Minutes  
Waterfront Development Committee  
Wednesday, June 1, 2005 – Noon  
Assembly Chambers

Waterfront Development Committee Members Present: Stan Ridgeway, Jeff Bush, Don Etheridge, Jeff Wilson, Dan Bruce  
Absent: Marc Wheeler, Johan Dybdahl  
Other Assembly Members Present: Merrill Sanford  
Staff Present: Donna Pierce, Dale Pernula, Rorie Watt, Greg Chaney, Skye Stekoll, Frances Vlahos-Rohm

I. Call to Order  
Mr. Ridgeway called the meeting to order at 12:01pm.

II. Approval of Minutes  
5/16/05 Minutes approved as amended with a minor grammatical edit.

III. Public Comment (not to exceed 10 minutes total) No public comment.

IV. Information Items

A. Docks and Harbors Board Report  
Ms. Pierce recommends that a report from the Docks and Harbors Board be included in the committee meetings. Mr. Etheridge reported on Docks and Harbors/CIP issues, many of which will be addressed in the Marine Passenger Fee report. The artist’s conceptual drawing for the Statter Harbor project will be completed and presented soon. There are ongoing problems with the Corps of Engineers for the Douglas Harbor breakwater. They are still trying to get a match for the funding. They are looking for funding from Marine Passenger Fees. Additional projects on their list are the Gold Creek marina design and public comments, and the National Guard dock area repairs. The Steamship Wharf lightering project scope of work keeps expanding. It will involve more work than originally anticipated. These projects will also be addressed in today’s MPF discussions.

V. Action Items

A. Marine Passenger Fee Project Status Report  
Ms. Pierce discussed the airport request for money from MPF and Mr. Hartle’s response. She reported that he did not think it was wise to proceed with the expending of the funds. There is funding available for the restrooms in the Customs area from sales tax. Mr. Hartle was not comfortable with the airport requests meeting federal guidelines for MPF spending. For the CIP projects list $150,000 needs to be transferred out to a project that meets the guidelines. The restroom project would use $72,000 of the remaining $142,000. The airport has requested to put it in a terminal repair fund of some kind. Mr. Bush stated he is ok with transferring funds if the Assembly agrees, but felt generally when a CIP is closed out, any remaining funds should be treated as newly available funds for a general CIP list. The MPF and sales tax money was used for the passenger secured area restrooms, with the understanding that federal funds would come in to supplant, and likely reimbursement. The $150,000 should be transferred back to other appropriate projects. He agrees the $72,000 could go to the restroom project but the balance should come back to a general CIP.

Mr. Sanford was not in agreement. He felt there had been no commitment to repay, and had found no paper work addressing reimbursement. He said that the application for federal funding had been made later in the scheme of things. There was discussion on written or unwritten policy about the appropriate use of left-over funding. Mr. Sanford cited the hospital money for the heliport pad and that the City asked for that money back when they received federal money. Mr. Ridgeway asked about international flights at the airport and the real need for a Customs area restroom in the scheme of the future airport remodel.
Ms. Pierce suggested that the question on the transfer recommendation should go directly to the Assembly. Mr. Sanford suggested there is a need for a better explanation about the use of MPF, as opposed to deciding on a case-by-case basis. Mr. Ridgeway recommended passing the transfer decision on to Assembly and to ask Mr. Hartle to do a thorough investigation on MPF appropriate spending.

Mr. Bush asked for an explanation of the committee’s role for the MPF on the $150,000. Ms. Pierce suggested that the Committee identify monies to be freed up from the list, keep a running total and make recommendations about allocation of available funds. There was discussion about the actual amount of funding available. Staff determined that in this case, the balance of MPF is actually $150,000. Mr. Bush expressed the importance of caution in the allocating and spending of Marine Passenger Funds. Mr. Watt introduced the remainder of the list of projects.

**JCVB Visitors Center** - There is no active planning at this time. Lorene Palmer presented information about an alternative request for the funds. Originally there were 2 line items: Port office and Visitor’s Center, which were the same CIP. The current request is to update the existing kiosk. The estimate of $5,000 would update the exhaust system. The second request is for $600 for shelving in the cruise terminal restroom for JCVB storage use (to be done by Building Maintenance). Mr. Bush recommended that $45,000 be transferred out. No objection. Staff will follow up on the cost estimates.

**Commercial Trail Planning and Development CIP** - $3,000 MPF balance. Rorie Watt moved to close. No objection.

**Smith - Butts Park Improvements** - $22,000 - Staff recommendation is to leave in the full amount of sales tax. No objection.

**Trail Improvements** - $50,000 spent for trail improvements at top of the tram (MPF). There is a balance of $144,000 available from sales tax funding. Kim Kiefer recommended that funding remain for spending on Jumbo and Treadwell Trails for general trail improvements. No objection. Ms. Pierce will follow up with Ms. Kiefer. Ms. Pierce will follow up to see if monies can go into a more specific account for trails if needed.

**Waterfront Planning CIP** - Previous committee actions call for 1) Cultural Gateway, $50,000 2) Historic District code revisions, $9,000 and $20,000 for outside downtown area cruise dock study, 3) $11,000 for the McDowell Survey. The recommendation is to allocate the remaining $6,000 for redistribution. No objection.

**Accessible gangway** - $100,000 - Docks and Harbors recommended use of funds per John Stone’s memos for the Steamship Wharf Lightering float. There have been several proposals. The current proposal is to rebuild and expand the float. Mr. Etheridge confirmed the request to transfer funds. The lightering dock will need much more work and the cruise industry has notified the city that use will increase next season. The upgrade needs to be completed as soon as possible. Mr. Bush expressed concerns about funding already allocated for major maintenance as part of docks fees and that MPF is not generally used for maintenance. He noted there is also a CIP including dock maintenance. John Stone pointed out that even with the transfer, significant funding will be needed for the upgrades and maintenance. MPF should be looked at as one stream of funding for the CIP. The original request was $300,000 but that had been withdrawn waiting for better numbers so it could be done in a single appropriation. Mr. Stone’s recommendation is to use the funding for the upgrade and repair of the dock. Mr. Bush agreed it is a critical project and needs to be funded but had concerns about the method. He also agreed that the accessible gangway project should be closed out, but he would rather see more specifics about where and how the balance would then be used. The committee recommended leaving the funding, and for the lightering dock project to be revisited. If possible dock maintenance fees should
pay for the project.

**North Douglas Ramp access improvements** - Harbors would like to repair the existing floats using the balance from the project. Mr. Etheridge reported that the Docks and Harbors board approved and agreed to finish the repairs and are moving forward with the project. Their sense is the commercial use by kayakers deems it appropriate for MPF use. There was more discussion about appropriate use of funds in this case and Mr. Ridgeway suggested asking Mr. Hartle for an opinion. The key is whether it meets the percentage of usage requirements, and again, if the project is mostly maintenance, care needs to be taken. This project will hold for an opinion from Mr. Hartle.

**National Guard Dock upgrade** - The dock was given to the city in a state of disrepair. It is used by some of the tugboats for some cruise ships and frees up space at the IVF. Mr. Stone’s May 2nd memo states that additional maintenance is needed. Mr. Etheridge reported the Harbor board approved this project. They had planned to use materials from Harris dock to complete repairs. The dock is also used by oil-spill response team vessels. The project also includes installation of power meters to get revenue from users. The city is not yet in possession of the deed. There may be additional surveying and/or legal expense involved in the land transfer. This is a continuation of existing project. As a continuing project there is no objection to leaving this open. The recommendation is to “get the deed and do the work.”

**Gold Creek entrance enhancement** - This project was funded in anticipation of a Corps of Engineers project—with a 35/65 match to improve habitat and spawning, and for viewing. There has been no recent activity on the project. Harbors was working with the Corps at the site. The May 27 Harbor’s memo states a desire to transfer $50,000 from this project to the Subport Marina CIP. Mr. Bush asked for an explanation of the change of direction from Mr. Stone’s May 2 memo. Mr. Stone talked about the grant obligation for re-vegetation of the stream bank. It could be done and still have a surplus to be transferred. Mr. Bush expressed concerns about the money going to the Subport Marina project meeting the cruise passenger “safety and efficiency…” requirements. Mr. Stone said the intent was that it would service “passenger-for-hire” vessels. Mr. Bush felt it was too early to put money into the design when the Subport Plan has yet to be adopted. If the committee wants to delay, Ms. Pierce noted the complaint by the industry that the city was sitting on too much money in Marine Passenger Fees. It is preferable to close out some of these projects and reallocate them at a better point in time. The recommendation is for Mr. Hartle to look at this project as well. If it is appropriate, the project can be closed out and the $50,000 could be put into the pot for this or other projects.

**Ferry Dock Wharf Widening/Office** - Some planning has been done on this project. The decision was made to add on the deck when it was apparent that no funding for the building was forthcoming. This needs a discretionary decision. Mr. Etheridge talked about the approval of funding for a covered walkway. Mr. Ridgeway thought that the ADA funds not approved but money is available and widened the scope of project to include walkway. The original scope did not include the walkway. The Assembly took action to include the walkway. The project was approved but not the funding because it was in the project account. Mr. Krieber said the Assembly action was specific for the addition of the walkway to the specific project and the balance of funds would be used for the project. The recommendation is to leave the funding, and follow up that it was approved.

**Uplands & Moorage Douglas Harbor** - The recommendation is to close this one out and move the small amount of money remaining into a new CIP under Docks and Harbors. They are the lead on planning for the Douglas Harbor and Savikko Road project. This will be a large joint project. There was no objection to the close out and rolling the balance into a Docks and Harbors CIP.
B. ATS Cruise Survey

Ms. Pierce presented the revised ATS survey instrument. The survey was field tested with the revised instrument. Question #12 was expanded to capture better information on improvements needed to provide a better visitor experience in the downtown waterfront area. It will provide a better sense of what visitors want, and identify the gaps in service. The committee approved the $11,000 from Waterfront CIP to pay for the survey. Staff will ensure the request goes before the Finance Committee tonight.

VI. Next Meeting

Next meeting tentatively set for Monday, June 13 at Noon in Chambers

VII. Adjournment

The meeting was adjourned at 1:16pm.

Pending, Follow-up Items from this meeting:

1) MPF Project funds freed up:
   - 345-59: Airport: $150,000
   - 374-80: Juneau Convention & Visitor’s Bureau: $45,000
   - 396-39: Trails: $3,500

2) Memo from Mr. Hartle:
   - Gold Creek Marina
   - Airport
   - North Douglas Launch Ramp

3) Follow up on cost estimates for upgrades to Visitor’s kiosk exhaust system and shelving for JCVB materials storage in cruise terminal.

4) Follow up on lightering dock project.