 - c. Office building (approximate dimensions 12' by 16') with electrical service
 - d. Shop/Storage facility (approximate dimension 8' by 40') with electrical service
 - e. Entrance fence with sliding security gate.
7. Docks & Harbors shall be provided access and will maintain the existing Utility Building and its equipment on the SW corner of the ABLF Boatyard.
8. Harri's Marine Services agrees transport all equipment, tools and business ancillaries to the ABLF at no cost to Docks & Harbors. The existing 35 ton Marine Travel Lift will remain at Statter Harbor for disposition by Docks & Harbors.

9. Outside the Boatyard facility at the ABLF, Docks & Harbors will continue to maintain and make available the portable washdown pad to Harri's Marine Services. Docks & Harbors intends to establish a nominal fee for all users of the washdown pad to defray staff costs associated with the maintenance and cleaning of the device.
10. In addition, Docks & Harbors will allow Commercial Launch Ramp permit holders to utilize the ABFL to provide minor maintenance service to vessels. Maintenance service is defined as routine fluid changes, zinc changes and underwater appurtenances, such as transducer repairs. Shipwright work is strictly prohibited outside the Boatyard. Examples of prohibited work include metal fabrication, welding, sandblasting, and painting. Harri's Marine Services will not have exclusive use of any part of the ABLF Drive-down Float, but is not prohibited from providing services to vessels.
11. Docks & Harbors as part of the Alaska Clean Harbor program will provide an oil waste repository outside the ABLF Boatyard for use by patrons and Harri's Marine Services. Docks & Harbors will not provide trash receptacles for the Boatyard use. Harri's Marine Services shall provide necessary toilets and sanitation for said personnel.
12. Harri's Marine Services shall maintain all oil/water separators on premises as required within the SWPPP and make required reports.
13. SEALIFT Self-Propelled Hydraulic Boatlift (SPHB). Harri's Marine Services shall have exclusive use of the SPHB and agrees to operate and maintain in strict compliance with the manufacturer's recommendation.
 - a. Training. Docks & Harbors agrees to provide up to 40 hours of staff time in transitioning the operations of the SPHB to Harri's Marine Services. This transition should not be considered formal training but rather providing available expertise of the use and care of the apparatus.
 - b. Transfer. Harri's Marine Services shall provide a detailed inspection report to Docks & Harbor upon formally receiving the SPHB indicating the overall condition and noting existing damage.
 - c. Maintenance. Harri's Marine Services agrees to the annual maintenance of the SPHB in strict accordance with the original equipment manufacturer. The maintenance must be performed by the OEM or a third party service provider specifically tasked with maintaining in accordance with the OEM recommendation.

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Port of Juneau

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

Cruise Ship Dock Use Agreement

Reservation Date: _____ Time: _____

USE & ACTIVITIES:

1. **Please leave area clean and litter free.** Place all litter in the provided receptacles. If necessary, bring additional garbage bags for your group. Groups greater than 100 are encouraged to rent a dumpster.
2. **GLASS containers are prohibited within all CBJ Docks & Harbors areas.**
3. **Motor-driven vehicles prohibited.** No person shall operate a motor vehicle within the cruise ship dock area, except on the roadways/parking areas designated for such use.
4. **Amplified speech or music on the Cruise Ship Dock is only allowed by special permission from the Docks & Harbors Director, or designee.** Please prepare a memo explanation of your event's need for sound amplification. Sound levels will be monitored by Dock Staff and permittee may be directed to reduce volume. All sound amplification must end by 10 p.m.
5. **Alcohol Sales, and Catering:** The vendor/caterer must have a valid CBJ permit displayed on site at your event. Subject to JPD ticketing of violations. Contact Docks & Harbors Administrative Office for details (586-0282).
6. **The misuse of the cruise ship dock or failure to conform to the rules of this permit will be sufficient reason for denying future facility rental.**
7. **Please bring your copy of the PERMIT issued by the Port office to your event.** If anyone refuses to leave this area during your rental period, please call the Juneau Police Department for assistance (586-0600).

WAIVER AND RELEASE:

I agree to hold the City and Borough of Juneau, including its employees, volunteers, and insurers, with respect to any action, claim, or lawsuit arising out of or related to injury or damage to persons or property suffered in connection with the permittee's activities unless such injury or damage is caused by the gross negligence of the City and Borough of Juneau.

I certify the information contained in this application is true to the best of my knowledge. As group representative, I hereby agree to take responsibility to inform and assure that all group members follow the above rules and the Recreation Area Ordinance of the City and Borough of Juneau. (Chapter 67.01, available upon request.)

Signature of Group Representative		Group/Event Name	
Print Name		Size of Group	
Mailing Address		Contact Phone Number	
Email Address (optional)		<input type="checkbox"/> Check <input type="checkbox"/> Cash <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard	
		<input type="checkbox"/> Credit on Account	
Name on Card (for paying w/ credit card only)		Card Holder's Signature	
Card Number	Exp. Date	3-Digit V-code:	
Tax Exempt #:			