



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, MARCH 17, 2020
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

4. APPROVAL OF MINUTES

- 3 A. February 18, 2020 Regular Meeting Minutes

5. APPROVAL OF REGULAR MEETING AGENDA

6. MAYOR'S REPORT

- 9 A. Mayor Report – Dave Dickason
10 B. Vice Mayor Report – Peter Denmark

7. MANAGER'S REPORT

- A. City Manager and Director Reports

8. COMMISSION/COMMITTEE REPORTS

- 15 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

Kelly Bender

13. ORDINANCE

None

14. RESOLUTIONS

17 A. Res. #09-2020 – A Resolution of The City Council of The City of Whittier, Alaska, Stating the Rate Of Levy, Date Of Equalization And Date When Taxes Become Delinquent For The 2020 Tax Role

18 B. Res. #10-2020 – A Resolution of The City Council of The City of Whittier, Alaska, Authorizing Funding in an Amount Not to Exceed \$170,000 for the Purpose of Design and Specifications for a New Public Park and Amenities, And Appropriating Funds

19 C. Res. #11-2020 – A Resolution of The City Council of The City of Whittier, Alaska, Establishing a Policy of Utilizing Fund Balance Classifications in the General Fund Consistent with Governmental Accounting Standards Board Statement No. 54

21 D. Res. #12-2020 – A Resolution of the City Council of the City of Whittier, Alaska, to Adopt the City of Whittier Personnel Policy and Procedures Manual

22 E. Res. #13-2020 – A Resolution Of The City Council Of The City Of Whittier, Alaska, Authorizing The City Manager To Sole Source The Purchase Of A Hitachi Zw330 Loader And Attachments For The Public Works Department At A Cost Lower Than The Government Bid Contract For A Comparable Loader, In An Amount Not To Exceed \$303,500 For The Loader And \$4,517 For The Attachments

15. EXECUTIVE SESSION

None

16. UNFINISHED BUSINESS

A. Harbor Phase 3 Construction

17. NEW BUSINESS

18. COUNCIL DISCUSSION

19. CITIZEN'S DISCUSSION

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

21. ADJOURNMENT



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**WHITTIER CITY COUNCIL
REGULAR MEETING
TUESDAY FEBRUARY 18, 2020
7:00 PM
COUNCIL CHAMBERS
PUBLIC SAFETY BUILDING**

MINUTES

1. CALL TO ORDER

Mayor Dave Dickason called the meeting to order at 7:00 p.m.

2. OPENING CEREMONY

Mayor Dave Dickason led the Pledge of Allegiance.

3. ROLL CALL

A. Council members present and establishing a quorum: Peter Demark, Victor Shen, Debra Hicks, Monty Irvin, David Pinquoch and Dave Dickason

MOTION: Debra Hicks made a motion to excuse Tom Wagner from tonight's meeting.

SECOND: David Pinquoch

DISCUSSION: None

VOTE: Motion passed unanimously

B. Administration Present:

Annie Reeves, Assistant City Manager

Naelene Matsumiya, City Clerk

Kristin Erchinger, Finance Director

Scott Korbe Director of Public Works

Amy Pantaleon, Office Assistant

Others Present: Greg Clifford, Abi Hicks, Lavi Tuilesu, Lindsey Erk, Don Stevens, Krylain Gilmore, and Mike Bender

4. APPROVAL OF MINUTES

January 21, 2020 Regular Meeting Minutes

MOTION: David Pinquoch made a motion to approve the minutes as they are.

SECOND: Debra Hicks

DISCUSSION: None

VOTE: Motion passed unanimously

5. APPROVAL OF THE REGULAR MEETING AGENDA

MOTION: Peter Denmark made a motion to approve the February 18, 2020 Regular Meeting Agenda

SECOND: Debra Hicks

DISCUSSION: None

VOTE: Motion passed unanimously.

6. MAYOR’S REPORT

A. Mayor Report

Dave Dickason reported on the following items: Upcoming meetings (Planning and Port and Harbor Commission meetings), Harbormaster hire, city park design, City of Whittier updated website, scheduling a Worksession, Whittier Visitor’s Center, and community beautification.

B. Vice Mayor Report

Peter Denmark announced that it is great to be back in Whittier. Said his focus remains on the Policy and Procedures and code provisions. Also updated the Council that the Prince William Sound Stewardship Foundation will be holding another symposium in Whittier. Targeted dates: May 14 or 18.

7. MANAGER’S REPORT

A. City Manager and Director Reports- Annie Reeves

Annie presented personalized t-shirts to the Whittier Community School graduating seniors from the City of Whittier.

Scott Korbe updated the Council on how much snow has been moved and the harbor transformer. Monty asked about DOT and the road by the tunnel. Scott explained.

8. COMMISSION/COMMITTEE REPORTS

A. Planning Commission

Nothing new to report.

B. Port & Harbor Commission

Greg Clifford commented on the Ordinance that is on the agenda. He updated the Council on the Port and Harbor Policies and Procedures that Annie is working on, stated a worksession will be held with Annie and the Commission.

C. Parks & Recreation Committee

Victor Shen reported on the Parks and Recreation Committee meeting that was held tonight at 6 pm. Updated Council on the following: Alaska Trails, Volunteer days, Bear Safety Training, service hours, additional kayak launch areas, trail at Lou Young Park (working with Scott)

D. Whittier Community School

Lindsey Erk gave an update on the following: Puzzle night, Garden Club fundraiser, Art night, Skate night, Movie night, Inservice, Whittier Seafood donation, Girdwood artist, EAC meeting, Preschool night, NOAA grant, AVTEC, Climate Change Monitor Program, PSAT, Spring Break, and Graduation.

E. Prince William Sound Aquaculture Corp.

Don Stevens reported on the changing of the bylaws.

F. Regional Citizen’s Advisory Council

Mike Bender reported on the Hilcorp and BP transition.

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

10. APPROVAL OF CONSENT CALENDAR

None

11. PUBLIC HEARINGS (NON-ORDINANCE)

None

12. PRESENTATIONS

13. ORDINANCES

Public Hearing

A. Ord. #01-2020 – An ordinance of the City Council of the City of Whittier, Alaska, amending Whittier Municipal Code 2.54.020 Section (b) to amend meeting frequency for the Port and Harbor Commission.

MOTION: David Pinguoch made a motion to open the Public Hearing for Ordinance #01-2020 at 7:51 pm

SECOND: Victor Shen

DISCUSSION: None

VOTE: Motion passed unanimously

No Public/Council Testimony

MOTION: Peter Denmark made a motion to adopt Ordinance #01-2020 and close the Public Hearing at 7:51 pm

SECOND: David Pinguoch

DISCUSSION: None

VOTE: Motion passed unanimously

14. RESOLUTIONS

A. Res. #02-2020 – A Resolution of The City Council of The City of Whittier, Alaska, Authorizing the Disposal by Competitive Sealed Bid, of City-owned Condominium units #1507, #1509 and #1511 located within Begich Towers with the City accepting monthly payments over a period not to exceed 120 months at an interest rate of 5.00%, at prices no less than Fair Market Value as determined by a May 2019 Property Appraisal.

Council discussed the resolution, agreed to revisit the resolution at a worksession. Original motion to adopt died.

MOTION: Peter Denmark made a motion to postpone resolution and revisit at the Worksession before the next Regular Meeting.

SECOND: David Pinguoch

DISCUSSION: None

VOTE: Motion passed unanimously

(Clerk's note: Victor Shen recused himself from voting on resolutions: B-E. Resolutions were compiled and adopted altogether with language specifications.)

B. Res. #03-2020 – A Resolution of The City Council of The City of Whittier, Alaska, Authorizing the Competitive Fee-simple sale of the property described as Unit 104, Begich Towers Condominiums, as shown on the floor plans filed in the office of the recorder of the Anchorage Recording District, third Judicial District, State of Alaska, under Plat number W74-1, and as identified in the declaration recorded March 26, 1974, book 2, page 571, and in any Amendments Thereto, Tax Parcel ID NO. 110413, for the total amount of \$33,000.00 which is higher than Establishing Fair Market Value as Determined by a May 2019 Property Appraisal, to Vincent Lynn Shen in Accordance with Whittier Municipal Code 3.36.170.

MOTION: David Pinguoch made a motion to adopt Res. #03-2020

SECOND: Debra Hicks

DISCUSSION: None

VOTE: Passed, 5-0 (Victor Shen recused)

C. Res. #04-2020 – A Resolution of The City Council of The City of Whittier, Alaska, Authorizing the Competitive Fee-simple sale of the property described as unit #109, Begich Towers Condominiums, as shown on the floor plans filed in the office of the recorder of the Anchorage Recording District, Third Judicial District, State of Alaska, under Plat number W74-1 and as identified in the declaration recorded March 26, 1974, book 2, page 571, and in any Amendments Thereto, Tax Parcel Id NO. 110410, for the total amount of \$41,200.00, Which is higher than the Establishing Fair Market Value as Determined by a MAY 2019 Property Appraisal, to Wayne V. Shen in accordance with Whittier Municipal Code 3.36.170.

MOTION: David Pinguoch made a motion to adopt Res. #04-2020

SECOND: Debra Hicks

DISCUSSION: None

VOTE: Passed, 5-0 (Victor Shen recused)

D. Res. #05-2020- A Resolution of The City Council of The City of Whittier, Alaska, Authorizing The Competitive Fee-simple sale of The Property described unit #110, Begich Towers Condominium, as shown on the floor plans filed in the office of the recorder of the Anchorage Recording District, Third Judicial District, State of Alaska, Under Plat number W74-1, and as identified in the declaration recorded March 26, 1974, book 2, Page 571 and in any Amendments Thereto, Tax Parcel ID NO. 110412, for the total amount of \$43,200.00 which is higher than the established Fair Market Value as Determined by May 2019 Property Appraisal, to Wayne V. Shen in accordance with Whittier Municipal Code 3.363170.

MOTION: David Pinguoch made a motion to adopt Res. #05-2020

SECOND: Debra Hicks

DISCUSSION: None

VOTE: Passed, 5-0 (Victor Shen recused)

E. Res. #06-2020 – A Resolution of The City Council of The City of Whittier, Alaska, Authorizing the Competitive Fee-simple sale of the property described as Unit. 301, Begich Towers Condominiums, as shown on the floor plans filed in the office of the recorder of the Anchorage Recording District, Third Judicial District , State of Alaska , under plat number W74-1, and as identified in the declaration recorded March 26, 1974, book 2, page 571, and in any Amendments Thereto, Tax Parcel ID NO. 110416, for the total amount of \$47,000.00 , which is higher than the established Fair Market Value as determined by a May 2019 Property Appraisal, to HAI Han Ye in accordance with Whittier Municipal Code 3.36.170

MOTION: David Pinquoch made a motion to adopt Res. #06-2020

SECOND: Debra Hicks

DISCUSSION: None

VOTE: Passed, 5-0 (Victor Shen recused)

F. Res. #07-2020 – A Resolution of The City Council of The City of Whittier, Alaska, Retroactively amending the 2019 budget to record expenditures of \$84,637.56 paid by the State of Alaska on behalf of the City towards The City’s Public employees retirement system liability for the period January through December, 2019, and appropriating funds.

MOTION: Victor Shen made a motion to adopt Res. #07-2020

SECOND: David Pinquoch

DISCUSSION: Kris Erchinger offered additional information

VOTE: Motion passed unanimously

G. Res. #08-2020 – A Resolution of The City Council of The City of Whittier , Alaska Consenting to the assignment of the lease agreement for Lot 7B , within The Whittier Harbor View Business Area from James and Mary Norris D/B/A MJ’s Bread and Butter Charters to Whittier Lodging, LLC, and authorizing the City Manager to execute consent documents.

Council discussed the resolution with Annie Reeves. More information was requested. Original motion to adopt died.

MOTION: Peter Denmark made a motion to postpone Res. #08-2020 indefinitely

SECOND: Debra Hicks

DISCUSSION: None

VOTE: Motion passed unanimously

15. EXECUTIVE SESSION

None

16. UNFINISHED BUSINESS

A. Harbor Phase 3 Construction

Peter Denmark asked about the basin construction. Monty responded that the Port and Harbor Commission has got it in their crosshairs. Kris explained further.

17. NEW BUSINESS

A. Schedule Worksession to Discuss use of P-12 Disposal Funds

Council agreed to schedule a Worksession at 6pm before the next regular Council meeting.

18. COUNCIL DISCUSSION

Council discussed the following: Whittier Municipal Code, Policies and Procedures, the charter industry, parking, water rates, 3rd enterprise fund, self-sufficient Harbor.

19. CITIZEN’S DISCUSSION

None

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

None

21. ADJOURNMENT

Council adjourned the meeting at 9:02pm

ATTEST:

Naelene Matsumiya
City Clerk

Dave Dickason
Mayor

Date: March 17, 2020
To: Whittier City Council and Administration
From: Dave Dickason
Subject: Mayor's Report – February/March 2020

Meetings Attended:

- Port & Harbor Meeting: Thursday, March 5th
- GBOS Meeting: March 16th
- Regular briefings with City Administration

Upcoming Schedule:

- P&Z Meeting: Wednesday, April 1st
- Port & Harbor Meeting: Thursday, April 2nd
- Parks & Rec Meeting: Tuesday, April 21st - 6:00 PM
- Next Regular Meeting: Tuesday, April 21st – 7:00 PM

Recently Accomplished Goals:

- Web Page Updated. Contact Naelene with calendar updates.
- Hired Harbormaster: Dave Borg. Starts March 30th.

Follow-up:

- Budget Review Schedule
- Harbor Infrastructure Grant Application
- Determine Future Status of Remaining City-owned Condominiums
- Visitor Information Center Plan for 2020
- City Beautification Plan for 2020

Open Goals:

Short Term:

- Community Park Engineering Funding
- Determine Funding for Final Harbor Construction Phase
- Policies and Procedures / Code Update: Reverse previous resolution

Mid Term:

- DOD Tank-Farm Land Transfer Schedule and Funding: 58 Acres
- Lease Standardization & Enforcement: Some enforcement currently taking place.
- Future Land-use Development Plan

Long Term:

- Shotgun Cove Road Extension: Next construction phase in 2021.
- Head of Bay Development: COE signed off on project and they are now pursuing funding for the engineered design.
- Buckner Building: Environmental Remediation.

March - City Manager's Office

Reviewed and renewed Land Use Agreement with Alaska Marine Highway System

Met with Alaska DOT representatives twice in Juneau

Met with Legislatures regarding the Master Lease

Met with Legislators regarding snow management and partnership opportunities in Whittier

Met with Mr. Gilman

Emergency Operations Plan has been finalized. Working with staff to schedule training

Whittier Seafood meeting and teleconference

Working with CRW to create RFP to create De Long Dock MARAD (and others) grant application for 2021

Creating RFP for the management and operation of a cruise ship visitor center utilizing CVP funds.

We are also working with the Chamber as they explore the idea of a seasonal employee to enhance tourism. This position usually performs their work in the fall and winter before the next season.

PWS Economic Development meeting

Eastern Kenai Peninsula Safety Area board meeting. (I'm off the board in October)

Conversing with Federal lobbyist regarding Whittier interests

Conversing regularly with State lobbyist regarding Whittier's state interests

Jim will be attending the ICMA Regional Conference (March 17-21, 2020) I will not be attending the ICMA National Conference in Toronto, Canada in the fall.

OSHA compliance – met with OSHA reps

Negotiated a significant reduction in original OSHA fines

Working with department heads to address deficiencies

Working with partners to create and implement a comprehensive safety program for the all City employees

Working with Admin staff to implement monthly staff trainings on various subjects (both to address deficiencies and implement a holistic safety program)

Lease transfer procedures. As is often the case, the code is silent and rather unhelpful.

The “City” approves the lease assignment.

– A lease shall provide that a lessee may sublease or assign the lease only upon approval in writing by the City. [Ord. 508-06 § 3, 2006].

The City Council approves the lease by resolution.

3.36.320 – Unless otherwise provided in this chapter, the City Council shall approve the lease of any interest in real property by resolution. No lease shall be for a term of more than 20 years unless the City Council determines from the purpose of the lease or the nature of improvements which may be placed thereon that a longer term would benefit the City. Any renewal period or option to renew the lease period shall be included in the term of the lease in computing the 20-year period.

ANNIE NOTE: my understanding is that the assignment is approved by the CM and then Council approves the new lease, which is the document where we can add stipulations of expectations and situations that would end the leasehold agreement.

A checklist was found within an archive folder that Administration can use when considering a lease assignment. Areas it asks about are:

Reviewing a business plan

Making sure lease language includes enforcement mechanisms (for the business plan).

Edited and reviewed Harbor handbook and compared against code.

Scheduled and attended a work session with P&H on March 5 to discuss questions and/or offer clarifications. Meeting was extremely productive. Will finalize some changes, review the fee schedule for some needed updates and inclusion, and will also bring forth code changes in April. The entire group – including myself – is extremely pleased with the work being done and that will be proposed.

Tightening up harbor procedures and dealing with past due/delinquent accounts

Website – now live! Need everyone’s help in finding what we’ve missed like typos and/or missing links/information.

Met with attorneys about lease issues and other opportunities.

Working with Public Safety and Harbor staff to implement a parking enforcement procedure for this summer.

Updating land use permits for this year.

Finalizing Tank Farm transfer documents with Michael Schwartz (city attorney).

FINANCE MONTHLY REPORT

February Finance Monthly Report – with January PRELIMINARY financials

This report reflects finance-related activities through the end of February. Financial Report information is provided in the packet through the end of January but given that many transactions are not yet recorded (for example, Harbor and Water/Sewer utility billings) the report is considered preliminary.

SALE OF CITY-OWNED BEGICH TOWERS UNITS

The City has completed the sale of Begich Towers Unit #109 and #110 for a combined sale price of \$84,400, and the sale of Unit #104 for \$33,000. The sale of Unit #301 is being finalized with the successful bidder for the price of \$47,000, with closing on that unit expected to take place by the end of March. The administration will be working with Council to develop a plan to dispose of the remaining three City-owned units (1507, 1509, 1511).

COMMERCIAL PASSENGER VESSEL TAX

The City received 2019 Commercial Passenger Vessel Tax Proceeds on March 2, 2020 in the total amount of \$958,385.

EARTHQUAKE GRANT

Staff have been working with the State of Alaska and CRW Engineering to finalize cost estimates related to damages sustained in the November 2018 earthquake. Multiple Project Worksheets have been completed and plans are being made to begin the process of soliciting bids for repair work. Staff is also working with the insurance company to determine eligibility for reimbursement for certain earthquake-related damages.

CHECK REGISTERS

All members of City Council are receiving monthly e-mailed check register reports listing all payments to vendors and employees. This new process began in January and coincides with the migration to electronic check-signatures which improves the timeliness of payments to vendors and improves the efficiency of the accounts payable process.

PERSONNEL

The City has submitted the first round of 2019 data to the State of Alaska Department of Administration, to comply with the PERS audit. The state conducts routine audits of each City's PERS contributions every three to five years to ensure that employees are properly classified within the retirement system, that their contributions are being made, and that all eligible employees are being covered.

The finance director has submitted a request to the Internal Revenue Service to abate penalties assessed against the City for failure to file W2 and W3 Forms with the Social Security Administration in 2015. The previously unfiled Forms have been submitted to the IRS and we will notify City Council when the matter is resolved.

YEAR-END PREPARATION

Staff is reconciling general ledger accounts, preparing confirmation letters and developing audit work papers in preparation for the annual audit tentatively scheduled for the first week of May.

OTHER

Staff received a request for close-out information related to a 2015 EMS Grant. This information was apparently requested of the City a few years ago without response. The finance director and EMS coordinator submitted all requested data to FEMA to close out the grant.

Staff have developed a Fire/EMS Stipend tracking system to track and report the stipends, the number of response calls, the number of Anchorage transports, etc. This system has been implemented with the first stipends to be paid in March.

Police Chief and Finance Director met with Ferrovial staff in preparation for a new annual contract for coverage at the tunnel from May through September 2020.

ANALYSIS OF PRELIMINARY JANUARY FINANCIALS

Please keep in mind that these financial reports for January are considered preliminary until all transactions have been posted for the month. The transaction activity for the Harbor has not been recorded for January. The City does not receive much in the way of Intergovernmental Revenues or Tax revenues in the early part of the year.

General Fund Revenue

The preliminary General Fund revenues and transfers-in are at 2% of budget in January. The sale of the P-12 building (\$850,500) was reported in 2019 as the transaction was finalized before year-end. The sale of the Begich Towers condos (\$164,400) will be reported in March as the transactions close. Council will be meeting in a work session in March to determine how best to allocate the revenues derived from the sale of City properties.

General Fund Expenditures

The preliminary January financials show General Fund expenditures of \$214,672.95 or 6.5% of the overall budget of \$3,101,182.05. With 8% of the year elapsed, the spending appears slightly lower than budget, although the timing of January invoices being received in later months, may have an impact on the actual expenditures.

Water and Wastewater Enterprise Fund

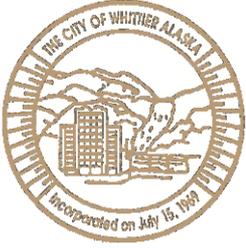
Preliminary water and wastewater revenues are at 3.1% of the budget, or \$16,080 at the end of January. A number of large customers terminate water service in the winter, so lower winter revenues are to be expected. January revenues do reflect the increase in water and wastewater rates that went into effect on January 1. Expenses in the Water and Wastewater Fund are at 2.4% of budget, coming in at \$16,069.08 through January.

Harbor Enterprise Fund

Harbor revenues are not reflected in this report as a result of the timing of data transferred from the Harbor accounting system into Caselle. On the expense side, the budget is at 3% or \$73,513 through January. The bulk of the Harbor's costs are related to personnel and utilities, but also reflect emergency response and repair costs related to the failed transformer (\$7,893) in January.

Motor Pool Enterprise Fund

The Motor Pool Enterprise Fund was created via passage of Resolution #39-2019 and authorized the initial payment into the Fund totaling \$15,000. The purpose of this Fund is to forward-fund replacement of vehicles and heavy equipment; as funding becomes available, departments will pay into the Motor Pool Fund to replace existing vehicles and heavy equipment, to reduce the one-time large impact that such replacements can have on the operating budgets each year. The Motor Pool is expected to see its first transactional activity when the Council approves the purchase of a new loader for the public works department, as included in the 2020 budget.



THE CITY OF WHITTIER

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**PORT & HARBOR COMMISSION
REGULAR MEETING
FRIDAY, FEBRUARY 7, 2020
Council Chambers, Public Safety Building
7:00 p.m.**

MINUTES

1. CALL TO ORDER

Chair Greg Clifford called the meeting to order at 7:00 P.M

2. OPENING CEREMONY PLEDGE OF ALLEGIANCE

Greg Clifford

3. ROLL CALL

Greg Clifford, Ed Hedges, Dave Goldstein, Arnie Arneson, Mark Mitchell, and Steven Bender

MOTION: Ed Hedges made a motion to excuse Brad VonWichman and Arnie Arneson from tonight's meeting.

SECOND: Steven Bender

DISCUSSION: None

VOTE: Motion passed unanimously

ADMINISTRATION PRESENT

Naelene Matsumiya, City Clerk

Scott Korbe, Public Works Director

Amy Pantaleon, Office Assistant

PUBLIC PRESENT

Cathy McCord

4. APPROVAL OF REGULAR MEETING AGENDA

MOTION: Dave Goldstein made a motion to approve the regular meeting agenda as is

SECOND: Mark Mitchell

DISCUSSION: None

VOTE: Motion passed unanimously

5. APPROVAL OF MINUTES

MOTION: Ed Hedges made a motion to approve the January 7, 2020 Regular Meeting Minutes as is.

SECOND: Dave Goldstein

DISCUSSION: None

VOTE: Motion passed unanimously

6. HARBORMASTER AND CHAIRPERSON REPORT

Greg Clifford opened his report with an announcement that a Harbormaster had been hired. Scott gave an update on the transformers. Stated that installation is pending on decent weather. Greg also reported that Annie Reeves is working on the Harbor Policy and Procedures handbook. Commission discussed the topic at length.

Greg reported that Scott and Harbor staff were commended at the Council meeting.

Commission revisited the incoming Harbormaster topic. Dave Goldstein shared his thoughts.

7. UNFINISHED BUSINESS

A. Delong Dock Discussion

Item was not discussed.

8. NEW BUSINESS

A. Waitlist Discussion

The Commission discussed what was in the packet for some time however, packet was lacking information. Discussion about the waitlist and moorage ensued.

B. Moorage Discussion

Commission discussed vessels, slips and moorage fees at length.

C. Rates and Fees Discussion

Greg asked that this stay on the agenda so as the Commission can discuss changes as the season rolls through.

9. MISCELLANEOUS BUSINESS

None

10. COMMISSION COMMENTS

Commission discussed the following: Head of the bay project, Delong Dock, and harbor renovation.

Greg thanked Cathy McCord and Scott Korbe for attending tonight's meeting.

11. CITIZENS COMMENTS

None

12. ADJOURNMENT:

Meeting was adjourned at 8:04 pm.

ATTEST:



Naelene Matsumiya
City Clerk



Greg Clifford
Commission Chairperson

**CITY OF WHITTIER
RESOLUTION #09-2020**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER,
ALASKA, STATING THE RATE OF LEVY, DATE OF EQUALIZATION AND
DATE WHEN TAXES BECOME DELINQUENT FOR THE 2020 TAX ROLE**

WHEREAS, AS 29.45.240 (a) requires that the council adjust the rate of levy, date of equalization and date when taxes become delinquent as established by resolution; and

NOW THEREFORE, the Whittier City Council resolves;

Section 1: There shall be levied on all taxable property within the City a property tax at the rate of 8.0 mills. The tax shall be levied and collected in accordance with AS 29.45 and WMC 3.12.

Section 2: The Board of Equalization shall meet on Tuesday, May 19, 2020 at the Council Chambers located in the Public Safety Building on Whittier Street commencing at 6:00 pm.

Section 3: The property taxes are delinquent if not paid by 5:00 pm October 31, 2020.

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

Introduced By: **Jim Hunt**

ATTEST:

Naelene Matsumiya
City Clerk

Dave Dickason
Mayor

Ayes:
Nays:
Absent:
Abstain:

**CITY OF WHITTIER, ALASKA
RESOLUTION #10-2020**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA, AUTHORIZING FUNDING IN AN AMOUNT NOT TO EXCEED \$170,000 FOR THE PURPOSE OF DESIGN AND SPECIFICATIONS FOR A NEW PUBLIC PARK AND AMENITIES, AND APPROPRIATING FUNDS

WHEREAS, the Whittier City Council passed resolution #18-2017 appropriating \$22,982 of Cruise Ship Passenger Vessel Tax Proceeds to develop a conceptual plan for a new City park to be located at the south end of Glacier Avenue near Whittier Creek, on August 22, 2017; and

WHEREAS, a Master Plan was developed for the park in June 2018, identifying elements of the park, including amenities such as parking lot, signage, restrooms, sports courts, pavilion and barbeque area, fire pits, playground, multi-purpose field, trails, observation deck, etc.; and

WHEREAS, the City is prepared to undertake the next phase of the project, to develop design documents for Phase I construction of the park, including: 1) field survey to establish monument control points, collect topographic data and utility location data, and prepare a base map for the design; 2) conduct geotechnical investigation including test pits, and prepare a geotechnical report; 3) verify site facility concepts for pavilion and restrooms, including 35% architectural plans; 4) provide submittals at 75% design and 100% design; prepare design plans and project specifications; calculate quantities and prepare construction cost estimates; and 5) assist the City with developing specifications and conducting the bid process.

NOW, THEREFORE, BE IT RESOLVED; the City Council authorizes the City Manager to move forward with Phase 1 of the City Park Project as identified in the recitals above, with funding in the amount of \$170,000 appropriated as follows: 1) \$85,000 from the General Fund undesignated reserves account no. 01-990-9990, and 2) \$85,000 from the CPV Fund undesignated reserves account no. 20-990-9990, for a total of \$170,000 into the City Park Fund account no. 24-390-4990.

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

Dave Dickason, Mayor

ATTEST:

Naelene Matsumiya
City Clerk

Ayes:
Nays:
Absent:
Abstain:

**CITY OF WHITTIER, ALASKA
RESOLUTION #11-2020**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WHITTIER, ALASKA, ESTABLISHING A POLICY OF UTILIZING
FUND BALANCE CLASSIFICATIONS IN THE GENERAL FUND
CONSISTENT WITH GOVERNMENTAL ACCOUNTING STANDARDS
BOARD STATEMENT NO. 54**

WHEREAS, the Governmental Accounting Standards Board (GASB) issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, which substantially altered the focus, categories, and terminology used for fund balance reporting, while leaving unchanged the total amount reported as *fund balance*; and

WHEREAS, the intent of Statement No. 54 is to focus not on financial resources available for appropriation, but to focus instead on “the extent to which the government is bound to honor constraints on the specific purposes for which amounts in the fund can be spent”; and

WHEREAS, GASB Statement No. 54 affects the City’s general fund, special revenue funds, capital project funds, and any future debt service funds and replaces the previous fund balance classifications (reserved fund balance, unreserved fund balance, designated fund balance, and undesignated fund balance) with classifications (nonspendable, restricted, committed, assigned, and unassigned) which are designed to more clearly indicate any limits on the use of Fund Balance; and

WHEREAS, the Whittier City Council desires to establish a minimum level of Committed Fund Balance to ensure the positive financial strength of the City’s General Fund, and to ensure that this level of Committed Fund Balance can only be modified upon express action taken by the City Council via Resolution or Ordinance.

NOW, THEREFORE, BE IT RESOLVED:

Section 1. The components of fund balance will consist of nonspendable fund balance (inherently nonspendable), restricted fund balance (externally enforceable limitations on use), committed fund balance (self-imposed limitations established by the City Council prior to the end of the period), assigned fund balance (limitations resulting from intended use, to be established by the City Council, the city manager or his designee), and unassigned fund balance.

Section 2. The *nonspendable fund balance* reflects resources that are inherently nonspendable such as pre-paids and inventory. The *restricted fund balance* represents externally enforceable limitations on use of resources such as bond reserves. The *committed fund balance* category requires action by the City Council to impose, remove or modify an element of committed fund balance. The *assigned fund balance* category describes the portion of fund balance that reflects the government’s intended use of resources and may be delegated to the city manager or his designee. The City Council hereby authorizes the city manager or finance director to classify fund balance as assigned, as appropriate, and such assignments can be removed as necessary.

The *unassigned fund balance* reflects any remaining net resources which are not properly classified in any one of the other classifications.

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

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

ATTEST:

Naelene Matsumiya
City Clerk

Dave Dickason
Mayor

**CITY OF WHITTIER, ALASKA
RESOLUTION #12-2020**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA
TO ADOPT THE CITY OF WHITTIER PERSONNEL POLICY AND PROCEDURES
MANUAL.**

WHEREAS, the City of Whittier is the municipal government for Whittier, Alaska; and

WHEREAS, it is necessary to establish standards and guidelines for employee performance and conduct; and

WHEREAS, employer obligations and expectations need to be clarified; and

WHEREAS, it is necessary to promote fairness, equity, and consistency in daily employee activity; and

WHEREAS, it is necessary to ensure employees are aware of the laws, rules, and regulations that govern their employment; and

WHEREAS, A personnel Policy and Procedures handbook is a living document that should be amended as needed to maintain employment best practices; and

NOW, THEREFORE, BE IT RESOLVED THAT: The City Council by this resolution hereby directs distribution of the Personnel Policy and Procedures Manual to all current and future employees.

PASSED AND APPROVED by a duly constituted quorum of the city council this 17th day of March, 2020.

**Introduced by: Dave Dickason
Introduction date: March 17th, 2020**

ATTEST:

Naelene Matsumiya
City Clerk

Dave Dickason
Mayor

Ayes:
Nays:
Absent:
Abstain:

**CITY OF WHITTIER, ALASKA
RESOLUTION #13-2020**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA, AUTHORIZING THE CITY MANAGER TO SOLE SOURCE THE PURCHASE OF A HITACHI ZW330 LOADER AND ATTACHMENTS FOR THE PUBLIC WORKS DEPARTMENT AT A COST LOWER THAN THE GOVERNMENT BID CONTRACT FOR A COMPARABLE LOADER, IN AN AMOUNT NOT TO EXCEED \$303,500 FOR THE LOADER AND \$4,517 FOR THE ATTACHMENTS

WHEREAS, the 2020 Budget includes the purchase of a loader from the Motor Pool Internal Service Fund for the public works department at a budgeted cost of \$400,000; and

WHEREAS, funding for the purchase was budgeted to come from a loan from the Water/Wastewater Enterprise Fund in the amount of \$200,000 and the remainder from the CPV Fund in the amount of \$200,000, and the proposed lower cost of this loader will reduce the contributions from each source to \$154,008.50 each; and

WHEREAS, the public works department solicited quotations and received multiple governmental bids for wheel loaders utilizing contracts AKDOT SEF2111 contract, SOA CA2111-18 contract, and NCSA Bid 20-04-0506, as well as individual vendor government-only cost proposals, and the proposal with the lowest price for the larger capacity wheel loader was from Construction Machinery, Inc. (CMI); for a 2020 Hitachi ZW330 Wheel Loader with a 2 year, 2000 hour warranty; and

WHEREAS, although the CMI bid is not a direct result of a competitive governmental bid process, the administration recommends a sole source purchase from CMI because the bid is lower than the bid price for comparable wheel loaders resulting from competitive sealed bid process, and the public works department has worked with CMI in the past and considers their equipment and customer service to be excellent and consistent with the department's needs; and

WHEREAS, the administration seeks Council approval because this purchase is technically considered sole source, given that the exact equipment being quoted is not included in the state contract; however this wheel loader is larger capacity and lower cost than the equipment included in the government contract, and is recommended by the public works director.

NOW THEREFORE BE IT RESOLVED; the City Council authorizes the City Manager to purchase a new 2020 Hitachi ZW330 loader from CMI at a cost of \$303,500 plus attachments from Yukon Equipment Inc. at a cost of \$4,517 and to reduce the contribution from both the General Fund and the CPV Fund equally to \$154,008.50 each, for this purchase.

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

ATTEST:

Naelene Matsumiya
City Clerk

Dave Dickason
Mayor

Ayes:
Nays:
Absent:
Abstain: