



# Memorandum of Agreement

This is a Memorandum of Agreement between the City and Borough of Juneau (CBJ) and the Juneau Convention and Visitors Bureau (JCVB). The CBJ will provide JCVB with \$280,000 in grant funding to support two (2) programs; \$140,000 for Visitor Information Services and \$140,000 for Crossing Guards. The grant award covers the period July 1, 2014 through June 30, 2015.

## **Scope of the Programs**

### **Visitor Information Services Program**

The JCVB will use the funds to provide summer visitors with information, directions and assistance. The program includes training and supervision of volunteers, managing the cruise ship terminal kiosk and Centennial Hall information centers, a paid seasonal visitor information position and printed materials.

### **Crossing Guards Program**

The JCVB will use the funds to provide a Crossing Guard Program through Goldbelt Security Services. The program will provide up to 5 crossing guards to assist visitors and residents at designated cross walks during the tourism season in the downtown area from July through September 2014 and May and June 2015. The services provided under this agreement do not include any law enforcement functions and the individuals performing the services will not carry firearms.

## **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, Alaska 99801  
Bob\_Bartholomew@ci.juneau.ak.us  
907-586-5215

Juneau Convention and Visitors Bureau  
Nancy Woizeschke, President and CEO  
800 Glacier Ave, Suite 201  
Juneau, Alaska 99801  
nancy.woizeschke@traveljuneau.cm  
907- 523-3730

### **Grant Award Fund Distribution**

The CBJ will provide the grant funds for the costs incurred in providing the Visitor Information Services and Crossing Guard Programs during the period of July 1, 2014 through June 30, 2015. Upon signing of this Agreement, CBJ will advance to the JCVB grant funds as stipulated below:

	<b>Amount</b>	<b>When</b>
<b>Visitor Services Program</b> <b>Total award = \$140,000</b>	No more than 60% of the total award. Remainder not previously awarded.	Upon written request but no sooner than July 1, 2014 Upon written request but no sooner than May 1, 2015
<b>Crossing Guard Program</b> <b>Total award = \$140,000</b>	No more than 60% of the total award. Remainder not previously awarded. The JCVB may include in the payment request a 3% administrative fee. The fee would be based on direct program costs of the Crossing Guard Program.	Upon written request but no sooner than July 1, 2014 Upon written request but no sooner than May 1, 2015

The JCVB agrees to refund all CBJ advanced grant funds not utilized for the program costs, as identified in the scope section of this Agreement, within 90 days after the end of the grant period, June 30, 2015.

### **Additional Crossing Guard Program Requirements**

#### **Uniforms**

The Crossing Guard Program staff will wear uniforms that clearly identify these individuals as available to assist the public. No reference to the CBJ will be displayed on the uniforms.

#### **Insurance**

The CBJ requires the following insurance coverage because the Crossing Guard Program is provided on public property.

- \$1 million each for Professional, General Liability and Auto; and
- Worker's Compensation maintained at the statutory limit or higher; and
- Employer's Liability maintained at \$100/\$500 thousand or higher.

In addition, the CBJ requires that the Crossing Guard Program service provider (grantee or contractor) name the CBJ as additional insured on their Comprehensive General and Business Automobile Insurance and provide proof of Professional, Worker's Compensation, and Employer's Liability Insurance in the amounts listed above and to provide to the CBJ that such insurance requirements are in place before any monies are advanced to the grantee.


**Grant Fund Management and Controls**

CBJ is contributing these funds for community purpose projects. It is important to CBJ that adequate controls exist to safeguard these community purpose funds. In providing this control, JCVB agrees to maintain accounting and management systems that provide reasonable safeguards and reporting reliability.

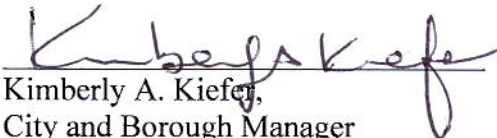
**Activity Reports**

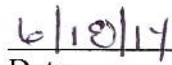
Within 90 days after the end of the grant year, June 30, 2015, the JEDC will provide the CBJ with the following reports:

- An accounting of the disbursement or obligation funded with the CBJ grant and;
- A report on the programs funded and the targeted community benefit.

  
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Nancy Woizeschke, President and CEO  
Juneau Convention and Visitors Bureau

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Kimberly A. Kiefer,  
City and Borough Manager  
City and Borough of Juneau, Alaska

  
\_\_\_\_\_  
Date

