

Chairman

Robert Beedle- Council Rep.

Vice-Chairman

Greg LoForte

Commission Members

Brent Davis

Mike Adams

Max Wiese



**HARBOR COMMISSION REGULAR MEETING
8/10/2011 7:00:00 PM
CITY HALL CONFERENCE ROOM**

Harbormaster

Dale Muma

AGENDA

A. CALL TO ORDER

B. ROLL CALL

Brent Davis, Greg LoForte, Robert Beedle, Mike Adams, Max Wiese

C. APPROVAL OF AGENDA

D. COMMUNICATIONS BY VISITORS

E. APPROVAL OF MINUTES

1. Regular meeting of 7/13/11

F. HARBORMASTER'S REPORT

G. CORRESPONDENCE

H. OLD BUSINESS

1. Improvements to City Boat Storage/ Lots 3A, 4 & 5 of Block 8 North Containment Area

I. NEW BUSINESS

1. 2012 Harbor Rates/Fees Recommendation

J. AUDIENCE PARTICIPATION

K. COMMISSION COMMENTS

L. ADJOURNMENT

Secretary

Brandy Griffith

Harbor Commission Regular Meeting
Wednesday, June 13, 2011 at 7:00 PM
City Hall Conference Room

- A. Call to Order. The meeting was called to order by Chairman Robert Beedle at 7:06.
- B. Roll Call. In Attendance: Greg LoForte, Robert Beedle, Max Wiese, Harbormaster Dale Muma, and recording secretary Brandy Griffith.
- C. Approval of Agenda. M/Wiese, S/ LoForte, V/ Unanimous to approve the agenda.
- D. Approval of previous minutes. M/ LoForte, S/Wiese, V/ Unanimous to approve the minutes of May 11, 2011.
- E. Communications by Visitors: None
- F. Harbormaster's Report. Harbormaster Muma reported continued efforts towards the removal of the Sound Developer. The city is still negotiating with Samson for a land swap and will know more after Sampson's board meeting in September. Travel lift usage is up from last year at this time. Funding has been approved for the breakwater and launch ramp improvements.
- G. Correspondence: None
- H. Old Business: None
- I. New Business:
 - 1. City boat storage / Lots 3A, 4 & 5 of Block 8 North Containment Area. Need to meet in the winter and discuss guidelines and restrictions for storage area. Wait to discuss future usage when all members are present.
- J. Audience Participation. None
- K. Commission Comments: None
- L. Adjournment: M/LoForte, S/Wiese, V/Unanimous

HARBORMASTER'S REPORT

AUGUST 2011

1. There is no change in the status regarding the Sound Developer, the Samson land trade or the Chugach Corp. land trade.
2. Meeting dates for the remainder of the year are 9/14, 10/12, 11/9, 12/14.
3. Since I had to get this meeting packet out early because of vacation time I am taking, I will give a verbal update at the meeting regarding any issues that may come up in my absence.

MEMO

DATE: July 18, 2011

TO: Harbor Commission

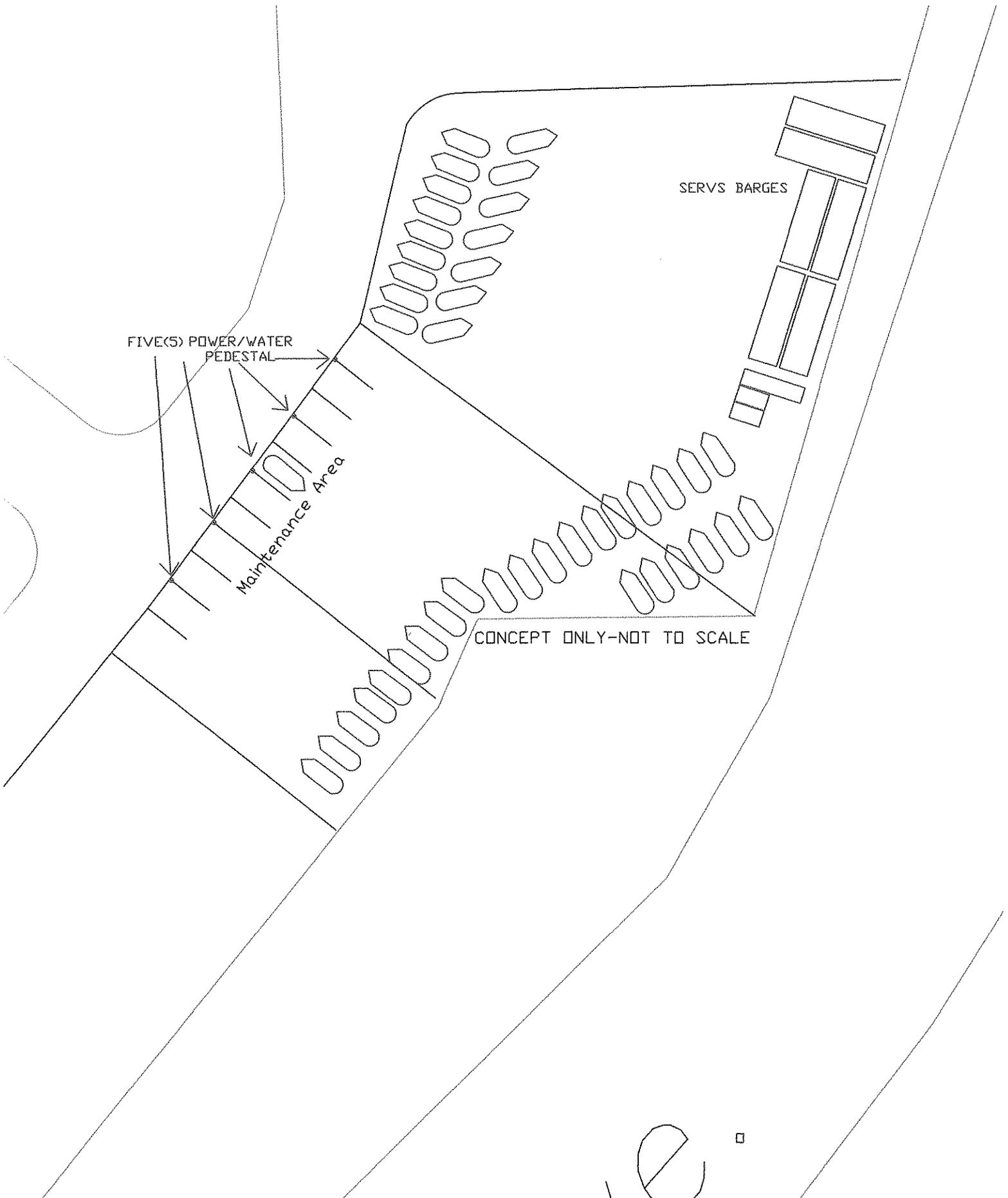
FROM: Harbormaster Muma

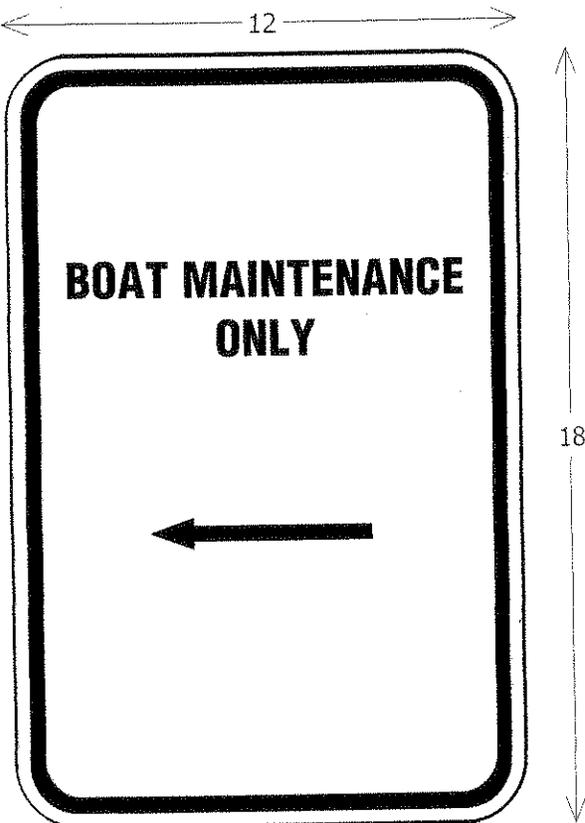
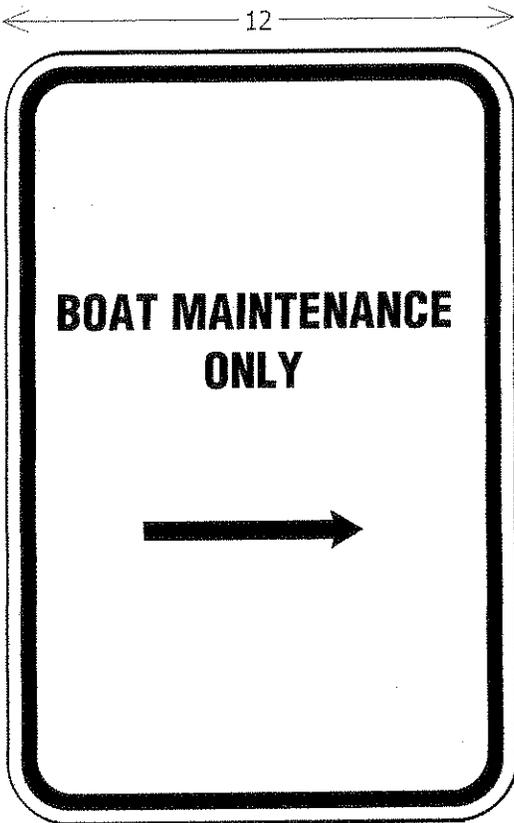
RE: Improvements to Small Boat Storage Area

When we first visited this issue in May, this commission recommended the harbor maintain use of the small boat storage area in the North Containment Fill. It was also suggested that improvements be made to allow for a small maintenance area in addition to some re-organization of the storage area.

Attached you will find a concept drawing based on the discussions of our last two meetings. Keep in mind this drawing is not to scale and is only meant to show how the storage area could be organized. This drawing shows 10 spaces for maintenance including water and electricity. I have included a printout of possible signs which could be posted in the maintenance area. The remainder of the area would be used for storage.

Attached is a list of suggested rules for this storage area. Once we discuss and decide on a final list of rules for this area, I will contact all boats owners to notify them of the changes recommended by the Harbor Commission. I will place in the 2012 harbor budget funds needed to complete the installation of utilities that have been previously discussed to enhance this maintenance/storage area.





CORDOVA HARBOR & PORT NORTH CONTAINMENT MAINTENANCE/STORAGE AREA RULES

- Prior to any storage, an application for storage must be completed.
- Storage in this area is for **BOATS ON TRAILERS ONLY—NO BLOCKED BOATS.**
- Storage of miscellaneous items in this area is not allowed. No trailers, cars, container vans, nets, engines, bathhouses, etc. allowed. Boats on trailers only.
- No long-term storage is allowed! Any vessel stored in this area longer than 12 months, will be charged the additional storage fee as established in the Cordova Harbor Fee Resolution.
- Boat owners are responsible for keeping the immediate area around their boat clean. Related boat gear and other items should be kept on board the boat.
- Sleeping or live-aboards is prohibited in the storage area.
- The maintenance area is for short term maintenance only (48 hours). Once maintenance is complete, the boat must be moved from this area.
- The boat owner is responsible for clean up of all maintenance items and/or debris resulting from any maintenance performed. Failure to police the maintenance area will result in a labor charge for clean up by harbor staff.
- All antifreeze, fuel, bilge water, sewage and any other regulated material must be disposed of properly. Contact the harbor office for disposal of these materials.
- Use of water is free.
- Electrical use will be charged the current rate as established in the Cordova Harbor Fee Resolution. Electrical facilities will be kept secure. To access electrical use, contact the harbor office.

MEMO

DATE: July 25, 2011

TO: Harbor Commission

FROM: Harbormaster Muma

RE: 2012 Harbor Budget

After calculating a preliminary revenue estimate for 2012 and comparing that estimate to an expenditure estimate for 2012, it looks as though the harbor department will be approximately \$48,000 from having a balanced budget. The following is a breakdown with an attached printout of estimated revenues and expenditures. The expenditures are estimated using last year's salaries & wages, health insurance costs, FICA, PERS, ESC and administrative cost numbers since those costs for next years budget have not yet been determined.

2012 Expenditures	\$980,680
2012 Revenues	\$932,500
Difference	\$ 48,180

Based on these estimates, I am making the following 2012 budget recommendations.

- Increase all rates 5% except for the following
- Electricity from \$10.00/day to \$15.00/day. The current revenues for electrical use are not keeping pace with expenses at the travel lift facility. Through June, our expenses at the Travel Lift facility were \$14,000 and we only collected \$6,000.
- Increase boat storage rates from \$2.00/ft/month and \$4.00/ft/month(over 12 months) to \$2.50/ft /month and \$5.00/ft/month (over 12 months)
- No change to Travel Lift fees –except for storage fees
- No change to shower fee

This proposed rate increase will provide for approximately \$1,009,178 in revenues for 2012 with approximately \$980,680 in expenses. This leaves the harbor with a surplus of \$28,498. Remember that the 2012 expenditure estimate is based on some of last year's budget numbers.

Along with the revenue and expenditure estimate, I have included a copy of the current rates with the proposed 5% change and a copy of last year's budget detail for comparison.

2012 Harbor Revenue Estimate

	2012 Estimate	2012 Est. with proposed inc.
Wharfage	35,000	36,900
Dockage	20,000	21,000
Impounds/Fines	500	526
Storage Fees	60,000	90,000
Sale of Labor	500	526
Permanent Slip Fees	625,000	658,000
Monthly Slip Fees	25,000	26,300
Daily Slip Fees	55,000	58,000
Grid Use Fees	8,000	8,400
Seaplane Moorage	500	526
Utility Sales	10,000	15,000
Sale of Service	3,000	3,200
Other Harbor Revenue	8,000	8,400
Penalty & Interest	4,000	4,200
Travel Lift Fees	75,000	75,000
Launch Ramp Fees	3,000	3,200
	932,500	1,009,178

Fee increase proposed includes a 5% increase to all fees except the following:

Storage - all storage fees to increase from 2.00/ft/month to 2.50/ft/month up to 12 months
& from 4.00/ft/month to 5.00/ft/month over 12 months

Electricity - from 10.00/day to 15.00/day

Travel Lift Fees - NO CHANGE

2012 Harbor Expenditure Estimate

Salaries and Wages	280,000	
OT	8,000	
Temp. Employees	7,680	
FICA	22,000	
PERS	65,000	
Health Ins.	48,000	
Comp Ins.	12,000	
ESC	3,500	
Admin Costs	122,000	
Uniforms/Safety	700	
Operating Costs	10,000	
Custodial Supplies	2,500	
Communications	3,500	
Water, Sewer, Refuse	100,000	
Street Lighting	3,000	
Electricity	50,000	
Heating Oil	12,000	
Leases/Rentals	500	
Car Rental	250	
Airfare/Ferry	1,000	
Lodging	540	
Per Diem	500	
Professional Dev.	150	
Dues/Subscriptions	360	
Professional Services	20,000	Crane inspect, attorn fees, FSP audit, septic pump
Bank Fees	4,000	
Legal Printing	500	
Fuel & Lube	13,000	
Vehicle Parts/Repairs	1,500	
Repair/other equipment'	20,000	
R & M Travel Lift	5,000	
Other Equip	8,500	Incinerator, TL spare tire, TL spare straps, carts
Other Improvements	5,000	Utilities to storage area for maintenance area
Insurance	60,000	
Transfer to Reserves	60,000	
Perm Fund Replacement	2,328	
Transfer to Water Fund	9,600	
Transfer to TL Fund	18,000	
	980,608	

**CITY OF CORDOVA, ALASKA
RESOLUTION 02-10-08**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA
ADOPTING RATES AND FEES FOR USE OF FACILITIES AT THE CORDOVA
HARBOR AND PORT FOR THE 2010 CALENDAR BUDGET**

WHEREAS, the City of Cordova has adopted the City's 2010 Operating Budget; and

WHEREAS, the City Council determines by resolution the fees, rates and charges for the use of the facilities and services of the City's ports and harbors;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Cordova, Alaska, hereby adopts the following list of fees, rates and charges for the use of the facilities and services of the City's ports and harbors for the 2010 calendar year:

	<u>HARBOR</u>	PROPOSED
MOORAGE		
Annual Moorage	\$ 30.75/ft/yr	32.29
Monthly Moorage	\$ 10.75/ft/mo	11.29
Daily Moorage	\$.80/ft/day paid in advance	.84
	\$.95/ft/day if billed	1.00
* All slips will be reserved based on over-all length of vessels, including those slips on "L" floats. Moorage rates on "L" floats will be calculated at 75% of the current annual moorage rate (only for those slips between approach ramps). Established 10/17/01 by Resolution 10-01-79.		
Annual Seaplane Moorage	\$776.88/yr	815.72
Daily Seaplane Moorage	\$ 32.33/day	33.95
Eyak Lake Seaplane Moorage		
40' space	\$343.74/yr	360.92
60' space	\$512.88/yr	538.52
GRID FEES (per tide)		
Under 30'	\$.45/ft/tide	.47
30'-50'	\$.50/ft/tide	.53
51'-70'	\$.68/ft/tide	.72
Over 70'	\$1.30/ft/tide	1.37
MISCELLANEOUS SERVICE FEES		
Launch Ramps		
Stall holders	- no charge	
Non-stall holders	\$ 75.00/yr	78.75
Waitlist	\$ 75.63/5 yrs.	79.41

Vessel Towing	\$ 60.50/hr	63.52
Vessel Pumping	\$ 30.25/hr	31.76
Pump Rental	\$ 30.25/hr	31.76
Harbor Staff Labor	\$ 68.75/hr/\$103.13/hr for O.T.	72.19/108.29
Impound Fees	* \$ 68.75	72.19
Impound/Storage of Nets	\$275.00	288.75
Storage of Impounds	\$.28/sq ft/day	.29
Electricity(for elec. rental slips)	\$ 10.00/day	15.00

* a deposit of \$100.00 required for all electrical pigtailed

Bilge Water Collection	\$ 90.75/hr	95.29
Showers	\$ 5.00	NO CHANGE
Dock Use Fee	\$1.72/linear ft/day	1.81

PORT

WHARFAGE

Minimum	\$1.51/ton	1.58
Wharfage N.O.S. (not otherwise specified)	\$4.78/ton	5.02
Wharf Demurrage - first 5 days	\$1.51/ton	1.58
after 5 days	\$3.03/ton	3.18

DOCKAGE

Charge	\$1.38/ft/day	1.45
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STORAGE

Boat storage	\$2.00/ft/mo	2.50/5.00	Over 12 months
Gear storage	\$.28/sq ft/mo	.29	

Van storage

40' van	\$ 75.63/mo or 907.50/yr	79.41/952.88
20' van	\$ 45.38/mo or \$544.50/yr	47.65/571.72

WATER

Charge	\$.91/1000 gallons	.96
Minimum	\$68.06 plus \$68.75 labor	71.46/72.19

WATER

Charge
Minimum \$.91/1000 gallons
\$68.06 plus \$68.75 labor

USED OIL RECEPTION

Under 100 gallons - no charge
100 gallons or more suitable for burning \$68.75/man-hour 72.19
100 gallons or more unsuitable for burning \$45.38/gallon plus 47.65
\$68.75/man-hour plus 72.19
shipping & disposal

FUELS

First 50 thousand barrels \$ 0.16/barrel .17
Second 50 thousand barrels \$ 0.14/barrel .15
Over 100 thousand barrels \$ 0.13/barrel .14

PORT STAFF LABOR

Charge \$68.75 hr/\$103.13/hr for O.T.
72.19/108.29

TRAVEL LIFT

RATES: All payment for vessel lifts must be in advance and for round trip
All rates are per lift or one-way.

Up to 40' \$11.00/ft
41' - 58' \$12.00/ft
58' and over \$13.00/ft

MISCELLANEOUS FEES

Inspection Haul: 60% of round trip
Minimum Fee: \$300.00
Electrical Use: \$10.00/day

Storage Rates:

14 Days or less Over 14 Days Over 12 Months
Up to 40' - \$20.00/day \$2.00/ft/month 2.50 \$4.00/ft/month 5.00
41'-58' - \$30.00/day
59' and over - \$50.00/day

Washdown: Washdown pads are free.
No-Show Fee: Once a lift is scheduled and the boat owner fails to show or cancel the lift at least one hour before the scheduled lift time, the minimum lift fee will be charged.

DESCRIPTIONS

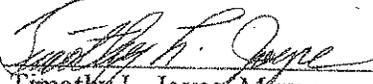
Per Lift: All rates are per lift or one way.
Inspection Haul: Hauled out and left in slings over dock for a period of 2 hours and returned to the water. \$75.00 per 15 minutes after allotted time. Limited to approval and availability.
Minimum Fee: This is the lowest fee for Travelift use. There is a one hour Minimum for such things as re-blocking or relocating vessels.

BE IT FURTHER RESOLVED that these fees, rates and charges shall remain in effect until changed by further action of the City Council.

First Reading: February 17, 2010

Public Hearing & Second Reading: March 3, 2010

PASSED AND APPROVED THIS 3RD DAY OF MARCH, 2010.


Timothy L. Joyce, Mayor



ATTEST:


Lila J. Koplin, CMC, City Clerk

Account Number	Account Title	2008 Prior year Actual	2009 Prior Year Actual	2010 Current year Projected	2010 Amended Budget	2011 Adopted Budget
HARBOR ENTERPRISE FUND						
Revenue - Operations						
502-300-44010	Wharfage	35,599.21	31,676.39	30,000.00	30,000.00	35,000.00
502-300-44020	Dockage	39,214.18	37,919.13	35,000.00	35,000.00	30,000.00
502-300-44030	Impounds & Fines	.00	339.86	500.00	500.00	500.00
502-300-44040	Dry Land Storage Fees	129,653.84	112,678.16	50,000.00	90,000.00	60,000.00
502-300-44050	Sale Of Labor	1,206.11	816.88	1,000.00	1,000.00	1,000.00
502-300-44060	Permanent Slip Fees	604,581.02	628,663.61	610,000.00	610,000.00	625,000.00
502-300-44070	Monthly Slip Fees	26,262.93	26,158.30	25,000.00	25,000.00	25,000.00
502-300-44080	Daily Slip Fees	41,503.31	46,351.26	45,000.00	45,000.00	55,000.00
502-300-44090	Grid Use Fees	8,902.38	10,296.69	15,000.00	15,000.00	10,000.00
502-300-44100	Seaplane Moorage	.00	404.47	1,000.00	1,000.00	500.00
502-300-44110	Utility Sales	2,563.69	718.80	2,500.00	2,500.00	5,000.00
502-300-44120	Sale of Seivices	3,390.18	5,243.64	4,000.00	4,000.00	4,000.00
502-300-44130	Other Harbor Revenue	7,767.44	24,003.51	5,000.00	5,000.00	8,000.00
502-300-44135	Penalty & Interest - Harbor	2,052.40	3,985.33	3,000.00	3,000.00	4,000.00
502-300-44140	Travel Lift Fees	.00	.00	75,000.00	75,000.00	75,000.00
502-300-44150	Launch Ramp Fees	.00	240.83	2,500.00	2,500.00	3,000.00
Total Revenue - Operations:		902,696.69	931,497.66	904,500.00	944,500.00	941,000.00
Transfers						
502-390-41005	Transfer from General Fund	.00	.00	.00	.00	.00
502-390-41080	Transfer from Permenant Fund	.00	.00	.00	.00	.00
Total Transfers:		.00	.00	.00	.00	.00
Other Revenue						
502-396-40239	Pension State Relief	40,708.00	24,894.60	.00	.00	.00
502-398-40305	PERS NPO Write-Off Revenue	85,689.27	.00	.00	.00	.00
502-398-40325	Investment Earnings	1,265.06	532.98	1,000.00	1,000.00	5,315.00
502-398-42151	Capital Contributions	207,265.00	1,730,446.00	.00	.00	.00
Total Other Revenue:		334,927.33	1,755,873.58	1,000.00	1,000.00	5,315.00
Total Revenue:		1,237,624.02	2,687,371.24	905,500.00	945,500.00	946,315.00
Harbor Operations Expenditures						
502-400-50000	Salaries and Wages	284,982.12	252,716.06	273,321.00	273,321.00	278,949.00
502-400-50010	OT	867.90	570.69	1,000.00	1,000.00	1,000.00
502-400-50020	Temp. Employees	11,184.00	5,928.00	7,680.00	7,680.00	7,680.00
502-400-50100	FICA	13,742.40	20,595.61	21,296.00	21,296.00	22,004.00
502-400-50110	PERS	99,569.52	83,220.14	59,552.00	59,552.00	61,588.00
502-400-50120	Health Ins.	36,620.87	45,156.51	42,401.00	42,401.00	47,982.00
502-400-50130	Compensation Ins.	14,387.04	21,190.76	11,026.00	11,026.00	12,114.00
502-400-50140	ESC	3,053.88	3,120.65	3,629.00	3,629.00	3,629.00
502-400-51000	Administrative Costs Allocated	115,000.00	115,000.08	122,915.00	122,915.00	122,590.00
502-400-51010	Uniforms/Safety Clothing	456.76	587.05	700.00	700.00	700.00
502-400-51020	Operating Supplies	8,712.07	9,026.09	12,000.00	12,000.00	10,000.00
502-400-51030	Custodial Supplies	.00	.00	.00	.00	2,500.00
502-400-52000	Communications	3,875.08	3,874.55	3,500.00	3,500.00	3,500.00
502-400-52010	Water, Sewer & Refuse	125,115.09	100,208.42	125,000.00	125,000.00	100,000.00
502-400-52020	Street Lighting	2,839.17	3,701.73	5,000.00	5,000.00	4,000.00
502-400-52030	Electricity	6,568.40	28,908.52	20,000.00	20,000.00	30,000.00
502-400-52040	Heating Oil	11,666.09	8,057.16	12,000.00	12,000.00	12,000.00

Account Number	Account Title	2008 Prior year Actual	2009 Prior Year Actual	2010 Current year Projected	2010 Amended Budget	2011 Adopted Budget
502-400-52070	Leases/Rentals	300.00	1,014.40	1,500.00	1,500.00	500.00
502-400-52120	Travel - Car Rental	135.96	.00	420.00	420.00	250.00
502-400-52130	Travel - Airfare/Ferry	223.00	424.00	1,000.00	1,000.00	1,000.00
502-400-52140	Travel - Lodging	396.00	525.00	640.00	640.00	540.00
502-400-52150	Travel - Per Diem	200.00	700.00	500.00	500.00	500.00
502-400-52160	Professional Development	229.25	.00	200.00	200.00	150.00
502-400-52170	Dues & Subscriptions	330.00	330.00	350.00	350.00	360.00
502-400-52180	Professional Services	14,234.72	13,559.01	15,000.00	15,000.00	15,000.00
502-400-52185	Bank Fees	954.59	6,613.61	2,000.00	2,000.00	6,000.00
502-400-52190	Attorney Fees	.00	.00	.00	.00	.00
502-400-52270	Legal Printing	200.50	.00	.00	.00	1,000.00
502-400-52290	Bad Debt Expense	.00	.00	.00	.00	.00
502-400-52350	Recruitment and Moving	.00	.00	.00	.00	.00
502-400-54000	Fuel & Lube	10,530.78	8,820.77	13,000.00	13,000.00	13,000.00
502-400-54010	Vehicle Parts & Repairs	3,249.81	882.18	2,000.00	2,000.00	1,500.00
502-400-54020	Repair - Other Equipment	39,075.25	11,708.04	20,000.00	20,000.00	20,000.00
502-400-54030	R & M Buildings	.00	.00	.00	.00	.00
502-400-54050	R & M Travel Lift	.00	792.33	5,000.00	5,000.00	5,000.00
502-400-54080	Boiler Maintenance	.00	.00	.00	.00	.00
502-400-55000	Other Equipment	7,634.11	8,817.74	6,200.00	6,200.00	8,281.00
502-400-55010	Equipment & Furnishings	.00	.00	.00	.00	.00
502-400-55020	Other Improvements	.00	4,725.00	.00	.00	5,000.00
502-400-56000	Insurance	30,790.00	42,398.90	58,000.00	58,000.00	58,000.00
Total Harbor Operations Expenditures:		847,124.36	803,173.00	846,830.00	846,830.00	856,317.00
Debt Service						
502-895-58000	Bond Principal	.00	.00	.00	.00	.00
502-895-58010	Bond Interest	.00	.00	.00	.00	.00
Total Debt Service:		.00	.00	.00	.00	.00
Transfer to Reserve						
502-896-57500	Transfer to Reserve	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00
Total Transfer to Reserve:		60,000.00	60,000.00	60,000.00	60,000.00	60,000.00
Interfund Transfers						
502-901-57402	Transfer to Capital Projects	37,500.00	.00	.00	.00	.00
502-901-57410	Perm Fund Replacement	2,328.00	2,328.00	2,328.00	2,328.00	2,398.00
502-901-57415	Transfer to Water Fund	.00	.00	.00	.00	9,600.00
502-901-57420	Transfer to Perm Fund Trvl Lft	.00	.00	.00	.00	18,000.00
Total Interfund Transfers:		39,828.00	2,328.00	2,328.00	2,328.00	29,998.00
Total Expenditure:		946,952.36	865,501.00	909,158.00	909,158.00	946,315.00
HARBOR ENTERPRISE FUND Revenue Total:		1,237,624.02	2,687,371.24	905,500.00	945,500.00	946,315.00
HARBOR ENTERPRISE FUND Expenditure Total:		946,952.36	865,501.00	909,158.00	909,158.00	946,315.00
Net Total HARBOR ENTERPRISE FUND:		290,671.66	1,821,870.24	3,658.00-	36,342.00	.00