



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

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

**WHITTIER CITY COUNCIL
REGULAR MEETING
TUESDAY, SEPTEMBER 15, 2020
AT 7:00 PM
COUNCIL CHAMBERS
3rd fl. PUBLIC SAFETY BUILDING**

Page #

AGENDA

1. CALL TO ORDER

2. OPENING CEREMONY

3. SWEAR IN CEREMONY

A. Daniel Blair

4. ROLL CALL

A. Council Members Present

B. Administration Present

5. APPROVAL OF MINUTES

A. August 18, 2020 Regular Meeting

6. APPROVAL OF REGULAR MEETING AGENDA

7. MAYOR'S REPORT

A. Mayor Report – Dave Dickason

B. Vice Mayor Report – Peter Denmark

8. MANAGER'S REPORT

A. City Manager and Director Reports

9. COMMISSION/COMMITTEE REPORTS

A. Planning Commission

B. Port & Harbor Commission

C. Parks & Recreation Committee

D. Whittier Community School

E. Prince William Sound Aquaculture Corp.

F. Regional Citizen's Advisory Council

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

11. PUBLIC HEARINGS (NON-ORDINANCE)

12. PRESENTATIONS

13. ORDINANCE

Public Hearing (2nd Reading)

A. Ordinance #02-2020 – An Ordinance of the City Council of Whittier, Alaska Repealing Whittier Municipal Code 9.32.080 and WMC 17.16.221(C)(1) and (C)(3) to Remove City Laws Governing Conduct Governed By The State Of Alaska Board Of Fisheries and Amending WMC 17.16.221 to Clarify And Update Language Regarding Prohibited Uses in the Marine Park District

B. Ordinance #03-2020 – An Ordinance Of The City Council Of Whittier, Alaska Amending Whittier Municipal Code Sections 2.06.430, 2.08.260, 2.64.400, 3.08.370, 3.09.020, 3.12.090, 8.16.060, 8.28.110, 10.25.040, 10.40.020, 13.08.410, 16.40.010, And 17.16.223 Changing All Misdemeanors Under The Whittier Municipal Code To Minor Offenses

14. RESOLUTIONS

A. Resolution #23-2020 – A Resolution of The City Council of The City of Whittier, Alaska, Authorizing the City Manager to Continue Professional Services with Appraisal Company of Alaska, LLC. To Provide Financial, Personal, And Real Property Appraisal Services for the 2021 Tax Year, and for Related Purposes.

15. EXECUTIVE SESSION

16. UNFINISHED BUSINESS

17. NEW BUSINESS

A. Update on CARES Act Grant Applications

18. COUNCIL DISCUSSION

19. CITIZEN'S DISCUSSION

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

21. ADJOURNMENT



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

MINUTES

1. CALL TO ORDER

Mayor Dave Dickason called the meeting to order at 7:10 p.m.

2. OPENING CEREMONY

Mayor Dave Dickason led the Pledge of Allegiance.

3. ROLL CALL

- A. Council members present and establishing a quorum:** David Pinguoch, Victor Shen, Debra Hicks, Peter Denmark, and Dave Dickason.

MOTION: Victor Shen made a motion to excuse Monty Irvin and Tom Wagner from tonight's meeting

SECOND: Debra Hicks

DISCUSSION: None

VOTE: Motion passed unanimously

B. Administration Present:

Jim Hunt, City Manager
Annie Reeves, Assstaant City Manager
Naelene Matsumiya, City Clerk
Kris Erchinger, Finance Director
Andre Achee, Police Chief
Dave Borg, Harbormaster
Holly Wells, City Attorney

Others Present: Paul Mueller, Tim Wieland

4. APPROVAL OF MINUTES

July 21, 2020 Regular Meeting Minutes

MOTION: Victor Shen made a motion to approve the minutes as they are.

SECOND: Debra Hicks

DISCUSSION: None

VOTE: Motion passed unanimously

5. APPROVAL OF THE REGULAR MEETING AGENDA

MOTION: Victor Shen made a motion to approve the Regular Meeting Agenda as is.

SECOND: Debra Hicks

DISCUSSION: None

VOTE: Motion passed unanimously.

6. MAYOR'S REPORT

A. Mayor Report

Dave Dickason reflected on his report and stated that his schedule is the same as usual. He commented on the CARES Act funds. Kris Erchinger passed out draft applications and sent emails to Council members who could not physically participate for review.

B. Vice Mayor Report

Peter Denmark thanked the community for taking advantage of the COVID testing from the Eastern Aleutian Tribes clinic. He thanked Paul Mueller for his efforts during this time.

7. MANAGER'S REPORT

A. City Manager and Director Reports- Jim Hunt

Jim and directors reported on the following:

COVID-19

Public Safety Personnel

Barry Arm Tsunami Threat

Nixile

Grant funds for earthquake repairs

Reimbursement for harbor transformer

Caselle negotiation finalization

8. COMMISSION/COMMITTEE REPORTS

A. Planning Commission

Nothing new to report

B. Port & Harbor Commission

Nothing new to report

C. Parks & Recreation Committee

Nothing new to report

D. Whittier Community School

Tim Wieland reported that School will begin virtually on August 26. Students will be given resources for online learning. He stated that if there are no new COVID-19 cases in the community, the school will open its doors for in-person schooling on September 8. He announced that there are employment opportunities at the school and asked for those who are interested to contact him.

E. Prince William Sound Aquaculture Corp.

Nothing new to report

F. Regional Citizen's Advisory Council

Mike Bender spoke about the Zoom meeting with RCAC and Alyeska changing presidents. He reminded Council and Administration that the buoy still needs to be replaced.

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

10. APPROVAL OF CONSENT CALENDAR

11. PUBLIC HEARINGS (NON-ORDINANCE)

None

12. PRESENTATIONS

None

13. ORDINANCES

(Emergency Ordinance)

(Clerk's note: A summary for the following Ordinances were presented before introduction)

Council discussed the Emergency Ordinances with Holly, Jim, and Paul Mueller. Holly explained the emergency ordinance is to ratify the revisions to the COIVD-19 rules made by the City Manager in his capacity as Incident Commander and it reinstate the rules as well. She continued and explained the reasons for the introduction of Ord. #02-2020 and Ord. #03-2020. She answered questions from the dais. Paul Mueller presented data from recent COVID testings and urged the community to continue wearing masks and practice social distancing. Council members expressed concerns about community members and visitors who do not practice these guidelines. Paul addressed the concerns and continued.

A. Emergency Ordinance #2020-04 – An Emergency Ordinance Ratifying the City Manager's Revisions to the Emergency COVID-19 Rules in Emergency Order

MOTION: Victor Shen made a motion to open the public hearing for public testimony at 8:08 pm

SECOND: Debra Hicks

DISCUSSION: None

VOTE: Motion passed unanimously

Seeing no member of the public present for testimony

MOTION: Debra Hicks made a motion to close the Public Testimony part of the Public Hearing and open it up for Council Discussion

SECOND: Victor Shen

DISCUSSION: None

VOTE: Motion passed unanimously

Council asked Holly questions regarding the Ordinance, mutual aid agreements, business capacities, and what to expect when COVID becomes an intercommunity issue once the summer season is over. Holly addressed Council's concerns.

MOTION: Peter Denmark made a motion to adopt Emergency Ordinance #2020-04 and close the public hearing at 8:13pm

SECOND: Victor Shen

DISCUSSION: None

VOTE: Motion passed unanimously

- A. Ordinance #02-2020 – An Ordinance of the City Council of Whittier, Alaska Repealing Whittier Municipal Code 9.32.080 and WMC 17.16.221(C)(1) and (C)(3) to Remove City Laws Governing Conduct Governed By The State Of Alaska Board Of Fisheries and Amending WMC 17.16.221 to Clarify And Update Language Regarding Prohibited Uses in the Marine Park District

David Pinguoch asked some questions regarding the ordinance and named some examples that could potentially make this ordinance read as confusing. Holly clarified.

MOTION: Peter Denmark made a motion to schedule the public hearing for the ordinance at the next regular meeting.

SECOND: Victor Shen

DISCUSSION: None

VOTE: Motion passed unanimously

- B. Ordinance #03-2020 – An Ordinance Of The City Council Of Whittier, Alaska Amending Whittier Municipal Code Sections 2.06.430, 2.08.260, 2.64.400, 3.08.370, 3.09.020, 3.12.090, 8.16.060, 8.28.110, 10.25.040, 10.40.020, 13.08.410, 16.40.010, And 17.16.223 Changing All Misdemeanors Under The Whittier Municipal Code To Minor Offenses

MOTION: Peter Denmark made a motion to schedule the public hearing for the ordinance at the next regular meeting.

SECOND: Debra Hicks

DISCUSSION: None

VOTE: Motion passed unanimously

14. RESOLUTIONS

- A. Res. #22-2020 – A Resolution of The City Council of The City of Whittier, Alaska, Appointing Election Officials for the October 6, 2020 Regular City Elections

MOTION: Victor Shen made a motion to adopt Res. #22-2020

SECOND: Debra Hicks

DISCUSSION: Council discussed polling places. Naelene expanded for further information.

Peter asked for a general mailing for more information regarding the election.

VOTE: Motion passed unanimously

15. EXECUTIVE SESSION

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

MOTION: Peter Denmark made a motion enter into executive session to discuss legal advice regarding McKay v. City of Whittier settlement, the Delong Dock fire recovery litigation, and threatened litigation from Birdhouse Garage in accordance with WMC 2.08.040 C

SECOND: Debra Hicks

DISCUSSION: None

VOTE: Motion passed unanimously

City Council entered Executive Session at 8:24 pm

MOTION: Victor Shen made a motion to direct the attorney as advised and discussed in executive session regarding the McKay v. City of Whittier litigation and come out of executive session.

SECOND: Debra Hicks

DISCUSSION: None

VOTE: Motion passed unanimously

City Council exited Executive Session at 8:55 pm

16. UNFINISHED BUSINESS

17. NEW BUSINESS

A. CARES Act

Kris presented the draft applications and discussed further with Council.

C. City Council Seat G Appointment

MOTION: Victor Shen made a motion to take the vote by text ballots

SECOND: David Pinquoch

DISCUSSION: None

VOTE: Motion passed unanimously

Dan Blair was appointed to Seat G on the City Council.

18. COUNCIL DISCUSSION

Council members thanked Debra for her service as a Council Member and as a community member of the community. Council briefly discussed COVID-19.

19. CITIZEN'S DISCUSSION

Scott gave an update on the wells project. Debra thanked Council and Administration and gave closing remarks.

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

None

21. ADJOURNMENT

Council adjourned the meeting at 9:46pm

ATTEST:

Naelene Matsumiya
City Clerk

Dave Dickason
Mayor

Date: September 15th, 2020
To: Whittier City Council and Administration
From: Dave Dickason
Subject: Mayor's Report – August/September 2020

Meetings Attended:

- October 1: Port and Harbor Meeting
- October 2: Parks and Rec - 2nd Meeting with CRW regarding the new park pavilion

Upcoming Schedule:

- Port & Harbor Meeting: Thursday, October 1 - 6:00 PM (Tentative)
- Election: Tuesday, October 6
- P&Z Meeting: Wednesday, October 7 - 6:00 PM (Tentative) Need updated zoning map
- Work Session / Election Ratification: Tuesday, October 13 – 6:00 PM
- Parks & Rec Meeting: Tuesday, October 20 - 6:00 PM
- Next Regular Meeting: Tuesday, October 20 - 7:00 PM

Follow-up:

- CARES ACT Fund Status
- Budget Review Schedule
- Future Land-use Development Plan
- Status of LWCF / Marsden property
- City Beautification Plan: Harbor boardwalk, Derelict boats, Boneyard

Open Goals:

Short Term:

- Policies and Procedures / Code Update
- Lease Standardization & Enforcement: Some enforcement currently taking place.

Mid Term:

- DOD Tank-Farm Land Transfer of 58 Acres: Need to coordinate with breakwater construction project.
- Community Park Construction Funding
- Determine Funding for Final Harbor Construction Phase

Long Term:

- Shotgun Cove Road Extension: Next construction phase in 2021.
- Head of Bay Development (After Future Land Use Plan)
- Buckner Building: Environmental Remediation.

CITY MANAGER REPORT

September 15, 2020 Regular Meeting

ADMINISTRATION

Attended Eastern Peninsula Highway Emergency Area board meeting

Attended Council Work Session

Participated in more than ten COVID conference meetings

We reviewed the RFP proposals – PND was selected as the firm to write our De Long Dock grant

Continuing to work with federal lobbyists

Continuing to work with state lobbyist

PWSEDD meeting/calls

Coordinating with Paul Mueller, Interim CEO, E.A.T. and Councilman Shen on a school grant opportunity

Alaganik Mediation is done. The city will receive \$750,000. This sum will cover and repay the emergency electrical repairs and associated fees and DeLong Dock repairs according to the initial PND engineering estimate.

Participated in an Alaska Municipal League Zoom call regarding increasing DOT administrative and match expenses.

Working with Chief Achee to receive three quotes for a new Type III ambulance to be funded by a State of Alaska grant from orphan CPV monies

Met with citizens and business owners

Working with AML Director on new healthcare options for Alaskan communities

A comprehensive article on COVID contact tracing that included Whittier was published in the National Geographic Science section

Continued work refining and/or writing employment policies and creating applicable missing forms

Participated in DeLong Dock RFP selection process and communicated results via website and email. Responded to post-selection questions and issues by those that submitted RFPs.

Addressed personnel issues/questions

COVID response continues

Reviewed annual transient moorage agreement rules and working with Harbormaster to determine best way to move forward

Drafted/executed leases

PUBLIC WORKS – ORAL REPORT

PUBLIC SAFETY – ORAL REPORT

HARBOR ADMINISTRATION

Working with Finance Director to address past due accounts. Will be developing a path forward to better account for bad debt and update our collections process.

Auction for Arctic Rose, Marlee and Scandia received no sealed bids.

Marlee (\$200) and Scandia (\$500) sold at Harbormasters discretion in accordance with WMC. Both vessels are slated to be removed from city property in the coming weeks.

Arctic Moon has had some interest but no takers.

Shearwater appears to be sunk and abandon on City managed tidelands. Harbormaster working on determining legal ownership. fuel, contaminates and batteries have been removed from the vessel. It has a metal hull.

Harbor Office will be closing on the weekends starting on 3 October.

Harbor field/operations staff will remain working normal hours (8-5).

Ports and Harbor Commission had a workshop this month to discuss harbor priorities and projects. Plan is to compile the individual lists and create a path forward for the Department.

We continue to develop the Policies and Procedures manual and anticipate presenting the Counsel in October for approval.

Operations

Travel Lift tires anticipate installation the week of the 14th

Still waiting for Smitty's Cove resurface bid

Emergency Generator provided power for the harbor for approximately 4 hours

Starting process of closing for the winter.

Restrooms will be winterized over the coming weeks. We will be opening the Harbor Office restrooms up as we winterize.

New life ring and fire extinguisher cases have been received, still waiting for some additional parts to properly install.

Winter is Coming....

FINANCE MONTHLY REPORT

August Finance Monthly Report – with July PRELIMINARY financials

This report reflects an abbreviated look at finance-related *activities* through the end of August. Financial Report information is provided in the packet through the end of July. All interfund transfers budgeted for 2020 have been entered and posted; an adjustment was made to allocate the inter-department support over twelve months.

FOCUS ON ACCOUNTS RECEIVABLE

Staff are turning their attention to cleaning up accounts receivable. Due to turnover in multiple positions in finance and the harbor over the past few years, there has been a lag in pursuing collections on past due accounts. The financial statements did appropriately account for the estimated allowances for doubtful accounts both in the Harbor and the General Fund, but the actual write-off of individual accounts will take place over the coming months, as we begin to look toward another year-end. The financial impact of the write-offs was reflected in prior year financial statements. To determine the actual value of accounts receivable then, you must add together the accounts receivable and the allowance for doubtful accounts. Once staff have cleaned up the individual customer accounts, the allowance for doubtful accounts will be reduced – as will the corresponding accounts receivable – and the remaining balances should reflect the appropriate estimate of accounts that the City can expect to collect. Going forward, we will be reviewing accounts receivable more regularly, and turning accounts over to collections on a more regular basis. We will also be reviewing our procedures to determine how best to avoid non-collectible charges (for example, requiring larger deposits on customer accounts, etc.). The Harbor staff is sending final reminder notices to past due customers and will turn all eligible accounts over to collections, and finance staff will be working with the attorneys to establish liens on properties with past due property tax accounts.

INTERNAL REVENUE SERVICE

We are still awaiting a response from the IRS as to a years-old outstanding matter related to the non-filing of Forms W2 and W3 from 2015, and we will inform Council when the issue has had some movement.

GRANTS

The City has received payment on the Shotgun Cove Road grants for work completed through June 2020. We continue to work with CRW Engineering and subcontractors to engineer the next phase of the project.

We are making progress toward finalizing Project Worksheets with the State of Alaska, related to the November 2018 earthquake. We expect to have some bid documents finalized by the end of September, to go out to bid on various elements of earthquake repairs. We have received approval from the State to extend the repair work on some of the repairs as we continue to await reports from the insurance company as to the portion of earthquake damages that they will cover.

Staff developed the Individual and Business/Non-Profit CARES Act grant applications. Applications were mailed to all businesses and individual applications were deposited at the business offices at the Begich Towers and the Whittier Manor, with individual applications also left on each resident's door. The City's website was populated with the applications, and flyers were placed all over town, as well as on the What's What in Whittier Facebook page. Staff members also walked to each business in town and handed out business grant applications; when a business was not occupied, applications were left at the business location. Every effort was made to get the word out to anyone who might be eligible to apply. As of September 9, 26 individual grant applications were submitted and 27 business grant applications.

The finance director has been participating in multiple grant scoping meetings with FEMA to determine whether the City might be eligible to receive COVID19 grant assistance from FEMA, to reimburse the City for direct costs related to the pandemic response and mitigation efforts.

BUDGET

Staff will be receiving budget template information from Finance to assist them in beginning to prepare for the upcoming 2021 Budget process. While we would generally begin the budget process in August, the uncertainties created by the pandemic make it more difficult to estimate the potential adverse impact on City revenues until we receive business tax returns (e.g. sales tax, PTBT, fish tax) for the (typically largest revenue months) in the summer season. At this point, we expect to see a dramatic decline in the City's largest tax revenues (sales tax, PTBT and fish tax) due to the loss of visitors to Whittier, and a reduction in the number of commercial fishing operators electing to fish this season. This does not include the loss of more than \$900,000 in cruise ship passenger fees the City would ordinarily receive.



THE STATE
of **ALASKA**
GOVERNOR MICHAEL J. DUNLEAVY

Department of Fish and Game

DIVISION OF SPORT FISH
Southcentral Region Office

333 Raspberry Road
Anchorage, Alaska 99518-1565
Main: 907.267.2223
Fax: 907.267.2401

August 14, 2019
Jim Hunt
Whittier City Manager
P.O. Box 608
Whittier, AK 99693

Greetings,

A member of the public recently contacted the Alaska Department of Fish and Game (ADF&G) Sport Fish Management Biologist responsible for Prince William Sound, regarding spear fishing. It was brought to our attention the existence of an ordinance in the City of Whittier Code, restricting the take of fish with spears within Marine Parks. The code, **17.16.221(C)(1)**, prohibits the *"use of spears or spear guns of every kind and description for the taking of fish, bivalves, mollusks, crustaceans, or other marine plant and/or animal life..."* within Marine Parks. Marine Parks are not defined in Whittier's municipal code; however, it is our understanding that in this context, Marine Parks is a City of Whittier zoning district and specifically refers to Smitty's Cove, a popular diving area within Passage Canal, approximately one mile east of the Whittier Harbor.

However, the responsibility and authority for regulating fisheries falls to the State of Alaska Board of Fisheries (BOF). Pursuant to **AS 16.05.251**, the BOF adopts regulations for establishing open and closed seasons and areas for taking fish; setting quotas, bag limits, harvest levels and limitations for taking fish; and establishing the methods and means for the taking of fish. Furthermore, per **5 AAC 75.028**, explicitly addresses spear fishing in marine waters, stating *"(s)ubject to applicable seasons and bag and possession limits, a person who is completely submerged may use a spear or speargun in salt water to take fish if the spear or speargun is not tipped with an explosive charge."*

ADF&G asserts that the public has the right to spear fish in the public waters of Prince William Sound, to include the waters of Passage Canal within the Whittier city limits. We request that the City of Whittier remove from their municipal code, the sections within ordinance **17.16.221**, specifically, **(C)(1)** and **(C)(4)**, which attempt to regulate fisheries. If the City of Whittier has concerns about fishery regulations, we recommend submitting a proposal for consideration by the BOF. Additionally, ADF&G requests to be notified when the above-mentioned ordinance is corrected.

Thank you for your attention to this matter and please feel free to contact me with any questions.

Respectfully,

David Rutz

David Rutz
Director
Division of Sport Fish
Alaska Department of Fish and Game
(907)267-2150
David.rutz@alaska.gov

**CITY OF WHITTIER, ALASKA
ORDINANCE #02-2020**

**AN ORDINANCE OF THE CITY COUNCIL OF WHITTIER, ALASKA REPEALING
WHITTIER MUNICIPAL CODE 9.32.080 AND WMC 17.16.221(C)(1) AND (C)(3) TO
REMOVE CITY LAWS GOVERNING CONDUCT GOVERNED BY THE STATE OF
ALASKA BOARD OF FISHERIES AND AMENDING WMC 17.16.221 TO CLARIFY
AND UPDATE LANGUAGE REGARDING PROHIBITED USES IN THE MARINE
PARK DISTRICT**

WHEREAS, the Whittier Municipal Code (“WMC”) imposes regulations on spear fishing and other fishing and harvesting activities in the City’s Marine Park District; and

WHEREAS, under AS 16.05.251 the State of Alaska Board of Fisheries (“BOF”) has the authority to regulate fisheries, including, without limitation, establishing the means and methods for the taking of fish and the Alaska Department of Fish & Game oversees enforcement of Alaska’s fishing regulations; and

WHEREAS, it is in the City’s best interest to avoid regulating areas more appropriately governed by the BOF and Alaska Fish & Game; and

WHEREAS, it is in the City’s best interest to update the language and prohibitions in WMC 17.16.221 to reflect current practice and procedures in the Marine Park District,

THE WHITTIER CITY COUNCIL ORDAINS:

Section 1. Whittier Municipal Code Section 17.16.221 entitled Marine Park Use Regulations is amended to read as follows:

17.16.221 Marine Park Use Regulations

The following use regulations shall apply to the marine park district:

- A. Boating and Submersible Vehicles. It is unlawful for any vessel to operate at a speed that causes any wake.
- B. Scuba Diving and/or Free Diving. It is unlawful for any person to scuba dive and/or free dive without a dive flag. No dive flag may be placed within 100 feet of any public boat launching facility or dock.
- C. Prohibited Acts. The following acts are unlawful and are prohibited within the boundary of any marine park:

~~1. Use of spears or spear guns of every kind and description for the taking of fish, bivalves, mollusks, crustaceans, or other marine plant and/or animal life; provided, however, nothing herein shall be construed to prevent the wearing by scuba divers or skin divers of knives properly sheathed which are customarily used by divers.~~

2. Scuba diving or possession of scuba diving apparel and equipment, unless in possession of written proof of being certified by a nationally recognized scuba diving association such as PADI, NAUI or SSI.

3. Scuba diving without wearing a buoyancy compensator.

~~4. While having in his or her possession scuba or free diving equipment the additional possession of any device designed for the taking of fish, bivalves, mollusks, crustaceans or other marine plant or animal life including, but not limited to, fishing lines, poles or hooks, spears or spear guns of every kind and description, nets for taking or collecting already taken marine life, gaffs, stringers designed for attaching fish, or any other similar hunting and/or fishing device of every kind and description; provided, however, nothing herein shall be construed to prevent the following:~~

~~a. The wearing by scuba or free divers of knives properly sheathed which are customarily used by scuba or free divers; and~~

~~b. The possession of fishing tackle designed for fishing from above the surface of the water.~~

45. To injure, destroy or otherwise contribute to the physical degradation of the habitat of any fish, bird, mollusk, crustacean, marine or intertidal algae or plant, or any other marine or intertidal organism **in violation of federal or state law.**

56. Conduct any commercial recreational activity without first obtaining a commercial operator's permit from the City and paying the fee therefor.

67. Anchoring, mooring, fastening, tying, or otherwise securing any vessel, by any method, **unless approved by the Harbormaster and permitted by law.**

78. Erecting or installing any structure, whether floating or not, **including but not limited to such as a dock, pier, or boathouse, etc. unless permitted by law and approved by the Harbormaster.**

Section 2. Section 9.32.080 entitled "Violation of State fish and game laws – Action" is repealed.

Section 3. Classification. This Ordinance is a permanent code ordinance.

Section 4. Severability. If any provision of this ordinance or any application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to other

persons or circumstances shall not be affected thereby.

Section 5. Effective Date. This ordinance shall become effective upon adoption.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council
on this ____day of _____, 2020.

Introduced by: _____

1st reading: _____, 2020

2nd reading and public hearing: _____, 2020

David Dickason
MAYOR

ATTEST:

Naelene Matsumiya
CITY CLERK

Ayes:

Nays:

Absent:

Abstain:

**CITY OF WHITTIER, ALASKA
ORDINANCE #03-2020**

**AN ORDINANCE OF THE CITY COUNCIL OF WHITTIER, ALASKA AMENDING
WHITTIER MUNICIPAL CODE SECTIONS 2.06.430, 2.08.260, 2.64.400, 3.08.370,
3.09.020, 3.12.090, 8.16.060, 8.28.110, 10.25.040, 10.40.020, 13.08.410, 16.40.010, AND
17.16.223 CHANGING ALL MISDEMEANORS UNDER THE WHITTIER MUNICIPAL
CODE TO MINOR OFFENSES**

WHEREAS, given the City of Whittier's limited resources and its reliance upon State of Alaska law when exercising its police powers, it is in the City's best interest to treat violations of the Whittier Municipal Code as minor offenses, rather than misdemeanors,

THE WHITTIER CITY COUNCIL ORDAINS:

Section 1. Whittier Municipal Code Section 2.06.430 entitled Violation – Penalty is amended to read as follows:

2.06.430 Violation – Penalty

A. ~~**Any person who violates**~~ Violation of any provision of WMC 2.06.380 is **guilty of an infraction**, ~~a misdemeanor~~ and punishable by a fine not to exceed \$500.00.

B. Any person elected to any City office convicted of a corrupt practice or election offense as provided herein shall be punished, in addition to any other punishment, by being deprived of the office or position and the vacancy shall be filled as any other vacancy.

Section 2. Whittier Municipal Code Section 2.08.260 entitled Rules – Decorum by the public is amended to read as follows:

2.08.260 Rules – Decorum by the public

A. Any person addressing the Council making personal, impertinent or slanderous remarks, or who shall become boisterous while addressing the Council, shall be forthwith, by the presiding officer, barred from further audience at the meeting before the Council, unless permission to continue is granted by a majority vote of the Council.

B. Any person in the audience who uses loud, boisterous or profane language at a Council meeting, or language tending to bring the Council or any Council member into contempt, or any person who persistently interrupts the proceedings of the Council or refuses to keep quiet or take a seat when ordered to do so by the presiding officer, ~~is shall be deemed~~ guilty of **an infraction**, ~~a misdemeanor~~ **punishable by a fine not to exceed \$1,000**. Upon instruction from the presiding officer, it shall be the duty of any police officer present to eject any such person from the Council Chambers, ~~or place such person under arrest, or both.~~

Section 3. Whittier Municipal Code Section 2.64.400 entitled Violation – Penalty is amended to read as follows:

2.64.400 Violation – Penalty

It shall be **an infraction**~~a misdemeanor~~, punishable by a fine not to exceed ~~the sum of~~ \$500.00, for any person during a proclaimed disaster emergency to ~~willfully~~:

A. Obstruct, hinder or delay any accredited member of the disaster and civil defense organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter, or in the performance of any duty imposed upon him by virtue of this chapter;

B. Do any act forbidden by any lawful rule or regulation issued pursuant to this chapter, if such act is of such nature as to give, or be likely to give, assistance to the enemy, or to imperil the lives or property of inhabitants of the City, or to prevent, hinder, or delay the defense or protection thereof;

C. To wear, carry or display, without authority, any means of identification specified by the City Office of Emergency Management or the Alaska Division of Emergency Services.

Section 4. Whittier Municipal Code Section 3.08.370 entitled Failure to file returns or remit taxes – Civil penalties – Publication – Injunction is amended to read as follows:

3.08.370 Failure to file returns or remit taxes – Civil penalties – Publication – Injunction

A. Failure to file two or more returns in any one tax year after notice from the City to the seller's address last shown on its business license application, ~~when intentional~~, constitutes **an infraction**~~a misdemeanor~~ and is punishable by ~~imprisonment for up to 30 days, and a fine not to exceed \$500.00, plus costs of prosecution, in addition to any civil penalty assessed.~~

B. A seller who fails to file a return within the time required by this chapter, or who fails to remit all taxes required to be collected by him, or later found to be due, is subject to a penalty of five percent per month of the amount of taxes found or estimated to be due until paid, to a maximum of 25 percent. The filing of an incomplete return, or the failure to remit all taxes due, is the equivalent of filing no return. All taxes due but not paid within the time required by this chapter shall accrue interest at the rate of 15 percent per annum.

C. Any seller who fails to file a return required under this chapter within 15 days of written notification by regular mail, regardless of whether any taxes were due for the reporting period for which the return was required, shall be subject to a penalty of \$100.00 for each return not filed, in addition to any penalty for late filing.

D. Sellers who have not filed returns for two consecutive reporting periods during a tax year who have not notified the sales tax administrator that they have temporarily or permanently ceased to do business in the City shall be assumed to have ceased conducting business and shall be removed from the roll of active businesses. A business removed from the active businesses roll may not thereafter conduct business within the City until reinstated to the roll. Reinstatement of a business removed from the active businesses roll pursuant to this section may occur only upon payment of a reinstatement fee of \$75.00.

E. If the sales tax administrator has reason to believe that a seller who has been removed from the roll of active businesses pursuant to this section or as a result of written notice by the business to the sales tax administrator is in fact continuing to conduct business, the sales tax administrator may cause a proceeding to be filed in the Superior Court requesting the issuance of an injunction prohibiting that business from continuing to conduct business.

F. As soon as practicable after the expiration of 15 days following the end of each calendar month during the tax year, the sales tax administrator shall publish in customary circulation in the appropriate area of the City, a list of every seller who:

1. Was conducting business in the City and was required to file a return during that month, but who has not filed the required return, unless the seller has paid any balance due for that period in full;
2. Did not pay all balances due; or
3. Is delinquent in the payment of amounts owed entered under the provisions of this chapter.

Section 5. Whittier Municipal Code Section 3.09.020 entitled Payment by consumer and collection by distributor is amended to read as follows:

3.09.020 Payment by consumer and collection by distributor

A. The fuel distributor shall be responsible for collecting the tax from the consumer. If the distributor has reasonable cause to believe that fuel sold is ultimately destined to be dispensed subject to this excise tax, the distributor shall require the customer to pay the tax at the time of the sale or cause the customer to sign a statement that the fuel is either: (1) not going to be dispensed into a watercraft within the City or (2) will be dispensed into watercraft from the floating fuel dock located in the Whittier Small Boat Harbor. Except as otherwise provided in this chapter the fuel distributor shall be jointly and severally liable with the consumer to the City for all taxes the distributor is required to collect, whether or not collected by the distributor.

B. It shall be **an infraction, punishable by a fine not to exceed \$500.00,** a misdemeanor to falsely sign or cause to sign, such a statement or to do so with false intent. ~~The maximum fine shall be \$500.00.~~

C. All excise taxes collected or which should have been collected pursuant to this chapter are City moneys for which the fuel distributor is liable and at all times accountable to the City. All such City moneys shall be held by the fuel distributor in trust for the City in an account that is separate from other moneys of the fuel distributor.

Section 6. Whittier Municipal Code Section 3.12.090 entitled Personal property tax return is amended to read as follows:

3.12.090 Personal property tax return

A. Every person shall submit to the Assessor a personal property return of any property owned by him or in which he has an interest, and the property held or controlled by him in a representative capacity, in the manner prescribed by this chapter, which return shall be based on property values existing as of the first day of January of the year in which the return is made. The person making the return in every case shall state an address to which all notices required to be given to him under this chapter may be mailed or delivered. The return shall show the nature, quantity, description, amount, and value of all personal property, as well as the place where the property is situated, ~~and the.~~ The return shall be in such form and include such additional information as the Council or Assessor may prescribe, and shall be signed and verified under oath by the person liable or his or its authorized agent or representative.

B. The return shall be filed before February 15th of each year. The Assessor may, by notice in writing to the person by whom a return has been made, require from him a further return and a receipt of the notice; that person shall comply fully with its requirements within 30 days. If no return is filed as required by this section, or if the return is filed late, the taxpayer shall pay a penalty of five percent of any personal property tax for any filing with the Assessor after February 1st but before June 1st of each year, and, after June 1st, the penalty shall be 10 percent of any personal property tax levied, plus interest at the rate of eight percent a year from the date the taxes would ordinarily come due.

C. All statements on personal property tax returns made by any person required under this chapter to file such return shall be confidential, and said return may not be inspected by any person except officers authorized to administer the tax laws of the United States, or the State of Alaska, or this City, or a law enforcement officer, or in response to a proper subpoena from a court. Any employee who violates this restriction by communicating any information obtained under these provisions, except such information as required by law to be shown on the assessment rolls, or who allows any person not legally entitled thereto to inspect or have access to any return made under these provisions is guilty of an infraction, ~~a misdemeanor~~ punishable under this chapter, and shall be immediately discharged from his office of employment.

Section 7. Whittier Municipal Code Section 8.16.060 entitled Abatement officer is amended to read as follows:

8.16.060 Abatement officer

A. It is the function of the abatement officer to enforce this chapter. The abatement officer has authority to determine that a nuisance exists. The abatement officer shall investigate any written complaint received by the City and may investigate other matters involving violation of this chapter. The abatement officer may issue orders to abate as provided in this chapter.

B. The abatement officer shall file a civil action only after approval by City Council.

C. A citation for an infraction for violating this chapter may be issued by the abatement officer or any police officer. ~~The abatement officer may not charge a person with a misdemeanor or felony charge.~~

Section 8. Whittier Municipal Code Section 8.28.110 entitled Violation – Penalty is amended to read as follows:

8.28.110 Violation – Penalty

A person who violates WMC 8.28.060 ~~is shall be deemed~~ guilty of **an infraction**, ~~a misdemeanor and upon conviction, shall be punishable by a fine not to exceed of not more than \$100.00, or imprisonment for not more than 10 days, or both fine and imprisonment at the discretion of the City magistrate.~~

Section 9. Whittier Municipal Code Section 10.25.040 entitled Overnight parking of trailers and campers is amended to read as follows:

10.25.040 Overnight parking of trailers and campers

A. No motorhome, camper or camping trailer may be parked overnight from 12:00 midnight to 6:00 a.m. along any public street for the purpose of camping; ~~neither may a.~~ **No** utility trailer or boat trailer ~~may be allowed to~~ be parked, either connected or disconnected from a vehicle, on a public street or on public property situated within the City, except in authorized areas designated by the City as a permissible overnight parking area or at the City camper park.

B. Violation of any provision of this section is **an infraction**, ~~a misdemeanor and punishable by a fine not to exceed \$300.00 together with a formal complaint.~~

Section 10. Whittier Municipal Code Section 10.40.020 entitled Violation – Penalty is amended to read as follows:

10.40.020 Violation – Penalty

Violation of any provision of this chapter is **an infraction**, ~~a misdemeanor and~~ punishable by a fine not to exceed \$300.00 ~~together with a formal complaint.~~

Section 11. Whittier Municipal Code Section 13.08.410 entitled Violation – Penalty is amended to read as follows:

13.08.410 Violation – Penalty

Any person who shall continue any violation beyond the time limit provided for in WMC 13.08.390 ~~is~~ shall be guilty of **an infraction**, ~~a misdemeanor, and on conviction thereof shall be fined in the amount not exceeding~~ **punishable by a fine not to exceed** \$300.00 for each violation. Each day in which any such violation shall continue shall be deemed a separate offense.

Section 12. Whittier Municipal Code Section 16.40.010 entitled Violation – Penalty is amended to read as follows:

16.40.010 Violation – Penalty

A. The owner or agent of the owner of land located within a subdivision who transfers, sells, or enters into a contract to sell land in a subdivision before a final plat of the subdivision has been prepared, approved and recorded is guilty of **an infraction**, ~~a misdemeanor and, upon conviction,~~ is punishable by a fine **not to exceed** ~~of not more than~~ \$500.00 for each lot or parcel transferred, sold, or included in a contract to be sold. The Planning Commission may enjoin a transfer, sale, or contract to sell and may recover the penalty by appropriate legal action.

B. No person shall record a plat or seek to have a plat recorded unless it bears the approval of the Planning Commission. Any person who knowingly violates this requirement is **guilty of an infraction**, punishable, ~~upon conviction,~~ by a fine **not to exceed** ~~of not more than~~ \$500.00.

Section 13. Whittier Municipal Code Section 17.16.223 entitled Penalty is amended to read as follows:

17.16.223 Penalty

Any person violating any provision of this chapter shall be guilty of **an infraction**, a ~~misdemeanor and shall be subject only to~~ **punishable by** a fine not to exceed \$1,000.

Section 14. Classification. This Ordinance is a permanent code ordinance.

Section 15. Severability. If any provision of this ordinance or any application thereof to any person or circumstances is held invalid, the remainder of this ordinance and the application to other persons or circumstances shall not be affected thereby.

Section 16. Effective date. This ordinance shall be effective upon adoption.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this ____ day of _____, 2020.

Introduced by: _____

1st reading: _____, 2020

2nd reading and public hearing: _____, 2020

David Dickason
MAYOR

ATTEST:

Naelene Matsumiya
CITY CLERK

Ayes:
Nays:
Absent:
Abstain:

**CITY OF WHITTIER, ALASKA
RESOLUTION #23-2020**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER ALASKA, AUTHORIZING THE CITY MANAGER TO CONTINUE PROFESSIONAL SERVICES WITH APPRAISAL COMPANY OF ALASKA, LLC. TO PROVIDE FINANCIAL PERSONAL AND REAL PROPERTY APPRAISAL SERVICES FOR THE FY 2021 TAX YEAR, AND FOR RELATED PURPOSES.

WHEREAS, the City of Whittier (“the City”) is the municipal government of the community of Whittier, Alaska; and

WHEREAS, the City annually complies with requirements of Whittier Municipal Code with regard to property appraisal and tax assessment; and

WHEREAS, the City has previously contracted for appraisal services with Appraisal Company of Alaska, LLC, and

WHEREAS, Appraisal Company of Alaska, LLC has proposed to perform the City’s appraisal tasks for the FY2021 tax year for the sum of \$12,000 plus reimbursable expenses; and

WHEREAS, the Whittier Municipal Code provides that consultants and professional service providers can be hired on a sole source basis without competitive process; and

WHEREAS, the City Manager recommends that the City continue its contractual relationship with Appraisal Company of Alaska, LLC for the purposes of conducting personal and real property appraisals for tax assessments;

NOW THEREFORE BE IT RESOLVED; the City Council authorizes the City Manager to continue the professional services agreement with Appraisal Company of Alaska, LLC to provide appraisal services for the FY2021 tax year, for a sum not to exceed \$12,000 plus reimbursable expenses.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this 15th day of September 2020.

Introduced by: Jim Hunt, City Manager

ATTEST:

Naelene Matsumiya
City Clerk

Dave Dickason
Mayor

Ayes:
Nays:
Absent:
Abstain:

**PROPOSAL FOR
ASSESSMENT SERVICES
CITY OF WHITTIER, ALASKA
TAX YEAR 2021**

*APPRAISAL COMPANY OF ALASKA LLC.
341 W. TUDOR RD. SUITE 202
ANCHORAGE, ALASKA 99503*

August 10, 2020

Dyanna Pratt
Executive Assistant
City of Whittier
P.O. Box 608
Whittier, Alaska 99693

Re: Professional Services for Contract Assessments
For the Tax Year 2021

Dear Ms. Pratt:

Enclosed please find our proposal and agreement for professional services for the City of Whittier real property assessments appraisals and assistance with personal property assessments for tax year 2021.

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Compensation and Terms of Payment

Annual not to exceed update assessment fee is proposed as follows:

Tax Year 2021	\$12,000	Includes all travel expenses
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This is an update year. We will inspect all new properties and provide new assessment cards and photographs also we will update all percent complete files. In addition, we will revalue all of Begich Tower and Whittier Manor Condos based on current sales ratio. We will meet with the Manager as needed. We will assist the staff with any valuation or other assessment concerns developed over the last year.

Qualifications and Key Personnel:

The Appraisal Company of Alaska presently has a well qualified staff of 4 appraisers with extensive experience in the real property assessment field. The primary contact personal for this particular project would be Michael C. Renfro, or Arne Erickson. The appraisal qualifications of the key personnel are attached.

2021

SCOPE OF WORK:

- Task 1: The appraiser will complete all building inspections not previously inspected and pick up new building permits.
- Task 2: The appraiser will provide new assessments, digital photographs and valuation for all new properties constructed in 2018/19/20 and unfinished buildings now completed.
- Task 3: The appraiser will revalue/update all condo values in the Begich Towers and Whittier Manor and revalue all possessory interest properties.
- Task 4: The appraiser will justify appraisals and represent the City of Whittier at the 2021 Board of Equalization.
- Task 5: The appraiser will consult with the City Staff with any title and ownership problems.

If you have any questions on this proposal, please contact me at (907) 562-2424.

Sincerely,

APPRAISAL COMPANY OF ALASKA



Michael C. Renfro
Managing Partner
Appraisal Company of Alaska, LLC

CITY OF WHITTIER, ALASKA
**AGREEMENT FOR PROFESSIONAL TAX ASSESSMENT
AND APPRAISAL SERVICES**

THIS AGREEMENT is between the CITY OF WHITTIER, ALASKA, ("City") and APPRAISAL COMPANY OF ALASKA ("Contractor"), effective on the ____ day of _____ 2020.

THIS AGREEMENT is for professional tax assessment services for the City of Whittier. Contractor's primary contact person under this agreement is Michael C. Renfro. Contractor's primary contact person may not be changed without written consent of the City.

ARTICLE 1. SUMMARY OF SERVICES

- 1.1 The scope of work to be performed hereunder is more completely described in Appendix A which is incorporated herein by reference.

ARTICLE 2. COMPENSATION

- 2.1 Compensation shall be paid in accordance with the Basis of Compensation Schedule attached hereto as Appendix B and incorporated herein by reference.

ARTICLE 3. PERIOD OF PERFORMANCE

- 3.1 The Contractor agrees to commence work under this agreement only as authorized by and in accordance with written notice to proceed and to complete the work in accordance with Scope of Work (Appendix A) and such time schedules contained in Whittier City Code and any resolutions the Whittier City Council passes pursuant thereto.
- 3.2 The period of performance under this agreement shall be tax assessment work for the City of Whittier 2021 tax year and shall end upon completion of the Board of Equalization hearings and appeals for the 2021 tax year.
- 3.3 This contract may be carried over with the agreement of both parties.

ARTICLE 4. SUBCONTRACTORS

- 4.1 The Contractor shall perform all services required under this agreement except as may be performed by its subcontractors. Subcontractors may be retained only upon written consent from the City.

ARTICLE 5. INSURANCE

5.1 The following minimum limits of insurance coverage are required:

<u>Type Insurance:</u>	<u>Limits of Liability</u>	
	<u>Each Occurrence</u>	<u>Aggregate</u>
Workmen's Compensation	Statutory	Statutory
Employers General Liability	\$1,000,000	\$3,000,000
Comprehensive General Liability	\$1,000,000	\$3,000,000
Comprehensive Automobile Liability	\$1,000,000	\$3,000,000

ARTICLE 6. APPENDICES

6.1 The following appendices are attached to this agreement and incorporated herein:

Appendix A	Scope of Work
Appendix B	Basis of Compensation

IN WITNESS WHEREOF, the parties have executed this Agreement on the ____ Day of _____ 2020.

CONTRACTOR:

APPRAISAL COMPANY OF ALASKA



Michael C. Renfro, Owner

Date

CITY OF WHITTIER, ALASKA

Dyanna Pratt, Executive Assistant

Date

APPENDIX A
SCOPE OF WORK

The Contractor shall:

1. Establish the full and true value of all taxable real property located within the limits of the City of Whittier to be assessed in the name of the person by whom it is owned on the first day of January of the tax year.
2. Provide assessments with new photographs and valuations for all new buildings constructed in 2019/20 or started earlier and completed in 2020.
3. The appraiser will complete a 100% revaluation of the Begich Towers and Whittier Manor Condos based on the 2020 sales ratio report.
4. Create and/or update in full detail a property card for each tax parcel showing size, dimensions, construction materials, and other pertinent data as well as a minimum of one exterior photograph.
5. Assist in the valuation of Personal Property Returns.
6. Investigate, evaluate and report to the City and merits of all written complaints received by the City and forwarded to the Contractor after evaluation notices have been mailed and prior to the Board of Equalization.
7. Represent the City at Board of Equalization hearings.
8. Be accessible to City staff throughout the tax year to offer advice and to correct problems that may arise out of the assessment work.
9. Comply with all requirements of the City of Whittier City Code respect to the time of performance and the particulars of the details of Contractor's work.
10. After completion of the Board of Equalization hearings, provide changes and certify the final assessment roll.
11. The assessor will be available to assist the City with any non-tax real estate appraisals on an as needed basis for additional fees which are to be negotiated and job specific.

APPENDIX B

BASIS OF COMPENSATION

Contractor shall be paid for all tax assessment work as follows:

2021	\$12,000	Real Property/Personal Property
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All expenses incurred by Contractor shall be borne by Contractor.

**QUALIFICATIONS OF APPRAISER
MICHAEL C. RENFRO**

EDUCATION:

2019	27 Hour Continuing Education Sponsored Appraisal Institute, Chicago, IL
2017	27 Hour Continuing Education Sponsored Appraisal Institute, Chicago, IL
2015	27 Hour Continuing Education Sponsored Appraisal Institute, Chicago, IL
2013	27 Hour Continuing Education Sponsored Appraisal Institute, Chicago, IL
2011	27 Hour Continuing Education Sponsored Appraisal Institute, Chicago, IL
2009	27 Hour Continuing Education Sponsored Appraisal Institute, Chicago, IL
2007	27 Hour Continuing Education Sponsored Appraisal Institute, Chicago, IL
2005	27 Hour Continuing Education Sponsored Appraisal Institute, Chicago, IL
2003	The Road Less Traveled; Special Purpose Properties by Appraisal Institute, Girdwood, Alaska
2003	Appraisal of Non-Conforming Uses Appraisal Institute, Girdwood, Alaska
2003	Partial Interest Valuation Dividend; Appraisal Institute, Girdwood, Alaska
2003	Subdivision Analysis; Appraisal Institute, Girdwood, Alaska
2002	Introduction to Real Estate Econometrics with a Trend Analysis Application; sponsored by Appraisal Institute of Alaska, Anchorage, Alaska
2002	IAAO Course 102 – Income Approach to Valuation; sponsored by AAAO, Anchorage, Alaska
2001	Seminar on Partial Interest Valuation – Divided; sponsored by Appraisal Institute of Alaska, Anchorage, Alaska
2001	Seminar on Partial Interest Valuation – Undivided; sponsored by Appraisal Institute of Alaska, Anchorage, Alaska
2000	Standards of Professional Practice, Part C, sponsored by Appraisal Institute of Alaska, Anchorage, Alaska
1999	On-Line Residential Design and Functional Utility, sponsored by Appraisal Institute, Chicago, IL

QUALIFICATIONS: MICHAEL C. RENFRO pg. 2
EDUCATION (Continued):

- 1997 IAAO Course 311: Residential Modeling Concepts, sponsored by the Alaska Association of Assessing Officers, Anchorage, Alaska
- 1995 Standard of Professional Practice, Course 410 & 420, sponsored by the Appraisal Institute, Anchorage, Alaska
- 1995 IAAO Course 630: Personal Property Auditing, sponsored by the Alaska Association of Assessing Officers, Anchorage, Alaska
- 1994 Valuing Property Affected by Environmental Contamination sponsored by the International Association of Assessing Officers, Seattle, Washington
- 1993 IAAO Course 301: Mass Appraisal of Residential Property, sponsored by the Alaska Association of Assessing Officers, Anchorage, Alaska
- 1993 IAAO Course 1: Fundamentals of Real Property Appraisal, sponsored by the Alaska Association of Assessing Officers, Prudhoe Bay, Alaska
- 1993 IAAO Course 4: Assessment Administration, sponsored by the Alaska Association of Assessing Officers, Anchorage, Alaska
- 1991 An Introduction to the Appraisal of Conservation Easements and Restricted Lands, sponsored by the Lincoln Land Institute, Phoenix, Arizona
- 1991 Valuation of Wetlands, sponsored by the Alaska Association of Assessing Officers, Fairbanks, Alaska
- 1991 Valuation Of Contaminated Properties and the Effect On Assessed Values, sponsored by the Alaska Association of Assessing Officers, Fairbanks, Alaska
- 1991 Standards of Professional Practice, sponsored by the Appraisal Institute, Anchorage, Alaska
- 1989 Seminar, The Appraisal of Possessory Interests for ad valorem tax purposes sponsored by the Alaska Association of Assessing Officers
- 1989 ANSCA 1991 Amendments workshop sponsored by the Alaska Association of Assessing Officers
- 1989 Seminar, Methods and Techniques Appropriate for the Development of a True Computer Assisted Mass Appraisal System for Commercial Properties and the Usefulness of a Graphic Information System.

QUALIFICATIONS: MICHAEL C. RENFRO pg. 3
EDUCATION (Continued):

1987	Cash Equivalency Seminar sponsored by the American Institute of Real Estate Appraisers
1983	Condominium Seminar, Society of Real Estate Appraisers
1979	Attended Society of Real Estate Appraisers' Narrative Report Writing Seminar
1979	Completed Society of Real Estate Appraisers R-2 (Residential Narrative) Examination
1976	Attended Feasibility Analysis Seminar, sponsored by the Society of Real Estate Appraisers and the American Institute of Real Estate Appraisers, Anchorage
1972-1974	Western State College of Colorado, Degree Bachelor of Arts in Business Administration
1971	Completed Course 1A, "Real Estate Appraisal" Basic Principles, Methods and Techniques, American Institute of Real Estate Appraisers, Chicago, Illinois
1966-1968	Drake University, Des Moines, Iowa

EXPERIENCE:

1976 to Present	Appraiser, Appraisal Company of Alaska
1974-1976	Real Estate Appraiser with Gebhart and Peterson, Inc.
1969-1971	Staff Real Estate Appraiser with Alaska Mutual Savings Bank

PROFESSIONAL AFFILIATIONS:

Residential Real Estate Appraiser; State of Alaska Certificate No. AA-114

Alaska Association of Assessing Officers, Alaska Certified Assessor Appraiser, Level II - Certificate No.129

Alaska Association of Assessing Officers

OTHER:

Past member of the Matanuska Susitna Borough Board of Equalization

Qualified as an expert witness in the State of Alaska Superior Court and the United States Federal Court

QUALIFICATIONS OF

ARNE G. ERICKSON

EDUCATION:

2002 to
Present Appraisal Company of Alaska; Assessing Department

1983 Masters of Urban & Regional Planning; Eastern Washington University

1996 to
1997 Appraisal Company of Alaska; On-the-Job Training

1975 to
1980 Alaska Municipal League Sponsored Municipal Assessment Courses

1974 Bachelor of Arts – Community Planning; Eastern Washington University

1972 Bachelor of Arts – Political Science and Economics; University of Alaska

EXPERIENCE:

2002 to
Present Municipal Assessor; Appraisal Company of Alaska

1997-2002 Community Development Director; Bristol Bay Borough

1996-1997 Municipal Assessor; Appraisal Company of Alaska

1996-1990 EMS/HHS Coordinator; City of Unalaska, Alaska

1990-1983 Director of Planning; City of Unalaska, Alaska

1982- 1983 Assistant County Planner; Franklin County, Washington

1980-1982 Research Fellowship/Lecturer; Eastern Washington University

1975-1980 Administrative Assistant; Bristol Bay Borough

1974-1975 County Planner; Franklin County, Washington

1974 Community Planner; City of Winthrop, Washington

1966-1969 United States Lieutenant – Forward Support Platoon Leader

Lila J. Koplin
P O Box 172 - Cordova, Alaska 99574
(907) 424-3536

25-year assessing professional with a broad range of experience in municipal taxation, working in all weather during all seasons across the State of Alaska

HIGHLIGHTS OF QUALIFICATIONS

I have performed all levels of the assessment function within a municipal assessment department, from working the “front line” as an assessment clerk to Appraiser Technician, independently valuing business, vessel, and aircraft personal property accounts at the Kodiak Island Borough; to working with the contract assessor to manage the property tax roll for the City of Cordova as the City Clerk and ex officio assessor; working as a contract assessor/appraiser valuing personal property accounts, conducting field inspections, gathering data, producing the tax roll, resolving appeals, and presenting appeals to the Board of Equalization for numerous remote communities across the State of Alaska. I am organized, efficient, and reliable with a strong work ethic, and I complete tasks accurately and timely. I interact with the public in a courteous, respectful, professional manner and have been highly successful resolving contentious property issues.

PROFESSIONAL EXPERIENCE

Assessor/Appraiser, Appraisal Company of Alaska, June 2010 – March 2012 and July 2014 – Present

3940 Arctic Boulevard, Suite 103, Anchorage, AK 99503

(907) 562-2424 Supervisor: Mike Renfro, Appraiser

- Field inspections of real property accounts including measurement of improvements and collection of property information; analyze sales data and sales ratio information
- Calculate property values
- Update municipal tax rolls with current property values and information
- Review property values with owners/appellants; present property appeals to Board of Equalization

Certified Residential Appraiser, Appraisal Company of Alaska, July 2002 – March 2012

Appraiser in Training, Appraisal Company of Alaska, March 1999 – July 2002

- Conduct field inspections and prepare reports for residential real estate appraisals

City Clerk, City of Cordova, October 2001 – April 2010

P.O. Box 1210, Cordova, AK 99574

(907) 424-6200

- Maintenance of the City’s property tax files.
- Preparation of Council meeting agendas and packets.
- Maintenance of Municipal and State Code books.

- Supervision of Municipal elections.
- Liaison with municipal attorney/counsel.

Deputy City Clerk, City of Cordova, March 1999 – October 2001 (Half-time)

Supervisor: Dixie Lambert, Clerk

- Maintenance of the City's property tax files.
- Assist the Clerk in preparation of Council meeting agendas and packets.
- Assist the Clerk in preparation of property tax foreclosures.

Planning Commission Clerk, City of Cordova, September 1999 – October 2001 (Half-time)

Supervisor: R.J. Kopchak, Planner

- Maintenance of the Planning Department records.
- Administration of building permits and zoning violations.
- Staff support to the Planning Commission including coordination of meetings and preparation of meeting agendas.

Appraiser Technician, Kodiak Island Borough, September 1995 – October 1998

710 Mill Bay Road

Kodiak, AK 99615

Supervisor: Patrick Carlson, Borough Assessor

- Field inspections of real and personal property accounts including measurement of improvements and collection of property information.
- Value personal property accounts.
- Maintenance of real and personal property tax files and databases.
- Administration of property tax exemption programs.
- Review personal property filings and assessments with the public.
- Administration of severance tax program

Assessment Clerk II, Kodiak Island Borough, June 1990 – September 1995

Supervisor: Patrick Carlson, Borough Assessor

- Maintenance of real and personal property tax files and databases.
- Administration of property deeds and plats.
- Administration of property tax exemption programs.
- Administration of severance tax program.

EDUCATION AND TRAINING

A list of continuing education courses is available upon request.

