

**WHITTIER CITY COUNCIL
WILL HOLD
A REGULAR MEETING
TUESDAY, OCTOBER 17, 2017
AT 7:00 PM
COUNCIL CHAMBERS
P-12 BUILDING**

AGENDA

Page #

1. CALL TO ORDER

2. OPENING CEREMONY

3. ROLL CALL

- A. Council Members Present
- B. Administration Present

4. APPROVAL OF MINUTES

- A. September 19, 2017 Regular Meeting Minutes
- B. October 10, 2017 Special Meeting Minutes

**1
7**

5. SPECIAL ORDERS OF THE DAY

- A. Swearing in of newly appointed officials
- B. Appointment of the Mayor
- C. Appointment of the Vice-Mayor

5. APPROVAL OF REGULAR MEETING AGENDA

6. MAYOR'S REPORT

- A. Mayor Report -
- B. Vice Mayor Report -

7. MANAGER'S REPORT

- A. City Manager's Report – Mark Lynch
- B. City Attorney's Report– Holly Wells
- C. School District Report
- D. Directors' Reports
 - 1. Finance Officer Report – John Janik
 - 2. Harbormaster Report – Kyle Sinclair
 - 3. Director of Public Safety Report – Dave Schofield
 - 4. Public Works Report – Scott Korbe
 - 5. Public Safety Building Report – Terry Morrison

**10
12
13
33**

8. COMMISSION/COMMITTEE REPORTS

- A. Planning Commission
- B. Port & Harbor Commission
- C. Parks & Recreation Committee
- D. Prince William Sound Aquaculture Corp.
- E. Regional Citizen's Advisory Council

9. CITIZEN’S COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING	
10. APPROVAL OF CONSENT CALENDAR	
11. PUBLIC HEARINGS (NON-ORDINANCE)	
12. PRESENTATIONS	
A. Presentation of 2016 Financial Audit.	
B. CRW Shotgun Cove Road Preliminary Design and Engineering.	
13. ORDINANCES	
Introduction (1st reading)	
14. PUBLIC HEARING (2nd reading)	
#05-2017 – An Ordinance Amending Whittier Municipal Code 2.10.070 entitled “Conflicts of Interest Generally,” WMC 2.10.130 Entitled “Prohibited Acts,” and WMC 2.70.025 entitled “Behavior Generally” to clarify what constitutes a “Substantial Financial Interest,” limit disclosures of potential conflicts of interest to substantial financial interests, and clarify general prohibitions against city official and employee conduct and disclosure obligations.	42
15. RESOLUTIONS	
#23-2017 – A resolution approving of the distribution of approximately \$14,650 in funds from the Whittier Emergency Response and Fire Association.	52
#24-2017 – A resolution approving preliminary design and engineering work for the next Phase of Shotgun Cove Road by CRW Engineers in the amount of \$247,941.00.	55
16. EXECUTIVE SESSION	
17. UNFINISHED BUSINESS	
A. Shotgun Cove Road Project	
B. ARRC/COW Land Swap	
C. Improve Salmon Sport Fishing in Northwest PWS	
D. Paddle Craft Launch	
18. NEW BUSINESS	
A. Appointment of Port & Harbor Commission Members	
a. Seat B	60
b. Seat G	61
B. Appointment of Planning Commission Members	
a. Seat A	62
b. Seat B	64
19. COUNCIL DISCUSSION	
20. CITIZEN’S DISCUSSION	
21. COUNCIL AND ADMINISTRATION’S RESPONSE TO CITIZEN’S COMMENTS	
22. ADJOURNMENT	



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

**WHITTIER CITY COUNCIL
REGULAR MEETING
TUESDAY, SEPTEMBER 19, 2017
7:00 PM
COUNCIL CHAMBERS
P-12 BUILDING**

MINUTES

1. CALL TO ORDER

Mayor Daniel Blair called the meeting to order at 7:00 p.m.

2. OPENING CEREMONY

Mayor Daniel Blair led the Pledge of Allegiance.

3. ROLL CALL

A. Council members present and establishing a quorum: Monty Irvin, Debra Hicks, Dave Dickason, Peter Denmark, Victor Shen and Daniel Blair.

B. Council Members Absent: Dave Pinquoch

C. Administration Present:

Mark Lynch, City Manager

Annie Reeves, Assistant City Manager

Scott Korbe, Public Works Director

Holly Wells, City Attorney

Kyle Sinclair, Harbormaster

Naelene Matsumiya, Acting City Clerk

John Janik, Finance Officer

Others Present: Sean Baski, Matt Stone, Keith McCormick, Cody Beauchamp, Lindsey Erk, Greg Clifford, Charlene Arneson and Jennifer Harrison

4. APPROVAL OF MINUTES

September 19, 2017 Regular Meeting Minutes

MOTION: Peter Denmark made a motion to approve the meeting minutes of August 22, 2017 as is.

SECOND: Dave Dickason

DISCUSSION: None

VOTE: Motion passed unanimously

5. APPROVAL OF REGULAR MEETING AGENDA

MOTION: Dave Dickason made a motion to approve the Regular Meeting Agenda with the following changes: First, Agenda Item 12 – Presentations should be moved to Agenda Item 6 and the order of the presentation to switch making the Tsunami Ready presentation the first and the Department of Transportation presentation second.

SECOND: Debra Hicks

DISCUSSION: None

VOTE: Motion passed unanimously

6. PRESENTATIONS

A. Tsunami Warning Presentation – Alaska Department of Homeland Security and Emergency Management

Mike O'Hare, Director of the Division of Homeland Security and Emergency Management for the State introduced his team as they joined him to congratulate the Council and the City of Whittier for their certification and thanked the City for their partnership and in making the City safer for its residents and visitors. The team recognized the City of Whittier for the efforts in educating the public for tsunami readiness and they are happy to announce that the City is now designated as ready for response during the event of a tsunami. Mike O'Hare recognized Whittier's Chief of Police, David Schofield, who was unable to attend. The City Manager accepted the award for Mr. Schofield and gathered for photographs.

B. Presentation Concerning the Seward Highway Construction Beginning 2018 and Lasting 4 years – Alaska Department of Transportation

Sean Baski explained the project and how construction will last up to 4 years. He described the work that will be done to the roads and bridges along the Seward Highway. The Council asked if there will be accommodations for those who are heading into Whittier considering the tunnel schedule, specifically the busses transporting passengers of the Princess Cruise ships to and from Anchorage. Sean reported that he has spoken to the people at the Princess Cruises terminal and also the Anton Anderson Tunnel Manager to discuss "what if" situations such as first responders. He told the Council that, unfortunately, it would be difficult to coordinate and manage traffic on a construction project and that he wouldn't know how to manage singling out those who are heading into Whittier. He stressed that the ultimate goal was highway safety and that they are looking out for everyone.

7. MAYOR'S REPORT

A. Mayor's Report by Mayor Daniel Blair

Dan Blair reported that he, along with the City Manager and the Assistant City Manager, met with the Chugach School District and Lindsey Erk to discuss access to the school's gym. He hopes to have consistent access to the gym year-round for the community as a whole. He also met with CRW and discussed the extension of Shotgun Cove Road. Dan Blair mentioned that he spoke to the CRW team about the erosion issue that has been happening around parts of the harbor. He worries that since the earthquake, the Triangle is experiencing some rapid erosion problems due to the fact that the Triangle now sits 18 inches lower. He said that they were going to look into that. He hopes to hear feedback soon.

B. Vice Mayor Report by Vice Mayor Dave Pinquoch

None

8. MANAGER'S REPORT

A. City Manager's Report- Mark Lynch

See written report in Original Council Packet

The City Manager opened up his report by introducing Annie Reeves, the Assistant City Manager, and John Janik, the new Finance Officer.

He reminded the Council about the Alaska Municipal League Conferences in November and urged whoever wanted to attend to contact Naelene Matsumiya in the City office so that she can make reservations for lodging and for the conference.

Mark Lynch went on to talk about the CRW team and his meeting with them. He walked around the Harbor and the Triangle with them to show the erosion that has been happening. He states that they are looking for ways to fund us so that they can begin to correct these matters.

The City Manager mentioned the Special Meeting scheduled on the 10th of October to certify the election and said that CRW may submit a proposal to begin some engineering work.

The City Manager discussed the City's Budget with the Council. He commented that he is currently looking to fund the Parks and Recreation Committee.

Councilman Denmark asked the City Manager to review the Essential Terms for the Del Long Dock Transfer. The City Attorney said that it will be better suited if she compiles an email with the terms and send them out to the Council. She hopes to have a draft agreement from the railroad that provides more detailed material for the next regular meeting.

Councilman Shen asked where the funding was coming from to fund the City Engineer and what department he works under. Mark Lynch replied that he had been working with multiple departments over the summer and he is billed by the City.

The Council discussed funding for the flood event and concluded the City Manager's report.

B. City Attorney's Report

See Written Report in Original Council Packet.

C. School District Report

See Written Report in Original Council Packet

Charlene Arneson extended an open invitation to everyone in the Council Chambers to attend the School Board Meeting on September 28 at 6:00 pm.

D. Director's Reports

1. Financial report – John Janik

None

2. Harbormaster Report – Kyle Sinclair

None

3. Director of Public Safety Report – Dave Schofield

EMT, Keith McCormack gave a brief summary of the water rescue incident that happened during the summer season.

4. Public Works Report – Scott Korbc

None

5. Public Safety Building Report – Terry Morrison

None

9. COMMISSION/COMMITTEE REPORTS

A. Planning Commission

Approved Minutes from September 6, 2017, Regular Meeting in Packet.

B. Port & Harbor Commission

None

C. Parks & Recreation Committee

None

D. Prince William Sound Aquaculture Corp.

None

E. Regional Citizen's Advisory Council

None

10. CITIZENS COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING

11. PRESENTATIONS

Item was moved to 6.

12. CONSENT CALENDAR

None

13. ORDINANCES (Non-Ordinance)

A. Introduction (1st reading)

1. #05-2017 – An Ordinance Amending WMC 2.10.070 entitled "Conflicts of Interest Generally," WMC 2.10.130 entitled "Prohibited Acts," and WMC 2.70.025 entitled "Behavior Generally," to clarify what constitutes a "Substantial Financial Interest," limit disclosures of potential conflicts of interest to substantial financial interests, and clarify general prohibitions against city official and employee conduct and disclose obligations.

MOTION: Dave Dickason made a motion to set the date for the public hearing for Ordinance #05-2017 for the next regular meeting on October 17, 2017.

SECOND: Peter Denmark

DISCUSSION: City Attorney, Holly Wells, gave a summary of the memo that was included in the original Council packet regarding this ordinance. She indicated that the changes that were made were intended to reflect Whittier's small-community reality and to give the City an applicable Conflict of Interest Provision. She explained that this ordinance preserves the disclosure requirement that the City is currently under. She summarized further stating that a lot of the language has been cleaned up.

Councilman Denmark asked if Commission members were omitted. Holly replied that they are not because they are appointed by the council therefore they are "City Officials." She read the definition for clarification. She presented a Conflict of Interest Statement form to the Council and recommended that it be filed annually in the City Office.

Mayor Blair had some concerns and council discussed the item further.

Holly Wells concluded that ultimately, it gives City Officials protection and it can be publicly beneficial. There will be a work-session for the form before the October 17, Regular Meeting at 6:30 pm. The Council hopes to revisit the format of the form and discuss ways it can be simplified.

VOTE: Passed Unanimously

14. PUBLIC HEARING (2nd reading)

None

**Council recessed at 9:03 for 15 minutes,
The Regular Meeting resumed at 9:19.**

15. RESOLUTIONS

#05-2017 – A resolution approving the distribution of approximately \$14,000 in funds from the Whittier Emergency Response and Fire Association.

MOTION: Victor Shen made a motion to adopt Resolution #20-2017

SECOND: Dave Dickason

DISCUSSION: Council questioned the changes made to the resolution. The City Manager and The Mayor summarized the situation. The party distributing the funds told the City Manager that they would give the money to certain entities. Mayor Blair explained that they do not have the power to designate, but they do have to power to not act. He expressed that he didn't want to put the money at risk.

Councilman Denmark expressed his concern about the fragmentary state of the situation. He explained that not enough documentation has been made by the party responsible for distributing the funds, and it raises some questions about legitimacy.

Council discussed the fate of the funds and the resolution for some time.

VOTE: Motion failed with 2 ayes and 4 nays.

Council discussed amending the resolution so that the wording is more accurate. Mayor Blair entertained the motion to be reintroduced with amendments.

The City Attorney suggested the last Whereas be replaced and instead state: "WHEREAS, WERFA has represented the Whittier Museum Association and the Whittier Student Council qualify under AS 10.20.295 to accept the WERFA funds and WERFA will not distribute the funds directly to the City of Whittier for the purpose of which the funds were intended."

MOTION: Dave Dickason made a motion to amend the last Whereas on the resolution that has been reintroduced as #21-2017 to state, "WHEREAS, WERFA has represented the Whittier Museum Association and the Whittier Student Council qualify under AS 10.20.295 to accept the WERFA funds and WERFA will not distribute the funds directly to the City of Whittier for the purpose of which the funds were intended."

SECOND: Monty Irvin

DISCUSSION:

VOTE: Motion Passed

16. EXECUTIVE SESSION

None

17. UNFINISHED BUSINESS

A. Lease Transfer Update/Orca Café

Nothing new to report.

B. Shotgun Cove Road Project

Nothing new to report.

C. ARRC/COW Land Swap

Nothing new to report.

D. Improve Salmon Sport Fishing in in Northwest PWS

Nothing new to report.

E. Paddle Craft Launch

Nothing new to report.

18. NEW BUSINESS

A. Discussion of existing Whittier Code concerning disposal of property

The City Manager stated that the first thing that has to be done is to get an appraisal for the property and the Planning Commission would then make recommendations to the City Manager about best possible uses for the property and the City Manager would make recommendations to the Council.

The City Manager explained further. Holly Wells weighed in on the item as well.

B. Confirmation of Election Officials

2017 Election Officials: Terry Bender (Chair), Brandelyn Bender, Elizabeth Cox and Jean Swingle

MOTION: Dave Dickason made a motion to confirm the list of names provided for the Election Officials for the upcoming election.

SECOND: Peter Denmark

DISCUSSION: None

VOTE: Motion passed unanimously

19. COUNCIL DISCUSSION

None

20. CITIZEN'S DISCUSSION

None

21. COUNCIL AND ADMINISTRATION'S RESPONSE TO CITIZEN'S COMMENTS

None

22. ADJOURNMENT

All were in favor of adjourning the meeting at 11:02 p.m.

ATTEST:

Naelene Matsumiya
Acting City Clerk

Daniel Blair
Mayor



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

**WHITTIER CITY COUNCIL
SPECIAL MEETING
TUESDAY, OCTOBER 10, 2017
6:00 PM
COUNCIL CHAMBERS
P-12 BUILDING**

MINUTES

1. CALL TO ORDER

Mayor Daniel Blair called the meeting to order at 6:00 p.m.

2. OPENING CEREMONY

Mayor Daniel Blair led the Pledge of Allegiance.

3. ROLL CALL

A. Council members present and establishing a quorum: Monty Irvin, Dave Pinquoch, Dave Dickason, Peter Denmark, Victor Shen and Daniel Blair.

B. Council Members Absent: Debra Hicks

C. Administration Present:

Annie Reeves, Assistant City Manager
Scott Korbe, Public Works Director
Kristie Smithers, City Consultant

Naelene Matsumiya, Acting City Clerk
John Janik, Finance Officer
Dyanna Pratt, Executive Assistant

Others Present: Lindsey Erk and Anna Dickason

4. APPROVAL OF AGENDA

MOTION: Dave Pinquoch made a motion to approve the Special Meeting Agenda as is.

SECOND: Dave Dickason

DISCUSSION: None

VOTE: Motion passed unanimously

5. NEW BUSINESS

A. Resolution #22-2017 certifying the results of the October 3 2017, Regular Election City Consultant/Election Official, Kristie Smithers, read aloud the official ballot count result of the October 3, 2017 Regular Municipal Election.

City Council Seat E- Pinquoch, David – 49

Kristie Smithers introduced herself to the Council and gave a brief history of her experience as a Municipal City Clerk.

MOTION: Dave Dickason made a motion to adopt Resolution #22-2017

SECOND: Monty Irvin

DISCUSSION: Councilman Denmark pointed out a typo in the resolution. Ms. Smithers replied that she will correct this.

VOTE: Motion passed unanimously

B. Approval of the Public Safety Building Signage

See Attached Email from Project Manager in Original Council Packet.

Councilman Dickason commented on the font. Council discussed the style and the kind of material the sign would be made of. They shared concerns about the color of the wall and how it will affect the visibility of the sign. Council questioned the display and asked if the sign was going to be illuminated. Scott Korbe reported that it will not be illuminated, but surrounding display lights will make it visible during darker hours.

Council approved the signage for the Public Safety Building.

C. Committee of the Whole

1. Discussion with Kristie Smithers, City Consultant, on agenda and meeting management. Kristie Smithers asked a couple of questions in regards to the meetings. She asked how long meetings normally run and suggested ways to minimize that amount of time. Council argued that the meetings have been running long only recently because of items on the agenda that require a sensible amount of attention. They talked about the possibility of the meetings beginning at 6 pm instead of 7 pm.

Ms. Smithers recommended that she update the code for the Council as she is already working on updating the Election chapter of the code. There was discussion about Roberts Rules of Order for some time.

Ms. Smithers introduced the Committee of the Whole to the Council. She explained that it is similar to a work session, but it allows the council to discuss freely without taking any actions. Mayor Blair asked if comments from the public are to be received during the Committee of the Whole to which Ms. Smithers replied that she'd call an Open House if there was anticipation of public feedback. She explained further.

Councilman Denmark exited the meeting at 6:56 pm.

Ms. Smithers then talked about the brand new Council Chambers and suggested a dress code for Council meetings. She hopes that this discussion helps Council Members come up with ideas to improve and refine the meetings.

6. AUDIENCE COMMENTS

None

7. MAYOR, COUNCIL, MANAGER AND CITY CLERK COMMENTS

None

8. ADJOURNMENT

All were in favor of adjourning the meeting at 7:25 p.m.

ATTEST:

Naelene Matsumiya
Acting City Clerk

Daniel Blair
Mayor



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

To: Mayor and Council
From: Mark Lynch, City Manager
Subject: Manager's report
Date: October 12, 2017 (for 10/17/17 Council meeting)

ARRC/DeLong Dock: The essential terms have been submitted and ARRC is working on a draft for a transfer of the Dock to the City.

Budget: I am well into the 2018 budget and expect to present a balanced budget to Council for consideration in the near future.

Engineering: CRW Engineers is working on the City Park design and engineering. They have presented the City with a proposal for the next phase of Shotgun Cove Road (see below).

Mechanic/Equipment: Work will continue on Police equipment, cleanup along Shotgun Cove road and work on the levee if weather allows and permitting is in place. Work will continue on moving from the P12 to the new building and getting surplus items sorted and ready to sell.

Sale of City Surplus: The City is set up to use aksurplus.com to auction surplus city equipment.

Personnel: I anticipate hiring a new City Clerk soon, and I have hired an experienced retired City Clerk to help the City through the process of the upcoming elections and any other issues requiring her assistance.

Harbor Docks and Fingers: The grant application for the next phase of the Harbor project has been submitted. My understanding is that we are ranked #1 for consideration of Tier 2 grants.

Harbor Loan: The latest word is that we are approved at some level. They need more information and will work with Kyle to complete the loan process. Based on the PS Building loan timeline so far, it is likely to be a very long process.

Harbor Erosion: We have a Corps permit to work on the Harbor erosion issue, and at least one grant application will be filed to request funding for that project.

Triangle Lease Issues: Some parties have not yet signed. Holly will update Council during her report.

Shotgun Cove Road: A proposal for preliminary design and engineering on the next phase of Shotgun Cove Road has been received and is in the packet for consideration. A Tiger Grant request is also being submitted for additional funding for this project.

IRT (Innovative Readiness Training): The IRT team completed their onsite work for the Buckner and the P12 buildings, and I expect final reports in the near future.

Tankfarm Property: No additional news from the Corps yet.

Public Safety Building: Current status shows possible occupancy by the end of October.

PS Building Water/Sewer Loan: All pre-application materials have been approved. We are now in the formal application process and have been told we are the next in line for the loan people to do their financial review. We have recently provided additional information to the agency.



Whittier Community School

PO Box 638
Whittier, AK 99693
(907) 472-2575 Phone
(907) 472 -2409 Fax

To: Whittier City Council
From: Lindsey Erk
Date: October 11, 2017

Recent Events:

- In-service – Math training for teachers
- Alaska Railroad – Operation Lifesaver presentation at the school
- CSD School Board meeting held in Whittier
- Ice Cream Social – parent volunteers
- VTE – Outdoor Leadership
- Inn At Whittier tour
- SERVS training at the school
- October EAC Meeting

Upcoming Events:

- October 16-27: VTE – Drivers Education, Culinary Arts, Early Childhood Education
- October 20: End of 1st Quarter
- October 25-26: early out at 2:00pm, conferences from 4-8pm
- October 31: Halloween Carnival from 5:30-6:30pm
- November 2-3: No School – Teacher in-service
- November 6-17: VTE – Community Health, Natural Resources Management, Journey to Flight
- TBD: November EAC Meeting

The end of the first quarter is right around the corner. It has been a busy start of the year. We've had many visitors in the building and have already been on several field trips. Chugach School District will be implementing ALEKS and RedBird (computerized math programs) into our classes regularly. These two programs, along with the curriculum teachers are currently using, will provide students extra support and additional ways to practice their math skills.

We encourage all parents and community members to come into the school and see what kids are learning. We are currently looking for volunteers to help with our box top collection, reading to students and helping to organize evening activities. If you would like to get involved with the school please give us a call.



Whittier Community School
(907) 472-2575

Tatitlek Community School
(907) 325-2252

Chenega Bay Community School
(907) 573-5123

Valdez FOCUS
Homeschool
(907) 835-5528

Anchorage FOCUS
Homeschool
(907) 522-7400

Fairbanks FOCUS
Homeschool
(907) 457-2545

Voyage to
Excellence
(907) 222-2712





THE CITY OF WHITTIER

Gateway to Western Prince William Sound

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

To: Mayor Dan Blair & City Council

Via: Mark Lynch, City Manager

From: John Janik, Director of Finance

Subj: Finance Report as of August 31, 2017

Opening Comment: This is my first report to the City Council and it will be somewhat abbreviated in comparison to reports you are accustomed to receiving. This brevity should not be construed as a reflection of any concerns, but rather a continuation of my gaining familiarity with our accounting program and the associated procedures. I anticipate resuming submission of more in-depth and comprehensive monthly reports before year's end.

Cash Status: The first noticeable missing item is the *Cash Balances* "pie chart". I have found my predecessor's worksheet for developing the chart but I need to review it a little closer to better grasp the components and the allocations as well as the allocations process. Once I fully understand the allocation procedures I will conduct a final cash balance reconciliation between the various fund accounts. In the absence of the distribution chart, below are summary values of the city's cash on-hand:

Checking Account Statement Balance—August 31st	\$500,000.00
(Less) Outstanding Checks--August 31 st	<u>(82,009.85)</u>
Adjusted Checking Account Balance—August 31 st	\$417,990.15
 Add: Repurchase Agreement Account Balance—August 31 st	 \$2,696,607.77
 Total Cash On-Hand—August 31st	 <u>\$3,500,383.92</u>

UBS Investment Status: I am currently aware of two investment accounts with UBS. The balances in those accounts as of the August 31st Statement are as follows:

Account No: UC-5997-BC	\$ 50,775.74
Account No: UC-5998-BC	<u>\$2,696,607.77</u>
UBS Investment Total	<u>\$2,747,373.51</u>

Grant Status: To help reduce the size of this report I have removed several pages relating to grants and have summarized them on a single page. The summarized grant report will be the last page following the financial statement printout.

Notes to Financial Statements: There are two notes that pertain to two different items in the financial statement printout.

1. On page one, there is a negative entry in *State Revenue Sharing*. This amount was entered to offset an equal amount that was entered in July which should have been assigned to *Fish Tax*. As you see now, the *Fish Tax* account has the correct amount and the YTD actual for *State Revenue Sharing* is now zero. As a point of interest, the *State Revenue Sharing Program* has been renamed by the State of Alaska and is now known as the *Community Assistance Program*.
2. On page 18, the period actual amount shows \$16.15. This number is not a true reflection of revenue for this month as the utility bills were not processed or mailed until after the first of September.

Closing Comment: Each day I become more familiar with the accounting software in use as well as the related practices. Granted, there is still much to learn with regards to this position but I am confident I will soon be able to maneuver within the software more easily, answer any questions with confidence, and produce any requested reports on demand. As we move forward my goal is to develop the city's finance department into a professional office that can provide prompt, accurate, and professional service to the mayor, council, administration, and public alike.

End of Report

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING AUGUST 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
TAXES					
01-310-4005 FISH TAX	39,559.49	39,559.49	30,000.00	(9,559.49)	131.9
01-310-4006 MOTOR VEHICLE REGISTRATION	275.08	3,062.00	4,000.00	918.00	77.1
01-310-4007 LIQUOR TAX	.00	3,550.00	5,000.00	1,450.00	71.0
01-310-4009 ELEC & TELE CO-OP TAX	.00	3,179.02	3,200.00	23.98	99.3
01-310-4200 SALES TAX	30,947.56	208,467.87	550,000.00	341,532.03	37.9
01-310-4201 PROPERTY TAX - REAL	388,911.20	370,090.26	360,000.00	9,909.74	97.4
01-310-4202 PROPERTY TAX - PERSONAL	298,195.06	301,267.73	260,000.00	(21,267.73)	107.6
01-310-4205 BUSINESS TRANSPORTATION TAX	121,080.00	134,328.40	300,000.00	165,671.60	44.8
TOTAL TAXES	658,968.39	1,083,521.87	1,552,200.00	469,676.13	68.6
LICENSES & PERMITS					
01-320-4260 BUSINESS LICENSES	100.00	4,275.00	3,500.00	(775.00)	122.1
01-320-4261 USER FEES & PERMITS	.00	1,000.00	250.00	(750.00)	400.0
01-320-4312 AMBULANCE FEES	.00	13,650.02	40,000.00	26,449.98	33.9
01-320-4760 WASTE DISPOSAL FEES	.00	29.00	.00	(29.00)	.0
TOTAL LICENSES & PERMITS	100.00	18,853.02	43,750.00	24,896.98	43.1
INTERGOVERNMENTAL REVENUE					
01-330-4002 STATE REVENUE SHARING	(39,559.49)	.00	78,469.00	78,469.00	.0
01-330-4003 STATE PAY-IN-LIEU OF TAXES	45,818.57	45,818.57	46,000.00	181.43	99.6
01-330-4011 EMS SMALL GRANT	.00	.00	2,500.00	2,500.00	.0
01-330-4025 NAT'L FOREST SERVICE RECEIPTS	.00	.00	30,000.00	30,000.00	.0
TOTAL INTERGOVERNMENTAL REVENUE	6,259.08	45,818.57	156,969.00	111,150.43	29.2
LEASES					
01-345-4516 LEASE INCOME - CITY LAND	5,469.25	99,234.36	125,000.00	25,765.65	79.4
01-345-4526 LAND USE RENT	100.00	9,380.00	.00	(9,380.00)	.0
TOTAL LEASES	5,569.25	108,614.36	125,000.00	16,385.65	86.9
FINES & CITATIONS					
01-350-4261 PSD FINES & CITATIONS	.00	360.00	4,000.00	3,620.00	9.6
01-350-4262 PSD PARKING TICKETS CIVIL	100.00	1,900.00	.00	(1,900.00)	.0
TOTAL FINES & CITATIONS	100.00	2,260.00	4,000.00	1,720.00	67.0

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS</u>					
01-360-4099 MISCELLANEOUS REVENUE	.00	1,395.82	5,000.00	3,604.08	27.9
01-360-4204 INTEREST & PENALTIES	(1,318.50)	5,118.83	3,000.00	(2,118.83)	170.6
01-360-4271 DONATIONS - EMS/FIRE/POL	.00	.00	2,500.00	2,500.00	.0
01-360-4900 INTEREST ON BANK ACCOUNTS	.00	6,405.80	15,000.00	8,594.20	42.7
01-360-4902 INTEREST ON ESCROW ACCOUNTS	.00	1,073.00	1,200.00	127.00	89.4
01-360-4914 TRANSFIELD - TUNNEL CONTRAC	.00	.00	60,000.00	60,000.00	.0
01-360-4915 GIRDWOOD-POLICE CONTRACT	51,500.00	412,000.00	618,000.00	206,000.00	66.7
TOTAL MISCELLANEOUS	50,181.50	425,993.55	704,700.00	278,706.45	60.5
<u>TRANSFERS & OTHER</u>					
01-390-4990 TRANSFER FROM CVP FUND	.00	158,000.00	.00	(158,000.00)	.0
TOTAL TRANSFERS & OTHER	.00	158,000.00	.00	(158,000.00)	.0
TOTAL FUND REVENUE	821,187.22	1,823,081.38	2,686,910.00	763,537.64	70.6

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
ADMIN					
01-400-6000 SALARIES & WAGES	12,955.44	128,397.49	244,968.00	116,570.61	52.4
01-400-6030 FICA TAXES	298.48	1,968.59	3,562.00	1,603.41	56.0
01-400-6040 WORKER'S COMP.	202.28	404.52	1,380.00	965.48	29.7
01-400-6050 ESC TAXES	97.10	1,968.61	3,497.00	1,528.39	56.3
01-400-6060 HEALTH & LIFE INSURANCE	2,595.93	26,706.63	40,280.00	13,553.37	68.3
01-400-6070 PERS RETIREMENT	2,284.22	26,721.14	53,883.00	27,171.88	49.6
01-400-6205 ADVERTISING	.00	.00	2,500.00	2,500.00	.0
01-400-6210 B.T.I. CONDO FEES	1,856.50	8,829.25	11,319.00	2,489.75	78.0
01-400-6212 CONDO MAINTENANCE	.00	.00	3,000.00	3,000.00	.0
01-400-6220 BANK SERVICES CHARGES	.00	1,174.92	10,000.00	8,825.08	11.8
01-400-6240 COMMUNITY SUPPORT-DONATIONS	.00	.00	500.00	500.00	.0
01-400-6280 DUES & SUBSCRIPTIONS	.00	825.00	1,800.00	975.00	45.6
01-400-6410 INSURANCE - LIABILITY	283.98	342.92	2,299.00	1,956.08	14.9
01-400-6440 INSURANCE - PROPERTY	18.91	464.32	163.00	(301.32)	284.9
01-400-6640 LICENSES & PERMITS	.00	.00	150.00	150.00	.0
01-400-6641 PENALTIES & FEES	.00	4,987.87	350.00	(4,617.87)	1419.3
01-400-6665 OUTSIDE CONTRACTORS	5,293.20	7,401.20	15,000.00	7,598.80	49.3
01-400-6570 PHYSICAL EXAMS & BACKGROUND CK	.00	98.00	250.00	154.00	36.4
01-400-6580 POSTAGE	366.01	1,094.08	6,000.00	3,905.92	21.9
01-400-6600 PROF. FEES - AUDIT	20,250.00	36,425.87	38,000.00	674.13	98.5
01-400-6610 PROF. FEES - ACCOUNTING	4,625.00	18,825.00	12,000.00	(8,825.00)	158.9
01-400-6620 PROF. FEES - APPRAISAL	.00	5,000.00	15,000.00	10,000.00	33.3
01-400-6625 PROF. FEES - FINANCIAL SOFTWARE	.00	18,825.00	45,000.00	26,375.00	41.4
01-400-6635 PROF. FEES - COMPUTER SUPPORT	.00	75.00	15,000.00	14,925.00	.5
01-400-6636 PROF. FEES - WEB SITE SUPPORT	3,820.00	4,020.00	3,000.00	(1,020.00)	134.0
01-400-6645 PROF. FEES - GRANT ADM.	.00	.00	30,000.00	30,000.00	.0
01-400-6650 PROF. FEES - LEGAL	27,788.92	82,576.42	150,000.00	67,423.58	55.1
01-400-6670 REIMBURSEMENT	.00	(776.00)	.00	776.00	.0
01-400-6675 COMPREHENSIVE PLAN	.00	.00	20,000.00	20,000.00	.0
01-400-6700 PUBLICATIONS & SUBSCRIPTIONS	.00	150.00	.00	(150.00)	.0
01-400-6770 TRAVEL, TRAINING & DEV.	1,283.21	9,880.34	23,000.00	13,339.66	42.0
01-400-7100 REPAIRS - BUILDING	.00	26.84	.00	(26.84)	.0
01-400-7361 EQUIPMENT MAINT. AGREEMENTS	.00	6,167.48	8,800.00	3,432.54	60.1
01-400-7460 REPAIRS-OFFICE EQUIPMENT	.00	332.20	500.00	167.80	66.4
01-400-8650 SUPPLIES - OFFICE	489.85	3,114.78	7,500.00	4,385.22	41.5
01-400-8750 SUPPLIES - PRINTING	1,743.85	2,243.85	1,000.00	(1,243.85)	224.4
01-400-9000 UTILITIES - INTERNET	138.98	5,023.09	10,000.00	4,978.91	50.2
01-400-9070 UTILITIES - TELEPHONE	1,288.53	4,576.64	7,000.00	2,423.16	65.4
01-400-9100 MISCELLANEOUS EXPENSES	.00	5,054.88	2,000.00	(3,054.88)	252.7
01-400-9300 PROJECT DEVELOPMENT	4,625.00	37,200.30	35,000.00	(2,200.30)	106.3
01-400-9900 INTERDEPARTMENT SUPPORT	.00	.00	(164,528.00)	(164,528.00)	.0
TOTAL ADMIN	92,031.14	450,702.81	658,933.00	208,230.18	68.4

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COUNCIL</u>					
01-401-8240 CITY COUNCIL-COMMUNITY SUPPORT	.00	1,420.49	3,000.00	1,579.51	47.4
01-401-8280 DUES & SUBSCRIPTIONS	.00	641.00	150.00	(491.00)	427.3
01-401-8325 FIREWORKS	.00	12,500.00	12,500.00	.00	100.0
01-401-8710 PUBLIC RELATIONS	300.00	341.47	250.00	(91.47)	136.8
01-401-8770 TRAVEL, TRAINING & DEV.	.00	2,250.88	10,000.00	7,749.12	22.5
01-401-8800 COUNCIL CHAMBER IMPROV	.00	.00	40,000.00	40,000.00	.0
01-401-8550 SUPPLIES - OFFICE	21.13	118.14	100.00	(18.14)	118.1
01-401-8750 SUPPLIES - PRINTING	160.85	573.75	.00	(573.75)	.0
01-401-9070 UTILITIES - TELEPHONE	.00	.00	400.00	400.00	.0
01-401-9500 LOBBYIST FEES	9,000.00	77,750.00	106,000.00	30,250.00	72.0
TOTAL COUNCIL	9,481.78	85,595.73	174,400.00	76,604.27	54.8
<u>ELECTIONS</u>					
01-420-8100 VOLUNTEER SUPPORT	.00	.00	1,200.00	1,200.00	.0
01-420-8205 ADVERTISING	.00	225.00	600.00	375.00	37.5
TOTAL ELECTIONS	.00	225.00	1,800.00	1,575.00	12.5

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
PUBLIC SAFETY					
01-510-6000 SALARIES & WAGES	49,199.38	340,047.22	589,780.00	249,742.78	57.7
01-510-6030 FICA TAXES	1,737.10	9,425.22	9,816.00	390.78	96.0
01-510-6040 WORKER'S COMP.	1,946.69	3,898.38	29,978.00	26,084.62	13.0
01-510-6060 ESC TAXES	528.86	6,604.96	12,037.00	6,532.04	45.7
01-510-6060 HEALTH & LIFE INSURANCE	8,366.91	64,899.68	137,340.00	72,440.32	47.3
01-510-6070 PERS RETIREMENT	8,441.20	61,832.90	130,128.00	76,293.10	38.6
01-510-6091 UNIFORM ALLOWANCE	160.00	1,371.00	4,600.00	3,229.00	29.6
01-510-6100 VOLUNTEER SUPPORT	.00	124.84	1,500.00	1,375.16	8.3
01-510-6206 ADVERTISING	.00	.00	250.00	250.00	.0
01-510-6210 B.T.I. CONDO FEES	331.30	7,535.85	2,600.00	6,036.85	301.4
01-510-6260 DUES & SUBSCRIPTIONS	.00	.00	200.00	200.00	.0
01-510-6410 INSURANCE - LIABILITY	635.51	6,706.02	8,000.00	1,293.98	83.8
01-510-6420 INSURANCE - AUTO	1,073.63	2,623.10	15,000.00	12,376.90	17.5
01-510-6440 INSURANCE - PROPERTY	548.63	1,844.69	1,837.00	207.69	112.7
01-510-6480 POLICE-INSURANCE CLAIMS-DEDUCT	.00	.00	15,000.00	15,000.00	.0
01-510-6540 LICENSES & PERMITS	.00	113.56	200.00	86.44	56.8
01-510-6565 OUTSIDE CONTRACTORS	2,000.00	2,362.20	1,500.00	882.20	156.6
01-510-6570 PHYSICAL EXAMS	.00	898.39	3,400.00	2,500.61	26.5
01-510-6580 POSTAGE	.00	33.83	400.00	366.17	3.5
01-510-6700 PUBLICATIONS & SUBSCRIPTIONS	.00	62.99	2,000.00	1,937.01	3.2
01-510-6735 EQUIPMENT PURCHASE	.00	9,742.11	14,000.00	4,257.89	69.6
01-510-6761 TRAINING - EMS SUPVSG MD	1,000.00	8,000.00	12,000.00	6,000.00	50.0
01-510-6770 TRAVEL, TRAINING & DEV.	196.60	8,198.28	18,000.00	7,801.72	51.2
01-510-7100 BUILDING MAINT.	.00	677.65	1,500.00	822.45	45.2
01-510-7160 REPAIRS - COMMUNICATION EQUIPM	.00	2,445.10	3,800.00	1,154.90	67.9
01-510-7200 REPAIRS-COMPUTER SYSTEM	.00	160.83	1,000.00	839.37	18.1
01-510-7360 REPAIRS - EQUIPMENT	720.58	8,768.43	6,000.00	3,788.43	175.8
01-510-7400 REPAIRS - VEHICLES	1,829.66	27,968.38	30,000.00	2,031.62	93.2
01-510-7760 GAS & OIL - VEHICLES	.00	20,573.93	32,000.00	11,426.07	64.3
01-510-8020 SUPPLIES - AMMUNITION	1,172.85	2,866.05	2,500.00	368.06	114.7
01-510-8100 SUPPLIES - COMPUTERS	.00	83.95	1,500.00	1,416.05	5.6
01-510-8150 SUPPLIES - CONSUMABLE	.00	3,330.66	5,000.00	1,669.34	66.6
01-510-8200 SUPPLIES - COPIER	.00	.00	1,200.00	1,200.00	.0
01-510-8550 SUPPLIES - OFFICE	87.90	823.39	4,000.00	3,176.61	20.8
01-510-8650 SUPPLIES & DRUGS BILLABLE	628.52	5,386.07	4,800.00	586.07	112.2
01-510-8950 SUPPLIES - UNIFORMS	307.80	6,885.10	12,000.00	5,304.90	55.8
01-510-9000 UTILITIES - INTERNET	169.99	23,860.03	21,000.00	2,860.03	112.7
01-510-9010 UTILITIES - ELECTRICITY	334.47	2,257.21	3,200.00	942.79	70.5
01-510-9040 UTILITIES - HEATING FUELS	.00	3,746.12	6,400.00	2,653.88	58.5
01-510-9070 UTILITIES - TELEPHONE	2,303.97	6,211.01	18,000.00	11,788.99	34.5
01-510-9200 GRANT EXPENDITURES	.00	.00	2,000.00	2,000.00	.0
01-510-9520 CAPITAL OUTLAY - EQUIPMENT	.00	22,702.43	28,839.00	6,136.57	78.7
TOTAL PUBLIC SAFETY	82,012.86	681,618.26	1,190,807.00	629,187.74	55.6

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
CLINIC					
01-535-6210 B.T.I. CONDO FEE	1,818.14	8,181.83	11,683.00	3,501.37	70.0
01-535-6211 RENTAL UNIT	.00	.00	1,000.00	1,000.00	.0
01-535-6440 INSURANCE - PROPERTY	11.22	342.76	89.00	243.76	348.2
01-535-6100 MISCELLANEOUS EXP	.00	.00	8,000.00	8,000.00	.0
TOTAL CLINIC	1,829.36	8,524.39	21,762.00	13,257.81	39.1
PUBLIC WORKS					
01-600-6000 SALARIES & WAGES	13,993.63	118,828.12	256,685.00	140,086.88	45.4
01-600-6030 FICA TAXES	286.52	1,819.67	3,739.00	1,919.43	48.7
01-600-6040 WORKER'S COMP.	876.21	1,862.42	10,887.00	8,934.58	17.9
01-600-6050 ESC TAXES	43.47	1,096.56	6,038.00	3,337.44	33.7
01-600-6060 HEALTH & LIFE INSURANCE	3,103.76	27,356.20	38,430.00	11,074.80	71.2
01-600-6070 PERS RETIREMENT	2,652.92	25,202.27	45,888.00	20,685.73	54.9
01-600-6410 INSURANCE - LIABILITY	276.56	553.12	2,408.00	1,854.88	23.0
01-600-6420 INSURANCE - AUTO	167.25	349.27	2,639.00	2,489.73	12.3
01-600-6430 INSURANCE EQUIPMENT	251.70	550.64	3,334.00	2,783.36	18.5
01-600-6440 INSURANCE - PROPERTY	554.87	1,748.89	1,680.00	58.89	103.6
01-600-6480 INSURANCE CLAIMS-DEDUCTIBLES	.00	.00	5,000.00	5,000.00	.0
01-600-6540 LICENSES & FEES	.00	.00	250.00	250.00	.0
01-600-6565 OUTSIDE CONTRACTORS	.00	.00	10,000.00	10,000.00	.0
01-600-6570 PHYSICAL EXAMS	355.00	429.00	500.00	71.00	85.8
01-600-6580 POSTAGE	.00	12.92	.00	12.92	.0
01-600-6740 SMALL TOOLS	.00	194.17	1,500.00	1,305.83	12.9
01-600-6770 TRAVEL, TRAINING & DEV.	.00	145.52	2,000.00	1,854.48	7.3
01-600-7100 REPAIRS - BUILDINGS	.00	840.13	5,000.00	4,159.87	18.8
01-600-7210 REPAIRS - ROADS	.00	620.40	15,000.00	14,379.60	4.1
01-600-7350 REPAIRS - EQUIPMENT	750.16	7,639.64	30,000.00	22,360.46	25.5
01-600-7410 REPAIRS-EMERGENCY	112.96	1,037.30	.00	1,037.30	.0
01-600-7750 GAS & OIL - VEHICLES	.00	9,005.46	30,000.00	20,994.54	30.0
01-600-8550 SUPPLIES - OFFICE	.00	.00	500.00	500.00	.0
01-600-8850 SUPPLIES - UNIFORMS	.00	.00	1,220.00	1,220.00	.0
01-600-8970 SUPPLIES - SAFETY	.00	.00	2,000.00	2,000.00	.0
01-600-8995 SUPPLIES & MATERIALS	.00	2,853.27	15,000.00	12,146.73	19.0
01-600-9000 UTILITIES - INTERNET	.00	2,457.70	5,938.00	3,480.30	41.4
01-600-9010 UTILITIES - ELECTRICITY	2,478.85	18,149.06	31,500.00	13,350.94	57.6
01-600-9040 UTILITIES - HEATING FUEL	.00	14,760.82	35,000.00	20,239.18	42.2
01-600-9060 UTILITIES - SANITATION	59.73	119.46	.00	119.46	.0
01-600-9070 UTILITIES - TELEPHONE	62.89	726.37	2,500.00	1,774.63	29.0
01-600-9095 UTILITIES - WATER/SEWER	.00	.00	8,000.00	8,000.00	.0
TOTAL PUBLIC WORKS	28,305.94	236,848.28	571,822.00	334,972.72	41.4

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROPERTY & FACILITIES</u>					
01-700-8210 B.T.I. CONDO FEES	944.88	4,644.88	5,669.00	1,024.81	81.9
01-700-8215 CONDO MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
01-700-7100 REPAIRS - BUILDINGS	.00	.00	5,000.00	5,000.00	.0
01-700-8000 UTILITIES - INTERNET SERVICE	108.98	951.98	2,000.00	1,048.02	47.6
TOTAL PROPERTY & FACILITIES	1,054.87	5,598.37	13,669.00	8,072.63	40.9
<u>PARKS AND RECREATION</u>					
01-800-8950 SUPPLIES AND MATERIALS	3,530.94	4,033.18	.00	(4,033.18)	.0
TOTAL PARKS AND RECREATION	3,530.94	4,033.18	.00	(4,033.18)	.0
<u>GF ADMN CAPITAL OUTLAY</u>					
01-910-9530 CAPITOL OUTLAY - COMP	.00	.00	1,000.00	1,000.00	.0
TOTAL GF ADMN CAPITAL OUTLAY	.00	.00	1,000.00	1,000.00	.0
<u>GF PS CAPITAL OUTLAY</u>					
01-920-9520 CAPITAL OUTLAY - EQUIPMENT	.00	22,000.00	50,000.00	28,000.00	44.0
TOTAL GF PS CAPITAL OUTLAY	.00	22,000.00	50,000.00	28,000.00	44.0
<u>GF PARK & REC CAP OUTLAY</u>					
01-970-9510 CAPITAL OUTLAY	603.47	603.47	.00	(603.47)	.0
TOTAL GF PARK & REC CAP OUTLAY	603.47	603.47	.00	(603.47)	.0
<u>TRANSFERS TO OTHER FUNDS</u>					
01-980-9890 TRANSFER OUT	.00	1,267,000.00	.00	(1,267,000.00)	.0
01-980-9891 TRANSFER TO F 14 EQUIP REP PW	.00	.00	50,000.00	50,000.00	.0
TOTAL TRANSFERS TO OTHER FUNDS	.00	1,267,000.00	50,000.00	(1,207,000.00)	2514.0
TOTAL FUND EXPENDITURES	218,850.48	2,742,748.48	2,734,219.00	(8,538.48)	100.3
NET REVENUE OVER EXPENDITURES	704,346.78	(919,668.13)	(147,584.00)	772,074.13	(623.1)

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2017

CRUISE SHIP TAX

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	P CNT
<u>TAXES - REVENUE</u>					
20-310-4008 CRUISE SHIP TAX	.00	620,340.00	.00	{ 620,340.00}	.0
TOTAL TAXES - REVENUE	.00	620,340.00	.00	{ 620,340.00}	.0
TOTAL FUND REVENUE	.00	620,340.00	.00	{ 620,340.00}	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2017

CRUISE SHIP TAX

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DONATIONS - SUPPORT</u>					
20-400-6240 MUSEUM SUPPORT - DONATIONS	.00	.00	10,000.00	10,000.00	.0
TOTAL DONATIONS - SUPPORT	.00	.00	10,000.00	10,000.00	.0
<u>DEPARTMENT 410</u>					
20-410-8200 PROJECTS	.00	30,000.00	.00	(30,000.00)	.0
TOTAL DEPARTMENT 410	.00	30,000.00	.00	(30,000.00)	.0
<u>TRANSFERS OUT</u>					
20-990-9990 TRANSFER TO OTHER FUNDS	.00	158,000.00	.00	(158,000.00)	.0
20-990-9993 TRANSFER TO PUBLIC SFTY BLDG	.00	1,000,000.00	.00	(1,000,000.00)	.0
TOTAL TRANSFERS OUT	.00	1,158,000.00	.00	(1,158,000.00)	.0
TOTAL FUND EXPENDITURES	.00	1,188,000.00	10,000.00	(1,178,000.00)	11880.
NET REVENUE OVER EXPENDITURES	.00	(587,660.00)	(10,000.00)	557,660.00	(5876.

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING AUGUST 31, 2017

PUBLIC WORKS/SAFETY COMPLEX

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFERS FROM OTHER FUNDS</u>					
29-390-4982 TRANSFER IN	.00	2,263,058.76	.00	(2,263,058.76)	.0
TOTAL TRANSFERS FROM OTHER FUNDS	.00	2,263,058.76	.00	(2,263,058.76)	.0
 TOTAL FUND REVENUE	 .00	 2,263,058.76	 .00	 (2,263,058.76)	 .0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2017

PUBLIC WORKS/SAFETY COMPLEX

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL EXPENDITURES</u>					
28-600-0200 CAPITAL EXPENDITURES-PUBLIC WO	441,594.73	3,378,008.71	3,258,948.00	(121,060.71)	103.7
TOTAL CAPITAL EXPENDITURES	441,594.73	3,378,008.71	3,258,948.00	(121,060.71)	103.7
TOTAL FUND EXPENDITURES	441,594.73	3,378,008.71	3,258,948.00	(121,060.71)	103.7
NET REVENUE OVER EXPENDITURES	(441,594.73)	(1,114,949.95)	(3,258,948.00)	(2,141,998.05)	(34.2)

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2017

WATER AND WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CHARGES FOR SERVICES</u>					
50-340-4300 WATER SERVICE CHARGES	18.15	202,832.26	190,000.00	(12,932.26)	106.8
50-340-4360 WASTE WATER SERVICE CHARGES	11.94	90,079.58	85,000.00	(5,079.58)	106.0
50-340-4600 ENTERPRISE-PERMIT FEES	.00	.00	100.00	100.00	.0
TOTAL CHARGES FOR SERVICES	28.09	293,011.84	275,100.00	(17,911.84)	108.5
<u>MISCELLANEOUS</u>					
50-360-4901 INTEREST ON BANK ACCOUNTS	.00	.00	4,000.00	4,000.00	.0
50-360-4910 MISCELLANEOUS INCOME	.00	16,585.68	.00	(16,585.68)	.0
TOTAL MISCELLANEOUS	.00	16,585.68	4,000.00	(12,585.68)	414.1
TOTAL FUND REVENUE	28.09	309,577.52	279,100.00	(30,477.62)	110.9

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2017

WATER AND WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
WATER & WASTE WATER OPERATING					
50-800-6000 SALARIES & WAGES	5,830.37	58,857.14	98,650.00	44,801.86	54.6
50-800-6030 FICA TAXES	84.06	780.04	1,437.00	656.96	54.3
50-800-6040 WORKER'S COMP.	325.40	650.80	2,750.00	2,105.20	23.6
50-800-6050 ESC TAXES	2.70	772.74	1,955.00	1,182.26	39.5
50-800-6060 HEALTH & LIFE INSURANCE	1,271.13	11,092.59	15,750.00	4,657.41	70.4
50-800-6070 PERS RETIREMENT	1,252.43	11,801.75	21,705.00	9,903.25	54.4
50-800-6410 INSURANCE - LIABILITY	106.31	212.62	826.00	713.38	23.0
50-800-6420 INSURANCE - AUTO	95.20	190.40	2,047.00	1,856.60	9.3
50-800-6430 INSURANCE - EQUIP	15.05	30.10	202.00	171.90	14.9
50-800-6440 INSURANCE - PROPERTY	656.16	1,312.32	2,673.00	1,360.68	49.1
50-800-6490 INSURANCE - CLAIMS DEDUCTIBLE	.00	.00	5,000.00	5,000.00	.0
50-800-6540 LICENSES & PERMITS	.00	1,030.00	1,400.00	370.00	73.6
50-800-6585 OUTSIDE CONTRACTORS	.00	.00	10,000.00	10,000.00	.0
50-800-6570 PHYSICAL EXAMS	.00	.00	500.00	500.00	.0
50-800-6580 POSTAGE	.00	200.00	250.00	50.00	80.0
50-800-6740 SMALL TOOLS	.00	.00	2,600.00	2,500.00	.0
50-800-6750 TESTING WATER/SEWER	1,860.00	4,950.00	6,000.00	50.00	99.0
50-800-6770 TRAVEL, TRAINING & DEV.	.00	.00	5,000.00	5,000.00	.0
50-800-7100 REPAIRS - BUILDING	.00	.00	5,000.00	5,000.00	.0
50-800-7350 REPAIRS - EQUIPMENT	47.11	47.11	8,000.00	7,952.89	.6
50-800-7850 REPAIRS - SYSTEM	155.64	155.64	5,000.00	4,844.36	3.1
50-800-7750 GAS & OIL - VEHICLES	.00	1,276.34	3,500.00	2,223.66	36.5
50-800-8550 SUPPLIES - OFFICE	.00	170.50	500.00	329.50	34.1
50-800-8950 UNIFORMS	.00	.00	360.00	360.00	.0
50-800-8970 SUPPLIES - SAFETY	.00	.00	2,500.00	2,500.00	.0
50-800-8995 SUPPLIES & MATERIALS	.00	8.16	4,000.00	3,991.84	.2
50-800-8010 UTILITIES - ELECTRICITY	13,347.82	60,869.64	32,250.00	28,419.64	186.1
50-800-8040 UTILITIES - HEATING FUEL	.00	6,202.66	11,000.00	4,797.32	56.4
50-800-8070 UTILITIES - TELEPHONE	87.28	333.09	487.00	153.91	68.4
50-800-8900 INTERDEPARTMENT SUPPORT	.00	.00	27,910.00	27,910.00	.0
TOTAL WATER & WASTE WATER OPERATING	24,906.68	155,733.65	278,287.00	122,553.35	56.0
TOTAL FUND EXPENDITURES	24,906.68	155,733.65	278,287.00	122,553.35	56.0
NET REVENUE OVER EXPENDITURES	(24,878.59)	153,843.87	813.00	(153,030.67)	18923.

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2017

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CHARGES FOR SERVICES</u>					
51-340-4261 USER FEES & PERMITS	.00	.00	75.00	75.00	.0
51-340-4401 MOORAGE - PREFERENTIAL	.00	526,542.34	550,000.00	23,457.66	95.7
51-340-4402 MOORAGE - TRANSIENT	41,259.20	377,468.19	350,000.00	(27,468.18)	107.9
51-340-4403 BOAT LIFT FEES	4,811.64	13,629.14	10,000.00	(3,829.14)	138.3
51-340-4404 UTILITY FEES	3,282.05	38,428.97	80,000.00	21,571.03	64.1
51-340-4406 WHARFAGE FEES	347.68	5,241.23	10,000.00	4,758.77	52.4
51-340-4407 VESSEL TOW FEES	.00	5,505.00	500.00	(5,005.00)	1101.0
51-340-4408 USED OIL COLLECTION F	299.20	1,012.20	1,200.00	187.80	64.4
51-340-4409 WAITING LIST FEES	12,450.00	12,850.00	17,000.00	4,150.00	75.6
51-340-4410 PUMP OUT FEES	320.00	510.00	1,000.00	490.00	51.0
51-340-4411 LAUNCH FEES	19,680.00	92,620.00	115,000.00	22,380.00	80.5
51-340-4412 SHOWERS	364.00	1,956.00	2,500.00	544.00	78.2
51-340-4413 GRID	308.00	1,370.60	1,000.00	(370.60)	137.1
51-340-4414 VESSEL MAINTENANCE	945.00	4,983.40	500.00	(4,483.40)	998.7
51-340-4415 DRY STORAGE FEES	.00	4,502.99	3,000.00	(1,502.99)	150.1
51-340-4416 PARKING - ANNUAL	2,500.00	41,489.95	60,000.00	18,500.05	69.2
51-340-4426 PARKING DAILY	22,891.00	88,139.00	75,000.00	(11,139.00)	114.9
51-340-4445 MISC. SERVICES	(122.92)	(625.38)	1,000.00	1,525.38	(62.5)
TOTAL CHARGES FOR SERVICES	109,184.83	1,213,933.66	1,257,775.00	43,841.35	96.5
<u>LEASES INCOME</u>					
51-345-4512 LEASE - ARRC NET OF RR SHARE	9,219.35	50,810.74	88,000.00	15,089.26	77.1
51-345-4515 LEASE - GARBAGE REVENUE	.00	.00	2,400.00	2,400.00	.0
TOTAL LEASES INCOME	9,219.35	50,810.74	90,400.00	17,489.26	74.4
<u>OTHER REVENUE</u>					
51-380-4417 FUEL FLOAT INCOME	.00	14,511.28	20,000.00	5,488.72	72.8
51-380-4430 CAMPING	3,808.00	7,944.00	11,000.00	3,056.00	72.2
51-380-4900 INTEREST & LATE FEES ON A/R	.00	.00	4,000.00	4,000.00	.0
51-380-4901 INTEREST ON BANK ACCO	.00	.00	5,000.00	5,000.00	.0
51-380-4910 MISCELLANEOUS INCOME	.00	1,889.96	.00	(1,889.96)	.0
TOTAL OTHER REVENUE	3,808.00	24,145.23	40,000.00	15,854.77	60.4
TOTAL FUND REVENUE	122,223.18	1,298,989.62	1,366,175.00	77,185.38	94.4

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING AUGUST 31, 2017

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HARBOR OPERATIONS EXP</u>					
51-800-6000 SALARIES & WAGES	47,164.57	302,975.84	444,339.00	141,363.96	66.2
51-800-6030 FICA TAXES	2,037.65	10,808.46	11,299.00	492.54	95.6
51-800-6040 WORKER'S COMP.	1,120.84	2,241.70	11,968.00	9,726.30	18.7
51-800-6050 ESC TAXES	559.18	5,103.50	9,577.00	4,473.50	53.3
51-800-6060 HEALTH & LIFE INSURANCE	5,778.48	46,691.12	71,760.00	25,078.88	65.1
51-800-6070 PERS RETIREMENT	5,259.77	41,329.10	80,542.00	39,212.90	51.3
51-800-6205 ADVERTISING	.00	.00	1,500.00	1,500.00	.0
51-800-6215 COLLECTION EXPENSE	.00	.00	5,000.00	5,000.00	.0
51-800-6220 BANK SERVICE CHARGES	.00	14,424.95	22,000.00	7,575.05	65.6
51-800-6260 BAD DEBT EXPENSE	.00	.00	10,000.00	10,000.00	.0
51-800-6290 DUES & SUBSCRIPTIONS	.00	75.00	500.00	425.00	15.0
51-800-6410 INSURANCE - LIABILITY	1,526.83	3,053.66	4,169.00	1,115.34	73.3
51-800-6420 INSURANCE - AUTO	84.03	168.06	948.00	877.94	19.9
51-800-6430 INSURANCE EQUIPMENT	27.17	87.46	332.00	234.54	29.4
51-800-6440 INSURANCE - PROPERTY	1,942.31	3,884.62	19,031.00	15,146.38	20.4
51-800-6490 INSURANCE CLAIMS-DEDU	.00	.00	5,000.00	5,000.00	.0
51-800-6540 ENTERPRISE-LICENSES & PERMITS	.00	51.07	250.00	158.93	36.4
51-800-6585 OUTSIDE CONTRACTORS	1,850.00	10,900.11	25,000.00	14,099.89	43.6
51-800-6570 PHYSICAL EXAMS	258.00	676.00	500.00	(178.00)	135.2
51-800-6590 POSTAGE	.00	383.83	2,500.00	2,160.17	13.4
51-800-6635 PROF. FEES - COMPUTER SUPPORT	.00	4,534.65	5,000.00	495.35	90.7
51-800-6636 PROF FEES - WEB SITE	.00	688.50	2,500.00	1,811.50	23.5
51-800-6650 PROF. FEES - LEGAL	36.00	16,092.00	10,000.00	(6,092.00)	160.9
51-800-6700 PUBLICATIONS&SUBS.	.00	.00	350.00	350.00	.0
51-800-6730 EQUIPMENT RENTAL	.00	.00	2,000.00	2,000.00	.0
51-800-6740 SMALL TOOLS	103.98	1,836.44	3,000.00	1,163.56	61.2
51-800-6770 TRAVEL, TRAINING & DEV.	.00	4,896.19	4,000.00	(896.19)	117.4
51-800-6780 WASTE DISPOSAL - EVOS	.00	189.69	3,000.00	2,800.01	6.7
51-800-7100 REPAIRS - BUILDINGS	.00	1,280.72	2,500.00	1,209.28	51.6
51-800-7350 REPAIRS - EQUIPMENT	8.29	4,970.20	12,000.00	7,029.80	41.4
51-800-7400 REPAIRS - VEHICLES	2,499.49	4,477.05	2,000.00	(2,477.05)	223.9
51-800-7600 PARKING LOT MAINTENANCE	.00	1,725.00	1,500.00	(226.00)	115.0
51-800-7810 REPAIRS - UTILITIES	.00	228.43	6,000.00	5,771.57	3.8
51-800-7760 GAS & OIL - VEHICLES	164.70	8,808.21	4,000.00	(4,808.21)	220.2
51-800-7820 REPAIRS - DOCKS	.00	5,045.78	7,000.00	1,954.22	72.1
51-800-8150 SUPPLIES - CONSUMABLE	2,228.86	10,237.08	8,000.00	(2,237.08)	128.0
51-800-8151 SUPPLIES - CONSUMABLE - SERVS	.00	774.73	.00	(774.73)	.0
51-800-8200 SUPPLIES - PARKING	.00	3,298.85	3,000.00	(298.85)	110.0
51-800-8400 SUPPLIES - FIRE SUPPRESSION	.00	472.00	2,500.00	2,028.00	18.9
51-800-8550 SUPPLIES - OFFICE	.00	3,978.74	6,000.00	2,021.26	66.3
51-800-8750 SUPPLIES - PRINTING	.75	141.73	1,500.00	1,358.27	9.5
51-800-8800 SUPPLIES - RESALE ITEMS	.00	.00	500.00	500.00	.0
51-800-8950 SUPPLIES - UNIFORMS	552.50	552.50	2,000.00	1,447.50	27.6
51-800-8970 SUPPLIES - SAFETY	308.10	2,904.31	2,000.00	(904.31)	145.2
51-800-9000 UTILITIES - INTERNET	.00	2,984.95	7,000.00	4,015.05	42.6
51-800-9010 UTILITIES - ELECTRICITY	3,354.17	42,418.00	60,000.00	17,582.00	70.7
51-800-9040 UTILITIES - HEATING FUEL	.00	3,313.21	4,500.00	1,186.79	73.8
51-800-9050 UTILITIES - SOLID WASTE	16,770.78	95,627.49	90,000.00	(5,627.49)	108.3
51-800-9070 UTILITIES - TELEPHONE	95.44	1,281.57	6,000.00	4,708.43	21.5
51-800-9095 UTILITIES - WATER/WASTEWATER	.00	.00	25,000.00	25,000.00	.0
51-800-9610 SNOW REMOVAL	.00	.00	35,000.00	35,000.00	.0
51-800-9900 INTERDEPARTMENT SUPPORT	.00	.00	138,618.00	138,618.00	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2017

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL HARBOR OPERATIONS EXP	93,771.85	685,329.60	1,180,581.00	615,251.40	58.4
<u>CAPITAL OUTLAY - FROM RESERVE</u>					
51-900-8520 CAPITAL OUTLAY - EQUIPMENT	.00	7,482.00	10,000.00	2,638.00	74.6
51-900-8530 CAPITAL OUTLAY - COMP	.00	.00	5,000.00	6,000.00	.0
51-900-8550 CAP EXP - FLOAT DOCK REPAIR	.00	.00	150,000.00	150,000.00	.0
TOTAL CAPITAL OUTLAY - FROM RESERVE	.00	7,482.00	165,000.00	157,538.00	4.6
TOTAL FUND EXPENDITURES	93,771.85	672,791.60	1,345,581.00	672,789.40	50.0
NET REVENUE OVER EXPENDITURES	28,451.33	616,188.02	20,594.00	(585,604.02)	2892.1

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING AUGUST 31, 2017

HARBOR RENOVATION C.I.P.

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SOURCE 300</u>					
73-300-4445 BOND ISSUANCE MISC. REVENUE	.00	5,332.55	.00	(5,332.55)	.0
TOTAL SOURCE 300	.00	5,332.55	.00	(5,332.55)	.0
<u>SOURCE 301</u>					
73-301-4000 GRANT REVENUES	175,000.00	500,000.00	500,000.00	.00	100.0
TOTAL SOURCE 301	175,000.00	500,000.00	500,000.00	.00	100.0
 TOTAL FUND REVENUE	 175,000.00	 505,332.55	 500,000.00	 (5,332.55)	 101.1

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2017

HARBOR RENOVATION C.I.P.

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>NON-GRANT EXPENDITURES</u>					
73-000-0110 BOND ISSUANCE COST	.00	12,061.40	.00	(12,061.40)	.0
73-000-0205 HARBOR RENOVATION	.00	744,580.00	.00	(744,580.00)	.0
TOTAL NON-GRANT EXPENDITURES	.00	756,641.40	.00	(756,641.40)	.0
<u>WHITTIER SBH RE PHASE II</u>					
73-001-0205 HARBOR RENOVATION	.00	1,709,080.00	.00	(1,709,080.00)	.0
TOTAL WHITTIER SBH RE PHASE II	.00	1,709,080.00	.00	(1,709,080.00)	.0
TOTAL FUND EXPENDITURES	.00	2,465,721.40	.00	(2,465,721.40)	.0
NET REVENUE OVER EXPENDITURES	175,000.00	(1,990,388.85)	500,000.00	2,460,388.85	(392.1)

October 11, 2017

From: Harbormaster
To: City Manager

Subj: Monthly Harbor Report

Administration:

- Continuing to work with ADEC on Loans
- Continuing to pursue other Grants and loans
- Continuing to pursue past due accounts

Harbor:

- Preparations for Winter
- Preparations for Winter Storage of Boats
- Winterizing Harbor and Camp Ground facilities

Meetings attended:

- City Council meeting
- Ports and Harbor
- Attended Annual Alaska Harbor Masters Conference

Copy to:
File



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

P.O. Box 608 • Whittier, Alaska 99693 • (907) 427-2327 • Fax (907) 472-2404

**PLANNING COMMISSION
REGULAR MEETING
WEDNESDAY, SEPTEMBER 6, 2017
Homeowners' Lounge, BTI Building
6:00 p.m.**

MINUTES

1. CALL TO ORDER

Charlene Arneson called the meeting to order at 6:09 pm. Charlene Arneson, Chair of the Commission, turned the meeting over to the Vice Chair, Dyanna Pratt, and stated that she will follow along and vote during the meeting. Dyanna led the opening ceremony.

2. ROLL CALL

Charlene Arneson (telephonic), Dyanna Pratt, Ed Hedges and Jean Swingle

COMMISSION MEMBERS ABSENT

Terry Bender

MOTION: Charlene Arneson made a motion to excuse Terry Bender's absence from the previous Commission meeting on August 23, 2017.

SECOND: Ed Hedges

DISCUSSION: None

VOTE: Motion failed with Ed Hedges voting for and Dyanna Pratt, Jean Swingle and Charlene Arneson voting against

MOTION: Charlene Arneson made a motion to excuse Terry Bender from tonight's meeting.

SECOND: Dyanna Pratt

DISCUSSION: None

VOTE: Motion failed

3. ADMINISTRATION PRESENT

Mark Lynch, City Manager

Annie Reeves, Assistant City Manager

Naelene Matsumiya, Office Assistant

John Janik, Finance Director

PUBLIC PRESENT

Lindsey Vaughan

4. APPROVAL OF REGULAR MEETING AGENDA

MOTION: Jean Swingle made a motion to approve the September 6, 2017 Regular Meeting

Agenda as is.

SECOND: Ed Hedges

DISCUSSION: None

VOTE: Passed Unanimously

5. APPROVAL OF MINUTES

MOTION: Ed Hedges made a motion to approve the Special Meeting Minutes of August 23, 2017, as is.

SECOND: Jean Swingle

DISCUSSION: None

VOTE: Passed Unanimously

6. CORRESPONDENCE

None

7. OLD BUSINESS:

A. Final Plat Approval Submittal – Lots 38-41, First Addition to Port of Whittier

Dyanna Pratt informed the Commission that a request was made to Lindsey Vaughan to change the plat name so that it reads as *Preliminary Plat* instead of Plat. She asked Lindsey if the changes have been made and Lindsey replied that they have. A draft Mylar was brought in front of the Commission for review. Dyanna pointed out that the reason Lindsey does not have it signed was because it needed to be signed by both owners. Lindsey commented that due to the operating agreement for the LLC, at least 60% of the ownership has to be signed on any agreement. She explained that she had taken it to the title company earlier today and they recommended that a second signature should be added so that 60% of the ownership could be signed. Dyanna asked about the time frame for collecting these signatures. Lindsey replied that it will take a couple of weeks to obtain.

Dyanna Pratt asked about plans for the lots located north of the plat. Lindsey answered that there has not been any interest in purchasing those lots, but they are affiliated with the Forest Service so if anyone were to purchase them, it would have to go through the Forest Service.

Charlene Arneson asked if there were hubs on the other lots. Lindsey responded that the four lots that were surveyed are the only lots with hubs and that majority of the lots have not been surveyed. Charlene asked if the lots were surveyed in the future, as people begin to purchase them, will she have to bring it back to the Planning Commission. Dyanna said that she had thought it was required for lots to be platted and surveyed before they were sold. Mark Lynch agreed and added that he did not understand how lots in the area were sold if there isn't a final plat. Lindsey replied that the reason is because the original plat was recorded in 1966 and there were different standards such as lots didn't require platting at the time. She expressed that even though it states that it is a preliminary plat, it was accepted by the recording district. She said the lots are surveyed as they are purchased.

Charlene Arneson commented that the surveyor stated that there was nothing on the plat itself and that no actual survey has been done on the land and that if the lots sell, the plat itself was done by Metes and bounds which are by the hubs that were placed by the USGS. Lindsey replied the lots were surveyed by BLM and were sold based on the preliminary plat descriptions and not on an actual ground survey. Charlene stated that what we have is the outside perimeter and four lots on the inside of that perimeter that have hubs. Lindsey answered that parcels from 3-10 have monuments—that were shown on the plat that was recovered—that were surveyed in 2000 for the DOT acquisition for the right of way.

Charlene Arneson asked if the plat has been recorded since there was a change for right of way by the Alaska Department of Transportation. Lindsey replied that during the early stages of the project, her team discovered that the plat had not been recorded until last year, but it was a record of survey not of subdivision and they only set monuments to preexisting lots. She continued by saying it did not meet the requirements of the subdivision. Charlene addressed that the plat should be recorded and that the City should have a copy of it. She explained that when she had contacted DNR Recording office, they informed her that they could not find anything else that had

been recorded. Lindsey answered that because it is a DOT plat, there is an entire 25 page plat for the Whittier access. Charlene asked Lindsey if the City of Whittier should have these plats on file. She answered that they can be found under the title report that was submitted some time ago.

Lindsey Vaughan addressed that they weren't surveyed as lots, they were just purchased and the outer corners were monumented. Lindsey clarified that the plat was recorded after she started the project. She said that she has a copy from DOT, but it wasn't recorded yet. She made sure to add a disclaimer on the plat that she had presented tonight that the record of survey was recorded. Charlene asked Lindsey if she will be recording it soon. Lindsey answered that DOT has already recorded it and disclosed the plat number: 2016-42. Lindsey indicated that page 18 of the 25 page plat is the area that is she is working on. Charlene asked Lindsey if she will be coming back to present any changes that will be made in the future on plat W-66-1. Lindsey told Charlene that she does not believe she will be back because Brooke Marston and his associates do not have any interest in the remaining lots so they will be sold to the Forest Service. Lindsey stated that the subdivision shown on W-66-1 it would fall under a record of survey because monuments will be placed by the Metes and bounds description and it wouldn't qualify as a subdivision. She also stated that it would not require a Planning and Zoning Commission approval because the lots already exist according to the State of Alaska.

Mark Lynch responded that the City attorney disagrees with a lot of the things that Lindsey has said. He addressed that the statement in which Lindsey Vaughan had said the recorder's office accepted a preliminary plat as final would be an error on the recording office's part. Lindsey clarified that it was recorded in 1996. Mark replied that since the City of Whittier was formed (1968-1996) it has been a platting jurisdiction and there has never been a final plat for any of the lots. Mark assured that the final plat can be done tonight, but the issues are still stand and must be dealt with at a later time. He believes the lots have been improperly handled.

Jean Swingle asked if the name needed to be a discussion topic for tonight. The Commission agreed to keep the name to avoid any further complications.

Dyanna Pratt mentioned that the taxes have not been paid and payment is due on the 31st of October. She commented that they are current as of today.

MOTION: Dyanna Pratt made a motion to accept the plat with the conditions:

1. To produce the notarized and signed plat.
2. The 60 days time frame starts when the notarized and signed plat is received.
3. And pending when the final plat is approved, the taxes will be current.

SECOND: Ed Hedges

DISCUSSION: None

VOTE: Unanimous

8. MISCELLANEOUS BUSINESS

The City Manager introduced the newest members of the City of Whittier administration staff, Annie Reeves the Assistant City Manager and John Janik, the Finance Officer.

9. ADJOURNMENT:

MOTION: Ed Hedges made a motion to adjourn the meeting

SECOND: Dyanna Pratt

DISCUSSION: None

VOTE: Unanimous

Charlene Arneson adjourned the meeting at 6:35 pm.

ATTEST:

A handwritten signature in blue ink, appearing to be 'Naelene Matsumiya', written over a horizontal line.

Naelene Matsumiya
Office Assistant

A handwritten signature in blue ink, appearing to be 'Charlene Arneson', written over a horizontal line.

Charlene Arneson
Commission Chairperson



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

PORT & HARBOR COMMISSION

SPECIAL MEETING

Thursday, June 8, 2017

Homeowners' Lounge, BTI Building

6:00 pm

MINUTES

CALL TO ORDER

Ed Hedges called the meeting to order at 6:01 pm.

OPENING CEREMONY

Ed Hedges led the Pledge of Allegiance.

ROLL CALL

Commission members present: Ed Hedges, Greg Clifford, Brad VonWhichman, Arnie Arneson, Dave Goldstein, and Mark Mitchell

ABSENT MEMBERS

None

ADMINISTRATION PRESENT

Kyle Sinclair – Harbormaster

Mark Lynch – City Manager

Scott Korbe – Director of Public Works

John Li – Finance Officer

Naelene Matsumiya – Office Assistant

PUBLIC CITIZENS PRESENT

Charlene Arneson, Dave Dickason, Derrick Ames,

APPROVAL OF AGENDA

MOTION: Dave Goldstein made a motion to approve the Special Meeting Agenda of June 8, 2017 as is.

SECOND: Arnie Arneson

DISCUSSION: None

Mark Mitchell, Yes; Arnie Arneson, Yes; Brad VonWichman, Yes; Dave Goldstein, Yes;

Greg Clifford, Yes; Ed Hedges, Yes.

VOTE: Unanimous

APPROVAL OF MINUTES

MOTION: Arnie Arneson made a motion to approve the Port & Harbor Regular Meeting Minutes of April 6, 2017 with amendments.

SECOND: Dave Goldstein

DISCUSSION: Dave Goldstein made some corrections to the minutes for clarification and pointed out some grammatical errors as well. The most important correction was his changing of *square ft.* to *linear ft.* when discussing lengths of the floats and fingers of the harbor.

VOTE: Unanimous

SPECIAL MEETING ITEMS

A. Approval of the April 6, 2017 Port and Harbor Regular Meeting Minutes

Discussed.

B. Establish a Procedure for Production, Review and Ratification of Minutes

Dave Goldstein addressed the gap between the spring and fall meetings and asked if there was a procedure the Commission could adopt to make the approving of the minutes simpler instead of having to hold a special meeting. Mark Lynch, City Manager, described the process of creating resolutions. He said that these resolutions could go in front of Council without having to hold a special meeting. He explained further saying that if the Commission members were to discuss recommendations and items that need to go to Council, a resolution would be the best solution. Arnie asked if a meeting needed to be held to create these resolutions. Mark answered that it is not necessary. He informed the Commission members that Council members write resolutions as well. He reminded them that resolutions could be amended at the Commission meetings. Mark added that resolutions are preferred 2 weeks in advance before the City Council meetings.

C. Review Plans for Phase 3 of the Harbor Rebuild

Dave Goldstein expressed his concern about the Harbor and asked about the final sizes of the floats and fingers. He asked if the sizes of the fingers have been released to the public and if they compare to the Council approved plan. He addressed another concern, which was the size the fingers used to be in the old Harbor. Dave Goldstein said that he isn't sure of what the Harbor will look like after the reconfiguration. Dave described the slips and fingers as they used to be. He then talked about the triangle piece and he noticed the power pedestals were on the triangle pieces. He asked the Harbormaster if transient vessels are supposed to utilize these power cables. He mentioned that he did not want to be charged for the power a transient vessel used while it was in his slip. The Harbormaster replied that the cables belong to the vessel. Chairman, Ed Hedges, commented that the Harbor could put a lock on it so that only the owners could have access to it. Kyle Sinclair clarified that a dock checks and meter reads are conducted every morning and every time a transient vessel is docked in a berth holder's slip, the meter is then charged to them.

Dave Goldstein went back to the issue about the sizes of the fingers on the rebuild. The City Manager stated that they have been working on this plan since 2014. Mark Lynch distributed copies of the Harbor's final plan and discussed it with the Commission. Mark described the Modular System and how floats can be adjusted similar to Lego blocks. He continued to describe the plan to the Commission.

The Harbor Project Manager from Bellingham Marine, Derrick Ames presented another version of the plan and passed it around to the Commission members to better visualize what the Harbor will potentially look like. The City Manager explained that the docks will be illuminated at the ends so that they are visible during the night and talked about when the project will be completed.

Derrick Ames explained the plan further. He told the Commission that since the Harbor will keep the C-D connector up they don't have the ability to move B over. He said that he is scheduled to meet with the Harbormaster and a member from the Council to discuss the berth widths. Director of Public Works,

Scott Korbe, clarified the issue with the C-D connector was that it offset temporarily for reconstruction during these phases. Who stated that the first year that this was implanted, the Harbormaster at the time, Cole Haddock, discovered its function ability of having a large turning basin in that area and saw that the bow pickers were accommodated very well. He mentioned that there was also a cost analysis done and the revenue that they were generating from the bow pickers were greater than permanent moorages that they received. He said that Andy Dennis, the Harbormaster after Cole Haddock, confirmed this to be true so he decided to keep the C-D connector in place.

Derrick Ames pointed out the differences in the design layout that Mark had distributed and compared it to the plan he had. He commented that the project has evolved. The City Manager explained that Council approved to remove every other piece because taking them all out will create the risk of vulnerability to the whole structure. Derrick retorted saying, "You *could* take them out, but here's the issue with your harbor: your walkways used to be 8 ft. wide; A, B and C. You went to 6 ft. wide to maximize finger lengths. Now, because we're at 6 ft. wide, the power sitters cannot sit on the walkway. ADA requires 4 ft. max for dock carts or wheelchairs, etc. ADA requires 48 inches clearance between pedestals. So now, we had to take those pedestals and push them out on the tri-frame. That is why you're retaining one tri-frame on each side."

Dave Goldstein commented that Council agreed on no triangles rather than every other triangle. He asked Dave Dickason, a Council member who was in the audience, if he can confirm. Dave Dickason replied that he wasn't 100% sure if Council approved it or not. Dave Goldstein also commented that according to the plan that was approved by the Council, it shows more focus on the larger vessels. He described the changes to the Commission saying, "I'm looking here where Charlie and Delta are and those will be 36 ft. fingers instead of 40 ft. We also have 46 ft. fingers that were between Bravo and Delta and Charlie. On the west side of Bravo, there were 54 ft. I think the reason they did a survey was because there were some vessels that they were trying to accommodate that were larger than that. We went from 24 to 28 to 32 to 36 to 40 to 46 to 54. So you basically took care of the 10% allowance in these fingers and these lanes were set up so essentially you have the same size finger going into the same length. And in between Echo and Foxtrot, there's only 4 ft. difference, so I assume the lane is large enough to accommodate that. But I also don't see as many 40 ft. fingers."

Derrick Ames clarified, "You have a walkway that was 8 ft. wide and you have 40 ft. fingers. When you took your walkway and went two foot narrower. I still have to engage those piles with my fingers. These fingers have to engage a pile. So, we kept this side 48 and we stretched this finger out to 50 because we know that it's better than making two 49's." He clarified one last time by reading the sizes from left to right. Dave Goldstein asked about the different sizes of the floats on both the east and west end and if the lanes will accommodate 40 ft. boats. Derrick answered that the reason the 40 ft. floats are going to be removed and replaced by 42 ft. was to grab the pile for structure reasons.

CITIZENS COMMENTS

None

COMMISSION COMMENTS

Greg Clifford went on the record to relay a message from Matt Kopec regarding the City Passenger Dock saying, "1) There are a handful of commercial operators that have used the dock when weather permits since Major Marine left. This was done to relieve congestion problems that were occurring and will occur in the harbor. 2) Among these daily users no problem exists. 3) If changes to current use patterns are going to be mandated, it would be appreciated if current daily users were included in the discussion and if their input was considered."

Dave Goldstein responded that the Harbor Policy is clear in cleaning fish.

The City Manager stated that they are welcome to voice their concerns at these meetings. Greg replied that they're really busy during the times meetings are being held. Kyle Sinclair reminded the Commission that the harbor does its best to accommodate boats. Greg stated that he understood and agreed with the Harbormaster's statement.

NEXT MEETING ATTENDANCE PLANS:

Next meeting date: September 7, 2017.

ADJOURNMENT

MOTION: Arnie Arneson made a motion to adjourn the meeting.

SECOND: Brad VonWichman

DISCUSSION: None

Mark Mitchell, Yes; Arnie Arneson, Yes; Dave Goldstein, Yes; Greg Clifford, Yes; Ed Hedges, Yes.

VOTE: Unanimous

Meeting adjourned at 7:29 pm

Attest: _____



Naelene Matsumiya

Office Assistant



Ed Hedges

Chair of Port & Harbor Commission

**CITY OF WHITTIER, ALASKA
ORDINANCE #05-2017**

AN ORDINANCE OF THE CITY OF WHITTIER AMENDING WHITTIER MUNICIPAL CODE CHAPTER 2.10 ENTITLED “CODE OF ETHICS FOR OFFICERS AND EMPLOYERS” TO CLARIFY WHAT CONSTITUTES A “SUBSTANTIAL FINANCIAL INTEREST,” LIMIT DISCLOSURES OF POTENTIAL CONFLICTS OF INTEREST TO SUBSTANTIAL FINANCIAL INTERESTS, INSTITUTE AN ANNUAL DISCLOSURE STATEMENT PROCESS, AND CLARIFY GENERAL PROHIBITIONS AGAINST CITY OFFICIAL AND EMPLOYEE CONDUCT AND DISCLOSURE OBLIGATIONS, REPEALING SECTION 2.70.025 ENTITLED “BEHAVIOR GENERALLY” AND AMENDING SECTION 2.08.230 ENTITLED “RULES - VOTING” TO REMOVE REDUNDANT AND CONTRADICTORY VOTING PROCEDURES REGARDING CONFLICTS OF INTEREST

WHEREAS, Whittier’s Code of Ethics provides detailed prohibitions regarding the conduct of City Officials, the City Manager, and City employees but the provisions are unclear and difficult to follow; and

WHEREAS, the City of Whittier is a small community where there are daily interactions between many of the business owners and City of Whittier officials that require conflict of interest provisions that protect the City from conflicts of interest and corrupt acts while permitting City officials to conduct business and actively participate in the Whittier community; and

WHEREAS, it is in the City’s best interest to amend the Code of Ethics to adopt clear definitions and realistic conflict of interest prohibitions;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Whittier,

Section 1. Chapter 2.10 entitled “Code of Ethics for Officers and Employees” is amended to add Section 2.10.035 entitled “Purpose” to read as follows:

2.10.035 Purpose.

A. The proper functioning of democratic government requires ethical behavior by public officials. Ethics involves the commitment to take individual responsibility in creating a government that has the trust and respect of its citizens. The purpose of this chapter is to set reasonable standards of conduct for City officials and the City Manager so that the public may be assured that its trust in such persons is well placed and that the City officials and the City Manager themselves are aware of the standards of conduct demanded.

B. Whittier is a small community, with a limited number of people interested in serving as community leaders. To this end, it is not the intent of this chapter to set unreasonable barriers that deter aspirants from public service.

C. This chapter also defines conflict of interest, the standards stating when and to whom it applies, and the procedures for declaration and the proper action of the body when possible conflicts arise.

D. This chapter is also intended to establish a process which will ensure that complaints or inquiries regarding the conduct of City officials and the City Manager are resolved in the shortest practicable time in order to protect the rights of the public at large and the rights of the City and the City Manager.

E. The City Council intends this code to be interpreted to promote fair, honest, and impartial dealings with members of the public, to ensure proper use of City resources, and to avoid conflicts of interest.

F. This chapter does not create or prevent a private cause of action against any person, City official, or the City Manager.

Section 2. Chapter 2.10 entitled “Code of Ethics for Officers and Employees” is amended to add Section 2.10.038 entitled “Definitions” to read as follows:

2.10.038 Definitions.

As used in this chapter and unless otherwise provided or the context otherwise requires, the following terms shall have the meanings set forth in this section:

“Body of the City” means the City Council and the boards, commissions, committees and task forces appointed by the City Council or the Mayor.

“City Manager” means the person who is hired by the City Council to manage the City of Whittier or the Assistant City Manager when serving as the acting City Manager.

“City official” means a person who holds elective office under the ordinances of the City, or who is a member of a board or commission whose appointment is subject to confirmation by the City Council.

“Financial interest” means:

1. An interest currently held by that person or an immediate family member including:

a. Involvement or ownership in a business; or

b. Property ownership, or a professional or private relationship, that is a source of income, or from which, or as a result of which, a person receives a financial benefit; or

c. An affiliation with an organization in which the person holds a position of management, or is an officer, director, trustee, employee in the organization.

2. Financial interest does not include:

a. Affiliation as unpaid volunteer with a legally recognized nonprofit organization; or

b. Financial interests of a type which are generally possessed in common with all other citizens or a large class of citizens.

“Gratuity” means a thing having value given voluntarily or beyond lawful obligation.

“Hired consultants and contractors” means a person or organization hired by the City as an independent contractor and not as an employee.

“Immediate family member” means:

1. The spouse of the person;

2. A life partner or person cohabiting with the person; or

3. A child, including a stepchild and an adoptive child, of the person.

“Official action” means a recommendation, decision, approval, disapproval, vote, or other similar action, including inaction (when it is the equivalent of decision to take negative action), made while serving in the capacity of City official or City Manager, whether such action or inaction is administrative, legislative, quasi-judicial, advisory, or otherwise.

“Organization” means any business, corporation, partnership, firm, company, trust, association, or other entity, whether organized for profit or nonprofit.

“Person” means a natural person or an organization.

“Subject of the action” means anything under consideration for official action including but not limited to:

1. Appointments to any office or position of employment;

2. Any contract, project, property, or transaction subject to the action;

3. A platting, vacation or subdivision action;

4. An application for or other consideration of a license, permit, appeal, approval, exception, variance, or other entitlement;

5. A rezoning; and

6. Appeals and quasi-judicial proceedings.

“Substantial financial interest” means a financial interest that would result in a pecuniary gain or loss exceeding \$5,000 in a single transaction or more than \$10,000 in the aggregate in 12 consecutive months.

Section 3. Section 2.10.040 entitled “Council voting” is amended to read as follows:

2.10.040 ~~Council voting~~ **Conflicts of interest-City Council members-**.

~~A. All members of the Council shall vote, unless a Council member has a direct or indirect financial interest in the motion. Council members shall disclose a financial interest in a motion before the Council votes on that motion.~~

A. Immediately after the Council approves the agenda at a regular or special meeting, each Council member shall declare any financial interest in a matter appearing on the agenda. Any Council member **or member of the public present at the meeting** may question whether another Council member has a financial interest in a matter appearing on the agenda, ~~and should be excused from participating in the matter.~~

B. After a Council member discloses a financial interest **or another Council member or member of the public present at the meeting questions another Council member’s financial interest in a matter**, the Council shall determine by roll call vote if the **Council member has a substantial financial interest in the matter.** ~~Council member’s vote is a conflict of interest. If another Council member or someone from the audience questions or challenges a member’s vote, Council shall act upon this with a roll call vote excluding the questioned member from that vote.~~

C. If the Council determines that a Council member has a substantial financial interest in a matter, the Council member shall not participate in the discussion of the matter or vote on the matter.

D. If the Mayor is ruled to have a substantial financial interest in a matter before the Council, the Mayor shall yield the chair to the vice mayor during the Council discussion or vote on the matter, and shall not vote on or participate in discussion of the matter.

Section 4. Chapter 2.10 entitled “Code of Ethics for Officers and Employees” is amended to add Section 2.10.045 entitled “Conflicts of interest-Board and Commission members” to read as follows:

2.10.045 Conflicts of interest-Board and commission members-.

A. Immediately after a City board or commission approves the agenda at a regular or special meeting, each member having a financial interest in a matter appearing on the agenda shall declare the financial interest. Any member may question whether another member has a financial interest in a matter appearing on the agenda and should be excused from discussing and voting on the matter.

B. The presiding officer shall determine if the member alleged to have the financial interest in the matter has a substantial financial interest in the matter. If the presiding officer determines the member has a substantial financial interest in the matter, the presiding officer shall prohibit the member from voting on or participating in any discussion on the matter.

C. Any member of a City board or commission may disclose a financial interest in a matter and choose to excuse himself or herself from voting on and participating in discussion regarding that matter.

D. The decision of the presiding officer on whether a board or commission member should be excused due to a substantial financial interest may be overridden by a majority vote of the board or commission.

Section 5. Chapter 2.10 entitled “Code of Ethics for Officers and Employees” is amended to add Section 2.10.048 entitled “Conflicts of interest-Other city officers and employers” to read as follows:

2.10.048 - Conflicts of interest—Other city officers and employees.

A city officer or employee, other than a council member or a member of a city board or commission, may not participate in an official action in which the officer or employee has a substantial financial interest.

Section 6. Section 2.10.080 entitled “Filing of statements by nonsalaried officers” is amended to read as follows:

2.10.080 Filing of statements by City officials~~, nonsalaried officers.~~

~~Every nonsalaried elected or appointed City officer or official shall, upon assuming his or her duties, file with the City Clerk a written statement disclosing any direct or indirect interest in any firm, corporation, association or enterprise which by reason of such membership on a City board, committee, or commission benefits him or her in a manner different from that available to the public generally. Every official or officer subject to this section shall supplement his or her written disclosure statement within 10 days of acquiring or becoming aware of any interest subject to disclosure under this section.~~

A. City officials and the City Manager must annually file the following financial interest disclosure on forms prepared by the City Clerk:

1. For each City official and the City Manager the information that is required on the following selected schedules from the Alaska Public Offices Commission Public Official Financial Disclosure Statement: Schedules B (business interests), C (real property interests/rent to own), E (the portion relating to natural resource leases only), F (government contracts and leases) and G (close economic associations); and

2. For each elected City official a list of each business in which an immediate family member is a partner, proprietor or employee to the extent not provided in response to subsection (a)(1) of this section.

b. The financial interest disclosure must be filed by November 1st each year. A newly appointed official must file a statement within 30 days after taking office. Each candidate for elected City office must file a disclosure statement at the time he or she files a declaration of candidacy, except an incumbent seeking reelection with a current disclosure statement on file. Refusal or failure of a candidate to file the required disclosure statement before the end of the time period for filing declarations of candidacy shall require that the candidate's declaration of candidacy be rejected and the candidate disqualified.

c. The disclosure statement must be true, correct and complete and shall be signed under oath or affirmation, or certified to be true under penalty of perjury.

d. The disclosure statement shall be filed with the City Clerk and shall be open to public inspection and copying at the office of the City Clerk. The disclosure statement will not be sent to the Alaska Public Offices Commission.

Section 7. Chapter 2.10.130 entitled "Prohibited acts" is amended to read as follows:

2.10.130 Prohibited acts.

A. No City officer or employee shall engage in any act in conflict with the performance of his official duties and shall disqualify himself from participating in any official action in which he has a substantial financial interest.

B. The following prohibited acts are deemed to be in conflict with the performance of an officer or employee's official duties. No officer or employee shall:

1. Fail to disclose that he possesses, ~~directly or indirectly,~~ a ~~substantial or controlling financial~~ interest in an organization ~~any corporation, firm, association or enterprise doing business with the City;~~

2. **Fail to disclose a substantial financial interest as required under this chapter.** ~~Have a financial or other private interest in any legislation or other matter coming before the Council, and if a Councilman, fail to disclose such interest on the records of the Council or disqualify himself from voting on such matter by stating the nature and extent of such interest, or if an officer or employee, participate in discussion with or give an official opinion to the Council as to any such matter and fail to disclose such interest on the records of the Council;~~

3. Receive or acquire ~~any~~ substantial financial interest in any sale to or purchase from the City of any goods or services ~~service or property~~ with knowledge at the time of receiving or acquiring such interest that the City intends to purchase or sell such goods or services ~~property or service;~~

4. Accept any retainer, gift, or favor from any person or organization ~~person, firm, corporation, association or enterprise~~ having dealings with the City when that retainer, gift or favor constitutes a substantial financial interest and when the City official or employee has knowledge ~~with the knowledge that such retainer, gift or favor is given with the intent to obtain special consideration as to any action by such officer or employee in his official capacity; provided, however, that any such officer or employee who is a candidate for public office may accept otherwise lawful campaign contributions and services in connection with any such campaign;~~

5. Have a substantial financial interest, ~~whether personally or through immediate family or close relatives,~~ in an organization ~~a firm, corporation, association or enterprise~~ doing business with the City and influence or attempt to influence the City's ~~the~~ selection of, or conduct of business with such organization ~~firm, corporation, association or enterprise~~ by the City;

6. ~~Engage in or accept private employment or render service for private industry or other governmental entities which is incompatible with the proper discharge of official duties or impairs his independence of judgment or action in the performance of such official duties;~~

7. ~~Appear on behalf of a private interest before any City agency, board or commission or represent a private interest in any action or proceeding against the interest of the City in~~

~~any litigation to which the City is a party; provided, that this subsection shall not apply to:~~

~~a. Persons receiving no compensation from the City;~~

~~b. Any member of the Council appearing before governmental agencies on behalf of or as a representative of constituents in the course of his official duties or performing public or civic obligations without additional compensation therefor; or~~

~~c. Any officer or employee appearing on his own behalf or representing himself as to any matter in which he has a proprietary interest; provided such proprietary interest is fully disclosed and the officer or employee does not act or attempt to act in any official capacity with respect to such matter;~~

~~8. Use, request, or permit the use of City owned vehicles, equipment, materials or property for personal use or profit unless such use is available to the public generally; provided, that this subsection shall not apply to the use of City owned vehicles, equipment, materials or property provided to such officer or employee in accordance with municipal policy for the conduct of official City business;~~

~~9. As to any matter or proceeding coming before a City agency, board or commission of which he is a member, fail to disqualify himself from acting therein when such matter or proceeding involves any person who is or has been a client of his or his firm or partnership within the 12-month period immediately preceding the date of such action;~~

~~640. Disclose confidential information concerning the property, government, or affairs of the governmental body by which he or she is employed or appointed without proper legal authorization, or use such information to advance the financial or other private interest of himself or others;~~

~~744. Serve as a member of the City Council and have either (a) paid employment with the City other than payment for such Council membership or (b) a substantial or controlling interest in a corporation, firm, association or enterprise doing business with the City;~~

~~842. Simultaneously be a paid City employee and a candidate for election to the City Council or Mayor. Before a paid employee may file a petition for election, he or she must first terminate such employment with the City. This provision is not intended to prohibit payment by the City of a salary to the Mayor.;~~

~~13. Be employed or serve in violation of WMC 2.24.132 or 2.32.705.~~

Section 7. Section 2.70.025 entitled "Behavior generally" is repealed.

Section 8. Section 2.08.230 entitled “Rules - Voting” is amended to read as follows:

2.08.230 Rules – Voting.

A. The presiding officer shall declare all votes, but if any member doubts a vote, the presiding officer, without further debate upon the question, shall request the members voting in the affirmative and negative respectively to so indicate, and he or she shall declare the result.

B. The vote upon all matters considered by the Council shall be taken by yes or no votes which shall be entered upon the record, except that if the vote is unanimous, it shall be necessary only to so state.

C. Every member who shall be present when a question is put, where he or she is not disqualified under this code by personal interest, shall vote, ~~unless the Council for special reason excuses him. Applications to be so excused must be made before the vote, and shall be decided without debate.~~

D. Anything to the contrary in these rules notwithstanding, in all cases where an extraordinary majority is not required, and when no motion is before the Council, the chairman may, in lieu of calling for or waiting a motion to be made, put the question in the following form: “Without objection, it will be so ordered.” If no objection is heard, he shall announce: “It is so ordered,” which will have the same effect as if a motion is reasonable expressed when the question is put, the chairman shall not proceed further under this rule, but instead shall call for a motion, which motion shall be handled in the regular manner.

~~E. No member of the Council may discuss or vote on any question in which the member has a direct or indirect substantial financial interest. Direct or indirect financial interest shall be disclosed prior to the beginning of debate on the question for a ruling on a request from the member with the financial interest to be excused from discussion and a vote.~~

~~1. The presiding officer shall rule on a request by a member of the governing body to be excused from vote;~~

~~2. The decision of the presiding officer on a request by a member of the governing body to be excused from a vote may be overridden by the majority vote of the Council. If there are not at least four Council members in attendance who are qualified to vote, the matter shall be tabled until the next regular or special meeting at which four Council members qualified to vote on the matter are in attendance; and~~

~~3. A municipal employee or official, other than a member of the governing body, may not participate in an official action in which the employee or official has a substantial financial interest.~~

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council
on this ____th day of _____, 2017.

Daniel Blair
MAYOR

ATTEST:

Naelene Matsumiya
ACTING CITY CLERK

Ayes:
Nays:
Absent:
Abstain:



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

October 13, 2017

From: City Manager

To: City Council

Memo re: WERFA Funds

All,

Our Assistant City Manager, Annie Reeves, was able to successfully negotiate with WERFA to allow the City to purchase the Chest Compression Machine for our Public Safety Department. So, a new resolution is in the packet to accept the funds for this specific purpose. Hopefully, third time's a charm.

Thanks,

Mark Lynch

**CITY OF WHITTIER
RESOLUTION #23-2017**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA
ACCEPTING APPROXIMATELY \$14,650 IN FUNDS FROM THE BANK ACCOUNT
MAINTAINED BY THE WHITTIER EMERGENCY RESPONSE AND FIRE
ASSOCIATION.**

WHEREAS, the Whittier Emergency Response and Fire Association (“WERFA”) was an Alaska nonprofit corporation created April 18, 2001, pursuant to AS 10.20, by a group of local residents to provide emergency response and fire protection capabilities to and within the Anton Anderson Memorial Tunnel during vehicular operating hours; and

WHEREAS, WERFA was a federally approved section 501(c)(3) entity, which received its funding through the City of Whittier, Alaska (“City”); and

WHEREAS, when the Anton Anderson Memorial Tunnel discontinued the use of WERFA for emergency response and fire protection, WERFA discontinued operations; and

WHEREAS, on June 24, 2004, WERFA was involuntarily dissolved by the Division of Corporations, Alaska Department of Community and Economic Development; and

WHEREAS, despite its dissolution, WERFA continues to maintain a bank account with First National Bank Alaska, which has now accumulated to approximately \$14,650; and

WHEREAS, the Internal Revenue Service requires that, upon dissolution, 501(c)(3) entities must disburse assets according to specific rules, which currently provide that such assets must be distributed to another 501(c)(3) entity, or to the federal government, or to a state or local government for a public purpose; and

WHEREAS, AS 10.20.295 permits an Alaskan nonprofit corporation to distribute assets upon dissolution to one or more domestic or foreign corporations, societies, or organizations engaged in activities substantially similar to those of the dissolving corporation; and

WHEREAS, the City is a domestic corporation organized under Title 29 of the Alaska Statutes and has agreed to donate the remaining approximately \$14,650 to the Whittier Department of Public Safety to acquire the Lucas 3 Chest Compression system, a public purpose substantially similar to WERFA’s original purposes, which is consistent with the distribution requirements of both section 501(c)(3) and AS 10.20.295; and

WHEREAS, the remaining WERFA board members desire to distribute the approximately \$14,650 held by First National Bank Alaska to the City of Whittier so that it can purchase the Lucas 3 Chest Compression system.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Whittier that the City Manager is authorized to accept the remaining approximately \$14,650 in funds from the WERFA bank account with First National Bank, which will be donated to the Whittier Department of Public Safety for the purpose of purchasing the Lucas 3 Chest Compression system (valued at

approximately \$15,950) for the benefit of the public, in compliance with federal and state laws and regulations.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this 17th day of October, 2017.

ATTEST:

Naelene Matsumiya
Acting City Clerk

Daniel Blair
Mayor

Ayes: Abstain:

Nays: Absent:

City of Whittier, Alaska
Shotgun Cove Road Design – Phase 1
Scope of Work
CRW Engineering Group, LLC
October 5, 2017

The City of Whittier plans to extend Shotgun Cove Road from its current constructed location at Mile 2.0 to Mile 4.5 near Emerald Bay and Trinity Point. The roadway will be a 25-foot wide two-lane rural section, with drainage facilities and gravel driving surface. Guardrail and signage will be installed as appropriate. It is anticipated the roadway alignment will be established to complement development of adjacent City of Whittier entitlement lands. This development may include home sites, commercial development, commercial resort development, public access, and park/green spaces.

We anticipate a phased approach to the Shotgun Cove Road design, with the first phase establishing project goals, design standards, preliminary permitting, and conceptual roadway design; this effort will be advanced using currently available data and resources. The first phase will select a preferred roadway alignment to help define the effort necessary to accomplish the second phase. The second phase will advance the project to final design and provide contract and bid documents suitable for open bidding the construction of the next 2.5 miles of Shotgun Cove Road. This Scope of Work is for Phase 1 only.

This proposed scope of work prioritizes interactions and meetings with the City of Whittier to achieve concurrence with project criteria and design decisions prior to advancing to the next level of design. This is to ensure that the design meets the City's goals, and to control the design costs.

Depending on the availability of funding, construction of the project may be phased. However, permitting and design will be developed for the entire 2.5 miles.

The Phase 1 effort will include:

- Design Study Report
- Conceptual (35%) Roadway Design
- Conceptual Subdivision Layout
- Preliminary Geotechnical Effort (Shannon & Wilson)
- Preliminary Permitting Effort (Solstice)

The Phase 2 effort will include:

- Field Surveying (CRW)
- Field Geotechnical Investigation (Shannon & Wilson)
- Permitting Field Work & Permit Applications (Solstice)
- Roadway and Subdivision Platting (CRW/BNAP)
- Final Roadway Design (CRW)
- Contract and Bid Documents (CRW)

PHASE 1:

Design Study Report (CRW):

- Obtain and Review Existing Data

File: Shotgun Cove Road Phase 1_Scope_R1

Page 1 of 3

- Land Entitlement Requirements
- Grant Funding Requirements
- Geotechnical/Soils/Area Bedrock
- Drainage
- Lidar Data
- Ortho Photo
- Previous Reports and DSR's
- Previous Roadway Plans
- Summarize Existing Data
- Roadway Design Criteria
 - City of Whittier Meeting #1 (combined with Subdivision Layout meeting)
 - Roadway Design Speed
 - Cross Section
 - Drainage Structures
 - Guardrail Warrants
 - Signing
- Conceptual (35%) Road Design
 - Basemap and Digital Terrain Model (DTM)
 - Two Alternatives: High Road versus Low Road
 - Plan/Profiles
 - Field Truth Proposed Alignment
 - Quantities
 - Construction Cost Estimate
- Conceptual Subdivision Layout (CRW/BNAP)
 - City of Whittier Meeting #1 (combined with Roadway Design Criteria meeting)
 - Discuss Goals
 - Maximize City of Whittier Value
 - Capitalize View Planes
 - Discuss Land Use
 - Single Family Residential
 - Multi-family Residential
 - Public Access and Open Space
 - Commercial
 - Public Harbor
 - Other
 - Discuss Lot Criteria
 - Minimum/Maximum Size
 - Maximum Lot and Driveway Grades
 - Setbacks/Easements
 - Site Visit/Field Review
 - Develop Lot Layout (Lines)
 - Two Alternatives: High Road versus Low Road
 - Consider Driveways and Building Pads
 - City of Whittier Meeting #2
 - Generate Finalize Lot Configuration
- Utilities
 - Water Service Alternatives
 - Sewer Service Alternatives

- Consult with Utility Owners for Service:
 - Telephone
 - Internet
 - Electric
 - Gas
- Evaluate Overhead versus Underground Utilities
- Determine Utility Alignments
- Draft Submittal
- Final Submittal
- Meet/Review each Submittal with City of Whittier (Meetings #3 and #4)

Preliminary Geotechnical (Shannon & Wilson):

- Data Collection & Review
- Desktop Study
- Surface Level Field Reconnaissance
 - Hand Probes
 - Determine Access for Field Work
 - Identify Problem Areas
- Identify Material Sources
- Identify Disposal Sites
- Preliminary Geotechnical Engineering Recommendations

Preliminary Permitting (Solstice):

- Consult with FHWA for NEPA requirements (EA or EIS)
- Complete an information gap analysis to determine existing information and gaps in the data
- Conduct pre-NEPA scoping with agencies to determine need for fieldwork, level of controversy, questions that need to be answered. Tasks to include:
 - Pre-scoping letter with environmental summary
 - Pre-NEPA agency meeting
 - Meeting documentation and follow up with agencies
 - One-on-one meetings with agencies (assume 5 each)
- Stakeholder Involvement
 - Pre-scoping public open house
 - Open house documentation and follow-up
 - One-on-one meetings with Stakeholders (assume 5 each)
- Tech Memo documenting needs for Phase 2:
 - Existing info and data gaps
 - Agency fieldwork requests summary
 - Recommendations for future tasks

**Shotgun Cove Road Design - Phase I
CONTRACT FEE PROPOSAL**

City of Whittier, Alaska

**BASIC SERVICES
Revised 10/5/2017**

Task & Subtask Description	Name, Rate & Projected Hours								Cost \$				
	CRW Engineering Group, LLC								Total CRW Labor	Sub Contractor Costs ⁽¹⁾	Expenses	Total Subtask	Total Task
	Pete Bellezza, P.E. Senior Principal	Bill Johnson, P.E. Principal	Senior Engineer	Project Engineer	Staff Engineer II	Staff Engineer I	Technician III	Admin Support					
	\$190	\$180	\$175	\$155	\$115	\$105	\$115	\$75					
Task 1 - Design Study Report													
Obtain/Review Existing Data	2	4			8				\$2,020		\$40	\$2,060	
Roadway Design Criteria	2	4	8		4				\$2,960		\$60	\$3,020	
Conceptual (35%) Road Design													
Basemap & DTM	2	4	12		24		10		\$7,110		\$540	\$7,650	
High Road Design	2	20			80		40		\$17,780		\$360	\$18,140	
Low Road Design	2	20			80		40		\$17,780		\$360	\$18,140	
Field Truth Alignments		16			16				\$4,720		\$90	\$4,810	
Quantities & Cost Estimate	2	8	8		24	24			\$8,500		\$170	\$8,670	
Conceptual Subdivision Layout													
Preliminary Lot Configuration	4	12			80	40	20		\$18,620	\$2,500	\$370	\$21,490	
Evaluate Driveways/Building Pads		8			10	80			\$10,990		\$220	\$11,210	
Meet/Review with City of Whittier		10			10				\$2,950	\$1,500	\$60	\$4,510	
Finalize Lot Configuration	2	4			40	4	20		\$8,420	\$1,000	\$170	\$9,590	
Utilities													
Water	4	4	2	50		20			\$11,680		\$230	\$11,910	
Sewer	4	4	2	50		20			\$11,680		\$230	\$11,910	
Tele/Elec/Internet/Gas		2	40			10			\$8,410		\$170	\$8,580	
Utility Alignments		8	8			16			\$4,520		\$90	\$4,610	
Draft DSR	8	40	20		80			4	\$21,720		\$430	\$22,150	
Meet/Review with City of Whittier		10			10				\$2,950		\$60	\$3,010	
Final DSR	4	20	10		40			4	\$11,010		\$220	\$11,230	
Total Task 1:	38	198	110	100	506	214	130	8	\$173,820	\$5,000	\$3,870	\$182,690	\$182,690
Task 2 - Preliminary Geotechnical Engineering													
Data Collection & Review		2			2				\$590	\$1,461	\$10	\$2,061	
Surface Reconnaissance										\$5,061		\$5,061	
Identify Material Sources/Disposal Sites		2			8				\$1,280	\$890	\$30	\$2,200	
Prelim. Geotechnical Engineering Rpt (DRAFT)	1	4							\$910	\$9,729	\$20	\$10,659	
Prelim. Geotechnical Engineering Rpt (FINAL)	1	4							\$910	\$1,734	\$20	\$2,664	
Total Task 2:	2	12	0	0	10	0	0	0	\$3,690	\$18,875	\$80	\$22,645	\$22,645
Task 3 - Preliminary Permitting													
Determine NEPA Requirements	1	4							\$910	\$1,500	\$20	\$2,430	
Analyze Existing Data										\$4,600		\$4,600	
Pre-NEPA Agency Scoping													
Pre-scoping Letter & Environmental Summary	1	2					8		\$1,470	\$1,460	\$30	\$2,960	
Pre-NEPA Agency Meeting		4							\$720	\$1,920	\$10	\$2,650	
Meeting Documentation & Follow-up										\$1,460		\$1,460	
One-on-one Agency Meetings (5 each)		10							\$1,800	\$2,850	\$40	\$4,690	
Stakeholder Involvement													
Pre-scoping Public Open House		10			10		8		\$3,870	\$6,316	\$80	\$10,266	
Open House Documentation & Follow-up		4							\$720	\$1,600	\$10	\$2,330	
One-on-one Stakeholder Meetings (5 each)		10							\$1,800	\$2,850	\$40	\$4,690	
Tech Memo													
Existing Info & Data Gaps		2							\$360	\$2,200	\$10	\$2,570	
Agency Fieldwork Requests Summary										\$730		\$730	
Recommendations for Phase 2 Tasks	2	2							\$740	\$2,480	\$10	\$3,230	
Total Task 3:	4	48	0	0	10	0	16	0	\$12,390	\$29,966	\$250	\$42,606	\$42,606
TOTAL BASIC SERVICES:	44	258	110	100	526	214	146	8	\$189,900	\$53,841	\$4,200	\$247,941	\$247,941

Notes and Assumptions:

- 1) No markup on subconsultant fees.
- 2) All work is Time and Materials.

**CITY OF WHITTIER
RESOLUTION #24-2017**

A RESOLUTION BY THE WHITTIER CITY COUNCIL AUTHORIZING THE MANAGER TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH CRW ENGINEERING FOR THE LUMP SUM AMOUNT OF \$247,941.00, FOR PRELIMINARY DESIGN AND ENGINEERING WORK FOR THE NEXT PHASE OF SHOTGUN COVE ROAD.

WHEREAS, the City Council, by motion, authorized CRW Engineering of Anchorage, Alaska as the City's engineering firm on June 20, 2017; and

WHEREAS, the City would like to proceed with preliminary design and engineering for the next phase of Shotgun Cove Road; and

WHEREAS, CRW Engineers has expertise and project experience for this type of work; and

WHEREAS, CRW Engineers has presented a design and engineering proposal for the lump sum amount of \$247,941.00 for preliminary design and engineering for the next phase of the Shotgun Cove Road project; and

WHEREAS, the City Manager recommends that the City Council award this preliminary design and engineering contract to CRW Engineers for an amount not to exceed \$247,941.00.

NOW THEREFORE BE IT RESOLVED, THAT THE CITY COUNCIL AUTHORIZES THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH CRW ENGINEERING IN THE LUMP SUM AMOUNT OF \$247,941.00, FOR PRELIMINARY DESIGN AND ENGINEERING OF THE NEXT PHASE OF SHOTGUN COVE ROAD.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this 17th day of October, 2017.

ATTEST:

Naelene Matsumiya
Acting City Clerk

Daniel Blair
Mayor

Ayes: Abstain:

Nays: Absent:

RECEIVED

AUG 24 2007

WHITTIER PORTS AND HARBOR COMMISSION
DECLARATION OF INTEREST

Name: Greg Clifford Date: 08/25/17
Address: PO Box 644
City: Whittier State: AK Zip: 99693
Home Phone: 360-303-5960 Work Phone: Same
Cell Phone: Same Seat you are interested in filling: B

Summarize your boating and Whittier Harbor experiences: I'm currently
on the P&H Commission. I have spent 7
years working for Whittier Marine Charters/
Whittier Boat Rentals and the Alaska State
Ferry system. I also do boat watch in
the winter.

Explain why you are interested in serving on the Port and Harbor Commission: _____
Spending a lot of my time in and around
the harbor, I want to help improve how
things go and help the Council on
decisions that relate to Whittier's Port
and harbor.

WHITTIER PORTS AND HARBOR COMMISSION

DECLARATION OF INTEREST

Name: David (Dave) Goldstein

Date: 8/25/2017

Address: P.O. Box 735 (100 Kenai Street, #911/912

City: Whittier State: Alaska Zip: 99693

Home Phone: (907) 244-0234 Work Phone: (907) 244-0234

Cell Phone: (907) 244-0234 Seat you are interested in filling: SEAT "G"

Summarize your boating and Whittier Harbor experiences: I began boating out of the Whittier Harbor in the early 1990s, while still living in Anchorage. At that time, I trailered my boat, the "Chinook", back and forth to Anchorage. When the PCD parking lot was established, I began storing the "Chinook" there for the summer and periodically launched and retrieved the boat before, and after, use.

In 2000, I began my charter business, Prince William Sound Eco-Charters, using the "Chinook", while still working in Anchorage for the National Weather Service (NWS). In May of 2003, I finished my career with the NWS, moved my permanent address to Whittier and began to devote my full time efforts to my charter business.

In 2004, I began construction of the "Eye of the Storm", a sub-chapter "T inspected vessel designed to take the place of the "Chinook". The "Eye of the Storm" made its appearance in the water in November of 2008, arriving in Whittier in the latter part of December of that year. The "Eye of the Storm" continues operating at the current time.

My charters and personal boating experiences have taken me all around Prince William Sound, and have given me the unique opportunity to share the treasures of the area with others. I have utilized most of the services provided by the Whittier Harbor and have worked with a host of harbormasters over the 17 years my charter business has existed.

Explain why you are interested in serving on the Port and Harbor Commission: During my time in Whittier, the only group I have not volunteered time on is the Planning Commission. I own property in Whittier and also have a business here. I regularly attend meetings and workshops and am involved in City affairs (including those held by the Planning Commission). I have served on the Begich Towers Board of Directors in every capacity, and, at one time or another, on every Begich Towers' committee. I helped set up the Whittier Museum, belong to the Greater Whittier Chamber of Commerce, have served on several City of Whittier entities and am also involved with many organizations related to my charter business. I also volunteer time with other organizations that I believe help improve life for all Alaskans and Alaskan visitors.

I would be honored to again be selected to continue my volunteer service on the Port and Harbor Commission. Thanks for your consideration.

Respectfully,

David (Dave) Goldstein

WHITTIER PLANNING COMMISSION
DECLARATION OF INTEREST

Name: Charlene A. Berneer Date: August 29, 2017

Address: POB-778

City: City Whittier State: Alaska Zip: 99693

Cell Phone: 907-229-7425 Work Phone: — Fax: —

Seat you are interested in filling: A

Have you resided in the City of Whittier for at least six months? 30 years

Are you a qualified voter in the City of Whittier? yes

Summarize your planning and zoning experiences: See attached letter

Explain why you are interested in serving on the Planning and Zoning Commission:

Charlene A. Berneer
Signature

RECEIVED

AUG 22 2017

Initial: _____

August 22, 2009

Whittier City Council

Honorable Mayor and City Council Members,

I would like to continue to fulfill my duties on the planning and zoning commission. I feel that I can be effective and impartial. I have been a resident for more than 30 years, and I am a registered voter of the State of Alaska and the City of Whittier. I have always been an advocate of the public's interest and the public participation in responsible development and recreational use of our resources. I enjoy working with the public. I also have worked closely with City Managers, City Councils, Port & Harbor, Planning & Zoning Commissions and state agencies helping to achieve common goals.

MEMBERSHIP/OFFICES HELD:

Volunteer Whittier EMS, past Director, Manager City Medical Clinic, Deputy City Clerk, bonded Finance Clerk, Notary Republic Association, Alaska Municipal Clerks Association, Whittier District Coastal Zone Management Coordinator, AMSEA Instructor, Licensed 100 Ton Master, National Association of Charter Boat Operators, Mat-Su Home Builders Association, Boy Scout First Aid and CPR Instructor, Member Whittier Boat Owners Association, Whittier Small Boat Harbor, Harbor Master, retired.

Current Whittier City Planning & Zoning Chair, presently Chugach School District School Board President, Director of the Alaska Association of School Board Members, and member of the Prince William Sound Resource Advisory Council.

At your request I would be pleased to continue to serve my community as a Planning & Zoning member seat ~~AK~~ **A**.

Thank you for consideration.

Charlene A. Arneson

Respectfully Submitted

Charlene Arneson

PO Box 778
Whittier, AK 99693

WHITTIER PLANNING COMMISSION
DECLARATION OF INTEREST

Name: Terry J Bender Date: 8-23-17

Address: P.O. Box 677

City: Whittier State: AK Zip: 99693

Cell Phone: 831-6131 Work Phone: 472-2927 Fax: _____

Seat you are interested in filling: B

Have you resided in the City of Whittier for at least six months? 31 years

Are you a qualified voter in the City of Whittier? Yes, election based chain

Summarize your planning and zoning experiences: I have sat on the
P.Z. Commission for 8 years + and would like
to continue.

Explain why you are interested in serving on the Planning and Zoning Commission:

I like to keep up on current development
in the City. I have lived here over 30 years
and I love this place. I want to assist
with determining how ^{our} City will
expand with future growth.

Thanks,

Terry J Bender
Signature

8-23-17

WHITTIER PLANNING COMMISSION
DECLARATION OF INTEREST

Name: KAREN E. DEMPOSTER Date: 7/12/2017
Address: P.O. Box 734 Whittier, AK 99693 Apt 803 (100 Kenai
City: WHITTIER State: AK Zip: 99693 St.)
Cell Phone: 907-978-7745 Work Phone: 907-978-7745 Fax: _____

Seat you are interested in filling: B

Have you resided in the City of Whittier for at least six months? YES

Are you a qualified voter in the City of Whittier? YES

Summarize your planning and zoning experiences: I am a licensed Attorney,
much experience in Real Estate - As AK Superintendent of Schools,
lots of work with P&Z. On Community Council in Anchorage, worked with P&Z

Explain why you are interested in serving on the Planning and Zoning Commission:

I AM VERY INTERESTED in Whittier developing - but in
an organized and beautiful manner. I am a skilled
long range planner and want to improve the economics
and attractiveness for businesses in Whittier

Karen E. Dwyer, BA, MEd, EdS, JD, Esq.
Signature

**WHITTIER PLANNING COMMISSION
DECLARATION OF INTEREST**

Name: Lindsey Erk Date: 9-15-17

Address: PO Box 732

City: Whittier State: AK Zip: 99693

Cell Phone: _____ Work Phone: _____ Fax: _____

Seat you are interested in filling: B

Have you resided in the City of Whittier for at least six months? yes

Are you a qualified voter in the City of Whittier? yes

Summarize your planning and zoning experiences: none

Explain why you are interested in serving on the Planning and Zoning Commission:

As a community member I try to take an active interest in our city politics. I regularly attend city council meetings to stay informed of issues facing the city. I see planning and zoning as an opportunity to become even more involved in our community. As a

member of Whittier Planning and Zoning Commission I would strive to consider all points of view. I am committed to upholding federal and state laws as

well as our own city code with a keen eye on the future opportunities and development of Whittier.


Signature

WHITTIER PLANNING COMMISSION
DECLARATION OF INTEREST

Name: Tyle D. Sinclair Date: 9/21/17

Address: PO Box 753 BTI #1010

City: Whittier State: AK Zip: 99693

Cell Phone: 907-240-3839 Work Phone: _____ Fax: _____

Seat you are interested in filling: P:2 Seat B

Have you resided in the City of Whittier for at least six months? Yes

Are you a qualified voter in the City of Whittier? Yes

Summarize your planning and zoning experiences: HARBOR MASTER

Associate Deputy Executive Director of Alaska

Association of Chief of Police 54 years experience
with Federal Government

Explain why you are interested in serving on the Planning and Zoning Commission:

New blood to be introduced To The City
and bring and outside View and Experience

Tyle D. Sinclair
Signature