

**WHITTIER CITY COUNCIL
WILL HOLD
A REGULAR MEETING
TUESDAY, JULY 18, 2017
AT 7:00 PM
COUNCIL CHAMBERS
P-12 BUILDING**

AGENDA

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- 1. CALL TO ORDER**
- 2. OPENING CEREMONY**
- 3. ROLL CALL**
 - A. Council Members Present
 - B. Administration Present
- 4. APPROVAL OF MINUTES**
 - A. June 20, 2017 Regular Meeting Minutes **1**
 - B. July 3, 2017 Special Meeting Minutes **9**
- 5. APPROVAL OF REGULAR MEETING AGENDA**
- 6. MAYOR'S REPORT**
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 - B. Vice Mayor Report - Dave Pinquoch
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 - B. Port & Harbor Commission
 - C. Parks & Recreation Committee
 - D. Prince William Sound Aquaculture Corp.
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- 9. CITIZEN'S COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING**
- 10. APPROVAL OF CONSENT CALENDAR**
- 11. PUBLIC HEARINGS (NON-ORDINANCE)**

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#03-2017 – An Ordinance amending WMC 2.70 to repeal and reenact code provisions pertaining to personnel. **42**
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22. **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, JUNE 20, 2017
7:00 PM
COUNCIL CHAMBERS
P-12 BUILDING**

MINUTES

1. CALL TO ORDER

Mayor Daniel Blair called the meeting to order at 7:00 p.m.

2. OPENING CEREMONY

Mayor Daniel Blair led the Pledge of Allegiance.

3. ROLL CALL

A. Council members present and establishing a quorum: Monty Irvin, Debra Hicks, Victor Shen, Dave Dickason, and Daniel Blair.

B. Council Members Absent: Peter Denmark and David Pinquoch

MOTION: David Dickason made a motion to excuse council members Peter Denmark and David Pinquoch from tonight's meeting.

SECOND: Monty Irvin

DISCUSSION: None

VOTE: Motion passed unanimously

C. Administration Present:

Mark Lynch, City Manager
Jennifer Rogers, City Clerk
Scott Korbe, Public Works Director
David Schofield, Director of Public Safety

Kyle Sinclair, Harbormaster
John Li, Finance Officer
Holly Wells, City Attorney

Others Present:

Kelly Bender	Lindsey Erk
Greg Clifford	Ken Hunt
Sam Daniels	Michael Scott
Karen Dempster	Gerda Weamire

4. APPROVAL OF MINUTES

May 16, 2017 BOE Hearing Minutes and May 16, 2017 Regular Meeting Minutes

MOTION: David Dickason made a motion to approve the May 16, 2017 BOE Hearing Minutes and the May 16, 2017 Regular Meeting Minutes as is.

SECOND: Monty Irvin

DISCUSSION: None

VOTE: Motion passed unanimously

5. APPROVAL OF REGULAR MEETING AGENDA

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

SECOND: David Dickason

DISCUSSION: None

VOTE: Motion passed unanimously

6. PRESENTATIONS

None

7. MAYOR'S REPORT

A. Mayor's Report by Mayor Daniel Blair

Mayor Daniel Blair reported that he and Mark Lynch met with a staff member from Senator Sullivan's office. She was optimistic about potential funding for our community. Mayor Blair also stated that he had a productive meeting with the Alaska Railroad regarding the DeLong Dock.

B. Vice Mayor Report by Vice Mayor Dave Pinquoch

None

8. MANAGER'S REPORT

A. City Manager's Report- Mark Lynch

See written manager's report in original council packet.

City Manager, Mark Lynch reported that the City Clerk, Jennifer Rogers, has submitted her resignation to take care of family. He wished her well. The position for a clerk has been advertised.

He also mentioned that he and Mayor Blair met with Senator Sullivan's representative, Elaina Spraker. She and a member of the IRT team would like to speak to the council about potential projects.

The harbor is complete and the last pay request has been sent out. There are some remaining close-out paperwork that needs to be done. As soon as the paperwork is complete, Mark will submit the reimbursement paperwork for the remaining phase. He'll then submit a grant application for the final phase.

Kyle Sinclair disclosed that he received an update on the loan earlier in the afternoon and was told that more information will be provided in the coming days.

Mark reminded the council that grants will not be issued until next July. He's trying to get a low-interest loan in the interim to continue the work in the harbor; this will avoid having to pause the work until next July. The final phase is expected to begin fall of 2018.

David Dickason asked for examples of work that could be done this fall. Mark Lynch replied that a deposit will need to be paid to begin building the floats. Floats A, G and H have been built. Mark is unsure of all that needs to be done until he talks to BML. It could be that they just need enough for a deposit, build the floats and have them shipped up here. Mark Lynch also said, "The Tier II grant is not guaranteed; it's possible that we may end up having to finish the project with borrowed money."

Debra Hicks asked Mark Lynch to confirm if another assistant city manager candidate is arriving on the 30th and asked if there will be any more after that. Mark replied that there is another candidate arriving and he is hoping to get this wrapped up soon.

B. City Attorney's Report- No report

C. School District Report - No report

D. Director's Reports

1. Financial Report

No report

2. Harbormaster's Report

See written report in original council packet.

Victor Shen asked the harbormaster if there is an existing maintenance schedule for the harbor. Kyle replied that there is a treatment and schedule for the treatment. BMI will return on July 14th and they'll bring other applications to assist.

Victor then questioned if there are solutions to the car rental business using prime parking spaces near the ramp. Kyle replied that the handicap parking is open and he hasn't received any complaints about the parking. Victor stated that he has heard complaints about this from community members.

Mark Lynch added that this has been an issue in the past, but action has never been taken. Council members stated that a work session should be scheduled in the fall to further discuss this.

Lastly, Victor Shen inquired about accommodating kayakers in the harbor area. Kyle replied that kayakers use the passenger dock near the hotel and they also use the launch ramp and Smitty's Cove. Mark Lynch added that kayaks are also launched at the head of the bay.

3. Public Safety Report- Dave Schofield

Dave Schofield announced that he was able to purchase ten locks for \$600. These locks were previously installed in a new construction, but were removed for an upgrade. The original amount Dave was going to ask the council was \$16,000; so item B of the new business can be skipped.

Sam Daniels, Public Safety Supervisor for the Girdwood Board of Supervisor, announced that he is very pleased with the services our officers provide.

He addressed the concerns relating to APD coming down Turnagain Arm then to Girdwood. He reassured the council that APD will not patrol Girdwood in the future. In order for them to expand their police service area, they would require a vote of all the citizens of Anchorage and the area being taxed for the service, which means Girdwood would have to vote on it as well.

The Anchorage Police Officer's Union representative has informed Girdwood that they're ok with Whittier providing their police services. However, they will contest it if the service comes from anywhere besides Whittier.

Again, Sam Daniels stated that he is pleased with the services Whittier has provided Girdwood and is thankful for the partnership created.

4. Public Works Report- Scott Korbe

See written report in original council packet.

Mayor Dan Blair asked Scott Korbe asked if there will be a surplus of funds from the monument project. Scott replied that they still need to complete the concrete work, but there might potentially be a surplus. Mayor Blair asked if the extra funds could be used to improve pedestrian safety at the railroad crossing to enhance the trail area. Scott replied that the funds are originally dedicated for railroad station pedestrian safety improvements. There is a substantial amount of money in the state right now, so he is in the early stages of applying for funds. A letter of support or concurrence from the council will be needed in the future to support this request.

There was also a brief discussion regarding signage on the DOT highway.

5. Public Safety Building Report

See written report in original council packet.

9. COMMISSION/COMMITTEE REPORTS

A. Planning Commission

No report.

B. Port & Harbor Commission

The approved P&H meeting minutes dated April 6, 2017 were included.

Mark Lynch then reviewed the motions made at the last meeting. They are as follows:

- Approve the current Whittier Harbor Policy and Procedures Rules and Regulations with the changes discussed with the harbormaster.

This will be placed on the next council meeting agenda for approval.

- Institute a pause in work regarding projects at the head of the bay.

There was a lengthy discussion regarding this topic. To summarize, Greg Clifford stated that the intent of this motion was to not rush into selecting the A,B or C option without properly vetting the options through the right people. Monty Irvin replied that \$800,000 has already been invested in the project. Greg rebutted, "How much more are we going to spend to build something that isn't what everybody needs or what is best for the future?"

Victor Shen added, "Right now we're overextending ourselves; we're stretched with the current projects we have right now with the Public Safety Building and the Harbor rebuild." Mayor Blair clarified that the Corps isn't asking for any money right now. Mark Lynch stated that additional funding will be required if we pause the project because the point of pausing the project is to go back and finish the study for the other two options.

The City has already selected Option 1, and the City will need to provide \$1 million to fund the project. The City will request the needed 10% funding match from the state legislature in 2018.

Council members agreed unanimously to place this topic on a future agenda (perhaps schedule a work session) for further discussions.

- Repair the launch ramp to Smitty's Cove and to temporarily shut it down until it is repaired.

There was some discussion regarding the large hole at the ramp. Harbormaster, Kyle Sinclair, estimated that the repairs can be completed within a day's time.

- Mark the dock as a City of Whittier dock and anyone who uses the dock is required to contact the harbormaster before using it.

P&H members recommends that a sign be placed on the dock with instructions for users to contact the harbormaster before use.

C. Parks & Recreation Committee

Dave Dickason reported that on June 3rd, National Trails Day, approximately twenty-five people came out and helped work on the trail along Whittier Creek. There was much support from local community businesses. There were a lot of students and residents of Anchorage who came out to help.

It is now possible to walk from the railroad bridge, along Whittier Creek and to the water fall. It's still considered a rough trail, but improvements will be made over time.

Dave Dickason read aloud a list of items that are needed for the park. To name a few, they need gravel, dog waste stations and bear proof garbage cans. Victor Shen added that all the work done so far has been accomplished by volunteers. He estimates that 300 ft. of trails have been created year to date and another 200 ft. have been brushed out. They are out every weekend working on the trail.

David Dickason asked David Schofield if he would assist in removing an abandoned motor home as it has become an eyesore and safety issues are at hand. David Schofield replied that he will look into this.

D. Prince William Sound Aquaculture Corp.

None

E. Regional Citizen's Advisory Council

None

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

None

11. PRESENTATIONS

None

12. CONSENT CALENDAR

None

13. ORDINANCES

A. Introduction (1st reading)

1. #03-2017 – An Ordinance Amending WMC Chapter 2.70, to repeal and reenact code provisions pertaining to personnel.

MOTION: Victor Shen made a motion to introduce Ordinance #03-2017 and set a public hearing date for July 18, 2017.

SECOND: Dave Dickason

DISCUSSION: Mark Lynch explained the purpose for this code revision. The personnel handbook is outdated and this code will replace the handbook. Mayor Blair encouraged council members to review this code carefully and come to the July meeting with any notes or questions.

VOTE: Motion passed unanimously

14. RESOLUTIONS

None

Mayor Daniel Blair asked the council if they had any objections to moving Citizen's Discussions up on the Agenda since there will be a lengthy executive session.

There we no objections.

15. CITIZEN'S DISCUSSION

Karen Dempster stated that the clinic has proposed to move and she added that they have not been consulted or included in the decision. She stated that she has been corresponding with Jennifer Harrison. Karen wrote Jennifer a letter in September stating that 80% of the people living in Whittier are in the BTI. The clinic serves two distinct groups: the elderly and the young children.

She went on to say that paramedics have a shorter response time in the BTI. She also stated that the clinic is funded by a federal grant; it has nothing to do with the EMS grant, so the only issue is providing space. The BTI has voted to provide the space needed. She is concerned that the Whittier Council has made the decision to move the clinic without the support of the community. She suggested that this issue be voted on. She also stated that funds should be used in other areas aside from the police department providing transportation for patients to the clinic.

She asked the council members to form a committee to discuss the move with residents before making the final decision to move. Mayor Daniel Blair asked the city manager if the decision to move the clinic was voted on. Mark Lynch replied, "We had a public hearing one night and a work session. It was when they chose not to include the city manager's residence or provider's residence, but council did chose to include the clinic. Currently, there is somewhere around \$350,000 of grant money that it tied to the clinic going into the building. Not only did we build a specific floor purpose clinic in the building at a fairly extensive cost above what it would have been otherwise, but we have the offset to that so that it didn't cost the City that much extra."

There was some discussions about the amount of contiguous space the clinic needed, and it would not be possible to obtain that space at the Begich Towers. At a previous meeting, Jennifer Harrison identified the space needed by area. Mayor Daniel Blair stated that right now, it's at 1,800 ft., and there is room to expand. Mark Lynch agreed with Dan's estimation. The clinic will get all the space they requested. Mayor Blair also stated that EATS will look into obtaining a van for transporting patients.

Mayor Blair also added that EATS stated that the clinic would get more traffic at the new building thus, better serving the public. Their mission is to serve the entire community, not just the residents of the BTI bldg. Because the clinic is federally funded, they get audited. Conditions of the building, visibility of the building and parking are considered.

David Schofield stated that the electric outlets in the current location of the clinic does not support the needs of the clinic despite new outlets added during the remodel last year.

16. EXECUTIVE SESSION

A. Potential sale/trade/purchase of real estate – Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity. AS 44.62.310(1)

B. Manager's evaluation and contract extension discussion – Subjects that tend to prejudice the reputation and character of any person and matters, the immediate knowledge of which would

clearly have an adverse effect upon the finances of the public entity. AS 44.62.310(1) and AS 44.62.310(2)

MOTION: David Dickason made a motion to enter executive session to discuss the potential future sale of municipal real estate. Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity. AS 44.62.310(1)

To Discuss the Manager's evaluation and contract extension discussion – Subjects that tend to prejudice the reputation and character of any person and matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity. AS 44.62.310(1) and AS 44.62.310(2)

SECOND: Monty Irvin

DISCUSSION: None

VOTE: Motion passed unanimously

Council entered into Executive Session at 8:47 pm

MOTION: Debra Hicks made a motion to end the executive session and return to the regular meeting at 10:55 pm.

SECOND: Victor Shen

DISCUSSION: None

VOTE: Motion passed unanimously

17. UNFINISHED BUSINESS

A. Shotgun Cove Road Project

Nothing new to report.

B. ARRC/COW Land Swap

Nothing new to report.

C. Improve Salmon Sport Fishing in Northwest PWS

Nothing new to report.

D. Public Safety Complex- Phase 2

Nothing new to report.

E. Paddle Craft Launch

Nothing new to report.

F. Head of Passage Canal Project

Nothing new to report.

18. NEW BUSINESS

A. Authorizing City Manager to enter into a professional contract for General City Engineering Services.

Mark Lynch stated that he received six qualified proposals from engineering firms. The City Manager recommends approving CRW Engineering Group as the City engineering firm.

MOTION: Victor Shen made a motion to authorize the City Manager to enter into a term contract with CRW Engineering Group, LLC as our city engineering firm with an initial term of three years and an

optional two year extension.

SECOND: Debra Hicks

DISCUSSION: Victor Shen asked if a vote will be required to extend the contract. Mark Lynch replied that typically the extension is done administratively. He'll contact the attorney and get a definite answer.

VOTE: Motion passed unanimously

B. Discussion and direction to Manager concerning WERFA funds.

Not discussed during this meeting.

C. Discussion and direction to Manager concerning additional City parking in Parcel 2.

MOTION: David Dickason made a motion to direct the City Manager to create additional city parking in Parcel 2.

SECOND: Monty Irvin

DISCUSSION: None

VOTE: Debra Hicks Yes, Monty Irvin Yes, Victor Shen No, David Dickason Yes, Daniel Blair Yes

Motion passed: 4-1

D. Discussion and direction to Manager concerning Municipal Waste disposal.

Not discussed during this meeting.

E. Approval of City Manager's contract revision.

MOTION: Monty Irvin made a motion to approve the City Manager's contract with revisions.

SECOND: Victor Shen

DISCUSSION: None

VOTE: Motion passed unanimously

F. Amend August City Council meeting date.

Mark Lynch stated that the purpose for the change is because he'll be attending a conference during the regularly scheduled meeting date and the Senator's representative, Elaina Spraker would like to attend the meeting with the IRT group.

The August City Council meeting date has been scheduled for August 22nd.

19. COUNCIL DISCUSSION

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

21. ADJOURNMENT

All were in favor of adjourning the meeting at 11:00 p.m.

ATTEST:

Naelene Matsumiya
Acting City Clerk

Daniel Blair
Mayor



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

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

**WHITTIER CITY COUNCIL
SPECIAL MEETING
MONDAY, JULY 3, 2017
6:00 PM
COUNCIL CHAMBERS
P-12 BUILDING**

MINUTES

1. CALL TO ORDER

Mayor Daniel Blair called the meeting to order at 6:05 p.m.

2. OPENING CEREMONY

Mayor Daniel Blair led the Pledge of Allegiance.

3. ROLL CALL

A. Council members present and establishing a quorum:

Dave Pinquoch, Dave Dickason, Peter Denmark, Victor Shen and Daniel Blair.

B. Council Members Absent: Debra Hicks and Monty Irvin

C. Administration Present:

Mark Lynch, City Manager
Naelene Matsumiya, Acting City Clerk
Scott Korbe, Public Works Director
Holly Wells, City Attorney

Kyle Sinclair, Harbormaster
John Li, Finance Officer

Others Present: John Campabello, Janet Amor,

4. APPROVAL OF THE SPECIAL MEETING AGENDA

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

SECOND: David Pinquoch

DISCUSSION: None

VOTE: Motion passed unanimously

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

None

6. RESOLUTIONS

- 1. Resolution #11-2017 – A Resolution authorizing the amendment and assignment of Whittier Triangle Business Area Lot #9 from John and Chris Campabello to Janet Amor.**

David Pinquoch began to make a motion to adopt Resolution #11-2017, but stopped and asked *why* there was a rush to adopt this resolution. Dan Blair replied that there was a short season for the Orca Café and that the owner has found a buyer to operate the business. Owner of the business, John Campabello, said, "I have plans and I'd really like to be done with it." Mr. Campabello commented that he has been working on selling the business for years and was unaware of the complications. He presented his documentation and explained the boundaries of the lot. He stated that sometime during the process of the documents being transferred to the City, there was a mix-up in the lot numbers.

Peter Denmark offered his concerns. He stated, "As a lease-owner myself, it has significant lot line issues that I will leave alone here, but as a City Councilor-- we've been talking about the leases for 10 years now." Mr. Denmark mentioned encroachment issues. The Mayor addressed Mr. Denmark's concern saying that people were assigned surveyors duties and ended up confusing the numbers. Mr. Denmark believes that these lot line issues are small issues and that neither the City nor Council should get in the way of an individual wanting to start a business in Whittier. Mr. Denmark asked Holly, the City Attorney, "What's the hang up?"

Holly Wells responded to Mr. Denmark saying the hang up is that the lot lines issue is a large problem. Ms. Wells addressed the issues with the lot lines and how so many of the leases are incorrect. She clarified that these issues are potential liabilities for the City of Whittier. She explained the options in the packet that she had prepared. The first option she delivered was an *Encroachment Acknowledgement Memorandum of Understanding*. This memorandum is simply a consent form acknowledging the encroachments and incorrect property descriptions. It also protects the City, lot owners, and any transferees or successors from liability claims due to property inaccuracies. Another option was to re-plat the lot. She suggested the re-platting because mistakes can be corrected during the process.

Peter Denmark recounted the erosion problem in the harbor. He said this has been a problem for 10 years. Mr. Denmark believes that it is the City's job to facilitate these issues so that motivated parties can continue to create business in Whittier. Mr. Denmark commented that the erosion expands from the triangle, to the Inn at Whittier.

Dan Blair asked for clarification if the lots were surveyed. Mark Lynch confirmed that they were, but it needs to be corrected.

Holly Wells presented saying, "One of the things that I did, under the projection that you might reject my recommendation and want to go forward, is change all the documents to rely on—to reference, first of all—the conflict of the inaccuracies of the legal descriptions so there's notice. That's the most important thing. We cannot have this new person coming in and have no notice of the confusion because that would create a significant liability. But a thing that would be useful for you guys would be to go to the resolution and go through the draft items and *inaudible* you want to look at exhibit one, page 6. And that is the 2015 survey."

David Pinquoch asked Holly Wells and Mark Lynch, "What will be different in August compared to today? And is it possible to do this by the July meeting?" Ms. Wells answered that the difference would be the amount of time. She said the July meeting date would give her enough time to comprehensively review the history of the lot and get a reflection of the reality of the lot line. Mr. Pinquoch asked if the same problems will arise if this item is presented to the Council in August. Mark Lynch said there was a possibility. Mr. Pinquoch's asked if there was a chance the City of Whittier could be more protected if we postponed this issue until the July meeting. The City Attorney said, "Yes." Dave Dickason noted that in doing so, it would create a safer approach for the Café Orca buyer, Janet Amor.

Janet Amor expressed her gratitude and appreciation to the City Council and how helpful they have been throughout the whole process. The City Manager pointed out the email that Ms. Amor's title company had sent him stating that everything needed to be perfect enough so that they can do a *Guarantee of Title*.

He believes that with the property's description inaccuracies, he cannot imagine that they will grant that to her.

Janet Amor suggested the City Attorney, Holly Wells, to work with the title company to structure a document that will not violate state requirements. Ms. Wells said doing this would be very helpful and agreed to working with the title company if Council will direct her to do that.

David Pinguoch agreed and made a second motion while his previous motion was still on the table.

MOTION: David Pinguoch made a motion to postpone this item until the July 18th Regular Meeting.

SECOND: Dave Dickason

DISCUSSION: None

VOTE: David Pinguoch, Yes; Dave Dickason, Yes; Victor Shen, Yes; Peter Denmark, No; Dan Blair, Yes.

2. Resolution #12-2017 – A Resolution requesting FY2018 PILT

MOTION: Victor Shen made a motion to adopt Resolution #12-2017 A Resolution requesting FY2018 PILT.

SECOND: David Pinguoch

DISCUSSION: None

VOTE: Motion passed unanimously

7. COUNCIL DISCUSSION

David Pinguoch mentioned the BTI Board of Directors and asked Council if they were interested in the City having a seat. Mr. Pinguoch added that it will benefit the City.

Council voted on consensus.

VOTE: David Pinguoch, Yes; Dave Dickason, Yes; Victor Shen, Yes; Peter Denmark, No; Dan Blair, Yes.

8. CITIZEN'S DISCUSSION

None

9. ADJOURNMENT

All were in favor of adjourning the meeting at 7:00 p.m.

ATTEST:

Naelene Matsumiya
Acting City Clerk

Daniel Blair
Mayor



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

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

To: Mayor and Council

From: Mark Lynch, City Manager

Subject: Manager's report

Date: July 13, 2017 (for 7/18/17 Council meeting)

ARRC/DeLong Dock: Discussions continue with ARRC concerning future disposition of the DeLong Dock, and the possible transfer to the City.

Additional Parking: Work has begun on the additional parking area along Glacier Street. Some work has progressed at the Head of the Bay to smooth existing parking and add additional area.

Engineering: CRW has been working on a City Park Master plan. We will be meeting soon to discuss next steps for Shotgun Cove Road.

Mechanic/Equipment: Our summer mechanic/equipment operator continues to work on vehicle and equipment repairs. Work has been performed to allow more parking at the Head of the Bay and also to smooth the day use area below the camping area. Some work to the shooting range has occurred and additional work to remove debris along Shotgun Cove Road is still planned.

Sale of City Surplus: The City is set up to use aksurplus.com to auction surplus city equipment. Lots are beginning to be organized and will be posted to the website soon.

Personnel: We are closer to finalizing our Assistant City Manager position. We have another meet & greet right before the Council meeting on Tuesday. I am still accepting applicants for City Clerk and have hired an experienced retired City Clerk to help the City through the process of the upcoming elections.

Harbor Docks and Fingers: The project is complete except for hand railing and lights at the ends of the docks, and those items will be finished soon. The final grant reimbursement paperwork has been submitted, and I am working on the grant application for the next and final phase of this project.

Harbor Loan: Kyle is still waiting to hear from the agency concerning our application.

Triangle Lease Issues: The buyer has notified us that her title company will not do the title until the lease problems are corrected. Holly and I are meeting on July 17 to start the process of working out the land descriptions and amendments to the lease documents to get them in a legally acceptable format.

IRT (Innovative Readiness Training): The evaluation is still on schedule for the last two weeks of August.

Tankfarm Property: No news from the Corps yet. Our check has been cashed.

Public Safety Building: Progress can be monitored by going to the Whittier Alaska homepage and scrolling down to the link for the Public Safety Building.

PS Building Water/Sewer Loan: All pre-application materials have been approved. We are now in the formal application process and have been told we are the next in line for the loan people to do their financial review. We are still waiting for the loan agency to finish the next steps.

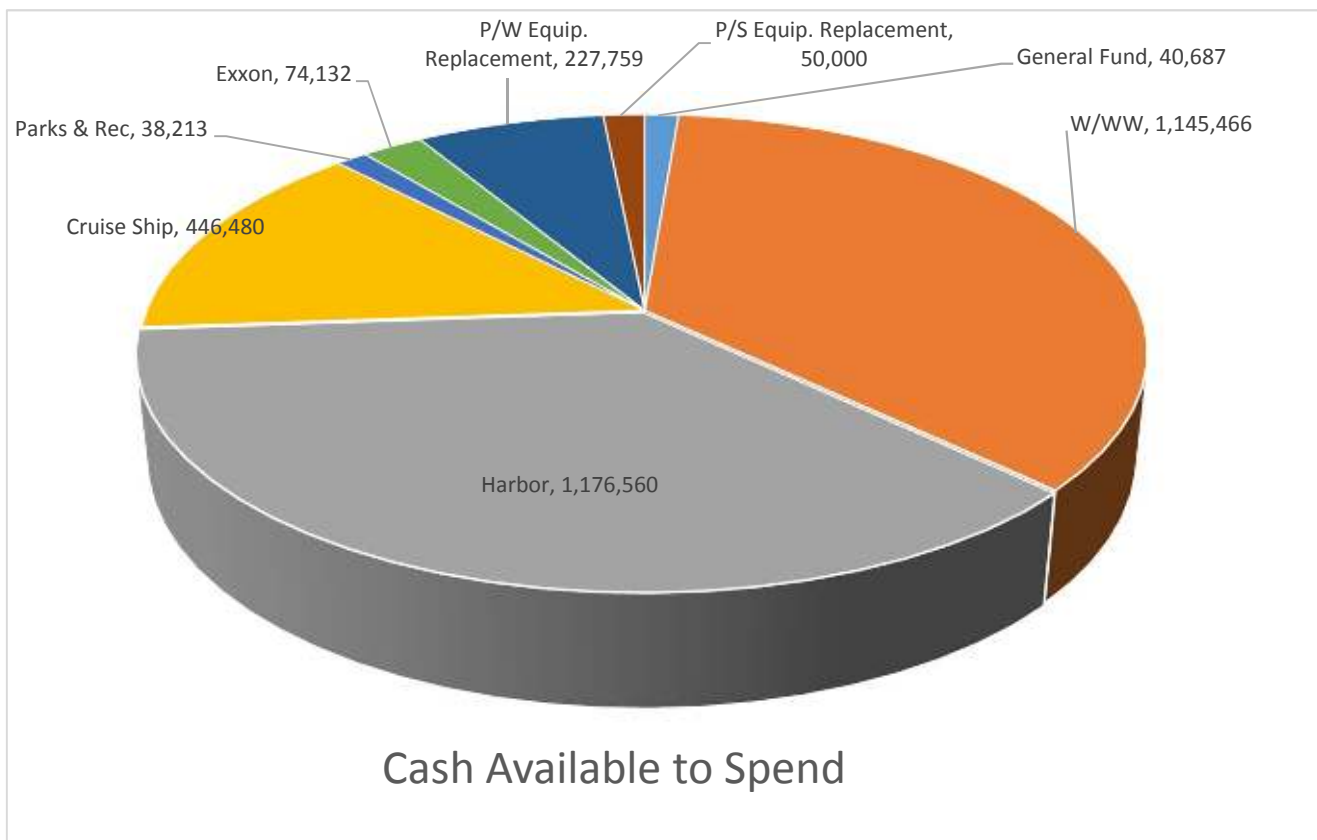
Cash - Current Balances

As of Month End: 6/30/2017

	FNBA <u>Checking</u>	UBS <u>Investment</u>	Minimum <u>Fund Balance</u>	<u>Committed</u>	<u>Funds Available</u>
General Fund	\$ 1,743,500	\$ 397,187	\$ 2,000,000	\$ 100,000 ¹	40,687
W/WW	\$ 430,729	\$ 914,737	\$ 200,000	\$ -	1,145,466
Harbor	\$ 911,747	\$ 914,813	\$ 650,000	\$ -	1,176,560
Cruise Ship	\$ 141,165	\$ 305,315		\$ -	446,480
Parks & Rec		\$ 38,213		\$ -	38,213
Exxon		\$ 74,132		\$ -	74,132
P/W Equip. Replacement	\$ 100,000	\$ 127,759			227,759
P/S Equip. Replacement	\$ 50,000				50,000
	\$ 3,377,141	\$ 2,772,155	\$ 2,850,000	\$ 100,000	\$ 3,199,296

Notes:

1. \$50,000 to PW Equip. Replacement, \$50,000 to PS Equip. Replacement



CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
01-310-4005 FISH TAX	.00	.00	30,000.00	30,000.00	.0
01-310-4006 MOTOR VEHICLE REGISTRATION	.00	1,318.36	4,000.00	2,681.64	33.0
01-310-4007 LIQUOR TAX	.00	.00	5,000.00	5,000.00	.0
01-310-4009 ELEC & TELE CO-OP TAX	.00	.00	3,200.00	3,200.00	.0
01-310-4200 SALES TAX	.00	7,373.29	550,000.00	542,626.71	1.3
01-310-4201 PROPERTY TAX - REAL	.00	1,179.06	380,000.00	378,820.94	.3
01-310-4202 PROPERTY TAX - PERSONAL	.00	1,337.84	280,000.00	278,662.16	.5
01-310-4205 BUSINESS TRANSPORTATION TAX	.00	5,075.40	300,000.00	294,924.60	1.7
TOTAL TAXES	.00	16,283.95	1,552,200.00	1,535,916.05	1.1
<u>LICENSES & PERMITS</u>					
01-320-4250 BUSINESS LICENSES	200.00	3,825.00	3,500.00	(325.00)	109.3
01-320-4251 USER FEES & PERMITS	.00	350.00	250.00	(100.00)	140.0
01-320-4312 AMBULANCE FEES	.00	9,534.02	40,000.00	30,465.98	23.8
TOTAL LICENSES & PERMITS	200.00	13,709.02	43,750.00	30,040.98	31.3
<u>INTERGOVERNMENTAL REVENUE</u>					
01-330-4002 STATE REVENUE SHARING	.00	39,559.49	78,469.00	38,909.51	50.4
01-330-4003 STATE PAY-IN-LIEU OF TAXES	.00	.00	46,000.00	46,000.00	.0
01-330-4011 EMS SMALL GRANT	.00	.00	2,500.00	2,500.00	.0
01-330-4025 NAT'L FOREST SERVICE RECEIPTS	.00	.00	30,000.00	30,000.00	.0
TOTAL INTERGOVERNMENTAL REVENUE	.00	39,559.49	156,969.00	117,409.51	25.2
<u>LEASES</u>					
01-345-4512 LEASE INCOME - ARRC AGREEMENT	1,120.00	6,720.00	.00	(6,720.00)	.0
01-345-4515 LEASE INCOME - CITY LAND	9,451.75	58,990.50	125,000.00	66,009.50	47.2
01-345-4525 LAND USE RENT	100.00	8,580.00	.00	(8,580.00)	.0
TOTAL LEASES	10,671.75	74,290.50	125,000.00	50,709.50	59.4
<u>FINES & CITATIONS</u>					
01-350-4261 PSD FINES & CITATIONS	.00	72.00	4,000.00	3,928.00	1.8
01-350-4262 PSD PARKING TICKETS CIVIL	.00	50.00	.00	(50.00)	.0
TOTAL FINES & CITATIONS	.00	122.00	4,000.00	3,878.00	3.1

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>MISCELLANEOUS</u>					
01-360-4099 MISCELLANEOUS REVENUE	.00	851.00	5,000.00	4,149.00	17.0
01-360-4204 INTEREST & PENALTIES	1,419.83	2,563.19	3,000.00	436.81	85.4
01-360-4271 DONATIONS - EMS/FIRE/POL	.00	.00	2,500.00	2,500.00	.0
01-360-4900 INTEREST ON BANK ACCOUNTS	.00	.00	15,000.00	15,000.00	.0
01-360-4902 INTEREST ON ESCROW ACCOUNTS	.00	.00	1,200.00	1,200.00	.0
01-360-4914 TRANSFIELD - TUNNEL CONTRAC	.00	.00	60,000.00	60,000.00	.0
01-360-4915 GIRDWOOD-POLICE CONTRACT	(190,738.35)	309,000.00	618,000.00	309,000.00	50.0
TOTAL MISCELLANEOUS	(189,318.52)	312,414.19	704,700.00	392,285.81	44.3
<u>TRANSFERS & OTHER</u>					
01-390-4990 TRANSFER FROM CVP FUND	168,000.00	168,000.00	.00	(168,000.00)	.0
TOTAL TRANSFERS & OTHER	168,000.00	168,000.00	.00	(168,000.00)	.0
TOTAL FUND REVENUE	(10,446.77)	624,379.15	2,586,619.00	1,962,239.85	24.1

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
01-400-6000 SALARIES & WAGES	14,960.90	88,165.22	244,968.00	156,802.78	36.0
01-400-6030 FICA TAXES	184.62	1,257.98	3,552.00	2,294.02	35.4
01-400-6040 WORKER'S COMP.	.00	.00	1,360.00	1,360.00	.0
01-400-6050 ESC TAXES	213.10	1,589.03	3,497.00	1,907.97	45.4
01-400-6060 HEALTH & LIFE INSURANCE	3,687.05	17,270.82	40,260.00	22,989.18	42.9
01-400-6070 PERS RETIREMENT	3,291.44	19,684.10	53,893.00	34,208.90	36.5
01-400-6205 ADVERTISING	.00	.00	2,500.00	2,500.00	.0
01-400-6210 B.T.I. CONDO FEES	1,856.50	6,972.75	11,319.00	4,346.25	61.6
01-400-6212 CONDO MAINTENANCE	.00	.00	3,000.00	3,000.00	.0
01-400-6220 BANK SERVICES CHARGES	.00	.00	10,000.00	10,000.00	.0
01-400-6240 COMMUNITY SUPPORT-DONATIONS	.00	.00	500.00	500.00	.0
01-400-6280 DUES & SUBSCRIPTIONS	.00	825.00	1,800.00	975.00	45.8
01-400-6410 INSURANCE - LIABILITY	.00 (185.00)	2,299.00	2,484.00 (8.1)
01-400-6440 INSURANCE - PROPERTY	.00	427.10	163.00 (264.10)	262.0
01-400-6540 LICENSES & PERMITS	.00	.00	150.00	150.00	.0
01-400-6541 PENALTIES & FEES	4,373.31	4,815.21	350.00 (4,465.21)	1375.8
01-400-6565 OUTSIDE CONTRACTORS	.00	1,604.85	15,000.00	13,395.15	10.7
01-400-6570 PHYSICAL EXAMS & BACKGROUND CK	.00	96.00	250.00	154.00	38.4
01-400-6580 POSTAGE	.00	125.75	5,000.00	4,874.25	2.5
01-400-6600 PROF. FEES - AUDIT	.00	18,175.87	39,000.00	20,824.13	46.6
01-400-6610 PROF. FEES - ACCOUNTING	1,800.00	9,125.00	12,000.00	2,875.00	76.0
01-400-6620 PROF. FEES - APPRAISAL	.00	5,000.00	15,000.00	10,000.00	33.3
01-400-6625 PROF. FEES - FINANCIAL SOFTWARE	3,725.00	18,625.00	45,000.00	26,375.00	41.4
01-400-6635 PROF. FEES - COMPUTER SUPPORT	.00	75.00	15,000.00	14,925.00	.5
01-400-6636 PROF FEES - WEB SITE SUPPORT	.00	400.00	3,000.00	2,600.00	13.3
01-400-6645 PROF. FEES - GRANT ADM.	.00	.00	30,000.00	30,000.00	.0
01-400-6650 PROF. FEES - LEGAL	15,459.85	46,655.50	150,000.00	103,344.50	31.1
01-400-6675 COMPREHENSIVE PLAN	.00	.00	20,000.00	20,000.00	.0
01-400-6770 TRAVEL, TRAINING & DEV.	241.32	4,584.04	23,000.00	18,415.96	19.9
01-400-7100 REPAIRS - BUILDING	.00	25.64	.00 (25.64)	.0
01-400-7351 EQUIPMENT MAINT. AGREEMENTS	.00	4,565.21	8,600.00	4,034.79	53.1
01-400-7450 REPAIRS-OFFICE EQUIPMENT	.00	332.20	500.00	167.80	66.4
01-400-8550 SUPPLIES - OFFICE	33.98	1,080.43	7,500.00	6,419.57	14.4
01-400-8750 SUPPLIES - PRINTING	.00	145.00	1,000.00	855.00	14.5
01-400-9000 UTILITIES - INTERNET	650.30	4,022.47	10,000.00	5,977.53	40.2
01-400-9070 UTILITIES - TELEPHONE	479.12	2,447.24	7,000.00	4,552.76	35.0
01-400-9100 MISCELLANEOUS EXPENSES	.00	688.14	2,000.00	1,311.86	34.4
01-400-9300 PROJECT DEVELOPMENT	1,131.50	28,327.30	35,000.00	6,672.70	80.9
01-400-9900 INTERDEPARTMENT SUPPORT	.00	.00 (164,528.00)	(164,528.00)	.0
TOTAL ADMIN	52,087.99	286,922.85	658,933.00	372,010.15	43.5

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COUNCIL</u>					
01-401-6240 CITY COUNCIL-COMMUNITY SUPPORT	664.16	793.17	3,000.00	2,206.83	26.4
01-401-6280 DUES & SUBSCRIPTIONS	641.00	641.00	150.00	(491.00)	427.3
01-401-6325 FIREWORKS	.00	.00	12,500.00	12,500.00	.0
01-401-6710 PUBLIC RELATIONS	.00	.00	250.00	250.00	.0
01-401-6770 TRAVEL, TRAINING & DEV.	.00	2,133.40	10,000.00	7,866.60	21.3
01-401-6800 COUNCIL CHAMBER IMPROV	.00	.00	40,000.00	40,000.00	.0
01-401-8550 SUPPLIES - OFFICE	19.98	97.01	100.00	2.99	97.0
01-401-9070 UTILITIES - TELEPHONE	.00	.00	400.00	400.00	.0
01-401-9500 LOBBYIST FEES	9,000.00	59,750.00	108,000.00	48,250.00	55.3
TOTAL COUNCIL	10,325.14	63,414.58	174,400.00	110,985.42	36.4
<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

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY</u>					
01-510-6000 SALARIES & WAGES	32,401.80	192,791.75	589,790.00	396,998.25	32.7
01-510-6030 FICA TAXES	496.93	3,593.64	9,816.00	6,222.36	36.6
01-510-6040 WORKER'S COMP.	.00	.00	29,978.00	29,978.00	.0
01-510-6050 ESC TAXES	553.10	3,599.57	12,037.00	8,437.43	29.9
01-510-6060 HEALTH & LIFE INSURANCE	7,844.91	37,418.04	137,340.00	99,921.96	27.2
01-510-6070 PERS RETIREMENT	6,224.02	36,809.34	130,126.00	93,316.66	28.3
01-510-6091 UNIFORM ALLOWANCE	160.00	891.00	4,600.00	3,709.00	19.4
01-510-6100 VOLUNTEER SUPPORT	.00	124.84	1,500.00	1,375.16	8.3
01-510-6205 ADVERTISING	.00	.00	250.00	250.00	.0
01-510-6210 B.T.I. CONDO FEES	331.30	6,679.55	2,500.00	(4,179.55)	267.2
01-510-6280 DUES & SUBSCRIPTIONS	.00	.00	200.00	200.00	.0
01-510-6410 INSURANCE - LIABILITY	.00	5,435.00	8,000.00	2,565.00	67.9
01-510-6420 INSURANCE - AUTO	104.68	475.84	15,000.00	14,524.16	3.2
01-510-6440 INSURANCE - PROPERTY	.00	747.43	1,637.00	889.57	45.7
01-510-6490 POLICE-INSURANCE CLAIMS-DEDUCT	.00	.00	15,000.00	15,000.00	.0
01-510-6540 LICENSES & PERMITS	.00	10.00	200.00	190.00	5.0
01-510-6565 OUTSIDE CONTRACTORS	.00	.00	1,500.00	1,500.00	.0
01-510-6570 PHYSICAL EXAMS	48.00	825.39	3,400.00	2,574.61	24.3
01-510-6580 POSTAGE	.00	.49	400.00	399.51	.1
01-510-6700 PUBLICATIONS & SUBSCRIPTIONS	.00	62.99	2,000.00	1,937.01	3.2
01-510-6735 EQUIPMENT PURCHASE	.00	5,791.14	14,000.00	8,208.86	41.4
01-510-6761 TRAINING - EMS SUPVSG MD	1,000.00	4,000.00	12,000.00	8,000.00	33.3
01-510-6770 TRAVEL, TRAINING & DEV.	857.69	3,196.28	16,000.00	12,803.72	20.0
01-510-7100 BUILDING MAINT.	.00	481.92	1,500.00	1,018.08	32.1
01-510-7150 REPAIRS - COMMUNICATION EQUIPM	.00	743.10	3,600.00	2,856.90	20.6
01-510-7200 REPAIRS-COMPUTER SYSTEM	.00	160.63	1,000.00	839.37	16.1
01-510-7350 REPAIRS - EQUIPMENT	.00	2,784.99	5,000.00	2,215.01	55.7
01-510-7400 REPAIRS - VEHICLES	862.91	12,199.10	30,000.00	17,800.90	40.7
01-510-7750 GAS & OIL - VEHICLES	1,352.43	15,299.71	32,000.00	16,700.29	47.8
01-510-8020 SUPPLIES - AMMUNITION	720.20	1,695.20	2,500.00	804.80	67.8
01-510-8100 SUPPLIES - COMPUTERS	.00	.00	1,500.00	1,500.00	.0
01-510-8150 SUPPLIES - CONSUMABLE	.00	2,935.70	5,000.00	2,064.30	58.7
01-510-8200 SUPPLIES - COPIER	.00	.00	1,200.00	1,200.00	.0
01-510-8550 SUPPLIES - OFFICE	.00	292.66	4,000.00	3,707.34	7.3
01-510-8650 SUPPLIES & DRUGS BILLABLE	.00	2,064.82	4,800.00	2,735.18	43.0
01-510-8950 SUPPLIES - UNIFORMS	60.00	3,928.61	12,000.00	8,071.39	32.7
01-510-9000 UTILITIES - INTERNET	1,011.36	21,737.31	21,000.00	(737.31)	103.5
01-510-9010 UTILITIES - ELECTRICITY	235.37	1,650.87	3,200.00	1,549.13	51.6
01-510-9040 UTILITIES - HEATING FUELS	16.84	3,728.82	6,400.00	2,671.18	58.3
01-510-9070 UTILITIES - TELEPHONE	395.16	2,907.34	18,000.00	15,092.66	16.2
01-510-9200 GRANT EXPENDITURES	.00	.00	2,000.00	2,000.00	.0
01-510-9520 CAPITAL OUTLAY - EQUIPMENT	1,435.26	17,747.44	28,833.00	11,085.56	61.6
 TOTAL PUBLIC SAFETY	 56,111.96	 392,810.51	 1,190,807.00	 797,996.49	 33.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EMS</u>					
01-530-6000 SALARIES & WAGES	16,869.65	19,916.97	.00 (19,916.97)	.0
01-530-6030 FICA TAXES	1,290.53	1,523.65	.00 (1,523.65)	.0
01-530-6050 ESC TAXES	318.84	376.44	.00 (376.44)	.0
01-530-7750 GAS & OIL - VEHICLES	.00	489.39	.00 (489.39)	.0
01-530-9000 UTILITIES - INTERNET	.00	155.94	.00 (155.94)	.0
01-530-9070 UTILITIES - TELEPHONE	.00	229.52	.00 (229.52)	.0
TOTAL EMS	18,479.02	22,691.91	.00 (22,691.91)	.0
<u>CLINIC</u>					
01-535-6210 B.T.I. CONDO FEE	1,818.14	6,363.49	11,683.00	5,319.51	54.5
01-535-6211 RENTAL UNIT	.00	.00	1,000.00	1,000.00	.0
01-535-6440 INSURANCE - PROPERTY	.00	320.32	99.00 (221.32)	323.6
01-535-9100 MISCELLANEOUS EXP	.00	.00	9,000.00	9,000.00	.0
TOTAL CLINIC	1,818.14	6,683.81	21,782.00	15,098.19	30.7

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2017

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS</u>					
01-600-6000 SALARIES & WAGES	12,918.90	82,424.82	256,665.00	174,240.18	32.1
01-600-6030 FICA TAXES	187.32	1,195.09	3,739.00	2,543.91	32.0
01-600-6040 WORKER'S COMP.	.00	.00	10,887.00	10,887.00	.0
01-600-6050 ESC TAXES	188.72	1,502.39	5,036.00	3,533.61	29.8
01-600-6060 HEALTH & LIFE INSURANCE	2,919.76	17,646.88	38,430.00	20,783.12	45.9
01-600-6070 PERS RETIREMENT	2,842.19	18,133.51	45,886.00	27,752.49	39.5
01-600-6410 INSURANCE - LIABILITY	.00	.00	2,408.00	2,408.00	.0
01-600-6420 INSURANCE - AUTO	.00	14.77	2,839.00	2,824.23	.5
01-600-6430 INSURANCE EQUIPMENT	.00	47.24	3,334.00	3,286.76	1.4
01-600-6440 INSURANCE - PROPERTY	.00	640.65	1,690.00	1,049.35	37.9
01-600-6490 INSURANCE CLAIMS-DEDUCTIBLES	.00	.00	5,000.00	5,000.00	.0
01-600-6540 LICENSES & FEES	.00	.00	250.00	250.00	.0
01-600-6565 OUTSIDE CONTRACTORS	.00	.00	10,000.00	10,000.00	.0
01-600-6570 PHYSICAL EXAMS	.00	.00	500.00	500.00	.0
01-600-6580 POSTAGE	.00	12.92	.00	(12.92)	.0
01-600-6740 SMALL TOOLS	.00	194.17	1,500.00	1,305.83	12.9
01-600-6770 TRAVEL, TRAINING & DEV.	50.00	84.00	2,000.00	1,916.00	4.2
01-600-7100 REPAIRS - BUILDINGS	.00	758.65	5,000.00	4,241.35	15.2
01-600-7210 REPAIRS - ROADS	.00	620.40	15,000.00	14,379.60	4.1
01-600-7350 REPAIRS - EQUIPMENT	78.02	6,571.83	30,000.00	23,428.17	21.9
01-600-7410 REPAIRS -EMERGENCY	924.31	924.31	.00	(924.31)	.0
01-600-7750 GAS & OIL - VEHICLES	74.31	6,914.16	30,000.00	23,085.84	23.1
01-600-8550 SUPPLIES - OFFICE	.00	.00	500.00	500.00	.0
01-600-8950 SUPPLIES - UNIFORMS	.00	.00	1,220.00	1,220.00	.0
01-600-8970 SUPPLIES - SAFETY	.00	.00	2,000.00	2,000.00	.0
01-600-8995 SUPPLIES & MATERIALS	2,054.43	2,546.99	15,000.00	12,453.01	17.0
01-600-9000 UTILITIES - INTERNET	368.35	1,963.67	5,938.00	3,974.33	33.1
01-600-9010 UTILITIES - ELECTRICITY	2,029.78	13,490.31	31,500.00	18,009.69	42.8
01-600-9040 UTILITIES - HEATING FUEL	75.77	14,682.98	35,000.00	20,317.02	42.0
01-600-9070 UTILITIES - TELEPHONE	55.61	538.06	2,500.00	1,961.94	21.5
01-600-9095 UTILITIES - WATER/SEWER	.00	.00	8,000.00	8,000.00	.0
TOTAL PUBLIC WORKS	24,767.47	170,907.80	571,822.00	400,914.20	29.9
<u>PROPERTY & FACILITIES</u>					
01-700-6210 B.T.I. CONDO FEES	944.88	3,699.51	5,669.00	1,969.49	65.3
01-700-6215 CONDO MAINTENANCE	.00	.00	1,000.00	1,000.00	.0
01-700-7100 REPAIRS - BUILDINGS	.00	.00	5,000.00	5,000.00	.0
01-700-9000 UTILITIES - INTERNET SERVICE	122.00	732.00	2,000.00	1,268.00	36.6
TOTAL PROPERTY & FACILITIES	1,066.88	4,431.51	13,669.00	9,237.49	32.4
<u>PARKS AND RECREATION</u>					
01-800-8950 SUPPLIES AND MATERIALS	418.82	418.82	.00	(418.82)	.0
TOTAL PARKS AND RECREATION	418.82	418.82	.00	(418.82)	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2017

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>GF ADMN CAPITAL OUTLAY</u>					
01-910-9530	CAPITOL OUTLAY - COMP	.00	.00	1,000.00	1,000.00	.0
	TOTAL GF ADMN CAPITAL OUTLAY	.00	.00	1,000.00	1,000.00	.0
	<u>GF PS CAPITAL OUTLAY</u>					
01-920-9520	CAPITAL OUTLAY - EQUIPMENT	22,000.00	22,000.00	50,000.00	28,000.00	44.0
	TOTAL GF PS CAPITAL OUTLAY	22,000.00	22,000.00	50,000.00	28,000.00	44.0
	<u>TRANSFERS TO OTHER FUNDS</u>					
01-990-9990	TRANSFER OUT	1,257,000.00	1,257,000.00	.00	(1,257,000.00)	.0
01-990-9991	TRANSFER TO F 14 EQUIP REP PW	.00	.00	50,000.00	50,000.00	.0
	TOTAL TRANSFERS TO OTHER FUNDS	1,257,000.00	1,257,000.00	50,000.00	(1,207,000.00)	2514.0
	TOTAL FUND EXPENDITURES	1,444,075.42	2,227,281.79	2,734,213.00	506,931.21	81.5
	NET REVENUE OVER EXPENDITURES	(1,454,522.19)	(1,602,902.64)	(147,594.00)	1,455,308.64	(1086.

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2017

CRUISE SHIP TAX

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TAXES - REVENUE</u>					
20-310-4008	CRUISE SHIP TAX	.00	620,340.00	.00	(620,340.00)	.0
	TOTAL TAXES - REVENUE	.00	620,340.00	.00	(620,340.00)	.0
	TOTAL FUND REVENUE	.00	620,340.00	.00	(620,340.00)	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2017

CRUISE SHIP TAX

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>DEPARTMENT 410</u>					
20-410-9200	PROJECTS	.00	30,000.00	.00	(30,000.00)	.0
	TOTAL DEPARTMENT 410	.00	30,000.00	.00	(30,000.00)	.0
	<u>TRANSFERS OUT</u>					
20-990-9990	TRANSFER TO OTHER FUNDS	1,168,000.00	1,168,000.00	.00	(1,168,000.00)	.0
	TOTAL TRANSFERS OUT	1,168,000.00	1,168,000.00	.00	(1,168,000.00)	.0
	TOTAL FUND EXPENDITURES	1,168,000.00	1,198,000.00	.00	(1,198,000.00)	.0
	NET REVENUE OVER EXPENDITURES	(1,168,000.00)	(577,660.00)	.00	577,660.00	.0

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2017

RAILROAD STATION IMPROVEMENT

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
	<u>GRANT REVENUE</u>					
22-330-4000	GRANT REVENUES 10-DC-032	.00	.00	261,571.00	261,571.00	.0
	TOTAL GRANT REVENUE	.00	.00	261,571.00	261,571.00	.0
	TOTAL FUND REVENUE	.00	.00	261,571.00	261,571.00	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2017

RAILROAD STATION IMPROVEMENT

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>GRANT EXPENDITURES</u>					
22-900-9200	GRANT EXPENDITURES 10-DC-032	.00	1,830.36	261,571.00	259,740.64	.7
	TOTAL GRANT EXPENDITURES	.00	1,830.36	261,571.00	259,740.64	.7
	TOTAL FUND EXPENDITURES	.00	1,830.36	261,571.00	259,740.64	.7
	NET REVENUE OVER EXPENDITURES	.00	(1,830.36)	.00	1,830.36	.0

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2017

COMMUNITY DEVELOPMENT

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>GRANT REVENUES</u>					
24-330-4000	GRANT REVENUES 09-RR-022	.00	6,058.76	24,165.00	18,106.24	25.1
	TOTAL GRANT REVENUES	.00	6,058.76	24,165.00	18,106.24	25.1
	TOTAL FUND REVENUE	.00	6,058.76	24,165.00	18,106.24	25.1

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2017

COMMUNITY DEVELOPMENT

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>GRANT EXPENDITURES</u>					
24-900-9200	GRANT EXPENDITURES 09-RR-022	.00	.00	24,166.00	24,166.00	.0
24-900-9900	TRANSFER OUT	.00	6,058.76	.00	(6,058.76)	.0
	TOTAL GRANT EXPENDITURES	.00	6,058.76	24,166.00	18,107.24	25.1
	TOTAL FUND EXPENDITURES	.00	6,058.76	24,166.00	18,107.24	25.1
	NET REVENUE OVER EXPENDITURES	.00	.00	(1.00)	(1.00)	.0

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2017

PUBLIC WORKS/SAFETY COMPLEX

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>TRANSFERS FROM OTHER FUNDS</u>					
29-390-4982	TRANSFER IN	2,257,000.00	2,263,058.76	.00	(2,263,058.76)	.0
	TOTAL TRANSFERS FROM OTHER FUNDS	2,257,000.00	2,263,058.76	.00	(2,263,058.76)	.0
	TOTAL FUND REVENUE	2,257,000.00	2,263,058.76	.00	(2,263,058.76)	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2017

PUBLIC WORKS/SAFETY COMPLEX

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CAPITAL EXPENDITURES</u>					
29-600-9200	CAPITAL EXPENDITURES-PUBLIC WO	201,254.86	2,172,101.28	3,256,948.00	1,084,846.72	66.7
	TOTAL CAPITAL EXPENDITURES	201,254.86	2,172,101.28	3,256,948.00	1,084,846.72	66.7
	TOTAL FUND EXPENDITURES	201,254.86	2,172,101.28	3,256,948.00	1,084,846.72	66.7
	NET REVENUE OVER EXPENDITURES	2,055,745.14	90,957.48	(3,256,948.00)	(3,347,905.48)	2.8

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2017

SHOTGUN COVE

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
	<u>STATE GRANT REVENUE</u>					
30-320-4064	GRANT REVENUE DCCED	.00	.00	504,794.00	504,794.00	.0
30-320-4070	GRANT REV PHS V 15-DC-160	.00	.00	1,940,600.00	1,940,600.00	.0
	TOTAL STATE GRANT REVENUE	<u>.00</u>	<u>.00</u>	<u>2,445,394.00</u>	<u>2,445,394.00</u>	<u>.0</u>
	TOTAL FUND REVENUE	<u>.00</u>	<u>.00</u>	<u>2,445,394.00</u>	<u>2,445,394.00</u>	<u>.0</u>

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2017

SHOTGUN COVE

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>STATE GRANT EXPENDITURES</u>					
30-820-6640	PROFESSIONAL FEES	.00	.00	1,951,875.00	1,951,875.00	.0
30-820-9204	GRANT EXP PHS IV 13-DC-508	.00	.00	504,794.00	504,794.00	.0
30-820-9542	GRANT EXP PHS V 15-DC-160	.00	.00	1,940,600.00	1,940,600.00	.0
	TOTAL STATE GRANT EXPENDITURES	.00	.00	4,397,269.00	4,397,269.00	.0
	TOTAL FUND EXPENDITURES	.00	.00	4,397,269.00	4,397,269.00	.0
	NET REVENUE OVER EXPENDITURES	.00	.00	(1,951,875.00)	(1,951,875.00)	.0

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2017

WATER AND WASTEWATER

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CHARGES FOR SERVICES</u>					
50-340-4300	WATER SERVICE CHARGES	35,091.66	81,305.51	190,000.00	108,694.49	42.8
50-340-4350	WASTE WATER SERVICE CHARGES	13,200.47	40,742.60	85,000.00	44,257.40	47.9
50-340-4500	ENTERPRISE-PERMIT FEES	.00	.00	100.00	100.00	.0
	TOTAL CHARGES FOR SERVICES	48,292.13	122,048.11	275,100.00	153,051.89	44.4
	<u>MISCELLANEOUS</u>					
50-360-4901	INTEREST ON BANK ACCOUNTS	.00	.00	4,000.00	4,000.00	.0
50-360-4910	MISCELLANEOUS INCOME	31.14	914.87	.00	(914.87)	.0
	TOTAL MISCELLANEOUS	31.14	914.87	4,000.00	3,085.13	22.9
	TOTAL FUND REVENUE	48,323.27	122,962.98	279,100.00	156,137.02	44.1

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2017

WATER AND WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER & WASTE WATER OPERATING</u>					
50-800-6000 SALARIES & WAGES	5,668.92	39,248.38	98,659.00	59,410.62	39.8
50-800-6030 FICA TAXES	82.22	568.88	1,437.00	868.12	39.6
50-800-6040 WORKER'S COMP.	.00	.00	2,756.00	2,756.00	.0
50-800-6050 ESC TAXES	81.68	715.64	1,955.00	1,239.36	36.6
50-800-6060 HEALTH & LIFE INSURANCE	1,195.13	6,902.00	15,750.00	8,848.00	43.8
50-800-6070 PERS RETIREMENT	1,247.17	8,627.87	21,705.00	13,077.13	39.8
50-800-6410 INSURANCE - LIABILITY	.00	.00	926.00	926.00	.0
50-800-6420 INSURANCE - AUTO	.00	.00	2,047.00	2,047.00	.0
50-800-6430 INSURANCE - EQUIP	.00	.00	202.00	202.00	.0
50-800-6440 INSURANCE - PROPERTY	.00	.00	2,673.00	2,673.00	.0
50-800-6490 INSURANCE - CLAIMS DEDUCTIBLE	.00	.00	5,000.00	5,000.00	.0
50-800-6540 LICENSES & PERMITS	.00	1,030.00	1,400.00	370.00	73.6
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	250.00	250.00	.0
50-800-6740 SMALL TOOLS	.00	.00	2,500.00	2,500.00	.0
50-800-6750 TESTING WATER/SEWER	840.00	3,270.00	5,000.00	1,730.00	65.4
50-800-6770 TRAVEL, TRAINING & DEV.	.00	.00	5,000.00	5,000.00	.0
50-800-7100 REPAIRS - BUILDING	.00	.00	5,000.00	5,000.00	.0
50-800-7350 REPAIRS - EQUIPMENT	.00	.00	8,000.00	8,000.00	.0
50-800-7650 REPAIRS - SYSTEM	.00	.00	5,000.00	5,000.00	.0
50-800-7750 GAS & OIL - VEHICLES	89.37	995.85	3,500.00	2,504.15	28.5
50-800-8550 SUPPLIES - OFFICE	.00	170.50	500.00	329.50	34.1
50-800-8950 UNIFORMS	.00	.00	380.00	380.00	.0
50-800-8970 SUPPLIES - SAFETY	.00	.00	2,500.00	2,500.00	.0
50-800-8995 SUPPLIES & MATERIALS	.00	8.15	4,000.00	3,991.85	.2
50-800-9010 UTILITIES - ELECTRICITY	649.94	4,461.21	32,250.00	27,788.79	13.8
50-800-9040 UTILITIES - HEATING FUEL	130.35	6,100.02	11,000.00	4,899.98	55.5
50-800-9070 UTILITIES - TELEPHONE	33.09	169.39	487.00	317.61	34.8
50-800-9900 INTERDEPARTMENT SUPPORT	.00	.00	27,910.00	27,910.00	.0
TOTAL WATER & WASTE WATER OPERATING	10,017.87	72,267.89	278,287.00	206,019.11	26.0
TOTAL FUND EXPENDITURES	10,017.87	72,267.89	278,287.00	206,019.11	26.0
NET REVENUE OVER EXPENDITURES	38,305.40	50,695.09	813.00	(49,882.09)	6235.6

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2017

SMALL BOAT HARBOR

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
	<u>CHARGES FOR SERVICES</u>					
51-340-4251	USER FEES & PERMITS	0.00	0.00	75.00	75.00	0.00
51-340-4398	MOORAGE - TRANSIENT DAILY	(39,379.34)	0.00	0.00	0.00	0.00
51-340-4399	MOORAGE - TRANSIENT WINTER	(25,178.59)	0.00	0.00	0.00	0.00
51-340-4401	MOORAGE - PREFERENTIAL	3,093.07	537,356.64	550,000.00	12,643.36	97.70
	Actual YTD PREFERENTIAL (Payments)		434,126.34			
51-340-4402	MOORAGE - TRANSIENT	127,023.08	264,120.00	350,000.00	85,880.00	75.46
	Actual YTD TRANSIENT (Payments)		137,274.04			
51-340-4403	BOAT LIFT FEES	2,808.75	6,022.50	10,000.00	3,977.50	60.23
51-340-4404	UTILITY FEES	3,054.70	32,177.83	60,000.00	27,822.17	53.63
51-340-4406	WHARFAGE FEES	61.91	4,893.57	10,000.00	5,106.43	48.94
51-340-4407	VESSEL TOW FEES	0.00	5,430.00	500.00	(4,930.00)	1,086.00
51-340-4408	USED OIL COLLECTION F	129.60	264.00	1,200.00	936.00	22.00
51-340-4409	WAITING LIST FEES	400.00	(100.00)	17,000.00	17,100.00	(0.59)
51-340-4410	PUMP OUT FEES	10.00	160.00	1,000.00	840.00	16.00
51-340-4411	LAUNCH FEES	25,420.00	45,120.00	115,000.00	69,880.00	39.23
51-340-4412	SHOWERS	624.00	748.00	2,500.00	1,752.00	29.92
51-340-4413	GRID	387.20	701.80	1,000.00	298.20	70.18
51-340-4414	VESSEL MAINTENANCE	2,698.50	3,229.90	500.00	(2,729.90)	645.98
51-340-4415	DRY STORAGE FEES	0.00	4,502.99	3,000.00	(1,502.99)	150.10
51-340-4416	PARKING - ANNUAL	15,000.00	38,999.95	60,000.00	21,000.05	65.00
51-340-4426	PARKING DAILY	10,755.00	23,938.00	75,000.00	51,062.00	31.92
51-340-4445	MISC. SERVICES	(187.35)	2,262.65	1,000.00	(1,262.65)	226.27
	TOTAL CHARGES FOR SERVICES	126,720.53	969,827.83	1,257,775.00	287,947.17	77.11
	<u>LEASES INCOME</u>					
51-345-4512	LEASE - ARRC NET OF RR SHARE	(6,818.70)	39,278.05	66,000.00	26,721.95	59.51
51-345-4515	LEASE - GARBAGE REVENUE	0.00	0.00	2,400.00	2,400.00	0.00
	TOTAL LEASES INCOME	(6,818.70)	39,278.05	68,400.00	29,121.95	57.42
	<u>OTHER REVENUE</u>					
51-360-4417	FUEL FLOAT INCOME	(6,806.01)	(5,703.94)	20,000.00	25,703.94	(28.52)
51-360-4430	CAMPING	0.00	595.00	11,000.00	10,405.00	5.41
51-360-4900	INTEREST & LATE FEES ON A/R	0.00	0.00	4,000.00	4,000.00	0.00
51-360-4901	INTEREST ON BANK ACCO	0.00	0.00	5,000.00	5,000.00	0.00
51-360-4910	MISCELLANEOUS INCOME	0.00	300.00	0.00	(300.00)	0.00
	TOTAL OTHER REVENUE	(6,806.01)	(4,808.94)	40,000.00	44,808.94	(12.02)
	TOTAL FUND REVENUE	113,095.82	1,004,296.94	1,366,175.00	361,878.06	73.51

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2017

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HARBOR OPERATIONS EXP</u>					
51-800-6000 SALARIES & WAGES	38,643.79	187,138.08	444,339.00	257,200.92	42.1
51-800-6030 FICA TAXES	1,475.11	5,812.27	11,299.00	5,486.73	51.4
51-800-6040 WORKER'S COMP.	.00	.00	11,968.00	11,968.00	.0
51-800-6050 ESC TAXES	702.49	3,532.98	9,577.00	6,044.02	36.9
51-800-6060 HEALTH & LIFE INSURANCE	5,427.46	26,231.75	71,760.00	45,528.25	36.6
51-800-6070 PERS RETIREMENT	4,917.72	28,475.57	80,542.00	52,066.43	35.4
51-800-6205 ADVERTISING	.00	.00	1,500.00	1,500.00	.0
51-800-6215 COLLECTION EXPENSE	.00	.00	5,000.00	5,000.00	.0
51-800-6220 BANK SERVICE CHARGES	.00	.00	22,000.00	22,000.00	.0
51-800-6260 BAD DEBT EXPENSE	.00	.00	10,000.00	10,000.00	.0
51-800-6280 DUES & SUBSCRIPTIONS	.00	75.00	500.00	425.00	15.0
51-800-6410 INSURANCE - LIABILITY	.00	.00	4,169.00	4,169.00	.0
51-800-6420 INSURANCE - AUTO	.00	.00	846.00	846.00	.0
51-800-6430 INSURANCE EQUIPMENT	.00	43.12	332.00	288.88	13.0
51-800-6440 INSURANCE - PROPERTY	.00	.00	19,031.00	19,031.00	.0
51-800-6490 INSURANCE CLAIMS-DEDU	.00	.00	5,000.00	5,000.00	.0
51-800-6540 ENTERPRISE-LICENSES & PERMITS	.00	91.07	250.00	158.93	36.4
51-800-6565 OUTSIDE CONTRACTORS	.00	2,838.50	25,000.00	22,161.50	11.4
51-800-6570 PHYSICAL EXAMS	.00	270.00	500.00	230.00	54.0
51-800-6580 POSTAGE	.00	133.83	2,500.00	2,366.17	5.4
51-800-6635 PROF. FEES - COMPUTER SUPPORT	809.90	4,129.70	5,000.00	870.30	82.6
51-800-6636 PROF FEES - WEB SITE	570.00	570.00	2,500.00	1,930.00	22.8
51-800-6650 PROF. FEES - LEGAL	.00	16,006.00	10,000.00	(6,006.00)	160.1
51-800-6700 PUBLICATIONS&SUBS.	.00	.00	350.00	350.00	.0
51-800-6730 EQUIPMENT RENTAL	.00	.00	2,000.00	2,000.00	.0
51-800-6740 SMALL TOOLS	881.22	1,619.60	3,000.00	1,380.40	54.0
51-800-6770 TRAVEL, TRAINING & DEV.	1,126.84	4,633.19	4,000.00	(633.19)	115.8
51-800-6780 WASTE DISPOSAL - EVOS	.00	199.99	3,000.00	2,800.01	6.7
51-800-7100 REPAIRS - BUILDINGS	.00	1,290.72	2,500.00	1,209.28	51.6
51-800-7350 REPAIRS - EQUIPMENT	755.00	3,636.73	12,000.00	8,363.27	30.3
51-800-7400 REPAIRS - VEHICLES	1,335.28	1,349.20	2,000.00	650.80	67.5
51-800-7500 PARKING LOT MAINTENANCE	.00	1,725.00	1,500.00	(225.00)	115.0
51-800-7610 REPAIRS - UTILITIES	.00	228.43	6,000.00	5,771.57	3.8
51-800-7620 REPAIRS - FLOATS	.00	126.07	.00	(126.07)	.0
51-800-7750 GAS & OIL - VEHICLES	358.19	7,602.75	4,000.00	(3,602.75)	190.1
51-800-7820 REPAIRS - DOCKS	4,076.64	4,885.44	7,000.00	2,114.56	69.8
51-800-8150 SUPPLIES - CONSUMABLE	477.68	5,552.78	8,000.00	2,447.22	69.4
51-800-8151 SUPPLIES - CONSUMABLE - SERV	.00	774.73	.00	(774.73)	.0
51-800-8200 SUPPLIES - PARKING	.00	1,528.37	3,000.00	1,471.63	51.0
51-800-8400 SUPPLIES - FIRE SUPPRESSION	.00	472.00	2,500.00	2,028.00	18.9
51-800-8550 SUPPLIES - OFFICE	39.94	3,978.74	6,000.00	2,021.26	66.3
51-800-8750 SUPPLIES - PRINTING	.00	70.00	1,500.00	1,430.00	4.7
51-800-8800 SUPPLIES - RESALE ITEMS	.00	.00	500.00	500.00	.0
51-800-8950 SUPPLIES - UNIFORMS	.00	.00	2,000.00	2,000.00	.0
51-800-8970 SUPPLIES - SAFETY	689.74	2,247.23	2,000.00	(247.23)	112.4
51-800-9000 UTILITIES - INTERNET	425.73	2,375.95	7,000.00	4,624.05	33.9
51-800-9010 UTILITIES - ELECTRICITY	3,001.92	35,927.48	60,000.00	24,072.52	59.9
51-800-9040 UTILITIES - HEATING FUEL	199.75	2,328.50	4,500.00	2,171.50	51.7
51-800-9050 UTILITIES - SOLID WASTE	17,418.31	43,851.07	90,000.00	46,148.93	48.7
51-800-9070 UTILITIES - TELEPHONE	79.11	691.83	6,000.00	5,308.17	11.5
51-800-9095 UTILITIES - WATER/WASTEWATER	.00	.00	25,000.00	25,000.00	.0
51-800-9510 SNOW REMOVAL	.00	.00	35,000.00	35,000.00	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2017

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
51-800-9900 INTERDEPARTMENT SUPPORT	.00	.00	136,618.00	136,618.00	.0
TOTAL HARBOR OPERATIONS EXP	83,411.82	402,443.67	1,180,581.00	778,137.33	34.1
CAPITAL OUTLAY - FROM RESERVE					
51-900-9520 CAPITAL OUTLAY - EQUIPMENT	.00	.00	10,000.00	10,000.00	.0
51-900-9530 CAPITOL OUTLAY - COMP	.00	.00	5,000.00	5,000.00	.0
51-900-9550 CAP EXP - FLOAT DOCK REPAIR	.00	.00	150,000.00	150,000.00	.0
TOTAL CAPITAL OUTLAY - FROM RESERVE	.00	.00	165,000.00	165,000.00	.0
TOTAL FUND EXPENDITURES	83,411.82	402,443.67	1,345,581.00	943,137.33	29.9
NET REVENUE OVER EXPENDITURES	29,684.00	601,853.27	20,594.00	(581,259.27)	2922.5

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2017

HARBOR RENOVATION C.I.P.

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>SOURCE 300</u>					
73-300-4445	BOND ISSUANCE MISC. REVENUE	.00	5,332.55	.00	(5,332.55)	.0
	TOTAL SOURCE 300	.00	5,332.55	.00	(5,332.55)	.0
	<u>SOURCE 301</u>					
73-301-4000	GRANT REVENUES	.00	325,000.00	500,000.00	175,000.00	65.0
	TOTAL SOURCE 301	.00	325,000.00	500,000.00	175,000.00	65.0
	TOTAL FUND REVENUE	.00	330,332.55	500,000.00	169,667.45	66.1

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 6 MONTHS ENDING JUNE 30, 2017

HARBOR RENOVATION C.I.P.

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>NON-GRANT EXPENDITURES</u>					
73-800-9110	BOND ISSUANCE COST	.00	12,061.40	.00	(12,061.40)	.0
73-800-9205	HARBOR RENOVATION	1,600.00	742,020.00	.00	(742,020.00)	.0
	TOTAL NON-GRANT EXPENDITURES	1,600.00	754,081.40	.00	(754,081.40)	.0
	<u>WHITTIER SBH RE PHASE II</u>					
73-901-9205	HARBOR RENOVATION	.00	1,709,080.00	.00	(1,709,080.00)	.0
	TOTAL WHITTIER SBH RE PHASE II	.00	1,709,080.00	.00	(1,709,080.00)	.0
	TOTAL FUND EXPENDITURES	1,600.00	2,463,161.40	.00	(2,463,161.40)	.0
	NET REVENUE OVER EXPENDITURES	(1,600.00)	(2,132,828.85)	500,000.00	2,632,828.85	(426.6)

July 12, 2017

From: Harbormaster
To: City Manager

Subj: Monthly Harbor Report

Administration:

- Continuing to work with ADEC on Loans
- Continuing to pursue past due accounts.

Harbor:

- Repairs to concrete on G float.
- Repairs and maintenance on ramp at Smitty's Cove
- Continuation of stripping on parking lot
- Painting and maintenance on Harbor Restrooms

Meetings attended:

- City Council Special session

Copy to:
File

Memorandum

To: Mark Lynch - City Manager
From: Scott Korbe
Subject: Monthly Public Works Report

Date: July 12, 2017

During the past month the Publics Works Department has been focused on the following:

Equipment

- ▶ Minor maintenance on vehicles.

Sanitary Sewer

- ▶ Monthly Testing
- ▶ Prepare the annual EPA reporting (DMRQA-37)
- ▶ Brush around lift station

Water

- Valve Maintenance and Inspection
- Monthly meter reads
- Brush around well houses

Roads

- ▶ Brush line of site problems
- ▶ Patch Potholes
- ▶ Grade Salmon
- ▶ Place Rock on Prince William Court

Notes from the PW Director This month we have focused our attention on the following areas:

- ▶ I have been in the field operating and laboring as staff was on vacation.
- ▶ Preparation for the July 4th
- ▶ Working with Parks & Recs
 - Supporting the trail building operation
- ▶ Whittier Harbor
 - Harbor Rebuild
 - Project Closeout Documentation
- ▶ Participated in the following meetings
 - Shannon & Wilson – Buckner –
 - Onsite coordination meeting for Borings and Fuel Tank removal
 - Assistant Manager interviews
 - Parks and Rec
 - Park Scoping meeting with CRW Engineering and Committee
 - Council Meeting
 - Ports and Harbor
 - Staff Meetings
 - Ports and Harbor
 - ACS – Fiber Optics PSB
 - Discussed design, Location and Expansion to Whittier Customers

**CITY OF WHITTIER, ALASKA
ORDINANCE #03-2017**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA
AMENDING WHITTIER MUNICIPAL CODE CHAPTER 2.70 TO REPEAL AND
REENACT CODE PROVISIONS PERTAINING TO PERSONNEL .**

THE WHITTIER CITY COUNCIL HEREBY ORDAINS;

Section 1: Classification. This ordinance is general and permanent in nature and shall become a part of the Whittier Municipal Code.

Section 2: Repeal and Reenactment of Chapter 2.70. Whittier Municipal Code Chapter 2.70 is hereby repealed in its entirety and reenacted to read as follows:

Article I. General Provisions

2.70.005 Purpose.

It is the purpose of this chapter to establish a system of uniform personnel policies and procedures which will improve the quality of personnel administration, and which will assist in the accomplishment of the following specific objectives:

- A. Uniformity in procedure and an effective regulatory policy respecting personnel matters;
- B. Recruitment, selection, and advancement of employees on the basis of their relative ability, knowledge, and skills;
- C. Equitable ~~and adequate~~ compensation for City employees;
- D. Security of tenure for City employees, subject to the requirements of the City, availability of funds, and continued acceptable work performance and personal conduct;
- E. Definite assignments of duty;
- F. Sound training, supervision, and administrative direction;
- G. Recognition for continued good service; and
- H. Fair treatment of applicants and employees in selection, promotion, training and all other aspects of personnel administration, without regard to political affiliation, race, national origin, sex, age, or religious creed, and with proper regard for their privacy. [Ord. 537-08 § 2, 2008].

2.70.010 Applicability.

All offices and positions of the City shall be allocated to either the classified service or the exempt service.

- A. The exempt service shall include all elected officials, the City Manager, the Assistant City Manager, the Director of Administration, the City Clerk, the Finance Officer, the City Attorney, the Director of Public Safety, the Public Works Director, the Harbormaster, members of citizens boards and commissions, other employees who enter into employment contracts, individuals and firms covered by contracts and other employees classified as exempt under the Fair Labor Standards Act.
- B. The classified service shall include all permanent full time and permanent part time positions which are not placed in the exempt category. Unless specifically designated otherwise, personnel policies apply only to employees of the classified service.
- C. The City Council may authorize the hiring of an independent contractor to perform the functions of any position in the exempt service. [Ord. 542-08 § 3, 2008; Ord. 537-08 § 2, 2008].

2.70.015 Review and amendment.

These personnel policies shall be reviewed annually by the City Manager, who shall submit any recommendations for changes to the City Council. [Ord. 537-08 § 2, 2008].

2.70.020 Records maintenance.

Records of the work history of each employee shall be maintained. These records shall include the employee's original application, report of medical examination, reports of the results of investigations and tests, annual reports of performance, reports of the employee's progress and disciplinary actions affecting him or her, and any such other records as may be significant in the employee's service to the City. The City Manager shall prescribe such forms and records for departmental use as may be necessary. [Ord. 537-08 § 2, 2008].

Article II. Employee Conduct

2.70.025 Behavior generally.

All employees shall be fair and impartial in their dealings as employees of the City, and shall avoid any actions which create conflicts of interest or an appearance of conflicts of interest, as well as any actions which adversely affect or appear to affect their ability to perform their duties as municipal employees. [Ord. 537-08 § 2, 2008].

2.70.030 Confidentiality.

Each employee shall exercise the utmost discretion in regard to all matters of official business and records, and shall assure that any information received by him or her on a confidential basis is maintained in confidence to the fullest extent allowed by law. [Ord. 537-08 § 2, 2008].

2.70.035 Public contact.

Each employee shall at all times be courteous and respectful when dealing with the public, all City employees and public officials. [Ord. 537-08 § 2, 2008].

2.70.036 Pets in and around the workplace.

Unless otherwise required by law, no employee may bring his or her pet to work and keep it in or around the workplace. No employee may keep an animal tied up to or in a City vehicle or on City property while at work. [Ord. 537-08 § 2, 2008].

2.70.040 Public statements.

No employee shall present himself or herself as representing the City on matters of policy, by any means whatsoever including oral, written or electronic (i.e., email, social media), without the express permission of the City Manager. Further, no employees shall obligate the City to perform services of any kind without first consulting the City Manager. [Ord. 537-08 § 2, 2008].

2.70.045 Dress code.

All employees will dress in clothing appropriate to the job they perform. Department directors will determine the appropriateness of dress for employees under their direct supervision. Failure to dress appropriately or continued laxness in dress or appearance will be cause for disciplinary action. [Ord. 537-08 § 2, 2008].

~~2.70.046 Firearms prohibited.~~

~~With the exception of public safety officers of the Whittier Department of Public Safety, no employee of the City shall, while performing his/her duties as a City employee, bear or be armed with a loaded or unloaded firearm nor shall any employee(s) have in his/her possession, within City owned offices/buildings, any loaded or unloaded firearm unless such weapon(s) are locked and secured in an authorized weapons safe/cabinet. Any employee violation of this provision will be subject to disciplinary action by the City pursuant to the City's personnel ordinances as well as other penalties as set forth in this article. [Ord. 537-08 § 2, 2008].~~

2.70.048 Duty of employee to report accidents.

It shall be the duty of each classified service or exempt service employee to immediately verbally report to his or her department director any and all accidents which he or she witnesses while on duty, or to which he or she is a party. If the employee is a department director the verbal report shall be made to the City Manager. If the employee is the City Manager the verbal report shall be made to the Mayor or, in the absence of the Mayor, to any member of the City Council. If the classified service or exempt service employee was a party to the accident the verbal report shall be followed by a written report. The written report shall be submitted no later than 24 hours after the accident or as soon thereafter as practical given the employee's condition. The written report shall be submitted to the same person to whom the verbal

report was made and shall describe the circumstances of the accident. [Ord. 02-2013 § 2, 2013; Ord. 537-08 § 2, 2008].

Article III. Grievance Committee

~~2.70.050 Establishment.~~

~~A seven member board is established. [Ord. 537-08 § 2, 2008].~~

~~2.70.055 Membership.~~

~~The grievance committee shall be composed of the City Council. [Ord. 537-08 § 2, 2008].~~

~~2.70.060 Duties.~~

~~The duties of the grievance committee shall be:~~

~~A. To submit proposed personnel regulations to the City Council; and~~

~~B. To consider and decide any Step 4 grievances.~~

~~All members of the committee shall declare any conflict of interest and refrain from participating in board actions when a conflict exists. [Ord. 537-08 § 2, 2008].~~

~~2.70.070 Vacancies.~~

~~A vacancy occurring on the grievance committee shall be filled by temporary appointment by the Mayor. [Ord. 537-08 § 2, 2008].~~

Article IV. Organization and Delegation of Authority

2.70.075 Purpose of article.

Proper organization and delegation of authority are essential to effective City government administration and management. The responsibilities and authorities delineated in this article are intended to establish a clear understanding of the role that each segment of the City government should play. [Ord. 537-08 § 2, 2008].

2.70.080 City Council – Responsibility and authority.

The City Council shall be responsible for performing the following functions of the personnel administration process:

- A. Approval of the City's budget, including requests for personnel management funds;
- ~~B.~~ Approval of personnel ~~code policies and procedures as~~ developed by the City Manager; and
- ~~C.~~ Appointment of the City Manager; ~~and~~
- ~~D.C.~~ Confirmation of mayoral appointments to the grievance committee. [Ord. 537-08 § 2, 2008].

2.70.085 City Manager – Responsibility and authority.

The City Manager shall have the responsibility and authority to:

- A. Administer the personnel code of the City;
- ~~A.B.~~ Develop and administer the internal personnel policies and procedures of the City;
- ~~B.C.~~ Provide for the establishment and maintenance of records of all employees in the City service, including class title, pay and other pertinent data;
- ~~C.D.~~ Foster and develop, in coordination with appointing authorities and others, programs for the improvement of employee effectiveness and productivity, including training, and safety;
- ~~D.E.~~ Administer the City's recruitment and selection program;
- ~~E.F.~~ Insure uniformity in the application of discipline and processing of employee grievances;
- ~~F.G.~~ Prepare and adopt such forms, reports and procedures as may be necessary to administer the City's personnel program;
- ~~G.H.~~ Appoint and dismiss all City exempt employees unless otherwise provided by contract or ordinance; and
- ~~H.I.~~ Oversee the handling of all employee grievances to insure that they are processed in accordance with the procedures stated in this chapter. [Ord. 537-08 § 2, 2008].

2.70.090 Department directors – Responsibility and authority.

Department directors shall have the responsibility and authority to:

- A. Provide for the implementation of, enforce, and keep the employees in their departments informed of personnel policies and rules;
- B. Evaluate employee performance;
- ~~C.~~ Participate in the grievance procedures as specified in Article XIII and keep the City Manager informed of all grievances in progress;
- ~~D.~~ Appoint employees to vacant positions within their respective departments in accordance with established personnel rules and procedures;
- ~~E.C.~~ Develop training programs for employees in their respective departments;
- ~~F.D.~~ Take corrective action within their respective departments as deemed appropriate;
- ~~G.E.~~ Conduct orientation for all new employees, including introduction to fellow workers, work standards, safety regulations, break periods, supplies, etc.; and

~~H.F.~~ _____ Appoint and dismiss all employees under their jurisdiction, in accordance with established personnel rules and procedures, subject to the approval of the City Manager. [Ord. 537-08 § 2, 2008].

2.70.095 Responsibility of all employees.

Employees of the City shall be presented with a copy of the personnel rules adopted hereunder on their hiring date, and shall be responsible for:

- A. Reading these rules and asking their department director to explain them if questions arise;
- B. Understanding the function of the department to which they are assigned and how that function relates to the total mission of the City and all of its departments;
- C. Discussing with their department director any questions relating to the interpretation or application of these rules, ~~either informally or formally through the grievance procedure~~;
- D. Every employee shall read and sign all the Drug-Free Workplace Policies. [Ord. 537-08 § 2, 2008].

Article V. Classification of Positions

2.70.100 Plan – Purpose and effect.

The classification plan shall group together those positions that are sufficiently similar in kind, responsibility, and difficulty of work to warrant application of the same pay rate or range of rates and the same general selection standards. Such groupings shall be based upon the current duties and responsibilities of positions in the City. The classification plan shall consist of a list of titles and description of the nature and requirements of work in each classification. [Ord. 537-08 § 2, 2008].

2.70.105 Plan – Adoption and amendment.

The classification plan, and revisions therein which create new or abolish existing classifications, shall be proposed by the City Manager and become effective upon approval by resolution of the City Council. Other modifications to the classification plan shall become effective upon approval by the City Manager. [Ord. 537-08 § 2, 2008].

2.70.110 Plan – Development and administration.

The City Manager shall have the responsibility for the overall administration of the classification plan. In developing the classification plan, he or she shall consult department directors, key staff members, employees and other technical resources as appropriate. [Ord. 537-08 § 2, 2008].

2.70.115 Allocation of positions.

The City Manager shall assign positions to the appropriate classes in the classification plan, and reassign positions as needs of the City change~~when changes in responsibilities justify reassignment~~. [Ord. 537-08 § 2, 2008].

2.70.125 Position descriptions.

Position descriptions shall be supplied and kept current by each City department for each position under the department's jurisdiction, subject to the approval of the City Manager. [Ord. 537-08 § 2, 2008].

2.70.130 New positions.

When a new position is proposed or established, the department in which it is created shall provide a written job description to the City Manager, who shall determine the proper classification or prepare a new classification description if an appropriate classification does not exist. [Ord. 537-08 § 2, 2008].

2.70.145 Effective date of change.

Classification actions shall become effective on the first day of the pay period following determination by the City Manager. [Ord. 537-08 § 2, 2008].

2.70.150 Reclassified positions – Status of incumbents.

In all cases of reclassification, the employee in the position under consideration shall be entitled to examine and compete for the reclassified position. If ineligible for appointment to the reclassified position, the employee shall be transferred or reassigned to an open available job position, to the extent the employee is qualified for such alternate position~~by appropriate action in accordance with the provisions of these rules~~. [Ord. 537-08 § 2, 2008].

2.70.151 Exempt positions.

As authorized by Alaska Statute, Title 29, Chapter 20, Section 410, Personnel System, subsection (b), there is created a classification for managerial positions, which are wholly or partially exempt from the classified service. A wholly or partially exempt position is filled by a person who serves at the pleasure of the appointing authority and whose terms and conditions of employment are determined by the appointing authority. Unless otherwise provided by contract or City ordinance, the appointing authority shall be the City Manager. [Ord. 537-08 § 2, 2008].

Article VI. Salary Administration

2.70.155 Pay plan – Contents and objectives.

The pay plan shall include a schedule of pay ranges, consisting of minimum, intermediate and maximum rates of pay for all classes of positions in the classified service. The objective of the pay plan shall be:

- A. To provide a salary structure appropriate to the recruitment and retention of competent employees; and
- B. To provide appropriate pay incentive for high employee productivity. [Ord. 537-08 § 2, 2008].

2.70.160 Pay plan – Standards for development.

The development of the pay plan shall be directly linked to the classification plan, and shall be based on the principle of equal pay for equal work. Pay ranges within the pay plan shall be determined with due regard to such factors as:

- A. Relationship between classes;
- B. Relative difficulty and responsibility of work;
- C. Availability of applicants;
- D. Prevailing rates of pay in both public service and private industry in the appropriate recruiting market; and
- E. Cost-of-living factors. [Ord. 537-08 § 2, 2008].

2.70.170 Pay plan – Administration.

The City Manager shall be responsible for administering the pay plan and keeping it current through periodic reviews and comparative studies of pertinent factors affecting levels of pay in accordance with the standards described in WMC 2.70.160, and in consultation with the City Council. [Ord. 537-08 § 2, 2008].

2.70.175 Entrance pay rate.

The entrance pay rate shall normally be the minimum rate in the pay range prescribed for the class. A department director, subject to the approval of the City Manager, may make an appointment above the entrance pay rate only when there are no available candidates at the entrance rate, or in recognition of exceptional qualifications. ~~In no instance shall an appointment be made above the minimum step when qualified applicants are available at the minimum entrance rate.~~ Appointments may be made at a rate below the minimum for the class on a trainee basis. [Ord. 537-08 § 2, 2008].

2.70.180 Salary increases.

Except as otherwise provided by this chapter:

- A. Merit salary increases may be granted by the City Manager, ~~upon recommendation of the department director.~~
- B. Cost-of-living salary increases may be granted by the City Council upon the recommendation of the City Manager. In the event a cost-of-living salary increase is granted, it shall be at the same percentage rate and shall be effective on the same date for all City employees without regard to department. [Ord. 537-08 § 2, 2008].

~~2.70.185 Permanent part-time employee compensation.~~

~~Permanent part-time employees shall be compensated on an hourly basis at a rate equivalent to the hourly wage rate exclusive of benefits established for regular full-time employment in the appropriate classification. [Ord. 537-08 § 2, 2008].~~

2.70.190 Pay rate adjustments – Transfer.

When an employee is transferred from one class to another with a common pay range, he shall continue to receive the same rate of pay. [Ord. 537-08 § 2, 2008].

2.70.195 Pay rate adjustments – Promotions.

When an employee is promoted from one class to another having a higher pay range, the employee shall receive an increase of not less than one pay step. If the employee's current rate of pay is below the minimum rate of the higher class, the pay shall be increased to the minimum rate of the higher class. If the employee's current rate of pay falls within the range of the higher class, the pay shall be adjusted to the next higher pay step in the range for the higher class which is at least equal to one step increase above his current pay rate. [Ord. 537-08 § 2, 2008].

2.70.200 Pay rate adjustments – Reassignments.

When an employee is reassigned for cause, or for administrative purposes, his/her pay rate shall be adjusted to fit the job according to the principles of classification and equal pay for equal work. [Ord. 537-08 § 2, 2008].

2.70.205 Pay rate adjustments – Reinstatement of employees who have resigned.

No preferential pay treatment shall be given to reinstated employees. The principles of job classification and equal pay for equal work, which include work experience, shall apply as if to a new employee.

~~An employee who has resigned due to special reasons such as, but not limited to, family illness or educational leave shall have reinstatement rights according to applicable law. [Ord. 537-08 § 2, 2008].~~

2.70.210 Pay rate adjustments – Layoffs.

When an employee, following layoff, is re-employed in the same class from which he or she was laid off, he or she shall be placed in the same step occupied at the time of layoff. When the employee is re-employed in a class having a lower pay range, his/her rate of pay shall be assigned according to standard principles of job classification and equal pay for equal work. [Ord. 537-08 § 2, 2008].

2.70.215 Compensation during temporary assignment.

When an employee is temporarily assigned to a position in a higher pay range for a period of 30 calendar days or more, he or she shall be paid at the first step of the higher pay range or he shall be granted a one

step pay increase, whichever is higher, for the full period worked in the temporary assignment. An employee who is temporarily assigned to a position with a lower pay range for any period shall not receive a reduction in pay. No temporary assignment shall exceed the greater of twelve (12) months, or the duration of the project~~exceed six months~~. [Ord. 537-08 § 2, 2008].

2.70.220 Hours of work.

Regular working hours of City employees shall consist of a five-day week, eight hours a day, 40 hours per week. The standard work week shall consist of the period from 00:01 Monday~~midnight Sunday~~ to 24:00 Sunday~~the following midnight Sunday~~. The standard workday shall consist of the period from 00:01 to 24:00~~midnight to midnight~~. Unless otherwise provided, the hours of regular employment for City employees shall be from 8:00 a.m. to 5:00 p.m. with an hour for lunch.

Different schedules to meet department operating needs shall be established and altered by department directors, with approval of the City Manager. ~~Employees may volunteer for flexible work hour plans that deviate from the standard workday and do not exceed 40 hours per week. Before a voluntary flexible work hour plan may take effect, the City must submit a written request for, and obtain approval from, the State Department of Labor.~~ Department directors may temporarily shift the working hours of the employees in their respective departments in order to meet City~~routine~~ needs. [Ord. 553-09 § 2, 2009; Ord. 537-08 § 2, 2008].

2.70.225 Overtime.

Overtime payment will be paid~~received to by~~ all non-exempt employees; to the extent required by applicable law~~except for department directors who are not eligible for overtime payment in any circumstances~~. Overtime must be approved in writing by the department director concerned prior to its performance, except in cases of emergency, which preclude such prior arrangements, and shall be paid to employees who are eligible for overtime payment under this section in accordance with methods established by State laws.~~The person in charge of providing emergency service shall see that overtime hours related to the service are properly recorded. The department director shall review the record and certify to the Finance Officer any overtime approved for payment as soon as possible after the performance of the emergency service necessitating the overtime.~~ [Ord. 537-08 § 2, 2008].

2.70.230 Time and one-half overtime.

Overtime hours paid at the rate of one and one-half the regular rate shall be calculated and paid to employees who are eligible for overtime payment under WMC 2.70.225 under methods established by the Alaska Wage and Hour Act.

Employees who are eligible for overtime payment under WMC 2.70.225 who are requested to work on a Saturday or on an evening which does not fall within their standard work week shall be paid at time and one-half for those hours, regardless of whether they have worked less than 40 hours in the week. [Ord. 537-08 § 2, 2008].

2.70.235 Overtime pay.

An employee legally entitled to overtime pay under applicable Federal or State law shall be paid at the rate of time and one-half of his/her rate of pay for all hours worked over 40 per week and/or eight hours per day, as required by applicable State law or regulation. ~~When the requirement to work overtime falls on, or on~~ a recognized City holiday, ~~an employee performing services for the City shall receive holiday pay in addition to time and one-half, for a total of two and one half times regular pay in addition to holiday pay.~~ [Ord. 553-09 § 2, 2009; Ord. 537-08 § 2, 2008].

2.70.240 Call-out time.

If an employee is eligible to receive overtime payment under WMC 2.70.225 and is called to work outside his or her regular work shift, he or she shall receive a minimum payment of two hours ~~of~~at the applicable overtime rate. [Ord. 537-08 § 2, 2008].

2.70.245 Public Safety Department uniform allowance.

The City shall provide employees in the department of public safety who are required to be in uniform in the course of their duties for the City ~~shall receive an amount budgeted by the City Council as “Salary and Benefits” in accordance with the most recent fee schedule. an amount up to or not to exceed \$300.00 for initial hire.~~

~~Commencing the first full month after completion of the probationary period provided by WMC 2.70.350, such employees shall receive a monthly clothing allowance of \$40.00 in addition to the employee’s regular pay. In the event of separation before the probationary period is completed, the employee would owe the balance remaining on the expense of all initial issue items, and upon satisfaction of the balance due, the City would have no further property interest therein. All issue of department equipment, department insignia, and any other department property not forming a part of the initial issue herein provided, shall be returned to the City upon the termination of employment. [Ord. 537-08 § 2, 2008].~~

~~**2.70.250 Higher pay range class reassignment.**~~

~~If a class is reassigned to a higher pay range, the base rate of all employees in affected positions shall be increased by five percent for each pay range advanced, not to exceed the maximum of the new range. [Ord. 537-08 § 2, 2008].~~

~~**2.70.255 Lower pay range class reassignment.**~~

~~If a class is reassigned to a lower pay range, the base salaries of employees in affected positions shall not be reduced. Employees whose base rates exceed the maximum rate of the new pay range will remain unchanged until the base rates are encompassed within the pay range. [Ord. 537-08 § 2, 2008].~~

2.70.260 Position classification and reclassification effective date.

The effective date of personnel transactions implementing classification and reclassification of positions shall be the beginning date of the pay period following the date of the change. [Ord. 537-08 § 2, 2008].

2.70.265 Merit and probationary increases.

- A. Merit salary increases shall be effective the next payroll period~~day~~ following approval by the City Manager.
- B. Probationary salary increases approved by the City Manager shall be effective the next payroll period ~~earlier of the day following completion of three months service as a new hire probationary employee or promotional probationary employee or the day~~ following satisfactory completion of probation. ~~A probationary salary increase shall be one step in the same grade.~~ [Ord. 537-08 § 2, 2008].

2.70.270 Reassignments and reinstatements – Effective date.

The effective date of personnel actions implementing approved promotions, reassignments and reinstatements shall be the next payroll period following the first day of the new City Manager's approval of the change in approved status. [Ord. 537-08 § 2, 2008].

Article VII. Retirement

2.70.280 State retirement system participation.

The City became a participant of the State of Alaska Public Employees Retirement System effective July 1, 1984. Coverage is mandatory for all full-time permanent employees and probationary employees in full-time positions as well as permanent part-time employees. [Ord. 537-08 § 2, 2008].

~~2.70.285 Age 65 — Continued employment.~~

~~An employee who attains the age of 65 may be retained in the City service upon written certification of his department director or the personnel officer that such action is in the best interest of the City and deferral of the retirement is authorized by the City Council. The City Manager may require the employee to submit a satisfactory report of medical examination by a physician approved or designated by the City Manager, which shows the employee to be physically and mentally able to perform the duties of his position. An initial deferral of retirement shall be for a period of one year, and subject to renewal in the above manner. [Ord. 537-08 § 2, 2008].~~

Article VIII. Disability and Health Insurance

2.70.290 Group health insurance.

The City provides health and life insurance to each of its permanent full-time and part-time employees under the State of Alaska Group Health Care and Life Insurance Plan. The employee may insure their immediate family under the plan for an additional premium payable by the employee. [Ord. 537-08 § 2, 2008].

Article IX. Recruitment

2.70.300 Policy.

It shall be the policy of the City to recruit and select the most qualified persons for positions in the City service, and to fill vacancies by promotion from within the City when well-qualified employees are available. To ensure that this policy is carried out, it shall be the responsibility of the City Manager to:

- A. Conduct recruitment and selection in an affirmative manner to insure open competition;
- B. Provide equal employment opportunity. [Ord. 537-08 § 2, 2008].

2.70.305 Method.

The City Manager shall develop and conduct an active recruitment program designed to meet current and projected manpower needs. Recruitment will be tailored to the various classes of positions to be filled and will be directed to all sources likely to yield qualified candidates. [Ord. 537-08 § 2, 2008].

2.70.310 Job announcements and publicity.

- A. In order to attract an adequate number of candidates for present or anticipated vacancies and to permit successful competition with other employers, the City Manager shall issue job announcements and otherwise publicize vacancies through the City website and any other methods selected by the City Manager~~such media which shall include, but not be limited to, newspapers within the State.~~ Job announcements shall be clear and readable. They shall include the job title, salary range, ~~and~~ and a brief description of job duties and qualifications~~job qualification requirements.~~
- B. Publicity for job vacancies shall be conducted for a sufficient period of time to insure reasonable opportunity for persons to apply and be considered for employment. ~~All job vacancies shall be publicized first to all City employees at least five working days prior to public advertisement. If any City employee applies for an advertised position whether it is a contract or noncontract position, Council or the department director shall consider the applicant and if the person qualifies for the position, the position shall be filled in house and not advertised publicly.~~ The City Manager may also initiate continuous recruitment programs for any class of positions as appropriate. [Ord. 537-08 § 2, 2008].

2.70.315 Application forms.

All applications for employment shall be made on forms prescribed by the City Manager, including the use of online forms. Such forms shall require background information including training, experience and other

pertinent data. All applications must be signed, including the use of electronic signatures. Application forms shall not elicit any information concerning race, politics, religion or national origin.

A resume may be accepted in place of an application when requested in recruitment advertising or if, in the opinion of the City Manager, the information provided on the resume is sufficient. [Ord. 537-08 § 2, 2008].

~~2.70.320 Rejection of applications.~~

~~The City Manager may reject any application which indicates that the applicant does not possess the minimum qualifications established for the position. An application may also be rejected if the applicant:~~

- ~~A. Has deliberately falsified any information on the application form;~~
- ~~B. Is unable to meet the physical and other requirements, which have been demonstrated as necessary to perform the work of the position;~~
- ~~C. Is unable to meet the mental requirements necessary to perform the work;~~
- ~~D. Does not meet the legal age limits or other requirements established by State law;~~
- ~~E. Has established an unsatisfactory employment record of such nature as to demonstrate unsuitability for the position.~~

~~Whenever an application is rejected, notice of such rejection shall be promptly made to the applicant. [Ord. 537-08 § 2, 2008].~~

Article X. Selection

2.70.325 Responsibility for selection devices.

The City Manager, in conjunction with the department directors, shall be responsible for determining the selection device or devices to be used to obtain the best qualified candidates for each class of positions. Selection devices shall be utilized separately or in various combinations as appropriate to the class and available manpower resources. Such selection devices may include work samples, performance tests, practical written tests, individual physical examinations, background and reference inquiries, and evaluation of training and experience. [Ord. 537-08 § 2, 2008].

2.70.330 Confidentiality.

Job selection materials shall be disclosed only to the City Manager, department director and other City employees with a job-related need to know~~Only the City Manager and department director shall know selection material~~. All persons participating in the development and maintenance of selection materials shall exercise every precaution to maintain the highest level of integrity and confidentiality. [Ord. 537-08 § 2, 2008].

2.70.350 Probationary period.

All appointments are subject to a probationary period of ~~six~~three months with the exception of appointments to the Department of Public Safety ~~for~~to which a 12-month probationary period shall apply. A probationary period shall apply to all positions prior to the acquisition of permanent status. The length of the probationary period may be extended for up to a twelve (12) month period if deemed necessary by the Department Head after consultation with the City Manager.

Probationary employees must obtain at least a satisfactory performance rating at the completion of their probationary period in order to obtain permanent status. Employees in probationary status may be terminated at any time during their probationary period for any reason or for no reason with no recourse to the personnel complaint grievance-procedure.

Exempt employees are not subject to serving a probationary period, as they serve at the pleasure of the City Manager.

[Ord. 537-08 § 2, 2008].

2.70.355 Probation – Reassigned employee.

When an employee is reassigned to a position in a class where he previously held permanent status, no probationary period shall be served. When an employee is reassigned to a position where he did not hold permanent status, the department director shall decide whether a probationary period shall be served, subject to the approval of the City Manager. The employee concerned shall be notified in writing of the decision before reassignment is accomplished and, in either case, the employee's anniversary date shall remain unaffected. [Ord. 537-08 § 2, 2008].

2.70.360 Probation – Promoted employee.

When it becomes clear that an employee serving a promotional probationary period is not performing adequately, he shall be so informed in writing with a copy to the City Manager.

If reassignment is found to be necessary, the employee shall be reassigned to a position in his previous class and his anniversary date shall remain unaffected. [Ord. 537-08 § 2, 2008].

2.70.365 Probation – Reinstated employee.

An employee reinstated within two years of termination shall not be required to serve a probationary period unless rehired into a different class than previously served or if a previous probationary period was not completed. [Ord. 537-08 § 2, 2008].

2.70.370 Temporary appointments.

Temporary appointments are for a short-term period not to exceed twelve (12) months, or the date of completion of the project for which the employee was hired~~30 days; however, extensions in 30-day increments may be allowed with the approval of the City Manager, up to a maximum of six months.~~ Probationary periods shall not be served for temporary appointments, and no probationary increases shall

be awarded. A person hired for a temporary appointment or hired temporarily to replace an absent employee shall not be entitled to any fringe benefits. [Ord. 537-08 § 2, 2008].

~~2.70.375 Emergency appointments.~~

~~Emergency appointments not to exceed 30 calendar days may be authorized by the City Manager without recourse to usual certification procedures. Such appointments shall be made only in cases of unforeseen emergencies and when necessary to prevent impairment to City services. Emergency appointments are not entitled to any fringe benefits. [Ord. 537-08 § 2, 2008].~~

Article XI. Performance Evaluation

2.70.380 Purpose.

The primary purpose of the employee performance evaluation program is to inform employees of how well they are performing and to offer constructive criticism on how they can improve their work performance. Performance evaluation shall also be considered in decisions affecting salary advancement, promotions, reassignments, dismissals, order of layoff, and order of re-employment, placement and training needs. [Ord. 537-08 § 2, 2008].

2.70.385 Evaluation – Probationary period end.

Each employee shall be evaluated 10 days prior to the completion of his or her probationary period. The employee must have an overall evaluation of at least “satisfactory” in order to become permanent. [Ord. 537-08 § 2, 2008].

2.70.390 Evaluation – Annual.

Each employee who has been employed with the City for at least six consecutive months shall receive an annual performance evaluation ~~no later than October 31st of each calendar year.~~ [Ord. 05-2013 § 2, 2013; Ord. 537-08 § 2, 2008].

2.70.395 Evaluation – Special.

A special performance evaluation shall be completed whenever:

- A. There is a significant change either upward or downward in an employee’s performance;
- B. ~~A department director permanently leaves his or her position. The department head shall complete a performance report on each employee under his supervision who has not been evaluated within six months prior to the date the department director is to leave his or her position.~~ [Ord. 537-08 § 2, 2008].

2.70.400 Evaluation – Completion – Department director responsibility.

The department director shall be responsible for completing a performance evaluation at the time prescribed for each employee under his supervision. [Ord. 537-08 § 2, 2008].

2.70.405 Evaluation – Review – City Manager responsibility.

The City Manager shall review each performance evaluation report completed by a department director before the report is discussed with the employee. The City Manager shall consider the performance evaluations completed by the department director when evaluating the department director's performance. [Ord. 537-08 § 2, 2008].

2.70.410 Evaluation – Form.

The performance evaluation form shall be ~~a letter from the department director which states that the employee's performance has been~~ discussed with the employee, and shall be. ~~This letter will be~~ signed by the department director and the employee, ~~and be accepted as evidence of satisfactory performance.~~

~~The only deviation from this procedure will be in the case of outstanding or unsatisfactory performance. Performance of this nature will be explained in full. In the case of unsatisfactory performance, the rating officer will also make written comment as to remedial action and the employee will be allowed to add comments.~~ [Ord. 537-08 § 2, 2008].

2.70.415 Performance report review.

The department director shall discuss the performance evaluation report with the employee before the report is made part of the employee's permanent record. Performance evaluation reports are not subject to the personnel complaint/grievance procedure. [Ord. 537-08 § 2, 2008].

~~**2.70.425 Appeal procedure.**~~

~~See WMC 2.70.495, Steps, of Article XIII, Grievance Procedure. [Ord. 537-08 § 2, 2008].~~

2.70.430 Disciplinary action – Employee education.

All department directors shall inform the employees under their jurisdiction of standards of performance and personal conduct of City employees in various positions. Employees shall be acquainted with the various provisions of disciplinary action regulations of WMC 2.70. ~~All City employees shall have in their possession a copy of an up-to-date personnel regulations manual. Copies of the manual shall always be available in the City Manager's office.~~ [Ord. 537-08 § 2, 2008].

2.70.435 Disciplinary action – Procedures.

All disciplinary actions, including occasions of oral counseling~~except oral admonitions~~, shall be documented in writing, presented to the affected employee, and placed in the employee's personnel file. The written document shall be reviewed with the employee, and sincere efforts shall be made to obtain agreement with the employee that facts are stated correctly, that the inappropriate or incorrect behavior did occur, that it did represent behavior that should be disciplined, that the discipline is appropriate and that the behavior will not be repeated.

If errors are found, the written document shall be revised and reviewed again. Comments by the employee shall be entered under the heading "Employee Comments." The employee shall be requested to sign the written document, and informed that his or her signature indicates only his or her agreement that the document accurately records the discussion. If the employee refuses to sign the memo, the statement shall be entered:

(Employee's Name) read the contents of this disciplinary action on (date) and refused to sign.

One copy of each completed report shall be forwarded immediately to the City Manager's office for review and inclusion in the employee's personnel file. A copy shall be given to the employee. The department director may, if necessary, complete reviews to the employee's progress in correcting the cause of the original action at scheduled intervals throughout the following 12 months. These reports shall be made in writing. Twelve months from the date of the action concerned, the City Manager shall review the disciplinary action, and, if no subsequent report of similar violations has been made, the department director shall be instructed to return department and division copies to the affected employee. The original shall be sealed in a confidential envelope and replaced in the employee's personnel file. The envelope shall not be referred to again unless there is a later occurrence requiring further discipline. [Ord. 537-08 § 2, 2008].

2.70.440 Suspension without pay.

~~The City Manager, or a~~ department director with the approval of the City Manager may at any time suspend an employee for cause without pay for a period not to exceed 30 calendar days in any calendar year. Employees against whom allegations of misconduct have been made may be placed on administrative leave charges are professed may, at the discretion of the department director, be suspended from duty pending final disposition of an internal investigation~~charges~~. A suspension shall be recorded in writing, and a personnel evaluation report completed for any suspended employee. Both documents shall be reviewed with the employee immediately after preparation if possible. Following this action, a copy shall be given to the employee and a copy forwarded immediately to the City Manager. [Ord. 537-08 § 2, 2008].

2.70.445 Demotion or rReassignment for disciplinary reasons.

The City Manager, or a department director with the approval of the City Manager may ~~An appointing authority may~~ demote or reassign an employee for disciplinary reasons in accordance with other provisions of these regulations. Demotion or rReassignment is considered a more moderate penalty than dismissal and may be offered in lieu thereof, as approved by the City Manager, when mitigating circumstances warrant such leniency The City Manager reserves the prerogative to alter job descriptions and pay classifications for purposes of managing the City's workforce to meet the needs of the City. [Ord. 537-08 § 2, 2008].

2.70.450 Reassignment without prejudice.

Reassignment without prejudice shall not be considered a punitive action. The City Manager, or a department director with the approval of the City Manager may ~~An appointing authority may~~ reassign an employee in accordance with other provisions of these regulations for any of the following reasons:

- A. Inability to perform duties adequately;
- B. Layoff because of lack of work or funds or abolition of positions. When employees are laid off, the appointing authority shall consider the advisability of reassigning them to vacant positions in lower classifications for which they are qualified;
- C. Personal Reasons. There are a variety of reasons why an employee might wish to work in a position on a lower level class, such as personality conflicts and being placed in a new class series where new experience and greater likelihood of advancement are available. [Ord. 537-08 § 2, 2008].

2.70.455 Administration.

The City Manager shall be responsible for overall administration of the employee performance evaluation program. He or she shall advise and assist employees to assure that performance evaluation procedures are handled in accordance with the provisions stated in this article. [Ord. 537-08 § 2, 2008].

Article XII. Employee Development

2.70.460 Purpose.

The purpose of the employee development program is to foster and promote the training and development of employees in order to:

- A. Improve the quality of services to the City;
- B. Equip employees for career advancement within the City service; and
- C. Provide a reservoir of occupational skills necessary to meet current and future employment needs. [Ord. 537-08 § 2, 2008].

2.70.465 Program development and administration.

The City Manager shall have the overall responsibility for the development, administration and coordination of the employee development program and shall:

- A. Assist the department directors in developing and implementing employee development programs to meet the current and future needs of their departments and to increase employee efficiency;
- B. Conduct or coordinate employee development programs to meet the common needs of all departments;
- C. Maintain a file of current information and materials on job requirements, training opportunities, employee development manuals and other employee development literature;
- D. Maintain a record of all training conducted and insure that authorized employee development programs are properly administered;

- E. Periodically analyze and evaluate the overall development needs of employees within the City service;
- F. Assure that all employees receive equal consideration for appropriate training opportunities; and
- G. Assure that employee personnel files are updated upon successful completion of any employee development activities to insure maximum consideration for placements, transfers and promotions. [Ord. 537-08 § 2, 2008].

2.70.470 Program development – Role of department directors.

Department directors shall provide active leadership in developing the employees under their supervision. In this capacity, they shall:

- A. Cooperate closely with the City Manager in determining the current and future employee development needs in their departments;
- B. Participate with the City Manager in developing and implementing employee development programs;
- C. Budget sufficient funds to secure needed career development programs;
- D. Evaluate the effectiveness of completed career development programs and make recommendations for improvement where appropriate;
- E. Assure that employees are provided with sufficient time to participate in career development programs. [Ord. 537-08 § 2, 2008].

2.70.475 Reimbursement of training costs upon separation.

- A. When an employee attends a school, training session or other similar program of mutual benefit to the employee and the City, the employee shall agree to:
 - 1. Remain in City service one month for every day (including Saturdays and Sundays) that he is attending the school and for which the City is paying his salary, travel costs and per diem; and
 - 2. Remain in City service two weeks for every day (including Saturdays and Sundays) that he is attending the school and for which the City is paying either his salary, or travel costs and per diem costs.
- B. There shall be a two-year maximum to the length of time that an employee must remain in service.
- C. Should the employee leave the service of the Citymunicipality prior to the completion of computed service time, he or she shall reimburse the City for costs incurred in proportion to length of time remaining to be served, and shall allow the City to deduct such reimbursable cost from the employees pay, including final pay, pursuant to a written agreement entered into between the City and the employee on or about the time the school, training, or similar program commenced.
- D. If an employee is involuntarily separated from the service of the City before completion of computed service time, the remaining reimbursable cost for failure to complete the time to be served will be canceled. [Ord. 537-08 § 2, 2008].

Article XIII. Grievance Procedure

2.70.480 Policy.

It is the policy of the City to treat all employees equitably and fairly in matters affecting their employment. Each permanent full time and permanent part time employee of the City will be provided ample opportunity to understand and resolve matters affecting employment, which the employee documents as being a violation of rules and regulations. The presentation of any grievance shall be the right of each permanent full-time and permanent part time employee without fear of reprisal. [Ord. 537-08 § 2, 2008].

2.70.485 Grievance – Defined.

A “grievance” is a written complaint by an employee or group of employees alleging a violation of a section or sections of the City code, personnel rules and regulations, or departmental rules and regulations, which pertain to the terms or conditions of employment by the City and which are within the scope of the grievance procedure established by this chapter. Employee performance evaluations are not grievable. Temporary employees, volunteers, independent contractors and any employee is his/her probationary period are not entitled to use the grievance procedures. Exempt employees are not entitled to use the grievance procedures. [Ord. 537-08 § 2, 2008].

2.70.490 Discussion of a problem with supervisor.

An eligible employee having a problem regarding employment shall first discuss the problem with his or her immediate supervisor. If the problem is not settled and the problem meets the definition of is defined as a “grievance” set forth in Section 2.70.485, the employee has the right to present the grievance in accordance with the procedure outlined in WMC 2.70.495. [Ord. 537-08 § 2, 2008].

2.70.495 Steps.

A grievance shall be handled in the following manner:

- A. Step 1. The aggrieved employee or group of employees shall present the grievance orally to the immediate supervisor within five working days of the occurrence of the event leading to the grievance, not including the day of the occurrence. The supervisor shall give an oral reply within three working days of the date of presentation of the grievance, not including the date of presentation.
- B. Step 2. If the grievance is not settled in Step 1, or if the grievance involves allegations of a violation of policy by the affected employee’s supervisor, the employee shall document, in detail, in writing, the specific subsection(s) of this WMC 2.70, personnel policy, departmental rule, or other regulation alleged to be misinterpreted, misapplied or violated. This formal grievance shall be dated, signed and submitted to the Department Head within five (5) working days from (i) the oral reply of the supervisor from Step 1, or (ii) of the violation which is the subject matter of the employee’s grievance. it shall be reduced to writing, dated, and signed by the aggrieved employee and presented to the department director within five working days after the supervisor’s oral reply is given. The department director shall reply in writing to the grievance within five working days of the date of presentation of the written grievance, not including the day of the presentation.
- C. Step 3. If the grievance is not settled in Step 2, or if the grievance involves allegations of a violation of policy by the affected employee’s department head, the written grievance shall be

presented, along with all pertinent correspondence, records and information accumulated to date, to the City Manager. This presentation must be made within five working days after the department director's response is made, not including the day of the response. The department director shall receive a copy of the grievance. The City Manager may meet with the aggrieved employee, the immediate supervisor and the department director, and obtain through investigation such additional information or documentation as the City Manager deems pertinent to his/her review of the grievance. The City Manager shall reply to the grievance in writing within five working days of the date of presentation of the written grievance to him or her, not including the day of presentation.

- ~~D.~~ Step 4. If not satisfied with the City Manager's decision, an employee may request a hearing before ~~the grievance committee.~~
- ~~E.~~ ~~The grievance committee shall conduct the hearing expeditiously and in a manner conducive to obtaining a clear understanding of the facts. The procedure shall be informal. Technical rules regarding evidence and witnesses shall not apply.~~
- ~~F.~~ ~~The grievance committee shall submit a written report of its findings and determinations to all interested parties within 10 working days after hearing testimony.~~
- ~~G.D.~~ ~~The decision of the grievance committee is the final step within the administrative process of the City a hearing officer, as provided in Section 2.70.296.~~
- ~~H.~~ ~~Grievances related to an act or failure to act of a department director shall be initiated at Step 2.~~
- ~~I.E.~~ Grievances related to an act or failure to act of the City Manager shall be initiated at Step 3. [Ord. 537-08 § 2, 2008].

2.70.496 Hearing Officer Proceedings.

A. Initiating Proceedings Before Hearing Officer. Upon receipt of the City Manager's response or failure of the City Manager to respond, the employee shall have five (5) working days to request that the matter be appealed to a Hearing officer. If the employee fails to file a written request for an appeal to a hearing officer within five (5) working days, such failure will serve to decide the grievance in favor of the City Manager's Step 3 decision.

B. Hearing officer.

1. If an appeal to a Hearing officer is made under Step 4, the City Manager shall send the complaint to the hearing officer selected by the city attorney. The hearing officer shall be a private attorney or an individual trained as an administrative hearing officer. The hearing officer shall not be an employee of the City of Whittier..
2. The City Manager will furnish to the hearing officer the grievance and any official responses obtained from Steps 1 through 3 of the grievance process.
3. The hearing officer shall schedule a hearing within ninety days after the date of receiving the notice of appeal. The hearing officer may extend this deadline for good cause.

C. Hearing notice.

1. The Hearing official shall serve on the complainant and the City Manager a notice of hearing setting out the time and place of hearing and the schedule for any preliminary matters. This notice shall include a statement of the right to provide written evidence and

oral testimony. The complainant and the City Manager shall also be informed of the right to be represented at the hearing.

2. The hearing officer shall determine if the grievance has been proven by the preponderance of the evidence.

D. Service by mail and filing.

1. All motions or requests shall be served upon the opposing party. If service by mail is used, three days will be added for response time from the date of mailing. The party must certify the date mailed on the document. If the deadline falls on a weekend or holiday, the deadline shall fall on the next city business day.
2. All documents shall be filed with the City Manager.

E. Hearing.

1. All hearings shall be before the hearing officer who shall preside.
2. The hearing officer may administer oaths, hold hearings, and take testimony. The hearing officer may, on their own or in response to a motion by a party to the hearing, request the presence of witnesses and the production of records, books, and papers at the hearing.
3. The complainant and the City Manager may each present opening statements setting out the matters they intend to prove. The complainant shall proceed first with his or her evidence and the City Manager shall follow, setting forth his or her evidence. The complainant and the City Manager may make closing arguments.
4. The Alaska Rules of Evidence do not apply to the admission of evidence in a hearing, but the hearing officer's findings of fact must be based on reliable and relevant evidence.
5. At the conclusion of the presentation of evidence and closing arguments, the hearing officer shall consider the allegations, the evidence supporting them, and the City Manager's evidence.

F. Findings of fact and conclusions of law.

1. The hearing officer shall enter findings of fact and conclusions of law no later than 30 days after the conclusion of the hearing. The hearing officer shall notify the parties and their attorneys if an extension is required to permit the preparation of findings of fact and conclusions of law.
2. If the hearing officer finds that no violation has occurred, the complaint shall be dismissed.
3. If the hearing officer finds that a violation of this chapter 2.70 or a personnel policy, rule, or procedure has been violated, the hearing officer shall prepare and submit its findings of fact and conclusions of law to the City Manager, and shall include an order for remediation of the violation.
4. The findings of fact and conclusions of law are final and conclusive.

5. If the hearing officer determines that no violation has occurred, or otherwise dismisses the complaint for substantive reasons, the hearing officer may award full or partial attorney fees to the City. An award of fees to the complainant may not be made unless the City Council has appropriated funds for that purpose.
6. The procedures of this section are the sole and exclusive remedies of employees contesting violations of these policies and/or disciplinary actions. An employee must fully exhaust these remedies prior to filing any lawsuit or other administrative action.

G. Appeal of findings of fact and conclusions of law and penalty.

1. If the hearing officer imposes a penalty with its decision, appeal of the findings of fact and conclusions of law and the penalty may be taken to the superior court in accordance with the Alaska Rules of Appellate Procedure.
2. Notice of an appeal must be filed with the superior court within 30 days of the imposition of the penalty.

2.70.500 Employee representation.

Each employee shall be afforded an opportunity to be represented at each of the above steps upon providing reasonable documentation acceptable to the City that the person is engaged as the employee's representative. ~~At Steps 1 and/or 2 of the grievance procedure, a representative of his choice who shall be any other full-time employee of the City may accompany the employee. At Steps 3 and/or 4 of the grievance procedure, a representative of his or her choice may accompany the employee.~~ Employees shall contact and discuss their problems with their representative only ~~during break periods, lunch hour, before or after work or at any other time~~ when they are not on duty. ~~Grievance hearings may be held during work hours.~~ [Ord. 537-08 § 2, 2008].

~~2.70.505 Disciplinary action—Appeals.~~

~~All appeals of disciplinary action shall be initiated at Step 3 of the grievance procedure. [Ord. 537-08 § 2, 2008].~~

2.70.510 Violation of grievance procedure.

The grievance procedures of this section are the sole and exclusive remedies of the employees of City contesting violations of policies and/or disciplinary actions. An employee must fully exhaust these remedies prior to filing any lawsuit or other administrative action. ~~An employee who takes an employment problem outside the administrative structure of the City without first attempting to resolve the problem in accordance with the provisions of this article shall be subject to disciplinary action.~~ [Ord. 537-08 § 2, 2008].

2.70.515 Time limits – Generally.

- A. If grievance procedures are not initiated within the time limits established by this section, the employee shall be considered as having waived his or her right to grieve the particular violation and initiation of a grievance for the same act or omission is thereafter barred.
- B. Any grievance not taken to the next step of the grievance procedure by the grievant within the time limits established by this section shall be considered settled on the basis of the last reply made and received in accordance with the provisions of this section.
- C. If the City fails to meet or answer any grievance within the time limits prescribed for such action by this section, such grievance shall automatically advance to the next step. If the City fails to meet or answer any grievance on Step 4 of the grievance procedure within the time limits prescribed for such action by this section, the grievant may consider the City's last action on the grievance the City's final step within the administrative process of the City. Thereafter, the grievance process may be initiated by the aggrieved employee through the hearing officer. [Ord. 537-08 § 2, 2008].

2.70.520 Time limits – Extension.

The time limits prescribed in this section for the initiation and completion of the steps of the grievance procedure may be extended by mutual consent of the parties so involved, or in extant circumstances, by notification of the City Manager to the aggrieved employee if such extension is necessary to the fact finding process. Likewise, any step in the grievance procedure may be eliminated by mutual content. Mutual consent shall be indicated in writing and shall be signed by all parties. [Ord. 537-08 § 2, 2008].

2.70.525 No discrimination.

No employee shall be disciplined or discriminated against in any way because of the employee's proper use of grievance procedures. [Ord. 537-08 § 2, 2008].

Article XIV. Leave

2.70.535 Eligibilityntitlement.

All permanent full time and permanent part time employees-classified employees shall be entitled to leave accrual benefits. [Ord. 537-08 § 2, 2008].

2.70.540 Accrual rate.

Leave shall accrue at a minimum at the rate of:

0 – 2 years	12 hours per month
2 – 5 years	14 hours per month
5 – 10 years	16 hours per month

10 or more years

18 hours per month

The City Manager shall have discretion to award service credit for accrual purposes to newly hired City employees based on prior experience. Sick leave shall be included in the benefit package at the rate of four hours per month. [Ord. 537-08 § 2, 2008].

2.70.545 Approval – Administrative procedures.

Department directors shall submit all leave requests to the Administration Department prior to granting leave to employees in their departments so that a determination can be made that the requested amount of leave has in fact been accrued. The Administration Department shall complete the leave balance portion of the leave slip, initial the leave slip and return it to the department director. If the employee does not have sufficient leave accrued, the City Manager and the department director will be so advised. The City Manager is the only person with authority to grant leave without pay. [Ord. 537-08 § 2, 2008].

2.70.550 Accrual while on paid leave.

Leave shall continue to accrue during the period of time that an employee is on paid leave. Leave does not accrue during periods of leave without pay nor during a period of terminal leave. [Ord. 537-08 § 2, 2008].

2.70.555 Accrual computation for permanent part-time employees.

Permanent part-time employees shall accrue leave at the same rate as regular full-time employees, except that leave shall be accrued based on the proportion of actual hours worked to the number of normal duty hours in a month for a full-time employee. [Ord. 537-08 § 2, 2008].

2.70.560 Accrual – Temporary appointment.

Temporary employees shall not accrue leave. [Ord. 537-08 § 2, 2008].

2.70.565 Accrual – Maximum accumulation.

The maximum number of hours of annual leave that may be carried over after December 31st of each year is 240 hours. [Ord. 537-08 § 2, 2008].

2.70.566 Reserved.

[Ord. 537-08 § 2, 2008].

2.70.570 Accrual – Credit upon completion of probationary period.

Employees who are entitled to accrue leave upon satisfactory completion of a probationary period shall receive credit for leave accrued since the date of appointment. Leave shall be due and usable upon

completion of probationary period. ~~generally -with the exception of police officer's leave, which shall be due and usable~~ following ~~180~~ 90-days of employment. [Ord. 537-08 § 2, 2008].

2.70.575 Regular use.

The employee shall be allowed to use any amount of accrued leave at the time he or she desires; provided, that the department director determines that the employee's absence will not be detrimental to departmental operations. The employee shall give the department director adequate notice of his or her intent to take leave. The City Manager shall approve accrued leave requests of the department directors. [Ord. 537-08 § 2, 2008].

2.70.580 Amount to be taken yearly.

The minimum number of hours of annual leave that must be taken by all employees annually is 80 hours. This limitation shall not apply to new employees until January 1st of the calendar year following this date of hire. It shall be the responsibility of each department director to insure that work is conducted and vacation planning scheduled so that each employee in the department has the opportunity to use his or her hours of leave at a time that most nearly meets his or her desires, while still allowing the maintenance of City services at an adequate level. It shall be the responsibility of each department director to see that each employee under his or her supervision takes the minimum annual leave required by this section. The department director shall provide written justification to the City Manager if an employee in his or her department fails to take the minimum number of annual leave hours required. Such written justification shall be made a part of the personnel file of the employee in question. [Ord. 537-08 § 2, 2008].

2.70.585 Regular holidays not counted.

A recognized holiday which occurs during an employee's leave shall not be counted as a day of leave. [Ord. 537-08 § 2, 2008].

2.70.590 Exemptions.

When it is not feasible nor in the best interest of the City ~~service~~ to grant requested leave to an employee, such employee shall not be penalized by loss of ~~bona fide~~ accrued-earned leave by the imposition of the maximum limits set forth above, but shall receive an automatic cashout of the excess accrued leave at the next payroll period, and the limitations of accrued leave accumulation shall be temporarily suspended. The decision of the City Manager shall govern as to the further use of such leave. [Ord. 537-08 § 2, 2008].

2.70.595 Annual – Cash in lieu.

An employee who has a balance of more than 240 hours of annual leave shall automatically receive a cashout of the excess accrued leave at the next payroll period. Such employees also may submit a request to cash in any number of annual leave hours at the employee's regular rate of pay so that the balance of remaining leave does not reduce the leave balance below 80 hours. An employee must submit their leave

cash-in requests by November 15th to be paid with the first regular payroll in December. The leave use requirements as stated above are not diminished or alleviated by cash-in of annual leave.

In documented cases of unforeseen financial emergencies, consistent with City policies of deferred compensation cash-in, the City Manager may authorize the City to purchase an employee's annual leave at his/her regular rate of pay. [Ord. 537-08 § 2, 2008].

2.70.600 Terminal leave.

Employees terminated shall be paid for their accrued earned annual leave. Accrued annual leave shall not be granted nor paid to an employee upon separation during initial probation. Accrued leave shall be paid in a lump sum. The salary or hourly rate used in computing a cash payment shall be that rate being received by the employee on the date of application for cash payment or the date that a resignation/separation notice is signed by the employee. [Ord. 537-08 § 2, 2008].

2.70.605 Reinstated employees' leave.

Reinstated employees must wait 90 days from their latest date of rehire before they will be permitted to use their accrued leave. Employees laid off due to a reduction of workforce are exempt from this section. [Ord. 537-08 § 2, 2008].

2.70.610 Military leave.

Absence from City duty for the purpose of participating as a member of a United States reserve component, either in active military service of the State or in military training, shall be authorized as required by law. [Ord. 537-08 § 2, 2008].

2.70.615 Jury leave.

Jury duty shall be treated as administrative leave from City duty without loss of longevity, leave or pay. Services in court performed by an employee when subpoenaed as a witness on behalf of the City, or when called as an expert on a matter of City concern, or relating to a municipal function, will be treated in the same manner as jury duty. In order to be entitled to jury leave, the employee shall provide his or her department director with written proof of the requirement of his or her presence for the hours claimed. Fees paid by the court ~~(other than travel and subsistence allowance)~~ shall be turned in for deposit to the City's general fund, except that fees paid for court duty occurring on the employee's normal nonworking days may be retained by the employee. Witness service for purposes other than those provided in this section will require use of annual leave or be considered leave without pay. The individual may retain any fees in this connection. [Ord. 537-08 § 2, 2008].

2.70.620 Leave without pay.

Leave without pay may be granted to an employee as required by law. No benefits will accrue while on leave without pay, except insurance, which will continue to be paid for 30 days or as required by law whichever is greater. [Ord. 537-08 § 2, 2008].

2.70.625 Unauthorized leave.

Any absence not authorized and approved in accordance with provisions of these regulations shall be without pay for the period of absence and shall be grounds for disciplinary action. [Ord. 537-08 § 2, 2008].

2.70.627 Emergency leave and donating leave.

An employee shall be given three paid working days off in a case of immediate family death. “Immediate family” consists of mother, father, brother, sister, wife, husband, grandmother, grandfather, children, grandchildren or stepchildren. Employees may donate their hours of leave to another employee only in cases where that employee is recovering from an accident or illness only after the employee receiving the donated leave has exhausted their accrued annual and sick leave. Such leave donations shall be time-based and made without regard to pay grade or valuation of services. [Ord. 537-08 § 2, 2008].

2.70.633 Extended absence due to illness.

Any absence for health reasons in excess of three working days or requiring hospitalization must have a signed release by a physician or physician assistant. [Ord. 537-08 § 2, 2008].

Article XV. Holidays with Pay

2.70.635 Recognized City holidays.

The following days shall be recognized as holidays with pay for all employees in ~~permanent-regular~~ full-time ~~and;~~ permanent part-time ~~positions and temporary full-time positions (excluding all temporary positions of less than 15 working days’ duration or not exceeding 39 hours of work per week)~~ who are in the pay status the day before and the day after the recognized holidays:

- A. The first of January, known as New Year’s Day;
- B. The third Monday in February, known as Presidents’ Day;
- C. The last Monday in May, known as Memorial Day;
- D. The Fourth of July, known as Independence Day;
- E. The first Monday in September, known as Labor Day;
- F. The third Friday in October, known as Alaska Day;
- G. The eleventh of November, known as Veterans’ Day;
- H. The fourth Thursday in November, known as Thanksgiving Day, and the Friday immediately following Thanksgiving Day.
- I. The twenty-fifth day of December, known as Christmas Day, and one half working day immediately preceding Christmas Day; and
- J. One personal day. [Ord. 537-08 § 2, 2008].

2.70.640 Holiday falling on Saturday or Sunday.

When a recognized holiday falls on a Saturday, the preceding Friday shall be recognized in lieu thereof and treated as a holiday with respect to overtime compensation. When a recognized holiday falls on a Sunday, the Monday following shall be recognized in lieu thereof and treated as a holiday with respect to overtime compensation. [Ord. 537-08 § 2, 2008].

2.70.645 Holiday during annual leave.

A recognized City holiday, which occurs during an employee's annual leave, shall be counted as a holiday. [Ord. 537-08 § 2, 2008].

2.70.650 Holiday falling between two days of leave without pay.

A holiday occurring between two days of leave without pay shall not be paid. [Ord. 537-08 § 2, 2008].

2.70.655 Computation of holiday pay for permanent part-time employees.

Permanent part-time employees shall be paid holiday pay prorated based on their regularly scheduled hours equivalent to the actual hours they would normally have worked on a day on which a holiday falls. [Ord. 537-08 § 2, 2008].

Article XVI. Separations

2.70.660 Resignations.

To resign in good standing, a ~~non-exempt~~ employee must present a written resignation to his appointing authority at least 14 calendar days in advance of the day of termination. Exempt employees shall give no less than thirty (30) calendar days' written notice to the City Manager in advance of the effective date of his/her resignation. The City Manager at his/her discretion may provide pay in lieu of notice for any resigning employee, but in no account shall the amount of pay exceed 14 calendar days for non-exempt employees, or 30 calendar days for department directors and exempt employees. is requirement may be waived in writing by the department director where adequate provision can be made for a successor in that period of time, as well as under extenuating circumstances. A copy of the employee's resignation, ~~as well as any waiver by the department director,~~ shall be supplied by the appointing authority to the City Manager. The City Manager may conduct an investigation in order to verify the facts relating to a resignation. [Ord. 537-08 § 2, 2008].

2.70.665 Withdrawal of resignations.

Once a written resignation has been submitted, an employee may not withdraw a resignation without the express written approval of the City Manager. [Ord. 537-08 § 2, 2008].

2.70.670 Failure to give adequate notice.

Failure to give adequate notice shall be noted on personnel separation transaction form ~~if the requirement for such notice is not waived~~. This shall prevent the employee from preferential rehire. It may also be cause for denial of any future employment with the City. [Ord. 537-08 § 2, 2008].

2.70.675 Layoffs.

Examples of reasons for layoffs are:

- A. Abolishment of a position resulting from a shortage of work funds;
- B. Completion of seasonal work for a seasonal employee;
- C. End of temporary appointment because of reinstatement of regular employee returned from military or other approved leave and transfer to another position in the same class has not been achieved.

When it is necessary to reduce the number of employees because of lack of work or funds or abolition of positions, the department director concerned shall make recommendations to the City Manager, who shall decide which employees shall be laid off. Employee efficiency shall be the major factor in determining the order in which employees shall be released, and consideration shall then be given to employees' length of service with the City. The advisability of reassigning employees in higher classes to lower classes for which they are qualified and laying off those in lower classes shall also be considered. [Ord. 537-08 § 2, 2008].

2.70.680 Dismissal for disciplinary reasons.

A department director may dismiss an employee for any just cause, including but not limited to: (i) engaging in any form of dishonesty, criminal conduct, or unethical conduct, (ii) theft of property, (iii) failure to satisfactorily perform the employee's job duties, (iv) inefficiency, insubordination, (v) tardiness or absenteeism, (vi) violating the City's Drug- and Alcohol-Free Workplace Policy, or (vii) habitual tardiness, unexcused absences and use of or influence from intoxicating beverages or drugs while on duty ~~engaging in any act or omission that constitutes just cause for termination under the laws of the State of Alaska. Prior to dismissing an employee, the department director shall discuss the proposed action~~ Dismissal action shall be reported immediately to ~~with~~ the City Manager ~~by personal consultation~~. A personnel evaluation report shall be submitted as soon as possible, setting forth the circumstances of the case. Any nonexempt employee shall be given the opportunity to participate in a pre-termination hearing. Exempt employees are not eligible to participate in a pre-termination hearing and are not entitled to use the grievance process. Any exempt employee shall be given the opportunity to participate in a post-termination "name clearing" hearing before the grievance committee or in public at the choice of the terminated exempt employee. [Ord. 537-08 § 2, 2008].

2.70.690 Dismissal notice or severance pay.

In a case where a permanent ~~full time or permanent part time~~ employee is laid off the City shall give the employee two weeks' notice or severance pay not to exceed two weeks. [Ord. 537-08 § 2, 2008].

Article XVII. Special Provisions

2.70.695 Gifts and gratuities.

It shall be the responsibility of each City employee to remain free from indebtedness or favors which would tend to create a conflict of interest between personal and official interests or might reasonably be interpreted as affecting the impartiality of the individual employee. If an employee is tendered or offered a gift or gratuity that would, in the eyes of the public or public officials, be construed as an attempt to bribe, influence or encourage special consideration with respect to municipal operations, such offer shall be reported without delay to the employee's immediate supervisor who in turn will inform the department director. If there is any doubt about whether a gift or gratuity is of such significance as to create undue influence upon an employee, the matter shall be reported to the department director concerned. If any employee knowingly accepts any gift or gratuity, which creates undue influence or results in special consideration, which benefits the giver, then, with the approval of the City Manager, that employee shall be dismissed from the City service. [Ord. 537-08 § 2, 2008].

2.70.700 Outside employment.

- A. No employee shall engage in any other employment, whether public, private or self-employment, during scheduled work hours nor outside scheduled work hours if such employment conflicts with the City's interests or adversely affects the employee's availability and usefulness. Supervisors are responsible for enforcing this regulation, and informing all employees under their supervision of its provisions.
- B. The following types of other employment are considered contrary to the City's interests and to adversely affect the availability and usefulness of employees:
 - 1. Preparation of financial reports subject to City audit or review;
 - 2. For department or division directors, or supervisory personnel, service as an officer of any union or association of City employees other than one representing such supervisory position;
 - 3. Active participation in the management of any business organization that obtains, or is attempting to obtain, funds or business from the City; ~~and~~
 - 4. Other employment wherein data or information to which access is provided by City employment could be used; and
 - 4.5. Any secondary employment that interferes with the employee's ability to adequately perform their job position for the City.
- C. ~~In administering this regulation, all management personnel shall encourage their employees to obtain w~~All employees engaged in secondary employment shall obtain written permission from the City Manager ~~through their supervisor~~ before accepting other employment. [Ord. 537-08 § 2, 2008].

Article XVIII. Travel Expenses

2.70.710 Per diem allowance.

Officers and employees of the City, while traveling on official business away from the City, shall be allowed a per diem allowance, which shall be equivalent to the per diem rate offered by the State of Alaska to its employees, as the same may be amended from time to time~~be established by resolution of the City Council.~~ [Ord. 537-08 § 2, 2008].

2.70.715 Mileage allowance.

Officials and employees of the City, while on official business away from the City, when using their own privately owned vehicle, shall be allowed a mileage allowance, which shall be equivalent to the current Internal Revenue Service mileage rate, as amended from time to time~~established by resolution of the City Council.~~ In addition to this mileage allowance, reimbursement shall be allowed for the actual cost of parking and other charges. [Ord. 537-08 § 2, 2008].

Article XIX. Prevention of Substance Abuse in the Workplace

2.70.720 Substance abuse policy.

It is the policy of the City of Whittier to achieve and maintain a safe work environment free from influence of alcohol and drug abuse through education, intervention and, where appropriate, drug and alcohol testing and disciplinary measures in order to assure the safety and protection of City employees, residents, visitors and facilities. City employees must comply with the Drug- and Alcohol-Free Workplace Policy of the City, the terms and conditions of which are incorporated herein by reference. ~~The City prohibits the possession, use, distribution, or sale of alcohol or illicit drugs in the workplace or when conducting City business and requires employees, contractors, and volunteers to be free from illicit drugs and the influence of alcohol when entering upon the workplace, while on duty and when conducting City business. The City cannot tolerate impairment of employee performance from the use of alcohol, drugs or other unlawful substances, including abuse of prescription drugs.~~ [Ord. 537-08 § 2, 2008].

~~2.70.723 Substance abuse program.~~

~~A. The City Manager shall promulgate and enforce procedures for the implementation of WMC 2.70.720 consistent with the personnel administration standards and procedures contained in WMC 2.70.010 et seq., including, where appropriate:~~

~~1. Pre-employment drug testing for all safety sensitive and public safety positions and positions required by Federal or State law or regulations to be subject to pre-employment drug testing;~~

~~2. Random drug and alcohol testing of all employees, contractors and volunteers involved in transportation or other activities who are required by State or Federal laws or regulations to submit to such random tests, at the frequency required under the State or Federal laws or regulations;~~

~~3. Post accident drug and alcohol testing of an employee, contractor or volunteer involved in a work related accident, when testing is justified, including a vehicle accident or other event where State or Federal laws or regulations require the employees associated with the accident to submit to post accident drug and alcohol tests;~~

~~4. Follow up random and return to duty testing of an employee who has either tested positive on an earlier test or has agreed to enter a rehabilitation program or counseling because of drug or alcohol induced problems; and~~

~~5. Reasonable suspicion drug and alcohol testing where any supervisor or other designated person who has received the minimum training required to recognize the symptoms of substance abuse has determined pursuant to established procedures that reasonable and specific grounds exist to believe that poor performance, unsafe or other acts of an employee, contractor or volunteer in the workplace are due to observed symptoms of being under the influence of drugs or alcohol.~~

~~The Manager, upon a determination that a position covered under the general language of this subsection (A) does not have duties or responsibilities involving possible significant threats to employee or public safety, may exempt or reduce the testing requirements applicable to such position to the extent Federal and State testing requirements do not apply to the position.~~

~~B. Where a State or Federal law or regulation requires drug or alcohol testing of employees, contractors, volunteers or applicants, the City shall implement the applicable requirements. A testing program meeting applicable State and Federal requirements is deemed to meet the requirements of subsection (A) of this section. This existence of State or Federal testing requirements does not preclude the City Manager from implementing a broader drug or alcohol testing program.~~

C. The City Manager shall take such additional actions as necessary to implement a program that will meet the requirements of the Drug Free Workplace Act of 1988. [Ord. 537-08 § 2, 2008].

Section 4: Effective Date. This ordinance is effective immediately upon adoption.

PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE WHITTIER CITY COUNCIL THIS ____ DAY OF _____, 2017.

1. Introduction date: June 20, 2017

Public Hearing: _____, 2017

ATTEST:

Jennifer Rogers
City Clerk

Daniel Blair
Mayor



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

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

July 14, 2017

From: City Manager

To: City Council

Memo re: WERFA Funds

All,

WERFA is a defunct firefighting unit that existed in Whittier to do fire protection for the tunnel in the early 2000s. They have reported to the City that they have \$14,650 of remaining funds that need to be distributed back to the community, or will be lost to the state. Holly has researched the organization and the rules for distribution of the funds and will report on this at our meeting.

Thanks,

Mark Lynch