

Memorandum of Agreement

A Memorandum of Agreement between the City and Borough of Juneau (CBJ) and the Franklin Dock Enterprises (Franklin Dock). CBJ is providing Franklin Dock with Marine Passenger Fee funds for support services, training, and the purchase of materials and goods; funding not to exceed \$143,500.

SCOPE OF SERVICES

- **Restroom Cleaning and Maintenance:** funding for restroom cleaning and maintenance supplies for cruise ship passenger public restrooms located at the Franklin Dock. **\$25,000**
- **Security Training:** This will provide training for security personnel to ensure compliance with the required Coast Guard security plan and for security costs during the season, and build security personnel enclosures to achieve compliance with U.S. Coast Guard required/approved security plans. **\$85,000**
- **Protective Winch Covers:** This provides funding for canvas covers for the line handling, electric winches funded with MPF in 2013-14. The covers will prolong the life of these mechanical devices by protecting from wear and rust caused by salt spray and damp climate conditions. **\$3,500**
- **Dock Maintenance and Refurbishment:** This provides funding for new brackets and cables to reattach the Yokohama fenders along the dock in order to provide adequate and safe docking buffers along the wooden breasting dolphins. Replacement of 12' x 12' wooden bull rails along dock where they have been damaged. **\$30,000**

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

Reed Stoops
Franklin Dock Enterprises
240 Main Street Court, Suite 600
Juneau, AK 99801
Contact: Reed Stoops, 463-3223

Grant Award Funding

CBJ will distribute grant funds to Franklin Dock as reimbursements. The funding request specified an estimated budget for each project. CBJ will track the reimbursement request by project. Franklin Dock will have the flexibility to move funding between projects but cannot exceed \$143,500 for FY16 (July 1, 2015-June 30, 2016).

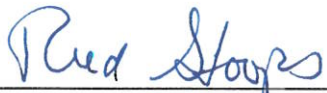
For Franklin Dock to obtain reimbursements CBJ will require the submission of project cost reports, draw requests, and CBJ may also request copies of documents for compliance verification, depending on the project. The information submitted for each grant draw should include the following:

- 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, 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
- 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 Franklin Dock intends on charging administrative costs (overhead), CBJ will need to review and approve the allocation methodology separately from claimed expenses.

Drawdown requests should be sent to:


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



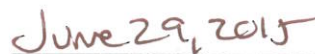
Reed Stoops, Managing Partner
Franklin Dock Enterprises



Date



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



Date