



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, APRIL 20, 2021
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
- 3 4. APPROVAL OF MINUTES**
 - A. March 16, 2021- Regular Meeting
- 5. APPROVAL OF REGULAR MEETING AGENDA**
- 11 6. MAYOR'S REPORT**
 - A. Mayor Report – Dave Dickason
 - B. Vice Mayor Report – Peter Denmark
- 12 7. MANAGER'S REPORT**
 - A. City Manager and Director Reports
 - B. Attorney Comments
- 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**
- 36 10. APPROVAL OF THE CONSENT AGENDA**
 - A. Liquor License Renewal, Wild Catch Café - 5176
- 11. PUBLIC HEARINGS (NON-ORDINANCE)**
- 12. PRESENTATIONS**
 - A. Whittier Community Clinic and COVID Vaccinations – Paul Mueller, CEO of Eastern Aleutian Tribes

13. ORDINANCE

14. RESOLUTIONS

- 44 A. Resolution #11-2021-A Resolution of the City Council of the City of Whittier, Alaska, Stating the 8.0 Mill Rate of Levy, Date of Equalization, and Date When Taxes Become Delinquent for the 2021 Tax Role
- 46 B. Resolution #12-2021 – A Resolution of the City of Whittier, Alaska Creating the Whittier City Council Policy and Procedure Manual Ad Hoc Committee
- 49 C. Resolution #13-2021- A Resolution of The City of Whittier, Alaska Approving the Assignment of the Lease Between the City of Whittier and Jeff Taylor D/B/A Whittier Fudge – Sound Ideas Gallery and Gifts Subject to and Conditional Upon Amendments to the Lease, Approving the Essential Terms of the Assignment and Amendment of the Lease, and Authorizing the City Manager to Enter into an Agreement with the Parties Incorporating the Essential Terms Approved in this Resolution

15. EXECUTIVE SESSION

- A. City of Whittier Subleases – Matters that if immediately disclosed, would tend to adversely affect the finances of the City; WMC 2.08.040 (1)

16. UNFINISHED BUSINESS

17. NEW BUSINESS

- 55 A. Discussion Topic: Port and Harbor Commission Ordinance
- B. Delong Dock Replacement Concepts

18. COUNCIL DISCUSSION

19. CITIZEN'S DISCUSSION

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

21. ADJOURNMENT



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 16, 2021
7:00 PM
COUNCIL CHAMBERS
PUBLIC SAFETY BUILDING**

MINUTES

1. CALL TO ORDER

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

2. OPENING CEREMONY

Mayor Dave Dickason led the Pledge of Allegiance.

3. ROLL CALL

A. Council members present and establishing a quorum:

Victor Shen, Dan Blair, Tom Wagner, David Pinquoch, Peter Denmark, and Dave Dickason.

MOTION: David Pinquoch made a motion to excuse Monty Irvin from tonight's meeting

SECOND: Tom Wagner

DISCUSSION: None

VOTE: Motion passed unanimously

B. Administration Present:

Jim Hunt, City Manager

Naelene Matsumiya, City Clerk

Kris Erchinger, Finance Director

Scott Korbe, Public Works Director

Dave Borg, Harbormaster

Andre Achee, Police Chief

Holly Wells, City Attorney

Others Present: Dave Goldstein, Rose Medez, Alexandra Matsumiya, Carrie Arro, Charlene Arneson, Dori Yeleverton, Greg Clifford, Nick Olzenak, Jay Johnson, Mike Bender, and Tim Wieland (Via Microsoft Teams)

4. APPROVAL OF MINUTES

February 16, 2021

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

SECOND: Peter Denmark

DISCUSSION: Peter commended this set of minutes for the additional details and information.

VOTE: Motion passed unanimously

5. APPROVAL OF THE REGULAR MEETING AGENDA

MOTION: Dan Blair made a motion to approve the Regular Meeting Agenda with amendments to move the Executive Session item to 20a and Res. #06-2021 to Resolution item F (after Res. #10-2021)

SECOND: David Pinguoch

DISCUSSION: None

VOTE: Motion passed unanimously.

Tom Wagner declared a conflict of interest regarding the Executive Session item based on his employment with the Alaska Railroad. Council acknowledged the declaration and agreed to excuse Tom Wagner from participating in Executive Session.

6. MAYOR'S REPORT

A. Mayor Report

Dave Dickason stated that there wasn't much to report, however, he spoke about a memo he had received from the conservation fund for the Portage Pass trail head.

B. Vice Mayor Report

Peter Demark reminded everyone of the COVID vaccine and how accessible it is to get them in Whittier. He concluded, "If you're still on the fence about it, it hasn't killed anyone yet."

7. MANAGER'S REPORT

A. City Manager and Director Reports- Jim Hunt

Jim started his report to reiterate the conservation fund and stated that Scott Korbe would be knowledgeable in the subject due to his history. Jim reported that a letter of support was written for this, following practices from the year prior. Council discussed the topic of the Marsten land and the pending transfer to the Forest Service. Also discussed were the funds of the transfer and where it will go.

Jim reported on his meeting with Whittier Seafood and their upcoming season. He said they are working to coordinate expectations for the seasons. He stated that the attorney and the CEO of Eastern Aluetian Tribes are also involved with conversations with Whittier Seafood. Jim stated that everyone involved is very proactive in making sure events from last year do not repeat. Holly Wells confirmed Jim's statement and commended the cooperation between the entities last year.

Jim described the situation with the appraisal company on getting the highest and best use of appraisal value on City owned lease properties. Kris Erchinger contributed to the conversation saying that when evaluations are received, those evaluations can differ depending on what the City's intent is. She gave examples for the Council.

Kris Erchinger gave her financial report and said that she is currently working on closing the

books for 2020. She reported that the expenditures at the end of the year was under budget by just about as much as we received from the CARES Act and FEMA. She summarized that the City was made whole from the grants that were received. She discussed revenues and sales tax and stated that we were underbudget for those items. She concluded saying the City was better off at the end of 2020. She mentioned monies that is to be expected relating to the pandemic estimating around \$40,000 in federal funds and losing some CVP funds. She continued.

Jim spoke about the \$40,000 funding and how it may be unfair to our community. He said he presented the issue to Alaska Representative Rauscher and the Director of the Alaska Municipal League. Jim continued to say that the community our size was still economically impacted because of the nature of tourism in Whittier. He said that Whittier's economy was dangerously impacted and reiterated the unfairness that funds are being distributed based on population size.

Dan Blair asked about the state of emergency and if the City anticipates coming down from it. Jim responded that he anticipates it to expire and has no plans to extend it. Dan reported some cyber compromises in municipalities with Microsoft. He asked if Alaska Communication Services guarantee cyber protection. Jim responded that ACS is very stringent when it comes to Information Technology (IT). Dan also asked about funding for Port and Harbors and if a timeline could be described. Dan corrected himself as he was reading from the Assistant City Manager's report. He then asked about the Delong Dock and if there was electrolysis prevention. Jim responded that it did not receive any cathodic protection. Dan asked about the Operations Manual that was listed in the Assistant City Manager's report. He asked why it would be Annie's responsibility and not a function of the City Clerk. Jim said that it was not the Clerk's job nor does she have the experience to do so. Holly weighed in. She said she had worked with the City Managers to develop an Office of the Clerk that would fall under the City Council and is led by the Council. She described the preliminary steps to begin the process for a project of this size. She gave Council the way the Clerk's office is set up now versus how it will differ whilst under the employment of the City Council. Holly stated that it was a very different beast. She said that plans will begin to present themselves at the May meeting. Dan also asked about the employee handbook. Holly responded that it was soon to be presented to the Council for input. Dan asked about the reference to the land-use permit and asked for an example for what that might look like. Jim responded that the City has leases and Land-Use permits in place and it was to ensure that those using the land stay in the confines for what the permit states. Dan asked Kris if the City was able to collect revenue for the tunnel contract. Kris answered that because of the pandemic and cruise ships not coming into Whittier, the tunnel did not need the same level of response in 2020. In that regard, the City also did not need to hire a seasonal officer for the Public Safety Department that would have been responsible for that area of patrol. Dan asked about unexpected revenue from the P-12 lease in 2020, he asked for information as he thought the sale was completed in 2019. Kris said she would have to investigate that. But according to her recollection is that when she looked at the revenues, they were higher due to a one-time lease from the Whittier Seafood egg room that was not part of a lease previous and was paid until the sale was finalized. Dan also asked about earthquake funding from FEMA to help repair parts of the shoreline that was damaged during the earthquake. He asked that when the contractor repairs it, does the City have a standard to follow in regard to the rising sea level. Kris answered that when FEMA funds repair of earthquake related or similar damages, they will only fund you back to pre- event conditions, so if the City wanted to improve a particular structure, the City will have to cover the cost to bring it up to standard and FEMA would only cover the cost of repairing back to its pre-damaged state.

Andre Achee gave a report on the Public Safety Department. He directed the Council to his 2020 stats on incidents that have been reported. The stats showed the total amount of service calls for the year that amounted to 1,882 calls. He explained the calls that came from Girdwood and the

calls that came from Whittier. He continued to explain that some calls may be from the Seward Highway and that most calls were for traffic violations. Andre reported that Joe Corbett had been promoted to Lieutenant of the Public Safety Department and explained the duties that are to be expected. He reported on the tsunami service contractor that had come into Whittier to update tsunami warning systems updated. Andre spoke about the weekly tests that will go off on Fridays and reassured that the system is up and ready. He briefly spoke about grants for tsunami warning systems and is hoping to install a second siren in Whittier. He reported on the ongoing training that is happening for staff and volunteers. He stated that positions have been advertised, one for seasonal EMS and another for a Police Officer.

Dave Dickason asked about the incident that happened on the Highway that involved dispatch and stated that it was important that the City do everything they can to address it and maybe find another provider if the issues preside.

Tom Wagner reported that the tsunami warning system and if it were possible to install a speaker at the BTI as he was not able to hear it from his apartment. Andre responded that it was a possibility and explained the receiver is triggered by radio waves. Andre also explained the NIXLE alerts that people have been receiving. Stating that it was because of the weather conditions that were happening at the time. Tom asked if maybe the tsunami alert system could trigger a NIXLE alert. Tom gave a brief anecdote of a reckless driver on the highway.

Peter Denmark asked what the tsunami warning system was hooked up to. Andre explained that there were 2 parts of the tsunami warning system; the main speaker set up and the housing for transmitter set up. When it is set off by the Police, the radio signal goes off to the siren. He explained that the siren may differ depending on the catastrophe/test. Peter asked what kind of event will trigger a tsunami siren. Andre replied that it would be an event that will have to be set off. Peter asked if the siren was hooked up to NOAA. Andre clarified that it is not. Peter mentioned the alert that was set off last year that was triggered by an event in the south east part of the state. Andre explained that everyone was alerted for that event depending on cellphone provider, however it was not sent to the City's NAWAS system and was not in the capabilities of the Whittier Public Safety Department. Peter stated that it would be preferred if there was a local activator specific to the hazards that face Whittier. Andre responded that seismic equipment is scheduled to be installed in Whittier.

Scott Korbe reported on projects. He shared that Shotgun Cove Road environmental assessments is out on federal highways. Notice for public comments should be going out for the EA. He stated that the City is still on track to be shovel ready. He gave an update on the wells project. Right now, we are currently seeking funding for the project. He reported that for Shotgun Cove Road, he is looking for about \$40,000,000 in grants. Dave Dickason asked about the project happening in the Alyeska highway intersection. Scott responded that he knows that the DOT and public outreach came to the Council last fall and will return as the project nears. He is not aware that it is up to bid yet.

Dave Borg stated that he did not have much to report. He has been busy with staff training. He commended the Harbor staff for their work both outside and in administration. He reported that the Harbor is catching up with files and other housekeeping duties. Dave Dickason asked about the campground plan. Dave Borg replied that because of the lack of staff last year, he had most of his staff monitoring the launch ramps. He said that he and Annie discussed different options, but it is a little early to say. Nothing too substantial to discuss at this point.

B. Attorney's Comments

8. COMMISSION/COMMITTEE REPORTS

A. Planning Commission

Nothing new to report

B. Port & Harbor Commission

Nothing new to report

C. Parks & Recreation Committee

Peter Denmark made a comment on the Orca sculpture that is out in the Triangle and said it had been out all winter and it needs a little work. Dave Dickason offered the school as an option, however Scott Korbe stated it will not fit anywhere at the facility. Dave and Victor discussed several options.

D. Whittier Community School

Tim Wieland reported on the following: Saturday School, Thanksgiving meals in February, shop activities, spring break, Barbara Lydon visiting the students for art projects. Ending of 3rd quarter, Parent Teacher Conference and PEAKS testing. He reminded everyone of the EAC meeting on Thursday at 6:30pm, link can be found on the website.

E. Prince William Sound Aquaculture Corp.

Nothing new to report

F. Regional Citizen’s Advisory Council

Mike Bender commented that April 19th-20th is the SERVS drill.

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

Carrie Arro, a boat owner spoke in favor of adopting Res. #07-2021 for reducing monthly transient moorage fees for the 2021 season. She continued about comparisons made between Whittier and Seward from customers make it so that Whittier becomes a competitor and an easy choice for people looking to get out in the sound. She believes this will stimulate local economy and how it is important now.

10. APPROVAL OF THE CONSENT AGENDA

A. Liquor License Renewal, The Outpost Liquor Door – 1075

MOTION: Dan Blair made a motion to approve the item in the Consent Agenda

SECOND: Tom Wagner

DISCUSSION: None

VOTE: Motion passed unanimously

11. PUBLIC HEARINGS (NON-ORDINANCE)

None

12. PRESENTATIONS

None

13. ORDINANCES

14. RESOLUTIONS

A. Resolution 06-2021 – A Resolution of the City Council of the City of Whittier, Alaska, in an Effort to Establish an Austerity Fiscal Strategy, Direct the City Manager to Implement an Immediate Hiring Freeze on All Full Time Employee Positions Except Police Officer Positions (Clerk’s note: Item was moved from A to F during meeting)

MOTION: David Pinguoch made a motion to postpone Res. #06-2021 indefinitely

SECOND: Dan Blair

DISCUSSION: Peter Denmark asked about the difference between tabling and postponing indefinitely. Holly Wells responded that the two are similar and can work in the same function.

VOTE: Motion passed unanimously

B. Resolution #07-2021 – A Resolution Of The City Council Of The City Of Whittier, Alaska, Authorizing Reducing Monthly Transient Moorage Fees for the 2021 Summer Season from \$21.83 per foot to \$15.30 per foot to Promote Local Economic Development and Encourage Local Alaskans to Select Whittier as their Destination of Choice for Outdoor Activities in Prince William Sound

MOTION: Dan Blair made a motion to adopt Res. #07-2021

SECOND: Tom Wagner

DISCUSSION: Council discussed the topic at length. Dave Borg explained that he had been getting feedback from people who wished to put their boats in the Harbor. David Pinguoch commended the resolution but offered some language changes. Peter Denmark claimed that there was a lack of transparency when it comes to business pertaining to the Harbor and the Port and Harbor Commission. Holly Wells weighed in. Discussion on communication between Council and Administration ensued.

VOTE: Motion passed 5-2

C. Resolution #08-2021 – A Resolution of the City Council of the City of Whittier, Alaska, Release all Non-Essential Railroad Lands held by the Alaska railroad Corporation Under the Master Lease with the City of Whittier in Fee Simple

MOTION: Peter Denmark made a motion to postpone Res. #08-2021 until after Executive Session.

SECOND: David Pinguoch

DISCUSSION: None

VOTE: Motion passed unanimously

(Clerk’s note: Following motion was made after Council came out of Executive Session)

MOTION: Dan Blair made a motion to adopt Res. #08-2021

SECOND: Victor Shen

DISCUSSION: None

VOTE: Motion passed 6-1, with Tom Wagner recused from voting

D. Resolution #09-2021 – A Resolution of the City Council of the City of Whittier, Alaska, Retroactively Amending the 2020 Budget to Record Expenditures of \$113,326.06 Paid by the

State of Alaska on Behalf of the City Towards the City's Public Employees Retirement System Liability for the Period of January through December 2020, and Appropriating Funds

MOTION: Dan Blair made a motion to adopt Res. #09-2021

SECOND: Victor Shen

DISCUSSION: None

VOTE: Motion passed unanimously

E. Resolution #10-2021 – A Resolution of the City Council of the City of Whittier, Alaska, Prioritizing 2021 Budget Spending and Potential cuts Amid Ongoing Impacts of the Pandemic and Likely Loss of Cruise Ships During the 2021 Cruise Season

MOTION: David Pinquoch made a motion to adopt Res. #10-2021

SECOND: Tom Wagner

DISCUSSION: Kris explained that this resolution was just to show the breaking down of expenses by the end of the year so that the Budget is balanced.

VOTE: Motion passed unanimously

15. EXECUTIVE SESSION (Item moved to 19a)

(Clerk's note: Tom Wagner left the meeting at 9:35 pm)

A. Land Dispute with the Alaska Railroad – Matters that, if immediately disclosed, would tend to adversely affect the finances of the City WMC 2.08.040 (1)

MOTION: Dan Blair made a motion to enter into Executive Session

SECOND: Monty Irvin

DISCUSSION: None

VOTE: Motion passed unanimously

COUNCIL ENETERED INTO EXECUTIVE SESSION AT 9:38 pm

MOTION: Dan Blair made a motion to come out of Executive Session

SECOND: Monty Irvin

DISCUSSION: None

VOTE: Motion passed unanimously

COUNCIL EXITED EXECUTIVE SESSION AND RESUMED REGULAR MEETING AT 10:00 pm

16. NEW BUSINESS

17. COUNCIL DISCUSSION

Dan asked about fiscal policies and action plans of what happens when there is significant revenue loss. He stated that it would be nice to have fiscal policies in place that would require and encourage administration to bring forward a budget that reflected that. He explained that in 2019, a budget was presented to the Council that showed immense spending. He said that ideally, it would have been an opportunity for the City to mitigate risk. Kris responded to Dan saying, that when the City formulated the budget, there was no discussion about the City over spending a Capitol Project without the money to pay for it. She continued saying it was a discussion with the Council when she arrived, that the

main priority was to build the City’s fund balance to \$2,000,000. And the City achieved that goal. So, she established fiscal policies and used those policies to identify how well they were meeting them. After identifying those aspects, she explained that she wanted to craft a plan to improve in each of those areas. She explained that one of the goals now is taking money out of the reserves and putting them into a capitol fund. But in the course of doing so, The City drew down \$1.2 million of the reserve that the City had just thought we built. She claimed that what Dan had said was unfair as it posed as an assumption that the City had crafted a budget and spent every dime. Dan corrected himself and clarified. Kris thanked him for his clarification. She continued by stating options for investment opportunities. Dan thanked Kris for her patience with him. He stated that having fiscal policies in place, this can mitigate future financial issues.

David Pinquoch thanked those who were responsible for whoever worked for Res. #10-2021. He brought up the Harbor handbook and the code changes. He asked about the Handbook and was expecting the handbook to be passed by the Council. Holly responded that Council approves regulations, and the handbook is a reiteration of those regulations in user-friendly references to the code provisions. She continued. Peter Denmark commented and said that although it was requested, it was ignored. Holly responded to the Council saying if Council wants to have a role in approving handbooks that currently falls under the authority of the Administration and Commission, it can be done to change who can have authority, but approval of the handbook isn’t appropriate for the Council. Dan Blair asked about the approval of Fee Schedules. Holly responded that there is a lot for discussion in terms of the laws that are adopted and the fees that are adopted. She discussed the topic with the Council for some time.

18. CITIZEN’S DISCUSSION

Mike Bender stated that Lazy Otter is expecting some interesting changes.

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

None

20. ADJOURNMENT

Council adjourned the meeting at 10:02pm

ATTEST:

Naelene Matsumiya
City Clerk

Dave Dickason
Mayor

Date: April 20th, 2021
To: Whittier City Council and Administration
From: Dave Dickason
Subject: Mayor's Report – March / April

Meetings Attended:

- ~~Port and Harbor Meeting: April 1st~~

Upcoming Schedule:

- May 5th 6:00 PM: Planning & Zoning
- May 6th 6:00 PM: Port and Harbor
- May 18th 7:00 PM: Regular Council Mtg.

Follow-up:

Communications
Budget Review
Juneau Legislature Presentation
Public Safety: Improvement of Dispatch Services

Open Goals:

SHORT TERM

- ARRC Land Transfer presentation to Legislature
- Policies and Procedures / Code Update
- Lease Standardization & Enforcement

MID TERM

- DOD Tank-Farm Land Transfer of 58 Acres
- US Forest Service Transfer of unused Marston Property
- Community Park Construction Funding (PWSED helping to seek grant funding)
- Determine Funding for Final Harbor Construction Phase

LONG TERM

- Shotgun Cove Road Extension
- Head of Bay Development
- Buckner Building: Environmental Remediation.

To: Whittier City Council
From: City Manager Jim Hunt
Re: City Manager Report for April 2021

Introduction

The purpose of this report is to provide the Whittier City Council, and the public, a brief summary of the City of Whittier (“City”) projects that the City Administration worked on and advanced during April, 2021 and to provide City Council and the public a brief introduction to the projects the City anticipates tackling in May, 2021.

Summary of Projects

The following is a summary of the projects to which I, and City Staff, dedicated significant portions of time this month:

COVID-19 Mitigation and Preparation

As the summer season approaches, I participated in regular conferences with the State of Alaska, Assistant City Manager Reeves, and the City’s emergency response team to monitor the current state of pandemic mitigation and response efforts as well as available and anticipated financial assistance programs arising from the pandemic. I also worked with the City Attorney to ensure that mutual aid agreements and local response efforts were updated and legally appropriate as we move towards the summer season. Similarly, I attended multiple Alaska Municipal League conference calls covering COVID-19 and the uncertainties posed by changes in legislation. I continued to collaborate with Paul Mueller regarding COVID-19 vaccination and testing efforts and capacity. The City also ordered a plaque recognizing Mr. Mueller’s dedication and effort for the community of Whittier.

Council should also note that the 2nd Floor of Public Safety Building near clinic continues to receive vaccine patients and the City staff continues to encourage Whittier residents to take advantage of the services offered.

Council lobbying and legal reform Priorities

I, along with the staff, worked diligently on several projects identified by City Council as priorities, including:

- Attendance at and preparation for conferences and planning sessions with the City State lobbyists to develop an effective lobbying approach to promote the City's interests and its needs in negotiations and interactions with the Alaska Railroad Corporation;
- Conferences and planning sessions with the City Attorney to draft and adopt laws recommended by individual Council members and to draft documents and strategies to develop concrete means to carry out Council directives;
- Attendance at and preparation for a zoom meeting regarding projects identified on the City's State priority list;
- Contacted and worked with federal lobbyists regarding federal lobbying priorities, including requests for our multi-million dollar water projects and a request for \$6,000,000 for Shotgun Cove Road;
- Attended numerous Alaska Municipal League conference calls and planning sessions regarding the impact of and means of weathering the stimulus financial shortfall on small communities including Whittier;
- Attended Alaska Municipal League meetings regarding the sales tax proposal and its potential benefits for the City; and
- I worked with various stakeholders regarding the impact and forecast regarding the cruise ship delay and the anticipated CPV losses

Additional Projects

The following is a brief itemization of other projects I completed this month:

1. I sent Rep. Rauscher a signed copy of the RR/Lands resolution that was passed last month for discussion and review
2. I drafted and submitted several letters of support to our community partners and Whittier stakeholders
3. I worked with the McKinley Group and PWS Economic Development as they/we create a new Comprehensive Economic Development Strategy (CEDS) Plan for the region
4. I attended PWS Economic Board meeting
5. Helped organize and attended weekly staff Tsunami Preparedness work sessions.

6. Continued researching and pursuing potential DeLong Dock replacement grants
7. Scheduled and prepared for trip to Juneau to meet state representatives related to our high State Priorities and traveled to Juneau to meet with representatives (outside of the Capital) on Sunday April 11 and return the 13th
8. Prepared for and attended PWS Ferry Exploration meeting
Communicated with Chugach Alaska regarding Shotgun Cove Road and they sent us a letter of support for the Delegation in DC
9. Prepared for and led staff meetings

10. I spoke with representative of Alaska Trident Submarine / new museum effort.

Council-Initiated Projects and Assignments

In addition to the projects prioritized by City Council, which are reflected in the action memoranda and legislation included in the packet, the City staff as well as the City Attorney fielded a substantial amount of inquiries and requests for information from various Council members. While we always strive to be responsive, the volume of requests and the substantial dedication of Staff resources required to respond to them emphasized the importance of assisting City Council with the adoption of procedures and processes to ensure that the Staff is able to timely and efficiently respond to Council requests and that it can prioritize requests in a way that both ensures City business is efficiently completed and individual Council members have the support they need to propose legislation and complete their objectives and goals. I have been discussing this topic with the Mayor and will be present at the May meeting to discuss it in more detail with Council.

FINANCE MONTHLY REPORT

March Finance Monthly Report – with February PRELIMINARY financials

This report reflects an abbreviated look at finance-related **activities** through the end of March. Financial Report information is provided in the packet through the end of February, keeping in mind that staff is working to close-out 2020 financials, so there may be adjusting entries that could affect 2021. The interfund transfers budgeted for 2021 have been entered and posted but we have not yet posted the transfer of General Fund capital funds authorized by Council in Resolution #05-2021 for \$1,014,900 because administration will request Council's reconsideration of that action, and instead request that the monies be set aside within the General Fund, as *assigned fund balance* that can only be used for capital purposes.

PROPERTY TAX

The Tax Administrator is preparing to send out Real and Personal Property Tax Notices. Following the distribution of tax bills, staff will be turning over past due property tax accounts for collections and/or foreclosure. We have sent numerous notices requesting payment, including notices informing property owners of our intent to pursue action if accounts are not paid. We currently have four accounts that are three or more years in arrears, two accounts that are two years in arrears, and approximately 25 accounts that are one year in arrears. Real Property tax outstanding accounts receivable at 4/7/2021 is \$21,121 and Personal Property tax accounts receivable is \$89,157.

2020 FINANCIAL AUDIT

The tentative dates for the 2021 audit have been set for the week beginning May 17, 2021. The finance director has been working with the harbor and the tax administrator to prepare the books for audit. The auditors have been sent information regarding the accounts payable and payroll checks and direct deposits issued for the year, as well as cash receipts, and the auditors have returned a listing of their test samples. Staff are busy pulling information for the auditors. We expect to be well prepared and ready for the on-site audit.

Council approved creation of the new Compensated Absences Fund, and appropriation of funds equal to the annual leave liability for General Fund employees via Resolution #01-2021, retroactive to 2020. This is consistent with one of our Budget Policies, aimed at setting aside funds that are not available for use in the General Fund (the liability technically is owed to the employees and therefore not available to the City for spending) in order to develop a more conservative understanding of reserves available within the General Fund. The amount of annual leave liability related to General Fund employees at December 31, 2020 is \$128,165 so that amount has been included as a transfer-out of the General Fund in 2020 consistent with the resolution.

ANNUAL INSURANCE EXPOSURE QUESTIONNAIRE

Staff are updating property, mobile equipment, vehicle, and infrastructure schedules in order to obtain quotes for insurance. The insurance company operates on a fiscal year from July 1 to June 30 so we will expect to obtain estimated costs for the upcoming year's insurance in May. We are also updating payroll cost information to obtain a quote for workers' compensation coverage. In all City departments, staff have worked hard to complete numerous safety, hazardous materials, cyber-security, OSHA, Incident Command System and other related training, in order to instill an organization-wide focus on safety, with the added benefit of reducing insurance costs. This information is being compiled and reported to the insurance company.

GRANTS

Grant financial activity has been closed out for the year and audit confirmation letters mailed to granting agencies to verify the City's accounting records against the granting agency records, as is standard for audit preparation. All COVID-related grants are finalized. The City requested total reimbursements from FEMA for pandemic-related costs, of \$122,736.44. We have received approval for \$24,912.21 and are awaiting word on the eligibility of the remaining \$97,825. We received the full CARES Act funding from the State in the amount of \$902,929. We have one outstanding grant related to the purchase and equipping of the new ambulance. A reimbursement will be requested from the State upon delivery of the ambulance in May, at an expected grant amount of \$291,630.

Staff continues to work with our contractors at CRW, State FEMA staff, and insurance company representatives on work related to the November 2018 earthquake event with nearly all Project Worksheets (with the exception of PW570 – Well Pump Houses and PW579 – Water System) having been finalized. Bids for the project came in higher than the available funding levels, so we are working with the State to determine whether it is feasible to adjust project worksheet eligible costs, or how to proceed.

The City continues working with CRW Engineering and subcontractors on the Shotgun Cove Road project. We are finalizing a grant application for the next \$2.5 million funding application. We are also looking at other possible sources of revenue to continue this project.

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
01-310-4005 FISH TAX	.00	.00	50,000.00	50,000.00	.0
01-310-4006 MOTOR VEHICLE REGISTRATION	.00	.00	3,500.00	3,500.00	.0
01-310-4007 LIQUOR TAX	.00	.00	5,000.00	5,000.00	.0
01-310-4009 ELEC & TELE CO-OP TAX	.00	.00	3,600.00	3,600.00	.0
01-310-4200 SALES TAX	.00	2,425.49	375,000.00	372,574.51	.7
01-310-4201 PROPERTY TAX - REAL	.00	.00	380,000.00	380,000.00	.0
01-310-4202 PROPERTY TAX - PERSONAL	.00	.00	330,000.00	330,000.00	.0
01-310-4205 BUSINESS TRANSPORTATION TAX	.00	11,186.07	150,000.00	138,813.93	7.5
TOTAL TAXES	.00	13,611.56	1,297,100.00	1,283,488.44	1.1
<u>LICENSES & PERMITS</u>					
01-320-4250 BUSINESS LICENSES	550.00	1,900.00	4,000.00	2,100.00	47.5
01-320-4251 USER FEES & PERMITS	.00	.00	1,000.00	1,000.00	.0
01-320-4312 AMBULANCE FEES	.00	.00	5,000.00	5,000.00	.0
TOTAL LICENSES & PERMITS	550.00	1,900.00	10,000.00	8,100.00	19.0
<u>INTERGOVERNMENTAL REVENUE</u>					
01-330-4002 STATE REVENUE SHARING	.00	.00	75,000.00	75,000.00	.0
01-330-4003 STATE PAY-IN-LIEU OF TAXES	.00	.00	55,000.00	55,000.00	.0
01-330-4011 EMS SMALL GRANT	.00	.00	2,500.00	2,500.00	.0
01-330-4025 NAT'L FOREST SERVICE RECEIPTS	.00	.00	24,000.00	24,000.00	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	.00	156,500.00	156,500.00	.0
<u>LEASES</u>					
01-345-4515 LEASE INCOME - CITY LAND	5,412.08	13,095.90	233,380.00	220,284.10	5.6
01-345-4517 LEASES - ARRC LAND	742.89	1,494.04	.00	(1,494.04)	.0
01-345-4520 LEASE INCOME - CONDOMINIUMS	1,114.88	2,229.76	13,380.00	11,150.24	16.7
01-345-4525 LAND USE RENT	105.00	210.00	12,000.00	11,790.00	1.8
TOTAL LEASES	7,374.85	17,029.70	258,760.00	241,730.30	6.6
<u>FINES & CITATIONS</u>					
01-350-4261 PSD FINES & CITATIONS	.00	83.00	1,000.00	917.00	8.3
01-350-4262 PSD PARKING TICKETS CIVIL	.00	50.00	.00	(50.00)	.0
TOTAL FINES & CITATIONS	.00	133.00	1,000.00	867.00	13.3

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS</u>					
01-360-4099 MISCELLANEOUS REVENUE	30.00	140.00	2,500.00	2,360.00	5.6
01-360-4204 INTEREST & PENALTIES	.00	.00	2,000.00	2,000.00	.0
01-360-4900 INTEREST ON BANK ACCOUNTS	93.00	916.92	50,000.00	49,083.08	1.8
01-360-4902 INTEREST ON ESCROW ACCOUNTS	.00	.00	15,000.00	15,000.00	.0
01-360-4914 TRANSFIELD - TUNNEL CONTRAC	.00	.00	77,825.00	77,825.00	.0
01-360-4915 GIRDWOOD-POLICE CONTRACT	112,500.00	225,000.00	684,383.00	459,383.00	32.9
TOTAL MISCELLANEOUS	112,623.00	226,056.92	831,708.00	605,651.08	27.2
<u>TRANSFERS & OTHER</u>					
01-390-4990 TRANSFER IN FROM CVP FUND	.00	.00	215,043.00	215,043.00	.0
01-390-4994 TRANSFER IN FROM HARBOR	.00	.00	156,000.00	156,000.00	.0
01-390-4995 TRANSFER IN FROM WWS	.00	.00	39,048.00	39,048.00	.0
01-390-4996 TRANSFER IN FROM DELONG DOCK	.00	.00	38,400.00	38,400.00	.0
TOTAL TRANSFERS & OTHER	.00	.00	448,491.00	448,491.00	.0
TOTAL FUND REVENUE	120,547.85	258,731.18	3,003,559.00	2,744,827.82	8.6

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
01-400-6000 SALARIES & WAGES	25,884.68	50,651.18	333,746.00	283,094.82	15.2
01-400-6030 FICA TAXES	371.23	726.25	5,078.00	4,351.75	14.3
01-400-6040 WORKER'S COMP.	.00	.00	6,000.00	6,000.00	.0
01-400-6050 ESC TAXES	391.92	703.30	3,502.00	2,798.70	20.1
01-400-6060 HEALTH & LIFE INSURANCE	5,593.82	5,593.82	66,249.00	60,655.18	8.4
01-400-6070 PERS RETIREMENT	4,227.43	8,812.15	61,656.00	52,843.85	14.3
01-400-6205 ADVERTISING	.00	.00	5,000.00	5,000.00	.0
01-400-6210 B.T.I. CONDO FEES	.00	.00	2,500.00	2,500.00	.0
01-400-6220 BANK SERVICES CHARGES	528.83	1,201.30	10,000.00	8,798.70	12.0
01-400-6240 COMMUNITY SUPPORT-DONATIONS	.00	175.00	.00	(175.00)	.0
01-400-6280 DUES & SUBSCRIPTIONS	45.97	1,635.72	5,000.00	3,364.28	32.7
01-400-6410 INSURANCE - LIABILITY	.00	8,260.80	9,000.00	739.20	91.8
01-400-6440 INSURANCE - PROPERTY	.00	150.00	.00	(150.00)	.0
01-400-6540 LICENSES & PERMITS	115.00	115.00	.00	(115.00)	.0
01-400-6541 PENALTIES & FEES	.00	.00	1,000.00	1,000.00	.0
01-400-6565 OUTSIDE CONTRACTORS	2,576.72	(1,047.95)	16,120.00	17,167.95	(6.5)
01-400-6570 PHYSICAL EXAMS & BACKGROUND CK	.00	.00	400.00	400.00	.0
01-400-6580 POSTAGE	526.86	526.86	2,500.00	1,973.14	21.1
01-400-6610 PROF. FEES - ACCOUNTING	2,100.00	4,200.00	22,000.00	17,800.00	19.1
01-400-6620 PROF. FEES - APPRAISAL	.00	.00	12,000.00	12,000.00	.0
01-400-6625 PROF. FEES - FINANCIAL SOFTWARE	1,686.00	3,332.00	25,000.00	21,668.00	13.3
01-400-6635 PROF. FEES - COMPUTER SUPPORT	.00	.00	20,000.00	20,000.00	.0
01-400-6636 PROF FEES - WEB SITE SUPPORT	.00	.00	4,200.00	4,200.00	.0
01-400-6650 PROF. FEES - LEGAL	1,482.50	1,482.50	60,000.00	58,517.50	2.5
01-400-6700 PUBLICATIONS & SUBSCRIPTIONS	.00	199.00	800.00	601.00	24.9
01-400-6770 TRAVEL, TRAINING & DEV.	.00	155.00	12,000.00	11,845.00	1.3
01-400-7351 EQUIPMENT MAINT. AGREEMENTS	.00	.00	2,000.00	2,000.00	.0
01-400-7450 REPAIRS-OFFICE EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
01-400-8550 SUPPLIES - OFFICE	73.94	435.48	5,000.00	4,564.51	8.7
01-400-8750 SUPPLIES - PRINTING	.00	.00	300.00	300.00	.0
01-400-9000 UTILITIES - INTERNET	1,299.02	2,611.75	13,000.00	10,388.25	20.1
01-400-9070 UTILITIES - TELEPHONE	282.00	1,063.49	9,500.00	8,436.51	11.2
01-400-9100 MISCELLANEOUS EXPENSES	.00	(12,556.35)	2,000.00	14,556.35	(627.8)
01-400-9530 CAPITAL OUTLAY-COMPUTER EQUIP	.00	.00	5,000.00	5,000.00	.0
TOTAL ADMIN	47,165.92	78,426.31	721,551.00	643,124.69	10.9
<u>COUNCIL</u>					
01-401-6240 CITY COUNCIL-COMMUNITY SUPPORT	24.00	24.00	4,000.00	3,976.00	.6
01-401-6280 DUES & SUBSCRIPTIONS	.00	.00	600.00	600.00	.0
01-401-6600 PROF. FEES - AUDIT	.00	.00	38,000.00	38,000.00	.0
01-401-6770 TRAVEL, TRAINING & DEV.	.00	.00	3,000.00	3,000.00	.0
01-401-6800 COUNCIL CHAMBER IMPROV	.00	.00	1,500.00	1,500.00	.0
01-401-8550 SUPPLIES - OFFICE	.00	.00	800.00	800.00	.0
01-401-9070 UTILITIES - TELEPHONE	.00	(85.99)	.00	85.99	.0
01-401-9500 LOBBYIST FEES	10,000.00	20,000.00	120,000.00	100,000.00	16.7
TOTAL COUNCIL	10,024.00	19,938.01	167,900.00	147,961.99	11.9

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>ELECTIONS</u>						
01-420-6100	VOLUNTEER SUPPORT	.00	.00	1,200.00	1,200.00	.0
01-420-6205	ADVERTISING	.00	.00	600.00	600.00	.0
TOTAL ELECTIONS		.00	.00	1,800.00	1,800.00	.0
<u>PUBLIC SAFETY</u>						
01-510-6000	SALARIES & WAGES	47,716.70	91,899.51	680,413.00	588,513.49	13.5
01-510-6030	FICA TAXES	691.01	4,902.62	10,459.00	5,556.38	46.9
01-510-6040	WORKER'S COMP.	.00	.00	25,714.00	25,714.00	.0
01-510-6050	ESC TAXES	725.76	1,684.15	6,915.00	5,230.85	24.4
01-510-6060	HEALTH & LIFE INSURANCE	5,963.86	7,004.05	106,024.00	99,019.95	6.6
01-510-6070	PERS RETIREMENT	7,753.64	14,802.15	115,398.00	100,595.85	12.8
01-510-6091	UNIFORM ALLOWANCE	80.00	80.00	2,500.00	2,420.00	3.2
01-510-6100	VOLUNTEER SUPPORT	.00	.00	1,500.00	1,500.00	.0
01-510-6205	ADVERTISING	.00	275.00	250.00	(25.00)	110.0
01-510-6210	B.T.I. CONDO FEES	.00	.00	2,000.00	2,000.00	.0
01-510-6280	DUES & SUBSCRIPTIONS	.00	60.00	500.00	440.00	12.0
01-510-6410	INSURANCE - LIABILITY	.00	10,968.24	17,500.00	6,530.76	62.7
01-510-6420	INSURANCE - AUTO	.00	4,918.68	9,000.00	4,081.32	54.7
01-510-6440	INSURANCE - PROPERTY	.00	(301.25)	1,200.00	1,501.25	(25.1)
01-510-6540	LICENSES & PERMITS	.00	.00	2,000.00	2,000.00	.0
01-510-6565	OUTSIDE CONTRACTORS	.00	14,822.32	35,600.00	20,777.68	41.6
01-510-6570	PHYSICAL EXAMS	.00	.00	2,000.00	2,000.00	.0
01-510-6580	POSTAGE	5.28	5.28	200.00	194.72	2.6
01-510-6635	PROF. FEES - COMPUTER SUPPORT	.00	.00	800.00	800.00	.0
01-510-6700	PUBLICATIONS & SUBSCRIPTIONS	.00	14.99	500.00	485.01	3.0
01-510-6735	EQUIPMENT PURCHASE	.00	.00	8,000.00	8,000.00	.0
01-510-6770	TRAVEL, TRAINING & DEV.	20.00	20.00	5,000.00	4,980.00	.4
01-510-7100	BUILDING MAINT.	.00	.00	1,500.00	1,500.00	.0
01-510-7150	REPAIRS - COMMUNICATION EQUIPM	.00	.00	2,000.00	2,000.00	.0
01-510-7200	REPAIRS-COMPUTER SYSTEM	.00	.00	1,000.00	1,000.00	.0
01-510-7350	REPAIRS - EQUIPMENT	.00	.00	8,000.00	8,000.00	.0
01-510-7400	REPAIRS - VEHICLES	.00	.00	5,000.00	5,000.00	.0
01-510-7750	GAS & OIL - VEHICLES	726.16	1,611.19	25,000.00	23,388.81	6.4
01-510-8020	SUPPLIES - AMMUNITION	.00	.00	5,000.00	5,000.00	.0
01-510-8100	SUPPLIES - COMPUTERS	.00	.00	1,500.00	1,500.00	.0
01-510-8150	SUPPLIES - CONSUMABLE	358.78	599.98	4,000.00	3,400.02	15.0
01-510-8200	SUPPLIES - COPIER	.00	.00	1,200.00	1,200.00	.0
01-510-8550	SUPPLIES - OFFICE	.00	349.96	2,000.00	1,650.04	17.5
01-510-8950	SUPPLIES - UNIFORMS	195.00	1,963.84	6,000.00	4,036.16	32.7
01-510-9000	UTILITIES - INTERNET	1,698.95	2,878.48	15,000.00	12,121.52	19.2
01-510-9070	UTILITIES - TELEPHONE	569.56	1,372.91	.00	(1,372.91)	.0
01-510-9200	GRANT EXPENDITURES	.00	.00	8,000.00	8,000.00	.0
TOTAL PUBLIC SAFETY		66,504.70	159,933.10	1,118,673.00	958,739.90	14.3

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
FIRE					
01-520-6000 SALARIES & WAGES	1,107.68	2,215.36	14,400.00	12,184.64	15.4
01-520-6030 FICA TAXES	16.06	32.12	1,102.00	1,069.88	2.9
01-520-6040 WORKERS COMP	.00	.00	563.00	563.00	.0
01-520-6050 ESC TAXES	16.84	30.80	144.00	113.20	21.4
01-520-6100 VOLUNTEER SUPPORT	.00	.00	12,000.00	12,000.00	.0
01-520-6410 INSURANCE - LIABILITY	.00	558.07	1,000.00	441.93	55.8
01-520-6420 INSURANCE - AUTO	.00	3,220.53	4,500.00	1,279.47	71.6
01-520-6735 EQUIPMENT PURCHASE	.00	.00	5,000.00	5,000.00	.0
01-520-6750 TESTING	.00	.00	1,000.00	1,000.00	.0
01-520-6770 TRAVEL, TRAINING & DEV.	.00	.00	500.00	500.00	.0
01-520-7350 REPAIRS - EQUIPMENT	.00	.00	2,000.00	2,000.00	.0
01-520-7400 REPAIRS - VEHICLES	.00	.00	1,500.00	1,500.00	.0
01-520-7750 GAS & OIL - VEHICLES	.00	.00	1,000.00	1,000.00	.0
01-520-8550 SUPPLIES - OFFICE	.00	.00	150.00	150.00	.0
01-520-8950 SUPPLIES - UNIFORMS	.00	.00	750.00	750.00	.0
TOTAL FIRE	1,140.58	6,056.88	45,609.00	39,552.12	13.3
EMS					
01-530-6000 SALARIES & WAGES	6,698.32	13,396.64	131,696.00	118,299.36	10.2
01-530-6030 FICA TAXES	97.72	194.86	6,441.00	6,246.14	3.0
01-530-6040 WORKER'S COMP.	.00	.00	8,738.00	8,738.00	.0
01-530-6050 ESC TAXES	102.41	186.79	1,399.00	1,212.21	13.4
01-530-6060 HEALTH & LIFE INSURANCE	85.82	85.82	16,358.00	16,272.18	.5
01-530-6070 PERS RETIREMENT	1,108.10	2,216.20	15,125.00	12,908.80	14.7
01-530-6091 UNIFORM ALLOWANCE	40.00	40.00	600.00	560.00	6.7
01-530-6100 EMS VOLUNTEER SUPPORT	220.00	460.00	20,000.00	19,540.00	2.3
01-530-6410 INSURANCE - LIABILITY	.00	2,736.52	10,000.00	7,263.48	27.4
01-530-6420 INSURANCE - AUTO	.00	1,732.37	3,500.00	1,767.63	49.5
01-530-6735 EQUIPMENT PURCHASE	.00	.00	1,000.00	1,000.00	.0
01-530-6750 TESTING	.00	.00	250.00	250.00	.0
01-530-6761 TRAINING - EMS SUPVSG MD	1,000.00	2,000.00	8,000.00	6,000.00	25.0
01-530-6770 TRAVEL, TRAINING & DEV.	.00	.00	2,000.00	2,000.00	.0
01-530-7400 REPAIRS - VEHICLES	.00	.00	1,500.00	1,500.00	.0
01-530-7750 GAS & OIL - VEHICLES	.00	.00	2,500.00	2,500.00	.0
01-530-8150 SUPPLIES - CONSUMABLE	.00	.00	3,500.00	3,500.00	.0
01-530-8550 SUPPLIES - OFFICE	.00	.00	250.00	250.00	.0
01-530-8650 SUPPLIES AND DRUGS BILLABLE	.00	.00	2,500.00	2,500.00	.0
01-530-8950 SUPPLIES - UNIFORMS	.00	.00	2,000.00	2,000.00	.0
01-530-9000 UTILITIES - INTERNET	499.16	1,012.70	5,000.00	3,987.30	20.3
01-530-9070 UTILITIES - TELEPHONE	50.60	101.20	500.00	398.80	20.2
TOTAL EMS	9,902.13	24,163.10	242,857.00	218,693.90	10.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CLINIC</u>					
01-535-6210 B.T.I. CONDO FEE	367.00	734.00	4,500.00	3,766.00	16.3
01-535-6440 INSURANCE - PROPERTY	.00	.00	1,200.00	1,200.00	.0
TOTAL CLINIC	367.00	734.00	5,700.00	4,966.00	12.9
<u>PUBLIC WORKS</u>					
01-600-6000 SALARIES & WAGES	16,315.75	33,148.77	264,710.00	231,561.23	12.5
01-600-6030 FICA TAXES	236.57	480.65	5,447.00	4,966.35	8.8
01-600-6040 WORKER'S COMP.	.00	.00	9,662.00	9,662.00	.0
01-600-6050 ESC TAXES	248.03	459.65	1,435.00	975.35	32.0
01-600-6060 HEALTH & LIFE INSURANCE	4,245.50	4,245.50	53,162.00	48,916.50	8.0
01-600-6070 PERS RETIREMENT	3,589.52	7,292.84	52,978.00	45,685.16	13.8
01-600-6410 INSURANCE - LIABILITY	.00	4,665.57	7,750.00	3,084.43	60.2
01-600-6420 INSURANCE - AUTO	.00	2,551.97	4,800.00	2,248.03	53.2
01-600-6430 INSURANCE EQUIPMENT	.00	1,626.58	5,000.00	3,373.42	32.5
01-600-6440 INSURANCE - PROPERTY	.00	189.53	1,000.00	810.47	19.0
01-600-6540 LICENSES & FEES	.00	.00	250.00	250.00	.0
01-600-6565 OUTSIDE CONTRACTORS	.00	(795.79)	8,000.00	8,795.79	(10.0)
01-600-6570 PHYSICAL EXAMS	.00	.00	750.00	750.00	.0
01-600-6635 PROF. FEES - COMPUTER SUPPORT	.00	.00	2,000.00	2,000.00	.0
01-600-6740 SMALL TOOLS	.00	.00	3,000.00	3,000.00	.0
01-600-6770 TRAVEL, TRAINING & DEV.	.00	.00	2,000.00	2,000.00	.0
01-600-7100 REPAIRS	.00	.00	5,000.00	5,000.00	.0
01-600-7210 REPAIRS - ROADS	.00	.00	7,000.00	7,000.00	.0
01-600-7350 REPAIR & MAINTENANCE	358.86	(769.01)	15,000.00	15,789.01	(5.1)
01-600-7750 GAS & OIL - VEHICLES	2,495.08	3,097.92	15,000.00	11,902.08	20.7
01-600-8150 SUPPLIES - CONSUMABLE	.00	.00	1,000.00	1,000.00	.0
01-600-8550 SUPPLIES - OFFICE	.00	.00	500.00	500.00	.0
01-600-8950 SUPPLIES - UNIFORMS	.00	.00	750.00	750.00	.0
01-600-8970 SUPPLIES - SAFETY	.00	.00	5,000.00	5,000.00	.0
01-600-8995 SUPPLIES & MATERIALS	130.20	999.16	15,000.00	14,000.84	6.7
01-600-9000 UTILITIES - INTERNET	765.78	1,545.72	7,500.00	5,954.28	20.6
01-600-9010 UTILITIES - ELECTRICITY	1,120.57	2,259.37	12,000.00	9,740.63	18.8
01-600-9070 UTILITIES - TELEPHONE	92.85	460.62	1,500.00	1,039.38	30.7
01-600-9095 UTILITIES - WATER/SEWER	.00	.00	10,000.00	10,000.00	.0
01-600-9520 CAPITAL OUTLAY - EQUIPMENT	.00	.00	20,000.00	20,000.00	.0
01-600-9900 INTERDEPARTMENT SUPPORT	(2,916.66)	(5,833.32)	(35,000.00)	(29,166.68)	(16.7)
TOTAL PUBLIC WORKS	26,682.05	55,625.73	502,194.00	446,568.27	11.1

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROPERTY & FACILITIES</u>					
01-700-6210	B.T.I. CONDO FEES	914.88	1,829.76	10,979.00	9,149.24 16.7
01-700-6410	INSURANCE - LIABILITY	.00	1,378.64	.00	(1,378.64) .0
01-700-6440	INSURANCE - PROPERTY	.00	10,487.82	26,000.00	15,512.18 40.3
01-700-6565	PROP & FAC-CONTRACTED SERVICES	.00	5,804.98	10,000.00	4,195.02 58.1
01-700-7100	REPAIRS - BUILDINGS	.00	.00	5,000.00	5,000.00 .0
01-700-8550	JANITORIAL SUPPLIES	.00	.00	500.00	500.00 .0
01-700-8970	SUPPLIES - SAFETY	.00	.00	500.00	500.00 .0
01-700-9010	UTILITIES - ELECTRICITY	3,080.84	6,232.29	31,261.00	25,028.71 19.9
01-700-9040	UTILITIES - HEATING FUEL	2,572.47	5,869.58	25,000.00	19,130.42 23.5
01-700-9050	UTILITIES - SOLID WASTE	67.79	135.58	2,000.00	1,864.42 6.8
01-700-9095	UTILITIES - WATER/SEWER	107.57	147.97	2,000.00	1,852.03 7.4
	TOTAL PROPERTY & FACILITIES	6,743.55	31,886.62	113,240.00	81,353.38 28.2
<u>PARKS AND RECREATION</u>					
01-800-6000	SALARIES AND WAGES	.00	.00	6,198.00	6,198.00 .0
01-800-6030	FICA TAXES	.00	.00	474.00	474.00 .0
01-800-6040	WORKER'S COMP	.00	.00	249.00	249.00 .0
01-800-6050	ESC TAX	.00	.00	62.00	62.00 .0
01-800-7340	PROFESSIONAL SERVICES	.00	.00	3,000.00	3,000.00 .0
01-800-7350	REPAIRS EQUIPMENT	.00	.00	1,000.00	1,000.00 .0
01-800-8950	SUPPLIES AND MATERIALS	.00	.00	6,000.00	6,000.00 .0
	TOTAL PARKS AND RECREATION	.00	.00	16,983.00	16,983.00 .0
<u>TRANSFERS TO OTHER FUNDS</u>					
01-990-9990	TRANSFER OUT	.00	.00	23,341.00	23,341.00 .0
01-990-9991	TRANSFER TO F 14 EQUIP REP PW	.00	140,255.57	25,000.00	(115,255.57) 561.0
	TOTAL TRANSFERS TO OTHER FUNDS	.00	140,255.57	48,341.00	(91,914.57) 290.1
	TOTAL FUND EXPENDITURES	168,529.93	517,019.32	2,984,848.00	2,467,828.68 17.3
	NET REVENUE OVER EXPENDITURES	(47,982.08)	(258,288.14)	18,711.00	276,999.14 (1380.

CITY OF WHITTIER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

PUBLIC WORKS EQUIP FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFERS FROM OTHER FUNDS</u>					
14-390-4990 TRANSFER FROM GENERAL FUND	.00	140,255.57	.00	(140,255.57)	.0
TOTAL TRANSFERS FROM OTHER FUNDS	.00	140,255.57	.00	(140,255.57)	.0
TOTAL FUND REVENUE	.00	140,255.57	.00	(140,255.57)	.0
NET REVENUE OVER EXPENDITURES	.00	140,255.57	.00	(140,255.57)	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

CRUISE SHIP TAX

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DONATIONS - SUPPORT</u>					
20-400-6240	MUSEUM SUPPORT - DONATIONS	.00	15,000.00	15,000.00	.00 100.0
20-400-9520	CAPITAL EQUIPMENT	.00	39,723.47	.00 (39,723.47)	.0
	TOTAL DONATIONS - SUPPORT	.00	54,723.47	15,000.00 (39,723.47)	364.8
<u>TRANSFERS OUT</u>					
20-990-9990	TRANSFER TO OTHER FUNDS	.00	.00	214,634.00	214,634.00 .0
20-990-9992	TRANSFER TO HARBOR FUND #51	.00	.00	153,775.00	153,775.00 .0
	TOTAL TRANSFERS OUT	.00	.00	368,409.00	368,409.00 .0
	TOTAL FUND EXPENDITURES	.00	54,723.47	383,409.00	328,685.53 14.3
	NET REVENUE OVER EXPENDITURES	.00 (54,723.47)	(383,409.00)	(328,685.53)	(14.3)

CITY OF WHITTIER
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

NEW CITY PARK FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>GRANT EXPENDITURES</u>					
24-900-9200 GRANT EXPENDITURES 09-RR-022	.00	2,998.25	.00	(2,998.25)	.0
TOTAL GRANT EXPENDITURES	.00	2,998.25	.00	(2,998.25)	.0
TOTAL FUND EXPENDITURES	.00	2,998.25	.00	(2,998.25)	.0
NET REVENUE OVER EXPENDITURES	.00	(2,998.25)	.00	2,998.25	.0

CITY OF WHITTIER
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

SHOTGUN COVE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FEDERAL GRANT EXPENDITURES WFL</u>					
30-850-9543 WFL DLG GRANT DTFH70-03A170077	7,379.65	12,635.15	.00	(12,635.15)	.0
30-850-9544 FLAP 1 SCR DESIGN	29,518.61	50,540.61	.00	(50,540.61)	.0
TOTAL FEDERAL GRANT EXPENDITURES WF	36,898.26	63,175.76	.00	(63,175.76)	.0
TOTAL FUND EXPENDITURES	36,898.26	63,175.76	.00	(63,175.76)	.0
NET REVENUE OVER EXPENDITURES	(36,898.26)	(63,175.76)	.00	63,175.76	.0

CITY OF WHITTIER
 EXPENDITURES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

2019 EARTHQUAKE

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>STATE GRANT EXPENDITURES</u>					
31-820-9200 GRANT EXPENDITURES	.00	2,667.05	.00	(2,667.05)	.0
TOTAL STATE GRANT EXPENDITURES	.00	2,667.05	.00	(2,667.05)	.0
TOTAL FUND EXPENDITURES	.00	2,667.05	.00	(2,667.05)	.0
NET REVENUE OVER EXPENDITURES	.00	(2,667.05)	.00	2,667.05	.0

CITY OF WHITTIER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

WATER AND WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>CHARGES FOR SERVICES</u>						
50-340-4300	WATER SERVICE CHARGES	7,220.41	12,571.27	257,176.00	244,604.73	4.9
50-340-4350	WASTE WATER SERVICE CHARGES	5,340.48	3,272.81	115,000.00	111,727.19	2.9
50-340-4500	ENTERPRISE-PERMIT FEES	.00	.00	100.00	100.00	.0
	TOTAL CHARGES FOR SERVICES	12,560.89	15,844.08	372,276.00	356,431.92	4.3
<u>MISCELLANEOUS</u>						
50-360-4901	INTEREST ON BANK ACCOUNTS	.00	893.98	17,500.00	16,606.02	5.1
50-360-4910	MISCELLANEOUS INCOME	.00	361.40	700.00	338.60	51.6
	TOTAL MISCELLANEOUS	.00	1,255.38	18,200.00	16,944.62	6.9
<u>PROPERTY & SURPLUS SALES</u>						
50-390-4990	TRANSFERS IN	.00	.00	23,341.00	23,341.00	.0
	TOTAL PROPERTY & SURPLUS SALES	.00	.00	23,341.00	23,341.00	.0
	TOTAL FUND REVENUE	12,560.89	17,099.46	413,817.00	396,717.54	4.1

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

WATER AND WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER & WASTE WATER OPERATING</u>					
50-800-6000 SALARIES & WAGES	9,583.49	19,359.43	125,591.00	106,231.57	15.4
50-800-6030 FICA TAXES	138.56	279.91	2,452.00	2,172.09	11.4
50-800-6040 WORKER'S COMP.	.00	.00	5,659.00	5,659.00	.0
50-800-6050 ESC TAXES	145.49	268.36	1,285.00	1,016.64	20.9
50-800-6060 HEALTH & LIFE INSURANCE	1,777.42	1,777.42	17,584.00	15,806.58	10.1
50-800-6070 PERS RETIREMENT	1,559.50	3,221.69	19,081.00	15,859.31	16.9
50-800-6280 DUES & SUBSCRIPTIONS	.00	170.00	1,000.00	830.00	17.0
50-800-6410 INSURANCE - LIABILITY	.00	2,202.90	3,600.00	1,397.10	61.2
50-800-6440 INSURANCE - PROPERTY	.00	1,968.23	3,500.00	1,531.77	56.2
50-800-6540 LICENSES & PERMITS	.00	655.00	1,200.00	545.00	54.6
50-800-6565 OUTSIDE CONTRACTORS	.00	.00	10,000.00	10,000.00	.0
50-800-6570 PHYSICAL EXAMS	.00	.00	500.00	500.00	.0
50-800-6580 POSTAGE	.00	.00	1,300.00	1,300.00	.0
50-800-6635 PROF. FEES - COMPUTER SUPPORT	.00	.00	1,200.00	1,200.00	.0
50-800-6740 SMALL TOOLS	.00	.00	4,000.00	4,000.00	.0
50-800-6750 TESTING WATER/SEWER	.00	.00	9,000.00	9,000.00	.0
50-800-6770 TRAVEL, TRAINING & DEV.	.00	.00	5,500.00	5,500.00	.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	57.96	207.55	3,500.00	3,292.45	5.9
50-800-8550 SUPPLIES - OFFICE	.00	.00	500.00	500.00	.0
50-800-8950 UNIFORMS	.00	.00	500.00	500.00	.0
50-800-8970 SUPPLIES - SAFETY	.00	.00	1,500.00	1,500.00	.0
50-800-8995 SUPPLIES & MATERIALS	.00	.00	3,500.00	3,500.00	.0
50-800-9000 UTILITIES -INTERNET	499.16	1,012.70	1,500.00	487.30	67.5
50-800-9010 UTILITIES - ELECTRICITY	2,157.87	4,098.18	30,000.00	25,901.82	13.7
50-800-9040 UTILITIES - HEATING FUEL	225.68	562.89	5,000.00	4,437.11	11.3
50-800-9070 UTILITIES - TELEPHONE	.00	76.34	600.00	523.66	12.7
50-800-9580 CAPITAL OUTLAY - W/WW	.00	.00	150,000.00	150,000.00	.0
50-800-9900 TRANSFER OUT TO GF	.00	.00	39,048.00	39,048.00	.0
TOTAL WATER & WASTE WATER OPERATING	16,145.13	35,860.60	463,100.00	427,239.40	7.7
TOTAL FUND EXPENDITURES	16,145.13	35,860.60	463,100.00	427,239.40	7.7
NET REVENUE OVER EXPENDITURES	(3,584.24)	(18,761.14)	(49,283.00)	(30,521.86)	(38.1)

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT	
<u>CHARGES FOR SERVICES</u>						
51-340-4399	MOORAGE - TRANSIENT WINTER	.00	1,719.00	20,000.00	18,281.00	8.6
51-340-4401	MOORAGE - PREFERENTIAL	.00	459,504.85	545,000.00	85,495.15	84.3
51-340-4402	MOORAGE - TRANSIENT	356.75	142,481.44	400,000.00	257,518.56	35.6
51-340-4403	BOAT LIFT FEES	20.75	41.50	25,000.00	24,958.50	.2
51-340-4404	UTILITY FEES	9,002.86	15,772.80	60,000.00	44,227.20	26.3
51-340-4406	WHARFAGE FEES	.00	7,750.00	15,000.00	7,250.00	51.7
51-340-4407	VESSEL TOW FEES	.00	.00	3,000.00	3,000.00	.0
51-340-4408	USED OIL COLLECTION F	48.00	48.00	1,000.00	952.00	4.8
51-340-4409	WAITING LIST FEES	(50.00)	14,650.00	16,000.00	1,350.00	91.6
51-340-4410	PUMP OUT FEES	.00	.00	500.00	500.00	.0
51-340-4411	LAUNCH FEES	20.00	680.00	150,000.00	149,320.00	.5
51-340-4412	SHOWERS	.00	.00	1,000.00	1,000.00	.0
51-340-4413	GRID	.00	89.54	1,200.00	1,110.46	7.5
51-340-4414	VESSEL MAINTENANCE	.00	.00	7,000.00	7,000.00	.0
51-340-4415	DRY STORAGE FEES	868.00	1,736.00	5,000.00	3,264.00	34.7
51-340-4416	PARKING - ANNUAL	.00	1,750.00	45,000.00	43,250.00	3.9
51-340-4426	PARKING DAILY	44.00	44.00	60,000.00	59,956.00	.1
51-340-4445	MISC. SERVICES	1,083.46	3,103.11	3,000.00	(103.11)	103.4
	TOTAL CHARGES FOR SERVICES	11,393.82	649,370.24	1,357,700.00	708,329.76	47.8
<u>LEASES INCOME</u>						
51-345-4512	LEASE - ARRC NET OF RR SHARE	9,357.56	18,715.12	95,000.00	76,284.88	19.7
51-345-4515	LEASE - GARBAGE REVENUE	.00	40.00	350.00	310.00	11.4
	TOTAL LEASES INCOME	9,357.56	18,755.12	95,350.00	76,594.88	19.7
<u>OTHER REVENUE</u>						
51-360-4417	FUEL FLOAT INCOME	.00	2,154.17	25,000.00	22,845.83	8.6
51-360-4430	CAMPING	.00	.00	12,000.00	12,000.00	.0
51-360-4900	INTEREST & LATE FEES ON A/R	85.00	85.00	1,500.00	1,415.00	5.7
51-360-4901	INTEREST ON BANK ACCO	.00	894.05	10,000.00	9,105.95	8.9
51-360-4910	MISCELLANEOUS INCOME	.00	.00	15,000.00	15,000.00	.0
51-360-4957	AMORTIZATION OF BOND PREMIUM	.00	.00	8,843.00	8,843.00	.0
	TOTAL OTHER REVENUE	85.00	3,133.22	72,343.00	69,209.78	4.3
<u>TRANSFERS IN AND OTHER</u>						
51-390-4991	TRANSFER FROM CPV FUND	.00	.00	153,775.00	153,775.00	.0
	TOTAL TRANSFERS IN AND OTHER	.00	.00	153,775.00	153,775.00	.0
	TOTAL FUND REVENUE	20,836.38	671,258.58	1,679,168.00	1,007,909.42	40.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HARBOR OPERATIONS EXP</u>					
51-800-6000 SALARIES & WAGES	34,297.44	68,158.79	459,463.00	391,304.21	14.8
51-800-6030 FICA TAXES	478.04	949.74	9,752.00	8,802.26	9.7
51-800-6040 WORKER'S COMP.	.00	.00	18,571.00	18,571.00	.0
51-800-6050 ESC TAXES	520.73	946.68	4,775.00	3,828.32	19.8
51-800-6060 HEALTH & LIFE INSURANCE	8,930.04	8,930.04	110,333.00	101,402.96	8.1
51-800-6070 PERS RETIREMENT	6,812.29	13,769.95	88,642.00	74,872.05	15.5
51-800-6205 ADVERTISING	.00	.00	1,000.00	1,000.00	.0
51-800-6215 COLLECTION EXPENSE	.00	.00	5,000.00	5,000.00	.0
51-800-6220 BANK SERVICE CHARGES	8,128.47	11,097.22	30,000.00	18,902.78	37.0
51-800-6260 BAD DEBT EXPENSE	.00	.00	30,000.00	30,000.00	.0
51-800-6265 BOND INTEREST EXPENSE	.00	.00	83,775.00	83,775.00	.0
51-800-6270 DEPRECIATION	.00	.00	940,000.00	940,000.00	.0
51-800-6280 DUES & SUBSCRIPTIONS	.00	.00	500.00	500.00	.0
51-800-6410 INSURANCE - LIABILITY	.00	17,332.46	30,000.00	12,667.54	57.8
51-800-6420 INSURANCE - AUTO	.00	325.91	1,000.00	674.09	32.6
51-800-6430 INSURANCE EQUIPMENT	.00	257.00	600.00	343.00	42.8
51-800-6440 INSURANCE - PROPERTY	.00	19,965.11	70,000.00	50,034.89	28.5
51-800-6490 INSURANCE CLAIMS-DEDU	.00	.00	5,000.00	5,000.00	.0
51-800-6540 ENTERPRISE-LICENSES & PERMITS	.00	.00	125.00	125.00	.0
51-800-6565 OUTSIDE CONTRACTORS	412.96	798.60	25,000.00	24,201.40	3.2
51-800-6570 PHYSICAL EXAMS	.00	.00	500.00	500.00	.0
51-800-6580 POSTAGE	370.88	870.88	2,500.00	1,629.12	34.8
51-800-6635 PROF. FEES - COMPUTER SUPPORT	.00	.00	3,000.00	3,000.00	.0
51-800-6636 PROF FEES - WEB SITE	.00	.00	250.00	250.00	.0
51-800-6650 PROF. FEES - LEGAL	344.00	344.00	5,000.00	4,656.00	6.9
51-800-6700 PUBLICATIONS&SUBS.	.00	.00	350.00	350.00	.0
51-800-6730 EQUIPMENT RENTAL	.00	.00	1,000.00	1,000.00	.0
51-800-6740 SMALL TOOLS	.00	.00	2,500.00	2,500.00	.0
51-800-6770 TRAVEL, TRAINING & DEV.	.00	.00	3,000.00	3,000.00	.0
51-800-6780 WASTE DISPOSAL - EVOS	.00	.00	4,000.00	4,000.00	.0
51-800-7100 REPAIRS - BUILDINGS	607.81	607.81	6,000.00	5,392.19	10.1
51-800-7350 REPAIRS - EQUIPMENT	.00	.00	15,000.00	15,000.00	.0
51-800-7400 REPAIRS - VEHICLES	.00	.00	2,000.00	2,000.00	.0
51-800-7500 PARKING LOT MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
51-800-7610 REPAIRS - UTILITIES	.00	.00	10,000.00	10,000.00	.0
51-800-7750 GAS & OIL - VEHICLES	98.73	306.36	6,000.00	5,693.64	5.1
51-800-7820 REPAIRS - DOCKS	.00	.00	20,000.00	20,000.00	.0
51-800-8150 SUPPLIES - CONSUMABLE	.00	149.13	30,000.00	29,850.87	.5
51-800-8200 SUPPLIES - PARKING	.00	.00	1,000.00	1,000.00	.0
51-800-8400 SUPPLIES - FIRE SUPPRESSION	.00	.00	3,000.00	3,000.00	.0
51-800-8550 SUPPLIES - OFFICE	1,303.14	1,374.04	6,000.00	4,625.96	22.9
51-800-8950 SUPPLIES - UNIFORMS	.00	.00	2,500.00	2,500.00	.0
51-800-8970 SUPPLIES - SAFETY	163.74	163.74	5,000.00	4,836.26	3.3
51-800-9000 UTILITIES - INTERNET	1,541.71	2,835.17	6,100.00	3,264.83	46.5
51-800-9010 UTILITIES - ELECTRICITY	9,449.93	18,175.38	62,000.00	43,824.62	29.3
51-800-9040 UTILITIES - HEATING FUEL	552.78	1,136.95	5,500.00	4,363.05	20.7
51-800-9050 UTILITIES - SOLID WASTE	1,528.57	3,057.14	100,000.00	96,942.86	3.1
51-800-9070 UTILITIES - TELEPHONE	303.93	484.50	1,600.00	1,115.50	30.3
51-800-9095 UTILITIES - WATER/WASTEWATER	384.26	628.02	35,000.00	34,371.98	1.8
51-800-9213 HARBOR EMERGENCY REPAIR	.00	.00	10,000.00	10,000.00	.0
51-800-9510 SNOW REMOVAL	2,916.66	5,833.32	35,000.00	29,166.68	16.7
51-800-9515 CAPITAL - PARKING METERS	.00	.00	2,000.00	2,000.00	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
51-800-9900 TRANSFER OUT TO GF	.00	.00	156,000.00	156,000.00	.0
TOTAL HARBOR OPERATIONS EXP	79,146.11	178,497.94	2,456,336.00	2,277,838.06	7.3
<u>CAPITAL OUTLAY - FROM RESERVE</u>					
51-900-9510 CAPITAL OUTLAY - BLDG & FACIL	.00	.00	5,000.00	5,000.00	.0
51-900-9520 CAPITAL OUTLAY - EQUIPMENT	.00	.00	1,500.00	1,500.00	.0
51-900-9530 CAPITOL OUTLAY - COMP	.00	.00	2,000.00	2,000.00	.0
51-900-9575 BOND PRINCIPAL	.00	.00	70,000.00	70,000.00	.0
TOTAL CAPITAL OUTLAY - FROM RESERVE	.00	.00	78,500.00	78,500.00	.0
TOTAL FUND EXPENDITURES	79,146.11	178,497.94	2,534,836.00	2,356,338.06	7.0
NET REVENUE OVER EXPENDITURES	(58,309.73)	492,760.64	(855,668.00)	(1,348,428.64)	57.6

CITY OF WHITTIER
 REVENUES WITH COMPARISON TO BUDGET
 FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

DELONG DOCK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DELONG DOCK CHARGES FOR SERVIC</u>					
53-341-4251 USER FEES & PERMITS	.00	.00	12,000.00	12,000.00	.0
53-341-4402 MOORAGE - TRANSIENT	.00	.00	5,000.00	5,000.00	.0
53-341-4404 UTILITY FEES	.00	.00	7,000.00	7,000.00	.0
53-341-4406 WHARFAGE FEES	.00	.00	360,000.00	360,000.00	.0
TOTAL DELONG DOCK CHARGES FOR SERVI	.00	.00	384,000.00	384,000.00	.0
TOTAL FUND REVENUE	.00	.00	384,000.00	384,000.00	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 2 MONTHS ENDING FEBRUARY 28, 2021

DELONG DOCK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 801</u>					
53-801-6000 SALARES & WAGES	.00	.00	51,051.00	51,051.00	.0
53-801-6030 FICA/MEDICARE	.00	.00	1,084.00	1,084.00	.0
53-801-6040 WORKER'S COMP.	.00	.00	2,063.00	2,063.00	.0
53-801-6050 ESC TAXES	.00	.00	531.00	531.00	.0
53-801-6060 HEALTH & LIFE INSURANCE	.00	.00	13,168.00	13,168.00	.0
53-801-6070 PERS RETIREMENT	.00	.00	10,423.00	10,423.00	.0
53-801-6410 INSURANCE - LIABILITY	.00	2,788.36	15,000.00	12,211.64	18.6
53-801-6440 INSURANCE - PROPERTY	.00	5,428.00	10,000.00	4,572.00	54.3
53-801-6565 OUTSIDE CONTRACTORS	.00	.00	120,000.00	120,000.00	.0
53-801-6730 EQUIPMENT RENTAL	.00	.00	2,500.00	2,500.00	.0
53-801-6740 SMALL TOOLS	.00	.00	1,000.00	1,000.00	.0
53-801-7750 GAS & OIL - VEHICLES	.00	.00	500.00	500.00	.0
53-801-7820 REPAIRS - DOCKS	.00	.00	20,000.00	20,000.00	.0
53-801-8150 SUPPLIES - CONSUMABLE	.00	.00	2,500.00	2,500.00	.0
53-801-8400 SUPPLIES - FIRE SUPPRESSION	.00	.00	1,000.00	1,000.00	.0
53-801-8950 SUPPLIES - UNIFORMS	.00	.00	1,000.00	1,000.00	.0
53-801-8970 SUPPLIES - SAFETY	.00	.00	2,000.00	2,000.00	.0
53-801-9010 UTILITIES - ELECTRICITY	423.52	831.43	15,000.00	14,168.57	5.5
53-801-9050 UTILITIES - SOLID WASTE	.00	.00	1,500.00	1,500.00	.0
53-801-9095 UTILITIES - WATER/WASTEWATER	.00	.00	5,000.00	5,000.00	.0
53-801-9900 TRANSFER OUT TO GF	.00	.00	38,400.00	38,400.00	.0
TOTAL DEPARTMENT 801	423.52	9,047.79	313,720.00	304,672.21	2.9
<u>CAPITAL OUTLAY</u>					
53-900-9504 CAPITAL IMPROVEMENTS	.00	.00	30,000.00	30,000.00	.0
53-900-9540 CAP EXP EMERGENCY REPAIRS	.00	.00	5,000.00	5,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	35,000.00	35,000.00	.0
TOTAL FUND EXPENDITURES	423.52	9,047.79	348,720.00	339,672.21	2.6
NET REVENUE OVER EXPENDITURES	(423.52)	(9,047.79)	35,280.00	44,327.79	(25.7)



April 16, 2021

LGB City of Whittier

Via Email: cityclerk@whittieralaska.gov

Re: Notice of Liquor License Renewal Application

License Number	DBA	Type	City	Borough	Community Council
5176	WildCatch Cafe	Liquor License	Whittier	None	City Council

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

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

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

Sincerely,

Glen Klinkhart, Director

amco.localgovernmentonly@alaska.gov

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

04/13/2021

ABC BOARD

LIQUOR LICENSE
2021 - 2022

5176

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2022 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2023 UNLESS DATED BELOW

TYPE OF LICENSE: Restaurant/Eating
Convenience Se

4/15 - 10/15

LICENSE FEE: \$300.00

1139

CITY / BOROUGH: Whittier
Unorganized Borough

D/B/A: Wild Catch Cafe
12 Harbor Loop W Camp Rd.

Mail Address:
Haihan Ye
PO Box 633
Whittier, AK 99693

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD



DIRECTOR

04-900 (REV 9/09)

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

STATE OF ALASKA - ALCOHOLIC BEVERAGE CONTROL BOARD

LICENSE NUMBER

FORM CONTROL

XXXX

ISSUED

04/13/2021

ABC BOARD

LIQUOR LICENSE
2021 - 2022

5176

LICENSE RENEWAL APPLICATION DUE
DECEMBER 31, 2022 (AS 04.11.270(b))

THIS LICENSE EXPIRES MIDNIGHT
FEBRUARY 28, 2023 UNLESS DATED BELOW

TYPE OF LICENSE: Restaurant/Eating
Convenience Se

4/15 - 10/15

LICENSE FEE: \$300.00

CITY / BOROUGH: Whittier
Unorganized Borough

This license cannot be transferred without permission
of the Alcoholic Beverage Control Board

[] Special restriction - see reverse side

ISSUED BY ORDER OF THE
ALCOHOLIC BEVERAGE CONTROL BOARD

COPY

DIRECTOR

D/B/A: Wild Catch Cafe
12 Harbor Loop W Camp Rd. Whittier

Mailing Address:
Haihan Ye
PO Box 633
Whittier, AK 99693

THIS LICENSE MUST BE POSTED IN A VISIBLE PLACE ON THE PREMISES

04-900 (REV 9/09)

Doing Business As:	Wild Catch Cafe	License Number:	5176
License Type:	Restaurant/Eating Place-Public Convenience Seasonal		
Examiner:	OF	Transaction #:	100031016

Document	Received	Completed	Notes
AB-17: Renewal Application	12/29	4/13	
App and License Fees	12/29		

Supplemental Document	Received	Completed	Notes
Tourism/Rec Site Statement			
AB-25: Supplier Cert (WS)			
AB-29: Waiver of Operation			
AB-30: Minimum Operation			
AB-33: Restaurant Affidavit	12/29	4/13	
COI / COC / 5 Star			
FP Cards & Fees / AB-08a			
Late Fee			

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

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

LGB 1 Response:

LGB 2 Response:

Waive
 Protest
 Lapsed
 Waive
 Protest
 Lapsed



Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

- This form and any required supplemental forms must be completed, signed by the licensee, and postmarked no later than 12/31/2020 per AS 04.11.270, 3 AAC 304.160, with all required fees paid in full, or a non-refundable \$500.00 late fee applies.
- Any complete application for renewal or any fees for renewal that have not been postmarked by 02/28/2021 will be expired per AS 04.11.540, 3 AAC 304.160(e).
- All fields of this application must be deemed complete by AMCO staff and must be accompanied by the required fees and all documents required, or the application will be returned without being processed, per AS 04.11.270, 3 AAC 304.105
- Receipt and/or processing of renewal payments by AMCO staff neither indicates nor guarantees in any way that an application will be deemed complete, renewed, or that it will be scheduled for the next ABC Board meeting.

Establishment Contact Information

Licensee (Owner):	Haihan Ye	License #:	5176
License Type:	Restaurant or Eating Place - Public Convenience Seasonal AS 04.11.400 (d)		
Doing Business As:	Wild Catch Cafe		
Premises Address:	12 Harbor Loop W Camp Rd. Whittier		
Local Governing Body:	City of Whittier		
Community Council:	NONE		

If your mailing address has changed, write the NEW address below:

Mailing Address:	P. O. Box 633				
City:	Whittier	State:	AK	ZIP:	99693

Section 1 - Licensee Contact Information

Contact Licensee: The individual listed below must be listed in Section 2 or 3 as an Official/Owner/Shareholder of your entity and must be listed on CBPL with the same name and title.

This person will be the designated point of contact regarding this license, unless the Optional contact is completed.

Contact Licensee:	Hai Han Ye	Contact Phone:	907-301-3356
Contact Email:	Wildcatchcafe@gmail.com		

Optional: If you wish for AMCO staff to communicate with anyone other than the Contact Licensee about your license, list them below:

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			

Name of Contact:		Contact Phone:	
Contact Email:			

AMCO



Form AB-17: 2021/2022 License Renewal Application

Section 3 – Sole Proprietor Ownership Information

Corporations, LLC's and Partnerships of ALL kinds should skip this section.

READ BEFORE PROCEEDING: Any new or changes to the ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI approved cardstock, AB-08a's, payment of \$48.25 for each new owner or officer and a date stamped copy of the CBPL change per AS 04.11.045, or a Notice of Violation will be issued to your establishment and your application will be returned.

Important Note: All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require.

If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.

This individual is an: Applicant Affiliate

Name:	HAI HAN YE		Contact Phone:	907-301-3356	
Mailing Address:	P.O. Box 633				
City:	WHITTIER	State:	AK	ZIP:	99693
Email:	wildcatchcafe@gmail.com				

This individual is an: Applicant Affiliate (spouse)

Name:	ALISON GARDELL		Contact Phone:	907-830-0166	
Mailing Address:	P.O. Box 633				
City:	WHITTIER	State:	AK	ZIP:	99693
Email:	wildcatchcafe@gmail.com				

Section 4 – License Operation

Check ONE BOX for EACH CALENDAR YEAR that best describes how this liquor license was operated:

- | | 2019 | 2020 |
|---|-------------------------------------|-------------------------------------|
| 1. The license was regularly operated continuously throughout each year. (Year-round) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The license was only operated during a specific season each year. (Seasonal)
<i>if your operation dates have changed, list them below:</i>
<u>15 April</u> to <u>15 October</u> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3. The license was only operated to meet the minimum requirement of 240 total hours each calendar year.
<i>A complete AB-30: Proof of Minimum Operation Checklist, and all documentation must be provided with this form.</i> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The license was not operated at all or was not operated for at least the minimum requirement of 240 total hours each year, during one or both calendar years. <i>A complete Form AB-29: Waiver of Operation Application and corresponding fees must be submitted with this application for each calendar year during which the license was not operated.</i> | <input type="checkbox"/> | <input type="checkbox"/> |

If you have not met the minimum number of hours of operation in 2020, you are not required to pay the fees, however a complete AB-29 is required with Section 2 marked "OTHER" and COVID is listed as the reason.

Section 5 – Violations and Convictions

Have **ANY** Notices of Violation been issued for this license OR has **ANY** person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2019 or 2020? Yes No

If you checked YES, you MUST attach a list of all Notices of Violation and/or Convictions per AS 04.11.270(a)(2)

If you are unsure if you have received any Notices of Violation, contact the office before submitting this form.



Form AB-17: 2021/2022 License Renewal Application

Section 6 – Certifications

As an applicant for a liquor license renewal, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, are true, correct, and complete.

- I agree to provide all information required by the Alcoholic Beverage Control Board or requested by AMCO staff in support of this application and understand that failure to do so by any deadline given to me by AMCO staff will result in this application being returned and potentially expired if I do not comply with statutory or regulatory requirements.
- I certify that all current licensees (as defined in AS 04.11.260) and affiliates have been listed on this application, and that in accordance with AS 04.11.450, no one other than the licensee(s) has a direct or indirect financial interest in the licensed business.
- I certify that this entity is in good standing with Corporations, Business and Professional Licensing (CBPL) and that all entity officials and stakeholders are current and accurately listed, and I have provided AMCO with all required changes of Shareholders (10% or more), Managers, Corporate Officers/Board of Directors, Partners, Controlling Interest or Ownership of the business license, and have provided all required documents for any new or changes in officers.
- I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check identification of patrons have completed an alcohol server education course approved by the ABC Board and keep current, valid copies of their course completion cards on the licensed premises during all working hours, if applicable for this license type as set forth in AS 04.21.025 and 3 AAC 304.465.
- I certify that I have not altered the functional floor plan or reduced or expanded the area of the licensed premises, and I have not changed the business name from what is currently approved and on file with the Alcoholic Beverage Control Board.

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

Hai Han ye
Signature of licensee

[Signature]
Signature of Notary Public

HAI HAN YE
Printed name of licensee

NAELENE MATSUMIYA
Notary Public in and for the State of: Alaska
State of Alaska
My Commission Expires March 01, 2021

My commission expires: 3/1/21

Subscribed and sworn to before me this 23rd day of December, 2020

- Restaurant/Eating Place** applications must include a completed AB-33: Restaurant Receipts Affidavit
- Recreational Site** applications must include a completed Recreational Site Statement
- Tourism** applications must include a completed Tourism Statement
- Wholesale** applications must include a completed AB-25: Supplier Certification

All renewal and supplemental forms are available online

Any application that is not complete or does not include ALL required completed forms and fees will not be processed and will be returned per AS 04.11.270, 3 AAC 304.105.

FOR OFFICE USE ONLY

License Fee:	\$ <u>300</u>	Application Fee:	\$ 300.00	Misc. Fee:	\$
Total Fees Due:					\$ <u>600.00</u>

AMCO

DEC 29 2020



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

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

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West Seventh Avenue, Suite 1600
Anchorage, AK 99501
Main: 907.269.0350

April 13, 2021

Haihan Ye
DBA: Wild Catch Cafe
Via Email: wildcatchcafe@gmail.com

Re: Restaurant/Eating Place-Public Convenience Seasonal License #5176 DBA: Wild Catch Cafe

Dear Applicant:

I have received your application for renewal of your liquor license. Our staff has reviewed your application after receiving your application and required fees. Your renewal documents appear to be in order, and I have determined that your application is complete for purposes of AS 04.11.510, and AS 04.11.520.

Your application is now considered complete and will be sent electronically to your local governing body, your community council if your proposed premises is in Anchorage or certain locations in the Matanuska-Susitna Borough, and to any non-profit agencies who have requested notification of applications. The local governing body will have 60 days to protest the renewal of your license or waive protest.

A temporary license has been issued for this establishment.

Your application will be scheduled for the *April 2021* board meeting for Alcoholic Beverage Control Board consideration. The address and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us through the alcohol.licensing@alaska.gov email address if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Olivia Frank".

Olivia Frank
Occupational Licensing Examiner

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806

This is to certify that

WILD CATCH CAFE

P.O. BOX 633, WHITTIER, AK 99693

owned by

HAI HAN YE

is licensed by the department to conduct business for the period

December 23, 2020 to December 31, 2022
for the following line(s) of business:

72 - Accommodation and Food Services



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Julie Anderson
Commissioner

Sponsor(s): City Manager
Introduction: 4/20/21
Date adopted: _____

**CITY OF WHITTIER
RESOLUTION #11-2021**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA,
STATING THE 8.0 MILL RATE OF LEVY, DATE OF EQUALIZATION, AND DATE WHEN
TAXES BECOME DELINQUENT FOR THE 2021 TAX ROLE**

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

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, 2021 at 6:00pm at Council Chambers located in the Public Safety Building on Whittier Street.

Section 3: The property taxes are delinquent if not paid by 5:00 pm October 31, 2021.

PASSED AND APPROVED by a duly constituted quorum of the City Council for the City of Whittier, Alaska on this 20th day of April 2021.

ATTEST:

Naelene Matsumiya
City Clerk

Dave Dickason
Mayor

Ayes:
Nays:
Absent:
Abstain:

ACTION MEMORANDUM REGARDING RESOLUTION 12-2021

To: Whittier City Council

From: City Manager Hunt
Assistant City Manager Reeves

Re: Resolution No. 12-2021

INTRODUCTION AND BACKGROUND

Resolution 12-21 entitled “A Resolution of the City of Whittier, Alaska Creating the Whittier City Council Policy and Procedure Manual Ad Hoc Committee” creates a committee comprised of the Mayor, a City Council member, the City Manager or his designee, the City Attorney, and the City Clerk and tasks the Committee with creating and presenting a policy and procedure manual to Council for approval. In approximately 2018, City Council member Peter Denmark encouraged Council to adopt uniform procedures and Council expressed interest in the creation of a policy and procedural manual but other City priorities resulted in Council’s postponement of the project.

In light of City Council’s expressed objectives, the Resolution creates a Committee so that any final product governing Council policies and procedures benefits from varying perspectives and the institutional and legal knowledge held by longstanding Council members, City employees, and legal counsel.

RECOMMENDED ACTION

The City Administration recommends Council adopt Resolution No. 12-21.

STAFF REVIEW

This Ordinance has been reviewed by the City Attorney, the Finance Director, the Assistant City Manager, and the City Manager. The City Attorney and Assistant City Manager will be available at the April regular meeting to address any questions Council may have regarding the Resolution.

Sponsor(s): City Manager
Introduction Date: _____
Adoption Date: _____

**CITY OF WHITTIER, ALASKA
RESOLUTION #12-2021**

A RESOLUTION OF THE CITY OF WHITTIER, ALASKA CREATING THE WHITTIER CITY COUNCIL POLICY AND PROCEDURE MANUAL *AD HOC* COMMITTEE

WHEREAS, Whittier City Council has expressed a desire to adopt formal uniform Council policies and procedures created with public participation, collaboration between the City Administration and Council, and careful review of current best practices for the efficient and transparent conduct of municipal business; and

WHEREAS, Council’s objectives are best served by the creation of an *Ad Hoc* committee consisting of members from City Administration and City Council tasked with creating a draft City Council Policy and Procedure Manual for Council’s review, consideration, and final adoption via resolution,

NOW, THEREFORE, the Whittier City Council resolves;

Section 1. The “Whittier City Council Policy and Procedure Manual *Ad Hoc* Committee” is hereby created and directed to present to City Council draft City Council policies and procedures in the form of a City Council Policies and Procedures Manual.

Section 2. The members of this Committee shall include Mayor Dave Dickason, City Council member Peter Denmark, City Manager Jim Hunt or Assistant City Manager Annie Reeves, City Attorney Holly Wells, and City Clerk Naelene Matsumiya.

Section 3. The Committee shall remain in effect until the draft Manual has been presented and acted upon by Council unless Council disbands the Committee before that time.

Section 4. This resolution shall be effective immediately upon adoption.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this ___ day of _____, 2021.

Dave Dickason
MAYOR

ATTEST:

Naelene Matsumiya
CITY CLERK

Ayes:
Nays:
Absent:
Abstain:

ACTION MEMORANDUM REGARDING RESOLUTION 13-21

To: Whittier City Council

From: City Manager Hunt
Assistant City Manager Reeves

Re: Resolution No. 13-2021

INTRODUCTION

Resolution No. 13-21 has been proposed by the City Manager to approve an assignment of the property described in the Resolution from Jeff Taylor to Lazy Otter Charters, Inc. while also protecting the City from assigning interest in City Property that is needed to meet the City’s goals and objectives under the City Comprehensive Plan and its Harbor Development Plan. City Council has repeatedly requested that City Administration review City lease policies and terms and ensure that any future lease negotiations comply with the City Comprehensive Plan, Harbor Development Plan, and the Management Plan with the Alaska Railroad Corporation. The Resolution recommends that consent to the assignment of the lease at issue be granted subject to amendments to the current lease that comply with these directives and goals of Council.

RECOMMENDED ACTION

The City Administration recommends Council adopt the Resolution and approve the essential terms contained within it. While the City Administration is uncertain whether or not Lazy Otter will want to proceed with the assignment, the adoption of the Resolution permits the City Administration to work with Mr. Taylor and the Lazy Otter owners to get any transfers in place before the summer season.

STAFF REVIEW

This Ordinance has been reviewed by the City Attorney, the Finance Director, the Assistant City Manager, and the City Manager. The City Attorney and Assistant City Manager will be available at the April regular meeting to address any questions Council may have regarding the Resolution.

Sponsor(s): City Manager
Introduction Date: _____
Adoption Date: _____

**CITY OF WHITTIER, ALASKA
RESOLUTION #13-2021**

A RESOLUTION OF THE CITY OF WHITTIER, ALASKA APPROVING THE ASSIGNMENT OF THE LEASE BETWEEN THE CITY OF WHITTIER AND JEFF TAYLOR D/B/A WHITTIER FUDGE–SOUND IDEAS GALLERY AND GIFTS SUBJECT TO AND CONDITIONAL UPON AMENDMENTS TO THE LEASE, APPROVING THE ESSENTIAL TERMS OF THE ASSIGNMENT AND AMENDMENT OF THE LEASE, AND AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE PARTIES INCORPORATING THE ESSENTIAL TERMS APPROVED IN THIS RESOLUTION

WHEREAS, the City of Whittier (“City”) and Jeff Taylor entered into a lease for Lot 1 within “Area B” according to the Whittier Small Boat Harbor and Vicinity Lease Map, filed as Plat 88-64, located in the Anchorage Recording District (the “Current Property”) on or about March 4, 2021 (the “Current Lease”); and

WHEREAS, the Current Lease validated and clarified existing lease terms between the parties as well as leasehold requirements placed upon the parties under the terms of the Ground Lease and Management Agreement between the Alaska Railroad Corporation and the City dated November 13, 1998 (the “Master Lease”); and

WHEREAS, Lazy Otter Charters, Inc. (“Lazy Otter”) has expressed interest in the assignment of the Current Lease to it and has provided the City with information demonstrating that Lazy Otter is in good standing and intends to continue to use the premises in the same manner as Mr. Taylor; but

WHEREAS, the City Administration has determined and City Council agrees, that in light of potential and existing uses of the Current Property, and in order to effectuate the City’s harbor development and comprehensive plans, it is in the City’s and the public’s best interest for 385 square feet of the Current Property to be excluded from the leased premises and that the excluded property is needed to provide and promote public access to City waterfront and City waterfront services and facilities; and

WHEREAS, the City Manager has determined, and City Council agrees that as a result of the reduction in the Current Property from 1750 square feet to 1365 square feet, a reduction in the amount of rent owed is also needed; and

WHEREAS, City Council acknowledges and approves a reduction in the annual rental rate from \$2,859 to \$2,230 to compensate Lazy Otter for the reduction in property; and

WHEREAS, in an effort to support the business needs expressed by Lazy Otter, the City Manager does not object to an amendment to the Current Lease prohibiting the City from placing waste collection devices and/or portable toilets adjacent to or abutting the leased premises; and

WHEREAS, the City Manager acknowledges that the parties intend to incorporate the terms of an assignment and amendment between the City, Mr. Taylor, and Lazy Otter into an agreement between Mr. Taylor, Lazy Otter, the City, and former leaseholders on the Current Property; and

WHEREAS, in order to support the desire of past, present, and future leaseholders to address all the land interests in a single agreement, the City Manager is seeking approval of the essential terms of an assignment and amendment between the parties so that those terms may be incorporated into an agreement addressing the remaining interests between the other parties.

NOW, THEREFORE, the Whittier City Council resolves;

Section 1. Whittier City Council hereby approves the assignment of the Current Lease to Lazy Otter Charter, Inc. subject to and conditional upon the following essential terms:

Term A: The Current Lease and all of its terms and provisions remain in effect and are assigned to Lazy Otter except as amended by the terms contained in this Resolution, namely Term B, Term C, and Term D in this Section 1.

Term B. The Property is reduced from 1,750 square feet to 1,365 square feet and the property description is amended to read as follows:

Lot 1 and Lot 1A within "Area B" according to the Whittier Small Boat Harbor and Vicinity Lease Map, filed as Plat 88-64, located in the Anchorage Recording District, State of Alaska and as more specifically depicted in the Lease Lot Exhibit attached as Exhibit A to this Resolution.

Term C. Rent is reduced from \$2,859 per year to \$2,230 per year. The reduction in rent is intended to reduce the rent directly proportionate to the reduction in square footage. It is not intended to waive or interfere with the application or effectiveness of rent adjustment and/or appraisal terms contained in the Current Lease.

Term D. The City is prohibited from maintaining or permitting the placement of waste collection facilities or portable toilets on City-owned or managed property abutting or adjoining the lease premises as depicted in Term B in this Resolution and in Exhibit A to this Resolution.

Section 2. City Council's approval of the assignment of the Current Lease is subject to and conditional upon the adoption of the essential terms in Section 1 of this Resolution. The City Manager has authority to execute an agreement with the parties so long as any such agreement contains the essential terms in section 1 and the agreement does not impose any additional obligations, liabilities, debts or risks upon the City than those contained in the Current Lease terms or the amendments to the Current Lease approved in this Resolution.

Section 3. City Council acknowledges that the leased premises contain Lot 1A at 315 square feet and Lot 1 at 1050 square feet as depicted on the Lease Lot Exhibit prepared by CRW Engineers and attached to this Resolution as Exhibit A and that these lots constitute an undivided parcel of property.

Section 4. This resolution shall be effective immediately upon adoption.

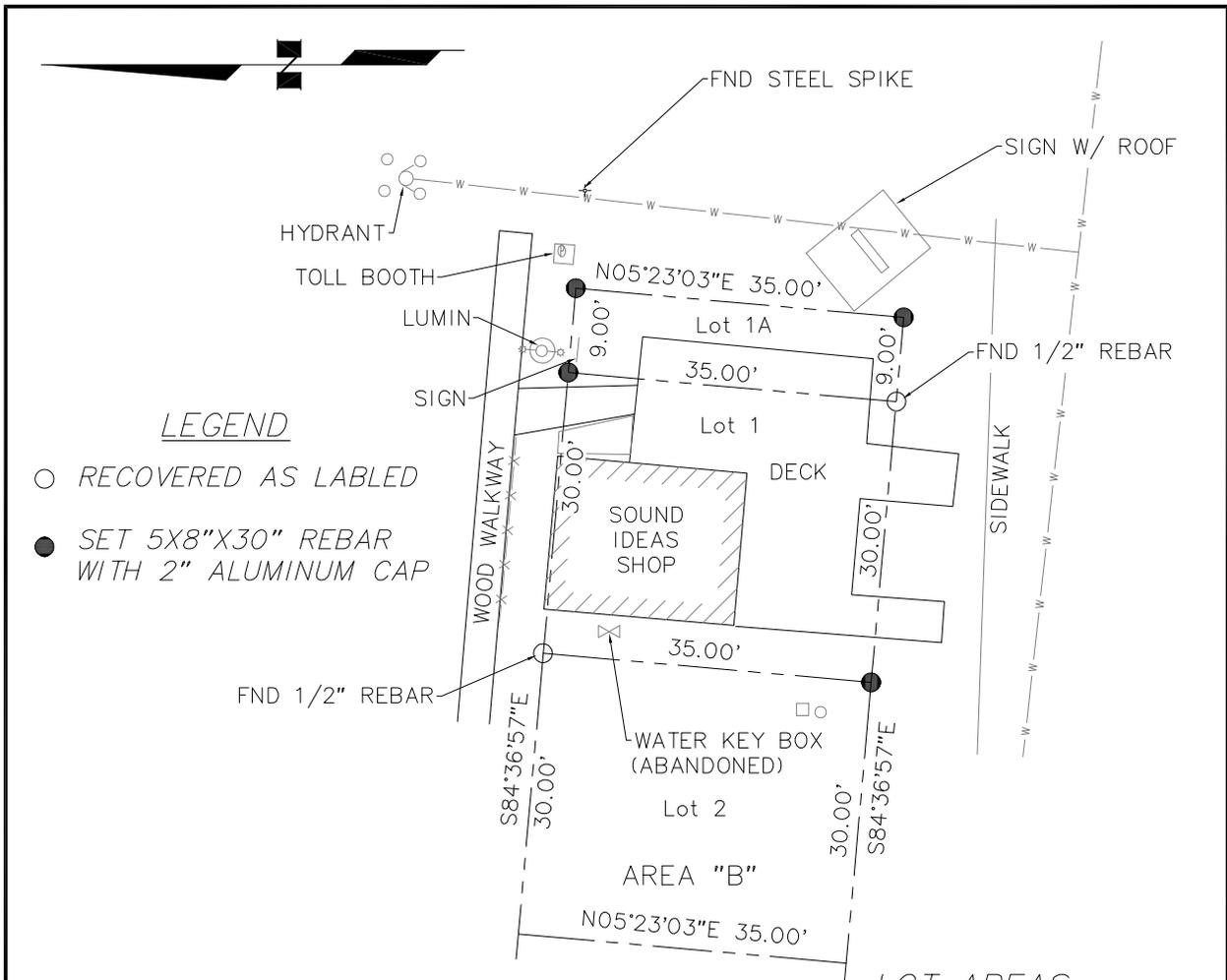
PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this ____ day of _____, 2021.

Dave Dickason
MAYOR

ATTEST:

Naelene Matsumiya
CITY CLERK

Ayes:
Nays:
Absent:
Abstain:



LEGEND

- RECOVERED AS LABELED
- SET 5X8"X30" REBAR WITH 2" ALUMINUM CAP

BASIS OF BEARING AND REFERENCE INFORMATION IS PLAT 88-64 WHITTIER SMALL BOAT HARBOR, ANCHORAGE RECORDING DISTRICT.

LOT AREAS

- LOT 1A - 315 SQUARE FEET
- LOT 1 - 1050 SQUARE FEET

SURVEYOR'S CERTIFICATE

I, Anthony J. Robinson, Professional Land Surveyor, do hereby certify that this Survey is a true and correct representation of lands actually surveyed, and that all distances and bearings are shown correctly.



 <p>3940 ARCTIC BLVD. SUITE 300 ANCHORAGE, ALASKA 99503 PHONE: (907) 562-3252 #ACLS92-1K</p>	<p>WHITTIER SMALL BOAT HARBOR</p> <p>AREA B, LOTS 1 & 1A</p> <p>LEASE LOT EXHIBIT</p>	Project No: 20403.13
		Drawn By: SJB
		Checked By: AJR
		Scale: 1" = 20'
		Date: 3/5/2021



THE CITY OF WHITTIER

Gateway to Western Prince William Sound
P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

CHECKLIST FOR CONSENT TO ASSIGNMENT OF LEASE

To be Completed by Proposed Assignee(s).

OPERATING PLAN

Name of Assignee(s): Lazy Otter Charters Inc.

Business Name: Lazy Otter Charters Inc

Business Hours: 7 a.m. to 7 p.m. 7 days per week

Seasonal Business: x Y N

If Seasonal, will operate from May to Sept .

Will you change the current type of business at this location? [Example from a restaurant to a gift shop].
 Y x N

If yes, please identify what type of business will be operated at this location.

Retail and other services currently allowed in the harbor area - per City of Whittier Code

If no, do you plan to expand the scope of the current business? x Y N

If you plan to expand the scope, please explain how and what your timeline is.

We will maintain the current configuration for the 2021 summer season.

FINANCIAL INFORMATION FROM PROPOSED ASSIGNEE

Please identify all business names under which you have done business in the previous five years:

Lazy Otter Charters Inc.
Lazy Otter Cafe & Gifts

Lazy Otter/Bender Assignment
Lot 1 and Lot 1A, Area B
2021

Please list the types of businesses you have managed or operated in the previous five years (unless obvious from the name already listed):

Please list your last 3 employers and the positions held:

1. _____
2. _____
3. _____

Please list three current credit references:

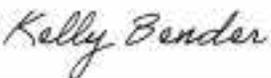
1. Shoreside Petroleum _____
2. Chugach Electric _____
3. Northrim Bank _____

If the City requires a credit check, are you willing to provide your credit report? Y N

Have you been convicted of a crime in the last five years that involves financial dishonesty? [Example: fraud, tax evasion, forgery, embezzlement. Y N

If so, please provide case number and outcome (Guilty, Not Guilty).

I/We the undersigned certify that the above information is true and accurate.

 _____ Signature	<u>Michael Bender</u> _____ Printed Name	Date: <u>3/22/21</u> _____
 _____ Signature	<u>Kelly Bender</u> _____ Printed Name	Date: <u>3/22/21</u> _____

Lazy Otter/Bender Assignment
Lot 1 and Lot 1A, Area B
2021

ACTION MEMORANDUM

To: Whittier City Council

From: City Manager Hunt
Assistant City Manager Reeves

Re: New Business Item: Proposed Changes to Port and Harbor Commission Duties and Governance

INTRODUCTION

Several Council members requested revisions to Whittier Municipal Code Chapter 2.54 to ensure that: (1) the process for reporting Port and Harbor Commission findings and recommendations to City Council was expressly provided for in the Code; (2) The Commission had the staff support and resources needed to reliably present Commission recommendations to Council via resolution; and (3) the Commission was not inadvertently assigned duties that exceeded the advisory authority granted to the Commission. In response, the City Administration is in the process of drafting an ordinance that would amend WMC Chapter 2.54 to Remove All Decision-Making Duties of the Port and Harbor Commission, Codify Process for Providing Recommendations to Council, and Remove Inconsistencies and Redundancy in the Reasons for and Processes Surrounding the Declaration of a Vacancy on the Commission.” This memorandum provides Council a brief overview of the substantive revisions in the draft Ordinance and the reasons for these revisions.

The proposed ordinance, in its current draft form, is attached to this Action Memorandum. This draft has also been submitted to the Harbormaster for review and recommendations. While the City does not anticipate presenting this to Council for introduction until after it has been reviewed by the Harbormaster and his recommendations incorporated into its text, the goal was to provide City Council the draft so that any Council members who wished to sponsor the Ordinance had an opportunity to review it before it was finalized for introduction.

SUMMARY OF PRELIMINARY PROPOSED CODE CHANGES

The majority of the proposed revisions to Chapter 2.54 in its current state serve to remedy the concerns raised by individual Council members regarding the need for clear, timely, and written Commission recommendations on port and harbor matters and the apparent inconsistencies in the Code regarding the Commission’s duties as an advisory body. Additionally, the Ordinance proposes changes to WMC Chapter 2.54 that would remove inconsistencies and redundancies in Commission’s duties, its structure, and its organization as codified. The chapter was also updated to adopt uniform formatting and legal drafting principles. More specifically, Chapter 2.54 was amended to:

1. Remove any duty that is decision-making, rather than advisory in nature.

Whittier Municipal Code 2.54.030 clearly states that the “Commission shall act as an advisory board to the City Council in port and harbor matters.” However, many of the duties assigned to the Commission are not advisory, including the Commission’s quasi-judicial role in hearing appeals of Harbormaster decisions, the Commission’s “assistance” of Council in developing development strategies for the port and harbor; and most significantly, the Commission’s duty to set rates and fees that pay for the operation, administration, maintenance, and replacement costs for facilities. *See* WMC 2.54.040.

2. Remove inconsistent language regarding appointment and vacancies.

Whittier Municipal Code 2.54.020(A) permits City Council to remove a member of the Commission at any time. Whittier Municipal Code 2.54.020(B) states that no Commission member shall miss more than three consecutive regular meetings or three unexcused meetings. However, WMC 2.54.050 provides the exact circumstances that require a declaration of vacancy, including three consecutive unexcused absences. These provisions are contradictory. In the event Council wants to retain the authority to remove a Commission member for any reason, the Code should not provide the specific circumstances warranting vacation of a Commission seat. Further, any conduct requiring vacancy should be in a single section of the Code and there should not be varying requirements in other sections. For this reason, all references to vacancies were removed from all sections and the vacancy section and its terms of vacancy was retained.

3. Streamline and expand Definitions.

Whittier Municipal Code 2.54 has several references to port facilities, port and harbor matters, and facilities referenced throughout. These references were all revised to “port and harbor facilities” and a comprehensive definition of that term adopted.

4. Incorporate clear references to the ways in which the Commission adopts and presents its recommendations to Council.

Several Council members have expressed the need to formalize the Commission’s process for reporting its recommendations and determinations to Council to ensure that Council has the benefit of the Commission’s insight and considerations before taking official action on port and harbor matters. Accordingly, the Ordinance proposes language that expressly identifies when a resolution is needed or a report required. In addition to these references in the Code, the City Administration is developing a process to provide the Commission with assistance in drafting and presenting resolutions and guidance for the Commission that will ensure that the Commission is prepared to meet its memorialization and reporting requirements under the Code upon adoption of the Ordinance. In addition, City Administration will work with the City Clerk and Harbormaster to develop an administrative plan to provide for the Commission’s support needs and to ensure that a schedule is adopted that helps the Commission effectuate a presentation and recommendation process that Council can come to expect and more confidently rely upon.

5. Change title from Port and Harbor Commission to Port and Harbor Advisory Commission to easily identify advisory nature of the Commission.

This change is small but important to permit the public and applicants to the Commission to quickly and easily recognize the nature of the body and the scope of the Commission’s duties.

PROPOSED WHITTIER MUNICIPAL CODE LANGUAGE

While the Ordinance provides the redlined changes to WMC Chapter 2.54, the redlined formatting required in legislation can make review of the final language difficult to discern. For this reason, Chapter 2.54 as proposed in the Ordinance will read as follows, if adopted:

Chapter 2.54

PORT AND HARBOR ADVISORY COMMISSION

Sections:

- 2.54.010 Definitions.
- 2.54.020 Membership – Organization.
- 2.54.030 Procedures generally.
- 2.54.040 Duties.
- 2.54.050 Filling of vacancies.
- 2.54.060 Cooperation of other agencies – Staff.

2.54.010 Definitions.

The following words and phrases, whenever used in this chapter, shall be construed as defined in this section unless from the context a different meaning is clearly intended:

“Commission” means the City Port and Harbor Advisory Commission.

“Port and harbor facilities” means all facilities, systems, docks, and City property adjacent to all navigable contiguous waterways within the City limits, including, but not limited to, the Delong Dock, the fuel dock, the City cargo dock, the small boat harbor, the ocean dock, and any other similar facility presently existing or which may be developed or obtained in the future.

2.54.020 Membership – Organization.

A. The Port and Harbor Advisory Commission shall consist of seven members. At least five members shall be City residents. Two members of the Commission may be individuals with knowledge and expertise in the maritime industry that are not City residents but are Alaska residents and are able to meet the duties required under this chapter. Commission members shall be appointed by the Mayor subject to confirmation by City Council. Appointments to the Commission shall be for three-year staggered terms except where an interim appointment is necessary to complete the term of a Commissioner who vacates his or her seat. In the event of vacancies, the Mayor, subject to confirmation by the City Council, shall make an appointment to fill the unexpired term of the absent member. A Chairperson and Vice-Chairperson of the Commission shall be elected annually by and from the Commission and shall serve in this capacity for a one-year period.

B. The Commission shall hold regular meetings the first Thursday of each month at a time and place as set by the Commission. Special meetings may be called by the Commission via motion or at the discretion of the chairperson.

C. A majority of the Commission shall constitute a quorum. Four affirmative votes by Commission members shall be necessary to carry any question.

D. The Commission shall, with the assistance of the City Manager or his designee, prepare minutes of all Commission meetings and file the minutes with the City Clerk no more than 30 days after the meeting.

E. To the extent possible, Commission membership will be made up of representatives of recreation industry, transportation industry, tourism industry, and commercial fishing industry.

2.54.030 Procedures generally.

A. The Commission shall act as an advisory board to City Council in port and harbor matters. The Commission shall present all recommendations to City Council via resolution. A Commission member shall be present at all Council meetings at which a Commission resolution is presented to City Council.

B. A Commission member shall attend all City Council regular meetings and provide Council with an update regarding the Commission's last meeting and outstanding projects. If a Commission member is not available to provide the report, a written update and the Commission minutes shall be submitted to the City Clerk for presentation to City Council no more than 30 days after the regular Commission meeting.

2.54.040 Duties.

The Commission shall:

A. Make recommendations to City Council with respect to the operation, acquisition, disposal, development, management, regulation and control of port and harbor facilities when requested by City Council or the City Manager or required in this chapter;

B. Review and make recommendations to City Council via resolution on all contracts regarding port and harbor facilities which are subject to City Council approval before City Council approves such contracts and submit a written report to City Council periodically and at least once per year updating City Council on All contracts involving port and harbor facilities that were or are subject to City Council approval;

C. Review any revision to this code, City policy, procedure or regulation impacting or regarding port and harbor facilities and make recommendations to City Council via resolution regarding the adoption of such revisions prior to their adoption;

D. Perform analysis and make recommendations to Council annually regarding rates and fees charged for the use of port and harbor facilities or related services and any changes to these rates and fees;

E. Periodically review the budget, capital improvement programs, and funding of port and harbor facilities, and report its findings to Council.

2.54.050 Filling of vacancies.

A vacancy shall be declared and filled as provided when a Commission member:

- A. Fails to qualify and take his office within 30 days after confirmation by ~~the~~ City Council;
- B. Submits a resignation to the Mayor;
- C. Is physically or mentally unable to attend Commission meetings or to attend to Commission business;
- D. Is absent from three or more consecutive, regular meetings of the Commission without an excuse approved by the Commission;
- E. Is convicted of a felony or other offense, an element of which is a violation of his or her oath of office;
- F. Is or becomes so directly interested in port and harbor matters in the course of his or her private affairs, that his or her membership on the Commission, and the belief of the Commissioners or the City Council, creates a conflict or the pervasive appearance of a conflict of interest.

2.54.060 Cooperation of other agencies – Staff.

- A. The Port Commission, as an advisory board of the City Council, shall receive full cooperation and support from the City Manager which shall include, but not be limited to, full access to any and all information bearing on port and harbor facilities, office or other administrative support, and the attendance of the City Manager and staff as may be required by the Commission in the execution of its duties.
- B. The Commission shall be provided with such office space as it shall require to file its minutes, correspondence, resolutions, and other documents which shall constitute public records of the City.
- C. The City Manager shall, in a prompt and expeditious manner, make available to the Commission such consultants, agents, attorneys, City staff, and other persons engaged by the City to aid the Commission in furtherance of the performance of the Commission’s duties.

RECOMMENDED ACTION

The proposed ordinance is included in the agenda as new business and for discussion purposes. Consequently, the City Administration does not recommend any action on this item at this time. However, the City Manager does encourage any Council member who wishes to sponsor the Ordinance to contact the City Manager so that the Ordinance can be updated accordingly before its introduction. It is also worth noting that the Harbormaster has not yet had an opportunity to review the proposed Ordinance or provide his recommendations or insights. To this end, the City recognizes the importance of the Harbormaster’s review before the Ordinance is presented to

Council for introduction. On another note, although most ordinances involving port and harbor matters are presented to the Commission for its recommendations, this ordinance revises the duties of the Commission and not operations in the Port and Harbor, and thus the Ordinance falls squarely within the purview of Council.

STAFF REVIEW

This Ordinance has been reviewed by the City Attorney, the Finance Director, the Assistant City Manager, and the City Manager but all departments have not yet completed their review. The City Attorney and Assistant City Manager will be available at the April regular meeting to address any questions Council may have regarding the Ordinance.

Sponsor(s): _____[?]
Introduced by: _____
1st reading: _____
2nd reading/public hearing: _____

**CITY OF WHITTIER, ALASKA
ORDINANCE # ___-2021**

**AN ORDINANCE OF THE CITY COUNCIL OF WHITTIER, ALASKA AMENDING
WMC CHAPTER 2.54 TO REMOVE ALL DECISION-MAKING DUTIES OF THE PORT
AND HARBOR COMMISSION, CODIFY PROCESS FOR PROVIDING
RECOMMENDATIONS TO COUNCIL, AND REMOVE INCONSISTENCIES AND
REDUNDANCY IN THE REASONS FOR AND PROCESSES SURROUNDING THE
DECLARATION OF A VACANCY ON THE COMMISSION**

WHEREAS, WMC Chapter 2.54 currently requires the Port and Harbor Commission to conduct decision-making actions despite the Commission’s advisory nature; and

WHEREAS, WMC Chapter 2.54 also contains inconsistent and redundant provisions governing the appointment and duties of Commission members; and

WHEREAS, the Code does not specify how and when the Commission presents its recommendations to Council regarding port and harbor matters; and

WHEREAS, Council members have expressed the need to limit the Commission’s duties to actions that align with its advisory role and to provide clear guidance to current and future Commission members regarding the presentation of Commission recommendations to Council; and

WHEREAS, it is in the City’s best interest to adopt clear and consistent laws that the public and City officials are able to follow and enforce,

NOW, THEREFORE, THE WHITTIER CITY COUNCIL ORDAINS:

Section 1. Whittier Municipal Code Chapter 2.54 entitled “Port and Harbor Commission” is amended to read as follows:

Chapter 2.54

PORT AND HARBOR **ADVISORY** COMMISSION

Sections:

- 2.54.010 Definitions.
- 2.54.020 Membership – Organization.
- 2.54.030 Procedures generally.
- 2.54.040 Duties.
- 2.54.050 Filling of vacancies.
- 2.54.060 Cooperation of other agencies – Staff.

2.54.010 Definitions.

The following words and phrases, whenever used in this chapter, shall be construed as defined in this section unless from the context a different meaning is clearly intended:

“Commission” means the City Port and Harbor Advisory Commission.

“Port and harbor facilities” or “port and harbor facility” “Port” or “port facility” means all facilities, systems, **docks,** and City property adjacent to all navigable contiguous waterways within the City limits, ~~of the City,~~ including, but not limited to, **the Delong Dock,** the fuel dock, the City cargo dock, the small boat harbor, the ocean dock, and any other similar facility presently existing or which may be developed or obtained in the future.

2.54.020 Membership – Organization.

A. The Port **and Harbor Advisory** Commission shall consist of seven members. At least five members shall be **City** residents. **Two members of the Commission may be individuals with knowledge and expertise in the maritime industry that are not City residents but are Alaska residents and are able to meet the duties required under this chapter.** ~~Up to a maximum of two (with expertise) may be nonresidents of Whittier who are registered to vote in the State of Alaska.~~ **Commission** ~~The seven members shall be appointed by the Mayor subject to confirmation by the City Council. Appointments to the Commission shall be for three-year staggered terms except where an interim appointment is necessary to complete the term of a Commissioner who vacates **his or her seat,** resigns, dies, or is otherwise removed from office. In the event of vacancies, the Mayor, subject to confirmation by the City Council, shall make an appointment to fill the unexpired term of the absent member. Members may be removed by the City Council at any time.~~ **A Chairperson and Vice-Chairperson of the Commission shall be elected annually** ~~Chairpersons shall be elected by and from the Commission and shall serve in this capacity for a one-year period. The City shall provide staff support for the Commission.~~

~~B. The Commission shall establish rules of procedure providing that there be regular meetings of the Commission. The Port and Harbor Commission shall hold regular meetings the every first Thursday of each month at a date, time and place as set by the Commission. Special meetings may be called by the Commission via motion or at the discretion of the chairperson, or by a majority of the voting members of the Commission. No member shall miss more than three consecutive regular meetings or three unexcused meetings. All meetings of the Commission shall be open to the public.~~

~~C. A majority of the Commission shall constitute a quorum for the transaction of business. Four affirmative votes by Commission members shall be necessary to carry any question.~~

~~D. The Commission shall, with the assistance of the City Manager or his designee, prepare minutes of all Commission meetings and file the minutes with the City Clerk no more than 30 days after the meeting. The permanent records, or minutes, shall be kept. The minutes shall be properly filed in the office of the City Clerk and shall be open to inspection by any person.~~

~~E. To the extent possible, Commission membership will be made up of representatives of recreation industry, transportation industry, tourism industry, and commercial fishing industry.~~

2.54.030 Procedures generally.

~~A. The Commission shall act as an advisory board to the City Council in port and harbor matters. The Commission shall present all recommendations to City Council via resolution. A Commission member shall be present at all Council meetings at which a Commission resolution is presented to City Council. All resolutions and either minutes of the Port Commission, or a similar report, shall be presented to the City Council by a Commission member, or in his absence, by the City Manager.~~

~~B. A Commission member shall attend all City Council regular meetings and provide Council with an update regarding the Commission's last meeting and outstanding projects. If a Commission member is not available to provide the report, a written update and the Commission minutes shall be submitted to the City Clerk for presentation to City Council no more than 30 days after the Commission meeting. An agenda of meetings shall be prepared and published according to established rules of the City Council.~~

2.54.040 Duties.

The Commission shall:

A. Advise the **Make recommendations to City** Council with respect to the operation, **acquisition, disposal, development,** management, regulation and control of the City's port and harbor facilities **when requested by City Council or the City Manager or as required in this chapter;** which include, but are not limited to, the City dock, the fuel dock, the small boat harbor, ocean dock, and any other facility within the port of Whittier, all of which are referred to in this chapter as the "port facilities";

B. Advise the Council with respect to the port facilities concerning the acquisition, ownership, exchange, transfer, lease, rent, conveyance or disposal, and use of real or personal property and any interest therein;

BC. Review and make recommendations to City Council via resolution on all contracts regarding port and harbor facilities which are subject to City Council approval before City Council approves such contracts and submit a written report to City Council periodically and at least once per year updating City Council on prior to execution, and monitor and periodically report to the Council concerning the status of all all contracts involving port and harbor facilities that were or are subject to City Council approval; executed with respect to the port facilities;

D. Advise the Council with respect to the construction, improvement, alteration, or repair of a port facility or any part thereof;

CE. Review any proposed revision to this code, City policy, procedure or regulation impacting or regarding port and harbor facilities and make recommendations to City Council via resolution regarding the adoption of such revisions prior to their adoption; Assist the Council in developing ways and means whereby the City may encourage and permit the development of port facilities by private and public developers and builders;

F. Hear appeals from actions of the Port Director;

DG. Analyze Perform analysis and make recommendations to the Council **annually regarding** with respect to the setting and adjustment by the City, from time to time as deemed necessary, of **rates and fees charged for the use of port and harbor facilities or related services and any recommended changes to these rates and fees;** rent and fee schedules pertaining to port facilities and of routes, fares, schedules, and levels of service pertaining to use of the port facilities;

EH. Periodically review the budget, capital improvement programs, and funding of **port and harbor facilities** City-owned or municipal port facility and systems, and report its findings to the Council;

~~I. Establish fares, rates, or fees which will pay the cost of operation, administration, maintenance, and replacement of facilities at the end of the expected life of those facilities;~~

~~J. Perform such other duties as the Council may refer to it from time to time;~~

~~K. Do such other acts as are necessary and proper for the performance of the duties and functions set forth in this chapter.~~

2.54.050 Filling of vacancies.

A vacancy shall be declared and filled as provided when a **Commission** member:

~~A. Fails to qualify and take his office within 30 days after confirmation by the City Council;~~

~~B. Departs from the City with the intent to remain away for a period of 90 days or more, or is physically absent from the City for 90 days or more;~~

~~**B**C. Submits a resignation to the Mayor;~~

~~**C**D. Is physically or mentally unable to attend Commission meetings or to attend to Commission business;~~

~~**D**E. Is absent from three or more consecutive, regular meetings of the Commission without an excuse approved by the Commission;~~

~~**E**F. Is convicted of a felony or other offense, an element of which is a violation of his or her oath of office;~~

~~**F**G. Is or becomes so directly interested in port and harbor matters in the course of his or her private affairs, that his or her membership on the Commission, and the belief of the Commissioners or the City Council, creates a conflict or the pervasive appearance of a conflict of interest.~~

2.54.060 Cooperation of other agencies – Staff.

~~A. The Port Commission, as an advisory board of the City Council, shall receive full cooperation and support from the City Manager which shall include, but not be limited to, full access to any and all information bearing on **port and harbor facilities**the port and harbor matters, office or other administrative support, and the attendance of the City Manager and staff as may be required by the Commission in the execution of its duties.~~

B. The Commission shall be provided with such office space as it shall require to file its minutes, correspondence, resolutions, ~~administrative regulations~~, and other documents which shall constitute public records of the City.

C. The City Manager shall, in a prompt and expeditious manner, make available to the ~~Port~~ Commission such consultants, agents, attorneys, City staff, and other persons engaged by the City to aid the Commission in furtherance of the performance of the Commission's duties.

Section 2. Classification. This Ordinance is a permanent code ordinance.

Section 3. Severability. If any provision of this ordinance or any application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 4. Effective Date. This ordinance shall become effective upon adoption.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this ___ day of _____, 2021.

Dave Dickason
MAYOR

ATTEST:

Naelene Matsumiya
CITY CLERK

Ayes:
Nays:
Absent:
Abstain: