



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

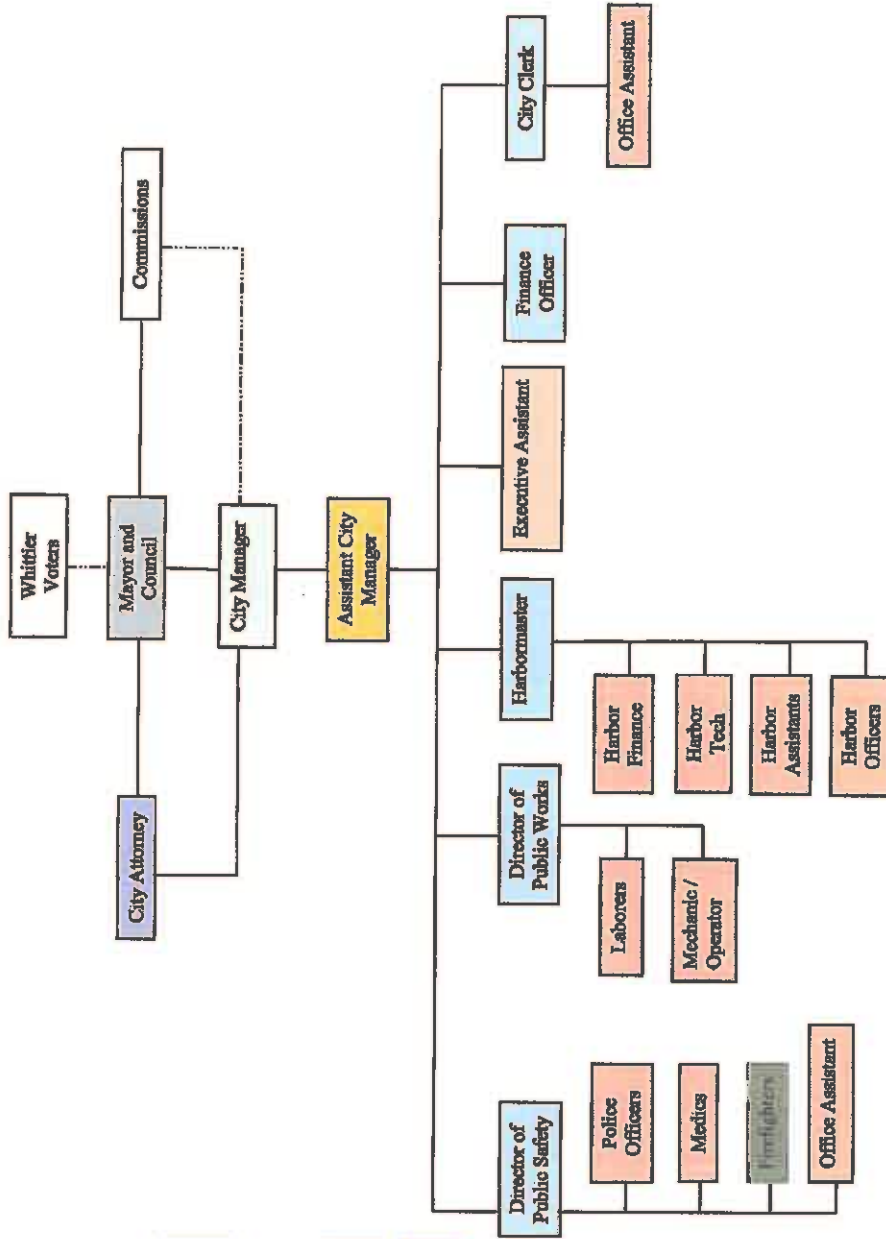
P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

**WHITTIER CITY COUNCIL
WILL HOLD
A SPECIAL MEETING
TUESDAY, OCTOBER 9, 2018
AT 6:00 PM
COUNCIL CHAMBERS
PUBLIC SAFETY BUILDING**

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. APPROVAL OF AGENDA
5. NEW BUSINESS
 - A. City Employee Hierarchal Flowchart
 - B. Approval of contract between the City of Whittier and Catalyst Consulting Services, LLC for the 2019 Comprehensive Plan
 - C. Discussion: Updating Whittier Municipal Code
6. RESOLUTIONS
 - A. Res. #25-2018 – A Resolution certifying the results of the October 2, 2018, Regular Election.
7. COUNCIL DISCUSSION
8. CITIZEN'S DISCUSSION
9. ADJOURNMENT

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City of Whittier – Comprehensive Planning Project

Letter of Agreement between:

Catalyst Consulting Services, LLC and the City of Whittier

THIS LETTER SHALL SERVE AS AN AGREEMENT BETWEEN THE CITY OF WHITTIER, (THE "CLIENT") AND CATALYST CONSULTING SERVICES, LLC, (CATALYST CONSULTING). THE TERMS OF THIS AGREEMENT ARE AS FOLLOWS:

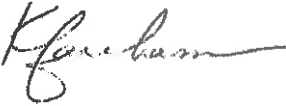
1. On behalf of the Client, Catalyst Consulting will undertake the Comprehensive Planning Project as defined by the scope of work in Attachment A.
2. The term of this agreement is effective upon the date signed by both parties, through May 31, 2019.
3. In full consideration of Catalyst Consulting's performance hereunder, the Client shall pay Catalyst Consulting a fee not to exceed \$33,500 during the period of performance. The contractor will submit invoices periodically to include an itemized list of services the Contractor has provided, and travel / direct expenses incurred.
4. Catalyst Consulting agrees to hold the information associated with this project on a confidential basis. This is including but not limited to: survey data, financial and operational reports, technical information, graphics, and analysis. The deliverables of this project are solely for the use of the Client, staff, and designated partners. The Client shall reserve all rights related to the use, distribution, reproduction, and dissemination of these materials.
5. This agreement contains the entire agreement and understanding between The Client and Catalyst Consulting with respect to the subject matter of this agreement. This agreement supersedes any and all prior written or verbal agreements and understandings related to the subject matter of this agreement.
6. Disputes or controversies arising with respect to the interpretation of this agreement, or any transaction or action undertaken or contemplated pursuant to this agreement, shall be resolved through arbitration conducted in Anchorage, Alaska in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. The decision of the arbitrator shall be final and binding on each of the parties and may not be appealed. Costs and charges assessed by the American Association pursuant to such arbitration shall be borne by the party assessed such costs by the arbitrator; and in the absence of such assessment, such charges shall be borne equally by the parties. Each party shall bear its own costs for counsel, witnesses and experts with respect to the arbitration proceedings.
7. Both parties agree to accept scanned copies of the signatures of the authorized representatives of each party as attached to this Agreement as legal and binding upon both parties. The terms

and provisions of this Agreement shall then be binding on both the Client and Catalyst Consulting upon signing by the authorized representatives of each party.

8. The costs are based upon a best estimate and understanding of the scope of this project at the date of this contract. Catalyst Consulting will notify the Client of any requested change specifications which could result in modifying the above pricing. These will be submitted as soon as possible to avoid any delay of progress in this project.

We look forward to completing this important project for the City of Whittier. A signed copy of this Letter of Agreement will constitute authorization to begin work.

Agreed to and Accepted:

<p>By: Catalyst Consulting Services, LLC 6932 Lowell Circle Anchorage, AK 99502</p> <p>Katherine (Kitty) Farnham Owner</p> <p></p> <p>Sign: _____ Date: 9/24/18</p>	<p>By: City of Whittier P.O. Box 608 Whittier, AK 99693</p> <p>Name: _____</p> <p>Title: _____</p> <p>Sign: _____</p> <p>Date: _____</p>
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ATTACHMENT A SCOPE OF SERVICES

The City of Whittier is seeking to engage the community in a visioning and strategy process resulting in an updated five-year Comprehensive Plan. The community seeks to establish a clear strategic direction with initial analysis to guide future decisions by the City, elected officials, and the community as a whole.

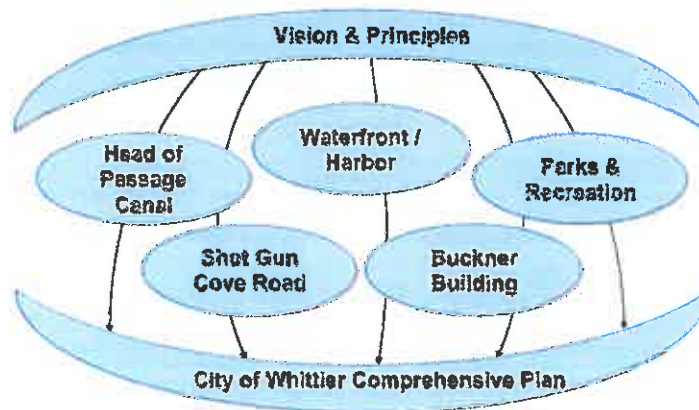
The project will be driven by community needs through a process that effectively engages diverse voices and perspectives. It will be both realistic and promising, leveraging the community's significant assets while also addressing key needs. The City Council has identified five areas of focus:

- Head of Passage Canal
- Shot Gun Cove Road
- Waterfront / Harbor / Business District
- Buckner Building
- Parks and Recreation

Catalyst Consulting will facilitate a community led process to generate the following results:

- Increased civic engagement through input, dialogue, and deliberation of future choices
- Shared vision and principles for the Whittier Comprehensive Plan
- Defined priorities for the future
- Alternative assessment and strategic decision making for up to three focus areas
- Develop a Five Year Comprehensive Plan reflecting community vision and selected strategies
- Recommendations for advancing the Comprehensive Plan goals through ongoing engagement and Strategic Doing™

The diagram below illustrates the broad scope for developing Whittier's Five Year Comprehensive Plan.



The project approach is summarized below. Activities will begin in October 2018 and are expected to take 4-8 months. A specific timeline would be mutually developed with the City and Catalyst Consulting to ensure appropriate participation and resources at each stage.

- I. **Project Management:** Engage local planning team to confirm project goals and approach. Coordination of overall project and communication with City representatives.
- II. **Strategic Visioning:** Convene members of the community to discover and develop a shared vision, principles for planning, and initial priorities for the City of Whittier.
- III. **Community Research:** Determine current status of previous comprehensive plan goals and review relevant data. Conduct a broad community needs assessment, selected interviews, and potential focus groups to refine the vision, establish priorities, and identify alternatives relating to the five focus areas.
- IV. **Alternatives Assessment:** Facilitate the review of selected alternatives for up to three priority focus areas. Assess feasibility, constraints, interdependencies, leading to decision making around strategic direction and recommendations for further analysis.
- V. **Documentation:** Produce draft and final Five-Year Comprehensive Plan for City review, refinement, and approval.

Team / Qualifications

Catalyst Consulting brings a team of consultants with 40+ collective years experience working in rural and urban Alaska. Services we provide which contribute to the client goals include:

- Cross Sector Collaboration / Engagement: Build strong, sustainable community engagement and coalitions across diverse sectors, including private, public, and non-profit stakeholders.
- Facilitation: Adept in facilitating groups from 5 to 500 to engage in information sharing, effective dialogue, deliberation, action planning, and building commitment for results.
- Strategic Planning / Strategic Doing™: Develop understanding of complex systems, community assets, and aligning multiple interests to define and implement effective strategies for action using agile/adaptive methodologies.
- Economic Development / Project Management: Use a broad portfolio of skills and tools to explore, assess, and define specific new opportunities and develop attainable plans.
- Research / Analysis: Experienced in research design and execution, data gathering, analysis, and production of qualitative and quantitative data to support strategic choices.

Cost Proposal

Total duration for this project is estimated to be 4-8 months; contract term is through May 31, 2019 although it may be extended by mutual agreement / contract amendment if needed. Catalyst Consulting will conduct the Comprehensive Planning Project for \$33,500 based on the budget breakdown by phases below. Costs will be billed periodically based on the actual time and direct expenses incurred by the project team.

*City of Whittier - Comprehensive Planning
Project Workplan / Project Proposal*

Phase / Deliverable	Cost
I. Project Management	
Engage local planning team to confirm project goals and approach	
Develop detailed timeline, resourcing, and communication/engagement plan with City	
Coordination of overall project/contract, and communication with City representatives	
I. SUBTOTAL	3,000
II. Strategic Visioning	
Schedule / promote / logistics for community event	
Design community gathering	
Conven members of the community to discover and develop a shared vision and desired future for the City of Whittier	
Documentation of community visioning	
II. SUBTOTAL	5,000
III. Community Research	
Conduct initial research and data collection regarding existing community planning activities and documents	
Develop research goals and design instruments for community survey / assessment	
Review assessment instrument & strategies with community	
Promote and monitor participation in community needs assessment	
Review and synthesize data gathered re: community needs and priorities	
III. SUBTOTAL	8,500
IV. Alternatives Assessment	
Focus Groups/ Workgroups: (est. 3)	
Integration of focus area research	
Data analysis for up to 3 focus areas	
IV. SUBTOTAL	7,400
V. Documentation	
First Draft	
Final Draft	
V. SUBTOTAL	8,600
VI. Expenses	
Travel - mileage	
Tunnels	
Food/drink/catering/supplies	
VI. SUBTOTAL	1,000
PROJECT TOTAL	33,500

