
MEMORANDUM

To: Mayor Westover and Members of the Assembly
Jim Dinley, Municipal Administrator

Through: Michael Harmon, P.E., Public Works Director *mh*
Stephen L. Weatherman, P.E. Municipal Engineer

From: Lance E. Henrie, P.E., Senior Engineer *LEH*

cc: Dave Wolff, Finance Director
Stan Eliason, Harbormaster

Date: April 6, 2011

Subject: Cruise Ship Security Booths – Project Budget

Background:

The Department of Homeland Security requires ID checking of cruise ship passengers prior to boarding the lightering vessels. At this time the security personal must stand outside in the weather at the top of the ramp to perform this duty. In order to provide a cover from inclement weather the Harbor Department desires to have two security booths constructed. One booth is to be installed at the Crescent Harbor Lightering Dock and one booth at the O'Connell Bridge Lightering Dock.

Analysis:

We are requesting approval for this project prior to the FY 2012 cycle in order to have the security booths in place prior to the peak cruise ship season.

The booths will be constructed with the capability to be moved to storage between cruise ship seasons. Each booth will be provided with electrical connections to provide power for interior lighting and electrical outlets. Ancillary costs associated with the work include electrical tie in at each booth location, CBS Project Management, Public Works Maintenance staff time and permitting fees.

Fiscal Note:

The project budget is \$23,500.00. There are sufficient funds within the Marine Passenger Fee Fund for this project.

Recommendation:

Approve the transfer of \$23,500 from the Marine Passenger Fee Fund to the Harbor Fund for the Cruise Ship Security Booth Project.