

# THE CITY OF WHITTIER

*Gateway to Western Prince William Sound*

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

**WHITTIER CITY COUNCIL  
WILL HOLD  
A REGULAR MEETING  
TUESDAY, FEBRUARY 20, 2018  
AT 7:00 PM  
COUNCIL CHAMBERS  
P-12 BUILDING**

## AGENDA

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<b>2. OPENING CEREMONY</b>	
<b>3. ROLL CALL</b>	
A. Council Members Present	
B. Administration Present	
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B. Discussion of City Manager Contract extension. Matters that, if immediately disclosed, would tend to adversely affect the finances of the City. AS 44.62.310(1)	
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B. ARRC/COW Land Swap	
C. Improve Salmon Sport Fishing in Northwest PWS	
D. Paddle Craft Launch	
E. Comprehensive Plan	
<b>18. NEW BUSINESS</b>	
A. Harbor Issues	
B. Summer Music Festival	
C. Appointment to PWSRCAC	
D. City Manager Contract	
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<b>20. CITIZEN’S DISCUSSION</b>	
<b>21. COUNCIL AND ADMINISTRATION’S RESPONSE TO CITIZEN’S COMMENTS</b>	
<b>22. ADJOURNMENT</b>	

**WHITTIER CITY COUNCIL  
SPECIAL MEETING  
MONDAY, JANUARY 8, 2018  
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:**

Debra Hicks, Victor Shen, Dave Dickason, Peter Denmark (telephonic), Monty Irvin and Daniel Blair.

**B. Council Members Absent:** David Pinguoch

**C. Administration Present:**

Mark Lynch, City Manager  
Annie Reeves, Assistant City Manager  
Krista Fish, City Clerk

Kyle Sinclair, Harbormaster  
Anmei Goldsmith, Attorney  
John Janik, Finance Officer

**Others Present:** Lindsey Erk

**4. APPROVAL OF THE SPECIAL MEETING AGENDA**

**MOTION:** Dave Dickason made a motion to approve the special meeting agenda.

**SECOND:** Debra Hicks

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

**5. CITIZEN'S COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING**

None

**6. ORDINANCE**

**Public Hearing (2<sup>nd</sup> reading)**

**#08-2017 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH THE ALASKA RAILROAD CORPORATION TRANSFERRING TRACT A-1 TO THE ALASKA RAILROAD IN EXCHANGE FOR TRACT W AND THE DELONG DOCK SUBJECT TO SPECIFIC ESSENTIAL TERMS AND CONDITIONS EXECUTED BY THE PARTIES**

Postponed to a date on or before February 20, 2018.

**7. NEW BUSINESS**

**A. RESOLUTION**

**#01-2018 – A Resolution adopting an alternative allocation method for the FY18 Shared Fisheries Business Tax Program and certifying that this allocation method fairly represents the distribution of significant effects of fisheries business activity in FMA 15: Prince William Sound Area.**

**MOTION:** Victor Shen made a motion to adopt Resolution #01-2018.

**SECOND:** Dave Dickason

**DISCUSSION:** Mark Lynch stated that this is the same one we pass every year. We split the little fish tax with the Prince William Sound area, Whittier, Valdez and Cordova. Has to be passed by January 15<sup>th</sup>.

**VOTE:** Motion passed unanimously

**B. Letter of Support – PWSRCAC**

Letter in council packet.

Dan Blair stated that RCAC asked for a letter of support. The state is attempting to change how an emergency, oil spill, information is given to us as stakeholders. RCAC's position is that it dilutes our ability to understand exactly what is happening. The way it has always been is if there is an incident the state goes there and see what is happening and then they tell the stakeholders and all of Prince William Sound what is going on. What the state is proposing to change is to have a discussion directly with whoever caused the incident and then have that person deal with us. RCAC recommends that we are told what is going on independent of the person that caused the problem. The person that caused the problem may be giving us information to mitigate their damages. They will have economic incentive to downplay the problem. The original request was January 3<sup>rd</sup>, there was no way we could respond, so they delayed it until January 12<sup>th</sup>.

Dave Dickason asked the City Manager if he wrote the letter. The City Manager replied that the letter is all their template except they asked for each individual to put why they were concerned in the fourth paragraph. The 2<sup>nd</sup> paragraph is what we are asking to have happen, and that is the commissioner grant a request for an adjudicated hearing. Then RCAC will go in and present their case for why the plans should not be changed.

Dave Dickinson asked for a roll call vote to approve letter to Mr. Mendivil.

Peter Denmark, Yes; Monty Irvin, Yes; David Pinquoch, Absent; Debra Hicks, Yes; Dave Dickason, Yes; Victor Shen, Yes; Dan Blair, Yes.

**VOTE:** Motion passed unanimously

## C. Discussion of Trash

City Manager, Mark Lynch:

- Explained the spreadsheets in the Council packet.
- Stated that he put together the spreadsheets to compare actual cost in 2017 with Alaska Waste with what the projected cost would be with our own truck. Comparing a 40 yard trash truck to a 22 yard trash truck. 40 yards is the industry standard now for a trash compactor truck. The reason he included a 22 yard truck is that he found one in Palmer, Alaska for sale for \$15,000.00.

Councilman Shen:

- Expressed concern about hazardous waste being dumped in the dumpsters.
- Stated that the City should look into reducing trash overall, should incorporate recycling and hazmat handling.
- Asked if the city is looking to do it for ourselves or offer the service to other businesses and entities in Whittier.

City Manager, Mark Lynch:

- Stated that we can offer the trash service to other business and entities, it is up to Council.
- Harbor is set up to handle oil and antifreeze.

Discussion ensued.

## 8. EXECUTIVE SESSION

**A. Discussion of DeLong Dock Agreement/ARRC Land Issues – Matters that, if immediately disclosed, would tend to adversely affect the finances of the City. AS 44.62.310(1)**

**MOTION:** Dave Dickason made a motion to enter into executive session to discuss DeLong Dock Agreement/ARRC Land Issues – Matters that, if immediately disclosed, would tend to adversely affect the finances of the City. AS 44.62.310

**SECOND:** Monty Irvin

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

**Council entered into Executive Session at 6:50 p.m.**

**MOTION:** Dave Dickason made a motion to close executive session and return to regular meeting at 7:26 p.m.

**SECOND:** Victor Shen

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

**Council ended Executive Session and returned to the regular meeting at 7:26 p.m.**

## 7. COUNCIL DISCUSSION

None

## 8. CITIZEN'S DISCUSSION

None

## 9. ADJOURNMENT

All were in favor of adjourning the meeting at 7:30 p.m.

**ATTEST:**

\_\_\_\_\_  
**Krista Fish**  
**City Clerk**

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

**WHITTIER CITY COUNCIL  
REGULAR MEETING  
TUESDAY, JANUARY 16, 2018  
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, Victor Shen, David Pinguoch (telephonically) and Daniel Blair.

**B. Council Members Absent:** Peter Denmark

**MOTION:** Victor Shen made a motion to excuse Peter Denmark from tonight's meeting.

**SECOND:** Dave Dickason

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

**C. Administration Present:**

Mark Lynch, City Manager

Annie Reeves, Assistant City Manager

Adam Cook, Attorney

Holly Wells, City Attorney (Telephonically)

Anmei Goldsmith, City Attorney

Kyle Sinclair, Harbormaster

Krista Fish, City Clerk

John Janik, Finance Officer

David Schofield, Public Safety

Scott Korbe, Public Works Director

**Others Present:**

Lindsey Erk

Anna Dickason

Greg Clifford

**4. APPROVAL OF MINUTES**

December 19, 2017 Regular Meeting Minutes

**MOTION:** Dave Dickason made a motion to approve the December 19, 2017, Regular Meeting Minutes as is.

**SECOND:** Victor Shen

**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 one amendment moving Item 18 to 5a.

**SECOND:** Monty Irvin

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

**A. Video Marketing**

Orion Spencer with Dreamscape Video Marketing discussed the video of Whittier that he filmed in 2017. Dan Blair asked what they would charge for a minute video link. Orion Spencer stated that their normal pricing rate is \$120 a second for the footage. He is willing to give it to the City of Whittier for \$77 a second.

Discussion ensued.

**6. MAYOR'S REPORT**

**A. Mayor Report**

None

**B. Vice Mayor Report by Vice Mayor Dave Pinguoch**

None

**7. MANAGER'S REPORT**

**A. City Manager's Report- Mark Lynch**

See written report in Original Council Packet.

Mark Lynch stated that he just got some numbers from W.H. Pacific about Shotgun Cove Road, but not in time for the Council meeting.

Scott Korbe stated that he would like to propose to the Council an authorization allowing the City Manager to approve the design and bid portion of Shotgun Cove Road, which comes up to \$55,000.00. To get the design and bid \*unintelligible\* and specification pack packaged and advertised is around \$44,000.00. Scott Korbe stated that he believes it is \$10,000.00 for \*unintelligible\* assistance, what that does is cover the plans and expense of reprocreating the plans, advertisement portion of it, review and recommendation to council. Scott Korbe stated that he will bring back to the next Council meeting all the fees and services that WH Pacific charge for contract administration, right-a-way close out and surveying.

Council scheduled a special Council meeting for getting Shotgun Cove road out to bid on Monday, January 22, 2018 at 6:00 pm.

Mark stated that he wanted to make sure everyone noticed that there is a notice on his managers' report that his contract requires a 6 month notice of expiration.

**B. City Attorney's Report**

None

**C. School District Report**

See written report in packet.

Lindsay Erk stated that they did finish up their food drive over the holidays and that it would be nice if we can figure out how to keep that food here to benefit the local community in the future.

**D. Director's Reports**

1. **Financial report – John Janik**  
See written report in original packet.
2. **Harbormaster Report – Kyle Sinclair**  
See written report in original packet.
3. **Director of Public Safety Report – Dave Schofield**  
See written report in original packet.
4. **Public Works Report – Scott Korbe**  
None
5. **Public Safety Building Report**  
The City Manager stated that they have signed the substantial completion on the Public Safety Building. January 15, 2018 was Terry Morrison's last day. We are starting to move things in and the staff plans to move on the 30<sup>th</sup>. Around the 31<sup>st</sup> there will be some days that we are not fully staffed. The City Manager stated that Kyle Sinclair, Harbormaster, volunteered some help and will start moving with the City trucks and if needed will rent a box truck.

**8. COMMISSION/COMMITTEE REPORTS**

**A. Planning Commission**

Approved Minutes in Packet

**B. Port & Harbor Commission**

The City Manager stated that there was some talk about the resolution that he missed, it turns out that it would not have done them any good because the state did not offer the grant this year. Maybe they will have it available again in 2019. It is in the City Managers Report.

**C. Parks & Recreation Committee**

Dave Dickason stated that the Parks and Rec Open House had a great turnout. Victor Shen stated that they did order some supplies for the summer with left over funds in Parks and Rec budget. They bought lumber for trails, fire rings, bear resistant trash cans and bear resistant food lockers for the campground.

**D. Prince William Sound Aquaculture Corp.**

None

**E. Regional Citizen's Advisory Council**

None

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

None

**10. APPROVAL OF CONSENT CALENDAR**

None

**11. PUBLIC HEARINGS (NON-ORDINANCE)**

None

**12. PRESENTATIONS**

None

**13. ORDINANCES**

Introduction (1<sup>st</sup> reading)

#### 14. PUBLIC HEARING (2<sup>nd</sup> reading)

**#08-2017 – An Ordinance of the City Council of the City of Whittier, Alaska, authorizing the City Manager to execute an agreement with the Alaska Railroad Corporation transferring Tract A-1 to the Alaska Railroad in exchange for Tract W and Delong dock subject to specific essential terms and conditions executed by the parties.**

Tabled until no later than February 20, 2018.

#### 15. RESOLUTIONS

**#02-2018 – A Resolution authorizing the City Manager to enter into an agreement with John P. Johns, CPA, to provide audit services for calendar years 2017, 2018 and 2019.**

**MOTION:** Victor Shen made a motion to adopt Resolution #02-2018.

**SECOND:** Dave Dickason

**DISCUSSION:** Dave Dickason asked who John P. Johns, CPA was, what is wrong with our system now and why are we doing this? Mark Lynch stated that it is typical to change auditors every two or three years in municipalities. He believes the audit firm they had last year did a very poor job but the year before went pretty good. He stressed that this past year it was poorly done and he was not impressed with their work at all. The last firm was researched and chosen by Lynette Dennis, former Finance Officer. He reminded the Council that this is a person that Johnny has worked with in the past and that they do the audits in a number of Alaska communities. Mark also stated that they are looking to get enough clients in Alaska to open an office in Anchorage. It was John Janik's recommendation. John P. Johns is a CPA that has done a lot of municipal audit work and he is \$7000 a year cheaper.

David Pinguoch stated that before the meeting he called CPA's that he knows very well that doesn't do audits but prepares big companies for audits. He can get a list tomorrow of three companies in Alaska, two of them she highly recommends and the third one she is not familiar with but they just under bid the company that we have been with by \$15000.00 on the next audit she is going to have to do. David Pinguoch stated that he is against it because he does not want to ship the money out of state when he thinks we can keep it in Alaska.

The Mayor stated that there is a council meeting coming up next week will that be too short of time to get quotes. Mark Lynch stated that we couldn't do a formal RFP, but John Janik could call around to get some quotes. Mark Lynch asked John Janik if he would have time to get some quotes. John Janik stated that he would.

Councilman Shen asked John Janik if he could tell his reasoning why he prefers the out of state auditor. Mark Lynch stated that looking out of state, in state never crossed their minds. They don't take that in account when looking for professional services. He is looking at the bottom line and do they do a good job.

John Janik gave the Council the reason he prefers the John P. Johns, CPA.

Dave Dickason stated that considering the economy right now, he agrees with David Pinguoch, he would rather support someone in the state of Alaska than someone out of state. He thinks we should take a little extra time rather than to send the money out of state.

Dan Blair asked David Pinquoch if he would be willing to entertain a notion of a one year contract to get a little more water under the bridge for John Janik. David Pinquoch commented that not without knowing bids with other companies in Alaska. That could be an option, if we find out if he is the cheapest priced. If he moves up to Alaska that would be good. Dan Blair ask John Janik if he would have time to get some prices for the next meeting. John Janik stated that he would be happy to.

**VOTE:** Victor Shen: No, Debra Hicks: No, Dave Dickason: No, David Pinquoch: No. Monty Irvin: No, Dan Blair: No

**MOTION FAILED:** 6-0

**#03-2018 – A Resolution authorizing the City Manager to sell surplus City Personal Property during 2018.**

**MOTION:** Victor Shen made a motion to adopt Resolution #03-2018.

**SECOND:** Dave Dickason

**DISCUSSION:** Mark stated that we did one in 2017, things have not gone as quickly as he hoped, so now we are going to try to get it done in 2018 and if we don't get it done in 2018 we will do it in 2019. Mark Lynch suggested to Council that they should probably authorize one every year to sell off surplus property.

**VOTE:** Motion passed unanimously

**#04-2018 – A Resolution authorizing the City Manager to purchase a Trash Truck.**

**MOTION:** Victor Shen made a motion to adopt Resolution #04-2018

**SECOND:** Dave Dickason

**DISCUSSION:** Dave Dickason asked if this was for the smaller truck and is it still available. Mark Lynch stated that he will be seeing it tomorrow. The reason there is not a price on the resolution is that he is going to try to negotiate him down.

Mark Lynch stated the he is going to price dumpsters at Bob's. Victor Shen asked where the funds would come from. Mark Lynch also stated that he believes that it should set up its own enterprise fund just like water and sewer. It's a standalone fund. One way to do that is to fund it out of the Harbor or the General fund and soon as it starts earning some revenue, pay that money back then it is its own standalone fund. Mayor Blair asked David Pinquoch since the harbor could be the biggest winner of the trash truck innovation would it be a reasonable point to borrow money from the Harbor. David Pinquoch stated that we are looking at least reducing the cost by \$25,000 or more. To him it is a worthy risk for the Harbor.

Debra Hicks asked about other businesses utilizing this trash service and if we will charge them anything for the service. Mark Lynch stated that he would recommend creating a fee schedule. Once we get it and get a better grip on the operating costs we would need to come up with a rate schedule that would be reasonable.

Mark Lynch also stated that they are going to have an issue with the cardboard dumpster. We can't haul that on any of the trucks we own. If we pull all our business from Waste Management they may take the cardboard container away. He is not sure what is going to happen there.

Discussion ensued.

**VOTE:** Motion passed unanimously

**16. EXECUTIVE SESSION**

**A. Discussion of DeLong Dock Agreement/ARRC Land Issues – Matters that, if immediately disclosed, would tend to adversely affect the finances of the City. AS 44.62.310(1)**

**B. Discussion of Potential Legal Matter – Matters that, if immediately disclosed, would tend to adversely affect the finances of the City. AS 44.62.310(1)**

**MOTION:** Dave Dickason made a motion to enter executive session to discuss the DeLong Dock Agreement/ARRC Land Issues – Matters that, if immediately disclose, would tend to adversely affect the finances of the City. AS 44.62.310(1)

To Discuss the Potential Legal Matter. Matters that, if immediately disclosed, would tend to adversely affect the finances of the City. AS 44.62.310(1)

**SECOND:** Victor Shen

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

**Council entered into Executive Session at 8:16 pm.**

**MOTION:** Dave Dickason made a motion to close executive session at 8:36 p.m. and return to the regular meeting.

**SECOND:** Debra Hicks

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

**Council ended Executive Session and returned to the regular meeting at 8:36 pm.**

**17. UNFINISHED BUSINESS**

**A. Shotgun Cove Road Project**

Nothing new to report.

**B. ARRC/COW Land Swap**

Nothing new to report.

**C. Improve Salmon Sport Fishing in in Northwest PWS**

Nothing new to report.

**D. Paddle Craft Launch**

Nothing new to report.

**18. NEW BUSINESS**

**A. Video Marketing**

Moved to 5a

**19. COUNCIL DISCUSSION**

Councilman Dickason:

- Asked about John Wros on the property up on Portage. Mark Lynch stated that John Wros has asked to be on the February agenda.

Councilman Shen:

- Stated that he had a citizen ask him why the City supports fireworks on the 4<sup>th</sup> of July but not on New Years'. Mayor Blair stated that he personally would be happy to put something together for next year. Scott Korbe stated that there were businesses and private individuals that contributed to the winter fireworks. Council members were all in agreement with contributing \$2000 for the winter fireworks.
- Asked about the Harbors Enterprise Funds and if the Harbor is doing a replacement schedule. Council discussed this further.

**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 9:12 p.m.

**ATTEST:**

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**Krista Fish**  
City Clerk

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**Daniel Blair**  
Mayor

**WHITTIER CITY COUNCIL  
SPECIAL MEETING  
MONDAY, JANUARY 22, 2018  
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:**

Debra Hicks, Victor Shen (telephonic), Peter Denmark (telephonic), Monty Irvin, David Pinquoch (telephonic) and Daniel Blair.

**B. Council Members Absent:** Dave Dickason

**C. Administration Present:**

Mark Lynch, City Manager  
Annie Reeves, Assistant City Manager  
Krista Fish, City Clerk

Scott Korbe, Public Works  
Anmei Goldsmith, Attorney (telephonic)  
John Janik, Finance Officer

**Others Present:** None

**4. APPROVAL OF THE SPECIAL MEETING AGENDA**

**MOTION:** Monty Irvin made a motion to approve the special meeting agenda.

**SECOND:** Debra Hicks

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

**5. CITIZEN'S COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING**

None

**6. NEW BUSINESS**

**A. RESOLUTION**

**#05-2018 – A Resolution authorizing Check Signers**

**MOTION:** Victor Shen made a motion to adopt Resolution #05-2018.

**SECOND:** Debra Hicks

**DISCUSSION:** Mayor Blair asked why we are doing check signers again. Mark Lynch stated that you have to update check signers every time an employee or Council changes. We are bringing it up current.

**VOTE:** Motion passed unanimously

**#06-2018 – A Resolution declaring an Economic Hardship**

Tabled until the February Council Meeting.

**#07-2018 – A Resolution authorizing the City Manager to enter into an amended Profession Services agreement with WH Pacific for Shotgun Cove Road.**

**MOTION:** Victor Shen made a motion to adopt Resolution #07-2018.

**SECOND:** Debra Hicks

**DISCUSSION:** Scott Korbe stated that the funds that are listed in the Resolution will finalize Phase 5, Section 4b, designs, plans, and specifications. It is the remaining shovel ready portion of work from second Salmon Run back towards \*unintelligible\*. They are going to design it, put it together, package it for bid, put it out to bid and make a recommendation to City Council what is the best value for the City. Also included is a construction \*unintelligible\* and inspection fee for 2018 and 2019.

**VOTE:** Motion passed unanimously

**7. EXECUTIVE SESSION**

**A. Discussion of Shotgun Cove Road – Matters that, if immediately disclosed, would tend to adversely affect the finances of the City. AS 44.62.310(1)**

**MOTION:** Monty Irvin made a motion to enter executive session to discuss Shotgun Cove Road – Matters that, if immediately disclosed, would tend to adversely affect the finances of the City. AS 44.62.310(1)

**SECOND:** Debra Hicks

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

**Council entered into Executive Session at 6:11 p.m.**

**MOTION:** Debra Hicks made a motion to close executive session and return to regular meeting at 6:25 p.m.

**SECOND:** Monty Irvin

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

**Council ended Executive Session and returned to the regular meeting at 6:25 p.m.**

**8. COUNCIL DISCUSSION**

None

**9. CITIZEN'S DISCUSSION**

None

**10. ADJOURNMENT**

All were in favor of adjourning the meeting at 6:28 p.m.

**ATTEST:**

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**Krista Fish**  
**City Clerk**

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**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: February 13, 2018 (for 2/20/18 Council meeting)

**ARRC/DeLong Dock:** Negotiations are ongoing.

**New City Park:** CRW Engineers continues to work on a City Park design, and is incorporating information gathered at the public meeting held in January.

**Harbor Renovation:** We are waiting to see whether the State funds the Harbor grant program for next year.

**CAPIS:** Priorities were submitted to the State for Capita funding request. However, no funding is expected.

**Harbor Erosion:** We are seeking funding sources.

**Whittier Creek Levee:** CRW is working on an application for a permit to do maintenance on the Levee. An appeal has been filed with NRCS for help with this work.

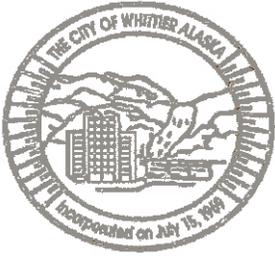
**Shotgun Cove Road:** CRW is working on the next phase and will have sessions for public and Council in the near future. WH Pacific is getting a bid packet ready for the remaining shovel ready portion.

**Tankfarm Property:** We are waiting for information from the Corps concerning the environmental study and appraisal.

**Public Safety Building:** Staff has moved in and is working to get the facility organized and functional.

**PS Building Water/Sewer Loan:** We were notified nearly a year ago that all pre-application materials had been approved, and that we were the next in line for the loan people to do their financial review. We have provided all requested information to the agency. There has been no response from the State on this in months.

**BTI Office & Clinic Condos:** I am working to get appraisals on the condos so they can be placed for sale.



## ASSISTANT CITY MANAGER REPORT CITY OF WHITTIER

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To: Mayor and Council  
From: Annie Reeves, Assistant City Manager  
Subject: Assistant City Manager's Report  
Date: February 20, 2018

1. **Move Into the Public Safety Building** - IT/phone systems became operational the week of February 5th. We began Admin's move that week. Very grateful to Kyle Sinclair and his harbor staff who worked tirelessly to do all the heavy lifting (literally), Joe Fish and Scott Korbe for picking up slack, Dave Schofield and Kyle for working with phone and IT providers to ensure service. Admin staff is likewise commended for getting the move accomplished efficiently and in good moods. :) We are settling into our new "home" and hope to have an open house for the community in March (details will be forthcoming).
2. **Whittier Creek Levy** - received documents from Natural Resources Conservation Services (NRCS) used to determining a denial of assistance. I will review the documents to determine whether we can appeal their decision. If an appeal is possible, it will open funding to mitigate the levy issues.
3. **School Gym Hire** - I have hired Brooke Lavender as our city School Gym Attendant. Currently working closely with head teacher Lindsey Erk to ensure adequate and clear communication for procedures and expectations. The gym should be open to the community by the end of the month.
4. **Head of the Bay / Army Corp of Engineers** - after attending a meeting with Corps officials and other City representatives, I am working with Eric Johnson, Army Corps of Engineers Economist, to assist in completing the required Corps feasibility study needed to release funding for the head of the bay project. We are working on quantifying national economic benefits. Once that is completed, we will work on regional and local benefits.
5. **Comprehensive Plan** - spoke with Kitty Farnham, Alaska Humanities Forum. With Council direction, will work on either a general comprehensive plan or more specific master plans for five or six areas that will roll into a comprehensive plan. After direction, will work with Kitty to develop plans for community involvement and next steps.
6. **Music Festival** - working to get direction/permission from Council. With approval, will work with promoter Joe Kilhoffer to bring a family-friendly music festival to Whittier, fingers crossed, as early as Memorial Day. This festival is one we hope to grow into an annual event.



# 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: February 6, 2018

### Recent Events:

- Dodgeball Night – 42 community members came out to support the school and play with the kids
- Origami Night
- February EAC Meeting
- In-service – Writing training with Andrew Pudewa

### Upcoming Events:

- February 21 – Volleyball night – food for sale at 5:30, game starts at 6pm – everyone welcome!
- March 2 – STEAM activities
- March 7 – Activity at the school – all community welcome
- March 21 – Basketball – all community welcome
- March/April - State Testing – exact dates are TBD

### Voyage School Opportunities:

- Business and Corporation Careers
- Snow Science
- Journey to Flight
- First Trek
- US Government
- Outdoor Leadership – Texas bike trip

We just celebrated our 100<sup>th</sup> day of school in February. This means we are on the downhill slide and there are not many days left in the school year. Teachers are excited about the recent writing training we received from Andrew Pudewa. We are all looking for ways to implement our training into the classroom that will help our students become better writers in the future. This will also help prepare them for the upcoming state PEAKS testign at the end of March and beginning of April.

We look forward to working with the City of Whittier and their staff to provided a safe and fun place for the community to enjoy healthy activities inside. Both school and City staff have been working hard to work out the details of this position and opportunity for the community. Please keep a look out for the days and times that the City will be opening the gym for the community. These times may not be the same every week as we do have some evening events happening at the school that will take priority over any outside gym openings.



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  
School  
(907) 222-2712





# THE CITY OF WHITTIER

Gateway to Western Prince William Sound

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

To: Mayor Blair & City Council

Via: Mark Lynch, City Manager

From: John Janik, Director of Finance *29*

Subj: Finance Report as of January 31, 2017

**Opening Comment:** This is a relatively lengthy report but addresses several issues.

## Notes Financial Report:

- Most notable in the cash section of the Cash & Investment Summary report are generic even numbers allocated to each fund. Past reports were prepared using a worksheet developed by of my predecessors, and while this calculation process is close, I don't believe it to be an accurate reflection of true account balances.
  - To correct this I have begun an internal audit of the funds involved to ensure their balances are correct. This should not be a cause for alarm as the combined January 31st bank balance in the primary checking account and the repurchase agreement was \$2,708,856.80 and my goal is to get the account balances as accurate as possible.
  - Much of the confusion across these various accounts is due to multiple pre-set background journal activity. I have contacted Caselle and I am scheduling several online & teleconference training sessions to determine which of the background activities are necessary and which ones can be discontinued.
- The investment section of the Cash & Investment Summary report has been updated as of January 31<sup>st</sup>. The distribution of these funds is based on a fixed percentage to the allocations shown are correct, based.
- As with recent monthly finance reports, I have included individual graphed summaries for the Water/wastewater and Small Boat Harbor funds. As with previous versions you will note a strong spike in revenue for the harbor, and as in previous years this spike is the result of annual moorage customers prepaying their moorage for the entire year.
- A new addition to the Finance Report is grant status which is reflected below:

State Grant Number	13-DC-508	15-DC-160	10-DC-32
Project Name	Shotgun Cove Road	Shotgun Cove Road	RR Station Improvements
Grant Amount	2,000,000.00	2,000,000.00	325,000.00
Expenditures to Date	1,969,308.83	59,400.00	63,389.15
Funds Remaining	30,691.67	1,940,600.00	261,610.85

Federal Grant No.	17-DG-11100410-033	DTBH70-03-A-17-0077/018
Project Name	Horsetail Falls Gate & Parking	Shotgun Cove Road
Grant Amount	40,255.00	7,000,000.00
Expenditures to Date	0	4,701,894.08
Funds Remaining	40,255.00	2,298,105.92

The city manager has also received an email confirmation that the city has been awarded a Federal Lands Access Program (FLAP) grant in the amount \$2million although formal paperwork has not yet been received.

**Other Comments:**

- Last month, prior to moving from the old office I received a phone call for Vice-mayor Pinquoch inquiring as to where the bond proceeds were and whether or not interest was being earned. At the time I was under the impression the funds had already been used but he thought otherwise. So, after a bit of research I found that the proceeds in the amount of \$2,011,106.60 were deposited to the city's checking account on April 27, 2017 and moved to the Repurchase Agreement account that same day. Further research revealed the following disbursements to Bellingham Marine:

4/20/2017	\$655,161.00
5/17/2017	\$808,969.00
6/20/2017	\$740,402.00

It is my understanding the bond proceeds were used to satisfy the above disbursements, and a follow-up email from the vice-mayor tends to support that conclusion. If this is not the case I will need to conduct a further investigation.

- During this council meeting a resolution will be presented recommending an auditor to conduct the 2017 annual audit. Should the council wish to consider additional proposals, I have researched the State of Alaska Division of Finance and located a list of auditors who have submitted audits in the past two years. The attached list contained 41 firms which are located as follows:

○ Out of country	2
○ Out of state	21
○ Fairbanks	4
○ Juneau	1
○ Sitka	1
○ Eagle River/Wasilla	2
○ Soldotna	1
○ Anchorage total	7
○ Anchorage not contacted	3

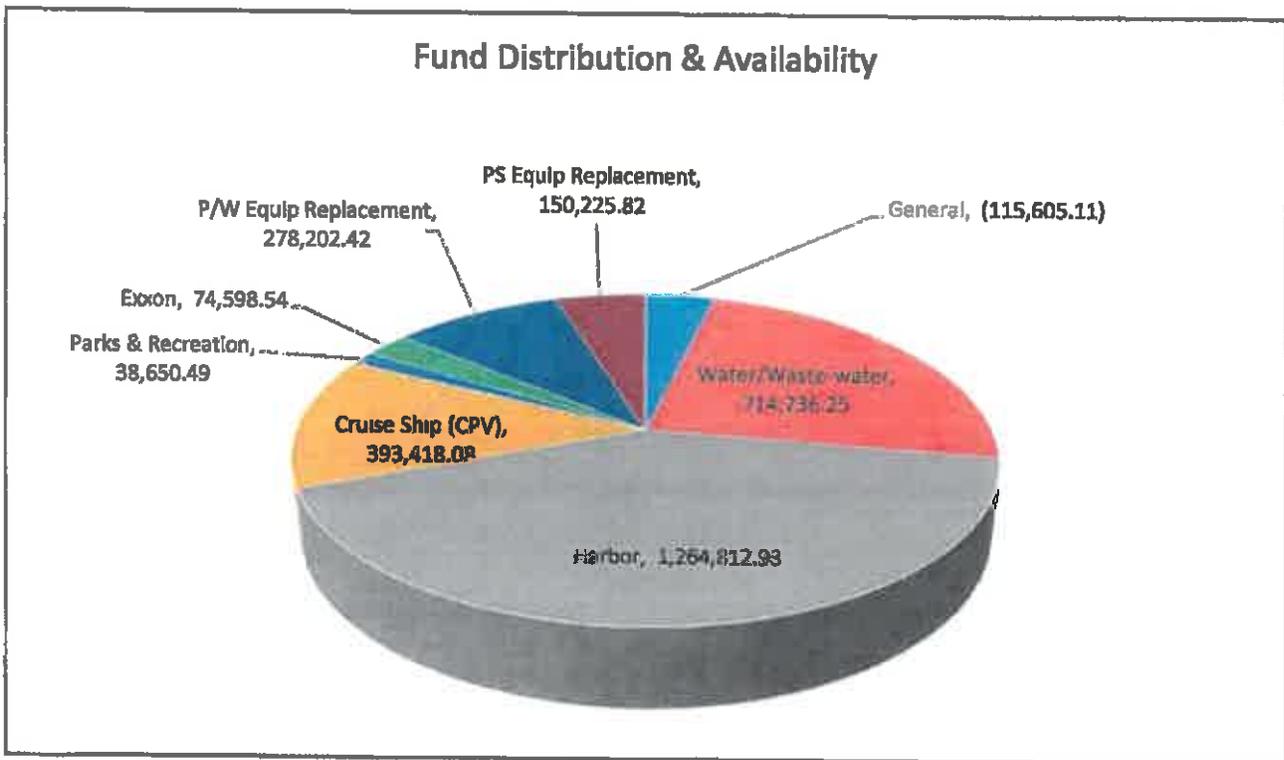
**Closing Comment:** The move to the new building is proving to be truly beneficial as I now have room to work on various projects in greater detail. The privacy of the new office will no doubt be helpful in undergoing the scheduled accounting software training. Upon completion of a personal internal audit and the regular required annual audit, 2018 should prove to be a very productive year.

### End of Report ###

**City of Whittier**  
**Cash & Investment Summary**  
**As of January 31, 2017**

FUND	FNBA Checking	UBS Investments	Minimum Balance	Committed	Funds Available
General	1,500,000.00	384,395.03	2,000,000.00	-	(115,604.97)
Water/Waste-water	200,000.00	914,736.57	400,000.00	-	714,736.57
Harbor	750,000.00	914,813.25	400,000.00	-	1,264,813.25
Cruise Ship (CPV)	150,000.00	209,418.15	-	34,000.00	359,418.15
Parks & Recreation		38,650.50	-	-	38,650.50
Exxon		74,598.57	-	-	74,598.57
P/W Equip Replacement	100,000.00	178,202.48	-	-	278,202.48
P/S Equip Replacement	50,000.00	100,225.85	-	-	150,225.85
To be determined	(41,143.20)				
<b>Total</b>	<b>2,708,856.80</b>	<b>2,815,040.41</b>	<b>2,800,000.00</b>	<b>-</b>	<b>2,765,040.41</b>

**Note:** \$34,000 from CPV committed to Parks & Recreation



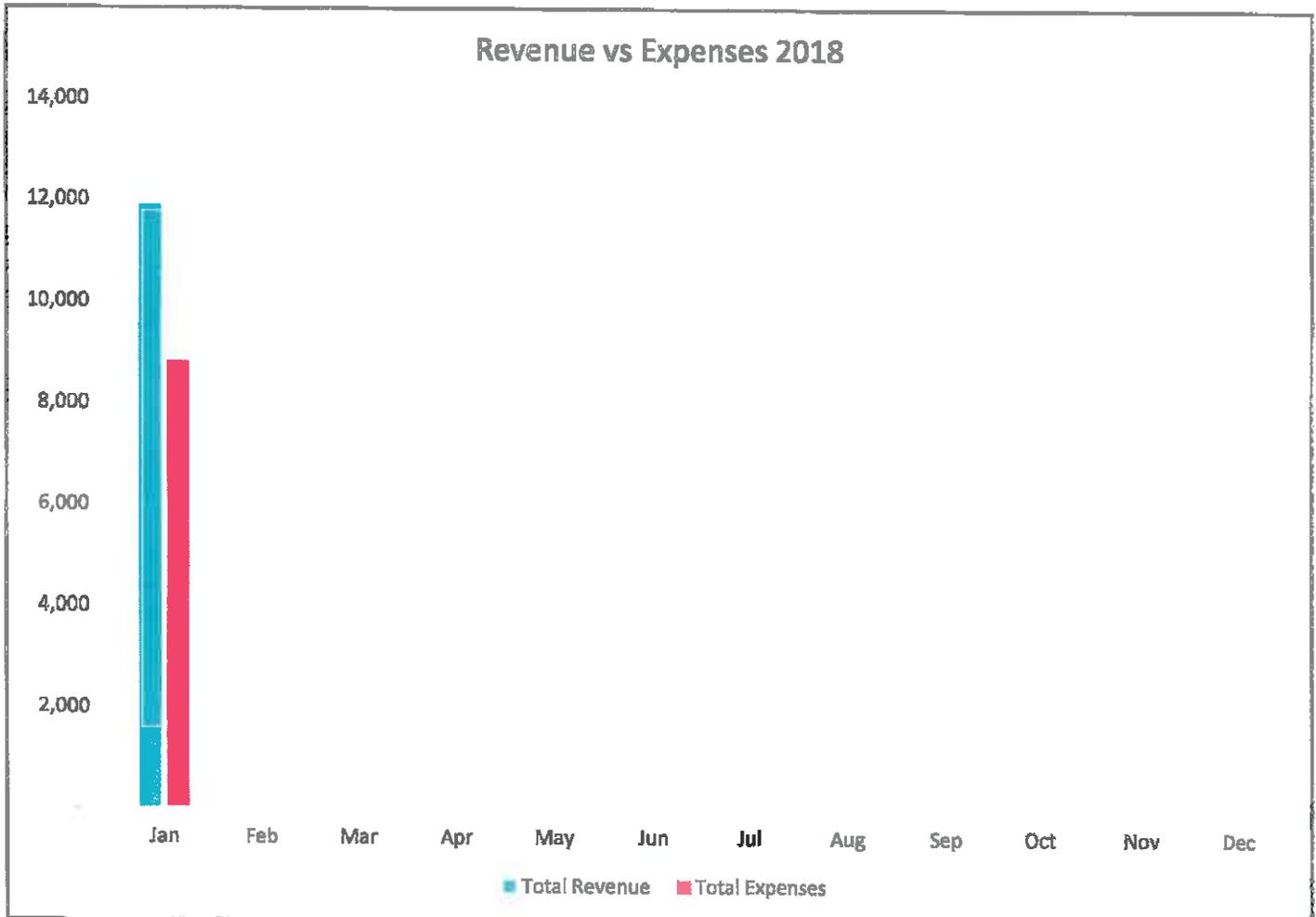
**2018 YEAR-TO-DATE INVESTMENT PERFORMANCE**

UBS Investments	Dec 31, 2017	Deposits or (Withdrawals)	Jan 31, 2018	Dollar Change	Percent Change
	Value		Value		
Acct No. UC 05994 BC	100,839.33		100,327.96	(511.37)	-0.507%
Acct No. UC 05997 BC	101,928.65		102,870.35	941.70	0.924%
Acct No. UC 05998 BC	2,606,086.77		2,611,842.10	5,755.33	0.221%
<b>Totals</b>	<b>2,808,854.75</b>	<b>-</b>	<b>2,815,040.41</b>	<b>6,185.66</b>	<b>0.638%</b>

## Water & Wastewater Fund Performance 2018

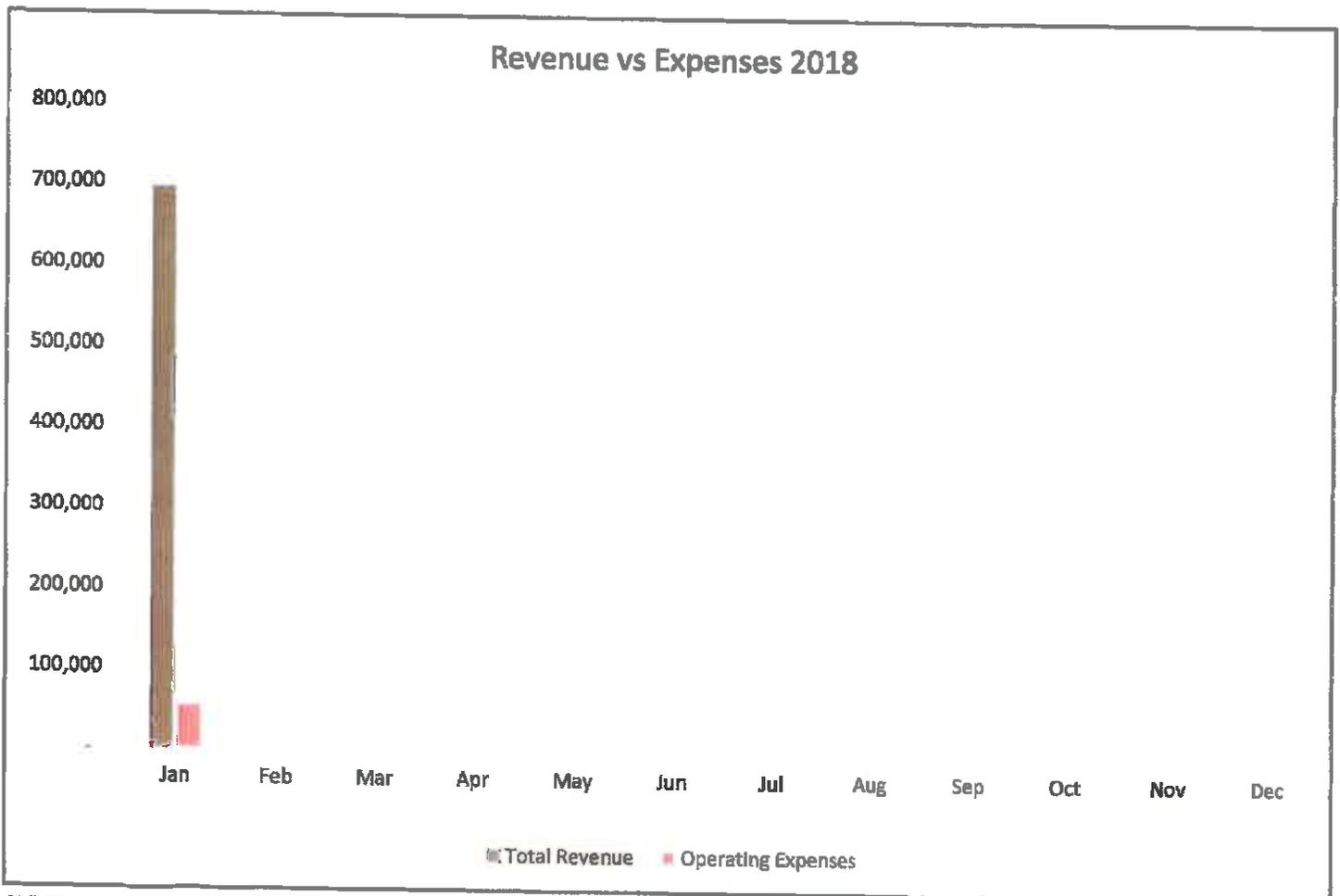
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Water	4,722.60												
Sewer	5,729												3,729
Other	3,445												3,445
<b>Total Revenue</b>	<b>11,897</b>												<b>11,897</b>
<b>Total Expenses</b>	<b>8,825</b>												<b>8,825</b>
<b>Net Income (Loss)</b>	<b>3,072</b>												<b>3,072</b>
<b>Expenses Percent of Revenue</b>	<b>74%</b>	<b>#DIV/0!</b>	<b>74%</b>										

**NOTE: December expenses are exceptionally high due to a one-time annual payment to the general fund for inter-department support in the amount of \$27,910.00**



## Small Boat Harbor Fund Performance 2018

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Revenue</b>													
Services	684,385												684,385
Leases	9,219												9,219
Other	-												-
<b>Total Revenue</b>	<b>693,604</b>	-	-	-	-	-	-	-	-	-	-	-	<b>693,604</b>
<b>Operating Expenses</b>	<b>52,653</b>												<b>52,653</b>
<b>Net Income (Loss)</b>	<b>640,951</b>	-	-	-	-	-	-	-	-	-	-	-	<b>640,951</b>
<b>Expense Percent of Revenue</b>	<b>8%</b>	#DIV/0!	<b>8%</b>										



**NOTE 1: The January spike in revenue is due to the prepayment of annual preferred moorage agreements**

**Peer Review Report Dates for CPA Firms who have Submitted  
Single Audits in last two years to the State of Alaska**

		Updated:	12/31/17
ID	CPA Firm Name	QCR Date	Next QCR Due
AMM	Alban & Company, PC	12/31/14	06/30/18
AKT	Aldrich CPA's + Advisors LLP (formerly AKT)	04/30/14	10/31/17
ARC	Altman, Rogers & Co. <i>current</i>	12/31/15	06/30/19
GWR	Barlow, Camera & Rowland	08/31/14	02/28/18
MCC	BDO USA, LLP	03/31/15	09/30/18
BAS	Blank & Smith, CPA	05/31/14	11/30/17
BSC	Brad Cage, CPA	06/30/15	12/30/18
CCL	Capin Crouse LLP	06/30/15	12/31/18
CEH	Christine E. Harrington, CPA, LLC	04/30/15	10/31/18
CLA	CliftonLarsonAllen	07/31/16	01/31/20
CAH	Cook & Haugeberg LLC	02/28/15	08/31/18
DAT	Deloitte LLP	03/31/17	09/30/20
ERF	Elgee, Rehfeld, Mertz, LLC	04/30/14	10/31/17
RMT	Foster & Company, LLC	04/30/15	10/31/18
GRT	Grant Thornton LLP	05/31/17	11/30/20
HSR	Hoffman Short Rubin DeWinter Sanderson	07/31/15	01/31/19
HSS	Hoffman, Stewart & Schmidt, PC	07/31/14	01/31/18
JJC	Jacobson Jarvis & Co, PLLC	09/30/15	03/31/19
KPJ	Kendall, Prebola and Jones, LLC	07/31/15	01/31/19
KSH	Kohler, Schmitt & Hutchison <i>NO REPLY</i>	06/30/14	12/31/17
PMM	KPMG LLP	03/31/14	09/30/17
OTL	Lambe, Tuter & Wagner, CPA	07/31/14	01/31/18
LAL	Laura Lindal, CPA	05/31/17	11/30/20
LT	Lisa L. Taylor, CPA	09/30/15	03/31/19
MAA	Moss Adams, LLP	04/30/17	10/31/20
NAV	Newhouse and Vogler, CPA	12/31/14	06/30/18
PAS	Peterson Sullivan PLLC	06/30/15	12/31/18
POD	PKF O'Connor Davies, LLP <i>HAVE BIO</i>	12/31/16	06/30/20
POR	Porter & Allison, Inc.	New firm	04/30/18
PWC	PricewaterhouseCoopers LLP	06/30/15	12/31/18
PTI	PTI CPA Services, LLC	04/30/15	10/31/18
RJG	RJG, A Professional Corporation	04/30/17	10/31/20
SDK	Schechter Dokken Kanter Andrews & Selcer Ltd	06/30/16	12/31/19
SRH	Sramek Hightower CPA <i>NO longer Gov.</i>	03/31/15	09/30/18
SWR	Stevens, Reppel & Saur, Inc.	12/31/15	06/30/19
SAP	Swalling & Associates, P.C.	05/31/14	11/30/17
TRW	Teuscher Ruf & Walpole, LLC	01/31/15	07/31/18
THG	Thomas, Head & Greisen, PC <i>NO REPLY</i>	09/30/14	03/31/18
WPB	Warren Averett, LLC	07/31/16	01/31/20
WAW	Wilson & Wilson, CPA	04/30/15	10/31/18
WIP	Wipfli LLP	06/30/16	12/31/19

*Handwritten notes in red ink:*  
 AK  
 OR  
 AN  
 CA  
 IL  
 AN  
 Eagle River  
 IN  
 SAK  
 MD  
 BK  
 NY  
 Jm  
 Ws  
 IL  
 CA  
 OR  
 WA  
 PA  
 BK  
 Netherlands  
 Sordana  
 WA  
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 MD  
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 London  
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 CT  
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 AL  
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 MN

**Note:** This is a listing of CPA firms who have submitted federal or state single audits to the State of Alaska over the last date of their most recent peer review report. This list does not include all CPA firms qualified to conduct single audits.

A current peer review report must be on file with the State in order to accept any single audit prior to FY08. For audits an CPA firm's current peer review report may be viewed on the AICPA website, at: [https://peerreview.aicpa.org/public\\_file\\_s](https://peerreview.aicpa.org/public_file_s) requesting a copy of the peer review report directly from the CPA firm.

CITY OF WHITTIER  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
01-310-4005 FISH TAX	.00	.00	60,000.00	60,000.00	.0
01-310-4006 MOTOR VEHICLE REGISTRATION	.00	.00	3,500.00	3,500.00	.0
01-310-4007 LIQUOR TAX	.00	.00	5,000.00	5,000.00	.0
01-310-4008 ELEC & TELE CO-OP TAX	.00	.00	3,600.00	3,600.00	.0
01-310-4200 SALES TAX	.00	.00	550,000.00	550,000.00	.0
01-310-4201 PROPERTY TAX - REAL	.00	.00	380,000.00	380,000.00	.0
01-310-4202 PROPERTY TAX - PERSONAL	.00	.00	280,000.00	280,000.00	.0
01-310-4205 BUSINESS TRANSPORTATION TAX	.00	.00	300,000.00	300,000.00	.0
<b>TOTAL TAXES</b>	<b>.00</b>	<b>.00</b>	<b>1,582,100.00</b>	<b>1,582,100.00</b>	<b>.0</b>
<u>LICENSES &amp; PERMITS</u>					
01-320-4250 BUSINESS LICENSES	.00	.00	3,500.00	3,500.00	.0
01-320-4251 USER FEES & PERMITS	.00	.00	250.00	250.00	.0
01-320-4312 AMBULANCE FEES	.00	.00	40,000.00	40,000.00	.0
<b>TOTAL LICENSES &amp; PERMITS</b>	<b>.00</b>	<b>.00</b>	<b>43,750.00</b>	<b>43,750.00</b>	<b>.0</b>
<u>INTERGOVERNMENTAL REVENUE</u>					
01-330-4002 STATE REVENUE SHARING	.00	.00	78,453.00	78,453.00	.0
01-330-4003 STATE PAY-IN-LIEU OF TAXES	.00	.00	46,000.00	46,000.00	.0
01-330-4011 EMS SMALL GRANT	.00	.00	2,500.00	2,500.00	.0
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>126,953.00</b>	<b>126,953.00</b>	<b>.0</b>
<u>LEASES</u>					
01-345-4515 LEASE INCOME - CITY LAND	8,600.33	8,600.33	125,000.00	116,389.67	6.9
01-345-4625 LAND USE RENT	100.00	100.00	.00	(100.00)	.0
<b>TOTAL LEASES</b>	<b>8,700.33</b>	<b>8,700.33</b>	<b>125,000.00</b>	<b>116,289.67</b>	<b>7.0</b>
<u>FINES &amp; CITATIONS</u>					
01-350-4261 PSD FINES & CITATIONS	.00	.00	4,000.00	4,000.00	.0
<b>TOTAL FINES &amp; CITATIONS</b>	<b>.00</b>	<b>.00</b>	<b>4,000.00</b>	<b>4,000.00</b>	<b>.0</b>

CITY OF WHITTIER  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS</u>					
01-360-4099 MISCELLANEOUS REVENUE	.00	.00	5,000.00	5,000.00	.0
01-360-4204 INTEREST & PENALTIES	731.85	731.85	3,000.00	2,268.15	24.4
01-360-4271 DONATIONS - EMS/FIRE/POL	.00	.00	2,500.00	2,500.00	.0
01-360-4900 INTEREST ON BANK ACCOUNTS	.00	.00	15,000.00	15,000.00	.0
01-360-4902 INTEREST ON ESCROW ACCOUNTS	.00	.00	1,200.00	1,200.00	.0
01-360-4914 TRANSFIELD - TUNNEL CONTRAC	.00	.00	60,000.00	60,000.00	.0
01-360-4915 GIRDWOOD-POLICE CONTRACT	51,500.00	51,500.00	618,000.00	566,500.00	8.3
<b>TOTAL MISCELLANEOUS</b>	<b>52,231.85</b>	<b>52,231.85</b>	<b>704,700.00</b>	<b>652,468.15</b>	<b>7.4</b>
<u>TRANSFERS &amp; OTHER</u>					
01-390-4990 TRANSFER FROM CVP FUND	.00	.00	178,000.00	178,000.00	.0
<b>TOTAL TRANSFERS &amp; OTHER</b>	<b>.00</b>	<b>.00</b>	<b>178,000.00</b>	<b>178,000.00</b>	<b>.0</b>
<b>TOTAL FUND REVENUE</b>	<b>60,932.18</b>	<b>60,932.18</b>	<b>2,764,503.00</b>	<b>2,703,570.82</b>	<b>2.2</b>

CITY OF WHITTIER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<b>ADMIN</b>					
01-400-6000 SALARIES & WAGES	17,598.99	17,598.99	256,344.00	238,745.01	6.9
01-400-6030 FICA TAXES	478.93	478.93	3,717.00	3,237.07	12.9
01-400-6040 WORKER'S COMP.	.00	.00	1,450.00	1,450.00	.0
01-400-6050 ESC TAXES	172.81	172.81	3,525.00	3,352.19	4.9
01-400-6080 HEALTH & LIFE INSURANCE	3,238.14	3,238.14	43,470.00	40,231.86	7.5
01-400-6070 PERS RETIREMENT	2,421.89	2,421.89	56,398.00	53,974.11	4.3
01-400-6205 ADVERTISING	.00	.00	2,500.00	2,500.00	.0
01-400-6210 B.T.I. CONDO FEES	928.25	928.25	11,319.00	10,390.75	8.2
01-400-6212 CONDO MAINTENANCE	.00	.00	10,000.00	10,000.00	.0
01-400-6220 BANK SERVICES CHARGES	.00	.00	5,000.00	5,000.00	.0
01-400-6240 COMMUNITY SUPPORT-DONATIONS	.00	.00	500.00	500.00	.0
01-400-6280 DUES & SUBSCRIPTIONS	500.00	500.00	1,800.00	1,300.00	27.8
01-400-6410 INSURANCE - LIABILITY	.00	.00	3,488.00	3,488.00	.0
01-400-6440 INSURANCE - PROPERTY	.00	.00	2,932.00	2,932.00	.0
01-400-6540 LICENSES & PERMITS	.00	.00	150.00	150.00	.0
01-400-6541 PENALTIES & FEES	240.00	240.00	350.00	110.00	68.6
01-400-6565 OUTSIDE CONTRACTORS	280.52	280.52	15,000.00	14,719.48	1.9
01-400-6570 PHYSICAL EXAMS & BACKGROUND CK	.00	.00	250.00	250.00	.0
01-400-6580 POSTAGE	30.13	30.13	5,000.00	4,969.87	.6
01-400-6600 PROF. FEES - AUDIT	.00	.00	39,000.00	39,000.00	.0
01-400-6610 PROF. FEES - ACCOUNTING	3,725.00	3,725.00	12,000.00	8,275.00	31.0
01-400-6620 PROF. FEES - APPRAISAL	.00	.00	15,000.00	15,000.00	.0
01-400-6625 PROF. FEES - FINANCIAL SOFTWARE	638.09	638.09	45,000.00	44,363.91	1.4
01-400-6635 PROF. FEES - COMPUTER SUPPORT	.00	.00	15,000.00	15,000.00	.0
01-400-6636 PROF. FEES - WEB SITE SUPPORT	.00	.00	5,000.00	5,000.00	.0
01-400-6650 PROF. FEES - LEGAL	35,220.80	35,220.80	180,000.00	114,779.40	23.5
01-400-6675 COMPREHENSIVE PLAN	.00	.00	20,000.00	20,000.00	.0
01-400-6770 TRAVEL, TRAINING & DEV.	613.43	613.43	23,000.00	22,386.57	2.7
01-400-7351 EQUIPMENT MAINT. AGREEMENTS	.00	.00	8,600.00	8,600.00	.0
01-400-7450 REPAIRS-OFFICE EQUIPMENT	.00	.00	500.00	500.00	.0
01-400-8550 SUPPLIES - OFFICE	2,228.03	2,228.03	8,500.00	6,271.97	28.2
01-400-9000 UTILITIES - INTERNET	.00	.00	10,000.00	10,000.00	.0
01-400-9070 UTILITIES - TELEPHONE	75.75	75.75	7,000.00	6,924.25	1.1
01-400-9100 MISCELLANEOUS EXPENSES	33.06	33.06	2,000.00	1,966.94	1.7
01-400-9300 PROJECT DEVELOPMENT	3,677.00	3,677.00	35,000.00	31,323.00	10.5
01-400-9900 INTERDEPARTMENT SUPPORT	.00	.00	( 169,574.00)	( 189,574.00)	.0
<b>TOTAL ADMIN</b>	<b>72,099.82</b>	<b>72,099.82</b>	<b>649,217.00</b>	<b>577,117.38</b>	<b>11.1</b>

CITY OF WHITTIER  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COUNCIL</u>					
01-401-8240 CITY COUNCIL-COMMUNITY SUPPORT	.00	.00	3,000.00	3,000.00	.0
01-401-8280 DUES & SUBSCRIPTIONS	.00	.00	1,000.00	1,000.00	.0
01-401-8325 FIREWORKS	.00	.00	12,500.00	12,500.00	.0
01-401-8710 PUBLIC RELATIONS	.00	.00	500.00	500.00	.0
01-401-8770 TRAVEL, TRAINING & DEV.	41.94	41.94	10,000.00	9,958.06	.4
01-401-8550 SUPPLIES - OFFICE	.00	.00	800.00	800.00	.0
01-401-9070 UTILITIES - TELEPHONE	.00	.00	400.00	400.00	.0
01-401-9500 LOBBYIST FEES	5,750.00	5,750.00	108,000.00	102,250.00	5.3
<b>TOTAL COUNCIL</b>	<b>5,791.94</b>	<b>5,791.94</b>	<b>136,200.00</b>	<b>130,408.06</b>	<b>4.3</b>
<u>ELECTIONS</u>					
01-420-8100 VOLUNTEER SUPPORT	.00	.00	1,200.00	1,200.00	.0
01-420-8205 ADVERTISING	.00	.00	600.00	600.00	.0
<b>TOTAL ELECTIONS</b>	<b>.00</b>	<b>.00</b>	<b>1,800.00</b>	<b>1,800.00</b>	<b>.0</b>

CITY OF WHITTIER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT				
<u>PUBLIC SAFETY</u>									
01-510-6000 SALARIES & WAGES	46,411.44	46,411.44	604,710.00	558,298.58	7.7				
01-510-6030 FICA TAXES	1,421.11	1,421.11	9,940.00	8,518.89	14.3				
01-510-6040 WORKER'S COMP.	.00	.00	36,696.00	36,696.00	.0				
01-510-6050 ESC TAXES	464.15	464.15	12,158.00	11,693.85	3.9				
01-510-6060 HEALTH & LIFE INSURANCE	11,246.12	11,246.12	137,340.00	126,093.88	8.2				
01-510-6070 PERS RETIREMENT	6,590.80	6,590.80	125,781.00	119,200.20	5.2				
01-510-8081 UNIFORM ALLOWANCE	160.00	160.00	4,600.00	4,440.00	3.5				
01-510-8100 VOLUNTEER SUPPORT	.00	.00	1,500.00	1,500.00	.0				
01-510-8205 ADVERTISING	.00	.00	250.00	250.00	.0				
01-510-8210 B.T.I. CONDO FEES	165.65	165.65	2,500.00	2,334.35	6.6				
01-510-8280 DUES & SUBSCRIPTIONS	.00	.00	200.00	200.00	.0				
01-510-6410 INSURANCE - LIABILITY	.00	.00	8,248.00	8,248.00	.0				
01-510-6420 INSURANCE - AUTO	.00	.00	15,000.00	15,000.00	.0				
01-510-6440 INSURANCE - PROPERTY	.00	.00	5,056.00	5,056.00	.0				
01-510-8480 POLICE-INSURANCE CLAIMS-DEDUCT	.00	.00	15,000.00	15,000.00	.0				
01-510-8540 LICENSES & PERMITS	25.00	25.00	200.00	175.00	12.5				
01-510-8585 OUTSIDE CONTRACTORS	.00	.00	1,500.00	1,500.00	.0				
01-510-8570 PHYSICAL EXAMS	.00	.00	3,400.00	3,400.00	.0				
01-510-8580 POSTAGE	.00	.00	400.00	400.00	.0				
01-510-8700 PUBLICATIONS & SUBSCRIPTIONS	.00	.00	2,000.00	2,000.00	.0				
01-510-6735 EQUIPMENT PURCHASE	4,179.50	4,179.50	14,000.00	9,820.50	29.9				
01-510-8781 TRAINING - EMS SUPVSG MD	1,000.00	1,000.00	12,000.00	11,000.00	8.3				
01-510-8770 TRAVEL, TRAINING & DEV.	.00	.00	16,000.00	16,000.00	.0				
01-510-7100 BUILDING MAINT.	.00	.00	1,500.00	1,500.00	.0				
01-510-7150 REPAIRS - COMMUNICATION EQUIPM	.00	.00	3,800.00	3,800.00	.0				
01-510-7200 REPAIRS-COMPUTER SYSTEM	.00	.00	1,000.00	1,000.00	.0				
01-510-7350 REPAIRS - EQUIPMENT	31.98	31.98	5,000.00	4,968.02	.00	.00	30,000.00	30,000.00	.0
01-510-7750 GAS & OIL - VEHICLES	1,244.58	1,244.58	32,000.00	30,755.42	3.9				
01-510-8020 SUPPLIES - AMMUNITION	.00	.00	2,500.00	2,500.00	.0				
01-510-8100 SUPPLIES - COMPUTERS	.00	.00	1,500.00	1,500.00	.0				
01-510-8150 SUPPLIES - CONSUMABLE	.00	.00	5,000.00	5,000.00	.0				
01-510-8200 SUPPLIES - COPIER	415.13	415.13	1,200.00	784.87	34.6				
01-510-8560 SUPPLIES - OFFICE	58.97	58.97	4,000.00	3,940.03	1.5				
01-510-8650 SUPPLIES & DRUGS BILLABLE	.00	.00	4,800.00	4,800.00	.0				
01-510-8950 SUPPLIES - UNIFORMS	38.00	38.00	12,000.00	11,964.00	.00	.00	21,000.00	21,000.00	.0
01-510-9010 UTILITIES - ELECTRICITY	.00	.00	3,200.00	3,200.00	.0				
01-510-9040 UTILITIES - HEATING FUELS	.00	.00	6,400.00	6,400.00	.0				
01-510-9070 UTILITIES - TELEPHONE	132.29	132.29	18,000.00	17,867.71	.00	.00	2,000.00	2,000.00	.0
01-510-9520 CAPITAL OUTLAY - EQUIPMENT	.00	.00	28,833.00	28,833.00	.0				
<b>TOTAL PUBLIC SAFETY</b>	<b>73,583.72</b>	<b>73,583.72</b>	<b>1,212,022.00</b>	<b>1,138,438.28</b>	<b>6.1</b>				

CITY OF WHITTIER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CLINIC</u>					
01-535-6210 B.T.I. CONDO FEE	809.07	909.97	11,684.00	10,774.93	7.8
01-535-6211 RENTAL UNIT	.00	.00	1,000.00	1,000.00	.0
01-535-6440 INSURANCE - PROPERTY	.00	.00	1,775.00	1,775.00	.0
01-535-9100 MISCELLANEOUS EXP	.00	.00	9,000.00	9,000.00	.0
<b>TOTAL CLINIC</b>	<b>909.07</b>	<b>909.07</b>	<b>23,459.00</b>	<b>22,549.93</b>	<b>3.9</b>
<u>PUBLIC WORKS</u>					
01-600-8000 SALARIES & WAGES	13,518.52	13,518.52	255,483.00	241,964.48	5.3
01-600-8030 FICA TAXES	228.39	228.39	3,722.00	3,492.61	6.2
01-600-8040 WORKER'S COMP.	.00	.00	10,797.00	10,797.00	.0
01-600-8050 ESC TAXES	135.18	135.18	4,533.00	4,397.82	3.0
01-600-8060 HEALTH & LIFE INSURANCE	3,103.76	3,103.76	38,430.00	35,326.24	8.1
01-600-8070 PERS RETIREMENT	2,855.68	2,855.68	45,684.00	42,828.34	6.3
01-600-8410 INSURANCE - LIABILITY	.00	.00	3,458.00	3,458.00	.0
01-600-8420 INSURANCE - AUTO	.00	.00	2,137.00	2,137.00	.0
01-600-8430 INSURANCE EQUIPMENT	.00	.00	3,216.00	3,216.00	.0
01-600-8440 INSURANCE - PROPERTY	.00	.00	3,831.00	3,831.00	.0
01-600-8490 INSURANCE CLAIMS-DEDUCTIBLES	.00	.00	5,000.00	5,000.00	.0
01-600-8540 LICENSES & FEES	.00	.00	250.00	250.00	.0
01-600-8585 OUTSIDE CONTRACTORS	.00	.00	10,000.00	10,000.00	.0
01-600-8570 PHYSICAL EXAMS	.00	.00	500.00	500.00	.0
01-600-8740 SMALL TOOLS	76.96	76.96	1,500.00	1,423.04	5.1
01-600-8770 TRAVEL, TRAINING & DEV.	.00	.00	2,000.00	2,000.00	.0
01-600-7100 REPAIRS - BUILDINGS	56.64	56.64	5,000.00	4,943.36	1.1
01-600-7210 REPAIRS - ROADS	.00	.00	15,000.00	15,000.00	.0
01-600-7380 REPAIRS - EQUIPMENT	720.00	720.00	30,000.00	29,280.00	2.4
01-600-7750 GAS & OIL - VEHICLES	3,745.56	3,745.56	30,000.00	26,254.44	12.5
01-600-8550 SUPPLIES - OFFICE	.00	.00	500.00	500.00	.0
01-600-8950 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	173.80	173.80	15,000.00	14,826.20	1.2
01-600-9000 UTILITIES - INTERNET	.00	.00	5,938.00	5,938.00	.0
01-600-9010 UTILITIES - ELECTRICITY	.00	.00	31,500.00	31,500.00	.0
01-600-9040 UTILITIES - HEATING FUEL	.00	.00	35,000.00	35,000.00	.0
01-600-9070 UTILITIES - TELEPHONE	.20	.20	2,500.00	2,499.80	.0
01-600-9095 UTILITIES - WATER/SEWER	59.73	59.73	8,000.00	7,940.27	.8
01-600-9900 INTERDEPARTMENT SUPPORT	.00	.00	( 35,000.00)	( 35,000.00)	.0
<b>TOTAL PUBLIC WORKS</b>	<b>24,675.40</b>	<b>24,675.40</b>	<b>537,199.00</b>	<b>512,523.60</b>	<b>4.6</b>

CITY OF WHITTIER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>PROPERTY &amp; FACILITIES</u>						
01-700-6210	B.T.I. CONDO FEES	472.44	472.44	5,669.00	5,196.56	8.3
01-700-6215	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	.00	.00	2,000.00	2,000.00	.0
	<b>TOTAL PROPERTY &amp; FACILITIES</b>	<b>472.44</b>	<b>472.44</b>	<b>13,669.00</b>	<b>13,196.56</b>	<b>3.5</b>
<u>PARKS AND RECREATION</u>						
01-800-7350	REPAIRS EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
01-800-8950	SUPPLIES AND MATERIALS	76.85	76.85	8,000.00	7,923.15	1.0
01-800-8510	CAPITAL OUTLAY - EQUIPMENT	.00	.00	10,000.00	10,000.00	.0
	<b>TOTAL PARKS AND RECREATION</b>	<b>76.85</b>	<b>76.85</b>	<b>20,000.00</b>	<b>19,923.15</b>	<b>.4</b>
<u>GF ADMN CAPITAL OUTLAY</u>						
01-810-8520	CAPITAL OUTLAY - EQUIPMENT	.00	.00	10,000.00	10,000.00	.0
01-810-8530	CAPITOL OUTLAY - COMP	.00	.00	1,000.00	1,000.00	.0
	<b>TOTAL GF ADMN CAPITAL OUTLAY</b>	<b>.00</b>	<b>.00</b>	<b>11,000.00</b>	<b>11,000.00</b>	<b>.0</b>
<u>TRANSFERS TO OTHER FUNDS</u>						
01-990-9891	TRANSFER TO F 14 EQUIP REP PW	.00	.00	80,000.00	80,000.00	.0
01-990-9892	CAPITAL EQUIPMENT SET ASIDE	.00	.00	75,000.00	75,000.00	.0
	<b>TOTAL TRANSFERS TO OTHER FUNDS</b>	<b>.00</b>	<b>.00</b>	<b>155,000.00</b>	<b>155,000.00</b>	<b>.0</b>
	<b>TOTAL FUND EXPENDITURES</b>	<b>177,609.04</b>	<b>177,609.04</b>	<b>2,759,566.00</b>	<b>2,581,856.96</b>	<b>6.4</b>
	<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 116,876.86)</b>	<b>( 116,876.86)</b>	<b>4,937.00</b>	<b>121,613.86</b>	<b>(2363.</b>

CITY OF WHITTIER  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 1 MONTHS ENDING JANUARY 31, 2018

WATER AND WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CHARGES FOR SERVICES</u>					
50-340-4300 WATER SERVICE CHARGES	4,722.60	4,722.60	250,000.00	245,277.40	1.9
50-340-4350 WASTE WATER SERVICE CHARGES	3,729.49	3,729.49	100,000.00	98,270.51	3.7
50-340-4500 ENTERPRISE-PERMIT FEES	.00	.00	100.00	100.00	.0
<b>TOTAL CHARGES FOR SERVICES</b>	<b>8,452.09</b>	<b>8,452.09</b>	<b>350,100.00</b>	<b>341,647.91</b>	<b>2.4</b>
<u>MISCELLANEOUS</u>					
50-360-4901 INTEREST ON BANK ACCOUNTS	.00	.00	4,000.00	4,000.00	.0
50-360-4910 MISCELLANEOUS INCOME	3,444.82	3,444.82	.00	( 3,444.82)	.0
<b>TOTAL MISCELLANEOUS</b>	<b>3,444.82</b>	<b>3,444.82</b>	<b>4,000.00</b>	<b>555.38</b>	<b>86.1</b>
<b>TOTAL FUND REVENUE</b>	<b>11,896.71</b>	<b>11,896.71</b>	<b>354,100.00</b>	<b>342,203.29</b>	<b>3.4</b>



CITY OF WHITTIER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

WATER AND WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER &amp; WASTE WATER OPERATING</u>					
50-800-6000 SALARIES & WAGES	6,084.45	6,084.45	99,811.00	93,748.55	6.1
50-800-6030 FICA TAXES	87.49	87.49	1,453.00	1,385.51	6.0
50-800-6040 WORKER'S COMP.	.00	.00	2,793.00	2,793.00	.0
50-800-6050 ESC TAXES	80.33	80.33	1,309.00	1,248.87	4.6
50-800-6060 HEALTH & LIFE INSURANCE	1,335.35	1,335.35	16,750.00	14,414.65	8.5
50-800-6070 PERS RETIREMENT	1,277.19	1,277.19	21,958.00	20,680.81	5.8
50-800-6410 INSURANCE - LIABILITY	.00	.00	1,351.00	1,351.00	.0
50-800-6420 INSURANCE - AUTO	.00	.00	1,219.00	1,219.00	.0
50-800-6430 INSURANCE - EQUIP	.00	.00	192.00	192.00	.0
50-800-6440 INSURANCE - PROPERTY	.00	.00	3,487.00	3,487.00	.0
50-800-6490 INSURANCE - CLAIMS DEDUCTIBLE	.00	.00	5,000.00	5,000.00	.0
50-800-6540 LICENSES & PERMITS	.00	.00	1,400.00	1,400.00	.0
50-800-6565 OUTSIDE CONTRACTORS	.00	.00	10,000.00	10,000.00	.0
50-800-6570 PHYSICAL EXAMS	.00	.00	500.00	500.00	.0
50-800-6590 POSTAGE	.00	.00	250.00	250.00	.0
50-800-6740 SMALL TOOLS	.00	.00	2,500.00	2,500.00	.0
50-800-6750 TESTING WATER/SEWER	.00	.00	6,000.00	5,000.00	.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	.00	.00	8,000.00	8,000.00	.0
50-800-7650 REPAIRS - SYSTEM	.00	.00	5,000.00	5,000.00	.0
50-800-7750 GAS & OIL - VEHICLES	.00	.00	3,500.00	3,500.00	.0
50-800-8550 SUPPLIES - OFFICE	.00	.00	500.00	500.00	.0
50-800-8950 UNIFORMS	.00	.00	380.00	380.00	.0
50-800-8970 SUPPLIES - SAFETY	.00	.00	2,500.00	2,500.00	.0
50-800-8995 SUPPLIES & MATERIALS	.00	.00	4,000.00	4,000.00	.0
50-800-9010 UTILITIES - ELECTRICITY	.00	.00	32,250.00	32,250.00	.0
50-800-9040 UTILITIES - HEATING FUEL	.00	.00	11,000.00	11,000.00	.0
50-800-9070 UTILITIES - TELEPHONE	.00	.00	487.00	487.00	.0
50-800-9900 INTERDEPARTMENT SUPPORT	.00	.00	24,709.00	24,708.00	.0
<b>TOTAL WATER &amp; WASTE WATER OPERATING</b>	<b>8,824.81</b>	<b>8,824.81</b>	<b>276,279.00</b>	<b>267,454.19</b>	<b>3.2</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>8,824.81</b>	<b>8,824.81</b>	<b>276,279.00</b>	<b>267,454.19</b>	<b>3.2</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>3,071.90</b>	<b>3,071.90</b>	<b>77,821.00</b>	<b>74,748.10</b>	<b>4.0</b>

CITY OF WHITTIER  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CHARGES FOR SERVICES</u>					
51-340-4401	MOORAGE - PREFERENTIAL	517,054.89	517,054.89	600,000.00	82,945.31 86.2
51-340-4402	MOORAGE - TRANSIENT	150,008.83	150,008.83	385,000.00	234,991.17 39.0
51-340-4403	BOAT LIFT FEES	.00	.00	15,000.00	15,000.00 .0
51-340-4404	UTILITY FEES	6,907.58	6,907.58	60,000.00	53,092.42 11.5
51-340-4406	WHARFAGE FEES	3,125.00	3,125.00	10,000.00	6,875.00 31.3
51-340-4407	VESSEL TOW FEES	.00	.00	3,000.00	3,000.00 .0
51-340-4408	USED OIL COLLECTION F	.00	.00	1,200.00	1,200.00 .0
51-340-4409	WAITING LIST FEES	( 200.00)	( 200.00)	17,000.00	17,200.00 ( 1.2)
51-340-4410	PUMP OUT FEES	.00	.00	1,000.00	1,000.00 .0
51-340-4411	LAUNCH FEES	300.00	300.00	115,000.00	114,700.00 .3
51-340-4412	SHOWERS	.00	.00	2,750.00	2,750.00 .0
51-340-4413	GRID	.00	.00	1,000.00	1,000.00 .0
51-340-4414	VESSEL MAINTENANCE	.00	.00	500.00	500.00 .0
51-340-4415	DRY STORAGE FEES	596.00	596.00	3,000.00	2,404.00 19.9
51-340-4416	PARKING - ANNUAL	.00	.00	60,000.00	60,000.00 .0
51-340-4428	PARKING DAILY	6,593.00	6,593.00	75,000.00	68,407.00 8.8
51-340-4445	MISC. SERVICES	.00	.00	1,000.00	1,000.00 .0
TOTAL CHARGES FOR SERVICES		684,385.10	684,385.10	1,350,450.00	566,064.90 50.7
<u>LEASES INCOME</u>					
51-345-4512	LEASE - ARRC NET OF RR SHARE	9,219.35	9,219.35	65,000.00	56,780.65 14.0
51-345-4515	LEASE - GARBAGE REVENUE	.00	.00	2,400.00	2,400.00 .0
TOTAL LEASES INCOME		9,219.35	9,219.35	68,400.00	59,180.65 13.5
<u>OTHER REVENUE</u>					
51-360-4417	FUEL FLOAT INCOME	.00	.00	20,000.00	20,000.00 .0
51-360-4430	CAMPING	.00	.00	11,000.00	11,000.00 .0
51-360-4900	INTEREST & LATE FEES ON A/R	.00	.00	4,000.00	4,000.00 .0
51-360-4901	INTEREST ON BANK ACCO	.00	.00	5,000.00	5,000.00 .0
TOTAL OTHER REVENUE		.00	.00	40,000.00	40,000.00 .0
TOTAL FUND REVENUE		693,604.45	693,604.45	1,458,850.00	785,245.55 47.5

CITY OF WHITTIER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 1 MONTHS ENDING JANUARY 31, 2018

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HARBOR OPERATIONS EXP</u>					
51-800-6000 SALARIES & WAGES	32,315.72	32,315.72	423,634.00	391,318.28	7.6
51-800-6030 FICA TAXES	991.01	991.01	10,566.00	9,576.99	9.4
51-800-6040 WORKER'S COMP.	.00	.00	10,797.00	10,797.00	.0
51-800-6050 ESC TAXES	321.84	321.84	8,510.00	8,188.16	3.8
51-800-6060 HEALTH & LIFE INSURANCE	4,710.17	4,710.17	71,780.00	67,049.83	6.6
51-800-6070 PERS RETIREMENT	4,745.43	4,745.43	77,486.00	72,750.57	6.1
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	.00	22,000.00	22,000.00	.0
51-800-6260 BAD DEBT EXPENSE	.00	.00	10,000.00	10,000.00	.0
51-800-6265 BOND INTEREST EXPENSE	.00	.00	92,825.00	92,825.00	.0
51-800-6280 DUES & SUBSCRIPTIONS	.00	.00	500.00	500.00	.0
51-800-6410 INSURANCE - LIABILITY	.00	.00	19,071.00	19,071.00	.0
51-800-6420 INSURANCE - AUTO	.00	.00	2,659.00	2,659.00	.0
51-800-6430 INSURANCE EQUIPMENT	.00	.00	316.00	316.00	.0
51-800-6440 INSURANCE - PROPERTY	.00	.00	22,938.00	22,938.00	.0
51-800-6490 INSURANCE CLAIMS-DEDU	.00	.00	5,000.00	5,000.00	.0
51-800-6540 ENTERPRISE-LICENSES & PERMITS	25.00	25.00	250.00	225.00	10.0
51-800-6585 OUTSIDE CONTRACTORS	295.00	295.00	25,000.00	24,705.00	1.2
51-800-6570 PHYSICAL EXAMS	.00	.00	500.00	500.00	.0
51-800-6590 POSTAGE	.00	.00	2,500.00	2,500.00	.0
51-800-6635 PROF. FEES - COMPUTER SUPPORT	295.00	295.00	5,000.00	4,705.00	5.9
51-800-6636 PROF FEES - WEB SITE	.00	.00	2,500.00	2,500.00	.0
51-800-6660 PROF. FEES - LEGAL	.00	.00	10,000.00	10,000.00	.0
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	.00	.00	3,000.00	3,000.00	.0
51-800-6770 TRAVEL, TRAINING & DEV.	.00	.00	5,000.00	5,000.00	.0
51-800-6780 WASTE DISPOSAL - EVOS	2,730.45	2,730.45	3,000.00	289.55	91.0
51-800-7100 REPAIRS - BUILDINGS	.00	.00	2,500.00	2,500.00	.0
51-800-7350 REPAIRS - EQUIPMENT	.00	.00	12,000.00	12,000.00	.0
51-800-7400 REPAIRS - VEHICLES	15.00	15.00	2,000.00	1,985.00	.8
51-800-7500 PARKING LOT MAINTENANCE	.00	.00	2,000.00	2,000.00	.0
51-800-7610 REPAIRS - UTILITIES	.00	.00	6,000.00	6,000.00	.0
51-800-7750 GAS & OIL - VEHICLES	324.83	324.83	6,000.00	5,675.17	5.4
51-800-7820 REPAIRS - DOCKS	.00	.00	8,000.00	8,000.00	.0
51-800-8150 SUPPLIES - CONSUMABLE	2,513.15	2,513.15	10,000.00	7,486.85	25.1
51-800-8200 SUPPLIES - PARKING	.00	.00	4,000.00	4,000.00	.0
51-800-8400 SUPPLIES - FIRE SUPPRESSION	.00	.00	2,500.00	2,500.00	.0
51-800-8550 SUPPLIES - OFFICE	45.39	45.39	7,500.00	7,454.61	.8
51-800-8970 SUPPLIES - SAFETY	57.08	57.08	4,000.00	3,942.92	1.4
51-800-9000 UTILITIES - INTERNET	.00	.00	7,000.00	7,000.00	.0
51-800-9010 UTILITIES - ELECTRICITY	.00	.00	60,000.00	60,000.00	.0
51-800-9040 UTILITIES - HEATING FUEL	.00	.00	4,500.00	4,500.00	.0
51-800-9050 UTILITIES - SOLID WASTE	2,670.72	2,670.72	100,000.00	97,329.28	2.7
51-800-9070 UTILITIES - TELEPHONE	30.41	30.41	6,000.00	5,969.59	.5
51-800-9095 UTILITIES - WATER/WASTEWATER	567.16	567.16	25,000.00	24,432.84	2.3
51-800-9510 SNOW REMOVAL	.00	.00	35,000.00	35,000.00	.0
51-800-9900 INTERDEPARTMENT SUPPORT	.00	.00	144,865.00	144,865.00	.0
<b>TOTAL HARBOR OPERATIONS EXP</b>	<b>52,653.36</b>	<b>52,653.36</b>	<b>1,292,539.00</b>	<b>1,239,885.84</b>	<b>4.1</b>

February 5, 2018

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:

- Winter operations
- Refurbishing Whittier Office and Restrooms

Meetings attended:

- City Council meeting

Copy to:  
File



# THE CITY OF WHITTIER

Gateway to the Western Prince William Sound

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

## MEMORANDUM

---

To: Mark Lynch, City Manager  
From: David M. Schofield, Director of Public Safety  
Re: Monthly Public Safety Report (December)  
Date: 01 January 2018

### POLICE-Girdwood

Recovered Vehicle	1	Disorderly Conduct	1
Agency Assist	6	Citizen Assist	7
Criminal Trespass	1	Motorist Assist	3
REDDI/DUI	4	Domestic Disturbance	3
SI/HI	1	Assault	2
Minor Consuming	4	Harassment	1
Equipment Violation	64	Speeding	28
Residential Burglar Alarm	4	Noise Complaint	3
Misconduct w/weapons	2	Motor Vehicle Accident	3
Title 47	2	Welfare Check	5
Animal Complaint	1	Theft	10
Wrong way in One Way	3	Reckless Driving	1
Failure to provide registration	6	Recovered Property	2
Paper Service	1		
Misconduct with Controlled Substance			2
Failure to obey traffic control device			14

**Police-Whittier**

Agency Assist	3	Misconduct w/weapons	1
Motorist Assist	5	Motor Vehicle Accident	2
MICS	1	Citizen assist	6
Speeding	1	Civil Standby	1
DUI/REDDI		Welfare Check	3
Noise Complaint	2	Assault	1
Paper Service	1		
Title 47	2		

**Police Seward Highway**

Motor Vehicle Accident	1	Agency Assist	3
Motorist Assist	3	Speeding	4
REDDI/DUI	1	Citizen Assist	1

**Police Portage Highway**

Animal Complaint	1
------------------	---



Alaska Alcoholic Beverage Control Board

**Master Checklist: Renewal Liquor License Application**

License Type:	BD-Tourism	License Number:	1400
Doing Business As:	Anchor Inn		
Examiner:	Carrie	Transaction #:	1017880

Document	Received	Completed	Notes
AB-17: Renewal Application	12/27/17	1/14	
App and License Fees	12/27/17	1/14	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement	1/16	1/16	Not Included
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
Fingerprint Cards & Fees / AB-08a: Crim. History			
Late Fee			

Names on FP Cards:	
--------------------	--

	Yes	No
Selling alcohol in response to written order (package stores)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mailing address different than one in database?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	<input type="checkbox"/>	<input type="checkbox"/>
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	<input type="checkbox"/>	<input type="checkbox"/>



Alaska Alcoholic Beverage Control Board

Beverage Dispensary – Tourism License

**Form AB-17d: 2018/2019 Renewal License Application**

**What is this form?**

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing beverage dispensary – tourism liquor license that will expire on December 31, 2017. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete.

**Section 1 – Establishment and Contact Information**

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

Licensee:	Chou Joe & YenWen Anne Shen	License #:	1400
License Type:	Beverage Dispensary - Tourism	Statute:	AS 04.11.400(d)
Doing Business As:	Anchor Inn		
Premises Address:	Lot 2 Block 1		
Local Governing Body:	City of Whittier		
Community Council:	None		

Mailing Address:	P.O. 750		
City:	WHITTIER	State:	AK
		ZIP:	99693

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual must be a licensee who is required to be listed in and authorized to sign this application.

Point of Contact:	CHOU SHEN		
Contact Phone:	907-440-4639	Business Phone:	907-472-2354
Contact Email:	anchorinnwhittier@yahoo.com		

Seasonal License?  Yes  No  If "Yes", write your six-month operating period: \_\_\_\_\_

DEC 27 2017



Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board  
 Beverage Dispensary – Tourism License  
**Form AB-17d: 2018/2019 Renewal License Application**

**Section 2 – Authorization**

Communication with AMCO staff:

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

Yes  No

If "Yes", disclose the name of the individual and the reason for this authorization:

[Empty box for disclosure]

**Section 3 – Sole Proprietor Ownership Information**

This section must be completed by any sole proprietorship who is applying for license renewal. Entities should skip to Section 4. If more space is needed, please attach a separate sheet with the required information. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an:  applicant  affiliate

Name:	YENWEN SHEN			
Mailing Address:	PO BOX 750			
City:	WHITTIER	State:	AK	ZIP: 99693
Email:	anchorianwhittier@yahoo.com			
Contact Phone:	907-472-2354			

This individual is an:  applicant  affiliate

Name:	Chou Joe Shen			
Mailing Address:	PO Box 750			
City:	Whittier	State:	AK	ZIP: 99693
Email:	anchorianwhittier@yahoo.com			
Contact Phone:	472-2354, 440-4639			





Alaska Alcoholic Beverage Control Board

Beverage Dispensary – Tourism License

**Form AB-17d: 2018/2019 Renewal License Application**

**Section 4 – Entity Ownership Information**

This subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). You may view your entity's status or find your CBPL entity number by visting the following site: <https://www.commerce.alaska.gov/cbp/main/search/entities>  
 Partnerships may skip to the second half of this page. Sole proprietorships should skip to Section 5.

Alaska CBPL Entity #:	
-----------------------	--

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

--

This subsection must be completed by any community or entity, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official Name:				
Title(s):	Phone:		% Owned:	
Mailing Address:				
City:	State:		ZIP:	

Entity Official Name:				
Title(s):	Phone:		% Owned:	
Mailing Address:				
City:	State:		ZIP:	

Entity Official Name:				
Title(s):	Phone:		% Owned:	
Mailing Address:				
City:	State:		ZIP:	



Alaska Alcoholic Beverage Control Board  
**Beverage Dispensary – Tourism License**  
**Form AB-17d: 2018/2019 Renewal License Application**

**Section 5 – License Operation**

Check a single box for each calendar year that best describes how this liquor license was operated:	2016	2017
The license was regularly operated continuously throughout each year, for 8 or more hours each day.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The license was regularly operated during a specific season each year, for 8 or more hours each day.	<input type="checkbox"/>	<input type="checkbox"/>
The license was only operated to meet the minimum requirement of 30 days each year, 8 hours each day. <i>If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.</i>	<input type="checkbox"/>	<input type="checkbox"/>
The license was not operated at all or was not operated for at least the minimum requirement of 30 days each year, 8 hours each day, during one or both of the calendar years. <i>If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement.</i>	<input type="checkbox"/>	<input type="checkbox"/>

**Section 6 – Violations and Convictions**

Applicant violations and convictions in calendar years 2016 and 2017:	Yes	No
Have any notices of violation (NOVs) been issued to this licensee in the calendar years 2016 or 2017?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2016 or 2017?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

**Section 7 – Alcohol Server Education**

Read the line below, and then sign your initials in the box to the right of the statement: Initials

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as required under AS 04.21.025 and 3 AAC 304.465.





Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board  
**Beverage Dispensary – Tourism License**  
**Form AB-17d: 2018/2019 Renewal License Application**

**Section 8 – Certifications**

Read each line below, and then sign your initials in the box to the right of each statement:

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

Initials

*[Handwritten initials]*

I certify that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

*[Handwritten initials]*

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently on file with the Alcoholic Beverage Control Board.

*[Handwritten initials]*

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

*[Handwritten initials]*

I am submitting as part of this application a written statement that meets the attached Tourism Statement Guidelines, for review by the Alcoholic Beverage Control Board.

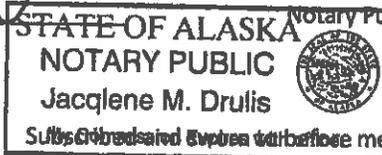
*[Handwritten initials]*

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

*[Handwritten signature]*  
 Signature of licensee

*[Handwritten signature]*  
 Signature of Notary Public

*YEN WEN SHEAT*  
 Printed name of licensee



Notary Public in and for the State of Alaska

My commission expires: w/ office

Subscribed and sworn to before me this 27 day of 12, 2017.

License Fee:	\$ 2500.00	Application Fee:	\$ 200.00	TOTAL:	\$ 2700.00
Late Fee of <b>\$500.00</b> – if received or postmarked after 01/02/2018:					
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					

Alaska Alcoholic Beverage Control Board

Tourism Statement for 2018/2019 Renewal License Application

Anchor-Sportsman Inn, DBA Anchor Inn

January 16, 2018

The Anchor-Sportsman Inn, DBA Anchor Inn, operated by owners Chou Joe and Yenwen Anne Shen, has encouraged tourism through improvements and providing hospitality and food services. Improvements include renovating one of 16 hotel rooms, and upgraded television services for hotel/restaurant/bar customers. The renovation of the hotel rooms improved the overall quality experience for our customers. The upgrade television services provided better entertainment by having a larger channel lineup ranging between sports, news, tv shows, and education programs.

The establishment has a full-service Restaurant, Bar, 16-room Hotel, Grocery Store, and Laundromat. Six of the 16 Hotel rooms each have a kitchen. All kitchens contain refrigerator, separate sink for food preparation, electric range that has stovetop and oven, and microwave. We do not stock alcoholic beverages in the guest rooms.

The amenities available to our guests through our establishment is free parking, free wi-fi, concierge services for reserving glacier tours and outdoor recreation tours, freezer space for fish caught by the guests, Laundromat, and convenience shuttle between our establishment and train/ferry/cruise ship terminals, private charter boats, outdoor recreation rentals, and glacier tours. We also have dedicated staff that assist large traveling groups by planning the itinerary and conducting conference events at our establishment.

The issuance of a liquor license at our establishment will encourage tourism through allowing our establishment open with extended-hours to provide tourists and locals a convenient location to relax and socialize, walking convenience between on-site facilities, hiring more employees to provide more services, and extending restroom's hours to Whittier visitors. At the end of a busy day, tourists enjoy having a place such as our restaurant and bar to relax, share and recap their stories with other tourists. Since locals, too, often end their day at our establishment's restaurant and bar, tourists and locals will be able to share their stories with each other. Locals will promote the town of Whittier and Alaska to the tourists. Tourists will promote their Alaska travels and homes to the locals. Secondly, our customers enjoy the convenience of our facilities being located next to each other. Customers walk between their room, restaurant, bar, and any of our other on-site services. Thirdly, the liquor license issuance helps us increase our budget to hire more employees to provide more services and to renovate our establishment to increase quality of experience for the tourists. Fourthly, we can extend our restroom's hours for Whittier visitors. In the winter, daily for a 12-hour span, we are the only location in Whittier with available restroom for Whittier Visitors.

Thank you,



Chou Shen, Owner



Yenwen Shen, Owner





January 23, 2018

City of Whittier

Attn: Jennifer Rogers

VIA Email: [cityclerk@whittieralaska.gov](mailto:cityclerk@whittieralaska.gov)

**Re: Notice of 2018/2019 Liquor License Renewal Application**

<b>License Type:</b>	Beverage Dispensary – Tourism	<b>License Number:</b>	1400
<b>Licensee:</b>	Chou Joe & YenWen Anne Shen		
<b>Doing Business As:</b>	Anchor Inn		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director and the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Erika McConnell, Director

[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)



Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

**Master Checklist: Renewal Liquor License Application**

License Type:	BD-Duplicate	License Number:	3131
Doing Business As:	Anchor Inn		
Examiner:	Carrie	Transaction #:	1017880

Document	Received	Completed	Notes
AB-17: Renewal Application	12/27/17	1/14	
App and License Fees	12/27/17	1/14	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
Fingerprint Cards & Fees / AB-08a: Crim. History			
Late Fee			

Names on FP Cards:	
--------------------	--

	Yes	No
Selling alcohol in response to written order (package stores)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mailing address different than one in database?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	<input type="checkbox"/>	<input type="checkbox"/>
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	<input type="checkbox"/>	<input type="checkbox"/>



Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

**Form AB-17: 2018/2019 Renewal License Application**

**What is this form?**

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing liquor license that will expire on December 31, 2017. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete.

**Section 1 – Establishment and Contact Information**

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

Licensee:	Chou Joe & YenWen Anne Shen	License #:	3131
License Type:	Beverage Dispensary - Duplicate	Statute:	AS 04.11.090
Doing Business As:	Anchor Inn		
Premises Address:	Lot 2 Block 1		
Local Governing Body:	City of Whittier		
Community Council:	None		

Mailing Address:	PO Box 750				
City:	WHITTIER	State:	AK	ZIP:	99693

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual must be a licensee who is required to be listed in and authorized to sign this application.

Point of Contact:	CHOU SHEN		
Contact Phone:	907-440-4639	Business Phone:	907-472-2354
Contact Email:	anchorinnwhittier@yahoo.com		

Seasonal License?  Yes  No  
 If "Yes", write your six-month operating period: \_\_\_\_\_



Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

**Form AB-17: 2018/2019 Renewal License Application**

**Section 2 – Authorization**

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?



If "Yes", disclose the name of the individual and the reason for this authorization:

**Section 3 – Sole Proprietor Ownership Information**

This section must be completed by any sole proprietorship who is applying for license renewal. Entities should skip to Section 4. If more space is needed, please attach a separate sheet with the required information. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an:  applicant  affiliate

Name:	CHOU & YEN WEN SHEN				
Mailing Address:	PO BOX 750				
City:	WHITTIER	State:	AK	ZIP:	99693
Email:	anchorinnwhittier@yahoo.com				
Contact Phone:	907-472-2354				

This individual is an:  applicant  affiliate

Name:	Chou Joe Shen				
Mailing Address:	PO Box 750				
City:	Whittier	State:	AK	ZIP:	99693
Email:	anchorinnwhittier@yahoo.com				
Contact Phone:	472-2354, 448-4639				





Alaska Alcoholic Beverage Control Board

**Form AB-17: 2018/2019 Renewal License Application**

**Section 4 – Entity Ownership Information**

This subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). You may view your entity's status or find your CBPL entity number by visiting the following site: <https://www.commerce.alaska.gov/cbp/main/search/entities> Partnerships may skip to the second half of this page. Sole proprietorships should skip to Section 5.

Alaska CBPL Entity #:	
-----------------------	--

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

--

This subsection must be completed by any community or entity, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a **corporation**, the following information must be completed for each *stockholder who owns 10% or more of the stock in the corporation*, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a **limited liability organization**, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a **partnership**, including a **limited partnership**, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official Name:				
Title(s):	Phone:	% Owned:		
Mailing Address:				
City:	State:	ZIP:		

Entity Official Name:				
Title(s):	Phone:	% Owned:		
Mailing Address:				
City:	State:	ZIP:		

Entity Official Name:				
Title(s):	Phone:	% Owned:		
Mailing Address:				
City:	State:	ZIP:		



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<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

**Form AB-17: 2018/2019 Renewal License Application**

**Section 5 – License Operation**

Check a single box for each calendar year that best describes how this liquor license was operated:	2016	2017
The license was regularly operated continuously throughout each year, for 8 or more hours each day.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The license was regularly operated during a specific season each year, for 8 or more hours each day.	<input type="checkbox"/>	<input type="checkbox"/>
The license was only operated to meet the minimum requirement of 30 days each year, 8 hours each day. If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.	<input type="checkbox"/>	<input type="checkbox"/>
The license was not operated at all or was not operated for at least the minimum requirement of 30 days each year, 8 hours each day, during one or both of the calendar years. If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement.	<input type="checkbox"/>	<input type="checkbox"/>

**Section 6 – Violations and Convictions**

Applicant violations and convictions in calendar years 2016 and 2017:	Yes	No
Have any notices of violation (NOVs) been issued to this licensee in the calendar years 2016 or 2017?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2016 or 2017?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

**Section 7 – Alcohol Server Education**

This section must be completed only by the holder of a beverage dispensary, club, or pub license or conditional contractor's permit. The holders of all other license types should skip to Section 8.

Read the line below, and then sign your initials in the box to the right of the statement: \_\_\_\_\_ Initials

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as required under AS 04.21.025 and 3 AAC 304.465.



Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

**Form AB-17: 2018/2019 Renewal License Application**

**Section 8 – Certifications**

Read each line below, and then sign your initials in the box to the right of each statement:

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

Initials

*JMS*

I certify that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

*JMS*

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently on file with the Alcoholic Beverage Control Board.

*JMS*

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

*JMS*

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

*Chou J Shen*

Signature of licensee

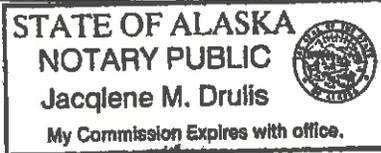
*Jacqueline M. Drulis*

Signature of Notary Public

CHOU J SHEN

Printed name of licensee

Notary Public in and for the State of Alaska



My commission expires: w/ office

Subscribed and sworn to before me this 27 day of 12, 2017.

License Fee:	\$ 2500.00	Application Fee:	\$ 200.00	TOTAL:	\$ 2700.00
Late Fee of <b>\$500.00</b> – if received or postmarked after 01/02/2018:					
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					



January 22, 2018

City of Whittier  
Attn: Jennifer Rogers  
VIA Email: [cityclerk@whittieralaska.gov](mailto:cityclerk@whittieralaska.gov)

**Re: Notice of 2018/2019 Liquor License Renewal Application**

<b>License Type:</b>	Beverage Dispensary – Duplicate	<b>License Number:</b>	3131
<b>Licensee:</b>	Chou Joe & YenWen Anne Shen		
<b>Doing Business As:</b>	Anchor Inn		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director and the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Erika McConnell, Director  
[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)



Alaska Alcoholic Beverage Control Board

## Master Checklist: Renewal Liquor License Application

License Type:	REP - Seasonal	License Number:	2502
Doing Business As:	Varly's Swiftwater Seafood Café		
Examiner:	Carrie	Transaction #:	1020434

Document	Received	Completed	Notes
AB-17: Renewal Application	12/11/17	1/5	
App and License Fees	12/11/17	1/5	

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
Fingerprint Cards & Fees / AB-08a: Crim. History			
Late Fee			

Names on FP Cards:	
--------------------	--

	Yes	No
Selling alcohol in response to written order (package stores)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mailing address different than one in database?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
In "Good Standing" with CBPL (skip this and next question for sole proprietor)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Officers and stockholders match CBPL and database (if "No", determine if transfer necessary)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board  
 Restaurant or Eating Place License  
**Form AB-17a: 2018/2019 Renewal License Application**

**What is this form?**

This renewal license application form is required for all individuals or entities seeking to apply for renewal of an existing restaurant or eating place liquor license that will expire on December 31, 2017. All fields of this form must be complete and correct, or the application will be returned to you in the manner in which it was received, per AS 04.11.270 and 3 AAC 304.105. The Community Council field only should be verified/completed by licensees whose establishments are located within the Municipality of Anchorage or outside of city limits within the Matanuska-Susitna Borough.

This form must be completed correctly and submitted to the Alcohol & Marijuana Control Office (AMCO)'s main office, along with all other required documents and fees, before any renewal license application will be considered complete.

**Section 1 – Establishment and Contact Information**

Enter information for the business seeking to have its license renewed. If any populated information is incorrect, please contact AMCO.

Licensee:	Donald & Margaret Varlamos <i>Varly's Whittier Delights, LLC</i>	License #:	2502
License Type:	Restaurant/Eating Place - Seasonal	Statute:	AS 04.11.100
Doing Business As:	<del>Varly's Swiftwater Seafood Café</del> <i>Swiftwater Seafood Café</i>		
Premises Address:	Lot 8 Whittier Boat Harbor		
Local Governing Body:	City of Whittier		
Community Council:	None		

Mailing Address:	<i>13010 Forelands Cir</i>		
City:	<i>Anchorage</i>	State:	<i>AK</i>
		ZIP:	<i>99515</i>

Enter information for the individual who will be designated as the primary point of contact regarding this application. This individual must be a licensee who is required to be listed in and authorized to sign this application.

Point of Contact:	<i>Margaret Varlamos</i>		
Contact Phone:	<i>907 244 7391</i>	Business Phone:	<i>907 472 2550</i> <i>Summer only</i>
Contact Email:	<i>AKVarly@gmail.com</i>		

Seasonal License?  Yes  No

If "Yes", write your six-month operating period: *9/15 - 12/15*





Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board  
 Restaurant or Eating Place License  
**Form AB-17a: 2018/2019 Renewal License Application**

**Section 2 – Authorization**

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

If "Yes", disclose the name of the individual and the reason for this authorization:

[Empty text box for authorization details]

**Section 3 – Sole Proprietor Ownership Information**

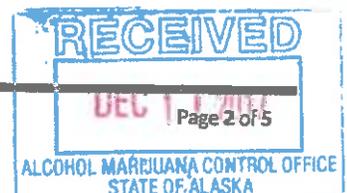
This section must be completed by any sole proprietorship who is applying for license renewal. Entities should skip to Section 4. If more space is needed, please attach a separate sheet with the required information. The following information must be completed for each licensee and each affiliate (spouse).

This individual is an:  applicant  affiliate

Name:					
Mailing Address:					
City:		State:		ZIP:	
Email:					
Contact Phone:					

This individual is an:  applicant  affiliate

Name:					
Mailing Address:					
City:		State:		ZIP:	
Email:					
Contact Phone:					





Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Restaurant or Eating Place License

**Form AB-17a: 2018/2019 Renewal License Application**

**Section 4 – Entity Ownership Information**

This subsection must be completed by any licensee that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations, Business & Professional Licensing (CBPL). You may view your entity's status or find your CBPL entity number by using the following site: <https://www.commerce.state.ak.us/cbpl/main/search/entities>. Partnerships may skip to the second half of this page. Sole proprietorships should skip to Section 5.

Alaska CBPL Entity #:	10037967
-----------------------	----------

You must ensure that you are able to certify the following statement before signing your initials in the box to the right: Initials

I certify that this entity is in good standing with CBPL and that all current entity officials and stakeholders (listed below) are also currently and accurately listed with CBPL.

This subsection must be completed by any community or entity, including a corporation, limited liability company, partnership, or limited partnership, that is applying for renewal. If more space is needed, please attach additional completed copies of this page.

- If the applicant is a corporation, the following information must be completed for each stockholder who owns 10% or more of the stock in the corporation, and for each president, vice-president, secretary, and managing officer.
- If the applicant is a limited liability organization, the following information must be completed for each member with an ownership interest of 10% or more, and for each manager.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each partner with an interest of 10% or more, and for each general partner.

Entity Official Name:	Donald C Varlamos		
Title(s):	Manager Owner / Member	Phone:	907.244.7392 % Owned: 50
Mailing Address:	12010 Forelands Cir		
City:	Anchorage	State:	AK ZIP: 99515

Entity Official Name:	Margaret T Varlamos		
Title(s):	Manager Owner, Member	Phone:	907.244.7391 % Owned: 50
Mailing Address:	12010 Forelands Cir		
City:	Anchorage	State:	AK ZIP: 99515

Entity Official Name:			
Title(s):		Phone:	% Owned:
Mailing Address:			
City:		State:	ZIP:





Alcohol and Marijuana Control Office  
 550 W 7<sup>th</sup> Avenue, Suite 1600  
 Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board  
 Restaurant or Eating Place License  
**Form AB-17a: 2018/2019 Renewal License Application**

**Section 5 – License Operation**

Check a single box for each calendar year that best describes how this liquor license was operated:	2016	2017
The license was regularly operated continuously throughout each year, for 8 or more hours each day.	<input type="checkbox"/>	<input type="checkbox"/>
The license was regularly operated during a specific season each year, for 8 or more hours each day.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The license was only operated to meet the minimum requirement of 30 days each year, 8 hours each day. <i>If this box is checked, a complete copy of Form AB-30: Proof of Minimum Operation Checklist, and all necessary documentation must be provided with this application.</i>	<input type="checkbox"/>	<input type="checkbox"/>
The license was not operated at all or was not operated for at least the minimum requirement of 30 days each year, 8 hours each day, during one or both of the calendar years. <i>If this box is checked, a complete copy of Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated for at least the minimum requirement.</i>	<input type="checkbox"/>	<input type="checkbox"/>

**Section 6 – Violations and Convictions**

Applicant violations and convictions in calendar years 2016 and 2017:	Yes	No
Have any notices of violation (NOVs) been issued to this licensee in the calendar years 2016 or 2017?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Has any person or entity named in this application been convicted of a violation of Title 04, of 3 AAC 304, or a local ordinance adopted under AS 04.21.010 in the calendar years 2016 or 2017?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If "Yes" to either of the previous two questions, attach a separate page to this application listing all NOVs and/or convictions.

**Section 7 – Alcohol Server Education**

Read the line below, and then sign your initials in the box to the right of the statement:	Initials
I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of a patron have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, as required under AS 04.21.025 and 3 AAC 304.465.	





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 Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Restaurant or Eating Place License

Form AB-17a: 2018/2019 Renewal License Application

**Section 8 – Gross Receipts**

Enter the dollar amounts of the food and gross (food + alcohol) receipts on the licensed premises, and calculate the percentage of gross receipts that are from food sales on the licensed premises for each calendar year. (Food Receipts ÷ Gross Receipts x 100 = %)

2016 Food Receipts:	\$ 325,692	2016 Gross Receipts:	\$ 437,900	% From Food:	74 %
2017 Food Receipts:	\$ 315,259	2017 Gross Receipts:	\$ 441,362	% From Food:	71 %

**Section 9 – Certifications**

Read each line below, and then sign your initials in the box to the right of each statement:

I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

Initials

*[Handwritten initials]*

I certify that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.

*[Handwritten initials]*

I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name or the ownership (including officers, managers, general partners, or stakeholders) from what is currently on file with the Alcoholic Beverage Control Board.

*[Handwritten initials]*

I certify on behalf of myself or of the organized entity that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

*[Handwritten initials]*

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete. I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned to me as incomplete.

Signature of licensee

Signature of Notary Public



Notary Public in and for the State of

Alaska

My commission expires:

10/8/19

Subscribed and sworn to before me this

11<sup>th</sup> day of

December, 20

17

License Fee:	\$ 300.00	Application Fee:	\$ 200.00	TOTAL:	\$ 500.00
Late Fee of \$500.00 – if received or postmarked after 01/02/2018:					
Miscellaneous Fees:					
GRAND TOTAL (if different than TOTAL):					



## Margaret Varlamos

---

**From:** Alcohol Licensing, CED ABC (CED sponsored) <alcohol.licensing@alaska.gov>  
**Sent:** Thursday, November 30, 2017 11:09 AM  
**To:** Margaret Varlamos; Alcohol Licensing, CED ABC (CED sponsored)  
**Subject:** RE: license # 2502

Good morning Margaret,

I checked with the file and it looks like the application is ready to finalize. You may fill out your renewal paperwork under the new information, just cross out the old info. I'll make a note in the file for the examiner that reviews the renewal so they do not get confused.

Best,



### Mark Bailey

Occupational Licensing Examiner  
Alcohol & Marijuana Control Office  
550 West 7th Avenue, Suite 1600  
Anchorage, Alaska 99501

Please consider the environment before printing this e-mail. Less paper is better for us and our environment.

**From:** Margaret Varlamos [mailto:insurance@ak.net]  
**Sent:** Wednesday, November 22, 2017 12:43 PM  
**To:** Alcohol Licensing, CED ABC (CED sponsored) <alcohol.licensing@alaska.gov>  
**Subject:** license # 2502

Hello,

I am following up with my email from November 13, 2017 regarding the transfer of our beer/wine restaurant license and the renewal. The license number is: 2502. I look forward to hearing from some at the AMCO board regarding the successful transfer so that I can submit my renewal. The renewal paperwork is under the old business (still wholly owned by my husband and myself, but an entity change) and I am unsure as to whether or not I should submit the renewal under the old business.

Respectfully,

Margaret Varlamos  
Varly's Whittier Delights, LLC  
907 244 7391 cell



Department of Commerce, Community, and Economic Development  
Division of Corporations, Business and Professional  
Licensing

State of Alaska > Commerce > Corporations, Business, & Professional Licensing > Search & Database Download > Corp. > Corporation Details

**NAME(S)**

Type	Name
Legal Name	Varty's Whittier Delights, LLC

**ENTITY DETAILS**

**Entity Type:** Limited Liability Company  
**Entity #:** 10037967  
**Status:** Good Standing  
**AK Formed Date:** 4/25/2016  
**Duration/Expiration:** Perpetual  
**Home State:** ALASKA  
**Next Biennial Report Due:** 1/2/2018 [File Biennial Report](#)  
**Entity Mailing Address:** 201 E 54TH AVE, SUITE 210, ANCHORAGE, AK 99518  
**Entity Physical Address:** LOT 8 TRIANGLE LEASE AREA, WHITTIER , AK 99693

**REGISTERED AGENT**

**Agent Name:** Jana Weltzin  
**Registered Mailing Address:** 3003 MINNESOTA DR., SUITE 201, ANCHORAGE, AK 99503  
**Registered Physical Address:** 3003 MINNESOTA DR., SUITE 201, ANCHORAGE, AK 99503

**OFFICIALS**

AK Entity #	Name	Titles	<input type="checkbox"/> Show Former Owned
	DONALD VARLAMOS	Member, Manager	50
	Margaret Varlamos	Member, Manager	50

**FILED DOCUMENTS**

Date Filed	Type	Filing	Certificate
4/25/2016	Creation Filing	<a href="#">Click to View</a>	<a href="#">Click to View</a>
4/25/2016	Initial Report	<a href="#">Click to View</a>	
5/04/2016	Change of Officials	<a href="#">Click to View</a>	

**Juneau Mailing Address**

P.O. Box 110806  
 Juneau, AK 99811-0806

**Physical Address**

333 Willoughby Avenue  
 9th Floor  
 Juneau, AK 99801-1770

**Phone Numbers**

Main Phone: (907) 465-2550  
 FAX: (907) 465-2974

**Anchorage Mailing/Physical Address**

550 West Seventh Avenue  
 Suite 1500  
 Anchorage, AK 99501-3567

**Phone Numbers**

Main Phone: (907) 269-8160  
 FAX: (907) 269-8156



THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

**Department of Commerce, Community,  
and Economic Development**

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West 7<sup>th</sup> Avenue, Suite 1600

Anchorage, AK 99501

Main: 907.269.0350

January 9, 2018

City of Whittier

Attn: Jennifer Rogers

VIA Email: [cityclerk@whittieralaska.gov](mailto:cityclerk@whittieralaska.gov)

**Re: Notice of 2018/2019 Liquor License Renewal Application**

<b>License Type:</b>	Restaurant/Eating Place	<b>License Number:</b>	2502
<b>Licensee:</b>	Varley's Whittier Delights, LLC		
<b>Doing Business As:</b>	Swiftwater Seafood Café		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director and the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Erika McConnell, Director

[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)

**CITY OF WHITTIER, ALASKA  
ORDINANCE #08-2017**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA, AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH THE ALASKA RAILROAD CORPORATION TRANSFERRING TRACT A-1 TO THE ALASKA RAILROAD CORPORATION IN EXCHANGE FOR TRACT W AND THE DELONG DOCK, SUBJECT TO SPECIFIC ESSENTIAL TERMS AND CONDITIONS EXECUTED BY THE PARTIES.**

**WHEREAS**, in 2000, the Alaska Legislature passed CSHB 320, a bill that authorized and directed the Alaska Railroad Corporation (“ARRC”) to receive Tract W, including the DeLong Dock, from the United States, and further directed ARRC to reconvey Tract W, excluding the DeLong Dock, to the City of Whittier (“City”); and

**WHEREAS**, CSHB 320 stated, “the corporation [ARRC] and the City of Whittier shall agree to diligently work together in good faith to resolve disputes and to collaborate with each other in developing a management agreement for operation of the DeLong Dock facility with the goal of operating the facility as a single entity for economic development purposes”; and

**WHEREAS**, it has been seventeen years since the 2000 legislation, during which time ARRC has held exclusive use of the DeLong Dock, refused to allow the City access to the Dock, shared no revenues from the Dock, and used the Dock unilaterally to support the financial interest of ARRC, while causing significant detriment to the City and the Prince William Sound region; and

**WHEREAS**, in May of 2017, the United States quitclaimed Tract W and the DeLong Dock to ARRC; and

**WHEREAS**, ARRC must reconvey Tract W, excluding the DeLong Dock, to the City as directed in CSHB 320; and

**WHEREAS**, it is in the best interest of and advantageous to the City to enter into an agreement with ARRC whereby ARRC will convey Tract W and the DeLong Dock to the City, in exchange for City-owned Tract A-1; and

**WHEREAS**, Whittier Municipal Code 3.36.150.E. allows the City to exchange a parcel of City property with property owned by another party, after City Council approval and public notice of the exchange, and subject to conditions imposed by the City Council; and

**WHEREAS**, the City Manager has negotiated and agreed with ARRC a Joint Statement of Essential Terms of the proposed agreement to exchange Tract W and the DeLong Dock for Tract A-1 to be presented to the City Council for approval; and

**WHEREAS**, upon the City Council’s approval of the essential terms of the agreement, the City must negotiate the non-essential terms of the agreement and all the conveyance documents, and execute the final agreement and conveyance documents.

**NOW, THEREFORE, the Whittier City Council ordains:**

Section 1. The form and content of the Joint Statement of Essential Terms Between the Alaska Railroad Corporation and the City of Whittier, Alaska, signed on August 22, 2017 by the City and on August 18, 2017 by ARRC (attached as exhibit A), now before this meeting, are in all respects authorized, approved and confirmed by this ordinance.

Section 2. The City Council authorizes, empowers, and directs the City Manager to negotiate the non-essential terms of the agreement between the City and ARRC for the exchange of Tract W and the DeLong Dock with Tract A-1. The City Council also authorizes, empowers, and directs the City Manager to execute and deliver on behalf of the City a final agreement for the exchange of Tract W and the DeLong Dock with Tract A-1, containing the essential terms as approved in Section 1 and the non-essential terms as negotiated by the City Manager with ARRC, with such changes, modifications, additions and deletions therein as he shall deem necessary, desirable or appropriate.

Section 3. The City Council further authorizes, empowers, and directs the City Manager to do all acts and things and to execute all documents as may be necessary to carry out and comply with the provisions of the final agreement as executed, including any and all property conveyance documents.

Section 4. Effective date. This ordinance shall be effective immediately upon adoption.

1st reading: December 6, 2017

2nd reading and public hearing: February 20, 2018

**PASSED AND APPROVED** by a duly constituted quorum of the Whittier City Council on this 20<sup>th</sup> day of February, 2018.

---

Daniel Blair  
MAYOR

ATTEST:

---

Krista Fish  
CITY CLERK

Ayes:  
Nays:  
Absent:  
Abstain:

**CITY OF WHITTIER, ALASKA  
RESOLUTION #06-2018**

**A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WHITTIER, DECLARING THAT AN ECONOMIC HARDSHIP WILL BE CAUSED BY THE UNITED STATES FOREST SERVICE AND THE CONSERVATION FUND, WITHIN THE CITY OF WHITTIER, IF A PLANNED LAND ACQUISITION IS COMPLETED AS CURRENTLY PLANNED.**

**WHEREAS**, on September 16, 2015 City Manager Mark Lynch and Public Works Director Scott Korbe met with District Ranger Tim Charnon to discuss improvements for Portage Pass Trail; and

**WHEREAS**, the land in question all lies within the municipal boundaries of the City of Whittier and a significant portion is currently zoned for Industrial use; and

**WHEREAS**, during the above referenced meeting Ranger Charnon discussed the U.S. Forest service purchasing two lots from Brook Marston near the Portage Pass Trailhead to be developed into parking spaces, and also a change to the way people would access to Portage Pass Trail; and

**WHEREAS**, in February 2016 the U.S. Forest Service, Girdwood Office, sent a template letter to the City asking for support for the above referenced project; and

**WHEREAS**, the above mentioned letter was authorized by City Council on March 1, 2016 and was signed and returned to the Girdwood Office by the City Manager; and

**WHEREAS**, the letter stated that the U.S. Forest service intended to “purchase lands surrounding the trailhead,” as “discussed.”; and

**WHEREAS**, nothing in that letter expressed to the City that the U.S. Forest Service intended to purchase more than the two lots discussed with Ranger Charnon on September 16, 2015; and

**WHEREAS**, in June of 2016 the Mayor became aware that the U.S. Forest Service was negotiating with Brook Marston for the purchase of approximately two hundred forty (240) acres of land around the Portage Pass Trailhead; and

**WHEREAS**, on June 18, 2016 Mayor Dan Blair sent an email to Ranger Tim Charnon expressing concern about the change in plans, and requesting that the U.S. Forest Service allow the developable portion of the property, consisting of approximately sixteen (16) acres, be excluded from the purchase and kept available for commercial development; and

**WHEREAS**, on June 20, 2016 Ranger Charnon replied to Mayor Blair stating “We will not move ahead with the proposal unless it is fully supported by you and the council.”; and

**WHEREAS**, on July 18, 2016 Mayor Blair and City Manager Lynch met with Ranger Charnon in Girdwood to discuss this matter, and Ranger Charnon again indicated that the U.S. Forest Service would not move forward without complete support from Whittier; and

**WHEREAS**, on October 30, 2017 City Manager Lynch, Public Works Director Korbe and Mayor Blair (telephonic) met with Ranger Charnon, at which time Ranger Charnon continued to express that the U.S. Forest Service intended to purchase the entirety of the remaining Marston property; and

**WHEREAS**, the Mayor continued to express concern about the loss of approximately 16 acres of commercially developable land that would be included in the purchase; and

**WHEREAS**, Ranger Charnon requested a map of the area of concern; and

**WHEREAS**, the City created the requested map and sent it to Ranger Charnon on November 21, 2017; and

**WHEREAS**, in December 2017 the City learned that a non-profit call the Conservation Fund was involved in the land transfer; and

**WHEREAS**, on January 9, 2018 the Mayor, Assistant Manager and City Manager met with John Wros of the Conservation Fund in Anchorage; and

**WHEREAS**, John Wros expressed that it was the intention of the Conservation Fund to purchase the entire property and transfer it all to the U.S. Forest Service; and

**WHEREAS**, John Wros expressed that there was no option to retain any portion of the land for commercial development; and

**WHEREAS**, the City of Whittier has been working diligently to increase the amount of available and developable land within the City boundaries; and

**WHEREAS**, the City of Whittier needs all possible developable land to remain available for development; and

**WHEREAS**, the City’s 2012 Comprehensive plan identifies lack of available developable land as a significant obstacle to economic development in Whittier; and

**WHEREAS**, the loss of any amount of developable land beyond the two lots originally approved in the March 1st, 2016 letter, within Whittier is detrimental to local economic development; and

**NOW, THEREFORE, BE IT RESOLVED BY THE WHITTIER CITY COUNCIL, that:**

**Based on the aforementioned facts the City hereby determines that the U.S. Forest Service and the Conservation Fund are moving forward with a plan that will negatively impact the economic wellbeing of the City of Whittier. The City hereby declares a state of economic hardship will be caused by this action and respectfully requests that the U.S. Forest Service and the Conservation Fund cease any actions that would cause any developable land to be removed from availability for development within the municipal boundaries of the City of Whittier.**

**PASSED AND APPROVED** by a duly constituted quorum of the Whittier City Council on this 22<sup>nd</sup> day of January, 2018.

**ATTEST:**

\_\_\_\_\_  
**Krista Fish**  
**City Clerk**

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

Ayes:  
Absent:

Nays:  
Abstain:

DESSA Station W



66



PRELIMINARY

NOTE:  
 No final survey has been made for this plan.  
 Drainage easements with width as shown.

W-66-1

Lots of Interest to USFS.

Lots Already Sold

Lots to Retain for future development

PROJECT, FED & STATE
DATE, FEB 1966
SCALE, 1" = 400'
BY, [Signature]
CHECKED BY, [Signature]
DATE, [Signature]
BY, [Signature]

CERTIFICATE OF CONSTRUCTION  
 I, the undersigned, certify that I am the  
 author of the above described preliminary  
 plan and that the same complies with the  
 provisions of the Act.  
 My commission expires [Date]

CERTIFICATE OF REVISIONS  
 I, the undersigned, certify that I am the  
 author of the above described preliminary  
 plan and that the same complies with the  
 provisions of the Act.  
 My commission expires [Date]

First Addn to Part of
Second Addn to Part of
Third Addn to Part of
Fourth Addn to Part of
Fifth Addn to Part of
SIXTH ADDN TO PART OF
SEVENTH ADDN TO PART OF
EIGHTH ADDN TO PART OF
NINTH ADDN TO PART OF
TENTH ADDN TO PART OF
ELEVENTH ADDN TO PART OF
TWELFTH ADDN TO PART OF

**CITY OF WHITTIER  
RESOLUTION #08-2018**

**A RESOLUTION BY THE WHITTIER CITY COUNCIL ADOPTING THE 2018 EMPLOYEE CLASSIFICATION PLAN ESTABLISHING TITLES AND PAY LEVELS FOR CITY EMPLOYEES, WHICH INCLUDE A .5% COST OF LIVING INCREASE EFFECTIVE WITH THE PAY PERIOD BEGINNING FEBRUARY 12, 2018.**

**WHEREAS**, the Whittier Municipal Code 2.70.105 requires the City Council to adopt annual changes in the employee classification plan by resolution, and

**WHEREAS**, the City of Whittier classification plan includes rates of pay for employees, and

**WHEREAS**, the Anchorage CPI for FY2017 was .5%, and

**WHEREAS**, the City Manager has prepared up to date classification plans for both exempt and non-exempt City employees, which includes a .5% cost of living increase, and

**WHEREAS**, the City Manager recommends that the City Council adopt these classification plans effective with pay period beginning February 12, 2018.

**NOW THEREFORE BE IT RESOLVED, THAT THE CITY COUNCIL ADOPTS THE 2018 EMPLOYEE CLASSIFICATION PLAN ESTABLISHING TITLES AND PAY LEVELS FOR CITY EMPLOYEES, WHICH INCLUDE A .5% COST OF LIVING INCREASE EFFECTIVE WITH THE PAY PERIOD BEGINNING FEBRUARY 12, 2018.**

**PASSED AND APPROVED** by a duly constituted quorum of the Whittier City Council on this 20<sup>th</sup> day of February, 2018.

**ATTEST:**

\_\_\_\_\_  
**Krista Fish  
City Clerk**

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

Ayes:                      Abstain:

Nays:                      Absent:

ANCHORAGE  
 Consumer Price Index, All Items, 1982-84=100 for All Urban Consumers (CPI-U)

YEAR	SEMI-ANNUAL AVERAGE		ANNUAL AVERAGE	OVER-THE-YEAR PERCENT CHANGE			
	1st Half	2nd Half		YEAR	1st Half	2nd Half	ANNUAL AVERAGE
1990	116.9	120.4	118.6	1990	5.4	7.0	6.2
1991	123.3	124.7	124.0	1991	5.5	3.6	4.6
1992	127.3	129.1	128.2	1992	3.2	3.5	3.4
1993	131.5	132.8	132.2	1993	3.3	2.9	3.1
1994	134.3	135.8	135.0	1994	2.1	2.3	2.1
1995	138.2	139.5	138.9	1995	2.9	2.7	2.9
1996	141.8	143.7	142.7	1996	2.6	3.0	2.7
1997	144.1	145.4	144.8	1997	1.6	1.2	1.5
1998	146.7	147.0	146.9	1998	1.8	1.1	1.5
1999	148.6	148.3	148.4	1999	1.3	0.9	1.0
2000	150.0	151.9	150.9	2000	0.9	2.4	1.7
2001	154.4	156.0	155.2	2001	2.9	2.7	2.8
2002	157.5	159.0	158.2	2002	2.0	1.9	1.9
2003	161.1	163.9	162.5	2003	2.3	3.1	2.7
2004	165.6	167.8	166.7	2004	2.8	2.4	2.6
2005	169.6	174.1	171.8	2005	2.4	3.8	3.1
2006	176.7	177.9	177.3	2006	4.2	2.2	3.2
2007	179.394	183.080	181.237	2007	1.5	2.9	2.2
2008	187.659	191.335	189.497	2008	4.6	4.5	4.6
2009	190.032	193.456	191.744	2009	1.3	1.1	1.2
2010	194.834	195.455	195.144	2010	2.5	1.0	1.8
2011	200.278	202.576	201.427	2011	2.8	3.6	3.2
2012	205.215	206.617	205.916	2012	2.5	2.0	2.2
2013	210.853	213.910	212.381	2013	2.7	3.5	3.1
2014	214.777	216.833	215.805	2014	1.9	1.4	1.6
2015	217.111	216.706	216.909	2015	1.1	-0.1	0.5
2016	216.999	218.660	217.830	2016	-0.1	0.9	0.4
2017	218.616	219.131	218.873	2017	0.7	0.2	0.5

Table of over-the-year percent increases. An entry for 2ndHalf 2005 indicates the percentage increase from 2ndHalf 2004 to 2ndHalf 2005 (in this example 3.8 percent).

City of Whittier  
 Non-Exempt Employee Classification and Pay Plan Schedule  
 (effective February 20, 2018 via Resolution #08-2018)  
 CLASSIFICATIONS AND PAY PLAN SCHEDULE

POSITION	LEVEL	LEVEL	LEVEL	LEVEL									
	A	B	C	D	E	F	G	H	I	J			
General													
Work Student	\$ 10.30	\$ 10.82	\$ 11.36	\$ 11.93	\$ 12.52	\$ 13.15	\$ 13.81	\$ 14.50	\$ 15.22	\$ 15.98			
Administration													
Receptionist / Office Assistant	\$ 12.36	\$ 12.98	\$ 13.63	\$ 14.31	\$ 15.03	\$ 15.78	\$ 16.57	\$ 17.40	\$ 18.27	\$ 19.18			
Executive Assistant	\$ 19.69	\$ 20.67	\$ 21.71	\$ 22.79	\$ 23.93	\$ 25.13	\$ 26.38	\$ 27.70	\$ 29.09	\$ 30.54			
Public Works													
Laborer I	\$ 11.33	\$ 11.90	\$ 12.49	\$ 13.12	\$ 13.78	\$ 14.46	\$ 15.19	\$ 15.95	\$ 16.74	\$ 17.58			
Laborer II	\$ 15.77	\$ 16.56	\$ 17.39	\$ 18.26	\$ 19.17	\$ 20.13	\$ 21.14	\$ 22.20	\$ 23.31	\$ 24.47			
Laborer III	\$ 21.08	\$ 22.13	\$ 23.24	\$ 24.40	\$ 25.62	\$ 26.90	\$ 28.25	\$ 29.66	\$ 31.14	\$ 32.70			
Mechanic / Operator	\$ 20.68	\$ 21.71	\$ 22.80	\$ 23.94	\$ 25.13	\$ 26.39	\$ 27.71	\$ 29.10	\$ 30.55	\$ 32.08			
Harbor													
Harbor Tech	\$ 10.30	\$ 10.82	\$ 11.36	\$ 11.93	\$ 12.52	\$ 13.15	\$ 13.81	\$ 14.50	\$ 15.22	\$ 15.98			
Harbor Asst. I	\$ 12.36	\$ 12.98	\$ 13.63	\$ 14.31	\$ 15.03	\$ 15.78	\$ 16.57	\$ 17.40	\$ 18.27	\$ 19.18			
Harbor Asst. II	\$ 14.00	\$ 14.70	\$ 15.43	\$ 16.20	\$ 17.01	\$ 17.86	\$ 18.76	\$ 19.69	\$ 20.68	\$ 21.71			
Harbor Officer I	\$ 11.33	\$ 11.90	\$ 12.49	\$ 13.12	\$ 13.78	\$ 14.46	\$ 15.19	\$ 15.95	\$ 16.74	\$ 17.58			
Harbor Officer II	\$ 15.02	\$ 15.77	\$ 16.56	\$ 17.39	\$ 18.26	\$ 19.17	\$ 20.13	\$ 21.14	\$ 22.19	\$ 23.30			
Harbor Officer III	\$ 19.12	\$ 20.08	\$ 21.08	\$ 22.14	\$ 23.24	\$ 24.41	\$ 25.63	\$ 26.91	\$ 28.25	\$ 29.66			
Harbor Finance	\$ 18.26	\$ 19.17	\$ 20.13	\$ 21.14	\$ 22.20	\$ 23.31	\$ 24.47	\$ 25.70	\$ 26.98	\$ 28.33			
Parks & Rec													
Parks & Rec. Asst.	\$ 14.00	\$ 14.70	\$ 15.43	\$ 16.20	\$ 17.01	\$ 17.86	\$ 18.76	\$ 19.69	\$ 20.68	\$ 21.71			
Public Safety													
EMT I	\$ 14.42	\$ 15.15	\$ 15.90	\$ 16.70	\$ 17.53	\$ 18.41	\$ 19.33	\$ 20.30	\$ 21.31	\$ 22.38			
EMT II	\$ 19.06	\$ 20.01	\$ 21.01	\$ 22.06	\$ 23.17	\$ 24.33	\$ 25.54	\$ 26.82	\$ 28.16	\$ 29.57			
EMT III	\$ 23.94	\$ 25.14	\$ 26.40	\$ 27.72	\$ 29.10	\$ 30.56	\$ 32.09	\$ 33.69	\$ 35.38	\$ 37.14			
Police Officer	\$ 18.27	\$ 19.18	\$ 20.14	\$ 21.15	\$ 22.20	\$ 23.31	\$ 24.48	\$ 25.70	\$ 26.99	\$ 28.34			
Police Officer	\$ 18.27	\$ 19.18	\$ 20.14	\$ 21.15	\$ 22.20	\$ 23.31	\$ 24.48	\$ 25.70	\$ 26.99	\$ 28.34			
Police Officer	\$ 18.27	\$ 19.18	\$ 20.14	\$ 21.15	\$ 22.20	\$ 23.31	\$ 24.48	\$ 25.70	\$ 26.99	\$ 28.34			

INITIAL HIRE PAY LEVEL IS DETERMINED BASED ON QUALIFICATIONS AND EXPERIENCE.  
 INCREASES IN LEVEL ARE TO BE AWARDED ON THE BASIS OF MERIT FOR ABOVE AVERAGE JOB PERFORMANCE.  
 ALL PAY INCREASES MUST BE APPROVED BY THE CITY MANAGER.

**City of Whittier**  
**Salaried (Exempt) Employee Pay Schedule - Annual Salary Amounts**  
**(EFFECTIVE February 20, 2018 via Resolution # 08-2018)**

POSITION	A	B	C	D	E	F	G	H	I	J
Assistant City Manager	66,702.05	70,037.15	73,539.01	77,216.03	81,076.61	85,130.46	89,387.05	93,856.35	98,549.39	103,476.68
Finance Director	60,288.41	63,302.87	66,468.07	70,053.96	73,280.87	76,945.02	80,792.20	84,831.88	89,073.50	93,527.04
City Clerk	60,288.41	63,302.87	66,468.07	70,053.96	73,280.87	76,945.02	80,792.20	84,831.88	89,073.50	93,527.04
Public Safety Director	60,288.41	63,302.87	66,468.07	70,053.96	73,280.87	76,945.02	80,792.20	84,831.88	89,073.50	93,527.04
Police Lieutenant	51,245.15	53,807.44	56,497.86	59,545.87	62,288.74	65,403.26	68,673.37	72,107.10	75,712.47	79,497.99
Public Works Director	60,288.41	63,302.87	66,468.07	70,053.96	73,280.87	76,945.02	80,792.20	84,831.88	89,073.50	93,527.04
Harbormaster	60,288.41	63,302.87	66,468.07	70,053.96	73,280.87	76,945.02	80,792.20	84,831.88	89,073.50	93,527.04

INITIAL HIRE PAY LEVEL IS DETERMINED BASED ON QUALIFICATIONS AND EXPERIENCE AT TIME OF HIRE.  
 INCREASES IN LEVEL ARE TO BE AWARDED ON THE BASIS OF MERIT FOR ABOVE AVERAGE JOB PERFORMANCE.  
 ALL SALARY INCREASES MUST BE APPROVED BY THE CITY MANAGER.

**CITY OF WHITTIER, ALASKA  
RESOLUTION #09-2018**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER ALASKA, AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICE AGREEMENT WITH JOHN P. JOHNS, CPA, TO PROVIDE FINANCIAL AUDITING SERVICES FOR CALENDAR YEAR 2017.**

**WHEREAS**, the City of Whittier (“the City”) is the municipal government of the community of Whittier, Alaska; and

**WHEREAS**, the City annually complies with requirements to have its financial records audited in compliance with government standards; and

**WHEREAS**, John P. Johns, CPA has proposed to perform the City’s audit of Calendars year 2017, as set forth in the engagement letter dated January 5, 2018; and

**WHEREAS**, the Whittier Municipal Code provides that consultants and professional service providers can be hired on a sole source basis without competitive process; and

**WHEREAS**, the City Manager recommends that the City retain John P. Johns, CPA for the purposes of conducting the audit of the calendar year 2017 financial records.

**NOW THEREFORE BE IT RESOLVED**; the City Council authorizes the City Manager to sign the engagement letter with John P. Johns, CPA to provide auditing services of the calendar years 2017 financial records, as set forth in the engagement letter dated January 5, 2018.

**PASSED AND APPROVED** by a duly constituted quorum of the Whittier City Council on this 20<sup>th</sup> day of February, 2018.

**ATTEST:**

\_\_\_\_\_  
Krista Fish  
City Clerk

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

Ayes:  
Nays:  
Absent:  
Abstain:



# THE CITY OF WHITTIER

*Gateway to Western Prince William Sound*

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

To: Mayor Blair & City Council

Via: Mark Lynch, City Manager

From: John Janik, Director of Finance

Subj: Auditor Solicitation Comparative Analysis & Recommendation

Date: February 13, 2018

1. As directed by the city council, the list of four potential auditors provided by Vice-Mayor Pinguoch were provided with a RFP on January 17, 2018 via email. Within minutes one of the candidates, Clay Hightower, responded indicating his firm did not do government audits. Several minutes later David Porter of Porter & Allison responded expressing interest, prior to the end of January we received their proposal which is attached. The remaining two firms never responded. The firm of Altman & Rogers who performed the 2016 audit has expressed no interest, and has not solicited any proposal to renew or continue providing auditing services.
2. Upon reviewing both proposals submitted the following summary is provided:
  - a. Both firms proposed similar start & completion dates.
  - b. Both firms proposed similar pre-audit, during audit, and post-audit deliverables.
  - c. The firm of Porter & Allison anticipated a base total of 230 auditor and staff hours for the audit with an additional reserve of 40 auditor and staff hours any additional year-end closing activities which may be required. The firm of John P. Johns anticipated a total of 408 auditor and staff hours with any necessary year-end closing activities included.
  - d. The firm of Porter & Allison projected on-site work of three days, and the firm of John P. Johns has dedicated couple of weeks.
  - e. The firm of Porter & Allison provided three references and John P. Johns provided eight along with web-links to several published works.
  - f. The firm of Porter & Allison has displayed limited experience in local government audit while the firm of John P. Johns has cited numerous engagements.
  - g. The firm of Porter & Allison proposed a base rate of \$30,000 with a possible additional \$5,000 for any year-end closing activities which may be required, for a potential total of \$37,000. The firm of John P. Johns proposed a base rate of \$32,000.00 with any necessary year-end closing activities included.
  - h. The firm of Porter & Allison is located in Anchorage. The firm of John P. Johns is located in California, but he wishes to expand his Alaska clientele and has expressed interest in leasing the available office space in the new Public Safety Complex here in Whittier.
3. Upon the comparative analysis above, and reflection on fiscal/calendar year 2017, it is requested the city council support the recommendation of the firm of John P. Johns to perform the 2017 annual audit for the following reasons:
  - a. There have been three different finance directors spanning 2017 which has created confusion and inconsistencies within the accounting process. Utilizing an auditor that

- has a prior working history with the current finance director will no doubt prove beneficial throughout the data-collection phase of the annual audit.
- b. The firm of John P. Johns has dedicated more than a third more hours to the audit process, a majority of which is anticipated to be on-site.
  - c. The firm of Porter & Allison has provided a lower base rate, but has included a contingent amount for possible year-end activities which will likely be necessary which will result in a final higher total.
  - d. John P. Johns has expressed much interest in securing office space in Alaska, and specifically Whittier, as a base of operations for expanding his Alaska clientele. His local presence would prove advantageous throughout the year as he would be available to provide guidance on any audit-related issue that may arise.
4. In closing, it is strongly recommended the city council approve the selection of John P. Johns as the auditor for the 2017 annual audit.

### End of Report ###

A PROPOSAL TO PROVIDE  
PROFESSIONAL AUDIT  
SERVICES TO THE  
CITY OF WHITTIER



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January 24, 2018

John Janik  
Director of Finance  
City of Whittier  
PO Box 608  
Whittier, AK 99693

Dear John:

We thank you for the opportunity to present our proposal to provide audit services to City of Whittier. Porter & Allison, Inc.'s inception was based on the premise that the current Alaska market demands more personal and timely attention to Alaska businesses from qualified and skilled audit and accounting professionals without the high overhead, administrative, and time barriers typical of larger firms. The firm's owners, David Porter and Ben Allison, with combined public accounting experience of over 20 years throughout Alaska, come from both local and national firm environments. They have chosen to get back to that "Alaska feel" from a professional working standpoint, which they have embraced in their own personal lives.

The following statement of our capabilities outlines our understanding of the areas of specific interest to you and how Porter & Allison, Inc. will meet your service needs. We will furnish any additional information upon request. Again, we thank you for the opportunity to propose and we look forward to further demonstrating our capabilities and distinctly different service approach.

Sincerely,

*Porter & Allison, Inc.*

Porter & Allison, Inc.

Telephone: 907-770-CPAs (2727)  
dporter@porterallison.com  
ballison@porterallison.com

9138 Arlon St. Suite A3 #270  
Anchorage, Alaska 99507

## A. FIRM PROFILE AND APPROACH

Porter & Allison, Inc. is locally owned and operated in Anchorage, Alaska. We feel we have a unique working model for a public accounting firm in the current Alaska arena that will best suite the small to midsized Alaskan companies, organizations, and local governments requiring professional accounting and assurance services today. Currently, the two partners have chosen to directly staff their own engagements, and have a partner to staff ratio of one-to-one, having two partners and two experienced staff.

Porter & Allison, Inc. is a member of the AICPA, Alaska Society of CPA's and the AICPA Government Audit Quality Center.

No OMB Circular A-133/Uniform Guidance/State of Alaska single audits have been questioned by any Federal or State Office of Inspectors General (OIG).

### *OVERALL AUDIT APPROACH*

Unlike other CPA firms, the partners at Porter & Allison, Inc. have deliberately chosen not to pursue their own individual client bases. Rather, each client of the firm is a client of both partners, Porter & Allison. What does this mean for you? You will get direct one-on-one attention from both engagement partners in the planning, fieldwork, and wrap up phases for the most effective and time efficient audit possible rather than layers of varied experience, competition for shared firm resources, and limited partner interaction that may be experienced with other traditional audit firms.

Because David Porter and Ben Allison staff their own engagements, we are not confined to rigid blocks of time on a calendar for available staff resource. With our fluid and direct approach, we eliminate the real and frustrating issue of completing audit items and matters that arise outside of the scheduled time windows, where that staff resource has been lost internally to other partners and clients.

## A. FIRM PROFILE AND APPROACH, *continued*

Communication is key to any successful engagement. From the onset of being selected as your auditor, we will schedule entrance meetings with both management and/or board or committees as preferred to review timelines, audit preparation package, and any areas of audit or internal control concerns. We will make ourselves available for any further discussions through out the audit and up through the exit conference and board presentation to discuss the financial and single audit reports, results of audit, and any internal control and compliance observations and recommendations.

### *SPECIFIC AUDIT APPROACH*

Professional standards require a risk based audit approach and assessment of internal control over the financial reporting process. That is exactly how we will approach your audit. We will identify during our planning and interim testing the risk areas we want to spend more emphasis on during our final fieldwork. We truly believe there should be adequate time between these two phases to allow both management and the auditor to adjust and prepare samples and documentation requests for further testing.

In other words, we really see the audit as two distinctly different parts and therefore schedule the separate logistics accordingly. This is vastly different than other firms, who will schedule the client understanding walkthroughs for risk assessment and sampling during the same block of time as the vouching and testing of the required samples. This results in inefficient time use by the audit staff as they wait for client staff to hastily pull the samples for them to test, while also creating additional burden on staff to also be available for questions at the same time.

From an audit quality perspective, we incorporate nationally renown audit software Checkpoint PPC as our methodology platform for both our financial and single audits to ensure no pertinent areas are missed. All workpapers are secured digitally in internationally renown Caseware Cloud and are backed up real-time via internet connection. We are completely paperless and understand the need to maintain confidentiality of client and employee records. An internet connection and some desk space is all that is required for the on-site work.

## B. TIMING OF SERVICES

Timing of the contracted deliverables is just as important as the quality of the deliverables. Porter & Allison, Inc. understands that when adequate time is not given for management and the governing body to review and approve the deliverables confidently, it is of great disservice from both a fiduciary perspective and a customer service perspective. In that regard, State Single Audits have a 9-month filing requirement from the entity year-end (In the case of City of Whittier, September 30, 2018).

Because we value the timeliness of reporting to its relevance, we commit to meeting a June 30, 2018 deadline. We know we can accomplish this objective with the following timetable:

- February 28, 2018 - engagement letter and client preparation packages completed
- March 31, 2018 - entrance meeting, risk assessment, sampling completed (expect 2 days on-site)
- April 30, 2018 - fieldwork completed (expect 3 days on-site)
- June 1, 2018 - draft audit ready for management review
- June 30, 2018 - final audit issued submitted to the State of Alaska

We will make sure to coordinate and adjust our proposed timetable based on the availability of personnel and scheduled meetings of the Council and its members. Personnel we would need to interview at particular points in the audit would be the following:

- Director of Finance - cycle understandings, samples, and overall audit coordination
- City Manager - general inquiry to risks, litigation, known/alleged fraud, if any
- Mayor - general inquiry to risks, litigation, known/alleged fraud, if any
- Program Directors/Dept. Heads - Major programs

## C. ENGAGEMENT TEAM



**DAVID PORTER**  
**PARTNER**  
**CPA**

David was born and raised in Alaska and has over twelve years of public accounting experience. His industry focus is not-for-profit, tribal, and health care organizations. Development of audit plans based on audit risk analysis is typical of his job duties. He also spends much of his time in compliance audits of government and not-for-profit entities subject to Federal Single Audit Act and the *State of Alaska Single Audit Guide and Compliance Supplement for State Single Audits*. These compliance based audits often require an audit in accordance with GAGAS (yellowbook).

David receives, at least annually, continuing education through the AICPA, attending national not-for-profit, governmental and healthcare Industry conferences.

No complaints have been leveled by the state board of accountancy or other regulatory authority.

### PROFESSIONAL AFFILIATIONS

Alaska Society of Certified Public Accountants  
American Institute of Certified Public Accountants

### EDUCATION

B.S., Accounting, Brigham Young University  
- Idaho



**BEN ALLISON**  
**PARTNER**  
**CPA**

Ben was born and raised in Ashton, Idaho and has over eight years of public accounting experience with additional private accounting experience working in oil and gas exploration. He moved up to Alaska shortly after graduating to start his career at Mikunda, Cottrell & Co., Inc. before it was acquired by BDO. Ben has vast experience with federal and State of Alaska Single Audits, Federal Acquisition Regulations and Generally Accepted Accounting Principles.

Ben receives, at least annually, continuing education through the AICPA, attending national governmental, not-for-profit or other continuing education courses in government contracting and oil and gas.

No complaints have been leveled by the state board of accountancy or other regulatory authority.

### PROFESSIONAL AFFILIATIONS

Alaska Society of Certified Public Accountants  
American Institute of Certified Public Accountants

### EDUCATION

B.S., Accounting, Brigham Young University  
- Idaho



**PORTER & ALLISON**  
PUBLIC ACCOUNTANTS

## C. ENGAGEMENT TEAM, *continued*

ALEXANDRA BLAKE

AUDIT SENIOR



Alex was raised in North Pole, Alaska and attended the University of Alaska Fairbanks, where she received her Bachelor's in Accounting. She has four years of public accounting experience throughout Alaska. Industry experience is primarily government, not-for-profit and state/federal single audits. Alex obtains continuing professional education credits required by the State of Alaska for CPAs and has passed 3 of the 4 parts of the CPA exam. She hopes to be licensed in mid 2018.

AMANDA REDINGER

AUDIT SENIOR



Amanda was raised in Marengo, Wisconsin, attended University of Wisconsin-Superior where she received her Bachelor's degree. She then moved to Alaska to start her career. She has three years of public accounting in audit, tax, and accounting. Industry experience is primarily government, not-for-profit and state/federal single audits. Although still working on her CPA license, Amanda obtains continuing professional education credits required by the State of Alaska for CPAs. She has passed 2 of the 4 parts of the CPA exam and hopes to be licensed in mid 2018.

## D. FEES

Our quoted fixed fees are based on our professional partner rates combined with our estimated number of hours to complete the engagement working off of established preparation items and requests lists with management. It also assumes the proper year-end closing of accounts and balances. As a matter of practice, Porter & Allison, Inc. does not charge additional costs for questions or technical matters that may arise throughout the year. On the contrary, keeping your auditor informed on ongoing matters can only help in keeping the annual audit smooth and efficient year-over-year for both the audit firm and client organization.

Professional Staff	Standard Rate	Discounted Rate
Shareholder (Partner)	\$250/hr	\$200/hr
Senior Audit Staff	\$125/hr	\$100/hr

Service Objective	Partner Hours	Staff Hours	Total Hours	Quoted Fee
Financial Statement Audit	30	60	90	\$12,000
State Single Audit	20	60	80	\$10,000
Report Writing and Presentations	20	40	60	\$8,000
<b>Total Services</b>	<b>70</b>	<b>160</b>	<b>230</b>	<b>\$30,000</b>

If required to prepare and propose material audit adjusting entries to close the year-end accounts and balances as were required in the prior year to bring the financial statements into accordance with accounting principles generally accepted in the United States of America, we would add to our fixed price quote the following:

Service Objective	Partner Hours	Staff Hours	Total Hours	Quoted Fee
Year-End Cash to Accrual Entries of Books and Records	10	30	40	\$5,000



## E. REFERENCES

The following are a few contacts familiar with our professional staff work experience and qualifications of governmental entities:

Company	Name	Title	Contact Email	Contact Number
City of Homer	Elizabeth Walton	Finance Director	ewalton@ci.homer.ak.us	907-435-3117
City of Cordova	John Stavig	Finance Director	finance@cityofcordova	907-424-6200
Alaska Gasline Port Authority	Merrick Peirce	Treasurer	merrick@gci.net	

**PROPOSAL TO PROVIDE INDEPENDENT AUDIT SERVICES  
TO THE CITY OF WHITTIER, ALASKA**

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Submitted January 5, 2018:

Mr. Mark Lynch  
City Manager  
P.O. Box 608  
Whittier, AK 99693

January 5, 2018

Mr. Mark Lynch  
City Manager  
P.O. Box 608  
Whittier, AK 99693

Dear Mr. Lynch:

Transmitted herewith is my unsolicited proposal to provide independent audit services to the City of Whittier for the calendar years ended 2017, 2018 and 2019.

It is my understanding that the City has not issued a request for proposal for independent audit services nor has it given consideration to rotating auditors at this time.

Nonetheless I tender this proposal to you and your Honorable City Council for consideration at a time you deem appropriate and if you are so inclined because I sincerely believe I can offer the City of Whittier superlative yet comparatively inexpensive professional services.

I hypothesize that a professional relationship with the City of Whittier would be a "win win" because I am drawn to your city with a sincere desire to be of service and to have the pleasure of enjoying the superb setting that is the Gateway to Prince William Sound.

Accordingly I solicit your interest and sponsorship as I pursue what would be a most remarkable opportunity.

As is depicted in this letterhead I am not an "Alaskan accountant" *per se*. I am from California; but I wish to be.

I therefore commit to establishing a permanent office in Anchorage and to use my best efforts to staff that office year-round if you would be kind enough to accept this three-year proposal with an option to extend the agreement for an additional two years without any cost-escalation clause.

I estimate that my offer, at the amount the City currently budgets for audit services would represent a savings to the City of only about \$35,000 over five years; but a small fraction of the cost of running the City over the same half-decade. Notwithstanding the insignificance of the savings, I submitted my proposal with the motto "*a penny saved is a penny earned*" in mind.

Sincerely,

*John P. Johns, CPA*

Proposal to Perform Independent Audit Services to the City of Whittier

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## INTRODUCTION

The City of Wittier must, as must any class 2 city in Alaska, produce audited financial statements annually.

Additionally, in any year the City spends \$500,000 or more or more Alaska State or federal categorical aid, the City must have its books also undergo an audit to verify that said funds have been disbursed in accordance with the general and program specific directives of the grantor agency.

These financial and compliance audits must be performed in accordance with generally accepted governmental audit standards. Audit reports should be issued within six months of the end of the fiscal year.

This proposal is intended to interest the City in a competing offer for the independent audit services that it procures each year.

## **PART 1: THE AUDIT PLAN**

### **TASKS AND ACTIVITIES TO BE PERFORMED**

The following is a list of the proposed tasks and activities to be performed during the annual independent audit:

*Task 1: Assemble the audit team and finalize the contract.*

*Task 2: Hold an entrance conference with the City Manager, Fiscal Officer and other officials with significant financial management responsibility to obtain consensus on the audit scope, objectives, timetable, respective duties of the auditor and auditee and logistics*

*Task 3: Perform a "pre audit survey" for the purpose of obtaining a comprehensive and current understanding of the City's governance structure, and paper-based and electronic systems used for financial information storage, retrieval and transactions processing*

*Task 4: Verify beginning account balances. Confirm that the City's financial condition and recent financial performance as recorded within the City's internal accounting system is consistent at both the fund level and at the enterprise level with the financial statements prepared and published by the predecessor auditor for the previous year*

*Task 5: Meet with the predecessor auditor to review the predecessor auditor's work papers compiled in support of the prior year. Reconcile any differences observed in financial statement account balances according to the City's internal financial accounting system with those in the published financials*

*Task 6 Perform an analytic review to observe and investigate any apparent anomalies in the City's trial balance based upon a year over year comparison of account balances and activity*

*Task 7 Perform an assessment of the City's internal control structure and environment. Identify any financial systems, processes or accounts appear to have weaknesses that could render the City's financial reports for the current year to be unreliable*

*Task 8 Conduct testing of accounts for proper valuation, classification and cut-off using statistical and non-statistical sampling techniques*

*Task 9 Perform additional verification activities including performing inquiries of City staff and observation of facilities and functions*

*Task 10 Conduct program-specific and cross-cutting compliance testing of City programs and activities funded with State of Alaska and federal funds in accordance with audit guides promulgated by the US Government Accounting Office and the State of Alaska Single Audit Coordinator*

*Task 10 Obtain a representation letter from management*

*Task 11 Confirm selected financial statement general and subsidiary account balances from third parties*

*Task 12 Hold an exit conference to discuss audit findings and auditor recommended post closing adjusting journal entries*

*Task 13 Finalize the audit report and submit copies as required to the State and federal cognizant agencies.*

*Task 14 Host briefings to the City Council on the audit report and close out the engagement*

**PROJECT TIMETABLE, MILESTONES AND DELIVERABLES**

We propose to start this audit on March 1, 2018 and to complete the audit July 31, 2018. We will devote an estimated 408 professional staff hours in performing this audit.

The following table provides a summary of the project timetable and staffing requirement

<b>Phase</b>	<b>Tasks</b>	<b>Completion Date</b>	<b>Estimated Hours</b>	<b>Deliverables</b>
0: Mobilization	0	March 9, 2018	24	Executed contract
1: Initial Assessment	1 – 7	April 30, 2018	120	Risk Assessment Report
2: Field Work	8 and 9	June 15, 2018	160	Draft financial statements and single audit findings
3: Report Production	10 – 11	June 30, 2018	80	Final Reports submission to Alaska Single Audit Coordinator and US Census Bureau
4: Post Report Production Briefings and Consultation	13	July 31, 2018	24	Briefings to City Council, Management letter

## PART 2: EXPERIENCE AND QUALIFICATIONS

### QUALIFICATIONS OF THE FIRM

John P. Johns, CPA is a sole proprietorship that has 30 years of experience in accounting, auditing and advisory services. This includes 23 years in private practice and seven years as a municipal finance director. Mr. Johns began his career with the City and County of San Francisco Office of the Budget Analyst. Since that time he has held executive-level positions with KPMG LLP (Director) and IBM Global Services (Principal).

During his 22 years in private practice, he has performed more than three dozen financial, compliance and performance audits for commercial enterprises and government agencies large and small.

The following table illustrates the breadth and depth of experience of his firm:

Client	Audits Conducted		
	Financial	Compliance	Performance
<i>County of Los Angeles</i>		✓	✓
<i>City of Los Angeles</i>		✓	
<i>County of Maricopa</i>		✓	
<i>City of Seattle</i>		✓	✓
<i>State of Texas</i>			✓
<i>City of Adak, AK</i>	✓		
<i>Unalaska Senior Citizens</i>	✓		
<i>State of Texas</i>			✓
<i>County of Santa Clara, CA</i>	✓	✓	✓
<i>City of San Francisco, CA</i>			✓
<i>State of Arizona</i>		✓	✓
<i>State of Alaska</i>	✓	✓	
<i>City of Kake, AK</i>	✓	✓	
<i>Orange County, CA</i>			✓
<i>Maricopa County, AZ</i>			✓
<i>State of Alaska</i>	✓	✓	
<i>Sleetmute Traditional Council</i>	✓	✓	

## REPRESENTATIVE ENGAGEMENTS

The following is a representative sample of audits and consulting assignments that the firm has either planned and directed or served as a subject matter expert upon. Each of following engagements were conducted within the past seven years

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### **State of Alaska Legislative Audit Division – State-wide Single Audit**

John P. Johns, CPA assisted the State of Alaska Legislative Audit Division in carrying out the FY 2009 State-wide single audit. This audit was conducted according to US GAO auditing standards for the purpose of verifying that the \$2 billion in federal categorical funds received by the State were properly accounted for and were expended in accordance with the specific requirements of federal grant agreements. The audit objectives also included verifying that the information reported to the federal government regarding program expenditures is accurate, consistently reported and reliable. The audit procedures employed by I included various analytic procedures, inquires and substantive testing.

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### **City of Adak, Financial and Compliance Audit**

In 2008 the firm was engaged to perform a financial audit for the City of Adak, Alaska. The objective of this audit was to perform all activities necessary to bring the City into compliance for its financial and grant reporting requirements for the fiscal years ended June 30<sup>th</sup> 2005 through June 30<sup>th</sup>, 2009. The objective of this audit was to opine on the City's financial statements and to ascertain whether the City has been in compliance with grants awarded to the City by the Alaska State legislature, and the US Economic Development Agency, and the Alaska Department of Transportation and Public Facilities for the \$9 million expansion of the City's small boat harbor.

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### **City of Kake, Financial and Compliance Audit**

For the Fiscal years ended June 30, 2011 and 2012 we performed a financial and compliance audit of the City of Kake in accordance with the State of Alaska Single Audit guide and *government auditing standards* as promulgated by the US General Accounting office.

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### **Atherton Building Department Forensic audit**

The purpose of this audit was to determine whether or not the \$200 million in permitted construction occurring each year within the geographic boundaries of this Northern California city were being approved and built in accordance with the City's zoning ordinance and the state Building Code. This audit analyzed the database of permits and inspection records for a six-year time frame. The audit found significant deficiencies in the system of controls in place to ensure

that construction projects were properly permitted and properly inspected. The audit recommended an overhaul of the Department's permit tracking systems, zoning ordinance as well as improvements in staffing and management reporting. Six months after the issuance of this report, the San Mateo County Civil Grand Jury conducted its own investigation. In addition to validating the report findings, the Grand Jury commended the City for implementing the recommendations of the Johns report.

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#### **City of Seattle Public Utilities Department Performance Audit**

In 2008 while under contract to the State of Washington Auditor General, Mr. Johns planned and directed a comprehensive performance audit of the Seattle Public Utilities Department a municipal utility with operating expenses in excess of \$500 million and over 1,000 employees. This six-month three thousand hour audit included an evaluation of compliance with applicable statutes and ordinances pertaining to the delivery of water, wastewater and solid waste disposal services. This audit also included an assessment of opportunities to deliver utility services in a cost-effective manner. Additionally, the scope of this review included an assessment as to whether the Department priced its services appropriately in view of the type of service being provided and class of customer served.

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#### **Santa Clara County Measure B Program Compliance and Operational Audit**

In 2006, the firm served as the subject matter expert for financial reporting and cash management on the Santa Clara County, California Measure B transportation improvement program. This project included examining the program's financial status reports to determine whether the reports contained complete and accurate information with respect to life-cycle to date program expenditures according to project and funding source. The firm also assessed the reliability of the County's projections regarding future project expenditures for this \$2 billion program.

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#### **City of Los Angeles Office of the Treasurer – Management Audit**

In 2005 the firm's principal served as the subject matter expert on information systems, internal controls and investments for a comprehensive performance audit of the City of Los Angeles Office of the Treasurer, an office with responsibility for managing a \$5 billion investment portfolio. My responsibilities on this assignment included:

- Evaluating the Treasurer's investment policies and investment activities for consistency with applicable statutes and best management practices
- Reviewing the timing, format and content and accuracy of the reports submitted to the City Corporation and Investment Advisory Committee
- Evaluating the ability of the Treasurer to maintain effective internal controls and to correct reportable conditions identified by the City's external auditors as a result of the auditors' examination of the City's financial statements in previous years
- Ascertaining whether the Treasurer had been able to project cash receipts and disbursements with a reasonable degree of accuracy during the past several years

In total 12 recommendations were presented to improve the workings of the Treasurer's core functions, and to ensure compliance with applicable regulations and statutes. All of which were implemented.

Presented on the pages that follow is the curriculum vitae of John P. Johns, CPA

CURRICULUM VITAE  
JOHN P. JOHNS, CPA

EMPLOYMENT HISTORY

2010 - Present

**Proprietor, Johns CPA**

2001 – 2010

**Town of Atherton,  
California**

2000- 2001

**IBM Global Services**

1999-2000

**KPMG LLP**

1996 – 1999

**MAXIMUS**

1986 – 1996

**Harvey M. Rose  
Accountancy  
Corporation**

EDUCATION

**Bachelor of Science,  
University of California  
at Berkeley**

**MBA, Santa Clara**

BACKGROUND

Presently performs advisory, tax and attestation services to state and local government

During his 22 years in practice as a CPA and eight years as a municipal finance director, John held the position of principal with IBM Global Services and as director with KPMG LLP as well as senior management positions with smaller firms serving the state and local government market.

Mr. Johns experience includes:

- Budgeting and financial reporting
- Benchmarking and best practices analysis
- Financial, compliance and performance audits in accordance with US GAO Auditing Standards
- Forensic accounting
- Revenue enhancement
- Technology related consulting

Mr. Johns currently practices as an independent CPA providing auditing, litigation support and management advisory services to state and local governments and various private sector clients.

RELEVANT EXPERIENCE AND QUALIFICATIONS

- Planned and directed a comprehensive performance audit of the City of Seattle Public Utilities Department for the Washington State Auditor.
- Served as contract auditor for the State of Alaska Legislative Audit Division.
- Conducted a quality assurance review of the City of Los Angeles' efforts to modernize its treasury accounting systems used to manage a \$5 billion investment portfolio.

## **University**

### **CERTIFICATION**

#### **CPA**

### **AWARDS**

Atherton Civil Interest  
League of Merit, 2004

Atherton City Council  
Resolution of  
Commendation, 2010

- Analyzed revenues and expenditures accounts including personal services, categorical aid payments and capital projects with a combined value of nearly \$500 million in support of the Santa Clara County's independent review of the County Executive's proposed operating and capital budgets.
- Served as project manager for payroll implementation for Sutter County, California an entity with a \$300 million operating budget. His duties included requirements definition, the preparation of an RFP and assistance in selecting a preferred vendor for both technology and implementation support.
- Served as project manager for a comprehensive performance audit of the Arizona Department of Transportation's 20 year, \$7 billion regional freeway construction program. This project entailed examining the Department's to establish effective change controls, and to establish a timely and reliable financial and management reporting capability.
- Participated in the development of over 300 functional specific performance metrics as part of a comprehensive strategic planning project for an agency with over \$1 billion in annual revenues and expenses.
- Identified alternatives available to the City and County San Francisco Public Utilities Department to provide for greater interoperability between the various systems used for maintenance scheduling, materials management, customer service and general ledger, which were based upon different programming languages and different architectural standards.

### **OTHER QUALIFICATIONS**

- Is an internationally recognized speaker in the topics of fiscal stewardship and governance
- Adjunct lecturer at Sacramento State University and UC Extension Berkeley

PROFESSIONAL REFERENCES

The following is a sample of professional references. Additional references will be provided upon request.

Name	Title	Contact info	Known Since
<b>Roger Mialocq</b>	Management Audit Project Manager, Santa Clara County Board of Supervisors	408 299 2323 <a href="mailto:rmialocq@harveyrose.com">rmialocq@harveyrose.com</a>	1986
<b>Paula Pierce</b>	Assistant Finance Director (retired) Town of Atherton, CA	650 364 5106 <a href="mailto:ppierce@yahoo.com">ppierce@yahoo.com</a>	2001
<b>David Macedo</b>	President, Stockton Firefighters Association	209 610-8529 <a href="mailto:macedolocal456@gmail.com">macedolocal456@gmail.com</a>	2010
<b>Brooks Chandler</b>	Partner, Chandler, Falconer & Boyd Attorneys at Law	907-272-8401 <a href="mailto:bchandler@bcf.us.com">bchandler@bcf.us.com</a>	2009
<b>Camille TenEyck</b>	Deputy Clerk, City of Nome	907-443-6663 <a href="mailto:cteneyck@nomealaska.org">cteneyck@nomealaska.org</a>	2010
<b>Mark Diamond</b>	Partner, KPMG LLP	206 913 4444 <a href="mailto:mdiamond@kpmg.com">mdiamond@kpmg.com</a>	2000
<b>Anne Bothwell</b>	Partner, KPMG LLP	650 404 5000 <a href="mailto:abothwell@kpmg.com">abothwell@kpmg.com</a>	1995
<b>Shirley Marquardt</b>	Mayor, City of Unalaska		2008

### PART 3: COST PROPOSAL

We propose to perform this audit on a fixed fee basis of \$32,000 for each year the City engages us to perform an independent audit.

The City may select our firm for just one year, or for an initial term of three years with an option to extend the agreement for another two years at the City's sole discretion. There would be no escalation in fees charged if we are selected for a multi-year term.

Our fixed fee is all inclusive. There will be no additional charge for travel or ancillary expenses.

#### **PART 4: CERTIFICATIONS AND ASSURANCES**

By affixing my electronic signature to the cover letter I hereby certify under oath and subject to the laws of the State of Alaska I, John P Johns, CPA:

1. Carries general insurance and will keep said policies in force throughout the duration of the proposed engagement
2. Will carry professional liability insurance and workers compensation insurance at the will of the City Council and or required by law
3. Is a properly licensed certified public accountant in the State of California and will have obtained reciprocal practice privileges from the Alaska Board of Accountancy prior to contract execution
4. Meets the independence standards of the "GAO Standards for Audit of Governmental Organizations, Programs, Activities and Functions".
5. Participates in the AICPA a peer review program as is required for those public accountants performing attest services as is required by California and Alaska law.
6. Will have obtained a State of Alaska Business License upon contract award and will maintain said license for the entire contract term