



# 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, NOVEMBER 17, 2020  
AT 7:00 PM  
COUNCIL CHAMBERS  
3<sup>rd</sup> fl. PUBLIC SAFETY BUILDING**

**AGENDA**

- 1. CALL TO ORDER**
- 2. OPENING CEREMONY**
- 3. ROLL CALL**
  - A. Council Members Present
  - B. Administration Present
- 4. APPROVAL OF MINUTES**
  - A. October 20, 2020- Regular Meeting
- 5. APPROVAL OF REGULAR MEETING AGENDA**
- 6. MAYOR'S REPORT**
  - A. Mayor Report – Dave Dickason
  - B. Vice Mayor Report – Peter Denmark
- 7. MANAGER'S REPORT**
  - A. City Manager and Director Reports
- 8. COMMISSION/COMMITTEE REPORTS**
  - A. Planning Commission
  - B. Port & Harbor Commission
  - C. Parks & Recreation Committee
  - D. Whittier Community School
  - E. Prince William Sound Aquaculture Corp.
  - F. Regional Citizen's Advisory Council
- 9. CITIZEN'S COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING**
- 10. APPROVAL OF THE CONSENT AGENDA**
- 11. PUBLIC HEARINGS (NON-ORDINANCE)**
- 12. PRESENTATIONS**

**13. ORDINANCE**

**(Emergency Ordinance)**

- A. Emergency Ordinance 2020-05 – An Emergency Ordinance Renewing and Extending The City Manger’s Proclamation of a Local Emergency**

**Introduction (1<sup>st</sup> Reading)**

- A. Ordinance #04-2020 – An Ordinance of the City Council of Whittier, Alaska, Amending Whittier Municipal Code Harbor Title 12.04 Section 12.04.030, 12.04.060, 12.04.120, 12.04.160, 12.04.170, To update outdated language in The Port and Harbor Title as discussed with The Port and Harbor Commission.**

**14. RESOLUTIONS**

- A. Resolution #27-2020 – A Resolution of the City Council of the City of Whittier, Alaska, Amending and Reinstating the ICMA Retirement Corporation 457 Deferred Compensation Plan in response to changes in the Internal Revenue Code.**
- B. Resolution #28-2020- A Resolution of the City Council of the City of Whittier, Alaska, Confirming The Existence of a Water and Wastewater Enterprise Fund within The City’s Accounting system for the purpose of Recording the Financial Activities Associated with Water and Wastewater activities of The City.**
- C. Resolution #29-2020- A Resolution of The City Council of The City of Whittier, Alaska, Rescinding Resolution #30-2015 and Establishing An Investment Account with Time Value Investments for The purpose of managing The City’s Fixed-Income Investments and Authorizing Time Value Investments to serve as The City’s Preferred Investment Firm.**

**15. EXECUTIVE SESSION**

**16. UNFINISHED BUSINESS**

**17. NEW BUSINESS**

- A. Updated status of COVID Funding and Expenses**

**18. COUNCIL DISCUSSION**

**19. CITIZEN’S DISCUSSION**

**20. COUNCIL AND ADMINISTRATION’S RESPONSE TO CITIZEN’S COMMENTS**

**21. ADJOURNMENT**



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**WHITTIER CITY COUNCIL  
REGULAR MEETING  
TUESDAY OCTOBER 20, 2020  
7:00 PM  
COUNCIL CHAMBERS  
PUBLIC SAFETY BUILDING**

## MINUTES

### 1. CALL TO ORDER

Mayor Dave Dickason called the meeting to order at 7:03 p.m.

### 2. OPENING CEREMONY

Mayor Dave Dickason led the Pledge of Allegiance.

### 3. SWEAR IN CEREMONY FOR NEWLY ELECTED OFFICIALS

David Pinguoch, Peter Denmark, and Dan Blair (Seats E, F, and G)

### 4. APPOINTMENT OF MAYOR AND VICE MAYOR

Monty Irvin nominated Dan Blair

Dan Blair nominated Dave Dickason

Dan and Dave accepted the nominations

**MOTION:** Monty Irvin made a motion to take a vote via ballot

**SECOND:** Victor Shen

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

Dave Dickason was appointed Mayor of the City Council for a 1-year term, ending in October 2021

Monty Irvin nominated David Pinguoch

Peter Denmark nominated Dan Blair

Victor Shen nominated Peter Denmark

Dan and Peter accepted the nominations

**MOTION:** Victor Shen made a motion to take a vote via ballot

**SECOND:** Monty Irvin

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

Peter Denmark was appointed Vice Mayor of the City Council for a 1 year term, ending in October 2021

## 5. ROLL CALL

**A. Council members present and establishing a quorum:** David Pinguoch, Victor Shen, Dan Blair, Tom Wagner, Monty Irvin, Peter Denmark, and Dave Dickason.

**B. Administration Present:**

Jim Hunt, City Manager  
Annie Reeves, Assistant City Manager  
Naelene Matsumiya, City Clerk  
Kris Erchinger, Finance Director  
Scott Korbe, Public Works Director  
Andre Achee, Police Chief  
Dave Borg, Harbormaster

**Others Present:** Tim Wieland, Joe Gerace, Dave Brubaker, Cathy McCord (Via Microsoft Teams) Barbara Ensminger, Greg Clifford, and Sarah Waters

## 6. APPROVAL OF MINUTES

September 15, 2020 Regular Meeting Minutes

October 13, 2020 Special Meeting Minutes

**MOTION:** Dan Blair made a motion to approve the minutes as they are.

**SECOND:** Victor Shen

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

## 7. APPROVAL OF THE REGULAR MEETING AGENDA

**MOTION:** Dan Blair made a motion to approve the Regular Meeting Agenda with amendments to move the Presentation Item to 7a.

**SECOND:** Victor Shen

**DISCUSSION:** None

**VOTE:** Motion passed unanimously.

## 8. MAYOR'S REPORT

### A. Mayor Report

Dave Dickason reported that he and Naelene have worked to bring Council meetings to a virtual space via Microsoft Teams. He gave an update on the Marston property. Jim spoke to it.

### B. Vice Mayor Report

Peter Denmark reported on the Worksession that was held about the possibility of forming a public safety advisory board. He shared his concerns with the Council.

## **9. MANAGER'S REPORT**

### **A. City Manager and Director Reports- Jim Hunt**

Jim and directors reported on the following:

Fire training academy

Volunteer recruiting

Tsunami warning system

Barry Arm tsunami threat

Evacuation plan

Dispatch and communications

Derelect vessel disposal

CARES Act money

Budget and budget worksession

## **10. COMMISSION/COMMITTEE REPORTS**

### **A. Planning Commission**

Nothing new to report

### **B. Port & Harbor Commission**

Nothing new to report

### **C. Parks & Recreation Committee**

Dave Dickason commended Scott Korbe for his efforts in the Horsetail Falls trail maintenance

### **D. Whittier Community School**

Tim Wieland reported that first quarter is coming to an end. Commended EATS for testing families during this time. He reported that there are 49 students in school and gave the date for the next EAC meeting (November 10, via Zoom.) He stated that most community events have been canceled due to the ongoing pandemic, but students are still engaging in activities with the school. He took some time to thank Jim and Paul Mueller for their donations and concluded by announcing employment opportunities at the school.

### **E. Prince William Sound Aquaculture Corp.**

Nothing new to report

### **F. Regional Citizen's Advisory Council**

Nothing new to report

## **11. CITIZENS COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING**

## **12. PUBLIC HEARINGS (NON-ORDINANCE)**

None

## **13. PRESENTATIONS (Item was moved to 7a)**

Dave Brubaker with the Coast Guard Auxiliary gave a brief presentation regarding the Whittier Harbor Safeboat.

## **14. ORDINANCES (3<sup>rd</sup> Reading)**

A. Ordinance #02-2020 – An Ordinance of the City Council of Whittier, Alaska Repealing Whittier Municipal Code 9.32.080 and WMC 17.16.221(C)(1) and (C)(3) to Remove City Laws Governing

Conduct Governed By The State Of Alaska Board Of Fisheries and Amending WMC 17.16.221 to Clarify And Update Language Regarding Prohibited Uses in the Marine Park District

**MOTION:** Victor Shen made a motion to open the public hearing for public testimony at 8:08 pm

**SECOND:** Dan Blair

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

Hearing no public testimony

**MOTION:** Dan Blair made a motion to close the Public Testimony portion of the Public Hearing and open it up for Council Discussion

**SECOND:** Monty Irvin

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

The Council discussed the Ordinance at length. David Pinguoch recommended some changes.

**MOTION:** Dan Blair made a motion to close the public hearing and adopt Ord. #02-2020 with the amendments to add “possession of spears or spear guns of any kind” and remove “unless permitted by law and approved by the City Manager”

**SECOND:** David Pinguoch

**DISCUSSION:** None

**VOTE:** Motion passed 6-1

Public hearing closed at 8:12pm

## **15. RESOLUTIONS**

**A. Res. #26-2020 – A Resolution of The City Council of The City of Whittier, Alaska, Directing the City Clerk to Destroy the Ballots, Ballot Numbers, Tally Sheets, Certificate of Persons Voting, Return Envelopes, and Nominating Petitions from the October 1, 2019 Regular Municipal Election**

**MOTION:** Dan Blair made a motion to adopt Res. #26-2020

**SECOND:** Monty

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

## **16. UNFINISHED BUSINESS**

## **17. NEW BUSINESS**

**A. Appointment of Commission Members**

**1. Planning and Zoning Commission**

**-Seat E, Dyanna Pratt**

**2. Port and Harbor Commission**

**-Seat B, Cathy McCord**

**-Seat D, Steven Bender**

**-Seat G, Dave Goldstein**

Dave Dickason appointed those listed above to the Commissions.

**18. COUNCIL DISCUSSION**

Council worked to schedule the budget Worksession for November 10 at 6 pm. The Barry Arm Tsunami threat was briefly discussed.

**19. CITIZEN'S DISCUSSION**

None

**20. COUNCIL AND ADMINISTRATION'S RESPONSE TO CITIZEN'S COMMENTS**

None

**21. ADJOURNMENT**

Council adjourned the meeting at 8:30pm

**ATTEST:**

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**Naelene Matsumiya**  
City Clerk

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**Dave Dickason**  
Mayor

**Date:** November 17th, 2020  
**To:** Whittier City Council and Administration  
**From:** Dave Dickason  
**Subject:** Mayor's Report – October/November 2020

**Meetings Attended:**

- November 5: Port and Harbor Meeting
- November 10: Budget Work Session
- November 17: Parks & Rec

**Upcoming Schedule:**

- December 2: Planning & Zoning – 6:00 PM
- December 3: Port & Harbor Meeting - 6:00 PM
- November 15: Parks & Rec Meeting - 6:00 PM
- November 15: Next Regular Council Meeting - 7:00 PM

**Follow-up:**

- CARES ACT Fund Status
- Budget Review
- Future Land-use Development Plan
- Status of LWCF / Marsden property
- City Beautification Plan: Harbor boardwalk, Derelict boats, Boneyard

**Open Goals:**

Short Term:

- Policies and Procedures / Code Update
- Lease Standardization & Enforcement: Some enforcement currently taking place.

Mid Term:

- DOD Tank-Farm Land Transfer of 58 Acres: Need to coordinate with breakwater construction project.
- Community Park Construction Funding
- Determine Funding for Final Harbor Construction Phase

Long Term:

- Shotgun Cove Road Extension: Next construction phase in 2021.
- Head of Bay Development (After Future Land Use Plan)
- Buckner Building: Environmental Remediation.



## CITY MANAGER REPORT

Regular November 17, 2020 Council Meeting

### **ADMINISTRATION**

Attend COVID Zoom meetings on a regular basis  
Employee evaluations  
Developed list of City Achievements – Attached  
Regular Staff meeting  
Attended Zoom meeting with AML members regarding AMHS Study Report  
Telephonic meeting with city attorney  
Spoke to local business owners and managers  
Telephonic meetings with state and federal lobbyists  
Created Department Project master list for short term, medium term, and long term  
Employee Handbook Update has gone to employees for input

### **ASSISTANT CITY MANAGER REPORT**

Responded to PND queries for the DeLong Dock Replacement Fed Grant application  
Attended State/AML ECHO Zoom meetings regarding COVID and Vaccines  
Held staff meetings  
Determined short, medium, long-term department goals (included in packet)  
Drafted new lease assignment and lease documents  
Finished Harbor Code review with city attorney to present to Council  
Collaborated with Harbormaster on Harbor policies and procedure implementation  
Continued work on Employee Handbook (Policies & Procedures) and Title 2.70 Code language updates  
Ensured proper City-wide response for Governor Dunleavy's statement on November 12, 2020  
Conducted employee evaluations  
Attended NIXLE training for better community-wide communication

### **LIST OF ACHIEVEMENTS**

**2018 - 2019**

1. Hired City Manager.
2. Small Boat Harbor shoreline protection at latitude 60.7771°N., longitude 148.6927°W. accomplished via discharge of 487 cubic yards of clean fill material (Alaska Sea Kayakers kayak launch area)
3. Information Insights Prince William Sound borough formation study process. Whittier declined participation in borough formation.
4. Delong Dock emergency repair after Evermore's damage to dock during inclement weather.

5. Hired firm and began process of updating Comprehensive Plan. Plan completed late in 2019.
6. Found an interim financial firm and began cleaning up the City's finances.
7. Found a new IT provider and quickly began safeguarding City files and information as well as updating severely outdated software/hardware.
  - a. Managed IT service by the new IT provider is offered at a significant cost savings compared to prior years.
8. Working with Girdwood for continuance of police services.
  - a. Contract allows for more revenue for Public Safety which increases staffing levels, staff retention, and training opportunities.
9. Reviewed and updated tunnel contract.
  - a. Building strong collaborative relationship with tunnel staff to enhance cooperative volunteer and resource sharing.
10. Worked with Coast Guard Auxiliary to procure a safe boat.
11. Completed inspections, condition assessments, and load ratings on City and Ocean Docks.
  - a. Imperative to know status of aging infrastructure to minimize risk of City liability from continued use.
  - b. Knowing status of infrastructure allows planning for maintenance to avoid catastrophic failure.
12. Repaired winter storm damage at the Triangle
13. Procured required public safety building backup generator.
14. Completed pedestrian plaza at the pedestrian tunnel.
15. Completed improvements at the Horsetail Falls parking area.
16. P12 appraisal and sale, which minimized City liability for old infrastructure while bringing in revenue surplus.
17. Completed a much-needed Condition Inspection Report on the Delong Dock to assess next steps moving forward.
18. Prepared budget.
19. Completed 2018 audit process and had best audit in the last several years.
20. Redesigned City website.
21. Corrected issues with City's phone numbers.
22. Ongoing efforts towards fixing/updating PSB third floor AV needs. Better service, viewability, and communication than ever before.
23. Worked with and lobbied for Whittier Manor on their land transfer from ARRC.
24. Of the 2019 Federal Legislative Priorities:
  - a. Shotgun Cove Road – phase V completed, and work continues for phase VI.
    - i. Awarded \$2.5 million dollars for continuation of Shotgun Cove Project.
  - b. Head of Passage Canal Project – the heads of the Army Corps of Engineers approved the study and plans. Project continues to have forward motion.
  - c. DoD Land Transfer – we are close to finalizing the transfer of the tank farm 58 acres to the city.

- d. Buckner Building Environmental Remediation – met with federal delegation to brainstorm ideas and find leads on how to proceed.
25. Of the 2019 State Legislative Priorities:
    - a. Shotgun Cove – please see above.
    - b. Head of Passage Canal Project – please see above.
    - c. Whittier Harbor Improvements – worked towards finding funding avenues to complete harbor work.
  26. Of the 2019 Local Priorities:
    - a. Comprehensive Plan ~~will be~~ completed by end of 2019.
    - b. Harbor improvements are ongoing.
    - c. Economic development opportunities have been continuously vetted and implemented as possible.
  27. Multiple media opportunities highlighting Whittier as a great destination to visit.
  28. Worked with Chamber of Commerce to create a Whittier promo video.
  29. Purchase of a new fire apparatus (fire engine).
  30. 24/7 professional dispatch services implemented increasing safety for our police officers.
    - a. Replacing public safety fleet with newer models as current fleet has over 100K miles and repair costs are through the roof.
  31. Updating Firefighting equipment to keep staff/volunteers safe.
  32. Updated Public Safety reporting software for more accuracy and accountability.
  33. All police officers now trained in basic life support to augment EMS services.
  34. All police officers are APSC certified. Average years of service for officers is 11 years.
  35. Public safety is co-sponsoring basic and advanced crime scene collections course with the state crime lab.
  36. Public safety corrected a years-old accounting issue that enables the city to keep revenue from citations instead of those monies going to the state.
  37. EMS department signed up for Medicaid billing, which allows for more revenue collection.
  38. Hired Interim Harbormaster
  39. Cleanup of Harbor waterfront begun.
  40. Updated all City forms.

### **2019 – 2020 to Date**

41. Hired Kris Erchinger as Finance Director.
42. Hired Dave Borg as Harbormaster.
43. Completed Girdwood Police Contract
44. City website launched successfully. Attractive new website is very user-friendly with information easy to find and understand.
45. Sold the P-12 building and it is now on the tax rolls

46. We applied and were awarded \$291,000 in orphan CPV funds held in Juneau for new ambulance and anticipate a portion for harbor restroom upgrade. This is separate and distinct from the city's CPV funding.
47. Successfully distributed CARES ACT FUNDS to businesses and citizens.
48. Strengthened partnership with Eastern Aleutian Tribes as a healthcare provider. Multiple benefits to Whittier from strengthened relationship (i.e. masks, COVID rapid test apparatus, school donations, etc.).
  - a. City received an Abbott Rapid tester with the help of Senator Murkowski. She also called the City Manager to express support.
  - b. Coordinated with Councilmember Shen and Paul Mueller EAT CEO to provide a \$7,100 tool/equipment grant for the shop at school.
49. COVID testing provided to the community at no cost to them. This is ongoing.
50. Successfully managed COVID outbreaks with rapid responses and community cooperation during the pandemic emergency. Shared information with visitors via ongoing Tunnel partnership. Shared information on new website, signage throughout community, and social media posts.
51. Attend State COVID meetings on a regular basis.
52. Attend State COVID vaccine meetings and develop understanding/plan for vaccine dissemination strategy being developed by State.
53. Maintained a positive relationship with our legal firm to protect Whittier during the pandemic.
54. Ensured Alaska and the Outside recognized Whittier's unique COVID circumstances via various mediums.
55. Sold surplus City condos generating revenue and ensuring cost savings from not having to pay condo dues or maintenance.
56. Ongoing negotiations with the IRS over penalties assessed due to the city's failure to file documents several years ago. The IRS is currently filing received correspondence in storage containers due to the pandemic.
57. City awarded \$2.5 million dollar Shotgun Cove grant. Requires \$250,000 city match
58. City computers are fully updated and protected. Old/obsolete hardware being replaced.
59. Harbormaster updated and addressed safety issues and rules for employees (some lifejackets were inoperable). Ongoing training being given to Harbor employees after demonstration of lack of job skills/knowledge after years of poor management/leadership from prior Harbormasters.
60. Harbor collected parking fees all summer and tickets were written increasing revenue and compliance with Harbor rules.
61. May launch ramp/parking receipts equaled \$56,000 compared to 2019 numbers of \$39,000 (Launch ramp management is key. Harbor staff deployed to manage flow of traffic and offered greater customer service.)
62. Despite pandemic, DeLong Dock functioned well.
63. DeLong Dock electric metering in place and functional.
64. Contracted with PND to write Federal Port and Harbor Infrastructure Grant for DeLong Dock replacement.

65. DeLong Dock Fire Mediation completed.
66. Harbor Handbook redone. Vetted through Port and Harbor Commission who is very pleased. New handbook is organized so that it is easy to read and easy to find needed information.
  - a. Administration working on needed Harbor code changes and will bring those before Council soon for ratification.
67. Reestablished a good relationship with Tommy Sheridan of PWS Aquaculture.
68. Managed OSHA findings after years of neglect.
69. Increased Water/Wastewater rates for first time since 2006 and CPI factor implemented
70. Coordinated with NOAA regarding the Barry Arm Tsunami threat. The City distributes communications as needed as information changes or becomes available. Partnership with NOAA is ongoing.
71. Settled McKay lawsuit
72. Employee Policies & Procedures Handbook nearly done and updated.
  - a. Draft being vetted by Directors, then staff, before implementation.
  - b. Administration is working on needed Personnel code changes and will bring those before Council soon for ratification.
73. Finance Director Erchinger has audited our finances and for the first time in many years our books are good and transparent. Reports are regularly provided to council.
74. We now score high with the State's City reporting obligations that are critical for grant opportunities.
75. The last financial audit resulted in No Exceptions!
76. The Well Project is progressing. Outdated well infrastructure will be replaced with modernized/efficient well system that will also increase output capacity.
77. City received a \$48,000 Assistance to Firefighters Grant for breathing apparatus. Staff/volunteers getting Fit Tested and SCBA gear will replace outdated models withing fire apparatus.
78. \$2,500 received for obsolete surplus ladder truck used as match money for SCBAs above
79. Microsoft Teams launched for council meetings.
80. Fire engine replaced and a tanker was added to the stable.
81. Actively participating in AML's Alaska Marine Highway Reshaping conversation regarding economic impacts on Whittier and Alaska
82. City pursued and were awarded \$733,000 for 2018 Earthquake damage repair projects after we were overlooked. These funds came through Gov. Dunleavy
83. Ongoing participation in Seward Highway Corridor Study - DOT
84. New police vehicles paid for by contracts
85. Executed documents for the Whittier Manor Transfer
86. City created and distributed Halloween bags for city students/children
87. Established a positive reputation for Whittier as a city of momentum and opportunity in Juneau and Washington DC.

## ADMIN DEPARTMENT GOALS

### Short-Term:

1. Leases
  - Ensure proper title chains and that all are properly recorded with the State
2. Employee Handbook
  - Council Adoption
  - 2.70 Code changes
  - Implementation/All-staff training
3. Additional ACS phone lines
  - Kris, EMS
4. Safety Training (APEI) Program
  - What is required for City discount
  - Develop safety training schedule
5. Job Descriptions
  - Ensure all updated and in the same format
6. Budget

### Mid-Term:

1. Leases
  - Pull out terms for compliance oversight (Comp Plan)
2. Land Use Permits
  - Ensure we have land use permits in place for all relevant entities
  - Prepare land use permits as needed for 2021 season
3. Health Insurance
  - Investigate more affordable options (for both City and staff)
4. Vehicle replacement plan (all departments with Kris)
5. Surplus equipment sale
6. Develop a plan for a Visitors' and/or Welcome Center (Comp Plan)
  - Potential locations?
  - Cost?
  - Staffing?
7. Develop Whittier core shuttle system (Comp Plan)

### Long-Term:

1. Leases
  - Update with CPI language
  - Get everyone on same increase schedule (appraisal value schedule/CPI)
2. Redo code
  - Sales tax
  - Harbor
  - All the rest
2. Head of bay development project

3. City marketing plan (Comp Plan)
  - Who can develop and implement?
  - Better signage and photo opportunities around town (Comp Plan)
  - Create an app and/or QR codes for City trails and points of interest (Comp Plan)
4. City master plan
5. Property tax foreclosures
6. Support industry development at the head of the bay to create economic growth and support future business development in Whittier (Comp Plan)
7. Increase land opportunities for new business development (Comp Plan)
8. Increase clarity of City code and enforcement (Comp Plan)

## **HARBOR DEPARTMENT GOALS**

### **Short-Term:**

1. Safety training / communication for staff
2. Cleaning/purging/organizing office spaces
3. Securing harbor building
4. Collaborate with public safety for parking enforcement plan
5. Increase harbor collections
6. Better (bathroom) signage

### **Mid-Term:**

1. Fee review to Council
2. Identify seasonal staff for 2021
3. Get “G” and “H” water lines operational
4. Get 2021 harbor handbook and code changes passed
5. Leases
  - Who has what?
  - Boundary lines?
  - Lease rules?
  - Procedure for “spread?”
6. Establish dump/pump-out/wash-down areas around EVOS building
7. Harbor safety cameras
8. Harbor beautification (weeding/mowing)
9. Camping area plan
10. Develop a new kayak launch area (Comp Plan)

### **Long-Term:**

1. Become proficient at lease enforcement
  - What are the expectations/obligations?
  - Draft letters for notice
  - Enforcement mechanisms?

2. Trash review and potential fee adjustment
3. Seek funding/develop comprehensive harbor district master plan (from Head of Bay to Smitty's)
  - New infrastructure projects (Comp Plan)
4. Clean up boats, equipment, etc from City and private lands (Comp Plan)
5. Improve harbor walkability (Comp Plan)
6. Improve access and quality of harbor amenities and expand services (Comp Plan)
7. Improve safety features within Harbor district (Comp Plan)

## **PUBLIC SAFETY DEPARTMENT GOALS**

### **Short-Term:**

1. Set up tsunami equipment in patrol room
2. Train staff on new remote key activation for new tsunami equipment
3. Inventory public safety equipment (police/fire/ems)
4. Clean/organize evidence room
5. Look for PR/community outreach opportunities
6. Enforce winter preparedness/vehicle removal for snow plowing
7. OSHA

### **Mid-Term:**

1. Ensure fleet is completely operational
2. Radar training for staff
3. Field officer training for Hager
4. Methods of teaching training for Herrod
5. Gun range – take Whittier off shooting websites
  - Better signage
  - Better communication
6. Collaborate with Harbor on parking enforcement plan

### **Long-Term:**

1. Update/modernize radio equipment (can't update/repair as current equipment obsolete)
2. Seek funding for new radio equipment
3. Increase staffing
4. Develop first-line supervisor job description
5. Hire first line supervisor

## **EMS DEPARTMENT GOALS**

### **Short-Term:**

1. New ambulance purchase
2. Complete ETT training for current students
3. EMT bridge class



4. Increase ambulance billings/collections revenue

Mid-Term:

1. BLS/ALS class for public
2. Update/buy volunteer uniforms

Long-Term:

1. Have in-house EMS instructor
2. Get every level to move up one level in training
3. Get EMTs to shadow at Providence Hospital ER department for additional real-life training

**FIRE DEPARTMENT GOALS**

Short-Term:

1. Fit-test for all volunteers
2. Switch from Draigers to SCUBA
3. Engineering/pump training for all firefighters
4. Inspect/fix engine 2
5. Hose testing
6. Hydrant testing

Mid-Term:

1. Firefighter II class attendance (February 1, 2021)
2. Methods of teaching class for Rumley

Long-Term:

1. Develop in-house fire instructor
2. Get every level to move up one level in training
3. Get volunteer fire chief

**FIRE/EMS COMBINED DEPARTMENT GOALS**

Short-Term:

1. Fire/EMS volunteer growth (add 5 more within 6 months)
2. Develop/implement inventory protocols and equipment assignment logs
3. Develop better department communication

**PUBLIC WORKS DEPARTMENT GOALS**

Short-Term:

1. Keep winter equipment running and roads clear
2. Collaborate with State/ARRC for better road clearance into town
3. Bid on emergency management earthquake repairs

4. Work out vehicle/equipment replacement plan

Mid-Term:

1. Construct earthquake repairs
2. Shotgun Cove Rd
  - Complete design/permitting/environmental studies and develop shovel-ready project to Emerald Point
3. Seek funding for Shotgun Cove
4. Develop storm line replacement and paving plan for Whittier core
5. Heated sidewalk in front of public safety building for winter safety

Long-Term:

1. Development of a Shotgun Cove Road master plan – what do we want to develop after the road is built?
2. Development of a plan for “mud pit” property – what do we want to do with that cleared area?
3. Develop a public waste management plan to address litter, dog waste, recycling, and additional garbage cans (Comp Plan)
4. Clean equipment, tires, etc from City and private lands (Comp Plan)

**WATER/WASTEWATER DEPARTMENT GOALS**

Short-Term:

1. Apply for/maintain 301H waiver which allows releasing treated water into salt chuck (EPA involved/consulting with CRW)
2. Complete raising lift stations 4 and 5 to minimize flooding impact
3. Complete flow capacity/maximization review for new well placement (assessing capacity included)
4. Seek funding for new well construction (all sources)

Mid-Term:

1. Permitting/design of two new well placements including modernized control/manifold building (to include emergency power)

Long-Term:

1. Construction of two new wells plus control station

**PARKS & REC DEPARTMENT GOALS (PER COMP PLAN)**

1. Develop better/new playgrounds for children (Comp Plan)
2. Develop new trails (Comp Plan)
3. Develop additional recreational/tour opportunities around town (Comp Plan)
4. Increase winter recreation options (Comp Plan)

5. Capture revenue from recreational tourists (work with appropriate City department) (Comp Plan)
6. Create additional camping options (tent camping with fire pits) (Comp Plan)
7. Develop recreational opportunities and the head of the bay (Comp Plan)
8. Restore Shakespeare Creek area and provide access to residents/visitors (Comp Plan)

## **FINANCE MONTHLY REPORT**

October Finance Monthly Report – with September PRELIMINARY financials

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This report reflects an abbreviated look at finance-related *activities* through the end of October. Financial Report information is provided in the packet through the end of September. All interfund transfers budgeted for 2020 have been entered and posted.

### **LEGAL SETTLEMENTS**

The City received legal settlement proceeds related to the Alaganik matter totaling \$650,000 on October 5. Those proceeds will accrue to the benefit of the Delong Dock Fund to offset costs of damages sustained on the dock from a boat explosion in 2019.

### **2021 AUDIT**

The tentative dates for the 2021 audit have been set for the week beginning May 17, 2021.

### **COVID-19 FUNDING STATUS**

The City of Whittier's total costs-to-date (including *estimated* personnel costs through 12/30/2020 but EXCLUDING any additional *non-personnel* costs from now until 12/30/2020) is \$407,801. This includes \$276,473 in personnel costs and \$131,328 in non-personnel costs. The City has contributed a total of \$507,500 to residents and businesses through a grant program awarding \$387,500 to Business and Non-Profit grants and \$120,000 to Households. Thus, total expenses, including grants to local entities, equals \$915,301 (through 11/3/2020, including estimated personnel costs through 12/30/2020).

The City has received \$902,929 in CARES Act funding from the State of Alaska. The City has also applied for funding from FEMA to assist in covering a portion of the non-personnel COVID response costs, with FEMA grants covering up to 75% of such costs. The City hopes to receive up to \$90,000 in FEMA grant funds. The total estimated funding from CARES Act and FEMA is \$992,929.

The total amount of unspent funds on November 3, 2020 is \$77,628, with several additional requested calls on these funds. The potential calls for these funds includes City COVID mitigation contractual, supply and materials costs through December 30, Begich Towers ventilation upgrades, harbor restroom replacement, EMS positive-pressure breathing apparatus, a request from the Chamber of Commerce for waiver of lease payments, property tax, moorage for commercial

charters, etc. The request for funding for the school shop program appear to be forthcoming from another funding source.

### **GRANTS**

A great deal of staff time has been spent on grant-related activities, with efforts focused on trying to obtain external grant funding to help upgrade, repair and construct City assets, with minimal cost to local taxpayers. In addition to substantial time spent on CARES Act and FEMA grant reporting, City staff have been working to finalize the Project Worksheets related to the November 2018 earthquake event with nearly all Project Worksheets, with the exception of PW570 – Well Pump Houses and PW579 – Water System, having been finalized. Total funding authorized to-date for the remaining approved Projects is \$1.12 million. This includes PW571 (Harbor Parking Lot and Road Triangle) with an approved cost of \$139,982; PW572 (Dock Settlement) with an approved cost of \$363,023; PW573 (Sewage Treatment and Tidal Lagoon) with an approved cost of \$92,173; PW574 (Storm Drain Basins and Utility Repairs) with an approved cost of \$246,569; PW575 (Pavilion Repairs) with an approved cost of \$36,900; PW576 (Breakwater Settlement) with an approved cost of \$118,133; PW577 (Kenai Street) with an approved cost of \$69,167; and PW578 (Lift Station 4/5) with an approved cost of \$54,271. The City has issued a Request for Proposals for repair work related to the earthquake, with the bid opening expected during the week of November 1.

The City continues to submit required grant reports related to the Shotgun Cove Road project. CRW Engineering and subcontractors continue to work on the next phase of the project. The contractors have been working with corporations impacted by the project and have submitted draft Section 106 findings letter to FHWA in September. In addition, work related to the Endangered Species Act and Essential Fish Habitat Assessment has been ongoing. The 2020 survey work is complete and stream and fish passage information and permitting is ongoing.

The finance director continues to work with FEMA to determine eligibility for reimbursement of some direct non-personnel-related City expenses related to the response to COVID.

### **BUDGET**

Department heads have submitted their budget requests to Finance and the 2021 Preliminary Budget document is being prepared in anticipation of the budget work session scheduled on November 10. We expect the 2021 budget to be challenging given the significant reduction in expected sales tax revenues related to sales tax, PTBT, fish tax, etc. The City expects to lose more than \$800,000 in 2020 General Fund revenues due to these losses, which does not include the loss of more than \$900,000 in cruise ship passenger fees the City would ordinarily receive in 2021. On a positive note, the City did receive \$958,385 in Commercial Passenger Vessel Tax (CPV Tax) proceeds in early 2021.

### **INTERNAL REVENUE SERVICE**

We are still awaiting a response from the IRS as to a years-old outstanding matter related to the non-filing of Forms W2 and W3 from 2015 and will inform Council when the issue has had some movement.

## **HARBOR**

### Administrative

Mailed out 29 Certified letters to 2018/2019 past due accounts that equaled \$62,874.87.

As of 1Nov we have collected \$16,000 in past due monies (great job Admin Staff!)

Forwarding 18 2018/19 past due accounts to Collections amounting to \$47000.00.

Provided 2021 Budget request to Finance Director.

Continue to update vessel registration, documentation, and insurance information.

Updating transient moorage files.

VEEP Grant Request was denied due in part to our lower energy costs. We are next on the list in the event monies are made available.

Building an Operation and Maintenance O&M library for employee reference.

Provided invoice to Mr. Urias for the removal of his vehicle from the water (launch ramp incident) in the amount of \$1987.50.

Discussed Safeboat situation with Mr. Brubaker as requested at the last meeting. USCGA has no avenue for funding and doesn't see any in the future to acquire the Safeboat.

Provided auction information to Finance Director for Safeboat, Boston Whaler and inflatable raft (we are keeping the trailer it is on)

Preparing Preferential moorage, Annual moorage & Waitlist renewals – to be sent out next month

### Harbor Operations

Water/Fire lines have been blown down and secured for the season.

Snow removal equipment has been tested, maintained, and are ready for the season.

Sand has been placed at the launch ramp and top of the gangway.

Emergency Generator has been exercised and is working as designed. Working on programming it to conduct an auto start/load test every 14 days.

Purcell Tire is still awaiting the tubes for the boatlift tires.

Harbor Operations staff have a cell phone available for the weekend. Working with ACS to forward office lines to that phone on the weekend.

Continue to work on cleaning up harbor spaces with an emphasis on housekeeping and organization.

### Public Safety / Public Works Oral Reports



Sponsored by: Hunt  
Public Hearing Date:  
Enactment Date:

**CITY OF WHITTIER, ALASKA  
EMERGENCY ORDINANCE 2020-05**

**AN EMERGENCY ORDINANCE RENEWING AND EXTENDING THE CITY  
MANAGER'S PROCLAMATION OF A LOCAL EMERGENCY**

**WHEREAS**, the United States Center for Disease Control and Prevention (CDC) has identified COVID-19 as a significant public risk; and

**WHEREAS**, on March 11, 2020, The World Health Organization designated the COVID-19 outbreak a pandemic; and

**WHEREAS**, various organizations, agencies, and local governments throughout the State of Alaska and within the City of Whittier are cancelling or restricting public gatherings, temporarily closing schools and childcare facilities as well as restricting non-essential travel in efforts to contain the virus as the number of COVID-19 cases continues to rise; and

**WHEREAS**, the recommendations of global, federal, state, and local organizations and government entities are changing almost daily in response to new information regarding COVID-19, which requires the City to be able to act swiftly to comply with these recommendations in its operations; and

**WHEREAS**, in order to protect public health, welfare, and safety, the City needs flexibility in its meeting and notice protocols as well as in its procurement process for collecting and purchasing emergency supplies; and

**WHEREAS**, on March 23, 2020, the City Manager declared a local emergency as a result of COVID-19 and acknowledged the State of Alaska's declaration of state-wide emergency issued on March 11, 2020; and

**WHEREAS**, Council recognizes the public health emergency created by the COVID-19 outbreak and the imminent harm it continues to pose to the City of Whittier and all members of the Whittier community; and

**WHEREAS**, Council also acknowledges that the City will need aid and assistance from both the federal and state government in responding to and rebuilding after the COVID-19 emergency; and

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**WHEREAS**, the City Manager has authority to implement temporary rules and procedures regarding City government organization and operations during an emergency under WMC 2.64.140; and

**WHEREAS**, the City Manager needs authority to modify and amend meeting, procurement, and other procedures immediately and not after introduction and a public hearing required for non-emergency ordinances to properly respond to the COVID-19 emergency and protect the community from this outbreak,

**NOW, THEREFORE, THE CITY OF WHITTIER CITY COUNCIL ORDAINS:**

**Section 1.** The Whittier City Council hereby renews and extends the City Manager's authority to temporarily waive or modify provisions pertaining to scheduling, publication, notice, cancellation, teleconferencing, video conferencing, and other related meeting procedures for all City commission, committee, and Council meetings so long as: 1) the City Manager's actions comply with State law and the grant of authority vested in the City Manager under WMC 2.64 and 2) the City Manager posts notice of all modifications or waivers and the reasons for such modifications or waivers on the City's website no more than 10 business days after implementation. Council may repeal any modification or waiver made by the City Manager under this Ordinance by resolution.

**Section 2.** The City Council hereby renews and extends its ratification of the proclamation of emergency and, to the extent there is or has been any lapse in Council's declaration of emergency, Council hereby proclaims the existence of a continued and uninterrupted state of local emergency following the City's initial emergency declaration and continuing through the effective dates of this Ordinance.

**Section 3.** This ordinance is an emergency ordinance, is not permanent in nature, and shall not be codified.

**Section 4.** This ordinance shall take effect on the day it is enacted and shall expire sixty (60) days after its passage in accordance with WMC 2.08.310.

**ENACTED BY THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA** this 17 day of November, 2020.

**THE CITY OF WHITTIER, ALASKA**

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Dave Dickason, Mayor

AYES:



NOES:

ABSENT:

ABSTAIN:

*(An Emergency Order requires approval of all present members or  $\frac{3}{4}$  of total membership, whichever is less – WMC 2.08.310)*

**ATTEST:**

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Naelene Matsumiya  
City Clerk

(City Seal)

**CITY OF WHITTIER, ALASKA  
RESOLUTION #27-2020**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER,  
ALASKA, AMENDING AND REINSTATING THE ICMA RETIREMENT  
CORPORATION 457 DEFERRED COMPENSATION PLAN IN  
RESPONSE TO CHANGES IN THE INTERNAL REVENUE CODE**

**WHEREAS**, the City of Whittier (“Employer”) maintains a 457 Plan administered by the ICMA Retirement Corporation (the “Administrator”), Plan 304061; and

**WHEREAS**, the Administrator of the Plan has recommended changes in Plan documents to comply with instructions from the Internal Revenue Service, to incorporate recent federal legislation and Internal Revenue Service Regulations governing said plans, and to reinstate the City’s Plan due to a lack of recent participation; and

**WHEREAS**, the City desires to continue providing additional retirement security for its employees by allowing them to voluntarily contribute to a 457 Plan and/or a Roth Plan, which include only voluntary employee contributions; and

**WHEREAS**, the City has determined that providing qualified retirement plan options provides increased retirement security for employees and aids in the attraction and retention of competent and professional personnel; and

**WHEREAS**, the City desires that its deferred compensation plan continue to be administered by the ICMA Retirement Corporation and that some or all of the funds held under the plan be invested in VantageTrust, a trust established by public employers for the collective investment of funds held under their retirement and deferred compensation plans.

**NOW, THEREFORE, BE IT RESOLVED**, that:

**Section 1.** The City of Whittier hereby adopts the deferred compensation plan in the form of the ICMA Retirement Corporation Deferred Compensation Plan and Trust and hereby adopts the Declaration of Trust of VantageTrust, intending this adoption to be operative with respect to any retirement or deferred compensation plan subsequently established by the City, if the assets of the plan are to be invested in VantageTrust.

**Section 2.** The assets of the Plan shall be held in trust, with the Employer serving as the trustee, for the exclusive benefit of the Plan participants and beneficiaries, and the assets shall not be diverted to any other purpose. The Employer hereby agrees to serve as trustee under the Plan.

**Section 3.** The City Manager shall be the coordinator for this program and shall receive necessary reports, notices, etc. and shall cast on behalf of the Employer any required votes under VantageTrust; Administrative duties to carry out the Plan may be assigned to the appropriate personnel and the City Manager is authorized to execute all necessary agreements with ICMA Retirement Corporation incidental to the administration of the Plan.

**PASSED AND APPROVED** by a duly constituted quorum of the Whittier City Council on this 17th day of November, 2020.

**ATTEST:**

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Naelene Matsumiya  
City Clerk

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Dave Dickason  
Mayor

Ayes:  
Nays:  
Absent:  
Abstain:

**CITY OF WHITTIER  
RESOLUTION #28-2020**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA, CONFIRMING THE EXISTENCE OF A WATER AND WASTEWATER ENTERPRISE FUND WITHIN THE CITY'S ACCOUNTING SYSTEM FOR THE PURPOSE OF RECORDING THE FINANCIAL ACTIVITIES ASSOCIATED WITH WATER AND WASTEWATER ACTIVITIES OF THE CITY**

**WHEREAS**, the City of Whittier maintains a Water and Wastewater Enterprise Fund which has been a component of the City's financial accounting system for many years; and

**WHEREAS**, the State of Alaska maintains various criteria to assess the financial and operational strengths of a community, and one of those criteria requires that the City Council has approved the creation of a Water and Wastewater Enterprise Fund; and

**WHEREAS**, although the City Council of the City of Whittier may well have passed a previous resolution authorizing creation of a Water and Wastewater Enterprise Fund, staff has not located such a resolution and therefore desires to reiterate the existence of the City's Water and Wastewater Enterprise Fund for the purpose of enhancing the City's scoring under the State's community scoring system.

**NOW THEREFORE, the Whittier City Council hereby resolves;**

**Section 1:** The City of Whittier has, for many years, maintained a Water and Wastewater Enterprise Fund within the City's financial accounting system, in order to segregate and account for the financial activities related to the provision of Water and Wastewater services to the residents of the community.

**Section 2:** The City Council reaffirms its support for the creation and existence of a Water and Wastewater Enterprise Fund.

**Section 3:** This resolution shall take effect immediately upon its adoption.

**PASSED AND APPROVED** by a duly constituted quorum of the City Council for the City of Whittier, Alaska on this 17th day of November, 2020.

**Introduced By:** Dave Dickason  
**Introduction Date:** November 17, 2020

**ATTEST:**

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Naelene Matsumiya  
City Clerk

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Dave Dickason  
Mayor

Ayes:  
Nays:  
Absent:  
Abstain:

**CITY OF WHITTIER, ALASKA  
RESOLUTION #29-2020**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER,  
ALASKA, RESCINDING RESOLUTION #30-2015 AND ESTABLISHING AN  
INVESTMENT ACCOUNT WITH TIME VALUE INVESTMENTS FOR THE  
PURPOSE OF MANAGING THE CITY'S FIXED-INCOME INVESTMENTS AND  
AUTHORIZING TIME VALUE INVESTMENTS TO SERVE AS THE CITY'S  
PREFERRED INVESTMENT FIRM**

**WHEREAS**, the City of Whittier currently maintains a significant portion of its investable cash and assets under management by UBS Financial Services; and

**WHEREAS**, the finance director recommends shifting the City's investment portfolio to focus on a strategy of Safety, Liquidity and Yield, in that order, focused on fixed-income investments that minimize risk of loss of principal, provide better estimates of returns, and are protected by FDIC insurance and/or are backed by the full faith and credit of the US government; and

**WHEREAS**, the City's current investment portfolio includes investments that incur active management fees which tend to erode overall portfolio performance, as well as introduce risk of loss of principal, and the goal of the City is to reduce risk, provide for more stable and more easily predicted returns and increase transparency of returns; and

**WHEREAS**, the City desires to safeguard its portfolio by investing primarily in fixed-income securities backed by the full faith and credit of the US Government, plus certificates of deposit up to the level of FDIC insured limits; and

**WHEREAS**, the finance director has worked with the principals at Time Value Investments investing public funds for more than twenty years and is confident in the ability of the firm to assist the City in managing its portfolio to safely maximize returns with a high degree of liquidity both now and into the future.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council authorizes the City Manager to sign all documents necessary to establish investment accounts with TimeValue Investments, to transfer assets out of the UBS Financial Services portfolio when portfolio balances are favorable, and for TimeValue Investments to serve as the City's preferred investment firm. This resolution rescinds Resolution #03-2015 passed on January 20, 2015.

**PASSED AND APPROVED** by a duly constituted quorum of the Whittier City Council this 17<sup>th</sup> day of November, 2020.

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Naelene Matsumiya  
City Clerk

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Dave Dickason  
Mayor

Ayes:  
Nays:  
Absent:  
Abstain:

**CITY OF WHITTIER  
RESOLUTION #30-2015**

**A RESOLUTION BY THE WHITTIER CITY COUNCIL AUTHORIZING THE MANAGER TO SIGN ALL DOCUMENTS NECESSARY TO CREATE INVESTMENT ACCOUNTS WITH UBS FINANCIAL SERVICES, INC., AND FOR UBS FINANCIAL SERVICES, INC., TO SERVE AS THE CITY'S PREFERRED INVESTMENT FIRM.**

**WHEREAS, the City of Whittier Council has determined that it is in the best interests of the citizens of Whittier to set aside funds for future maintenance and replacement of City equipment and property; and**

**WHEREAS, it is in the best interests of the citizens of the City of Whittier to select a qualified investment firm to safeguard the City's investments and assist the City in financial growth of its investments; and**

**WHEREAS, UBS Financial Services has the professional qualifications required to perform the necessary services of a financial investment firm; and**

**WHEREAS, UBS has met requirements of WMC 3.32.210(D) and is hereby being selected to act as investment firm for the City; and**

**WHEREAS, the City Manager recommends UBS Financial Services as the City's investment firm.**

**NOW THEREFORE BE IT RESOLVED, THAT THE CITY COUNCIL AUTHORIZES THE CITY MANAGER TO SIGN ALL DOCUMENTS NECESSARY TO CREATE INVESTMENT ACCOUNTS WITH UBS FINANCIAL SERVICES, INC., AND FOR UBS FINANCIAL SERVICES, INC., TO SERVE AS THE CITY'S PREFERRED INVESTMENT FIRM.**

**PASSED AND APPROVED** by a duly constituted quorum of the Whittier City Council on this 20<sup>th</sup> day of January, 2015.

**Introduced By: Mark Lynch-City Manager  
Introduction Date: January 20, 2015**

**ATTEST:**

  
\_\_\_\_\_  
Brenda Krol  
City Clerk

  
\_\_\_\_\_  
Daniel Blair  
Mayor

Ayes: 6 Abstain: 1  
Nays: 0 Absent: 0