

## 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 \$439,400.

### 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. **\$26,000**
- **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). It 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. **\$19,600**
- **Port Security Training, Security Training and Exercises:** This request will fund annual security cost requirements and enhancements to achieve compliance with the US Coast Guard required/approved facility security plan as well as facility safety, spill response, incident management, drills and exercises. **\$93,800**
- **Dock Barge Maintenance:** This project funds the completion of AJ dock floating barge maintenance for one of two barges at the facility. This project encompasses standard under-hull work, zinc replacements, blasting and painting, towing, remove/replace piling collars, disconnecting/connecting electrical and plumbing and installation of temporary navigational beacons (required by US Coast Guard). **\$300,000**

### Grantor/Grantee Communications and Contacts

The following addresses will be used for all written communications.

City and Borough of Juneau  
Kimberly A. Kiefer, City Manager  
155 South Seward Street  
Juneau AK 99801  
Contact: Kimberly A. Kiefer, 586-5240

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 \$439,400 for FY16 (July 1, 2015-June 30, 2016).

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, 2015 and June 30, 2016)
- 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

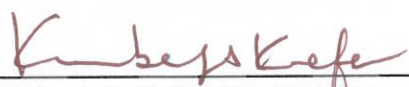
CBJ will consider administrative cost allocations with prior approval. If AJ Dock intend on charging administrative costs (overhead), CBJ will need to review and approve the allocation methodology separately from AJ Dock claimed expenses.

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

6/22/15  
\_\_\_\_\_  
Date

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

June 29, 2015  
\_\_\_\_\_  
Date