



## **DOCKS & HARBORS BOARD DOCKS FEE REVIEW COMMITTEE MEETING MINUTES**

April 23<sup>rd</sup>, 2015, 6:00 PM  
City Hall Conference Room 224

- I. Call to Order** The Docks Fee Review Committee Meeting was called to order at 6:08pm
- II. Roll Call** The following members were present David Summers, David Logan, and Greg Busch. Also in attendance: Carl Uchytel-Port Director; David Borg-Harbormaster; Bob Janes-Harbor Board Member & Gastineau Guiding; Kirby Day – Princess Tours, TBMP; Brenna Asper-Smith – Alaska Independent Tours; Jeff Fanning-Liquid Alaska Tours; Bill Hagevig – Royal Highway Tours, Dennis Harris-12<sup>th</sup> Street Taxi Tours.
- III. Approval of Agenda**  
**MOTION BY DR. DAVID LOGAN TO APPROVE THE AGENDA AS PRESENTED AND ASKED UNANIMOUS CONSENT.**  
Motion passed with no objections.
- IV. Approval of March 19<sup>th</sup>, 2015 Docks Fee Review Committee Minutes**  
**MOTION BY DR. DAVID LOGAN TO APPROVE THE MARCH 19, 2015 DOCK FEE REVIEW MEETING MINUTES AS PRESENTED AND ASKED UNANIMOUS CONSENT.**  
Motion passed with no objections.
- V. Public Participation on Non-Agenda Items**  
Tom Roha-Abby's Kitchen, Juneau, AK  
Mr. Roha presented development plan for his request to build a restaurant/bakery/retail area at the Douglas Harbor parking lot.

Dr. Logan advised it is a long public process that we are interested in pursuing this project. Although it would have to go out to bid and it could end up being another interested party. We would like you to come to the full board meeting to answer more questions when the full board is together.

Mr. Roha said he would like to the process started with the Harbor Board.

Mr. Uchytel said the right of way would the CBJ planning commission responsibility.

**VI. Unfinished Business**

1. Loading Permit Fees ([05 CBJAC 15.080](#))  
▪ 12/2004

"A" or "B" Permit	\$300 per company plus \$7 per passenger seat
Limited Loading Permit	\$15 per vehicle for each permit day; or \$250 per year, whichever is less



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- Statter Harbor Lower Parking Lot Permit Fee ([05 CBJAC 20.090](#))
  - 4/2005; 5/2006
  - The fee assessed to the owner of a vehicle for picking-up and discharging passengers for passenger-for-hire activities at the Statter Harbor Lower Parking Lot.
  - Calendar year permit: \$300.00 per company plus \$15.00 per passenger seat.

### **Committee Discussion/Action**

Mr. Busch stated we are looking at the Loading Permit Fees that have not been reviewed since 2004. The intention is to determine if the current fee structure make sense and is it fair. We want the expenses to match up with the revenue.

Mr. Harris asked if there are changes when will they go in to effect.

Mr. Busch answered any changes would not take place until next season starting in 2016.

Mr. Uchytel stated we want to ensure we are receiving a reasonable amount to cover the expenses for the loading zone permit fees. We have compiled an excel sheet of the cost of expenses along with the income associated with all permits and passenger fees from 2014.(see attachment from 3-19-2015 agenda) Mr. Uchytel stated we received \$71,686.00 in fees for managing the loading zone not including Statter Harbor at Auke Bay. We've also estimated what staff wages are allocated to the managing of the loading zones.

Mr. Harris asked if we are allocating full time for the 2.5 staff expenses.

Mr. Uchytel answered yes.

Mr. Hagevig stated the Port Staff is not located in the loading zones full time. They will come if we call them when there is a problem. In the past, a Harbor Officer was present at the entrance of the parking lot for lot lockdown.

Mr. Harris stated the staff is not in the taxi areas or the red dog staging full-time and the staff allocation is not accurate for the Admin for the permit selling and paperwork for full time.

Dr. Logan asked Mr. Borg to provide how the staff is assigned at the Port for their duties.

Mr. Borg answered that we have at least 1-2 Harbor Officers on duty and 1-2 Harbor Techs on duty. Those 3-4 people need to cover the loading zones, Marine Park, Lightering a ship, and security when a ship is in. We will pull Aurora Staff to help with coverage. I have been told our staff is doing the lot lockdowns. We also assist with traffic. Our staff has gone to flagging class as well.



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Mr. Hagevig said there is staff doing lot lockdown just not like in the past.

Mr. Borg stated we do have at least one staff at any given time combing the loading zone.

Mr. Hagevig stated he would challenge that statement.

Mr. Busch stated it appears our expenses and our revenues are not that far off. The discrepancy was for permits verses admin fees.

Mr. Harris stated the Admin would only do the permit fees for one month and the Harbor staff is not in the loading zones full time.

Mr. Busch stated we are trying to figure out how the expenses should be allocated.

Mr. Uchytel stated there are several other expenses and time that are not being listed such as the landscaping, trash, maintenance, and other employee time that is included in the expenses to provide the facility that includes the loading zone.

Mr. Hagevig stated we should not have to pay for landscaping and trash removal. It is just the cost of doing business.

Mr. Uchytel stated the cost of doing business so you have a safe effective facility to operate out of and there is a lot of other time spent so Docks & Harbors should be fairly compensated.

Mr. Busch said we are not necessarily looking at raising the rates but we want to know if the fee structure in the regulations is the best way to operate.

Mr. Harris stated the airport has a flat fee based on the size of the vehicle. He would also like a one stop shopping for all CBJ department fees.

Mr. Uchytel presented some other examples from Juneau Airport fees, Ketchikan and Seattle fees, and two proposed changes for fee structuring.

Mr. Busch asked if we have an example of what fees would go up to based on these changes.

Mr. Harris stated if we went with new per vehicle fee our Taxi's would have about a 50% increase.



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Mr. Janes added that he only pays 9.7 cents per passenger to CBJ to use the harbors facilities. There is a lot of work and time that goes in to the 2 ½ staff that is allocated for the expenses. There needs to be moderate increases in all areas. We do not want to do 50% increases.

Mr. Busch asked if the taxis are independently owned and stated if they are then they are getting a discount by getting permits as one company.

Mr. Harris answered yes they are independently owned but they work under one dispatch company together by CBJ requirements for tax purposes.

Mr. Day asked what is the financial gap we are trying to close between expenses and revenues.

Mr. Busch answered we are not necessarily trying to close a gap we are trying to see if the current fee structure makes sense since that we have been using the last 11 years. We want to match staff time for the multiple duties they are performing each day.

Mr. Hagevig asked if it was time to look at each vehicle having its own sticker. It would save costs if that was eliminated.

Mr. Busch answered each vehicle has to be registered by license plate numbers. We can look at different fees for different size vehicles or different amount of vehicles that have to be registered by each company.

Mr. Janes said we need to gradually raise fees every two to three years to keep up with inflation and the cost of doing business. Mr. Janes said we are all getting a great deal.

Mr. Busch said it may simplify it by doing a per seat fee plus a per sticker fee.

Dr. Logan proposed we charge \$250.00 permit fee for 5 vehicles or less, \$325.00 permit fee for six vehicles or more, \$7.25 per seat fee and all items are adjusted on the CPI just like moorage.

Mr. Harris stated we are also going to get a substantial increase to the Glacier Visitors center.

Mr. Uchytel asked how they justify raising fees.

Mr. Harris answered they have not raised them since 2004, they are over capacity, and will need to expand.

Mr. Uchytel stated we are in the same situation.



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Mr. Harris stated there is no room to expand downtown for Docks & Harbors.

Mr. Janes said any fee changes should be attached to the CPI for adjustments.

Dr. Logan stated we are going to have future maintenance fees and we may not continue to get state funding.

Mr. Uchytel stated he is concerned about connecting these fees to the CPI because if we lose future funding it would require us to have to double the fees.

Dr. Logan stated it is not set in stone and if we lose funding we can review the fees again.

Mr. Busch stated it would be good to have for our next meeting a comparison of the 2014 rates with any new proposed fee changes to see what the differences would be with the two proposals Mr. Uchytel presented and the simplified one Dr. Logan suggested.

### **No Motion**

## **VII. New Business**

### **1. Electricity Fees ([05 CBJAC 15.090](#))**

- ~~12/2004~~
- ~~The fee assessed for the use of electrical outlets at the Marine Park Lightering Float, the Steamship Wharf, the Cruise Ship Terminal, the Intermediate Vessel Float and adjacent facilities under the administration of the Docks and Harbors Board.~~
- ~~Fees for electricity will be assessed in accordance with the fees and charges in effect at the time the electricity is consumed.~~

## **VIII. Future Business**

### **1. Other Fees ([05 CBJAC 15.095](#))**

- ~~12/2004~~
- ~~Fees will be established by the CBJ Docks and Harbors Board on a case by case basis.~~

## **IX. Adjournment**

The Docks Fee review committee adjourned at 7:29pm.