CITY OF UNALASKA
UNALASKA, ALASKA
RESOLUTION 2017-49

A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING THE REQUESTED REALLOCATION OF UNEXPENDED FUNDS RECEIVED FROM THE CITY OF UNALAKSA THROUGH THE COMMUNITY SUPPORT GRANT PROGRAM FOR FISCAL YEAR 2017 BY THE MUSEUM OF THE ALEUTIANS, AKA MOTA, IN ACCORDANCE WITH ITS FY17 GRANT IN AID AGREEMENT

WHEREAS, the City of Unalaska acknowledges, appreciates and supports the services provided to the community by non-profit agencies; and

WHEREAS, the City of Unalaska wishes to provide financial aid to the qualifying non-profit organizations listed through its annual Community Support Program; and

WHEREAS, the City of Unalaska granted a Community Support Grant to several non-profit agencies, including MOTA in FY17; and

WHEREAS, the FY17 Grant-in-Aid Agreement between City of Unalaska and non-profit agencies outline the grant funding budget and that all unexpended funds shall be returned to the City of Unalaska; and

WHEREAS, a request has been received by MOTA to reallocate unexpended funds for a purpose other than those identified in their FY17 Grant-in-Aid Agreement and Grant Application.

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council authorizes the following:
- MOTA to retain and reallocate $15,095.62 in unexpended FY17 funds to support the purchase and servicing of equipment needed to fulfill the organization's mission.

BE IT FURTHER RESOLVED that Unalaska City Council understands that:
- The purchases and activities outlined in the requests from MOTA will not be completed within FY17, and will take place in FY18; and
- MOTA will return the excess funds to the City of Unalaska in keeping with the original FY17 Grant-in-Aid Agreement after the completing of these outlined purchases and activities.

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE UNALASKA CITY COUNCIL THIS 27th DAY OF June 2017.

_____
MAYOR

ATTEST:

_____
CITY CLERK

TO: MAYOR AND CITY COUNCIL MEMBERS

THROUGH: DAVID MARTINSON, CITY MANAGER

FROM: DEBRA HANSON ZUEGER, RISK MANAGER

DATE: JUNE 27, 2017

RE: **RESOLUTION 2017-49:** A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING THE REQUESTED REALLOCATION OF UNEXPENDED FUNDS RECEIVED FROM THE CITY OF UNALASKA THROUGH THE COMMUNITY SUPPORT GRANT PROGRAM FOR FISCAL YEAR 2017 BY THE MUSEUM OF THE ALEUTIANS, AKA MOTA, IN ACCORDANCE WITH ITS FY17 GRANT IN AID

SUMMARY: The City of Unalaska has received a request from MOTA to reallocate unexpended funds received through the Community Support Program. Staff does not provide recommendations regarding the Community Support Program; however, staff does provide copies of the written request and a resolution to document Council's decision.

PREVIOUS COUNCIL ACTION: The grant being discussed tonight was approved as part of the FY2017 budget process. In FY12, City Council allowed USAFV to use unexpended funds for its shelter expansion project. In FY16 Council allowed USAFV to use unexpended FY16 funds to pay part of the cost of a new roof and allowed APIA to use FY16 unexpended funds to help renovate their Unalaska clinic building. In FY16 MOTA had $65,324 in unexpended City grant funds. Council allowed MOTA to keep and use $21,955 to cover deficits in the general and gaming funds so that the new director could start FY17 with a positive cash flow. MOTA returned $43,269.

BACKGROUND: In FY17 the City of Unalaska granted a Community Support Grant to several non-profit agencies, including MOTA. The FY17 Grant-in-Aid Agreement between the City of Unalaska and non-profit agencies outlined the grant funding budget and stated that all unexpended funds shall be returned to the City of Unalaska. In June 2017 the City received a request from MOTA to reallocate unexpended funds.

DISCUSSION: A request has been received from MOTA to reallocate unexpended funds for a purpose other than those identified in its FY17 Grant-in-Aid Agreement and Grant Application. Due to staffing shortages, MOTA representatives have explained that they did not pay as much as anticipated in salaries, leaving approximately $50,000 in unexpended funds. They now request permission to reallocate and retain $15,095.62 originally allocated to salaries to support the purchases and servicing of equipment such as scanners, computers, and software necessary to fulfill the mission of the organization. MOTA brought in less income from Gaming than anticipated in FY17 which would have typically covered such expenses. It is understood that MOTA will return an anticipated $35,000 in remaining FY17 funds after these purchases and activates. The resolution includes these points. Representatives from MOTA may be present this evening to speak.

ALTERNATIVES: Council may choose to fully fund the request as submitted, make reductions deemed necessary, or, require that unexpended funds from FY17 be returned to the City per the FY17 Grant-in-Aid Agreement.

FINANCIAL IMPLICATIONS: No additional funding is being requested.

STAFF RECOMMENDATION: Staff is providing the attached documents for informational purposes.

PROPOSED MOTION: None required.

CITY MANAGER'S COMMENTS: The goal is for the information included here to assist City Council in making their granting decisions.

Attachments:

- ❑ Request from MOTA

Museum of the Aleutians
PO Box 648 ● 314 Salmon Way ● Unalaska, AK 99685
(907) 581-5150 ● www.aleutians.org ● museum@aleutians.org

June 20, 2017

Unalaska City Council
City of Unalaska
P.O. Box 610
Unalaska, Alaska 99685

Dear Council Members and Mayor Kelty,

The Museum of the Aleutians is requesting to retain a small amount of the FY17 Community Grant funding to update equipment and supplies needed to fulfill our mission. This includes the following:

- A graphic arts scanner. The Epson 12000XL, priced at $2859.00, is the model recommended to us by the Anchorage Museum staff. This scanner will be used to digitize our entire photographic collections, which can then be hosted online and made available to researchers.

We would also like to replace the staff computers. We have five computers that are 8 to 10 years old or older. We would like to update these with devices specific to the different workstations and needs. We are requesting:

- Two HPZ2 Workstations for $694 each = $1388. One would be for the collections computer and would allow high end photographic software to aid in the digitization and modification of photographs as part of our goal to digitize the photographic collections. The other HPZ2 workstation would be for the Education Coordinator's desk and would allow high end graphic design for exhibitions and data management for collections and for archaeological research.
- One HP 23.8'All-In-One 20 C210 = $629.99. This computer would be for the front desk computer. This would be a more compact design and look sharp for the front desk area while allowing the visitor services representative/store manager to perform necessary tasks.
- Two Microsoft – Surface computers for $999.99 each = $1999.98. These will be used as the main computers for the Financial Manager and the Executive Director. These portable devices could be taken to meetings and increase efficiency.
- Four 27 inch monitors for the computers at the Collections Manager, Education Coordinator, Financial Manager, and Executive Director. These are $139.99 each = $559.96 total. This will aid the ergonomics situation for staff, as well as being helpful for managing collections, processing photos, creating posters and other graphic design work.

We would also like to update the Microsoft office and Adobe products on these computers. Microsoft Office 2016 for five computers, purchased through Genesis Technologies (a company

Museum of the Aleutians
PO Box 648 • 314 Salmon Way • Unalaska, AK 99685
(907) 581-5150 • www.aleutians.org • museum@aleutians.org

that offers discounts for non-profits) would cost $99.99 per computer = $499.75. Adobe Creative Suite for the Education Director, Collections Manger, and the Executive Director is also needed. This software is used for many tasks including photographic image processing and graphic design which is involved in digitization of photos, preparing exhibits, and producing reports. It is $438 per computer = $1314.00 through Genesis Technologies.

We are asking for IT support, estimated at $2000. We will need assistance with setting up our new computers and linking them to the new server system installed in March. All computers will be networked with each other, the printers, and to the QNAP server that provides a mirrored backup of all of our files.

We are also looking for assistance to update our conservation materials and supplies. Much of the material currently being used for object care is in low supply or not fit for its purpose. We go through a lot of material in the normal operation of collection care. We are also processing many recent donations which require conservation materials. Some of the material is inappropriate for object care. Attached on a separate sheet is a list of the items specifically for conservation with a category description of their use. These include some basic items, such as nitrile gloves, used every day in the museum and which cannot be re-used since that would introduce contaminants into the collections. We also need materials to package and store the collections. Some of the items already stored are packaged with materials that could harm the objects—i.e. foam that has been used by previous collections personnel has been demonstrated to have a negative impact on certain items. For these supplies, we are requesting $3,844.94.

The total amount we would are requesting to keep from the City Grant funding is **$15,095.62.**

The Museum of the Aleutians is rebounding after a long period of inactivity and subsequent staffing shortages. We will be returning a significant amount of the City Grant funding since we did not pay as much as anticipated in salaries. However, since 2015, MOTA has experienced a dramatic decrease in income from Gaming, an important income stream for MOTA that normally provides funds to upgrade equipment and renew supplies. We are working to rebuild our Gaming income, but it is a long slow process. We greatly appreciate any help you can provide as we seek to attain the highest standards of best practices for this wonderful museum.

Thank you,

Virginia Hatfield
Executive Director
Museum of the Aleutians
Unalaska, AK 99685

Attachments: 7 pages

Equipment and Services Request   14-Jun-17

Product/Service	Cost		From	To be Purchased
Graphic Arts Scanner, Epson 12000XL	$	2,859.00	B&H	September, 2017
Collections: HP Z2 Mini	$	694.00	HP.com	September, 2017
Education workstation: HP Z2 Mini	$	694.00	HP.com	September, 2017
Front Desk/Store: All in one HP C210	$	629.99	Best Buy	September, 2017
Financial Managers computer, MS surface Pro	$	999.99	Best Buy	September, 2017
Directors computer, MS surface Pro	$	999.99	Best Buy	September, 2017
4 monitors, HP 27 inch IPS LED	$	559.96	Best Buy	September, 2017
MS Office for 5 users @ $99/user	$	499.75	Gensis technologies	September, 2017
Adobe Creative Suite for 2 users for non-profits	$	1,314.00	Gensis technologies	September, 2017
IT support for installation of computers and software and integration with QNAP server	$	2,000.00	To Be Determined	October, 2017
Conservation materials, supplies, and equipment	$	3,844.94	*See 2nd page of attachment*	September - October, 2017
TOTAL	$	15,095.62		

Conservation Supplies and Materials - Order Request   14-Jun-17

Product	Size/Color	Product code	Notes/Description	Category	QTY	Cost	Unit	Total
Nitrile gloves	Purple - small		Powder-free exam gloves for safely handling museum objects or working in cold, adverse weather as underlayer under normal gloves.	Health-Safety/ Conservation	3	11.00	100/pack	$33.00
Nitrile gloves	Purple - Medium				10	11.00	100/pack	$110.00
Nitrile gloves	Purple - Large				3	11.00	100/pack	$33.00
Nitrile gloves	Purple - extra large				2	11.00	100/pack	$22.00
Nitrile gloves	blue - medium	592-101M			5	14.00	100/pack	$70.00
Nitrile gloves	blue - large	592-101L			1	14.00	100/pack	$14.00
Humidity indicator cards	NA	62031	cards to monitor humidity levels. Needed for metal objects		2	19.99	5/pack	$39.98
acid free tissue	24"x36" - sheets	UT2436	Unbuffered. For packing and securing museum objects for storage and transport.	Conservation/ packing/ storage	4	76.05	100/Pack	$304.20
Tyvek	60" x 50 yards - roll	TR6050	For packing and storing objects. Moisture resistant, breathable, inert. Dustcover. Good for making clothing covers.		2	248.95	50yd/roll	$497.90
Correx	24" x 48" x 4mm thick - white		sheets of corrugated plastic for making custom boxes for museum objects.		10	20.00	ea	$200.00
Tyvek labels	1.5" x 3" - white	58094	tags for object labeling	Conservation/ documentation	2	6.95	100/pack	$13.90
Tyvek labels	3"x5" - white	58095	tags for object labelling		2	15.30	100/pack	$30.60
Cotton tape	5/8" - unbleached	CT3100	for securing loose bundles, papers, books, boards, labels		1	60.65	1000 yd	$60.65
Cotton twine	NA - unbleached	59018	for securing objects, tags		1	22.95	4000 yd	$22.95
Linen hinging tape	50 yards - white	57018	roll	Conservation/storage	2	63.55	ea	$127.10
Garment covers	medium 25"x45"	FCJDC	sewn cover for jackets		5	40.49	ea	$202.45
melinex	40'x50' roll - 3 mm	40503	roll - for making custom covers for documents, book covers, etc	Conservation/ storage/ documentation	1	140.89	ea	$140.89
melinex	12x14" sheets - 3mm	412143	pre-cut sheets for document envelopes, folders, book covers, etc	Conservation/ storage/ documentation/ exhibition	2	29.69	25/pack	$59.38
melinex	18x26" sheets - 3mm	418263	pre-cut sheets for document envelopes, folders, book covers, labels	Conservation/ monitoring	1	59.15	25/pack	$59.15
Insect monitoring traps		52091	for monitioring museum insect pest species in all areas of the museum		5	13.49	10/pack	$67.45
Boxes	5" W x15 1/4" L x 12 1/4" H	C15125A	Document cases, corrugated		50	8.10	ea	$405.00

Conservation Supplies and Materials - Order Request   14-Jun-17

Product	Size/Color	Product code	Notes/Description	Category	QTY	Cost	Unit	Total
Boxes	40"x60" sheets	CB4040C	Corrugated board for making storage boxes	Conservation/ storage	1	313.25	25/pack	$313.25
Scoring wheel		091050R	For making boxes		1	3.35	ea	$3.35
Steel rule set		G085001	For making boxes		1	28.10	ea	$28.10
Scapel handle		30975	general use, making precision cuts		1	32.95	ea	$32.95
Scapel blades		34529	general use, making precision cuts	Conservation/ storage/ tools	1	53.30	100/pack	$53.30
cutting mat	18"x24"	52058	for cutting, to protect surfaces		1	52.25	ea	$52.25
Utility knife/blades					1	11.50	ea	$11.50
cleaning cloths		88-MCC	micro fiber cleaning cloth		5	5.95	ea	$29.75
antistatic cleaning	4 oz bottle	P2002	for plexiglass display cases		1	6.89	ea	$6.89
	1.5m x 1.0m - various thickness (3, 5, 8 mm) and colours (dark grey, light		sheets of inert, extruded foam. Used for packing crates in shipping, making mounts for exhibitions, and providing safe and secure support for objects in storage. Need various thickness and	Conservation/ packing/storage/ exhibitions -(price is estimate)				
plastazote	grey, and white	LD45, LD33	colour for different purposes		40	20.00	ea	$800.00

Cost does not include shipping costs unless otherwise noted

Total   **$3,844.94**

Print File 35mm Archival Storage

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Epson 12000XL-GA overview

*Scan everything large and small with the **Expression 12000XL Graphic Arts Scanner** from **Epson**. Equipped with a large 12.2 x 17.2" scanning area, this unit will accept a wide range of document types. The scanner itself features numerous Epson technologies, such as the ColorTrue II imaging system and Easy Photo Fix, each of which helps to create sharp, vivid, and clean files. Also, the 12000XL boasts an optical resolution of 2400 dpi and a hardware resolution of 2400 x 4800 dpi along with an optical density of 3.8 Dmax and a color depth of 48-bit. Additionally, the USB-connected scanner comes with advanced SilverFast AI software from LaserSoft Imaging and two IT8 targets for calibration. An optional transparency unit is available to add numerous film scanning capabilities to the unit.*

- Optical resolution of 2400 dpi along with a hardware resolution of 2400 x 4800 dpi using Micro Step Drive technology

- Scanning speeds in speed priority mode of 16 ms per line in color and 5.3 ms per line in grayscale or line art settings

- Optical density of 3.8 Dmax as well as a color bit depth of 48-bit both internally and externally

- Focus can be set automatically or manually

- ColorTrue II imaging system uses a ReadyScan LED lamp and a MatrixCCD sensor along with image processing technology to create sharp, colorful scans

- Easy Photo Fix technology will automatically restore photographs and remove dust and grain at the touch of a button

- Designed to operate for over 100,000 cycles

- LaserSoft Imaging SilverFast Ai software is provided to help users maximize the quality of their scans, allowing them to perform basic edits and advanced

In the Box

Epson Expression 12000XL Graphic Arts Scanner

LaserSoft Imaging SilverFast Ai Software

2 x IT8 Targets

USB Cable

Power Cord

Start Here Poster

Limited 1-Year Warranty

More info from Epson

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- Optical Resolution: 2400 dpi
- Max Resolution: 2400 x 4800 dpi
- Optical Density: 3.8 Dmax
- Color Depth: 48-Bit

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Model: FJT-00001 **SKU:** 5855919   **4.0** (4)
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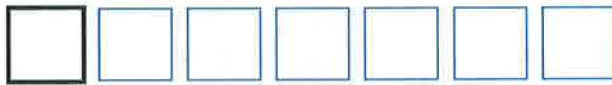storewide/pcmcat1479769227365.c?
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- HP 27" IPS LED FHD Monitor
- Software

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4.7

(1675 Reviews)

98% of customers would recommend this product to
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Product Features

1920 x 1080 resolution at 60Hz
Delivers crystal-clear picture quality with stunning detail.

Ultrafast 7 ms response time
Allows pixels to change colors quickly to avoid streaking, blurring and ghosting in fast-moving scenes and
video games.

27" widescreen flat-panel IPS LED monitor
Provides a large viewing area and clear images.

2 HDMI and VGA inputs
Enable you to connect both digital and analog devices.

178° horizontal and vertical viewing angles
Ensure a clear view of the monitor from multiple vantage points.

10,000,000:1 dynamic contrast ratio (1000:1 typical)
Provides a high number of shades between black and white for accurate color reproduction when displaying
images with extreme differences between light and dark.

250 cd/m² brightness
For a highly visible display and crisp on-screen images.

QUESTIONS?

Specifications   ⌄

Ratings & Reviews   ⌄

Accessories   ⌄