

July 8, 2013

Mr. Drew Green
Cruise Line Agency
1330 Eastaugh Way #4
Juneau, AK 99801

Subject: City & Borough of Juneau FY14 Grants to the AJ Dock

Mr. Green:

On June 3, 2013 the City and Borough Assembly approved the City's operating budget for FY14 (July 1, 2013 through June 30, 2014). Included in the City's budget was **\$293,600** in marine passenger fee funding for six (6) AJ Dock projects (grants). The following projects were funded:

- **Restroom Cleaning and Maintenance:** funding for restroom cleaning and maintenance supplies for cruise ship passenger public restrooms located at the AJ Dock.
- **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 medevacs, 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.
- **Port Security Training:** 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. The annual request is usually \$44,000, however this year it has been reduced due to revisions in the annual requirements, thus reducing costs.
- **Dock Entrance Atrium:** 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. Currently, this area is covered by an inadequate canvas tent that is due for replacement this year. This area will remain open for community use year-round.
- **Security Camera Expansion:** funding to purchase additional cameras to cover the entire dock.
- **Electrical winches:** funding to purchase and install three electrical winches on mooring bollards which currently do have a mechanical means of lifting ship mooring lines out of the water. The mooring lines are becoming increasingly larger and more difficult to

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manage by traditional manual means. This project would enhance ship and local labor safety.

The grant funds will be distributed to you as reimbursements. Your funding request specified an estimated budget for each project. We will track the reimbursement request by project. You do have flexibility to move funding between projects but cannot exceed the total funding provided for FY14.

To obtain 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.

Drawdown requests should be sent to:

City and Borough of Juneau
Attn: Patricia White
155 S. Seward Street
Juneau, Alaska 99801

Please let me know if you have questions.

Sincerely,

Robert N. Bartholomew
Finance Director
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