

August 13, 2012

Cruise Line Agency
Attn: Drew Green
1330 Eastaugh Way #4
Juneau, AK 99802

Subject: City & Borough of Juneau Grants to South Franklin Dock

Mr. Green:

On June 4, 2012, the City and Borough of Juneau's Assembly approved the City's operating budget for FY13 (July 1, 2012 through June 30, 2013). Appropriated in the budget was \$316,800 in marine passenger fee funding for six (6) AJ Dock projects (grants). The following projects were funded –

Restroom Cleaning and Maintenance – \$20,000 for cleaning and maintenance supplies for AJ Dock's cruise ship passenger public restrooms.

Juneau Port Security and Short-Range Response Boat – \$19,600 to cover the manning, maintenance and operational expenses for AJ Dock's port security and short range response boat. The response boat will be used to conduct port security patrols, at sea deliveries, and is designed to accommodate medevac, spill response, salvage, emergency and law enforcement support.

Port Security Guard, Security Training and Exercises – \$44,000 in funding for a number of port security related expenses and projects. The training and exercise funding will benefit all regulated Juneau cruise ship passenger facilities, The AJ dock has been host to two large maritime security exercises. The AJ dock and other local facilities participate in annual security training.

Security Improvements – \$28,000 in funding to complete a security guard building and enhance the dock entrance with better security signage and more secure (higher) gate entrance similar to the CBJ dock enclosures. This will complete a project that was funded last year with matching federal Port Security Grant Program funds. The building will be in place for the 2012 cruise ship season but funding was not sufficient for the entire project due to foundation requirements, the need for additional electrical transformer, and fence replacement/repairs.

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Dock Entrance Atrium – \$170,200 in funding for the design and partial construction of a permanent covered area for cruise ship passengers, providing a focal gateway to the facility where passengers and workers would be sheltered from inclement weather. The covered area would have a historical mining theme and an outdoor warming fireplace and provide a specific location to meet traveling companions or groups as well as receive local and tour information. The concept is to create an aesthetic park-type atmosphere outside the restricted dock area for interpretive and historical information with features that complement the AJ/Juneau mining heritage and Juneau's natural beauty. This area will remain open for community use year-round.

Tour and Information Kiosk – \$35,000 in funding for the purchase and installation of a second kiosk. The initial planning, design, and purchase of one kiosk was funded last year. This will be the second and final phase to complete this project.

The Assembly approved these grant funds as specific individual projects for expenditures incurred between July 1, 2012 and June 30, 2013. As such, we will be looking at each project as an individual grant. We will try to be flexible with the reporting detail we require. At this point, I am moving forward with the assumption that the grant funds will be distributed to you as reimbursements.

To obtain project reimbursements we will require the submission of project cost reports and draw requests. We may also request copies of documents for compliance verification. The information you submit for each grant draw should include the following -

- Project description (Example: Restrooms)
- Date of the expense,
- 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, you may include employer fringe costs),
- 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 your knowledge.

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

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Drawdown requests should be sent to:

City and Borough of Juneau
Attn: Bob Bartholomew
155 S. Seward Street
Juneau, Alaska 99801

Please let me know if you have questions or want to discuss having us advance a portion of these funds.

Sincerely,

Bob Bartholomew

Cc: Jodi Anderson

Jodi Anderson
Survey Point Holdings
PO Box 7975
Ketchikan, AK 99901