

Memorandum of Agreement

A Memorandum of Agreement between the City and Borough of Juneau (CBJ) and the A.J. Juneau Dock, LLC (AJ Dock). CBJ is providing AJ Dock with Marine Passenger Fee to provide support services, training, and the purchase of materials and goods; funding not to exceed \$203,500.

SCOPE OF SERVICES

- **Restroom Cleaning and Maintenance:** funding for restroom cleaning and maintenance supplies for cruise ship passenger public restrooms located at the AJ Dock. **\$20,000**
- **Port Security and Short-Range Rescue Boat:** The Department of Homeland Security awarded the AJ Dock with a port security and short range response boat that conducts port security patrols, at-sea deliveries to cruise ships in port (some items cannot go across the docks for security reasons), is designed to accommodate medi-vacs, spill response, salvage operations, and on-scene support for emergency or law enforcement issues when ships are at anchor or at sea. This request is solely to cover the manning, maintenance, and operational expenses related to this vessel. **\$19,600**
- **Port Security Training:** funding for port security related expenses including but not limited to; equipment, supplies, safety exercises and training. **\$36,000**
- **Covered Walkway Side Panels:** This project would provide side panels for the newly constructed covered walkway leading to the atrium. It would also complete the AJ Dock access ramp walkway project, a project first funded by MPF funds in FY12, by purchasing and installing side panels on the access ramp. **\$120,000**
- **Bear-Proof Garbage Dumpster and Two Bear Proof Trash Cans:** One-time purchase of a bear proof garbage dumpster and two bear proof trash cans. Costs to include purchase, shipping and installation. **\$7,900**

Grantor/Grantee Communications and Contacts

The following addresses will be used for all written communications.

City and Borough of Juneau
Bob Bartholomew, Finance Director
155 South Seward Street
Juneau AK 99801
Contact: Bob Bartholomew, 586-0300

AJ Dock, LLC
Drew Green, Port Manager
1330 Eastaugh Way, #4
Juneau AK 99801
Contact: Drew Green, 586-1282

Grant Award Funding

CBJ will distribute grant funds to AJ Dock as reimbursements. The funding request specified an estimated budget for each project. CBJ will track the reimbursement request by project. AJ Dock will have the flexibility to move funding between projects but cannot exceed \$203,500 for FY15 (July 1, 2014-June 30, 2015).

For AJ Dock to obtain reimbursements CBJ will require the submission of project cost reports and draw requests. CBJ may also request copies of documents for compliance verification. The information AJ Dock submits for each grant draw should include the following:

- Project description (Example: Restrooms)
- Date of the expense (must be between July 1, 2014 and June 30, 2015)
- Description of the expense
- How the expense was paid (check, credit card, etc.)
- If personnel, the hours being compensated
- Amount of the expense (note: if staffing, employer fringe costs may be included)
- Total amount of reimbursement requested
- Statement on the status of the project
- Name and phone number of a contact person, and
- A statement and signature indicating that the draw information being submitted is accurate to the best of their knowledge

CBJ will consider administrative cost allocations with prior approval. If AJ Dock intend on charging administrative costs (overhead), CBJ will need to review and approve the allocation methodology separately from AJ Dock claimed expenses.

Drawdown requests should be sent to:

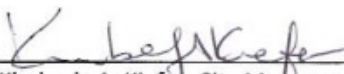
City and Borough of Juneau
Attn: Jean Hodges, Controller
155 S. Seward Street
Juneau, Alaska 99801



Drew Green, Port Manager
AJ Juneau Dock LLC

6/23/2014

Date



Kimberly A. Kiefer, City Manager
City and Borough of Juneau

June 24, 2014

Date