

# UNALASKA CITY COUNCIL

Unalaska, Alaska

Regular Meeting  
Tuesday, August 14, 2018  
6:00 p.m.

## AGENDA

Unalaska City Hall  
Council Chambers  
43 Raven Way

---

1. Call to order
2. Roll call
3. Pledge of allegiance
4. Recognition of visitors
5. Adoption of agenda
6. Awards / Presentations:
  - a. Lori Gregory, DPW Office Manager, 15 Year Anniversary with the City of Unalaska
7. Approve minutes of July 24, 2018 council meeting
8. Reports
  - a. City Manager
9. Community Input / Announcements
10. Public testimony on agenda items
11. Public hearing
  - a. Ordinance 2018-09: An Ordinance of the Unalaska City Council amending Chapter 11.16 to prohibit the distribution of disposable plastic shopping bags and amending Chapter 1.24.010 to add a penalty to the minor offense ordinance for the unlawful distribution of plastic shopping bags
12. Regular agenda
  - a. Unfinished Business
    - i. Ordinance 2018-09: Second Reading, an Ordinance of the Unalaska City Council amending Chapter 11.16 to prohibit the distribution of disposable plastic shopping bags and amending Chapter 1.24.010 to add a penalty to the minor offense ordinance for the unlawful distribution of plastic shopping bags
  - b. New Business
    - i. Resolution 2018-50: A Resolution of the Unalaska City Council authorizing the City Manager to enter into an agreement with Alaska Playground Specialists / Playcraft JV to construct the Town Park Playground Project for \$288,520.90
    - ii. Resolution 2018-51: A Resolution of the Unalaska City Council authorizing the retention and reallocation of unexpended funds received by the Museum of the Aleutians from the City of Unalaska through the Community Support Grant Program for Fiscal Year 2018
    - iii. Approve Mayor and Council travel to Washington, DC for lobbying meetings to be scheduled September 17-19, 2018
13. Executive Session to receive legal advice from the city attorney regarding claim disputes related to the construction of the wastewater treatment plant
14. Council Directives to City Manager
15. Community Input / Announcements
16. Adjournment

# UNALASKA CITY COUNCIL

Unalaska, Alaska

Regular Meeting  
Tuesday, July 24, 2018  
6:00 p.m.

## MINUTES

Unalaska City Hall  
Council Chambers  
43 Raven Way

---

1. Call to order

The regular meeting of the Unalaska City Council came to order at 6:00pm, on July 24, 2018, in the Unalaska City council chambers.

2. Roll call

Present:

Frank Kelty, Mayor  
Dennis Robinson, Vice Mayor  
Roger Rowland (Telephonic beginning at 6:02 pm)  
James Fitch (Telephonic)  
Alejandro Tungul  
David Gregory  
Shari Coleman

Absent:

None

3. Pledge of Allegiance

Council Member Gregory led the Pledge of Allegiance

4. Recognition of visitors

- Paul Kendell, PND
- Charles Fagerstrom, APIA

5. Adoption of agenda

Council adopted the agenda as submitted without objection.

6. Approve minutes of previous council meeting, July 10, 2018

Robinson made a motion to approve July 10, 2018 meeting minutes; Gregory seconded.  
Motion passed 6-0.

7. Reports

- a. City Manager Thomas Thomas gave his report; written report in the council packet.
- b. Planning Commission and Platting Board Minutes from June 21, 2018 (information only; document contained in the council packet)

8. Community Input and Announcements

- PCR
  - Bobby Johnson Summer Bay Classic Run
  - Update - Gymnasium Floor Refinishing
  - Library Mini Golf Tournament
- Public Safety Fair
- Elections
  - State primary election 8/21/2018
  - Local Municipal Election 10/2/2018; declaration of candidacy packets available in Clerk's department
  - State general election 11/6/2018
- Jennifer Shockley nominated by SACOP to International Seat

- Mayor Kelty
  - Met with Vice Admiral Fagan, U.S. Coast Guard; Rear Admiral Bell, U.S. Coast Guard
  - Ukrainian Seafood buyers touring Unalaska escorted by Alaska Seafood Marketing Institute
  - Upcoming visit from Brendan Carr, FCC Commissioner escorted by Senator Sullivan's staff; Senator Murkowski's staff; and telecommunications lobbyist from Anchorage
    - Community Meet & Greet on Tuesday, August 7, 2018
  - Mayor and Council Travel - Upcoming Washington, DC Trip
  - Arctic Council CAFF working group – Lisa Mack; Cynthia Jacobson scouting trip to Unalaska
  - Student request for funding assistance for student to attend AYEA was referred to Ballyhoo Lions
- KUCB's Tundra Golf Classic
- Robinson appointed to Qawalangin Tribal Council and Ounalashka Corporation Board
- Heart of the Aleutians Festival

9. Public testimony on agenda items: None.

10. Public hearing

Mayor Kelty opened Public Hearing.

- a. Ordinance 2018-08: Creating Budget Amendment #1 to the Fiscal Year 2019 Budget, increasing General Fund transfers to fund FY19 capital project expenditures for the Captains Bay Road Project, and recognizing transfers in and increasing expenditures in the project fund  
Hearing no testimony, Mayor Kelty closed Public Hearing.

11. Work session

Tungul made a motion to move to Work Session; Robinson seconded.  
Motion passed by consensus 6-0.

- a. Presentation: Financial Update from Iliuliuk Family Health Services Clinic
- b. Presentation: PND Engineering with an Engineer's update on the Unalaska Marine Center Project
- c. Discussion: Organizational options for the Department of Public Safety  
Public Comment given by:
  - Chris Honan (testimony read into the record)
  - Thomas Doyle (testimony read into the record)
  - Ruth Marquez
  - Dimitri Dela Cruz
  - Peggy McLaughlin

12. Consent agenda

Gregory made a motion to adopt Consent Agenda; Tungul seconded.  
Robinson requested Resolution 2018-46 and Resolution 2018-47 be removed from Consent Agenda.  
Mayor Kelty moved Resolution 2018-46 and Resolution 2018-47 to New Business.

13. Regular agenda

Coleman made a motion to adjourn to Regular Session; Robinson seconded.  
Motion passed by consensus 6-0.

- a. Unfinished Business
  - i. Approve Findings of Fact and Conclusions of Law on the appeal of the May 17, 2018 decision of the Unalaska Planning and Zoning Commission denying a variance for a temporary structure located on Lot 2A, Plat no. 97-7 at 226 West Broadway Avenue, appellants Joel and Carrie Collins

Gregory made a motion to approve the Findings of Fact and Conclusions of Law; Robinson seconded.

Roll Call Vote: Coleman – yes; Rowland – yes; Robinson – yes; Tungul – yes; Gregory – yes; Fitch – yes.

Motion passed 6-0.

- ii. Ordinance 2018-08: Second Reading, Creating Budget Amendment #1 to the Fiscal Year 2019 Budget, increasing General Fund transfers to fund FY19 capital project expenditures for the Captains Bay Road Project, and recognizing transfers in and increasing expenditures in the project fund

Robinson made a motion to adopt Ordinance 2018-08; Tungul seconded.

Roll Call Vote – Rowland – yes; Robinson – yes; Tungul – yes; Gregory – yes; Fitch – yes; Coleman – yes.

Motion passed 6-0.

b. New Business

- i. Ordinance 2018-09: First Reading, an Ordinance of the Unalaska City Council amending Chapter 11.16 to prohibit the distribution of disposable plastic shopping bags and amending Chapter 1.24.010 to add a penalty to the minor offense ordinance for the unlawful distribution of plastic shopping bags

Robinson made a motion to move Ordinance 2018-09 to Second Reading and Public Hearing on August 14, 2018; Tungul seconded.

Coleman made a motion to amend Ordinance 2018-09 Section 2(B)(2) to strike “repeated” and to strike “that is less than .004” (4 mils) thick,”; Robinson seconded.

Roll Call Vote on amended motion: Tungul – yes; Gregory – no; Fitch – no; Coleman – yes; Rowland – no; Robinson – no.

Motion failed 2-4.

Roll Call Vote on main motion: Robinson – yes; Tungul – yes; Gregory – yes; Fitch – yes; Coleman – yes; Rowland – yes.

Motion passed 6-0.

- ii. Resolution 2018-46: A Resolution of the Unalaska City Council approving the renewal of ATS 1444, ADL 72796, a long term lease agreement between the City of Unalaska and Unisea, Inc., for an outfall easement on City owned tidelands

Robinson made a motion to adopt Resolution 2018-46; Gregory seconded.

Roll Call Vote: Gregory – yes; Fitch – yes; Coleman – yes; Rowland – yes; Robinson – yes; Tungul – yes.

Motion passed 6-0.

- iii. Resolution 2018-47: A Resolution of the Unalaska City Council approving the renewal of ATS 1444, ADL 79283, a long term lease agreement between the City of Unalaska and Unisea, Inc., for an outfall easement on City owned tidelands

Robinson made a motion to adopt Resolution 2018-47; Tungul seconded.

Roll Call Vote: Fitch - yes; Coleman – yes; Rowland – yes; Robinson – yes; Tungul – yes; Gregory – yes.

Motion passed 6-0.

- 14. Executive Session to receive legal advice from the city attorney regarding contract disputes related to the construction of the wastewater treatment plant

Tungul made a motion to move into Executive Session to discuss confidential legal matters and receive legal advice from the city attorney related to legal matters, the disclosure or public discussion of which may adversely affect the legal positions of the City; Robinson seconded.  
Motion passed by consensus.

Council adjourned back to Regular Session

15. Council Directives to City Manager: None.

16. Community Input and Announcements: None.

17. Adjournment

Robinson made a motion to adjourn the meeting; Gregory seconded.

Motion passed by consensus.

The meeting adjourned at 9:25pm.

---

Marjie Veeder  
City Clerk

*rfw*

TO: Mayor and Council

FROM: Thomas Thomas, City Manager

SUBJECT: City Manager's Report

DATE: August 14, 2018

### **Captains Bay Road & Utilities**

Two engineers and a survey crew from HDL have been working with a crew from Bering-Shai Rock and Gravel potholing existing underground utilities especially in unmapped and heavily congested areas such as Westward. Flaggers and traffic control signs are in place during the potholing efforts. The survey has been completed. The next steps are for HDL to begin assembling the base map and various technical memorandums that will be used to flesh out the scope and various details such as the water main size and a preliminary cost estimate.

### **Wind Power Development**

Three meteorological towers (MET) have been ordered for installation in October at Pyramid Valley near Reservoir, Pyramid Valley near Veronica Lake, and Little South America (pending FAA) in late September 2018. The MET for Hog Island was not ordered because there is a high risk that the FAA process will be extensive due to the proximity to the airport. Wind data will be collected for two years in order to specify wind turbine design.

### **UMC Positions 3&4 Replacement**

Turnagain Marine Construction (TMC) has completed all the sheet piling, the majority of fill, and 95% of the underground utilities. They are currently working to complete the crane rail and face beam concrete pours. The remaining work is to complete underground utilities, install the high mast lighting, bring the ground up to final grade, and install the pavers. TMC crews are working 7 days per week but have requested a three week time extension which is under consideration but not formally granted. We should have a decision by the end of the week. The project funding is in good shape and will finish under budget.

### **HR Manager Recruitment**

August 15<sup>th</sup> thru August 17<sup>th</sup> the Administration Department will be hosting the number one preferred HR Manager candidate. They will be introducing the candidate to the community and participating in a second round interview.

CITY OF UNALASKA  
UNALASKA, ALASKA

ORDINANCE 2018-09

AN ORDINANCE OF THE UNALASKA CITY COUNCIL AMENDING CHAPTER 11.16 TO PROHIBIT THE DISTRIBUTION OF DISPOSABLE PLASTIC SHOPPING BAGS AND AMENDING CHAPTER 1.24.040 TO ADD A PENALTY TO THE MINOR OFFENSE ORDINANCE FOR THE UNLAWFUL DISTRIBUTION OF PLASTIC SHOPPING BAGS

WHEREAS, disposable plastic shopping bags burden the City's solid waste disposal facility, sewer and natural drainage systems, and degrade the environment; and

WHEREAS, it is in the best interest of the City of Unalaska and its residents to reduce the use of disposable plastic shopping bags;

BE IT ENACTED by the City Council of the City of Unalaska, as follows:

**Section 1: Form.** This is a Code ordinance.

**Section 2: Amendment of UCO §11.16.** Chapter 11.16 Litter; Sanitation Measures of the Unalaska Code of Ordinances is hereby amended by the addition of a new Section 11.16.040 to read as follows:

**11.16.40 Disposable Plastic Shopping Bags.**

(A) Sellers are prohibited from distributing disposable plastic shopping bags to buyers.

(B) As used in this section:

(1) "Buyer" means a person who is a purchaser of goods or services;

(2) "Disposable plastic shopping bag" means a bag made from plastic, including plastic marketed or labeled as "biodegradable" or "compostable", that is not suitable for repeated reuse if made of or containing plastic that is less than .004" (4 mils) thick, is unable to be cleaned and disinfected regularly, and is designed to carry buyer purchases from a seller's premises. "Disposable plastic shopping bag" does not include bags used by buyers inside stores to package bulk items such as fruit, vegetables, nuts, grains, candy, or small hardware items, such as washers and bolts; bags used to contain dampness or leaks from items such as frozen foods, meat or fish, flowers or potted plants; bags used to protect prepared foods or bakery goods; bags provided by pharmacists to contain prescription drugs; laundry or dry cleaning bags; bags sold for buyer's use off a seller's premises for such purposes as the collection and disposal of garbage, pet waste, or yard waste, or newspaper bags;

(3) "Seller" means every entity or person, whether acting as principal, agent, broker, or lessor, making sales at retail or rental of property to a consumer and who is required and responsible to collect and remit sales taxes levied by the City of Unalaska.

(C) Any person or entity violating this section is guilty of a minor offense and shall be subject to a penalty of \$100 per violation.

**Section 3: Amendment of UCO §1.24.040.** Section 1.24.040 of the Unalaska Code of Ordinances is hereby amended to read as follows: [new language is underlined]:

Code Section	Offense Description	Fine Amount
<u>11.16.040(A)</u>	<u>Unlawful distribution of plastic shopping bags</u>	<u>100</u>

**Section 4: Effective Date:** This ordinance shall be effective as of January 1, 2019.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on August 14, 2018.

\_\_\_\_\_  
Dennis M. Robinson  
Vice Mayor

ATTEST:

\_\_\_\_\_  
Marjie Veeder  
City Clerk



---

---

## MEMORANDUM TO COUNCIL

---

---

To: Mayor and City Council Members  
From: Erin Reinders, Assistant City Manager  
Through: Thomas Thomas, City Manager  
Date: July 24, 2018  
Re: Ordinance 2018-09, an Ordinance of the Unalaska City Council Amending Chapter 11.16 to Prohibit the Distribution of Disposable Plastic Shopping Bags and Amending Chapter 1.24.040 to Add a Penalty to the Minor Offense Ordinance for the Unlawful Distribution of Plastic Shopping Bags

---

---

**SUMMARY:** Ordinance 2018-09 banning the distribution of plastic shopping bags was created at the direction of City Council and supported during the work session on July 10, 2018. Staff recommends approval of Ordinance 2018-09.

**PREVIOUS COUNCIL ACTION:** Members of the Unalaska Community Task Force to Ban Single-Use Plastics shared a presentation on single use plastics with City Council at the April 10, 2018 Council meeting. At the end of the meeting, the City Council directed the City Manager to move toward developing an ordinance banning the use of plastic grocery bags.

The draft ordinance banning the distribution of plastic grocery bags was discussed at the July 10, 2018 work session. All member of the public choosing to speak spoke in favor of the ordinance. Several members of the public encouraged City Council to expand the ordinance to other single use items, such as straws. All members of council spoke in favor of the ordinance, some also noting that this should be expanded to include other plastics and even a recycling program in the future.

**BACKGROUND:** The City Manager and Assistant City Manager met with members of the Unalaska Community Task Force to Ban Single-Use Plastics to discuss ways to address reducing the use of plastic grocery bags.

The City Manager and Assistant City Manager then met with Safeway's store manager to discuss potential local implications of a plastic grocery bag ban. The conversation mainly focused on the increased need for storage and shipping space associated with paper bags if they replaced plastic bags, bag for bag.

Staff had a follow up teleconference with Safeway's Director of Public and Government Affairs in Seattle, Sara Osborne. The discussion focused on what Safeway has done in other communities that banned the distribution of single use plastic grocery bags. The primary example was a reusable bag give away for a limited time to help with the transition away from single use plastic grocery bags. Although City Staff requested follow up figures and program statistics from Safeway, no additional details have been provided to date.

Wishing to keep this issue moving forward, the City Manager requested City Attorney's office to develop an ordinance banning the distribution of plastic shopping grocery bags.

**DISCUSSION:** The City Attorney's office has prepared an ordinance that amends Titles 11 and 1 of City Code to prohibit sellers from distributing disposable plastic shopping bags. The ordinance also defines seller, buyer and disposable plastic shopping bags for future clarification. The ordinance defines a violation as a minor offense and sets the fine at \$100 for each violation. As written, the ordinance would become effective on January 1, 2019.

The ordinance has been updated since the July 10, 2018 meeting discussion in order to correct the thickness measurement and to have a title more representative of the action taken.

**FINANCIAL IMPLICATIONS:** Implementing this ordinance results in no significant financial impact to the City of Unalaska.

**LEGAL:** The City Attorney prepared the ordinance.

**STAFF RECOMMENDATION:** Staff recommends approval of Ordinance 2018-09.

**PROPOSED MOTION:** I move to approve Ordinance 2018-09 and schedule it for second reading and public hearing on August 14, 2018.

**CITY MANAGER'S COMMENTS:** The City Manager recommends Council approve this ordinance.

**ATTACHMENT:** Ordinance 2018-09 amending Chapter 11.16 and Chapter 1.24.040.

CITY OF UNALASKA  
UNALASKA, ALASKA

RESOLUTION 2018-50

A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH ALASKA PLAYGROUND SPECIALISTS / PLAYCRAFT JV TO CONSTRUCT THE TOWN PARK PLAYGROUND PROJECT FOR \$288,520.90

WHEREAS, the Town Park Playground Project is an approved component of the City of Unalaska Capital & Major Maintenance Plan; and

WHEREAS, the City of Unalaska has determined that it is in the best interests of the residents of the City of Unalaska to have such a project; and

WHEREAS, the City of Unalaska has provided funding for such project; and

WHEREAS, Staff publicly advertised for sealed Technical and Price Proposals to perform the Work and received two (2) proposals in response; and

WHEREAS, after scoring the Technical Proposals received and conducting interviews with the proposers, Alaska Playground Specialists / PLAYCRAFT JV received the highest overall score; and

WHEREAS, the negotiated price submitted by Alaska Playground Specialists / PLAYCRAFT JV, an experienced playground supplier and builder, to construct Option B of their Technical Proposal has been deemed fair and reasonable and within budget.

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council authorizes the City Manager to enter into an Agreement with Alaska Playground Specialists / PLAYCRAFT JV to construct the Town Park Playground Project for \$288,520.90.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on August 14, 2018.

---

Dennis M. Robinson  
Vice Mayor

ATTEST:

---

Marjie Veeder  
City Clerk

---

---

## MEMORANDUM TO COUNCIL

---

---

To: Mayor and City Council Members  
From: Tom Cohenour, Director of Public Works  
Through: Thomas Thomas, City Manager  
Date: August 14, 2018  
Re: Resolution 2018-50, a Resolution of the Unalaska City Council Authorizing the City Manager to Enter into an Agreement with Alaska Playground Specialists / PLAYCRAFT JV to Construct the Town Park Playground Project for \$288,520.90

---

---

**SUMMARY:** Resolution 2018-50 will award the Town Park Playground Project to Alaska Playground Specialists / PLAYCRAFT JV for \$288,520.90. Funding will come from the Project's budget, MUNIS Project PR19A, funded at \$340,000 as of this writing.

**PREVIOUS COUNCIL ACTION:** Council funded this project via the FY2019 CMMP and Budget Ordinance 2018-04, adopted May 22, 2018. Council has taken no further action on this Project.

**BACKGROUND:** Bids for this project were publicly solicited for 30 days on the City website, posted with The Plans Room in Anchorage, posted with the Builders Exchange of Washington, and by direct email to eight firms. Separate Technical and Price Proposals were due July 16, 2018. The Work includes demolition of the existing playground equipment and rubber safety tiles, expanding the play area with new border and installing new playground equipment and a rubber safety tile system. Two sealed bids were received.

**DISCUSSION:** A team of City Staff from the Department of Public Works and the Department of Parks, Culture & Recreation scored the two Technical Proposals received and then conducted interviews with representatives of the proposing organizations. Scoring was again performed and Alaska Playground Specialists / PLAYCRAFT JV received the highest overall score. Price Proposals were opened on July 17, 2018, and a negotiated bid of \$288,520 to construct the Work per Option B of Alaska Playground Specialists / PLAYCRAFT JV's Technical Proposal has been deemed to be fair and reasonable and within budget.

**ALTERNATIVES:** Council may elect to re-advertise the work or not to award at this time.

**FINANCIAL IMPLICATIONS:** The current budget for the project is able to absorb the bid price. After this award, the project budget will still contain \$51,479.10 available as contingency.

**LEGAL:** Not applicable in this instance.

**STAFF RECOMMENDATION:** I recommend Council award the work to Alaska Playground Specialists / PLAYCRAFT JV. Alaska Playground Specialists has extensive Alaska construction experience and PLAYCRAFT is a nationwide manufacturer of playground equipment.

**PROPOSED MOTION:** I move to adopt Resolution 2018-50 and award the work to Alaska Playground Specialists / PLAYCRAFT JV for \$288,520.90.

**CITY MANAGER COMMENTS:** I recommend adoption of Resolution 2018-50.

**ATTACHMENTS:**

- Technical Evaluation with Cost Score Sheet
- Option B Layout
- Standard Form of Agreement

**Evaluation Summary**  
**Unalaska Town Park Improvements**

--

**Technical Attributes**

Technical Proposal  
 Design Elements  
 Components  
 Characteristics

Weight	%
12.5	25.0%
12.5	25.0%
12.5	25.0%
12.5	25.0%

Technical Proposal Raw Score 50 --  
 Technical Proposal Adjusted Score -- 50%  
 Technical Proposal Successive Rank Difference 10% --

SiteLines	Playcraft				
95.0	95.0				
97.5	92.5				
95.0	95.0				
97.5	97.5				
96.3	95.0				
48.1%	47.5%				
1	2				

Enter the Price Proposal (if any) in USD
--

**Cost Attributes**

Cost USD

Weight	%
50	--

Price Proposal Score -- 50%  
 Price Rank -- --

**Total Score**  
**Ranking**

SiteLines	Playcraft				
\$537,000.00	\$335,036.12				
31.2%	50.0%				
2	1				
<b>79.3%</b>	<b>97.5%</b>				
<b>2</b>	<b>1</b>				

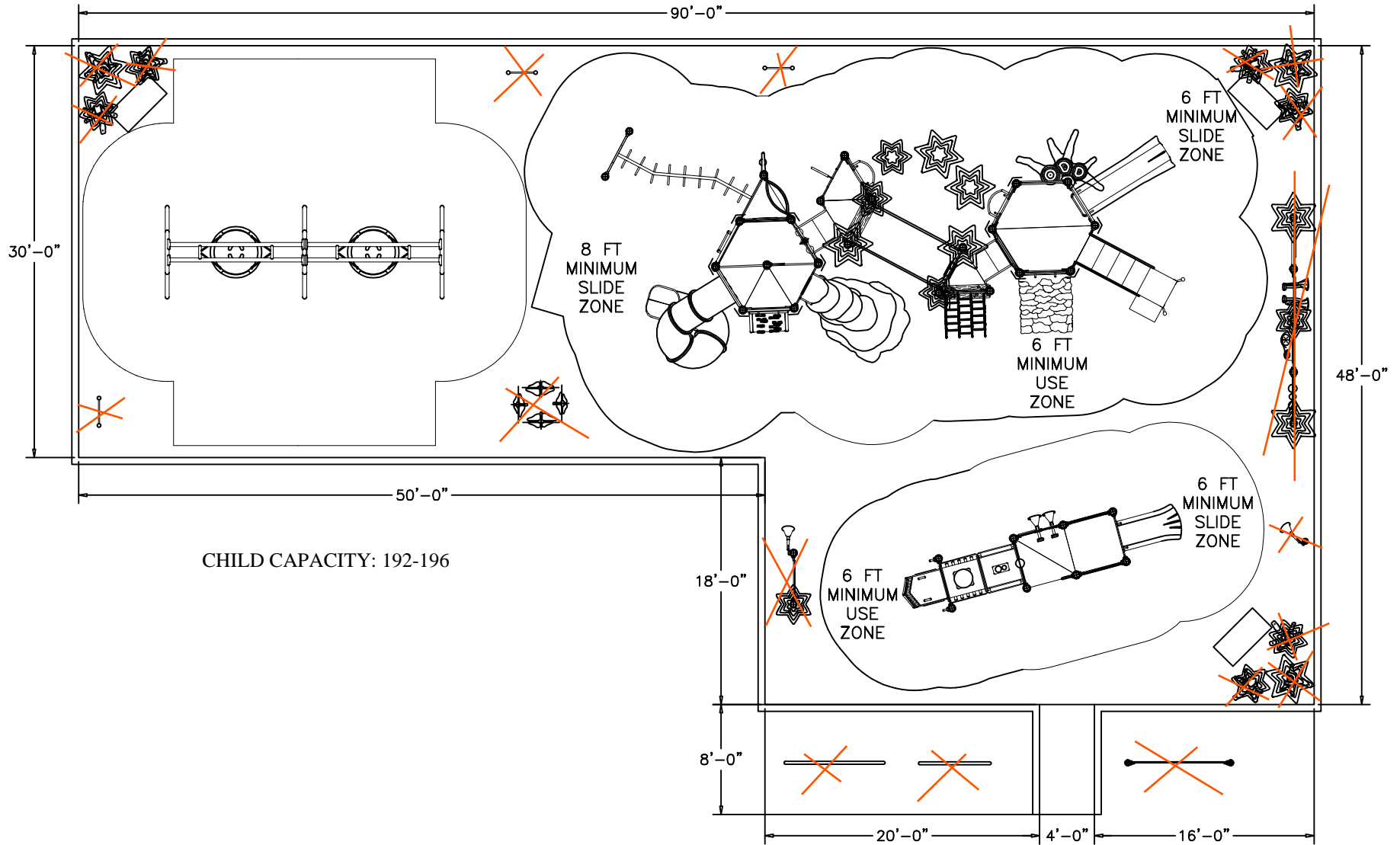
*[Handwritten Signature]*  
 7/17/18  
 03:30

Digitally signed by Robert Lund  
 DN: cn=Robert Lund, o=Department  
 of Public Works, ou,  
 email=rlund@ci.unalaska.ak.us, c=US  
 Date: 2018.07.17 15:57:10 -08'00'

# CUSTOM MODULAR PLAYSYSTEMS

Site Plan (Preliminary)

OPTION B LAYOUT



PN: PCD18362C5A  
Date: 07/10/18  
Drawn By: KLF

**TOWN PARK**  
Playcraft Direct

Scale: 3/32" = 1'-0"



**STANDARD FORM OF AGREEMENT  
BETWEEN THE OWNER AND CONTRACTOR**

THIS AGREEMENT is dated as of the \_\_\_\_ day of \_\_\_\_\_ in the year 2018, by and between the City of Unalaska (hereinafter called **OWNER**) and **ALASKA PLAYGROUND SPECIALISTS/PLAYCRAFT JV** (hereinafter called **CONTRACTOR**).

OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

Article 1. THE WORK

CONTRACTOR shall complete all work as specified or indicated in the Contract Documents. The work is generally described as follows:

The work will include, but not be limited to, furnishing all labor, tools, equipment, and materials and performing all operations in connection with the **TOWN PARK PLAYGROUND**. The Work includes demolition of existing playground equipment and rubber safety tiles, expanding the play area with new border, and installing new playground equipment and a rubber safety tile system.

1. Project Location: 15 W. Broadway Avenue, Unalaska, Alaska 99685
2. Owner: City of Unalaska, Department of Parks, Culture and Recreation

The Contract Documents which comprise the entire agreement between OWNER and CONTRACTOR concerning the WORK consists of the following:

- Construction Drawings (Plan Sheets)
- Technical Specifications
- Technical Proposals
- Agreement
- State of Alaska Title 36 Wage Rate Requirements and Federal Davis Bacon Requirements
- Instructions to Bidders
- Bid Forms
- Performance Bond
- Payment Bond
- General Conditions
- Supplementary Conditions
- Permits
- Change Orders which may be delivered or issued after Effective Date of the Agreement and not attached hereto.

Article 2. CONTRACT TIME

2.1 The CONTRACTOR is allowed **90-days** for this work. Once field construction starts, all work shall be completed within **30-days** from the start date.

2.2 Liquidated Damages. The OWNER and CONTRACTOR recognize that time is of the essence of this Agreement and that the OWNER will suffer financial loss if the work is not completed within the times specified above, plus any extensions thereof allowed in accordance with Article 11 of the General Conditions. These losses include inconvenience to the City, administration and inspection costs, loss of efficiency and general inconvenience to the public. They also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by the OWNER if the work is not completed on time. Accordingly, instead of



requiring any such proof, the OWNER and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay the OWNER, for each project shown above, Five Hundred Dollars (**\$500.00**) for each day that expires after the time specified above for *Final Completion* and readiness for final payment.

Article 3. CONTRACT PRICE

- 3.1 The OWNER shall pay CONTRACTOR for completion of the work in accordance with the Contract Documents an amount equal to sum of the established unit prices for each separately identified item of unit price work multiplied by the measured quantity of actual items installed plus the sum of the lump sum prices for each separately identified and selected bid item (herein referred to as the "Contract Sum").
- 3.2 The Contract sum to construct Option B of the CONTRACTOR'S Technical Proposal is **\$288,520.90** (Two Hundred Eighty Eight Thousand, Five Hundred Twenty Dollars and Ninety Cents).

Article 4. PAYMENT PROCEDURES

CONTRACTOR shall submit Applications for Payment in accordance with Article 13 of the General Conditions. Applications for Payment will be processed by the OWNER as provided in the General Conditions.

- 4.1 Progress Payments. The OWNER shall make progress payments on account of the Contract Price on the basis of CONTRACTOR's Applications for Payment on or about a day of the month mutually agreeable to the OWNER and CONTRACTOR as agreed to at the preconstruction conference. All progress payments will be on the basis of the progress of the work measured by the actual installed quantity of items, plus allowances for stockpiled materials.
- 4.1.1 Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below, but, in each case, less the aggregate of payments previously made and less such amounts as the OWNER shall determine, or the OWNER may withhold, in accordance with Article 13 (paragraph 13.8) of the General Conditions and the Supplemental Conditions.
- a. Ninety percent of work completed.
  - b. Once 50 percent of the work is complete as determined by the OWNER, and if the character and progress of the work have been satisfactory to the OWNER, the OWNER, may determine that, as long as the character and progress of the work completed; in which case, the remaining progress payments prior to Substantial Completion will be in an amount equal to 100 percent of the work completed.
- 4.1.2 Upon Substantial Completion, in an amount sufficient to increase total payments to CONTRACTOR to 95 percent of the Contract Price, less such amounts as the OWNER shall determine, or the OWNER may withhold, in accordance with Article 13 of the General Conditions.
- 4.2 Final Payment. Upon final completion and acceptance of the work in accordance with the General Conditions; Affidavit of Payment of Debts and Claims; Affidavit of Release of Liens; and Receipt of Consent of Surety Company to Final Payment, the OWNER shall pay the remainder of the Contract Price as provided in said Article 13.

- 4.2.1 Deductions. The City may deduct from the amount of any payment made to Contractor any sums owed to City by Contractor including, but not limited to, past due sales tax, port and harbor fees, property tax, or rent. Before making any such deduction the City shall have provided Contractor written notice of the amount claimed by City to be due and owing from Contractor.

Article 5. INTEREST ON RETAINAGE

All retainage shall bear interest at the rate required by AS 36.90.250, if applicable.

Article 6. CONTRACTOR'S REPRESENTATIONS

In order to induce the OWNER to enter into this agreement, CONTRACTOR makes the following representations:

- 6.1 CONTRACTOR has familiarized itself with the nature and extent of the Contract Documents, work, site, locality, and all local conditions and Laws and Regulations that in any manner may affect cost, progress, performance, or furnishing of the work.
- 6.2 CONTRACTOR has obtained and carefully studied (or assumes responsibility for obtaining and carefully studying) all such examinations, investigations, explorations, tests, reports, and studies which pertain to the subsurface or physical conditions at or contiguous to the site or which otherwise may affect the cost, progress, performance, or furnishing of the work as CONTRACTOR considers necessary for the performance or furnishing of the work at the Contract Price, within the Contract Time, and in accordance with the other terms and conditions of the Contract Documents, including specifically the provisions of paragraph 4.2 of the General Conditions; and no additional examinations, investigations, explorations, tests, reports, studies, or similar information or data are or will be required by CONTRACTOR for such purposes.
- 6.3 CONTRACTOR has reviewed and checked all information and data shown or indicated on the Contract Documents with respect to existing Underground Facilities at or contiguous to the site and assumes responsibility for the accurate location of said Underground Facilities. No additional examinations, investigations, explorations, tests, reports, studies, or similar information or data in respect of said Underground Facilities are or will be required by CONTRACTOR in order to perform and furnish the work at the Contract Price, within the Contract Time, and in accordance with the other terms and conditions of the Contract Documents, including specifically the provisions of paragraph 4.4 of the General Conditions.
- 6.4 CONTRACTOR has correlated the results of all such observations, examinations, investigations, explorations, tests, reports, and studies with the terms and conditions of the Contract Documents.
- 6.5 CONTRACTOR has given the OWNER written notice of all conflicts, errors, or discrepancies that it has discovered in the Contract Documents and the written resolution thereof by the OWNER is acceptable to CONTRACTOR.

Article 7. MISCELLANEOUS

- 7.1 Terms used in this Agreement which are defined in Article 1 of the General Conditions will have the meanings indicated in the General Conditions.
- 7.2 The CONTRACTOR shall submit the Performance Bond, Labor and Material Payment Bonds, and Certification of Insurance and City of Unalaska business licenses and all Subcontractor City of Unalaska business licenses as required by the Contract Documents, prior to commencement of

the Work. The Performance and Material Payment Bonds shall be in the amount of 100% of the contract bid price. **All Work shall be performed in accordance with the Laborers' and Mechanics' Minimum Rates of Pay as required by Title 36 AS 36.05 & AS 36.10 published by the Alaska Department of Labor.**

7.3 No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without the written consent of the party sought to be bound; and specifically but without limitation monies that may become due and monies that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

7.4 OWNER and CONTRACTOR each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect of all covenants, agreements, and obligations contained in the Contract Documents.

IN WITNESS WHEREOF, The OWNER and CONTRACTOR have signed all counterparts of this Agreement. All portions of the Contract Documents have been signed or identified by the OWNER and CONTRACTOR.

This Agreement will be effective on \_\_\_\_\_, 2018.

ALASKA PLAYGROUND SPECIALISTS / CITY OF UNALASKA, ALASKA  
PLAYCRAFT JV

By: \_\_\_\_\_  
Kyle Fauley, Sales & Marketing Manager

By: \_\_\_\_\_  
Thomas Thomas, City Manager

State of Oregon )  
 ) ss.  
County of \_\_\_\_\_)

The foregoing instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 2018, by Kyle Fauley, the Sales & Marketing Manager of Alaska Playground Specialists / PLAYCRAFT JV, an Oregon Corporation, on behalf of the corporation.

\_\_\_\_\_  
Notary Public, State of Oregon  
My Commission Expires \_\_\_\_\_

State of Alaska )  
 ) ss.  
Third Judicial District )

The foregoing instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 2018, by Thomas Thomas, City Manager for the City of Unalaska, a First Class Alaska Municipal Corporation, on behalf of the City of Unalaska.

\_\_\_\_\_  
Notary Public, State of Alaska  
My Commission Expires \_\_\_\_\_

CITY OF UNALASKA  
UNALASKA, ALASKA

RESOLUTION 2018-51

A RESOLUTION OF THE UNALASKA CITY COUNCIL AUTHORIZING RETENTION AND REALLOCATION OF UNEXPENDED FUNDS RECEIVED BY THE MUSEUM OF THE ALEUTIANS FROM THE CITY OF UNALASKA THROUGH THE COMMUNITY SUPPORT GRANT PROGRAM FOR FISCAL YEAR 2018

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

WHEREAS, the City wishes to provide financial aid to qualifying non-profit organizations listed in the Community Support Grant Program; and

WHEREAS, the City awarded Community Support grants to several non-profit agencies, including the Museum of the Aleutians (MOTA) in FY18; and

WHEREAS, the FY18 Grant-in-Aid Agreement between City and non-profit agencies outlines the grant funding budget and states that all unexpended funds shall be returned to the City; and

WHEREAS, MOTA requested to retain and reallocate a portion of unexpended grant funds for a purpose other than that outlined in MOTA's grant application and FY18 Grant-in-Aid Agreement.

NOW THEREFORE BE IT RESOLVED that the Unalaska City Council authorizes MOTA to retain and reallocate \$8,720 of the \$18,720 in unexpended FY18 grant funds to partially cover the General Fund portion of health insurance costs.

BE IT FURTHER RESOLVED that Unalaska City Council understands that MOTA will return the remaining \$10,000 in unexpended FY18 grant funds to the City in accordance with the FY18 Grant-in-Aid Agreement.

PASSED AND ADOPTED by a duly constituted quorum of the Unalaska City Council on August 14, 2018.

---

Dennis M. Robinson  
Vice Mayor

ATTEST:

---

Marjie Veeder  
City Clerk

---

---

## MEMORANDUM TO COUNCIL

---

---

To: Mayor and City Council Members  
From: Erin Reinders, Assistant City Manager  
Through: Thomas Thomas, City Manager  
Date: August 14, 2018  
Re: Resolution 2018-51, a Resolution of the Unalaska City Council authorizing the retention and reallocation of unexpended funds received by the Museum of the Aleutians from the City of Unalaska through the Community Support Grant Program for Fiscal Year 2018

---

**SUMMARY:** The City of Unalaska has received a request from the Museum of the Aleutians (MOTA) to retain and reallocate unexpended funds received through the Community Support Grant Program. Staff does not provide recommendations regarding the Community Support Grant Program, but provides the request and a resolution to document Council's decision.

**PREVIOUS COUNCIL ACTION:** The grant being discussed tonight was approved as part of the FY18 budget process. In FY12, 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 clinic building. Council allowed MOTA to retain and reallocate \$21,955 of unexpended grant funds in FY16 to cover deficits resulting from a decline in revenues, and \$15,095.62 of unexpended grant funds in FY17 for the purchase and servicing of equipment.

**BACKGROUND:** In FY18 the City granted a Community Support Grant to several non-profit agencies, including MOTA. The FY18 Grant-in-Aid Agreement outlines the grant funding budget and states that all unexpended funds shall be returned to the City. In July 2018 the City received a request from MOTA, along with their year-end report, to retain and reallocate a portion of their unexpended grant funds.

**DISCUSSION:** A request was received from MOTA to retain and reallocate a portion of unexpended funds for a purpose other than those identified in its FY18 Grant-in-Aid Agreement and Grant Application. MOTA has \$18,720 in unexpended funds from the FY18 grant cycle. They now request permission to reallocate and retain \$8,720 to cover some of the General Fund portion of health insurance costs. MOTA will return the remaining \$10,000 from the FY18 grant cycle following approval of this resolution. The resolution includes these points. Representatives from MOTA are to be present this evening to respond to questions from Council.

**ALTERNATIVES:** Council may choose to fully fund the request as submitted, make reductions deemed necessary, or require that all unexpended funds from FY18 be returned to the City pursuant to the FY18 Grant-in-Aid Agreement.

**FINANCIAL IMPLICATIONS:** No additional funding is requested.

**STAFF RECOMMENDATION:** Staff provides the attached documents for informational purposes.

**PROPOSED MOTION:** I move to adopt Resolution 2018-51.

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

**ATTACHMENT:** Request from MOTA and FY18 Final Report



# Museum of the Aleutians

PO Box 648 • 314 Salmon Way • Unalaska, AK 99685

Phone: (907) 581-5150 • [www.aleutians.org](http://www.aleutians.org) • [museum@aleutians.org](mailto:museum@aleutians.org)

July 22, 2018

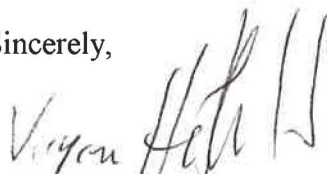
City of Unalaska  
Erin Reindeers  
PO Box 610  
Unalaska, Alaska 99685

Dear Erin

Please, find enclosed the Museum of the Aleutians Final Report for the Fiscal Year 2018 Community Support Grant. We are underspent by \$18,720 in Unalaska City Community Grant funds. We are requesting to reallocate \$8,720.00 to cover some of the General Fund portion of our health insurance. If permissible, we would then return \$10,000 to the City.

We truly appreciate the Community Support Grant the Museum of the Aleutians receives from the City of Unalaska. It allows us to serve our community and perform our mission of collecting, preserving, and educating the public about the rich history of the Aleutian Islands. Without this generous support, we would not be able to operate.

Sincerely,



Virginia Hatfield  
Executive Director  
Museum of the Aleutians



**FY18 COMMUNITY SUPPORT FINANCIAL REPORT**

Mid-year.\_\_\_\_ Final X

**Organization Name:** Museum of the Aleutians

X Original      \_\_\_\_ Revised

**GOAL #1:** Submitting policies and planning documents that meet the Standards and Best Practices and developing and diversifying funding streams, earned income, and investment opportunities to meet best practices toward accreditation from American Alliance of Museums

Objectives:	Mid-Year Report	End of Year Report
Objective 1.1: Submitted Core Documents for accreditation by the AAM accepted by board	Completed	NA
Objective 1.2 Diversify funding streams, earned income and investment opportunities to meet AAM best practices and standards for accreditation	Ongoing	Ongoing
Objective 1.3		
Objective 1.4		
Objective 1.5		
Objective 1.6		
Objective 1.7		
Objective 1.8		



**FY18 COMMUNITY SUPPORT FINANCIAL REPORT**

Mid-year.\_\_\_\_ Final X

Organization Name: Museum of the Aleutians

X Original      \_\_\_ Revised

**GOAL #2: Full inventory of collection every 20 years for federally approved curation facilities**

Objectives:	Mid-Year Report	End of Year Report
Objective 2.1: Reinventory of collecitons	Ongoing	Ongoing
Objective 2.2 Digitization of Museum Collections and development of online database and participation in statewise archival program	Ongoing	Ongoing
Objective 2.3 Collections management software upgrade and intranet upgrade	Completed	Completed
Objective 2.4		
Objective 2.5		
Objective 2.6		
Objective 2.7		
Objective 2.8		

**FY18 COMMUNITY SUPPORT FINANCIAL REPORT**

Mid-year.\_\_\_\_ Final X\_\_

Organization Name: Museum of the Aleutians

X Original \_\_\_\_ Revised

**GOAL #3: Build the capacity of the education and interpretive programs by expanding connections, partnerships, and outreach of the Museum.**

Objectives:	Mid-Year Report	End of Year Report
Objective 3.1: Development of programs to include collections based work for Unalaska High School students, to support a work-study student position at the museum	Ongoing	Ongoing
Objective 3.2 Partner with the Qawalangin Tribe to incorporate Camp Qungaayux activities with MOTA	Completed	Completed
Objective 3.3 Develop a Community Archaeological Research (CAR) program	Completed	Completed
Objective 3.4		
Objective 3.5		
Objective 3.6		
Objective 3.7		
Objective 3.8		

FY18 COMMUNITY SUPPORT FINANCIAL REPORT

Mid-year.\_\_\_\_ Final X

Organization Name: Museum of the Aleutians

X Original

\_\_\_\_ Revised

**Expenditures**

Personnel	City of Unalaska Approved Budget	City Funds Expended Q2	City Funds Expended Q4	Expended YTD	% Expended
Director	\$ 50,000.00	\$ 33,750.00	\$ 18,709.00	\$ 52,459.00	104.92%
Collections Manager	\$ 45,000.00	\$ 27,500.00	\$ 19,983.00	\$ 47,483.00	105.52%
Front Desk	\$ 12,254.00	\$ 12,254.00	\$ 222.00	\$ 12,476.00	101.81%
Education Programs Manager	\$ 37,746.00	\$ 5,466.00	\$ 22,526.00	\$ 27,992.00	74.16%
Health Insurance	\$ 30,000.00	\$ 20,030.00	\$ 12,408.00	\$ 32,438.00	108.13%
Personnel Related Expenses	\$ 15,144.00	\$ 6,897.00	\$ 5,404.00	\$ 12,301.00	81.23%
	\$ -	\$ -	\$ -	\$ -	
<b>Subtotal</b>	\$ 190,144.00	\$ 105,897.00	\$ 79,252.00	\$ 185,149.00	97.37%

Facilities	City of Unalaska Approved Budget	City Funds Expended Q2	City Funds Expended Q4	Expended YTD	% Expended
	\$ -	\$ -	\$ -	\$ -	
Utilities	\$ 64,000.00	\$ 20,846.00	\$ 29,096.00	\$ 49,942.00	78.03%
Communications	\$ 2,000.00	\$ 1,723.00	\$ 366.00	\$ 2,089.00	104.45%
Facility Rent and Maintenance	\$ 1,000.00	\$ -	\$ 1,133.00	\$ 1,133.00	113.30%
	\$ -	\$ -	\$ -	\$ -	
<b>Subtotal</b>	\$ 67,000.00	\$ 22,569.00	\$ 30,595.00	\$ 53,164.00	79.35%

Program Costs	City of Unalaska Approved Budget	City Funds Expended Q2	City Funds Expended Q4	Expended YTD	% Expended
	\$ -	\$ -	\$ -	\$ -	
Dues, Fees, Subscriptions	\$ 2,500.00	\$ 275.00	\$ 2,186.00	\$ 2,461.00	98.44%
	\$ -	\$ -	\$ -	\$ -	
<b>Subtotal</b>	\$ 2,500.00	\$ 275.00	\$ 2,186.00	\$ 2,461.00	98.44%

Equipment	City of Unalaska Approved Budget	City Funds Expended Q2	City Funds Expended Q4	Expended YTD	% Expended
	\$ -	\$ -	\$ -	\$ -	
Equipment Maintenance	\$ 1,000.00	\$ 1,018.00	\$ -	\$ 1,018.00	101.80%
Equipment Purchase/Lease	\$ 2,000.00	\$ 1,702.00	\$ -	\$ 1,702.00	85.10%
	\$ -	\$ -	\$ -	\$ -	
<b>Subtotal</b>	\$ 3,000.00	\$ 2,720.00	\$ -	\$ 2,720.00	90.67%

Travel	City of Unalaska Approved Budget	City Funds Expended Q2	City Funds Expended Q4	Expended YTD	% Expended
	\$ -	\$ -	\$ -	\$ -	
Travel - Staff	\$ 5,000.00	\$ 1,148.00	\$ 4,941.00	\$ 6,089.00	121.78%
	\$ -	\$ -	\$ -	\$ -	
<b>Subtotal</b>	\$ 5,000.00	\$ 1,148.00	\$ 4,941.00	\$ 6,089.00	121.78%

<b>Training</b>	<b>City of Unalaska Approved Budget</b>	<b>City Funds Expended Q2</b>	<b>City Funds Expended Q4</b>	<b>Expended YTD</b>	<b>% Expended</b>
	\$ -	\$ -	\$ -	\$ -	
Travel - Staff	\$ 4,552.00	\$ 76.00	\$ 3,697.00	\$ 3,773.00	82.89%
	\$ -	\$ -	\$ -	\$ -	
<b>Subtotal</b>	\$ 4,552.00	\$ 76.00	\$ 3,697.00	\$ 3,773.00	<b>82.89%</b>

<b>Professional Services</b>	<b>City of Unalaska Approved Budget</b>	<b>City Funds Expended Q2</b>	<b>City Funds Expended Q4</b>	<b>Expended YTD</b>	<b>% Expended</b>
Financial Manager	\$ 15,000.00	\$ 8,333.00	\$ 6,667.00	\$ 15,000.00	100.00%
Janitor	\$ 3,000.00	\$ 2,080.00	\$ 1,040.00	\$ 3,120.00	104.00%
Audit	\$ 4,000.00	\$ 4,000.00	\$ -	\$ 4,000.00	100.00%
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	\$ -	
<b>Subtotal</b>	\$ 22,000.00	\$ 14,413.00	\$ 7,707.00	\$ 22,120.00	<b>100.55%</b>

	<b>FY18 Total Budget</b>	<b>Quarter Two</b>	<b>Quarter Four</b>	<b>Expended YTD</b>	<b>% Expended</b>
<b>Total Expenditures</b>	\$ 294,196.00	\$ 147,098.00	\$ 112,033.00	\$ 275,476.00	93.64%
			<b>Budget Surplus</b>	\$ 18,720.00	
			<b>Due Back to City</b>	\$ 18,720.00	

**Museum of the Aleutians**  
**Profit & Loss by Class**  
**July 2017 through June 2018**

	City Grant-in-Aid	Gaming	General	IN KIND	Kelp Otter Exhi...	Museums Alas...
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>4 - Contributed support</b>						
4010 - Indiv/business contribution	0.00	3.00	3,784.83	0.00	0.00	0.00
4120 - Donated other serv - non-GA...	0.00	0.00	193.30	0.00	0.00	0.00
4130 - Gifts in kind - goods	0.00	0.00	0.00	15,374.04	0.00	0.00
4150 - Donated use of land	0.00	0.00	0.00	157,219.56	0.00	0.00
4155 - Donated Maintenance & Rent	0.00	0.00	0.00	165,916.63	0.00	0.00
4530 - State grants	0.00	0.00	0.00	0.00	0.00	650.78
4540 - City Grant-in-Aid	294,106.00	0.00	0.00	0.00	0.00	0.00
<b>Total 4 - Contributed support</b>	<b>294,106.00</b>	<b>3.00</b>	<b>3,978.13</b>	<b>338,510.23</b>	<b>0.00</b>	<b>650.78</b>
<b>5 - General Income</b>						
5100 - Gaming Revenue	0.00	23,014.45	0.00	0.00	0.00	0.00
5150 - Program-related sales - other	0.00	0.00	5,155.20	0.00	5,000.00	0.00
5156 - Cultural Resource Income	0.00	0.00	500.00	0.00	0.00	0.00
5180 - Admissions	0.00	7.00	18,113.50	0.00	0.00	0.00
5190 - Memberships						
5191 - Classic Individual Memb...	0.00	0.00	941.65	0.00	0.00	0.00
5192 - Corporate Sponsorship	0.00	0.00	11,730.00	0.00	0.00	0.00
5193 - Membership dues- Spons...	0.00	0.00	5,000.00	0.00	0.00	0.00
5194 - Classic Household Memb...	0.00	0.00	525.00	0.00	0.00	0.00
5196 - Utax^ Circle Membership	0.00	0.00	250.00	0.00	0.00	0.00
5197 - Discovery Circle Member...	0.00	0.00	250.00	0.00	0.00	0.00
5190 - Memberships - Other	0.00	0.00	1,945.00	0.00	0.00	0.00
<b>Total 5190 - Memberships</b>	<b>0.00</b>	<b>0.00</b>	<b>20,641.65</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
5440 - Daily Sales						
5441 - Consignment Sales	0.00	0.00	97.00	0.00	0.00	0.00
5440 - Daily Sales - Other	0.00	65.75	40,622.42	0.00	0.00	0.00
<b>Total 5440 - Daily Sales</b>	<b>0.00</b>	<b>65.75</b>	<b>40,719.42</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
5450 - Interest Income	0.00	0.00	173.10	0.00	0.00	0.00
5490 - Miscellaneous revenue	0.00	0.00	5,879.08	0.00	0.00	0.00
<b>Total 5 - General Income</b>	<b>0.00</b>	<b>23,087.20</b>	<b>91,181.95</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00</b>
<b>5800 - Fundraising Income</b>						
5810 - Auction Income	0.00	0.00	20,060.87	0.00	0.00	0.00
5820 - Special events - gift revenue	0.00	0.00	380.00	0.00	0.00	0.00
<b>Total 5800 - Fundraising Income</b>	<b>0.00</b>	<b>0.00</b>	<b>20,440.87</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Income</b>	<b>294,106.00</b>	<b>23,090.20</b>	<b>115,600.95</b>	<b>338,510.23</b>	<b>5,000.00</b>	<b>650.78</b>
<b>Cost of Goods Sold</b>						
<b>5000 - Cost of Goods Sold</b>						
5020 - Credit Card Service charges	0.00	0.00	526.78	0.00	0.00	0.00
5030 - Postage & Handling	0.00	0.00	1,286.94	0.00	-399.80	0.00
5040 - Inventory	0.00	42.19	18,082.76	0.00	0.00	0.00
5050 - Consignment	0.00	0.00	4,300.88	0.00	0.00	0.00
5000 - Cost of Goods Sold - Other	0.00	0.00	1,234.67	0.00	0.00	0.00
<b>Total 5000 - Cost of Goods Sold</b>	<b>0.00</b>	<b>42.19</b>	<b>25,432.03</b>	<b>0.00</b>	<b>-399.80</b>	<b>0.00</b>
50700 - Cost of Sales - Inventory Sales	0.00	0.00	7.15	0.00	0.00	0.00
<b>Total COGS</b>	<b>0.00</b>	<b>42.19</b>	<b>25,439.18</b>	<b>0.00</b>	<b>-399.80</b>	<b>0.00</b>
<b>Gross Profit</b>	<b>294,106.00</b>	<b>23,048.01</b>	<b>90,161.77</b>	<b>338,510.23</b>	<b>5,399.80</b>	<b>650.78</b>
<b>Expense</b>						
<b>6000 - Fundraising Expenses</b>						
6010 - Gaming Expenses	0.00	7,246.40	254.07	0.00	0.00	0.00
6020 - In-Kind Auction Expenses	0.00	0.00	0.00	15,374.04	0.00	0.00
6000 - Fundraising Expenses - Other	0.00	0.00	2,108.75	0.00	0.00	0.00
<b>Total 6000 - Fundraising Expenses</b>	<b>0.00</b>	<b>7,246.40</b>	<b>2,362.82</b>	<b>15,374.04</b>	<b>0.00</b>	<b>0.00</b>
<b>60900 - Business expenses</b>						
8620 - Membership Discount	0.00	0.00	905.16	0.00	0.00	0.00
8630 - Bank service Charges	0.00	0.71	2,569.54	0.00	0.00	0.00
8650 - Land Lease	0.00	0.00	0.00	157,219.56	0.00	0.00
<b>Total 60900 - Business expenses</b>	<b>0.00</b>	<b>0.71</b>	<b>3,474.70</b>	<b>157,219.56</b>	<b>0.00</b>	<b>0.00</b>
<b>6560 - Payroll Expenses</b>						
6561 - Director Salary	52,458.75	0.00	15,716.25	0.00	0.00	0.00
6563 - Collections Manager	47,483.40	0.00	7,516.68	0.00	0.00	0.00
6564 - Front Desk	12,476.22	0.00	11,222.05	0.00	0.00	0.00
6565 - Education Programs Coordi...	27,991.61	0.00	0.00	0.00	0.00	0.00
<b>Total 6560 - Payroll Expenses</b>	<b>140,409.98</b>	<b>0.00</b>	<b>34,454.98</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
66900 - Reconciliation Discrepancies	0.00	0.00	-338.67	0.00	0.00	0.00
<b>7000 - Grant &amp; contract expense</b>						
7015 - Financial Manager Contract	15,000.00	0.00	9,999.96	0.00	0.00	0.00
7020 - Janitor	3,120.00	0.00	1,950.00	0.00	0.00	0.00
<b>Total 7000 - Grant &amp; contract expense</b>	<b>18,120.00</b>	<b>0.00</b>	<b>11,949.96</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



## Museum of the Aleutians

## Profit &amp; Loss by Class

July 2017 through June 2018

	City Grant-in-Aid	Gaming	General	IN KIND	Kelp Otter Exhi...	Museums Alas...
<b>7200 · Payroll related expenses</b>						
7220 · Federal Taxes	10,741.36	0.00	2,635.81	0.00	0.00	0.00
7230 · State Unemployment	1,559.38	0.00	457.15	0.00	0.00	0.00
7240 · Health Insurance	32,437.80	0.00	12,428.86	0.00	0.00	0.00
<b>Total 7200 · Payroll related expenses</b>	<b>44,738.54</b>	<b>0.00</b>	<b>15,521.82</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>7500 · Professional Services</b>						
7520 · Accounting fees	4,000.00	0.00	7,907.50	0.00	0.00	0.00
7500 · Professional Services - Other	0.00	0.00	0.00	0.00	0.00	717.35
<b>Total 7500 · Professional Services</b>	<b>4,000.00</b>	<b>0.00</b>	<b>7,907.50</b>	<b>0.00</b>	<b>0.00</b>	<b>717.35</b>
<b>8100 · Operating Expenses</b>						
8105 · Equipment Maintenance	2,150.64	0.00	4,786.91	0.00	0.00	0.00
8106 · Equipment Expense	1,701.63	0.00	0.00	0.00	0.00	0.00
8110 · Supplies	0.00	0.00	4,857.12	0.00	40.09	0.00
8115 · Building Maintenance	0.00	0.00	0.00	165,916.63	0.00	0.00
8120 · Donated materials & supplies	0.00	0.00	140.00	0.00	0.00	0.00
8130 · Telephone & telecommunica...	2,089.03	0.00	3,683.23	0.00	0.00	0.00
8140 · Postage, shipping, delivery	0.00	0.00	719.53	0.00	0.00	0.00
8175 · Programs/Exhibits	0.00	0.00	7,591.95	0.00	26,041.19	0.00
8176 · Exhibit Redesign	0.00	0.00	226.53	0.00	0.00	0.00
8100 · Operating Expenses - Other	0.00	0.00	303.94	0.00	0.00	0.00
<b>Total 8100 · Operating Expenses</b>	<b>5,941.30</b>	<b>0.00</b>	<b>22,309.21</b>	<b>165,916.63</b>	<b>26,081.28</b>	<b>0.00</b>
<b>8200 · Utilities</b>						
8220 · Electricity	30,616.83	0.00	0.00	0.00	0.00	0.00
8230 · Heating fuel	15,844.22	0.00	0.00	0.00	0.00	0.00
8240 · Trash Disposal	3,481.20	0.00	0.00	0.00	0.00	0.00
<b>Total 8200 · Utilities</b>	<b>49,942.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>8300 · Travel &amp; meetings expenses</b>						
8310 · Travel	6,089.29	0.00	1,813.99	0.00	0.00	0.00
8320 · Conference, convention, mee...	3,220.51	0.00	30.00	0.00	0.00	0.00
8300 · Travel & meetings expenses...	552.16	0.00	1,160.78	0.00	0.00	0.00
<b>Total 8300 · Travel &amp; meetings expens...</b>	<b>9,861.96</b>	<b>0.00</b>	<b>3,004.77</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>8500 · Misc expenses</b>						
8530 · Membership dues - organiza...	0.00	0.00	118.00	0.00	0.00	0.00
8570 · Advertising expenses	0.00	0.00	30.00	0.00	0.00	0.00
8591 · Dues, Fees, Subscriptions	2,460.70	0.00	0.00	0.00	0.00	0.00
8500 · Misc expenses - Other	0.00	0.00	34.81	0.00	0.00	0.00
<b>Total 8500 · Misc expenses</b>	<b>2,460.70</b>	<b>0.00</b>	<b>182.81</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>8700 · Insurance</b>						
8710 · General Liability Insurance/...	0.00	0.00	0.00	0.00	0.00	0.00
8720 · D&O Insurance	0.00	0.00	0.00	0.00	0.00	0.00
8730 · Workers Comp. Insurance	0.00	0.00	1,372.50	0.00	0.00	0.00
8740 · Collections Insurance	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total 8700 · Insurance</b>	<b>0.00</b>	<b>0.00</b>	<b>1,372.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expense</b>	<b>275,474.73</b>	<b>7,247.11</b>	<b>102,202.40</b>	<b>338,510.23</b>	<b>26,081.28</b>	<b>717.35</b>
<b>Net Ordinary Income</b>	<b>18,631.27</b>	<b>15,800.90</b>	<b>-12,040.63</b>	<b>0.00</b>	<b>-20,681.48</b>	<b>-66.57</b>
<b>Other Income/Expense</b>						
Other Expense						
9900 · FY17 City Grant CarryOver	15,095.62	0.00	0.00	0.00	0.00	0.00
<b>Total Other Expense</b>	<b>15,095.62</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>-15,095.62</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Income</b>	<b>3,535.65</b>	<b>15,800.90</b>	<b>-12,040.63</b>	<b>0.00</b>	<b>-20,681.48</b>	<b>-66.57</b>

## Museum of the Aleutians

## Profit &amp; Loss by Class

July 2017 through June 2018

	West Etnier	TOTAL
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4 · Contributed support		
4010 · Indiv/business contribution	0.00	3,787.83
4120 · Donated other serv - non-GA...	0.00	193.30
4130 · Gifts in kind - goods	0.00	15,374.04
4150 · Donated use of land	0.00	157,219.56
4155 · Donated Maintenance & Rent	0.00	165,916.63
4530 · State grants	0.00	650.78
4540 · City Grant-in-Aid	0.00	294,106.00
<b>Total 4 · Contributed support</b>	<b>0.00</b>	<b>637,248.14</b>
5 · General Income		
5100 · Gaming Revenue	0.00	23,014.45
5150 · Program-related sales - other	0.00	10,155.20
5156 · Cultural Resource Income	0.00	500.00
5180 · Admissions	0.00	18,120.50
5190 · Memberships		
5191 · Classic Individual Memb...	0.00	941.65
5192 · Corporate Sponsorship	0.00	11,730.00
5193 · Membership dues- Spons...	0.00	5,000.00
5194 · Classic Household Memb...	0.00	525.00
5196 · Ulax <sup>A</sup> Circle Membership	0.00	250.00
5197 · Discovery Circle Member...	0.00	250.00
5190 · Memberships - Other	0.00	1,945.00
<b>Total 5190 · Memberships</b>	<b>0.00</b>	<b>20,641.65</b>
5440 · Daily Sales		
5441 · Consignment Sales	0.00	97.00
5440 · Daily Sales - Other	0.00	40,688.17
<b>Total 5440 · Daily Sales</b>	<b>0.00</b>	<b>40,785.17</b>
5450 · Interest Income	0.00	173.10
5490 · Miscellaneous revenue	1,473.90	7,352.98
<b>Total 5 · General Income</b>	<b>1,473.90</b>	<b>120,743.05</b>
5800 · Fundraising Income		
5810 · Auction Income	0.00	20,060.87
5820 · Special events - gift revenue	0.00	380.00
<b>Total 5800 · Fundraising Income</b>	<b>0.00</b>	<b>20,440.87</b>
<b>Total Income</b>	<b>1,473.90</b>	<b>778,432.06</b>
<b>Cost of Goods Sold</b>		
5000 · Cost of Goods Sold		
5020 · Credit Card Service charges	0.00	526.78
5030 · Postage & Handling	0.00	887.14
5040 · Inventory	0.00	18,124.95
5050 · Consignment	0.00	4,300.88
5000 · Cost of Goods Sold - Other	0.00	1,234.67
<b>Total 5000 · Cost of Goods Sold</b>	<b>0.00</b>	<b>25,074.42</b>
50700 · Cost of Sales - Inventory Sales	0.00	7.15
<b>Total COGS</b>	<b>0.00</b>	<b>25,081.57</b>
<b>Gross Profit</b>	<b>1,473.90</b>	<b>753,350.49</b>
<b>Expense</b>		
6000 · Fundraising Expenses		
6010 · Gaming Expenses	0.00	7,500.47
6020 · In-Kind Auction Expenses	0.00	15,374.04
6000 · Fundraising Expenses - Other	0.00	2,108.75
<b>Total 6000 · Fundraising Expenses</b>	<b>0.00</b>	<b>24,983.26</b>
60900 · Business expenses		
8620 · Membership Discount	0.00	905.16
8630 · Bank service Charges	0.00	2,570.25
8650 · Land Lease	0.00	157,219.56
<b>Total 60900 · Business expenses</b>	<b>0.00</b>	<b>160,694.97</b>
6560 · Payroll Expenses		
6561 · Director Salary	0.00	68,175.00
6563 · Collections Manager	0.00	55,000.08
6564 · Front Desk	0.00	23,698.27
6565 · Education Programs Coordi...	0.00	27,991.61
<b>Total 6560 · Payroll Expenses</b>	<b>0.00</b>	<b>174,864.96</b>
66900 · Reconciliation Discrepancies	0.00	-338.67
7000 · Grant & contract expense		
7015 · Financial Manager Contract	0.00	24,999.96
7020 · Janitor	0.00	5,070.00
<b>Total 7000 · Grant &amp; contract expense</b>	<b>0.00</b>	<b>30,069.96</b>

**Museum of the Aleutians**  
**Profit & Loss by Class**  
**July 2017 through June 2018**

	West Etnier	TOTAL
7200 · Payroll related expenses		
7220 · Federal Taxes	0.00	13,377.17
7230 · State Unemployment	0.00	2,016.53
7240 · Health Insurance	0.00	44,866.66
<b>Total 7200 · Payroll related expenses</b>	<b>0.00</b>	<b>60,260.36</b>
7500 · Professional Services		
7520 · Accounting fees	0.00	11,907.50
7500 · Professional Services - Other	0.00	717.35
<b>Total 7500 · Professional Services</b>	<b>0.00</b>	<b>12,624.85</b>
8100 · Operating Expenses		
8105 · Equipment Maintenance	0.00	6,937.55
8106 · Equipment Expense	0.00	1,701.63
8110 · Supplies	0.00	4,897.21
8115 · Building Maintenance	0.00	165,916.63
8120 · Donated materials & supplies	0.00	140.00
8130 · Telephone & telecommunica...	0.00	5,772.26
8140 · Postage, shipping, delivery	1,096.85	1,816.38
8175 · Programs/Exhibits	0.00	33,633.14
8176 · Exhibit Redesign	0.00	226.53
8100 · Operating Expenses - Other	0.00	303.94
<b>Total 8100 · Operating Expenses</b>	<b>1,096.85</b>	<b>221,345.27</b>
8200 · Utilities		
8220 · Electricity	0.00	30,616.83
8230 · Heating fuel	0.00	15,844.22
8240 · Trash Disposal	0.00	3,481.20
<b>Total 8200 · Utilities</b>	<b>0.00</b>	<b>49,942.25</b>
8300 · Travel & meetings expenses		
8310 · Travel	0.00	7,903.28
8320 · Conference,convention,mee...	0.00	3,250.51
8300 · Travel & meetings expenses...	0.00	1,712.94
<b>Total 8300 · Travel &amp; meetings expens...</b>	<b>0.00</b>	<b>12,866.73</b>
8500 · Misc expenses		
8530 · Membership dues - organiza...	0.00	118.00
8570 · Advertising expenses	0.00	30.00
8591 · Dues, Fees, Subscriptions	0.00	2,460.70
8500 · Misc expenses - Other	0.00	34.81
<b>Total 8500 · Misc expenses</b>	<b>0.00</b>	<b>2,643.51</b>
8700 · Insurance		
8710 · General Liability Insurance/...	0.00	0.00
8720 · D&O Insurance	0.00	0.00
8730 · Workers Comp. Insurance	0.00	1,372.50
8740 · Collections Insurance	0.00	0.00
<b>Total 8700 · Insurance</b>	<b>0.00</b>	<b>1,372.50</b>
<b>Total Expense</b>	<b>1,096.85</b>	<b>751,329.95</b>
<b>Net Ordinary Income</b>	<b>377.05</b>	<b>2,020.54</b>
<b>Other Income/Expense</b>		
Other Expense		
9900 · FY17 City Grant CarryOver	0.00	15,095.62
<b>Total Other Expense</b>	<b>0.00</b>	<b>15,095.62</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-15,095.62</b>
<b>Net Income</b>	<b>377.05</b>	<b>-13,075.08</b>



FY18 COMMUNITY SUPPORT FINANCIAL REPORT

Mid-year.\_\_\_\_ Final X

Organization Name: Museum of the Aleutians

X Original \_\_\_\_ Revised

**Revenue Sources**

Fees for Services	Budgeted Revenue	Received Revenue Q2	Received Revenue Q4	YTD Revenue	% Budget
	\$ -	\$ -	\$ -	\$ -	
Curation Costs	\$ 3,000.00	\$ -	\$ -	\$ -	0.00%
Cultural Resource Services/Research	\$ 3,000.00	\$ 5,905.00	\$ 500.00	\$ 6,405.00	213.50%
	\$ -	\$ -	\$ -	\$ -	
<b>Subtotal</b>	<b>\$ 6,000.00</b>	<b>\$ 5,905.00</b>	<b>\$ 500.00</b>	<b>\$ 6,405.00</b>	<b>106.75%</b>

Grants	Budgeted Revenue	Received Revenue Q2	Received Revenue Q4	YTD Revenue	% Budget
	\$ -	\$ -	\$ -	\$ -	
Local City	\$ 294,196.00	\$ 147,098.00	\$ 147,008.00	\$ 294,106.00	99.97%
State	\$ 3,000.00	\$ 651.00	\$ -	\$ 651.00	21.70%
	\$ -	\$ -	\$ -	\$ -	
<b>Subtotal</b>	<b>\$ 297,196.00</b>	<b>\$ 147,749.00</b>	<b>\$ 147,008.00</b>	<b>\$ 294,757.00</b>	<b>99.18%</b>

Fundraising	Budgeted Revenue	Received Revenue Q2	Received Revenue Q4	YTD Revenue	% Budget
Museum Admissions	20,000.00	4,314.00	13,807.00	18,121.00	90.61%
Museum Memberships	30,000.00	3,187.00	17,455.00	20,642.00	68.81%
Museum Store	15,000.00	23,983.00	16,802.00	40,785.00	271.90%
Auction/Fundraising	25,000.00	20,061.00	380.00	20,441.00	81.76%
Gaming	40,000.00	14,175.00	8,839.00	23,014.00	57.54%
		0.00	0.00		
<b>Subtotal</b>	<b>\$ 130,000.00</b>	<b>\$ 65,720.00</b>	<b>\$ 57,283.00</b>	<b>\$ 123,003.00</b>	<b>94.62%</b>

In Kind Contributions	Budgeted Revenue	Received Revenue Q2	Received Revenue Q4	YTD Revenue	% Budget
	\$ -	\$ -	\$ -	\$ -	
Donation Use of Land	\$ 157,220.00	\$ 78,610.00	\$ 78,610.00	\$ 157,220.00	100.00%
Donated Museum Time & Services	\$ 15,000.00	\$ -	\$ 15,374.00	\$ 15,374.00	102.49%
Facility Rent & Maintenance	\$ 180,000.00	\$ 75,417.00	\$ 90,500.00	\$ 165,917.00	92.18%
	\$ -	\$ -	\$ -	\$ -	
<b>Subtotal</b>	<b>\$ 352,220.00</b>	<b>\$ 154,027.00</b>	<b>\$ 184,484.00</b>	<b>\$ 338,511.00</b>	<b>96.11%</b>

Other Sources	Budgeted Revenue	Received Revenue Q2	Received Revenue Q4	YTD Revenue	% Budget
	\$ -	\$ -	\$ -	\$ -	
Individual/Business Contributions	\$ 20,000.00	\$ 2,688.00	\$ 5,543.00	\$ 8,231.00	41.16%
Miscellaneous Reim / Admin	\$ -	\$ 4,560.00	\$ 2,965.00	\$ 7,525.00	#DIV/0!
	\$ -	\$ -	\$ -	\$ -	
<b>Subtotal</b>	<b>\$ 20,000.00</b>	<b>\$ 7,248.00</b>	<b>\$ 8,508.00</b>	<b>\$ 15,756.00</b>	<b>78.78%</b>

	FY18 Total Budget	Quarter Two	Quarter Four	Received YTD	% Received
<b>Total Revenues</b>	<b>\$ 805,416.00</b>	<b>\$ 380,649.00</b>	<b>\$ 397,783.00</b>	<b>\$ 778,432.00</b>	<b>96.65%</b>

Museum of the Aleutians  
Profit & Loss  
July 2017 through June 2018

	<u>Jul '17 - Jun 18</u>
Ordinary Income/Expense	
Income	
4 · Contributed support	
4010 · Indiv/business contribution	3,787.83
4120 · Donated other serv - non-GAAP	193.30
4130 · Gifts in kind - goods	15,374.04
4150 · Donated use of land	157,219.56
4155 · Donated Maintenance & Rent	165,916.63
4530 · State grants	650.78
4540 · City Grant-in-Aid	294,106.00
	<hr/>
Total 4 · Contributed support	637,248.14
5 · General Income	
5100 · Gaming Revenue	23,014.45
5150 · Program-related sales - other	10,155.20
5156 · Cultural Resource Income	500.00
5180 · Admissions	18,120.50
5190 · Memberships	
5191 · Classic Individual Membership	941.65
5192 · Corporate Sponsorship	11,730.00
5193 · Membership dues- Sponsor	5,000.00
5194 · Classic Household Membership	525.00
5196 · Ulax^ Circle Membership	250.00
5197 · Discovery Circle Memberhsip	250.00
5190 · Memberships - Other	1,945.00
	<hr/>
Total 5190 · Memberships	20,641.65
5440 · Daily Sales	
5441 · Consignment Sales	97.00
5440 · Daily Sales - Other	40,688.17
	<hr/>
Total 5440 · Daily Sales	40,785.17
5450 · Interest Income	173.10
5490 · Miscellaneous revenue	7,352.98
	<hr/>
Total 5 · General Income	120,743.05
5800 · Fundraising Income	
5810 · Auction Income	20,060.87
5820 · Special events - gift revenue	380.00
	<hr/>
Total 5800 · Fundraising Income	20,440.87
Total Income	778,432.06
Cost of Goods Sold	
5000 · Cost of Goods Sold	
5020 · Credit Card Service charges	526.78
5030 · Postage & Handling	887.14
5040 · Inventory	18,124.95
5050 · Consignment	4,300.88
5000 · Cost of Goods Sold - Other	1,234.67
	<hr/>
Total 5000 · Cost of Goods Sold	25,074.42
50700 · Cost of Sales - Inventory Sales	7.15
	<hr/>
Total COGS	25,081.57
Gross Profit	753,350.49

**Museum of the Aleutians**  
**Profit & Loss**  
 July 2017 through June 2018

	Jul '17 - Jun 18
<b>Expense</b>	
6000 · Fundraising Expenses	
6010 · Gaming Expenses	7,500.47
6020 · In-Kind Auction Expenses	15,374.04
6000 · Fundraising Expenses - Other	2,108.75
	24,983.26
<b>Total 6000 · Fundraising Expenses</b>	<b>24,983.26</b>
60900 · Business expenses	
8620 · Membership Discount	905.16
8630 · Bank service Charges	2,570.25
8650 · Land Lease	157,219.56
	160,694.97
<b>Total 60900 · Business expenses</b>	<b>160,694.97</b>
6560 · Payroll Expenses	
6561 · Director Salary	68,175.00
6563 · Collections Manager	55,000.08
6564 · Front Desk	23,698.27
6565 · Education Programs Coordinator	27,991.61
	174,864.96
<b>Total 6560 · Payroll Expenses</b>	<b>174,864.96</b>
66900 · Reconciliation Discrepancies	-338.67
7000 · Grant & contract expense	
7015 · Financial Manager Contract	24,999.96
7020 · Janitor	5,070.00
	30,069.96
<b>Total 7000 · Grant &amp; contract expense</b>	<b>30,069.96</b>
7200 · Payroll related expenses	
7220 · Federal Taxes	13,377.17
7230 · State Unemployment	2,016.53
7240 · Health Insurance	44,866.66
	60,260.36
<b>Total 7200 · Payroll related expenses</b>	<b>60,260.36</b>
7500 · Professional Services	
7520 · Accounting fees	11,907.50
7500 · Professional Services - Other	717.35
	12,624.85
<b>Total 7500 · Professional Services</b>	<b>12,624.85</b>
8100 · Operating Expenses	
8105 · Equipment Maintenance	6,937.55
8106 · Equipment Expense	1,701.63
8110 · Supplies	4,897.21
8115 · Building Maintenance	165,916.63
8120 · Donated materials & supplies	140.00
8130 · Telephone & telecommunications	5,772.26
8140 · Postage, shipping, delivery	1,816.38
8175 · Programs/Exhibits	33,633.14
8176 · Exhibit Redesign	226.53
8100 · Operating Expenses - Other	303.94
	221,345.27
<b>Total 8100 · Operating Expenses</b>	<b>221,345.27</b>
8200 · Utilities	
8220 · Electricity	30,616.83
8230 · Heating fuel	15,844.22
8240 · Trash Disposal	3,481.20
	49,942.25
<b>Total 8200 · Utilities</b>	<b>49,942.25</b>
8300 · Travel & meetings expenses	
8310 · Travel	7,903.28
8320 · Conference, convention, meeting	3,250.51
8300 · Travel & meetings expenses - Other	1,712.94
	12,866.73
<b>Total 8300 · Travel &amp; meetings expenses</b>	<b>12,866.73</b>

## Museum of the Aleutians

## Profit &amp; Loss

July 2017 through June 2018

	<u>Jul '17 - Jun 18</u>
<b>8500 · Misc expenses</b>	
8530 · Membership dues - organization	118.00
8570 · Advertising expenses	30.00
8591 · Dues, Fees, Subscriptions	2,460.70
8500 · Misc expenses - Other	34.81
	<u>2,643.51</u>
<b>Total 8500 · Misc expenses</b>	2,643.51
<b>8700 · Insurance</b>	
8710 · General Liability Insurance/DIC	0.00
8720 · D&O Insurance	0.00
8730 · Workers Comp. Insurance	1,372.50
8740 · Collections Insurance	0.00
	<u>1,372.50</u>
<b>Total 8700 · Insurance</b>	1,372.50
<b>Total Expense</b>	<u>751,329.95</u>
<b>Net Ordinary Income</b>	2,020.54
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
9900 · FY17 City Grant CarryOver	15,095.62
	<u>15,095.62</u>
<b>Total Other Expense</b>	15,095.62
<b>Net Other Income</b>	<u>-15,095.62</u>
<b>Net Income</b>	<u><u>-13,075.08</u></u>

---

---

## MEMORANDUM TO COUNCIL

---

---

To: Mayor and City Council Members  
From: Shaina Schamp, Administrative Coordinator  
Through: Thomas Thomas, City Manager  
Date: August 14, 2018  
Re: Washington DC Lobbying Trip

---

---

This year's Washington DC lobbying trip is scheduled for September 17-19, 2018. The City Manager and Mayor are working with the City's Lobbyist, Brad Gilman, to schedule meetings.

Mayor Kelty is presently out of town, but has requested approval to be included on this trip.

Estimated travel costs for each traveler are:

<u>Description</u>	<u>Estimated Cost</u>
RT Air Fare	\$ 2,300.00
Lodging (DC & Seattle)	\$ 1,800.00
Taxi	\$ 200.00
Per Diem	\$ 478.00
<b>TOTAL</b>	<b>\$ 4,778.00</b>

As of August 9, 2018, the funds available in the Council travel budget are \$82,101.10.

The Travel Policy for the Mayor and Council indicates that no more than three Council Members are to travel to the same meeting or conference; that travel be conducted in the most direct and economic manner possible to accomplish City business; and that council will discuss the travel, identify the Council Members to travel, and approve the travel by motion at least twenty-one days prior to the trip.