



DOCKS & HARBORS BOARD HARBOR FEE REVIEW COMMITTEE MEETING

February 15th, 2017 at 12:00pm
City Hall Conference Room 224

- I. **Call to Order** (12:00 pm in City Hall Conference Room 224)
- II. **Roll Call** (Tom Donek, Bob Janes, David Lowell, Robert Mosher, and Budd Simpson)
- III. **Approval of Agenda**
- IV. **Approval of January 25th, 2017 Harbor Fee Review Committee Meeting Minutes**
- V. **Public Participation on Non-Agenda Items** (not to exceed five minutes per person, or twenty minutes total time)
- VI. **Unfinished Business-** None
- VII. **New Business**

1. Shorepower access Fee ([05 CBJAC 30.010](#))

Committee Questions

Public Discussion

Committee Discussion/Action

MOTION: TO BE DEVELOPED AT THE MEETING

2. Lease application fees; terms; payment ([53.20.030\(2\)](#))

Committee Questions

Public Discussion

Committee Discussion/Action

MOTION: TO BE DEVELOPED AT THE MEETING

3. Daily commercial launch ramp permit

Committee Questions

Public Discussion

Committee Discussion/Action



**DOCKS & HARBORS BOARD
HARBOR FEE REVIEW COMMITTEE MEETING**

February 15th, 2017 at 12:00pm
City Hall Conference Room 224

MOTION: TO BE DEVELOPED AT THE MEETING

VIII. Future Business- None

IX. Next Harbor Fee Review Meeting – To be determined

X. Adjournment

CBJ Docks and Harbors Board
Harbor Fee Review Committee Meeting Minutes
For Wednesday January 25th, 2017

I. Call To Order – Budd Simpson called the meeting to order at 12:00 p.m. in CBJ Room 224.

II. Roll Call – The following members were present: Tom Donek, David Lowell, Bob Janes (arrived at 12:03), and Budd Simpson.

Absent: Robert Mosher

Also present were the following: Carl Uchtyl – Port Director, Dave Borg – Harbormaster, Doug Unruh – Operations Maintenance Supervisor, and Matthew Creswell – Senior Harbor Officer.

III. Approval of Agenda.

MOTION By MR.DONEK: TO APPROVE THE AGENDA AS PRESENTED AND ASK FOR UNANIMOUS CONSENT.

Motion Passed With No Objection

IV. Approval of January 4th, 2017 Harbor Fee Review Committee minutes.

Hearing no objection, the January 4th, 2017 Harbor Fee Review minutes were approved as presented.

V. Public Participation on Non-Agenda Items – None

VI. Unfinished Business -

1. Winter Management (05 CBJAC 25.080, 05 CBJAC 25.090, 05 CBJAC 40.050)

Mr. Uchtyl said this was discussed at the last fee review. This is three regulations and only one is needed. Staff is recommending deleting 05 CBJAC 25.080 and 05 CBJAC 25.090.

Mr. Simpson said at the last meeting staff said these regulations were duplicative of each other and was administratively confusing. Staff's perspective was the temporary assignment authority was sufficient.

Mr. Borg said deleting the 05 CBJAC 25.080 will also remove the \$100 fee which is charged then credited stated in (a)(1) of this regulation.

Committee Questions-

Mr. Simpson asked if staff was requesting to repeal 05 CBJAC 25.080 and 05 CBJAC 25.090? He asked if any changes were needed to 05 CBJAC 40.050?

Mr. Uchtyl said subsection (d) would need to be deleted also because it refers back to 05 CBJAC 25.080 and 05 CBJAC 25.090.

Public Discussion – None

Committee Discussion/Action

MOTION By MR. LOWELL: TO DIRECT STAFF TO REMOVE SECTION 05 CBJAC 25.080 AND 05 CBJAC 25.090 AND SUB-SECTION (D) IN 05 CBJAC 40.050 AND BRING TO THE OPS/PLANNING COMMITTEE FOR REVIEW AND ASK FOR UNANIMOUS CONSENT.

CBJ Docks and Harbors Board
Harbor Fee Review Committee Meeting Minutes
For Wednesday January 25th, 2017

The Motion passed with no objection.

VII. New Business - None

VIII. Future Business –

1. Shorepower access fee (05 CBJAC 30.010)

Mr. Uchytel said the Shorepower fees have not been raised since 2005. Most patrons that have reserved moorage have a direct account with AEL&P. This fee is applied to patrons that are transients. How would the Committee like to move forward on figuring out what a patron should be paying for electrical fees?

Mr. Donek asked if the daily fees are for the transients?

Mr. Uchytel said yes.

Mr. Donek asked if the monthly fee is used very much?

Mr. Borg said there are several old pedestals that AEL & P is unable to read anymore and the patrons that use those pedestals are charged the flat monthly rate.

Mr. Donek clarified that patrons that have access to a meter usually have an account with AEL&P and are metered?

Mr. Borg said that is correct.

Mr. Uchytel said the first year he had his vessel, the meter was broken and was not serviceable by AEL&P and was charged the monthly flat rate.

Mr. Borg said patrons pay the monthly flat rate fee at Statter Harbor because there are no meters.

Mr. Simpson asked if we have done a current analysis to see if we are recovering our costs from the daily and monthly usage?

Mr. Uchytel said we can perform a current analysis.

Mr. Janes asked if Docks & Harbors is able to collect more for management of the electricity usage or are we mandated to collect exactly what the power costs us?

Mr. Borg we are able to charge more.

Mr. Janes said with the electricity rates not being raised for 10 years there is an argument to raise them even with the fact that AEL&P's rates that we are charged have gone up during this time.

Mr. Borg said the vessels that need the 100/480v are required to get their own account with AEL&P because of the potential to go over our flat rate for that service.

Mr. Donek said with his experience of what he pays for his electrical for his boat, he has a concern with what we are charging a live-aboard in the winter rate isn't enough.

Mr. Borg said we can go back to AEL&P and ask what certain vessels usage was, but we can't do this on the vessels that have their own account with

CBJ Docks and Harbors Board
Harbor Fee Review Committee Meeting Minutes
For Wednesday January 25th, 2017

AEL&P. He suggested to look at the live-aboard power for 20 vessels and if it comes up higher we need to raise our rates.

Mr. Donek said it does get complicated because some vessels have oil heat. It would depend if a vessel is solely heating with electric or just supplemental heat.

Mr. Borg said there are several variables to look at.

Mr. Janes suggested to look into the fees but not too in depth because of the variables.

Mr. Simpson suggested to break it down as well as staff can and recover expense where we can.

Mr. Borg suggested to look at the kilowatt per hour when this fee was established and what they are currently.

Mr. Uchytel said staff will do research and bring back to the Committee for an action item.

2. Vessel salvage and disposal (05 CBJAC 40.010(g)(1)(ii))

Mr. Uchytel said he has been trying to have Mr. Shattuck attend a meeting to discuss insurance. He will invite him to attend the next OPS/Planning Committee meeting.

3. Boom truck usage fee(05 CBJAC 15.110)

Mr. Uchytel said he recommends to leave this regulation as is, but the boom truck is not used. He is looking into possibilities to lease it out to a private party.

Mr. Simpson asked if the lease holder at the ABLF would want to lease it?

Mr. Borg said he is unsure. The boom truck does not have a lot of lift capabilities and new OSHA requirement will start in April. This is more of a liability than an asset to Docks & Harbors.

Mr. Donek asked if a CDL was required?

Mr. Borg said that is not needed to operate the boom truck.

Mr. Janes asked if the boom truck could be used internally if the OSHA rules change?

Mr. Borg said the OSHA issue is mostly about construction. When an OSHA inspector shows up for an inspection, it is basically his view whether the OSHA rules are being followed. He is working with CBJ Safety to see what the boom truck can and cannot be used for. He would like to be able to lease it out.

Mr. Janes asked if it could be sold?

Mr. Uchytel said he is unsure because it was paid for with a grant.

Mr. Simpson recommended to bring this to OPS/Planning when staff has a specific proposal.

Mr. Donek asked if it could be released back to federal surplus?

CBJ Docks and Harbors Board
Harbor Fee Review Committee Meeting Minutes
For Wednesday January 25th, 2017

Mr. Uchtyl said he believes Docks & Harbors could but there would be a punitive fee involved.

4. Leasing

- Appraisal, lease rent requirements, and dispute resolution (05 CBJAC 50.040)
- Application fees; terms; payment (53.20.030(2))

Mr. Uchtyl said this is a general regulation. He suggested to look this over and see if anything should be added to this. There is a \$10.00 application fee that should be changed.

Ms. Larson recommended to look over the review process for the smaller leases. It doesn't make sense to have a \$3,000 appraisal completed when the annual revenue is \$1,000.

5. Daily commercial launch ramp permit

Ms. Larson said currently if someone needed to use the ABLF launch ramp one time, they would need to buy an annual commercial launch ramp permit. Establishing a daily would be better for the one time users.

Mr. Simpson recommended staff bring to the Committee a proposal.

6. Fee for anchoring on CBJ Docks & Harbors tidelands

Mr. Borg said he does not recommend mooring buoys, that would take on a lot of responsibilities he does not want.

Mr. Uchtyl suggested to establish a fee for anchoring on CBJ Tidelands. Currently the Lumberman is anchoring on CBJ Tidelands and paying nothing. He suggested a charge of \$.13 per sq/ft.

Mr. Donek asked why other people using CBJ Tidelands have to pay and the Lumberman doesn't?

Mr. Unruh said he remembers with his past experience with the Corps of Engineers that if a vessel was anchored out for a certain amount of time, maybe seven days was okay, but anything beyond that the vessel owner was charged.

Mr. Donek said he would like having something like that in place.

Mr. Simpson said Docks & Harbors should have a system in place for CBJ Tideland use and collect money.

Mr. Borg said the location of the Harbor is why the tidelands where the Lumberman is located is preferred. The Lumberman uses CBJ services, a dock to tie up his skiff for the transportation between his moored vessel and town, water, garbage, and a parking lot for his vehicle, and currently it is used with no fee.

Mr. Uchtyl said Mr. Hamilton's boats anchored out will all be gone in April.

CBJ Docks and Harbors Board
Harbor Fee Review Committee Meeting Minutes
For Wednesday January 25th, 2017

Mr. Donek said a seven day stay is okay, but if someone is living on CBJ tidelands full time, that person should be paying just like everyone else. Docks & Harbors needs a policy in place.

Mr. Janes said we also need a fee for anchoring out.

Mr. Simpson recommended making CBJ tidelands outside the breakwater a place to anchor out with a fee for coming into the Harbor and using the Harbor services. The fee should be less than mooring at a dock.

Mr. Lowell asked if the Lumberman knew he was on CBJ Tidelands?

Mr. Simpson said he thought he was on the State Tidelands.

Mr. Lowell recommended to put buoys on the corners establishing a line where CBJ Tidelands is located.

Mr. Janes said he recommends a policy and a fee.

Mr. Simpson recommended staff bring a policy and fee to the next OPS/Planning meeting for anchoring on CBJ Tidelands and using Harbor services.

IX. Next Harbor Fee Review Meetings –

Mr. Simpson said the next meeting will be February 15th, 2017 at Noon.

X. Adjournment – The meeting adjourned at 1:00 pm

05 CBJAC 30.010 - Shorepower access fees.

- (a) *Definition.* The charge assessed to the owner of a vessel for plugging into a shorepower connection that is under the administration of the Docks and Harbors Department. Sections (b), (e), (f), and (g) do not apply to shorepower connections that are under the administration of a private electrical utility.
- (b) *Basis for computing charges.* The Docks and Harbors Department assesses shorepower access fees based upon the type of connection accessed, the length of time a person accesses the connection, the season of the year, and whether a person uses a boat as a residence. Fees are assessed for five types of connections: 20 amp, 30 amp, 50 amp, 100 amp/208 volt, and 100 amp/480 volt. With approval of the Docks and Harbors Department, a person may use a 50 amp service and be assessed a 30 amp fee provided the service is current limited to 30 amps. The Docks and Harbors Department assesses fees on either a daily or monthly period. The Docks and Harbors Department assesses a daily fee for each calendar day, or portion thereof, that a person plugs into a shorepower connection. As an alternate to being assessed the daily fee, a person may elect to pay a monthly fee, good for a calendar month, or portion thereof. To qualify for the monthly fee, a person must pay the applicable fee in advance of the calendar month or arrange for automated monthly billings with the Docks and Harbors Department, if available.
- (c) *Duty to notify.* Prior to accessing any shorepower connection under the administration of the Docks and Harbors Department, a person must notify and obtain approval of the Docks and Harbors Department. The purpose of this requirement is to prevent the theft of electricity and to assure a safe connection.
- (d) *Connection requirement.* A person accessing a shorepower connection must use a cord comprised of UL listed components that is wired in accordance with the standards established by the American Boat and Yacht Council. Pre-manufactured cords, such as those made by Maringo and Hubbell, are compliant with this section. Homemade cords must be approved for use by the Docks and Harbors Department. The Docks and Harbors Department maintains a list of local cord suppliers who can provide cords and components that comply with this section. The Docks and Harbors Department reserves the right to disconnect a cord that does not comply with this section.
- (e) *Daily shorepower access fees.* Fees to access shorepower on a daily basis are as follows:

Connection Type	Fee
20 amp	\$4.80
30 amp	7.20
50 amp	24.00
100 amp/208 volt	48.00
100 amp/480 volt	120.00

- (f) *Summer monthly shorepower access fees.* Fees to access shorepower on a monthly basis during the months of May, June, July, August, and September are as follows:

Connection Type	Liveaboard Fee	Non-Liveaboard Fee
20 and 30 amp	\$90.00	\$54.00
50 amp	180.00	108.00
100 amp/208 volt	420.00	252.00
100 amp/480 volt	990.00	588.00

- (g) *Winter monthly shorepower access fees.* Fees to access shorepower on a monthly basis during the months of October, November, December, January, February, March, and April are as follows:

Connection Type	Liveaboard Fee	Non-Liveaboard Fee
20 amp	\$120.00	\$72.00
30 amp	162.00	96.00
50 amp	300.00	180.00
100 amp/208 volt	720.00	420.00
100 amp/480 volt	1,680.00	972.00

- (h) *Emergency daily and monthly shorepower access fees.* During such times when the Alaska Electric Light and Power Company applies an emergency cost of power adjustment (ECOPA) due to a primary hydroelectric facility being offline, an access fee surcharge will be assessed in addition to the daily and monthly shorepower access fees set out in 05 CBJAC 30.030(e), (f) and (g). The surcharge will be based on the actual cost of the ECOPA as assessed by Alaska Electric Light and Power Company to the Docks and Harbors Department for shorepower service provided under the daily and monthly access fee. The Port Director shall strive to equitably distribute the actual costs of the ECOPA across all of the persons accessing shorepower during the time the ECOPA is applied and shall report the methodology used to assess the surcharge to the Docks and Harbors Board and the public as soon as practicable. The Port Director is authorized to retroactively assess the surcharge in order to apply the actual costs of the ECOPA.

(Amended 4-25-2005, eff. 5-3-2005; Amended 5-1-2008, eff. 5-2-2008; Amended 1-21-2009, eff. 1-22-2009; Amended 9-21-2009, eff. 9-30-2009; Amended 9-20-2010, eff. 9-28-2010)

53.20.030 - Application fees; terms; payment.

Unless otherwise provided by the assembly by a resolution which deals with the lease of specific lands, the following subsections shall apply to land leasing procedures:

- (1) *Qualifications of applicants or bidders.* An applicant or bidder for a lease is qualified if the applicant or bidder:
 - (A) Is 19 years of age or over;
 - (B) Is a group, association, or corporation which is authorized to conduct business under the laws of the state; or
 - (C) Is acting as an agent for another or has qualified by filing with the manager, prior to the time set for the disposition, a power of attorney or a letter of authorization creating such agency. The agent shall represent only one principal, to the exclusion of himself or herself.
- (2) *Applications for lease.* All applications for lease of lands shall be filed with the municipal clerk on forms provided by him or her and available at the municipal building. Only forms completed in full and accompanied by a \$10.00 filing fee will be accepted for filing. Filing fees are not refundable. With every application, except an application for general use purpose, the applicant shall submit a development plan showing and stating the following:
 - (A) The purpose of the proposed lease;
 - (B) The use, value and nature of improvements to be constructed;
 - (C) The type of construction;
 - (D) The dates construction is estimated to commence and be completed;
 - (E) Whether intended use complies with the zoning title and comprehensive plan of the City and Borough.
- (3) *Deposits for costs.* All applications filed with the municipal clerk will be forwarded to the manager or other designated official to determine an estimate of costs required to handle the application, including one or more of the following: survey, appraisal, and advertising of the area under application. Upon determination, the official will notify the applicant in writing of such costs and deposit shall be made therefor within 30 calendar days after notice is dated. Failure of the applicant to pay the deposit shall result in the application being canceled. If the applicant does not accept a lease within 30 calendar days after it is offered to the applicant, all deposit money spent or encumbered for survey, appraisal or advertising shall be forfeited, and the balance, if any, shall be returned to the applicant. If the land applied for upon which deposit for costs is made is leased to another, the latter shall be required to pay actual costs of survey, appraisal and advertising, and the original deposit shall be returned to the depositor. Where the applicant becomes the lessee, the applicant shall be required to pay any excess of the costs over deposits, and where the deposit exceeds actual costs, the excess shall be credited to present or future rents under the lease. All survey, appraisal and advertising shall be performed only under the authorization of the City and Borough, and any such work done without such authorization shall not qualify.
- (4) *Payment of annual rentals.* Annual rentals of less than \$250.00 shall be paid annually in advance. Annual rentals of \$250.00 or more, but less than \$500.00, shall be paid in two equal installments every six months. Annual rentals of \$500.00 or more, but less than \$1,000.00, shall be paid in advance every calendar quarter. Annual rentals of \$1,000.00 or more shall be paid in advance each calendar month.

(CBJ Code 1970 § 53.20.030; Serial No. 71-45, § 4, 1971; Serial No. 83-09, § 5, 1983)

05 CBJAC 20.060 - Recreational boat launch fees.

- (a) *Launch ramp permit required.* A boat trailer owner or vehicle owner (when launching vessels without a trailer) will obtain any and all necessary launch ramp permits 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 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 and does not require a launch ramp permit.
- (b) *Assessment of launch ramp permit fees.* Launch ramp permit fees will be assessed as provided in section (h) of this regulation.
- (c) *Payment of launch ramp permit fees.* An owner may pay the annual launch ramp permit fee at any time during the calendar year. The owner must pay the daily launch ramp fees in advance of use.
- (d) *Application requirements for all launch ramp permits.* An applicant can only purchase a launch ramp permit for trailer(s) or vehicle(s) the applicant owns. Each application for an annual launch ramp permit or supplemental launch ramp permit as provided in these regulations, must affirm the owner's home address by providing a valid driver's license and showing the address on the valid driver's license matches the address indicated on the trailer registration or vehicle registration. Trailers or vehicles with jointly registered owners require the same verification of driver's license address and vehicle or trailer registration address.
- (e) *Permit decal.* Each trailer plate number or vehicle plate number shall be displayed with an indelible marker on the permit decal.
- (f) *Additional launch ramp permits for owners of multiple trailers.*
 - (1) An applicant for a single annual launch ramp permit may obtain up to two supplemental annual launch ramp permits. Administrative fees apply to any and all requested supplemental launch ramp permits.
 - (2) If an applicant seeks to register a fourth trailer, the applicant must purchase an annual launch ramp permit. In purchasing this fourth annual launch ramp permit, the applicant may obtain up to two supplemental annual launch ramp permits. Administrative fees apply to any and all of these requested supplemental launch ramp permits.
 - (3) If an applicant needs additional launch ramp permits beyond the number outlined in (f)(1) and (f)(2) of this section, the applicant must purchase an annual launch ramp permit(s) for each additional trailer.
 - (4) Trailers titled by a business, corporation, partnership, or other legally binding relationship are not entitled to multiple trailer permits under this section.
- (g) *Launch ramp permits for vehicular use of launch ramps by non-trailer vessels.*
 - (1) Vessels (including, but not limited to, kayaks, skiffs, canoes, rowboats, paddleboards, sailboats, inflatables and water toys) launched at facilities as outlined in section (a) of this regulation, to include the adjacent parking lots, are required to purchase a launch ramp permit.
 - (2) The launch ramp permit shall be conspicuously adhered to the vehicle in use at the facility.
 - (3) Individual vehicle owners will be provided the opportunity to obtain multiple additional launch ramp permits as provided in section (f) of this regulation. Administrative fees apply for all additional launch ramp permits.
 - (4) There are no additional fees for vehicles using the facilities noted in section (a) of this regulation which are not engaged in launching or recovering vessels.
- (h) *Recreational launch ramp permit fees.* Recreational launch ramp permit fees, including administrative fees, will be assessed as follows:
 - Annual (January 1—December 31): \$90.00
 - Daily: \$15.00
 - Administrative fee for additional permit(s) or lost decal(s): \$5.00 each

([Amended 7-15-2013, eff. 7-23-2013](#); [Amended 11-10-2015, eff. 11-17-2015](#))

05 CBJAC 20.070 - Fees for commercial use of boat launches.

- (a) *Definition.* The fees 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 Amalga Harbor Boat Launch, Auke Bay Loading Facility, and the Echo Cove Boat Launch for any type of commercial use.
- (b) *Annual fee.* A commercial user of the launch ramps must pay an annual fee prior to using a launch ramp as follows:
Annual fee (January 1—December 31): \$250.00 per trailer
- (c) *Freight use fee.* In addition to other fees set out in 05 CBJAC 20, a person using a launch ramp for freight use must pay the fees set out in this subsection. Freight use means the use of a launch ramp for any purpose other than launching and recovering a recreational vessel. The commercial use fee will be as follows:
Commercial Use Fee:
 \$60.00 for the first hour; and
 \$30.00 for each additional hour
- (d) *Freight staging fee.* A person staging freight shall pay a fee of \$25.00 per 24-hour period per 1,000 square feet of staging area space or portion thereof used, except when the staging operation is less than four hours in duration.
- (e) *Special fee for launch ramp tour activities.* Persons using the launch ramps for tour activities are subject to additional fees established through the permit program established in 05 CBJAC 01.

(Amended 4-11-2005, eff. 4-19-2005; Amended 1-9-2006, eff. 1-17-2006; Amended 3-5-2007, eff. 3-13-2007; Amended 12-14-2009, eff. 12-22-2009; [Amended 7-15-2013, eff. 7-23-2013](#); [Amended 8-10-2015, eff. 8-18-2015](#); [Amended 11-10-2015, eff. 11-17-2015](#).)



Port of Juneau

From: David Borg
To: Harbor Fee Review Committee Meeting
Via: Carl Uchytel
Date: February 10, 2017
Re: Daily Commercial Launch Ramp Permit

For vessel owners to access the ABLF launch ramp and work zone area you must obtain an annual Commercial Launch Ramp permit. The cost of an annual commercial launch ramp permit is prohibitive for most users on a one-time basis. Staff is proposing to add a daily commercial launch ramp fee for customers who want to pull their boat at the ABLF for work and put it back in the same day. This type of permit would benefit customers that only need to use that facility a few times in the summer.

05 CBJAC 20.070 - Fees for commercial use of boat launches.

(a) Definition. The fees 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 Amalga Harbor Boat Launch, Auke Bay Loading Facility, and the Echo Cove Boat Launch for any type of commercial use.

(b) Annual fee. A commercial user of the launch ramps must pay an annual fee prior to using a launch ramp as follows:

Annual fee (January 1—December 31): \$250.00 per trailer

Recommendation:

Staff recommends an ABLF Daily Commercial Launch Ramp fee of \$30.00.