

Submitted by: Chair of the Assembly
At the request of the Mayor
Prepared by: Port of Anchorage
For reading: January 30, 2007

CLERK'S OFFICE

APPROVED

Date: 2-13-07 ANCHORAGE, ALASKA
AR NO. 2007-20

**A RESOLUTION OF THE ANCHORAGE MUNICIPAL ASSEMBLY
APPROPRIATING ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000) TO
THE PORT OF ANCHORAGE 2007 OPERATING FUND (570) AND REVISING
THE 2007 PORT OF ANCHORAGE OPERATING BUDGET.**

WHEREAS, the Port of Anchorage is hosting the 97th AAPA Annual Convention in 2008 and proposes to contract with a professional events planner; and,

WHEREAS, the Port of Anchorage is required to host a "promotional" reception in Norfolk, Virginia at the 2007 AAPA Annual Convention; and,

WHEREAS, the Port of Anchorage fund balance is adequate to justify the appropriation without negatively affecting Port of Anchorage financial planning; now therefore,

THE ANCHORAGE ASSEMBLY HEREBY RESOLVES:

Section 1. The sum of One Hundred Fifty Thousand dollars (\$150,000) is hereby appropriated to the Port of Anchorage Operating Fund (570).

Section 2. The approved 2007 Port of Anchorage Operating Budget is hereby revised as follows:

<u>Budget Fund</u>	<u>Utility</u>	<u>2007 Approved Budget</u>	<u>2007 Operating Budget Revised</u>
570	Port of Anchorage	10,820,910	\$10,970,910

Section 3. This resolution shall be effective immediately upon passage.

PASSED AND APPROVED by the Anchorage Assembly this 13th day of February, 2007.

Don Sullivan
Chair

ATTEST:

Bridget S. Givens
Municipal Clerk

Utility Appropriation:
Port of Anchorage \$150,000 Operating

MUNICIPALITY OF ANCHORAGE

ASSEMBLY MEMORANDUM

No. AM 75-2007

7

Meeting Date: January 30, 2007

1 **From:** MAYOR

2
3 **Subject:** A RESOLUTION OF THE ANCHORAGE MUNICIPAL ASSEMBLY
4 APPROPRIATING ONE HUNDRED FIFTY THOUSAND DOLLARS
5 (\$150,000) TO THE PORT OF ANCHORAGE 2007 OPERATING FUND
6 (570) AND REVISING THE 2007 PORT OF ANCHORAGE OPERATING
7 BUDGET.
8

9 The Port of Anchorage anticipates 2007 operating expenditures in excess of the Port Operating
10 budget reflected in the 2007 Approved Utility Operating Budgets (AO 2006-133 approved 10-31-
11 06). Increased anticipated 2007 Port operating expenditures are the result of the following:
12

13 American Association of Port Authorities 2008 Convention

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15 In 2008, the Port of Anchorage will be hosting the 97th American Association of Port Authorities
16 Annual Convention from September 21 through September 27, 2008. As host, the Port is
17 responsible for the general management and overall financial support for the convention,
18 planning and organizing the convention's food and beverage, social and entertainment activities,
19 all registration procedures, and local transportation requirements, as well as audio visual support
20 and security.
21

22 To assist the Port's convention team in producing a successful convention, the Port will enlist the
23 aid of the Anchorage Convention and Visitors Bureau (ACVB). To compliment the ACVB, the
24 Port proposes to enter into a two-year contract with a professional events planner who, subject to
25 the review and approval of the Port, will plan and organize the integral parts of the convention.
26 The events planner will bring experience and expertise to the convention team to ensure all facets
27 and details of hosting a convention are executed professionally. The contract is expected to
28 begin in January of 2007 and terminate with the completion of the convention, September 2008.
29 The competitively solicited contract will increase the 2007 Operating Budget by \$15,000. The
30 remaining \$28,058 will be submitted in the 2008 budget.
31

32 Additionally, the Port is required to host a "promotional" reception at the 2007 AAPA
33 Convention in Norfolk, Virginia. With the assistance of the Events Planner, and in concert with
34 the ACVB, proposals from several venues in Norfolk will be solicited to host the dinner
35 reception with Alaskan entertainment. The estimated amount to host the "promotional"
36 reception is \$135,000.
37

1 It should be noted the Port's 2008 Operating Budget will include estimated expenses for the
2 AAPA 2008 Annual Convention and the 2008 portion of the Event Planner contract. These
3 expenses however, will be offset by registration fees and other convention-related revenues, such
4 as those realized from advertising sales in official programs, as well as contributions and
5 sponsorships from local and national interests.
6

7 **THE ADMINISTRATION RECOMMENDS APPROVAL OF A RESOLUTION**
8 **APPROPRIATING ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000) TO**
9 **THE PORT OF ANCHORAGE 2007 OPERATING FUND (570) AND REVISING THE**
10 **2007 PORT OF ANCHORAGE OPERATING BUDGET.**
11

12 Fund Certification: Jeffrey E. Sinz, Chief Financial Officer
13 570-8970-0740 BP2007 \$150,000 Operating Funds
14

15 Recommended by: William J. Sheffield, Port Director
16 Concur: Mary Jane Michael, Executive Director
17 Economic & Community Development
18 Concur: Denis C. LeBlanc, Municipal Manager
19 Respectfully submitted: Mark Begich, Mayor
20

Content Information**Content ID :** 004734**Type:** AR_FundsApprop - Funds Approp Resolution**Title:** Event Planner**Author:** bickforddj**Initiating Dept:** Port**Description:** Event Planner and Norfolk Reception**Keywords:** Event Planner**Date Prepared:** 1/17/07 4:29 PM**Director Name:** William J. Sheffield**Assembly Meeting Date**
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CLEAN'S OFFICE**Workflow History**

Workflow Name	Action Date	Action	User	Security Group	Content ID
FundsAppropWorkflow	1/17/07 4:32 PM	Checkin	bickforddj	Public	004734
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