



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

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

**WHITTIER CITY COUNCIL
REGULAR MEETING
TUESDAY, SEPTEMBER 17, 2019
AT 7:00 PM
COUNCIL CHAMBERS
3rd fl. PUBLIC SAFETY BUILDING**

Page #

AGENDA

1. CALL TO ORDER

2. OPENING CEREMONY

3. ROLL CALL

- A. Council Members Present
- B. Administration Present

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4. APPROVAL OF MINUTES

- A. August 20, 2019 Regular Meeting Minutes
- B. August 29, 2019 Special Meeting Minutes

5. APPROVAL OF REGULAR MEETING AGENDA

6. MAYOR'S REPORT

- A. Mayor Report – Daniel Blair
- B. Vice Mayor Report – Peter Denmark

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7. MANAGER'S REPORT

- A. City Manager and Director Reports – Jim Hunt

8. COMMISSION/COMMITTEE REPORTS

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

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

10. APPROVAL OF THE CONSENT AGENDA

None

11. PUBLIC HEARINGS (NON-ORDINANCE)

12. PRESENTATIONS

Altman Rogers FY 2018 Audit Report -- Joe Bergene

13. ORDINANCE

None

14. RESOLUTIONS

None

15. EXECUTIVE SESSION

A. Delong Dock and master Lease Negotiation Update – Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the corporation; AS 42.40.170 (1)

16. UNFINISHED BUSINESS

A. Harbor Phase 3 Construction

17. NEW BUSINESS

A. Schedule Special Meeting to Certify Election

B. Reschedule November Regular Meeting Date

C. Discussion Topic: Whittier Park Design

18. COUNCIL DISCUSSION

19. CITIZEN'S DISCUSSION

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

21. ADJOURNMENT

SHORT TERM GOALS

- ~~1. City Manager Contract~~
- ~~2. Prepare Initial Budget~~
- ~~3. Marketing Possibilities for P-12 Building~~
- ~~4. "State of the City" Presentation by CM~~
- ~~5. 2017 Audit report~~

MEDIUM TERM GOALS

1. Admin Policy Outline (draft)
2. Future Land Use Development Plan
3. Final Budget (True up)
- ~~4. Delong Dock Enterprise Fund (Creation)~~
5. Girdwood Police Contract (Proposal)



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**WHITTIER CITY COUNCIL
REGULAR MEETING
TUESDAY AUGUST 20, 2019
7:00 PM
COUNCIL CHAMBERS
PUBLIC SAFETY 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: Peter Denmark, Monty Irvin, Victor Shen, David Pinquoch, Dave Dickason, and Daniel Blair.

B. Administration Present:

Jim Hunt, City Manager
Annie Reeves, Assistant City Manager
Naelene Matsumiya, City Clerk
Andre Achee, Interim Chief of Police
Katie Velasco, Office Assistant
Amy Pantaleon, Office Assistant
Holly Wells, City Attorney

Others Present: Dave Goldstein, Alexandra Matsumiya, Ted Spencer, Bill Rome, Lindsey Erk, and Tim Wheelan

4. APPROVAL OF MINUTES

July 16, 2019 Regular Meeting Minutes

MOTION: Dave Dickason made a motion to approve the minutes as they are.

SECOND: David Pinquoch

DISCUSSION: None

VOTE: Motion passed unanimously

5. APPROVAL OF THE REGULAR MEETING AGENDA

MOTION: Dave Dickason made a motion to approve the August 20, 2019 Regular Meeting Agenda.

SECOND: David Pinquoch

DISCUSSION: None

VOTE: Motion to adopt the agenda passed unanimously.

6. MAYOR'S REPORT

A. Mayor Report

Dan commended the Fire/EMS department and all the volunteers.

B. Vice Mayor Report

Nothing to report

7. MANAGER'S REPORT

A. City Manager's Report- Jim Hunt

Jim reported on:

The Alaganik

D.C. Lobbyist Re: Loss of revenue from pinks.

Andre Achee/Whittier Public Safety commendation

Federal lobbyist RFP for marine transportation dock

Earthquake assessment team

Questions from the Dias included:

Servers

Delong Dock inspection/priorities

Real estate assets

Master list

Jim and Holly answered questions from the Dias about the topics listed above

B. Directors Report Through the City Manager

Discussed under City Manager Report

8. COMMISSION/COMMITTEE REPORTS

A. Planning Commission

Nothing new to report

B. Port & Harbor Commission

Nothing new to report

C. Parks & Recreation Committee

Nothing new to report

D. Whittier Community School

Tim Wheelan, the new Head Teacher at the Whittier Community School, introduced himself and gave reports on the number of children enrolled for the new school year and invited everyone to *Back to School* night. Lastly, he stated that the school is still looking to fill some positions.

Council welcomed him to the Community.

E. Prince William Sound Aquaculture Corp.

Nothing new to report

F. Regional Citizen's Advisory Council

Nothing new to report

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

WWII Flag Presentation to the City – Ted Spencer

Ted Spencer shared his thanks to the City and the City Council and presented a flag to the Council in honor of Whittier's 50th Anniversary. The Mayor and Vice Mayor assisted with the presentation.

13. ORDINANCES

None

14. RESOLUTIONS

- A. Res. #26-2019 – A resolution of the City Council of the City of Whittier, Alaska, appointing the City Election Officials for the October 1, 2019 Regular City Election

MOTION: Dave Dickason made a motion to adopt Res. #26-2019

SECOND: Victor Shen

DISCUSSION: Monty Irvin recused himself from voting as his name appears on the resolution.

VOTE: Motion passed with 4 votes, 1 recused, 2 absent.

- B. Res. 27-2019 – A resolution of the City Council of the City of Whittier, Alaska, authorizing the City Manager to enter into a Professional Service Agreement with the Appraisal Company of Alaska, LLC. To provide financial personal and real property appraisals services for the FY 2020 tax year, and for related purposes.

MOTION: Dave Dickason made a motion to adopt Res. #27-2019

SECOND: Victor Shen

DISCUSSION: Monty asked suggested putting an RFP out for this. David Pinquoch responded saying an RFP was not necessary.

VOTE: Motion passed 5-1

15. EXECUTIVE SESSION

None

16. UNFINISHED BUSINESS

A. Harbor Phase 3 Construction

Council asked about the Tier 2 Grant. Holly and Jim responded.

B. Discussion Topic: Parks and Recreation

Dave Dickason stated that the Parks and Recreation Committee is still looking for funding for the new Community Park. Jim suggested a presentation to the Planning Commission in spirit of transparency. Council agreed. The Parks and Recreation item will be added to the Planning Commission's upcoming meeting agenda.

17. NEW BUSINESS

A. City Manager Review

The following items were discussed:

Budget True up
Safeboat
P-12 appraisal
Policy/Municipal Code
Job descriptions
AV system
Local radio station
Signage for Public Safety Building
Leases/developing standardized method
Electronic checks oversight

Discussion for the topics listed above ensued. Jim and Holly responded to questions and offered solutions.

Unanimous Council consent to keep policy and procedures a priority

B. Cost of Living Allowance

Unanimous Council consent to present the resolution at the next meeting.

C. Recommendation to sell City Properties

Jim explained that there is a Public Hearing for the topic at the next Planning Commission meeting.

D. Appointment of Commission Member – Steven Bender

MOTION: Dave Dickason made a motion to appoint Steven Bender to the Port and Harbor Commission, Seat D

SECOND: Victor Shen

DISCUSSION: Dan shared an anecdote of when he first met Steven.

VOTE: Motion passed unanimously

18. COUNCIL DISCUSSION

Council Discussed the following:

Garbage rates
Legal actions of the City
Railroad crossing commendation
Future public notice for Comprehensive Plan focus groups
Corps of Engineers commitment

Council discussed the garbage rates at length and discussed options and solutions.

19. CITIZEN'S DISCUSSION

Dave Goldstein asked about Girdwood Policing. Andre responded.

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

See previous item

21. ADJOURNMENT

Council adjourned the meeting at 9:57

ATTEST:

Naelene Matsumiya
City Clerk

Daniel Blair
Mayor



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

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

**WHITTIER CITY COUNCIL
SPECIAL MEETING
THURSDAY, AUGUST 29, 2019
7:00 PM
COUNCIL CHAMBERS
PUBLIC SAFETY 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: Peter Denmark, Dave Dickason, Monty Irvin, Debra Hicks, David Pinquoch, Victor Shen, and Daniel Blair.

B. Administration Present:

Jim Hunt, Interim City Manager
Naelene Matsumiya, City Clerk,
Dyanna Pratt, Executive Assistant
Andre Achee, Interim Chief of Police

4. APPROVAL OF THE SPECIAL MEETING AGENDA

MOTION: Victor Shen made a motion to approve the Special Meeting Agenda

SECOND: Dave Dickason

DISCUSSION: None

VOTE: Motion passed unanimously

5. RESOLUTIONS

A. Res. #05-2019(A) – A Resolution by the City Council of the City of Whittier, Alaska Adopting the 2019 Consumer Price Index Cost-of-Living-Allowance Increase Retroactive to January 2019

MOTION: Victor Shen made a motion to adopt Res. #05-2019(A)

SECOND: Dave Dickason

DISCUSSION: Council briefly discussed the resolution. Naelene clarified the language amendment to the Council.

VOTE: Passed unanimously

6. EXECUTIVE SESSION

**A. Addressing Council and Administration Communication – Matters pertaining to personnel;
AS 42.40.170 (4)**

MOTION: Dave Dickason made a motion to enter into executive session at 7:06 pm

SECOND: Debra Hicks

DISCUSSION: None

VOTE: Motion to enter into executive session passed unanimously.

COUNCIL ENTERED INTO EXECUTIVE SESSION AT 7:06 PM

MOTION: Dave Dickason made a motion to exit out of executive session at 7:34 pm

SECOND: Debra Hicks

DISCUSSION: None

VOTE: Motion to come out of executive session passed unanimously

COUNCIL EXITED EXECUTIVE SESSION AT 7:34 pm

Synopsis: "More fun in the sun."

10. COUNCIL DISCUSSION

Council discussed the following:

Bike repair station

Environment catastrophe

Comprehensive plan

Update on Fire apparatus purchase

11. CITIZEN'S DISCUSSION

None

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

None

13. ADJOURNMENT

All were in favor of adjourning the meeting at 7:48 p.m.

ATTEST:

Naelene Matsumiya
City Clerk

Daniel Blair
Mayor

Meeting with DOT Regional Planner this week
Meeting with DOT Commissioner September 25 regarding Shotgun Cove Road Project and other opportunities
On-boarding new Finance Director
Met with local business owners
Budget work
Communicating with State and Federal lobbyists
Working with PND on DeLong Dock assessment and repairs – timing is critical for repair work
Working with legal firm regarding Alaganik fire claim
Draft contract for P-12 sale sent to Whittier Seafoods
Working with DEC to raise our Operations and Maintenance score
Attended Comp Plan meeting
PWS Scoping meeting this week
Attended EPA Administrator luncheon
Reviewing harbormaster applications
Scott is back
Annie is on leave
Assisting Council member Shen with grant process
Attending Alaska Community Defense Forum October 2-4
Tentative meetings set in Washington D.C.: Scott and I traveling. Meet delegation regarding Shotgun Cove and other opportunities for Whittier
Attended P&Z meeting



THE CITY OF WHITTIER

Gateway to the Western Prince William Sound

PO Box 608, Whittier, Alaska 99693 (907) 336-1490 FAX (907) 472-2404



DATE: September 13, 2019

TO: Jim Hunt, City Manager

FROM: Andre Achee, Interim DPS Director

RE: August 2019 Statistics

Below are the August 2019 Statistics for the Whittier Department of Public Safety. These statistics encompasses both the cities of Whittier and Girdwood's law enforcement responses, and Whittier's Fire/EMS responses.

Total calls for service received during this reporting period were 196. The Whittier service area accounted for 122 calls for service were from Whittier, 69 calls for service was from Girdwood, and 5 Other Areas calls for service.

The statistical breakdown for the Whittier service area is as follows:

Traffic/DUI/Driving Violations	43
Security Checks (Bars/Business/Public Venues)	9
Suspicious Activities/Vehicles/Persons	5
Property Crimes	3
Intoxicated Pedestrian	1
Assaults/Disturbances	13
Welfare Checks	8
Other (Civil/Animal)	15
Medic/Ambulance	22
Fire	3

Total Calls for Service in the Whittier area: 122

I have also attached a copy of the statistical report for Girdwood service area, which totaled 116 calls for service.

If you have any questions regarding the monthly activity report, please feel free to contact me.

Attachment: Girdwood August 2019 Stats



THE CITY OF WHITTIER

Gateway to the Western Prince William Sound

PO Box 608, Whittier, Alaska 99693 (907) 336-1490 FAX (907) 472-2404



DATE: September 13, 2019

TO: Kyle Kelly, Girdwood Administrator

FROM: Andre Achee, Whittier Interim DPS Director

RE: August 2019 Statistics

Attached is the August 2019 Statistics for the Whittier Department of Public Safety (Police Department) for the Whittier and Girdwood area.

I have highlighted the Girdwood area response by the Whittier DPS. Below is the statistical break down for the Girdwood service area.

Traffic/DUI/Driving Violations	26
Security Checks (Bars/Business/Public Venues)	8
Suspicious Activities/Vehicles/Persons	8
Burglary/Trespass/Theft	4
Intoxicated Pedestrians	2
Disturbance/Assaults	9
Welfare Checks	4
Other (Civil, Behavioral Health, Civil, Animal, Warrants)	8
Total Calls for Service in the Girdwood service area:	69

If you have any questions regarding this statistical information, please feel free to contact me.



CITY OF WHITTIER HARBOR

P.O. Box 639 Whittier, Alaska 99693
907-472-2327, ext. 6; Fax 907-472-2472
Email: harbor@whittieralaska.gov

From: Interim Harbormaster, Joe DaCruz
To: City Manager, City Council

September 13, 2019

Subj: Monthly Harbor Report

Administration:

- Servicing and winterizing equipment
- Preparation for parking lots in harbor for snow removal signage and rails

Harbor:

- Salvage of the vessel, Alaganik completed two weeks ago. Transport to scrapyard pending
- Majority of repair from the Delong Dock fire has been completed
- Replacement of deck boards should be completed in next 3 weeks

Meetings attended:

Port and Harbor Regular Meeting

To: City Council
Thru: Jim Hunt, City Manager
From: Kris Erchinger, Finance Director
Date: September 9, 2019
RE: August Finance Report

The new finance director started work on September 3 and will be working with the City's contracted CPA firm to transition work in-house, beginning with a transition of payables the week of September 16.

Annual Audit and 2018 Financial Statements

The 2018 Financial Statements were completed on September 9, 2019 and Joe Bergene of Altman, Rogers & Co. will be available to present the final audited financial statements to the City Council at the meeting of September 17. The administration finalized the Representation Letter and responded to all audit findings with a Corrective Action Plan (included in the financial statements). In the coming year, focus will be given to addressing the areas identified by the auditors as significant and material weaknesses in the City's internal controls, to bring the City into compliance with federal and state grant requirements, and to strengthen overall internal controls aimed at ensuring the accuracy of the City's financial reporting function.

2020 Budget

A draft of the 2020 Budget Calendar is attached hereto. The calendar currently allows for the budget to be passed well before year-end, with one budget work session and two public hearings. Council is welcome to suggest additional meetings as necessary, to ensure full public participation. Finance has provided department heads with capital budget forms and instructions to begin preparing their requests for the upcoming 2020 budget. Once the 2020 budget information is compiled, it will allow for comparison with the current 2019 Budget to determine whether budget adjustments should be considered for the current budget year.

Grants

The City completed the close-out of the Railroad Station Improvements Grant 10-DC-032 with the State of Alaska on September 9, 2019 and received confirmation from the State that the grant is closed. The State also confirmed that the Shotgun Cove Road State grants have also both been closed; Grant 15-DC-160 was closed on June 30, 2019 and Grant 13-DC-508 was closed on November 20, 2018.

Accounting Transition

As we begin to migrate the financial functions back in-house, the finance director will be working with the city manager to strengthen internal controls and develop policies and procedures to ensure proper segregation of duties, proper authorizations for bank transactions and City expenditures, with the goal of minimizing opportunities for fraud and/or material misstatement of financial transactions.

Risk Management

A listing of all insured assets of the City (property, automobiles, mobile equipment) has been distributed to department heads with a request that they review the listing and identify any owned assets which may be missing from coverage to ensure that all assets are properly scheduled.

Priorities

The finance director has identified as initial priorities, in no particular order: 1) ensuring that idle cash is fully invested, while maintaining sufficient cash flow to cover ongoing cash flow needs; 2) updating insurance schedules; 3) providing data to departments to begin developing the 2020 budget; 4) ensuring timely bank reconciliations; 5) examining revenue/expense account variances for potential mis-coding; and 6) ensuring the timely and accurate payment of vendors and employees.

Other

The finance director attended the Planning Commission meeting and the Port and Harbor Commission meeting.

Financial Highlights through August

Through August, 67% of the fiscal year has expired. Overall, General Fund revenues are at 60.7% of budget and General Fund expenditures are at 67.5%, excluding transfers.

General Fund Revenue:

Fish Tax revenue is budgeted at \$30,000 and disbursements of this revenue are expected from the State in October. According to the State of Alaska DCCED, Shared Fisheries Taxes brought in the following annual amounts in prior years: \$30,297 (2018); \$23,144 (2017); \$39,559 (2016).

Liquor Taxes are disbursed by the State in March and July and are at 65% of budget through August.

Sale Tax revenues account for 22% of budgeted General Fund revenue and through August, 45.8% of budgeted sales tax has been received. The bulk of sales tax revenues can be expected when the third quarter (July through August) activity is reported by businesses in September.

Property Taxes represent the General Fund's single largest revenue source. The bulk of the City's property tax was recorded in August with Real Property Tax at 97.3% of budget and Personal Property Tax exceeding budget at 115.0% (or nearly \$42K higher than budget).

Business Transportation Tax revenues are at 33% of budget, or \$123,608 at August, versus a budget of \$375,000.

The State of Alaska withholds Community Assistance payments until such time as they receive the audited financial statements for the City. We have submitted the financial statements to the State and expect to receive \$78,692 in Community Assistance (formerly State Assistance) which is higher than budget by \$28K. Given recent efforts to reduce Community Assistance payments to local governments, it is prudent to anticipate reductions in this line item in the future, to prevent adverse impacts to the operating budget if the State eliminates this revenue source.

Payments-in-Lieu of Taxes came in at \$48,227 through August, exceeding the projected budget of \$46,000 by more than \$2,000. Overall, lease revenues are at 53% of the annual budget.

The Tunnel Contract has yet to be billed for the season but has earned \$52,473 through August; an adjustment will be recorded when the bill is sent out in the coming week, to reflect the amount earned to-date on this contract.

The Girdwood Police contract is at 50% of the budget, bringing in revenues of \$311K year-to-date. Since 67% of the year has expired through August, an additional \$105K has been earned so an upward adjustment to revenue is forthcoming, bringing the Girdwood Police Contract revenues to \$416K, helping to offset 48% of the Police Department expenditures through August.

General Fund Expenditures:

Given that the finance director is new to the position, it will take some time to review account coding to ensure that costs are being properly recorded in the correct location and in the proper accounting period. If adjustments are necessary, material adjustments will be reported to Council.

For example, certain employee benefit costs (e.g. fica taxes, retirement) appear to be higher than budget, and it will be important to determine whether that has to do with the allocation of expenses between departments, and whether the rates charged in the payroll system are correct. The contracted CPA firm had reached out to Caselle to get additional information on this matter, and we will be following up to determine the outcome of their research. In either case, we will inform Council once the issue is resolved, but in the meantime, it appears that payments for taxes and PERS are proper and being timely made.

The **Administration** budget is at 60%, with 67% of the year complete. In addition to the employee benefit issue above, overages appear primarily related to computer support services and internet services, largely the result of recent system improvements. The department is under budget in areas such as legal (\$123K under-budget), project development (\$40K under), and equipment purchases (\$10K).

The **Council** budget is at 45% through August; the largest remaining budget item is \$15,000 for museum support. .

The **Police** budget is at 87.5% through August but adjustments are necessary. While the salary and wages line items appear overspent by \$141K, the EMS salary and wages line items are underspent by \$132K. It appears that the salary and benefits for two full-time equivalent EMS employees and part-time employees are being improperly charged to the Police Department through the payroll system, so a review will be conducted and the salary/benefits for EMS employees will be reclassified out of the Police Department and into EMS. Moving those costs out of Police would result in overall expenditures through August of an estimated 75%. Consider also, that the General Fund contracts with Girdwood Police and with Ferrovial Services (Tunnel) at budgeted amounts of \$618K and \$60K respectively, offsetting 67% of the Police budget.

The public works budget is at 80% of budget through August, but a downward adjustment in "Repairs-Equipment" of (\$72,695.25) is forthcoming, which would bring the budget to 65% through August. The

\$75,200 in capital outlay-equipment is related to the purchase of the 200kW generator and it appears that the budget may be missing an appropriation related to that purchase, so we will be investigating that item further to see if a budget adjustment should be recorded.

There are opportunities for future budget savings, as the City Council considers the sale of City-owned units in BTI, which will reduce condo fees and condo maintenance costs budgeted in Administration, Public Safety, the Clinic and Property and Facilities departments.

Water and Wastewater Enterprise Fund:

Revenues in the Water and Wastewater Enterprise Fund are on-target at 69.5% through August. Expenses are at 42.8% largely due to insurance costs not being assessed until September, which be reflected on next months' reports. Electricity costs are significantly higher than budgeted -- at 204% of budget, exceeding budget by \$20,833 -- prompting the need to review the allocation of utility charges. Adjustments will be made between departments as appropriate. No expenses have been incurred for capital outlay through August, nor have transfers-out to the General Fund been booked. The finance director is reviewing interfund transfers to determine the budgeted purposes and amounts to be recorded and expects that in the near future, these transfers could be recorded at least quarterly.

Small Boat Harbor Enterprise Fund:

The Harbor Fund's revenues are at 50% through August (excluding transfers) falling short of budget, primarily due to the Delong Dock charges for services, which will be reviewed by the harbormaster and the finance director to determine whether adjustments are necessary. Total revenues (excluding transfers) through August are \$959,617, versus the annual budget of \$1,952,600. Certain revenue line items exceed budget, such as Vessel Maintenance (exceeds budget by \$11,801) and Dry Storage Fees (at 177.7%, or \$2,332 higher than budget).

On the expense side, harbor expenses are at 60% (\$787,807 actual versus \$1,332,600 budget), slightly lower than target through August, despite \$115,720 in emergency repair costs related to Delong Dock. Insurance has not yet to been recorded for the year, and additional adjustments may result from a review of utilities and other charges.

The Harbor Bond principal payment of \$65,000 which was timely paid for May, 2019, requires reclassification to the expense account; it will then be capitalized against the bond liability at year-end. The item was budgeted at \$60,000 (based on the prior year principal owed) but the actual amount due and paid in 2019 is \$65,000.

Commercial Passenger Vessel tax receipts of \$871,855 were received from the State in March.

City of Whittier 2020 Biennial Budget Calendar



September 10, 2019	Transmit budget directions and forms to department managers
October 4, 2019	Department budgets due to finance department
October 4, 2019	Capital budgets due to finance
October 7 - 10	City manager and finance director meet with department managers to discuss budget requests
October 10 – November 8	Finance department develops personnel budget, revenue projections and determines estimated costs of insurance, administrative fees, cost-allocations, debt service, vehicle leases, etc.
November 22	Preliminary Budget document distributed to City Council
November 25 (Mon)	City Council Meeting - City Council Budget Work Session
December 10 (Tues)	City Council Special Meeting – Introduction of Budget Ordinance
December 17 (Tues)	City Council Meeting - Public hearing and adoption of budget

Note: Please avoid scheduling during the following times due to staff travel:
 October 11-21; city manager travel
 November 4-8; city manager and public works director travel
 November 18-20 (AML Conference)
 December 2-12; finance director out

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

		GENERAL FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>						
01-310-4005	FISH TAX	.00	.00	30,000.00	30,000.00	.0
01-310-4006	MOTOR VEHICLE REGISTRATION	.00	2,227.32	3,500.00	1,272.68	63.6
01-310-4007	LIQUOR TAX	.00	3,250.00	5,000.00	1,750.00	65.0
01-310-4009	ELEC & TELE CO-OP TAX	.00	3,578.14	3,600.00	21.86	99.4
01-310-4200	SALES TAX	10,693.12	252,058.49	550,000.00	297,941.51	45.8
01-310-4201	PROPERTY TAX - REAL	384,438.32	369,753.81	380,000.00	10,248.19	97.3
01-310-4202	PROPERTY TAX - PERSONAL	332,237.48	321,989.64	280,000.00	41,989.64	115.0
01-310-4205	BUSINESS TRANSPORTATION TAX	8,745.00	123,807.92	375,000.00	251,392.08	33.0
TOTAL TAXES		718,113.90	1,076,465.32	1,627,100.00	550,634.68	66.2
<u>LICENSES & PERMITS</u>						
01-320-4250	BUSINESS LICENSES	250.00	3,500.00	3,500.00	.00	100.0
01-320-4251	USER FEES & PERMITS	600.00	2,072.86	250.00	1,822.86	829.1
01-320-4312	AMBULANCE FEES	986.44	5,272.60	10,000.00	4,727.40	52.7
TOTAL LICENSES & PERMITS		1,846.44	10,845.46	13,750.00	2,904.54	78.9
<u>INTERGOVERNMENTAL REVENUE</u>						
01-330-4002	STATE REVENUE SHARING	.00	.00	50,000.00	50,000.00	.0
01-330-4003	STATE PAY-IN-LIEU OF TAXES	.00	48,227.17	48,000.00	2,227.17	104.8
01-330-4011	EMS SMALL GRANT	.00	.00	2,500.00	2,500.00	.0
TOTAL INTERGOVERNMENTAL REVENUE		.00	48,227.17	98,500.00	50,272.83	49.0
<u>LEASES</u>						
01-345-4515	LEASE INCOME - CITY LAND	5,412.08	56,869.64	150,000.00	93,130.36	37.9
01-345-4525	LAND USE RENT	104.00	30,824.00	15,000.00	15,824.00	205.5
TOTAL LEASES		5,516.08	87,693.64	165,000.00	77,306.36	53.2
<u>FINES & CITATIONS</u>						
01-350-4261	PSD FINES & CITATIONS	.00	3,349.47	4,000.00	650.53	83.7
01-350-4262	PSD PARKING TICKETS CIVIL	50.00	120.00	.00	120.00	.0
TOTAL FINES & CITATIONS		50.00	3,469.47	4,000.00	530.53	86.7

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

		GENERAL FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS</u>						
01-380-4099	MISCELLANEOUS REVENUE	221.41	20,200.55	5,000.00	(15,200.55)	404.0
01-380-4204	INTEREST & PENALTIES	378.79	2,268.97	3,000.00	743.03	75.2
01-380-4270	DONATIONS	.00	9,853.00	.00	(9,853.00)	.0
01-380-4271	DONATIONS - EMS/FIRE/POL	.00	1,798.31	2,500.00	701.69	71.9
01-380-4900	INTEREST ON BANK ACCOUNTS	.00	49,114.82	15,000.00	(34,114.82)	327.4
01-380-4901	UNREALIZED GAIN/(LOSS)	.00	21,810.29	.00	(21,810.29)	.0
01-380-4902	INTEREST ON ESCROW ACCOUNTS	.00	11,407.55	1,000.00	(10,407.55)	1140.8
01-380-4914	TRANSFIELD - TUNNEL CONTRAC	.00	.00	60,000.00	60,000.00	.0
01-380-4915	GIRDWOOD-POLICE CONTRACT	53,667.00	310,878.00	618,000.00	307,122.00	50.3
TOTAL MISCELLANEOUS		54,267.20	427,319.29	704,500.00	277,180.71	60.7
<u>TRANSFERS & OTHER</u>						
01-390-4990	TRANSFER IN FROM CVP FUND	.00	10,000.00	185,000.00	185,000.00	5.1
01-390-4993	TRANSFER FROM MUSEUM	.00	.00	(15,000.00)	(15,000.00)	.0
01-390-4994	TRANSFER IN FROM HARBOR	.00	.00	150,000.00	150,000.00	.0
01-390-4995	TRANSFER IN FROM WWS	.00	.00	50,000.00	50,000.00	.0
TOTAL TRANSFERS & OTHER		.00	10,000.00	380,000.00	370,000.00	2.6
TOTAL FUND REVENUE		777,793.62	1,864,020.35	2,992,850.00	1,328,829.65	55.6

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

		GENERAL FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>						
01-400-6000	SALARIES & WAGES	19,557.55	151,805.52	245,000.00	93,194.48	62.0
01-400-6030	FICA TAXES	440.53	3,093.69	6,000.00	2,906.31	51.6
01-400-6040	WORKER'S COMP.	.00	.00	2,500.00	2,500.00	.0
01-400-6050	ESC TAXES	53.93	1,062.31	5,000.00	3,937.69	21.3
01-400-6060	HEALTH & LIFE INSURANCE	.00	29,213.47	40,000.00	10,786.53	73.0
01-400-6070	PERS RETIREMENT	6,890.86	45,964.60	55,000.00	9,035.40	83.6
01-400-6205	ADVERTISING	785.00	785.00	2,500.00	1,715.00	31.4
01-400-6210	B.T.I. CONDO FEES	1,325.69	9,755.87	15,000.00	5,244.13	65.0
01-400-6212	CONDO MAINTENANCE	.00	.00	5,000.00	5,000.00	.0
01-400-6220	BANK SERVICES CHARGES	.00	7,491.48	5,000.00	2,491.48	149.8
01-400-6240	COMMUNITY SUPPORT-DONATIONS	.00	.00	500.00	500.00	.0
01-400-6280	DUES & SUBSCRIPTIONS	.00	739.50	1,800.00	1,060.50	41.1
01-400-6410	INSURANCE - LIABILITY	.00	2,389.67	3,000.00	5,389.67	(79.7)
01-400-6440	INSURANCE - PROPERTY	.00	.00	3,000.00	3,000.00	.0
01-400-6541	PENALTIES & FEES	.00	1,823.88	350.00	1,473.88	521.1
01-400-6565	OUTSIDE CONTRACTORS	1,076.00	18,984.99	20,000.00	1,135.01	94.3
01-400-6570	PHYSICAL EXAMS & BACKGROUND CK	.00	.00	250.00	250.00	.0
01-400-6580	POSTAGE	806.04	5,153.70	5,000.00	153.70	103.1
01-400-6600	PROF. FEES - AUDIT	.00	31,640.56	40,000.00	8,359.44	79.1
01-400-6610	PROF. FEES - ACCOUNTING	3,550.00	86,557.73	150,000.00	63,442.27	57.7
01-400-6620	PROF. FEES - APPRAISAL	.00	4,000.00	10,000.00	6,000.00	40.0
01-400-6625	PROF. FEES - FINANCIAL SOFTWARE	.00	16,760.00	30,000.00	13,250.00	55.8
01-400-6635	PROF. FEES - COMPUTER SUPPORT	.00	24,863.85	15,000.00	9,863.85	165.8
01-400-6636	PROF FEES - WEB SITE SUPPORT	3,620.00	4,243.49	20,000.00	15,756.51	21.2
01-400-6640	PROF. FEES-ENGINEERING	.00	20,000.00	.00	20,000.00	.0
01-400-6650	PROF. FEES - LEGAL	.00	28,153.43	150,000.00	123,846.57	17.4
01-400-6670	REIMBURSEMENT	244.98	4,953.38	.00	4,953.38	.0
01-400-6675	COMPREHENSIVE PLAN	3,834.78	25,804.78	30,000.00	4,195.22	86.0
01-400-6700	PUBLICATIONS & SUBSCRIPTIONS	.00	890.70	.00	890.70	.0
01-400-6770	TRAVEL, TRAINING & DEV.	.00	9,285.03	15,000.00	5,714.97	61.9
01-400-7100	REPAIRS - BUILDING	.00	4,217.59	.00	4,217.59	.0
01-400-7351	EQUIPMENT MAINT. AGREEMENTS	.00	.00	3,500.00	3,500.00	.0
01-400-7450	REPAIRS-OFFICE EQUIPMENT	.00	.00	500.00	500.00	.0
01-400-8550	SUPPLIES - OFFICE	239.99	379.88	7,500.00	7,120.12	5.1
01-400-8600	UTILITIES - INTERNET	296.53	25,003.43	20,000.00	5,003.43	125.0
01-400-8670	UTILITIES - TELEPHONE	672.83	5,016.91	7,000.00	1,983.09	71.7
01-400-9100	MISCELLANEOUS EXPENSES	.00	3,091.07	2,000.00	1,091.07	154.6
01-400-9300	PROJECT DEVELOPMENT	.00	.00	40,000.00	40,000.00	.0
01-400-9500	LOBBYIST FEES	.00	16,500.00	.00	16,500.00	.0
01-400-9520	CAPITAL OUTLAY - EQUIPMENT	.00	.00	10,000.00	10,000.00	.0
01-400-9530	CAPITAL OUTLAY-COMPUTER EQUIP	.00	328.94	1,000.00	670.06	33.0
TOTAL ADMIN		43,294.51	582,846.11	966,400.00	383,553.69	60.3

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

		GENERAL FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COUNCIL</u>						
01-401-8240	CITY COUNCIL-COMMUNITY SUPPORT	.00	2,250.00	3,000.00	750.00	75.0
01-401-8241	MUSEUM SUPPORT	.00	.00	15,000.00	15,000.00	.0
01-401-8280	DUES & SUBSCRIPTIONS	.00	.00	1,000.00	1,000.00	.0
01-401-8325	FIREWORKS	.00	12,450.00	12,500.00	50.00	99.6
01-401-8710	PUBLIC RELATIONS	.00	.00	500.00	500.00	.0
01-401-8770	TRAVEL, TRAINING & DEV.	.00	981.85	10,000.00	9,018.15	9.8
01-401-8660	SUPPLIES - OFFICE	.00	163.79	800.00	636.21	20.5
01-401-9070	UTILITIES - TELEPHONE	.00	.00	400.00	400.00	.0
01-401-9600	LOBBYIST FEES	3,500.00	52,250.00	108,000.00	55,750.00	48.4
TOTAL COUNCIL		3,500.00	58,995.64	151,200.00	83,104.36	45.0
<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
TOTAL ELECTIONS		.00	.00	1,800.00	1,800.00	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
PUBLIC SAFETY					
01-510-6000 SALARIES & WAGES	53,277.80	590,909.55	450,000.00	(140,909.55)	131.3
01-510-6030 FICA TAXES	1,930.84	20,527.53	12,000.00	(8,527.53)	171.1
01-510-6040 WORKER'S COMP.	.00	.00	25,000.00	25,000.00	.0
01-510-6050 ESC TAXES	219.82	4,402.44	7,500.00	3,097.56	58.7
01-510-6080 HEALTH & LIFE INSURANCE	.00	51,788.10	75,000.00	23,213.90	69.1
01-510-6070 PERS RETIREMENT	5,147.21	55,136.20	75,000.00	18,863.80	74.9
01-510-6081 UNIFORM ALLOWANCE	.00	960.00	6,000.00	5,040.00	16.0
01-510-6100 VOLUNTEER SUPPORT	.00	.00	1,500.00	1,500.00	.0
01-510-6205 ADVERTISING	.00	.00	250.00	250.00	.0
01-510-6210 B.T.I. CONDO FEES	151.42	1,449.48	2,500.00	1,050.52	58.0
01-510-6280 DUES & SUBSCRIPTIONS	.00	.00	500.00	500.00	.0
01-510-6410 INSURANCE - LIABILITY	.00	.00	7,500.00	7,500.00	.0
01-510-6420 INSURANCE - AUTO	.00	.00	15,000.00	15,000.00	.0
01-510-6440 INSURANCE - PROPERTY	.00	.00	5,000.00	5,000.00	.0
01-510-6480 POLICE-INSURANCE CLAIMS-DEDUCT	.00	.00	15,000.00	15,000.00	.0
01-510-6540 LICENSES & PERMITS	.00	2,541.18	200.00	(2,341.18)	1270.6
01-510-6565 OUTSIDE CONTRACTORS	.00	30,400.88	28,000.00	(2,400.88)	108.6
01-510-6570 PHYSICAL EXAMS	.00	1,248.00	5,000.00	3,752.00	25.0
01-510-6580 POSTAGE	.00	15.00	400.00	385.00	3.8
01-510-6700 PUBLICATIONS & SUBSCRIPTIONS	.00	245.35	2,000.00	1,754.65	12.3
01-510-6735 EQUIPMENT PURCHASE	.00	8,398.02	14,000.00	5,601.98	60.0
01-510-6761 TRAINING - EMS SUPVSG MD	4,000.00	6,000.00	10,000.00	4,000.00	60.0
01-510-6770 TRAVEL, TRAINING & DEV.	.00	25.50	18,000.00	15,974.50	.2
01-510-7100 BUILDING MAINT.	.00	552.82	1,500.00	947.18	38.9
01-510-7150 REPAIRS - COMMUNICATION EQUIPM	.00	4,687.62	.00	(4,687.62)	.0
01-510-7200 REPAIRS-COMPUTER SYSTEM	.00	.00	1,000.00	1,000.00	.0
01-510-7350 REPAIRS - EQUIPMENT	.00	1,925.88	5,000.00	3,074.32	38.5
01-510-7400 REPAIRS - VEHICLES	.00	689.77	30,000.00	29,310.23	2.3
01-510-7750 GAS & OIL - VEHICLES	550.13	15,710.87	32,000.00	16,289.33	49.1
01-510-8020 SUPPLIES - AMMUNITION	.00	8,246.00	5,000.00	(3,246.00)	164.8
01-510-8100 SUPPLIES - COMPUTERS	.00	32.18	1,500.00	1,467.82	2.2
01-510-8160 SUPPLIES - CONSUMABLE	.00	3,858.78	5,000.00	1,343.22	73.1
01-510-8200 SUPPLIES - COPIER	.00	.00	1,200.00	1,200.00	.0
01-510-8550 SUPPLIES - OFFICE	.00	1,085.83	4,000.00	2,934.17	26.7
01-510-8650 SUPPLIES & DRUGS BILLABLE	.00	.00	4,800.00	4,800.00	.0
01-510-8850 SUPPLIES - UNIFORMS	.00	3,865.20	22,000.00	18,134.80	17.8
01-510-9000 UTILITIES - INTERNET	296.52	3,539.88	21,000.00	17,360.12	17.3
01-510-9010 UTILITIES - ELECTRICITY	.00	2,847.57	3,200.00	352.43	89.0
01-510-9040 UTILITIES - HEATING FUELS	612.72	8,125.35	8,400.00	274.65	95.7
01-510-9070 UTILITIES - TELEPHONE	660.35	4,011.34	18,000.00	13,988.66	22.3
01-510-9200 GRANT EXPENDITURES	.00	.00	2,000.00	2,000.00	.0
01-510-9520 CAPITAL OUTLAY - EQUIPMENT	.00	70,336.67	95,000.00	24,663.33	74.0
TOTAL PUBLIC SAFETY	66,746.21	902,437.37	1,031,950.00	129,512.63	87.6

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

		GENERAL FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE</u>						
01-520-8091	UNIFORM ALLOWANCE	.00	.00	100.00	100.00	.0
01-520-8100	VOLUNTEER SUPPORT	.00	.00	150.00	150.00	.0
01-520-8420	INSURANCE - AUTO	.00	.00	2,000.00	2,000.00	.0
01-520-8540	LICENSES & PERMITS	.00	.00	30.00	30.00	.0
01-520-8735	EQUIPMENT PURCHASE	.00	.00	3,500.00	3,500.00	.0
01-520-8770	TRAVEL, TRAINING & DEV.	.00	(302.45)	200.00	502.45	(151.2)
01-520-7100	REPAIRS - BUILDING	.00	.00	200.00	200.00	.0
01-520-7350	REPAIRS - EQUIPMENT	.00	.00	3,000.00	3,000.00	.0
01-520-7400	REPAIRS - VEHICLES	.00	.00	1,500.00	1,500.00	.0
01-520-7750	GAS & OIL - VEHICLES	191.84	(68.87)	2,000.00	2,068.87	(3.5)
01-520-8550	SUPPLIES - OFFICE	.00	.00	150.00	150.00	.0
01-520-8950	SUPPLIES - UNIFORMS	.00	.00	1,000.00	1,000.00	.0
01-520-9000	UTILITIES - INTERNET	296.53	3,567.55	.00	(3,567.55)	.0
01-520-9010	UTILITIES - ELECTRICITY	.00	3,734.90	.00	(3,734.90)	.0
01-520-9040	UTILITIES - HEATING FUELS	7.92	1,423.15	.00	(1,423.15)	.0
TOTAL FIRE		496.09	8,354.18	13,830.00	5,475.82	60.4
<u>EMS</u>						
01-530-8000	SALARIES & WAGES	17,567.80	17,567.80	160,000.00	132,432.40	11.7
01-530-8030	FICA TAXES	711.25	711.25	4,000.00	3,288.75	17.8
01-530-8040	WORKER'S COMP.	.00	.00	20,000.00	20,000.00	.0
01-530-8050	ESC TAXES	12.89	12.89	1,500.00	1,487.11	.9
01-530-8080	HEALTH & LIFE INSURANCE	.00	.00	14,000.00	14,000.00	.0
01-530-8070	PERS RETIREMENT	510.21	510.21	23,000.00	22,489.79	2.2
01-530-8081	UNIFORM ALLOWANCE	.00	278.95	120.00	(158.95)	232.5
01-530-8100	EMS VOLUNTEER SUPPORT	.00	.00	100.00	100.00	.0
01-530-8410	INSURANCE - LIABILITY	.00	.00	5,000.00	5,000.00	.0
01-530-8420	INSURANCE - AUTO	.00	.00	4,000.00	4,000.00	.0
01-530-8540	LICENSES & PERMITS	.00	.00	20.00	20.00	.0
01-530-8580	EMS-POSTAGE	.00	.00	20.00	20.00	.0
01-530-8735	EQUIPMENT PURCHASE	.00	.00	1,000.00	1,000.00	.0
01-530-8761	TRAINING - EMS SUPVSG MD	.00	.00	10,000.00	10,000.00	.0
01-530-8770	TRAVEL, TRAINING & DEV.	.00	417.00	2,000.00	1,583.00	20.9
01-530-7150	COMMUNICATION EQUIPM	.00	.00	500.00	500.00	.0
01-530-7350	REPAIRS - EQUIPMENT	.00	.00	250.00	250.00	.0
01-530-7400	REPAIRS - VEHICLES	.00	.00	20,000.00	20,000.00	.0
01-530-7750	GAS & OIL - VEHICLES	317.06	885.14	2,000.00	1,111.86	44.4
01-530-8150	SUPPLIES - CONSUMABLE	.00	.00	3,500.00	3,500.00	.0
01-530-8550	SUPPLIES - OFFICE	.00	.00	500.00	500.00	.0
01-530-8650	SUPPLIES AND DRUGS BILLABLE	.00	803.48	3,000.00	2,196.52	26.8
01-530-8950	SUPPLIES - UNIFORMS	.00	448.30	.00	(448.30)	.0
01-530-9000	UTILITIES - INTERNET	296.50	3,281.33	.00	(3,281.33)	.0
01-530-9010	UTILITIES - ELECTRICITY	.00	3,734.89	.00	(3,734.89)	.0
01-530-9040	UTILITIES - HEATING FUEL	7.92	1,423.15	.00	(1,423.15)	.0
01-530-9070	UTILITIES - TELEPHONE	.00	74.34	.00	(74.34)	.0
TOTAL EMS		19,423.45	30,131.53	264,510.00	234,378.47	11.4

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

GENERAL FUND					
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
CLINIC					
01-535-6210 B.T.I. CONDO FEE	919.07	8,232.54	11,000.00	2,767.46	74.8
01-535-6211 RENTAL UNIT	.00	.00	1,000.00	1,000.00	.0
01-535-6440 INSURANCE - PROPERTY	.00	.00	1,000.00	1,000.00	.0
01-535-9100 MISCELLANEOUS EXP	.00	.00	8,000.00	8,000.00	.0
TOTAL CLINIC	919.07	8,232.54	22,000.00	13,767.46	37.4
PUBLIC WORKS					
01-800-8000 SALARIES & WAGES	14,995.63	128,324.02	185,000.00	56,675.98	89.4
01-800-8030 FICA TAXES	359.72	3,033.81	3,500.00	466.19	88.7
01-800-8040 WORKER'S COMP.	.00	.00	8,500.00	8,500.00	.0
01-800-8050 ESC TAXES	34.45	1,018.42	3,500.00	2,481.58	29.1
01-800-8080 HEALTH & LIFE INSURANCE	.00	20,495.82	40,000.00	19,504.38	51.2
01-800-8070 PERS RETIREMENT	2,794.20	24,089.44	35,000.00	10,930.56	68.8
01-800-8410 INSURANCE - LIABILITY	.00	.00	3,000.00	3,000.00	.0
01-800-8420 INSURANCE - AUTO	859.10	859.10	2,000.00	1,140.90	43.0
01-800-8430 INSURANCE EQUIPMENT	.00	.00	3,000.00	3,000.00	.0
01-800-8440 INSURANCE - PROPERTY	.00	.00	3,000.00	3,000.00	.0
01-800-8490 INSURANCE CLAIMS-DEDUCTIBLES	.00	.00	5,000.00	5,000.00	.0
01-800-8540 LICENSES & FEES	.00	.00	250.00	250.00	.0
01-800-8565 OUTSIDE CONTRACTORS	.00	.00	10,000.00	10,000.00	.0
01-800-8570 PHYSICAL EXAMS	.00	.00	500.00	500.00	.0
01-800-8740 SMALL TOOLS	.00	171.16	1,500.00	1,328.84	11.4
01-800-8770 TRAVEL, TRAINING & DEV.	.00	97.00	2,000.00	1,903.00	4.9
01-800-7100 REPAIRS - BUILDINGS	.00	.00	5,000.00	5,000.00	.0
01-800-7210 REPAIRS - ROADS	.00	3,116.00	15,000.00	11,884.00	20.8
01-800-7350 REPAIRS - EQUIPMENT	.00	3,891.91	15,000.00	11,108.09	26.0
01-800-7410 REPAIRS -EMERGENCY	.00	72,895.25	.00	(72,895.25)	.0
01-800-7750 GAS & OIL - VEHICLES	.00	3,891.30	12,000.00	8,108.70	32.4
01-800-8550 SUPPLIES - OFFICE	.00	.00	500.00	500.00	.0
01-800-8950 SUPPLIES - UNIFORMS	.00	.00	1,000.00	1,000.00	.0
01-800-8870 SUPPLIES - SAFETY	.00	.00	2,000.00	2,000.00	.0
01-800-8995 SUPPLIES & MATERIALS	.00	1,499.33	15,000.00	13,500.67	10.0
01-800-9000 UTILITIES - INTERNET	298.53	3,587.55	6,000.00	2,432.45	59.5
01-800-9010 UTILITIES - ELECTRICITY	.00	18,105.11	30,000.00	11,894.89	60.4
01-800-9040 UTILITIES - HEATING FUEL	71.30	12,808.34	25,000.00	12,191.66	51.2
01-800-9070 UTILITIES - TELEPHONE	111.27	673.83	2,500.00	1,826.17	27.0
01-800-9095 UTILITIES - WATER/SEWER	.00	.00	1,000.00	1,000.00	.0
01-800-9520 CAPITAL OUTLAY - EQUIPMENT	.00	75,200.00	30,000.00	(45,200.00)	250.7
TOTAL PUBLIC WORKS	19,522.10	373,517.19	485,750.00	92,232.81	80.2

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

		GENERAL FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROPERTY & FACILITIES</u>						
01-700-6210	B.T.I. CONDO FEES	.00	2,293.36	5,000.00	2,706.64	45.9
01-700-6215	CONDO MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
01-700-7100	REPAIRS - BUILDINGS	.00	4,600.74	1,000.00	(3,600.74)	460.1
01-700-8550	JANITORIAL SUPPLIES	.00	495.49	.00	(495.49)	.0
01-700-9000	UTILITIES - INTERNET SERVICE	296.53	3,567.55	1,000.00	(2,567.55)	356.8
TOTAL PROPERTY & FACILITIES		296.53	10,957.14	8,000.00	(2,957.14)	137.0
<u>PARKS AND RECREATION</u>						
01-800-6060	HEALTH & LIFE INSURANCE	.00	(243.96)	.00	243.96	.0
01-800-7340	PROFESSIONAL SERVICES	.00	.00	12,000.00	12,000.00	.0
01-800-7350	REPAIRS EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
01-800-8950	SUPPLIES AND MATERIALS	.00	6,017.89	8,000.00	1,982.11	75.2
TOTAL PARKS AND RECREATION		.00	5,773.93	22,000.00	16,226.07	26.3
TOTAL FUND EXPENDITURES		154,197.96	1,980,345.63	2,947,440.00	957,094.37	87.5
NET REVENUE OVER EXPENDITURES		623,595.86	(326,325.28)	45,410.00	371,735.28	(718.6)

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

		CRUISE SHIP TAX				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TAXES - REVENUE</u>						
20-310-4008	CRUISE SHIP TAX	.00	871,855.00	.00	(871,855.00)	.0
	TOTAL TAXES - REVENUE	.00	871,855.00	.00	(871,855.00)	.0
	TOTAL FUND REVENUE	.00	871,855.00	.00	(871,855.00)	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

		CRUISE SHIP TAX				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DONATIONS - SUPPORT</u>						
20-400-8240	MUSEUM SUPPORT - DONATIONS	.00	15,000.00	.00	(15,000.00)	.0
	TOTAL DONATIONS - SUPPORT	.00	15,000.00	.00	(15,000.00)	.0
<u>TRANSFERS OUT</u>						
20-990-9990	TRANSFER TO OTHER FUNDS	.00	10,000.00	.00	(10,000.00)	.0
20-990-9992	TRANSFER TO HARBOR FUND #51	.00	30,750.00	.00	(30,750.00)	.0
	TOTAL TRANSFERS OUT	.00	40,750.00	.00	(40,750.00)	.0
	TOTAL FUND EXPENDITURES	.00	55,750.00	.00	(55,750.00)	.0
	NET REVENUE OVER EXPENDITURES	.00	816,105.00	.00	(816,105.00)	.0

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

WATER AND WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CHARGES FOR SERVICES</u>					
50-340-4300 WATER SERVICE CHARGES	.00	167,985.82	250,000.00	82,014.18	67.2
50-340-4350 WASTE WATER SERVICE CHARGES	.00	62,416.47	100,000.00	37,583.53	82.4
50-340-4500 ENTERPRISE-PERMIT FEES	.00	1,485.00	100.00	(1,385.00)	1485.0
TOTAL CHARGES FOR SERVICES	.00	231,887.29	350,100.00	118,212.71	66.2
<u>MISCELLANEOUS</u>					
50-360-4901 INTEREST ON BANK ACCOUNTS	.00	13,441.17	4,000.00	(9,441.17)	336.0
50-360-4910 MISCELLANEOUS INCOME	.00	672.84	.00	(672.84)	.0
TOTAL MISCELLANEOUS	.00	14,114.01	4,000.00	(10,114.01)	352.9
TOTAL FUND REVENUE	.00	246,001.30	354,100.00	108,098.70	69.5

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

WATER AND WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
WATER & WASTE WATER OPERATING					
50-800-8000 SALARIES & WAGES	4,919.81	45,930.38	75,000.00	29,069.64	61.2
50-800-8030 FICA TAXES	129.57	1,096.92	1,450.00	353.08	75.7
50-800-8040 WORKER'S COMP.	.00	.00	1,000.00	1,000.00	.0
50-800-8050 ESC TAXES	8.25	349.71	1,000.00	650.29	35.0
50-800-8080 HEALTH & LIFE INSURANCE	.00	6,957.41	15,000.00	8,042.59	46.4
50-800-8070 PERS RETIREMENT	932.87	8,121.08	20,000.00	11,878.92	40.6
50-800-8410 INSURANCE - LIABILITY	.00	.00	1,500.00	1,500.00	.0
50-800-8420 INSURANCE - AUTO	.00	.00	1,000.00	1,000.00	.0
50-800-8430 INSURANCE - EQUIP	.00	.00	200.00	200.00	.0
50-800-8440 INSURANCE - PROPERTY	.00	.00	3,500.00	3,500.00	.0
50-800-8540 LICENSES & PERMITS	.00	955.00	1,000.00	45.00	95.5
50-800-8565 OUTSIDE CONTRACTORS	.00	.00	1,000.00	1,000.00	.0
50-800-8580 POSTAGE	.00	.00	250.00	250.00	.0
50-800-8740 SMALL TOOLS	.00	.00	1,000.00	1,000.00	.0
50-800-8750 TESTING WATER/SEWER	764.94	6,329.70	7,000.00	670.30	80.4
50-800-8770 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	5,000.00	5,000.00	.0
50-800-7650 REPAIRS - SYSTEM	.00	.00	5,000.00	5,000.00	.0
50-800-7750 GAS & OIL - VEHICLES	207.80	1,886.53	3,000.00	1,133.47	82.2
50-800-8650 SUPPLIES - OFFICE	.00	512.90	500.00	(12.90)	102.6
50-800-8985 SUPPLIES & MATERIALS	.00	.00	2,000.00	2,000.00	.0
50-800-9000 UTILITIES - INTERNET	296.53	3,281.40	1,500.00	(1,781.40)	217.4
50-800-9010 UTILITIES - ELECTRICITY	.00	40,833.48	20,000.00	(20,833.48)	204.2
50-800-9040 UTILITIES - HEATING FUEL	126.68	8,389.04	10,000.00	9,810.96	63.9
50-800-9070 UTILITIES - TELEPHONE	41.63	248.62	500.00	253.38	49.3
50-800-9580 CAPITAL OUTLAY - W/WWW	.00	.00	50,000.00	50,000.00	.0
50-800-9800 TRANSFER OUT TO GF	.00	.00	50,000.00	50,000.00	.0
TOTAL WATER & WASTE WATER OPERATING	7,428.06	122,850.13	287,400.00	164,549.87	42.8
TOTAL FUND EXPENDITURES	7,428.06	122,850.13	287,400.00	164,549.87	42.8
NET REVENUE OVER EXPENDITURES	(7,428.06)	123,151.17	68,700.00	(56,451.17)	184.6

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING AUGUST 31, 2019

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CHARGES FOR SERVICES</u>					
51-340-4251 USER FEES & PERMITS	.00	12,123.20	.00 (	12,123.20)	.0
51-340-4401 MOORAGE - PREFERENTIAL	.00	494,352.76	535,000.00	40,647.24	92.4
51-340-4402 MOORAGE - TRANSIENT	.00	173,319.70	400,000.00	226,680.30	43.3
51-340-4403 BOAT LIFT FEES	.00	11,102.43	15,000.00	3,897.57	74.0
51-340-4404 UTILITY FEES	420.00	34,670.01	60,000.00	25,329.99	57.8
51-340-4406 WHARFAGE FEES	.00	8,003.70	10,000.00	1,996.30	80.0
51-340-4407 VESSEL TOW FEES	.00	.00	3,000.00	3,000.00	.0
51-340-4408 USED OIL COLLECTION F	.00	542.08	1,200.00	657.92	45.2
51-340-4409 WAITING LIST FEES	.00	250.00	17,000.00	16,750.00	1.5
51-340-4410 PUMP OUT FEES	.00	40.00	1,000.00	960.00	4.0
51-340-4411 LAUNCH FEES	.00	41,830.50	115,000.00	73,169.50	36.4
51-340-4412 SHOWERS	.00	961.52	750.00 (	211.52)	128.2
51-340-4413 GRID	.00	447.70	1,000.00	552.30	44.8
51-340-4414 VESSEL MAINTENANCE	.00	12,301.50	500.00 (	11,801.50)	2480.3
51-340-4415 DRY STORAGE FEES	.00	5,331.60	3,000.00 (	2,331.60)	177.7
51-340-4416 PARKING - ANNUAL	.00	37,735.00	50,000.00	12,265.00	75.5
51-340-4426 PARKING DAILY	.00	25,249.00	100,000.00	74,751.00	25.3
51-340-4445 MISC. SERVICES	.00	7,975.93	1,000.00 (	6,975.93)	797.6
TOTAL CHARGES FOR SERVICES	420.00	886,236.63	1,313,450.00	447,213.37	66.0
<u>DELONG DOCK CHARGES FOR SERVIC</u>					
51-341-4402 MOORAGE - TRANSIENT	.00	.00	12,000.00	12,000.00	.0
51-341-4404 UTILITY FEES	.00	.00	30,000.00	30,000.00	.0
51-341-4406 WHARFAGE FEES - INCL HOIST	.00	.00	450,000.00	450,000.00	.0
51-341-4408 USED OIL COLLECTION FEE	.00	.00	500.00	500.00	.0
51-341-4416 PARKING - ANNUAL	.00	.00	850.00	850.00	.0
TOTAL DELONG DOCK CHARGES FOR SERVI	.00	.00	493,150.00	493,150.00	.0
<u>LEASES INCOME</u>					
51-345-4512 LEASE - ARRC NET OF RR SHARE	9,229.82	73,836.96	100,000.00	26,163.04	73.8
TOTAL LEASES INCOME	9,229.82	73,836.96	100,000.00	26,163.04	73.8
<u>OTHER REVENUE</u>					
51-380-4417 FUEL FLOAT INCOME	.00	2,109.95	35,000.00	32,890.05	6.0
51-380-4430 CAMPING	.00	3,911.00	11,000.00	7,089.00	35.6
51-380-4900 INTEREST & LATE FEES ON A/R	.00	79.85	.00 (	79.85)	.0
51-380-4901 INTEREST ON BANK ACCO	.00	13,442.27	.00 (	13,442.27)	.0
TOTAL OTHER REVENUE	.00	19,543.07	46,000.00	26,456.93	42.5

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFERS AND OTHER</u>					
51-390-4991 TRANSFER FROM CVPT FUND	.00	30,750.00	(75,000.00)	(105,750.00)	41.0
TOTAL TRANSFERS AND OTHER	.00	30,750.00	(75,000.00)	(105,750.00)	41.0
 TOTAL FUND REVENUE	 9,849.62	 990,386.66	 1,877,600.00	 887,233.34	 52.8

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
HARBOR OPERATIONS EXP					
51-800-8000 SALARIES & WAGES	27,792.74	250,689.50	300,000.00	49,310.50	83.6
51-800-8030 FICA TAXES	855.45	6,577.25	10,000.00	3,422.75	85.8
51-800-8040 WORKER'S COMP.	.00	.00	9,000.00	9,000.00	.0
51-800-8050 ESC TAXES	217.59	2,163.45	7,500.00	5,336.55	28.9
51-800-8060 HEALTH & LIFE INSURANCE	.00	35,587.50	60,000.00	24,412.50	59.3
51-800-8070 PERS RETIREMENT	3,084.07	34,971.02	60,000.00	25,028.98	58.3
51-800-8205 ADVERTISING	.00	.00	1,500.00	1,500.00	.0
51-800-8215 COLLECTION EXPENSE	.00	.00	5,000.00	5,000.00	.0
51-800-8220 BANK SERVICE CHARGES	.00	19,159.56	20,000.00	840.44	95.8
51-800-8265 BOND INTEREST EXPENSE	.00	91,825.00	90,000.00	(1,825.00)	101.8
51-800-8280 DUES & SUBSCRIPTIONS	150.00	150.00	500.00	350.00	30.0
51-800-8410 INSURANCE - LIABILITY	.00	.00	10,000.00	10,000.00	.0
51-800-8420 INSURANCE - AUTO	.00	.00	2,500.00	2,500.00	.0
51-800-8430 INSURANCE EQUIPMENT	.00	.00	500.00	500.00	.0
51-800-8440 INSURANCE - PROPERTY	8,334.98	8,334.98	20,000.00	11,665.02	41.7
51-800-8480 INSURANCE CLAIMS-DEDU	.00	.00	5,000.00	5,000.00	.0
51-800-8540 ENTERPRISE-LICENSES & PERMITS	.00	.00	250.00	250.00	.0
51-800-8585 OUTSIDE CONTRACTORS	10,872.50	16,247.50	25,000.00	8,752.50	65.0
51-800-8570 PHYSICAL EXAMS	.00	.00	500.00	500.00	.0
51-800-8580 POSTAGE	.00	.00	2,500.00	2,500.00	.0
51-800-8635 PROF. FEES - COMPUTER SUPPORT	.00	1,258.84	5,000.00	3,741.16	25.2
51-800-8636 PROF FEES - WEB SITE	.00	.00	2,500.00	2,500.00	.0
51-800-8650 PROF. FEES - LEGAL	.00	.00	5,000.00	5,000.00	.0
51-800-8700 PUBLICATIONS&SUBS.	.00	.00	350.00	350.00	.0
51-800-8730 EQUIPMENT RENTAL	.00	.00	100.00	100.00	.0
51-800-8740 SMALL TOOLS	.00	803.10	1,500.00	696.90	53.5
51-800-8770 TRAVEL, TRAINING & DEV.	.00	.00	2,000.00	2,000.00	.0
51-800-8780 WASTE DISPOSAL - EVOS	.00	.00	3,000.00	3,000.00	.0
51-800-7100 REPAIRS - BUILDINGS	.00	412.20	2,500.00	2,087.80	16.5
51-800-7350 REPAIRS - EQUIPMENT	.00	906.11	12,000.00	11,093.89	7.6
51-800-7400 REPAIRS - VEHICLES	.00	1,757.11	7,500.00	5,742.89	23.4
51-800-7500 PARKING LOT MAINTENANCE	.00	.00	2,000.00	2,000.00	.0
51-800-7610 REPAIRS - UTILITIES	.00	.00	1,000.00	1,000.00	.0
51-800-7750 GAS & OIL - VEHICLES	710.30	3,649.33	6,000.00	2,350.67	80.8
51-800-7820 REPAIRS - DOCKS	.00	20,372.88	8,000.00	(12,372.88)	254.7
51-800-8150 SUPPLIES - CONSUMABLE	2,950.12	20,692.90	10,000.00	(10,692.90)	206.9
51-800-8200 SUPPLIES - PARKING	.00	3,141.00	3,000.00	(141.00)	104.7
51-800-8400 SUPPLIES - FIRE SUPPRESSION	.00	.00	1,000.00	1,000.00	.0
51-800-8550 SUPPLIES - OFFICE	.00	3,488.46	7,500.00	4,011.54	48.3
51-800-8750 SUPPLIES - PRINTING	.00	.50	.00	(.50)	.0
51-800-8800 SUPPLIES - RESALE ITEMS	.00	2,638.00	.00	(2,638.00)	.0
51-800-8970 SUPPLIES - SAFETY	.00	387.09	4,000.00	3,612.91	9.7
51-800-9000 UTILITIES - INTERNET	296.53	3,873.63	7,000.00	3,126.37	55.3
51-800-9010 UTILITIES - ELECTRICITY	.00	38,829.78	60,000.00	21,170.22	64.4
51-800-9040 UTILITIES - HEATING FUEL	19.25	2,041.42	4,500.00	2,458.58	45.4
51-800-9050 UTILITIES - SOLID WASTE	.00	39,814.52	100,000.00	60,185.48	39.8
51-800-9070 UTILITIES - TELEPHONE	240.81	1,316.99	6,000.00	4,683.01	22.0
51-800-9095 UTILITIES - WATER/WASTEWATER	.00	11,721.01	25,000.00	13,278.99	48.9
51-800-9510 SNOW REMOVAL	.00	.00	35,000.00	35,000.00	.0
51-800-9520 CAPITAL OUTLAY - EQUIPMENT	.00	22,624.11	17,000.00	(5,624.11)	133.1
51-800-9530 CAPITAL OUTLAY-OFFICE EQUIP	.00	.00	2,000.00	2,000.00	.0
51-800-9900 TRANSFER OUT TO GF	.00	.00	150,000.00	150,000.00	.0

FOR ADMINISTRATION USE ONLY

67 % OF THE FISCAL YEAR HAS ELAPSED

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CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
TOTAL HARBOR OPERATIONS EXP	55,524.34	644,984.52	1,120,200.00	475,205.48	57.6
DEPARTMENT 801					
51-801-6000 SALARES & WAGES	.00	.00	80,000.00	80,000.00	.0
51-801-6030 FICA/MEDICARE	.00	.00	2,500.00	2,500.00	.0
51-801-6040 WORKER'S COMP.	.00	.00	3,000.00	3,000.00	.0
51-801-6050 ESC TAXES	.00	.00	1,000.00	1,000.00	.0
51-801-6080 HEALTH & LIFE INSURANCE	.00	.00	20,000.00	20,000.00	.0
51-801-6070 PERS RETIREMENT	.00	.00	12,000.00	12,000.00	.0
51-801-8410 INSURANCE - LIABILITY	.00	.00	2,000.00	2,000.00	.0
51-801-8440 INSURANCE - PROPERTY	.00	.00	1,000.00	1,000.00	.0
51-801-8585 OUTSIDE CONTRACTORS	.00	26,307.00	30,000.00	3,693.00	87.7
51-801-8730 EQUIPMENT RENTAL	.00	.00	2,500.00	2,500.00	.0
51-801-8740 SMALL TOOLS	.00	.00	3,000.00	3,000.00	.0
51-801-8780 WASTE DISPOSAL - EVOS	.00	.00	3,000.00	3,000.00	.0
51-801-7750 GAS & OIL - VEHICLES	.00	.00	500.00	500.00	.0
51-801-8150 SUPPLIES - CONSUMABLE	.00	784.90	5,000.00	4,215.10	15.7
51-801-8400 SUPPLIES - FIRE SUPPRESSION	.00	.00	1,500.00	1,500.00	.0
51-801-8950 SUPPLIES - UNIFORMS	.00	.00	400.00	400.00	.0
51-801-8870 SUPPLIES - SAFETY	.00	.00	500.00	500.00	.0
51-801-8010 UTILITIES - ELECTRICITY	.00	.00	3,000.00	3,000.00	.0
51-801-9050 UTILITIES - SOLID WASTE	.00	.00	1,500.00	1,500.00	.0
51-801-9095 UTILITIES - WATER/WASTEWATER	.00	.00	30,000.00	30,000.00	.0
51-801-9213 HARBOR EMERGENCY REPAIR	.00	115,720.83	10,000.00	(105,720.83)	1157.2
TOTAL DEPARTMENT 801	.00	142,812.53	212,400.00	89,587.47	87.2
CAPITAL OUTLAY - FROM RESERVE					
51-900-9675 BOND PRINCIPAL REDUCTION	.00	.00	60,000.00	60,000.00	.0
TOTAL CAPITAL OUTLAY - FROM RESERVE	.00	.00	60,000.00	60,000.00	.0
TOTAL FUND EXPENDITURES	55,524.34	787,807.05	1,392,600.00	604,792.95	58.6
NET REVENUE OVER EXPENDITURES	(45,874.72)	202,559.61	485,000.00	282,440.39	41.8

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2019

		PARKING				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PARKING FUND EXPENDITURES</u>						
52-800-9095	UTILITIES - WATER/WASTEWATER	.00	1,661.86	.00	(1,661.86)	.0
	TOTAL PARKING FUND EXPENDITURES	.00	1,661.86	.00	(1,661.86)	.0
	TOTAL FUND EXPENDITURES	.00	1,661.86	.00	(1,661.86)	.0
	NET REVENUE OVER EXPENDITURES	.00	(1,661.86)	.00	1,661.86	.0

City of Whittier 2020 Biennial Budget Calendar



September 10, 2019	Transmit budget directions and forms to department managers
October 4, 2019	Department budgets due to finance department
October 4, 2019	Capital budgets due to finance
October 7 - 10	City manager and finance director meet with department managers to discuss budget requests
October 10 – November 8	Finance department develops personnel budget, revenue projections and determines estimated costs of insurance, administrative fees, cost-allocations, debt service, vehicle leases, etc.
November 22	Preliminary Budget document distributed to City Council
November 25 (Mon)	City Council Meeting - City Council Budget Work Session
December 10 (Tues)	City Council Special Meeting – Introduction of Budget Ordinance
December 17 (Tues)	City Council Meeting - Public hearing and adoption of budget

Note: Please avoid scheduling during the following times due to staff travel:
October 11-21; city manager travel
November 4-8; city manager and public works director travel
November 18-20 (AML Conference)
December 2-12; finance director out

**CITY OF WHITTIER, ALASKA
RESOLUTION #18-2017**

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA, APPROPRIATING \$22,982 OF CRUISE PASSENGER VESSEL FUNDS FOR THE PURPOSE OF DESIGN AND ENGINEERING OF A NEW CITY PARK.

WHEREAS, the City of Whittier has opted to design a new City Park; and

WHEREAS, the City needs design and engineering for the new Park; and

WHEREAS, the new Park will greatly benefit the community as well as cruise vessel passengers; and

WHEREAS, AS 43.52.230 says that Cruise Passenger Vessel Funds may be used for, "services to properly provide for vessel or watercraft visits...."; and

WHEREAS, the new City Park will provide an important service that will improve the experience of passengers on vessel visits; and

WHEREAS, the City currently has funds available in Cruise Vessel Passenger for qualified projects.

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

The City Council of the City of Whittier, Alaska hereby appropriates \$22,982 from Cruise Vessel Passenger Funds to design and engineer the new City Park.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this 22nd day of August, 2017.

ATTEST:



**Nelene Matsumiya
Acting City Clerk**



**Daniel Blair
Mayor**

**Ayes: 7
Nays: 0
Absent: 0
Abstain: 0**



August 8, 2019

City of Whittier
P.O. Box 608
Whittier, Alaska 99693

Attn: Scott Korbe, Director of Public Works

Re: Whittier Park Design
Proposed Scope & Fee

Dear Mr. Korbe,

The City of Whittier plans to develop a City Park at the south end of Glacier Avenue near Whittier Creek. Anticipated park users include Whittier residents, BTI residents, the Whittier School, tourists, and out-of-town snowmachiners. The City previously developed a Master Plan (June 2018), which includes the following amenities for the City Park:

- Parking Lot (33 spaces) & Signage
- Restrooms
- Basketball & Skateboarding Court
- Volleyball Court
- Pavilion & BBQ Area
- Fire Pits
- Playground
- Multi-Purpose Field
- Pump Track
- Trails & Fitness Stations
- Observation Deck at Whittier Creek

The City would now like to develop design documents for Phase I construction of the park:

- Site Grading for the Parking Lot (leveling course surfacing; no luminaires or lighting fixtures)
- Site Grading for the Basketball & Skateboarding Court (no surfacing)
- Site Grading for the Volleyball Court (no surfacing)
- Site Grading for the Playground (no surfacing)
- Restrooms and utilities (water, sewer, electric, and natural gas)
- Pavilion & BBQ Area (with electric utility)

SCOPE OF SERVICES

CRW Engineering proposes to provide the following design services under this scope of work for Phase I construction of Whittier City Park.

- 1) Conduct a field survey to include establishing horizontal and vertical control points from existing monuments, collecting topographic data, collecting utility location data, and preparing a base map for the design.
- 2) Conduct a geotechnical investigation including seven (7) test pits to a minimum depth of 12 feet excavated by the City of Whittier. Prepare geotechnical report.
- 3) Verify concepts for site facilities, to include architectural concept for pavilion and restrooms. Prepare 35% architectural plans with narrative.
- 4) Provide submittals at 75% design and 100% design. Prepare design plans and project specifications. Calculate quantities and prepare construction cost estimates.
- 5) Provide assistance during bidding.

DELIVERABLES

The following deliverables will be provided. The 100% complete design will be stamped and signed by an engineer, architect, or surveyor registered in the State of Alaska.

- 35% Architectural Plans & Narrative: Adobe PDF electronic copies.
- Preliminary Design (75% complete): Adobe PDF electronic copies.
- Final Design (100% complete): Adobe PDF electronic copies (bid ready).

SCHEDULE

CRW is prepared to begin immediately and complete the work of this proposal in accordance with the following schedule.

- Complete Survey and Geotechnical Field Work: 5 weeks after Notice To Proceed
- Complete Narrative & 35% Architectural Plans: 10 weeks after Notice To Proceed
- Complete 75% Design: 60 days after receipt of City of Whittier's 35% Design comments
- Complete 100% Design: 45 days after receipt of City of Whittier's 75% Design comments

FEE

CRW proposes to complete these design services on a time and expenses basis in accordance with the attached Fee Proposal. The estimated cost for the work is \$170,096.

Assumptions made in preparing this proposal are as follows:

- 1) All work will be in accordance with the Engineering Services Agreement between the City of Whittier and CRW Engineering Group, LLC dated June 23, 2017.
- 2) Survey will be performed in snow-free conditions.
- 3) The excavations for the geotechnical investigation will be provided by the City of Whittier.
- 4) No public involvement is included.

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Whittier Park Design
Proposed Scope & Fee

- 5) No easement or property acquisition is included.
- 6) No permitting services are included.

We look forward to continuing to assist the City of Whittier with this project. If you have any questions or comments regarding this proposal, please don't hesitate to contact me.

Sincerely,
CRW Engineering Group, LLC

A handwritten signature in blue ink that reads "Pete Bellezza". The signature is written in a cursive, flowing style.

Pete Bellezza, P.E.
Principal/Civil Engineer
Phone: (907) 646-5640 / email: pbellezza@crweng.com

**Whittier City Park Design
 CONTRACT FEE PROPOSAL SUMMARY**

TASK	FEE PROPOSAL
Basic Services	
Task 1 - Surveying & Mapping	\$17,520
Task 2 - Geotechnical Investigation	\$8,516
Task 3 - 35% Architectural Plans & Narrative	\$40,225
Task 4.1 - Preliminary Design (75% PS&E)	\$57,510
Task 4.2 - Final Design (100% PS&E)	\$42,400
Task 5 - Assistance During Bidding	\$3,925
PROJECT TOTAL	\$170,096

**Whittier City Park Design
CONTRACT FEE PROPOSAL**

City of Whittier, Alaska

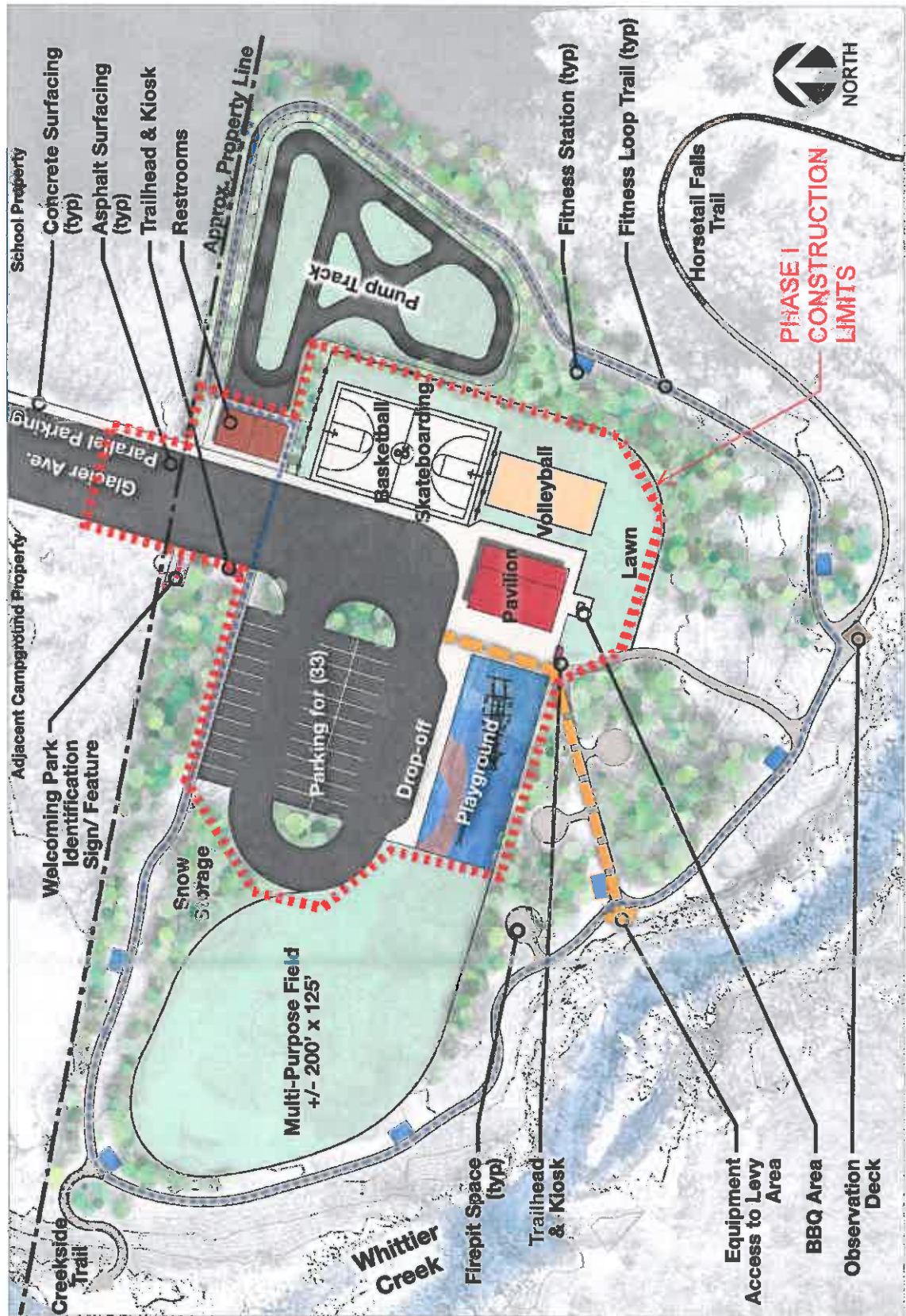
**BASIC SERVICES
Revised 8/8/2019**

Task & Subtask Description		Name, Rate & Projected Hours CRW Engineering Group, LLC															Cost \$																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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Notes and Assumptions:

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

Date: 8/8/2019



The conceptual park site plan for Whittier City Park