



# 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, DECEMBER 15, 2020  
AT 7:00 PM  
COUNCIL CHAMBERS  
3<sup>rd</sup> fl. PUBLIC SAFETY BUILDING**

**AGENDA**

- 1. CALL TO ORDER**
- 2. OPENING CEREMONY**
- 3. ROLL CALL**
  - A. Council Members Present
  - B. Administration Present
- 4. APPROVAL OF MINUTES**
  - A. November 17, 2020- Regular Meeting
  - B. November 23, 2020- Special Meeting
- 5. APPROVAL OF REGULAR MEETING AGENDA**
- 6. MAYOR'S REPORT**
  - A. Mayor Report – Dave Dickason
  - B. Vice Mayor Report – Peter Denmark
- 7. MANAGER'S REPORT**
  - A. City Manager and Director Reports
- 8. COMMISSION/COMMITTEE REPORTS**
  - A. Planning Commission
  - B. Port & Harbor Commission
  - C. Parks & Recreation Committee
  - D. Whittier Community School
  - E. Prince William Sound Aquaculture Corp.
  - F. Regional Citizen's Advisory Council
- 9. CITIZEN'S COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING**
- 10. APPROVAL OF THE CONSENT AGENDA**
  - A. Liquor License Renewal, Sportsman's Inn -1074
  - B. Liquor License Renewal, Inn At Whittier - 4924
- 11. PUBLIC HEARINGS (NON-ORDINANCE)**
- 12. PRESENTATIONS**

13. **ORDINANCE**  
**Public Hearing (2<sup>nd</sup> Reading)**
  - A. **Ordinance #05-2020– An Ordinance of the City Council of The City of Whittier, Alaska, Approving The 2021 Budgeted Revenues, Expenditures/Expenses and Interfund transfer, and Appropriating Funds.**
14. **RESOLUTIONS**
  - A. **Resolution #33-2020- A Resolution Adopting an Alternative Allocation Method for The FY2021 Shared Fisheries Business Tax Program and Certifying that this Allocation Method Fairly Represents The Distribution of Significant Effects of Fisheries Business activity in Fisheries Management area 15- Prince William Sound.**
15. **UNFINISHED BUSINESS**
16. **NEW BUSINESS**
17. **COUNCIL DISCUSSION**
18. **CITIZEN'S DISCUSSION**
19. **COUNCIL AND ADMINISTRATION'S RESPONSE TO CITIZEN'S COMMENTS**
20. **ADJOURNMENT**



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**WHITTIER CITY COUNCIL  
REGULAR MEETING  
TUESDAY NOVEMBER 17, 2020  
7:00 PM  
COUNCIL CHAMBERS  
PUBLIC SAFETY BUILDING**

## **MINUTES**

### **1. CALL TO ORDER**

Mayor Dave Dickason called the meeting to order at 7:12 p.m.

### **2. OPENING CEREMONY**

Mayor Dave Dickason led the Pledge of Allegiance.

### **3. ROLL CALL**

#### **A. Council members present and establishing a quorum:**

Victor Shen, Dan Blair, Tom Wagner, Monty Irvin, Peter Denmark, and Dave Dickason.

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

**SECOND:** Dan Blair

**DISCUSSION:** Naelene clarified that David provided reasoning for his absence.

**VOTE:** Motion passed unanimously

#### **B. Administration Present:**

Jim Hunt, City Manager

Annie Reeves, Assistant City Manager

Naelene Matsumiya, City Clerk

Kris Erchinger, Finance Director

Scott Korbe, Public Works Director

Andre Achee, Police Chief

Dave Borg, Harbormaster

**Others Present:** Tim Wieland, Paul Mueller (Via Microsoft Teams)

### **4. APPROVAL OF MINUTES**

October 20, 2020 Regular Meeting Minutes

**MOTION:** Monty Irvin made a motion to approve the minutes as they are.

**SECOND:** Dan Blair

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

**5. APPROVAL OF THE REGULAR MEETING AGENDA**

**MOTION:** Monty Irvin made a motion to approve the Regular Meeting Agenda with amendments to strike Ord. 04-2020 introduction from the agenda and move the Presentation Item to 5a.

**SECOND:** Peter Denmark

**DISCUSSION:** None

**VOTE:** Motion passed unanimously.

**6. MAYOR'S REPORT**

**A. Mayor Report**

Dave Dickason directed everyone to his report in the packet. Stated that he did not have anything else to report.

**B. Vice Mayor Report**

Nothing new to report.

**7. MANAGER'S REPORT**

**A. City Manager and Director Reports- Jim Hunt**

Jim thanked Paul Mueller and the Eastern Aleutian Tribes Clinic for all their hard work during this time.

Jim and directors reported on the following:

New Police Officer hired

Updated Tsunami Warning System

Tunnel closure for maintenance

Updates on the wells

Shotgun Cove Road Project Update

**8. COMMISSION/COMMITTEE REPORTS**

**A. Planning Commission**

Nothing new to report

**B. Port & Harbor Commission**

Nothing new to report

**C. Parks & Recreation Committee**

The Parks and recreation committee gave an update on the trails that they have been working on this year. Stated that they are hoping for better news next year.

**D. Whittier Community School**

Tim Wieland reported on the following: Whittier Seafood backpack and school supplies donation, Halloween event, Spirit Week, COVID-19 case connected to the school, virtual learning for the next 2 weeks.

**E. Prince William Sound Aquaculture Corp.**

Nothing new to report

**F. Regional Citizen's Advisory Council**

Nothing new to report

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

**10. PUBLIC HEARINGS (NON-ORDINANCE)**

None

**11. PRESENTATIONS (Item was moved to 5a)**

Paul Mueller addressed the new cases in Whittier and reminded the public of the ongoing pandemic. He commended Victor Shen and his efforts in helping students stay active during the pandemic. He answered questions for the Council.

**12. ORDINANCES (1<sup>st</sup> Reading)**

**A. Emergency Ordinance #2020-05 – An Emergency Ordinance Renewing and Extending the City Manager's Proclamation of a Local Emergency**

**MOTION:** Dan Blair made a motion to open the public hearing for public testimony at 7:41 pm

**SECOND:** Victor Shen

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

Hearing no public testimony

**MOTION:** Dan Blair made a motion to close the Public Testimony portion of the Public Hearing and open it up for Council Discussion

**SECOND:** Victor Shen

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

No Council discussion

**MOTION:** Dan Blair made a motion to close the public hearing and adopt Emergency Ord. #2020-05

**SECOND:** Monty Irvin

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

Public hearing closed at 7:44pm

**13. RESOLUTIONS**

**A. Res. #27-2020 – A Resolution of The City Council of The City of Whittier, Alaska, Amending and Reinstating the ICMA Retirement Corporation 457 Deferred Compensation Plan in Response to Change in the Internal Revenue Code**

**MOTION:** Victor Shen made a motion to adopt Res. #27-2020

**SECOND:** Dan Blair

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

**B. Res. #28-2020 – A Resolution of The City Council of The City of Whittier, Alaska, Confirming the Existence of a Water and Wastewater Enterprise Fund within the City’s Accounting System for the Purpose of Recording the Financial Activities Associated with Water and Wastewater Activities of the City**

**MOTION:** Dan Blair made a motion to adopt Res. #28-2020

**SECOND:** Monty Irvin

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

**C. Res. #29-2020 – A Resolution of The City Council of The City of Whittier, Alaska, Rescinding Resolution #30-2015 and Establishing an Investment Account with Time Value Investments for the Purpose of Managing the City’s Fixed-Income Investments and Authorizing Time Value Investments to Serve as The City’s Preferred Investment Firm**

**MOTION:** Dan Blair made a motion to adopt Res. #29-2020

**SECOND:** Monty Irvin

**DISCUSSION:** Council discussed the resolution with Kris and reasons why the investment firm named in the resolution was chosen for the City. She answered other questions from the Council.

**VOTE:** Motion passed unanimously

#### **14. UNFINISHED BUSINESS**

#### **15. NEW BUSINESS**

##### **A. Update Status of COVID Funding and Expenses**

Kris gave an update on the CARES act funding. Mentioned funding from FEMA. She stated that roughly \$77,000 remains. Council discussed the topic at length. Kris answered questions.

#### **16. COUNCIL DISCUSSION**

Council discussed the following: Continued budget discussion, City Manager’s Review, setting a 2 million General Fund Balance, Priorities, commendation on communication and AV efforts for Council Chambers.

**MOTION:** Peter Denmark made a motion to schedule a Special Meeting and City Manager’s review for the 23 of November at 6 pm.

**SECOND:** Monty Irvin

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

#### **17. CITIZEN’S DISCUSSION**

None

#### **18. COUNCIL AND ADMINISTRATION’S RESPONSE TO CITIZEN’S COMMENTS**

None

**19. ADJOURNMENT**

Council adjourned the meeting at 8:39pm

**ATTEST:**

\_\_\_\_\_  
**Naelene Matsumiya**  
**City Clerk**

\_\_\_\_\_  
**Dave Dickason**  
**Mayor**



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**WHITTIER CITY COUNCIL  
SPECIAL MEETING  
TUESDAY, NOVEMBER 23, 2020  
6:00 PM  
COUNCIL CHAMBERS  
PUBLIC SAFETY BUILDING**

## MINUTES

### 1. CALL TO ORDER

Mayor Dave Dickason called the meeting to order at 6:04 p.m.

### 2. OPENING CEREMONY

Mayor Dave Dickason led the Pledge of Allegiance.

### 3. ROLL CALL

**A. Council members present and establishing a quorum:** Peter Denmark, Monty Irvin, David Pinquoch, Victor Shen, Dan Blair, and Dave Dickason

### **B. Administration Present:**

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

**Others present:**

### 4. APPROVAL OF THE SPECIAL MEETING AGENDA

**MOTION:** Dan Blair made a motion to approve the November 23, 2020 Special Meeting Agenda

**SECOND:** David Pinquoch

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

### 5. RESOLUTIONS

**A. Res. #30-2020 – A Resolution of the City Council of the City of Whittier, Alaska, in Support of Full Funding (\$14,049,988) for the State of Alaska Municipal Harbor Facility Grant Program in the FY 2022 State Capital Budget**



**MOTION:** David Pinguoch made a motion to adopt Res. #30-2020

**SECOND:** Dan Blair

**DISCUSSION:** Dave Borg spoke briefly about the Resolution.

**VOTE:** Motion passed unanimously.

## **6. NEW BUSINESS**

### **A. Administrative Review of Goals and Priorities**

Peter addressed some issues and goals to be discussed before budget approval. Council discussed the master lease, revenue generation and economic opportunities. Kris answered questions from the Council.

Council recessed at 7:14 for 5 minutes.

## **7. EXECUTIVE SESSION**

### **A. Personnel budget Component – Matters pertaining to personnel; AS 42.40.170 A (4)**

**MOTION:** Monty Irvin made a motion to enter into Executive Session

**SECOND:** Peter Denmark

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

Council entered into Executive Session at 7:23p

**MOTION:** David Pinguoch made a motion to exit Executive Session and resume the Special Meeting.

**SECOND:** Monty Irvin

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

Council came out of Executive Session and resumed the Special Meeting at 8:50p

## **8. COUNCIL DISCUSSION**

Council discussed the following:

Harbor Code revisions

Budget status

PTBT Report

Revenue Projections

## **9. CITIZEN'S DISCUSSION**

None

## **10. ADJOURNMENT**

All were in favor of adjourning the meeting at 9:12p

**ATTEST:**

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**Naelene Matsumiya**  
**City Clerk**

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**Dave Dickason**  
**Mayor**

**Date:** November 17th, 2020  
**To:** Whittier City Council and Administration  
**From:** Dave Dickason  
**Subject:** Mayor's Report – October/November 2020

**Meetings Attended:**

- November 5: Port and Harbor Meeting
- November 10: Budget Work Session
- November 17: Parks & Rec

**Upcoming Schedule:**

- December 2: Planning & Zoning – 6:00 PM
- December 3: Port & Harbor Meeting - 6:00 PM
- November 15: Parks & Rec Meeting - 6:00 PM
- November 15: Next Regular Council Meeting - 7:00 PM

**Follow-up:**

- CARES ACT Fund Status
- Budget Review
- 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

Regular City Council Meeting December 2020

### ADMINISTRATION

Attended Alaska Municipal League's CARES ACT year-end meeting

Held staff meeting and Paul Mueller, CEO for Eastern Aleutians Tribes attended with general updates and vaccine rollout planning development. We should know more sometime next week as to when and who gets vaccines first.

Attended a webinar sponsored by Blank Rome Associates (lobbyists in DC) that addressed the current political situation and the outlook going forward

Attended several Zoom meetings

Budget prep and adjustments

Working with the city's city attorney and lobbyist regarding ongoing Whittier-specific projects for the upcoming Legislative Session

Working with the city lobbyist on Whittier opportunities and ongoing Fed funded project(s)

Loader has been ordered for Public Works

Many staff have been working remotely due to the corona virus and several staff have contracted it

Progress continues on our DeLong Dock Replacement Grant Application to MARAD

### FINANCE MONTHLY REPORT

November Finance Monthly Report -- with October PRELIMINARY financials

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This report reflects an abbreviated look at finance-related *activities* through the end of November. Financial Report information is provided in the packet through the end of October. All interfund transfers budgeted for 2020 have been entered and posted.

#### **DELONG DOCK**

The City received legal settlement proceeds related to the Alaganik matter totaling \$650,000 on October 5. Those proceeds will accrue to the benefit of the DeLong Dock Fund to offset costs of damages sustained on the dock from a boat explosion in 2019.

An adjustment has been made to reflect the personnel costs associated with operations of the DeLong Dock, with 25% of the staffing costs from March to September being allocated out of the Harbor Enterprise Fund to the DeLong Dock Enterprise Fund, for employees who expend effort in both areas of operations.

#### **PROPERTY FORECLOSURES**

Staff has sent letters to property owners who are in arrears on prior year property taxes, giving them a reasonable time period in which to make payment in order to avoid the City beginning the process of foreclosure.

## **SURPLUS PROPERTY SALE**

Staff have compiled information and photos for a host of vehicles and heavy equipment to be offered by surplus sale to the public. We are seeking online government auction sites capable of facilitating our sale in order to maximize the exposure for our equipment. Once we have developed a method for selling surplus equipment, we intend to post auction site information on the City's website and on "Whats What in Whittier" so locals can be alerted to the sale.

## **2021 AUDIT**

The tentative dates for the 2021 audit have been set for the week beginning May 17, 2021.

## **COVID-19 FUNDING STATUS**

The City has submitted requests to FEMA for reimbursement of COVID-related expenditures through 12/8/2020. We have received requests for written justification for many of our expenditures, such as assistance from the legal team regarding public dissemination of information, drafting mandates and mutual aid agreements with essential employers, etc., as well as for personal protective equipment (face masks, oxygen masks, cleaning equipment). Once our grant applications finish the review process, we will better understand what expenditures the City may need to cover on our own.

We have adjusted each individual month for costs related to COVID activities by City first responders and administrative staff. We await review from the State CARES Act granting agency, to our submitted requests. All requests have been submitted through November 30.

## **GRANTS**

Staff continues to spend a significant amount of time complying with granting agency requirements and compliance issues. Work continues on the CARES Act and FEMA grants, as well as on work related to the November 2018 earthquake event with nearly all Project Worksheets, with the exception of PW570 – Well Pump Houses and PW579 – Water System, having been finalized. Total funding authorized to-date for the remaining approved Projects is \$1.12 million. This includes PW571 (Harbor Parking Lot and Road Triangle) with an approved cost of \$139,982; PW572 (Dock Settlement) with an approved cost of \$363,023; PW573 (Sewage Treatment and Tidal Lagoon) with an approved cost of \$92,173; PW574 (Storm Drain Basins and Utility Repairs) with an approved cost of \$246,569; PW575 (Pavilion Repairs) with an approved cost of \$36,900; PW576 (Breakwater Settlement) with an approved cost of \$118,133; PW577 (Kenai Street) with an approved cost of \$69,167; and PW578 (Lift Station 4/5) with an approved cost of \$54,271. The City received bids for the repair work and the bids came in significantly higher than available funding. Therefore, the City will work to value engineer the projects to determine whether costs can be reduced and/or whether and when the project can be re-bid.

The City continues working with CRW Engineering and subcontractors on the next phase of the Shotgun Cove Road project. Recent work has involved the contractors working with corporations impacted by the project, including submission of draft Section 106 findings letter to FHWA. Work related to the Endangered Species Act and Essential Fish Habitat Assessment has been ongoing. The 2020 survey work is complete and stream and fish passage information and permitting is ongoing.

## **BUDGET**

The 2021 Proposed Budget was reviewed with the City Council at a work session on November 10 and an executive session to discuss personnel issues on November 23. The budget ordinance was introduced at the meeting of December 8 and is slated for adoption on December 15. The proposed budget presents a balanced budget for the General Fund, despite significant adverse impacts from the loss of sales tax and PTBT revenues in 2020. The 2021 proposed budget includes substantial reductions in estimated sales tax and PTBT compared with 2019 actuals, and is more in line with 2020 actuals during the covid pandemic. As a result, a number of expenditure reductions have been programmed into the proposed 2021 budget, including elimination and/or reduction of: employee cost-of-living increase; proposed 10% pay raise for police officers where the City is significantly below market value, paying \$18.82 per hour at the entry level; legal fees; travel/training/education; contracted services; seasonal police officers; insurance deductibles; contributions to the Motor Pool and Equipment Replacement Funds; and many other reductions. Should revenues come in higher than the very conservative estimates in the 2021 Budget, the administration is likely to request additions to the budget in 2021 to restore some of the reduced line items. For example, the City has plans to clean up the bone yard of old equipment, plus to upgrade storm drains and address OSHA compliance issues, and to do so, funding will need to be restored.

## **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 will inform Council when the issue has had some movement.

## **NEW BUDGET POLICY DASHBOARD TOOL**

We have established a new tool based on Council's passage of Budget Policies on 12/8/2020. This tool can be modified over time to meet Council's preferences and is intended to be a simple means for the Council and the public to see how well we are meeting our goals as set out in the budget policies. Red and the Minus Sign "-" means that we have work to do; Yellow and the Equals Sign "=" means that we are making progress; Green and the Plus Sign "+" means that we are meeting our policy goal.

# BUDGET POLICY DASHBOARD:

The purpose of this Dashboard is to assist the Council and Administration in determining how well the City is achieving its budget policy goals. Budget Policies were first adopted by the City Council on 12/8/2020. The Dashboard is a new tool that will be modified over time, to meet the Council's needs.

## 1 FUND BALANCE POLICY (9-12 months)

Goal is that Unassigned Fund Balance will be equal to between 9 and 12 months of General Fund Expenditures and Transfers-Out:



### UNASSIGNED RESERVES TARGET:

|              |    |           |
|--------------|----|-----------|
| Lower-Band:  | \$ | 2,077,583 |
| Higher-Band: | \$ | 2,770,111 |

### Based on:

|                            |    |           |
|----------------------------|----|-----------|
| 2021 Budgeted Expenditures | \$ | 2,721,770 |
| 2021 Budgeted T/F-Out      | \$ | 48,341    |
|                            | \$ | 2,770,111 |

### Current Unassigned Reserves (thru 10/31/2020) and Projected thru 12/31/2020:

|                               |    |             |
|-------------------------------|----|-------------|
| 2019 Audited Unassigned F/B   | \$ | 2,584,404   |
| + 2020 Revenue + T/F-In       | \$ | 2,723,961   |
| - 2020 Expenditures + T/F-Out | \$ | (2,311,124) |
| + Projected Remaining Rev     | \$ | 35,000      |
| -Projected Remaining Exp      | \$ | (250,884)   |
|                               | \$ | 2,781,357   |

## 2 One-Time Revenue Policy

Goal is that one-time revenues (grant admin fees, sales of fixed assets, legal settlements) should be transferred to Capital Replacement Fund and not used to fund operating budget.



Note: After year-end, Administration will recommend transfer of any qualifying revenue to Capital Replacement Fund so long as Unassigned Fund Balance is within policy band.

## 3 Revenue Stabilization Account Policy

Goal is that Revenue Stabilization account will maintain 10% of revenues or \$255,507 (based on 2021 Budgeted revenue).



Note: After year-end, Administration may recommend initial transfer into this account if Unassigned Fund Balance is within policy band.

#### 4 Accrued Leave Funding Policy

Goal is that an Internal Service Fund will be created to accumulate cash to pay for accrued but unused portion of annual leave for General Fund employees, solely for use for payment of accumulated leave.

Note: Administration will bring forward a Resolution in January 2020 to support establishing and retroactively funding this Fund.



#### 5 Capital Replacement Fund Policy

Goal is to designate 50% of prior year annual surplus into the Capital Replacement Fund to finance major capital maintenance and repairs (defined as items > \$20K) in any year where Unassigned Fund Balance is within the band of established policy levels, but where the transfer will not reduce the unassigned F/A down to below 9 months' reserves.

Note: Following annual audit, administration will analyze both Unassigned Fund Balance levels and end-of-year surplus, if any, to determine whether to forward a resolution of request.



#### 6 Sales of General Fixed Assets

Goal is that revenue from sales of General Fixed Assets will be added to the Capital Replacement Fund.

Note: Administration will propose adding revenue from future sales of F/A to Capital Replacement Fund.



#### 7 Recurring Funding Source for Capital

Goal is to identify recurring specific funding sources to fund Capital needs.

Note: Administration will work with Council to discuss and target specific sources of revenue to fund Capital. One suggestion may be State Community Assistance. Another is found in Budget Policy #5 (50% prior-year surplus).



#### 8 Motor Pool Appropriation Control

Goal is that motor pool reserves be used solely to pay for replacement of existing vehicles and/or heavy equipment.



#### 9 Enterprise Fund Rate Reviews

Harbor, Delong Dock and Water/Sewer rates should be reviewed annually to determine if they are adequate to cover annual operating and capital costs plus the annual cost of depreciation. Tariffs should be adjusted to rise based on CPI annually.

Note: Water/Sewer Tariff was updated to include annual CPI increase.



#### 10 Enterprise Fund Depreciation (MRRF) Funds

Establish a MRRF Fund for each of our enterprise funds.

Note: Fund 73 is essentially a Harbor MRRF Fund. Fund 50 (W/S) has approximately \$1M in a dedicated investment account. Administration will request Council decision on whether to create a new W/S MRRF Fund and transfer those monies into the new Fund, or whether to create a new Fund and fund it in the future.



#### 11 Depreciation Funding Policy

Goal is to seek to fund a minimum of 100% of annual depreciation in order to have funds available to replace infrastructure in the future rather than passing along fully depleted assets to the next generation, making for intergenerational equity.

Note: Administration will work first with Harbor Commission, then through Council, to develop a long-term plan for addressing lack of funding for depreciation.



#### 12 Tax Cap Policy

Goal is to periodically review (annually) the City's tax cap on sales of items in excess of the cap to ensure that the cap does not erode the City's funding availability over time.

Note: Administration will request input on this issue from Council in Q1 2021.





## ACM REPORT

December 15, 2020 Regular Meeting

Responded to PND queries for the DeLong Dock Replacement Fed Grant application

Attended State/AML ECHO Zoom meetings regarding COVID and Vaccines

Held staff meetings

Coordinated covid-response to address staff shortages post-positive testing

Drafted new lease assignment and lease documents

Continued work on Employee Handbook (Policies & Procedures) and Title 2.70 Code language updates

Drafted executive session policy and procedures; pending attorney review

Reviewing IT/phone license renewals to ensure paying only for needed items

Reviewed and compiled financial/budget information

Supported various departments in communication efforts

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### PROPERTY FORECLOSURES

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### SURPLUS PROPERTY SALE

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### 2021 AUDIT

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### COVID-19 FUNDING STATUS

The City has submitted requests to FEMA for reimbursement of COVID-related expenditures through 12/8/2020. We have received requests for written justification for many of our expenditures, such as assistance from the legal team regarding public dissemination of information, drafting mandates and mutual aid agreements with essential employers, etc., as well as for personal protective equipment (face masks, oxygen masks, cleaning equipment). Once our grant applications finish the review process, we will better understand what expenditures the City may need to cover on our own.

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### GRANTS

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November 2018 earthquake event with nearly all Project Worksheets, with the exception of PW570 – Well Pump Houses and PW579 – Water System, having been finalized. Total funding authorized to-date for the remaining approved Projects is \$1.12 million. This includes PW571 (Harbor Parking Lot and Road Triangle) with an approved cost of \$139,982; PW572 (Dock Settlement) with an approved cost of \$363,023; PW573 (Sewage Treatment and Tidal Lagoon) with an approved cost of \$92,173; PW574 (Storm Drain Basins and Utility Repairs) with an approved cost of \$246,569; PW575 (Pavilion Repairs) with an approved cost of \$36,900; PW576 (Breakwater Settlement) with an approved cost of \$118,133; PW577 (Kenai Street) with an approved cost of \$69,167; and PW578 (Lift Station 4/5) with an approved cost of \$54,271. The City received bids for the repair work and the bids came in significantly higher than available funding. Therefore, the City will work to value engineer the projects to determine whether costs can be reduced and/or whether and when the project can be re-bid.

The City continues working with CRW Engineering and subcontractors on the next phase of the Shotgun Cove Road project. Recent work has involved the contractors working with corporations impacted by the project, including submission of draft Section 106 findings letter to FHWA. Work related to the Endangered Species Act and Essential Fish Habitat Assessment has been ongoing. The 2020 survey work is complete and stream and fish passage information and permitting is ongoing.

#### **BUDGET**

The 2021 Proposed Budget was reviewed with the City Council at a work session on November 10 and an executive session to discuss personnel issues on November 23. The budget ordinance was introduced at the meeting of December 8 and is slated for adoption on December 15. The proposed budget presents a balanced budget for the General Fund, despite significant adverse impacts from the loss of sales tax and PTBT revenues in 2020. The 2021 proposed budget includes substantial reductions in estimated sales tax and PTBT compared with 2019 actuals, and is more in line with 2020 actuals during the covid pandemic. As a result, a number of expenditure reductions have been programmed into the proposed 2021 budget, including elimination and/or reduction of: employee cost-of-living increase; proposed 10% pay raise for police officers where the City is significantly below market value, paying \$18.82 per hour at the entry level; legal fees; travel/training/education; contracted services; seasonal police officers; insurance deductibles; contributions to the Motor Pool and Equipment Replacement Funds; and many other reductions. Should revenues come in higher than the very conservative estimates in the 2021 Budget, the administration is likely to request additions to the budget in 2021 to restore some of the reduced line items. For example, the City has plans to clean up the bone yard of old equipment, plus to upgrade storm drains and address OSHA compliance issues, and to do so, funding will need to be restored.

#### **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 will inform Council when the issue has had some movement.

#### **NEW BUDGET POLICY DASHBOARD TOOL**

We have established a new tool based on Council's passage of Budget Policies on 12/8/2020. This tool can be modified over time to meet Council's preferences and is intended to be a simple means for the Council and the public to see how well we are meeting our goals as set out in the budget policies. Red and the Minus Sign "-" means that we have work to do; Yellow and the Equals Sign "=" means that we are making progress; Green and the Plus Sign "+" means that we are meeting our policy goal.

# BUDGET POLICY DASHBOARD:

The purpose of this Dashboard is to assist the Council and Administration in determining how well the City is achieving its budget policy goals. Budget Policies were first adopted by the City Council on 12/8/2020. The Dashboard is a new tool that will be modified over time, to meet the Council's needs.

## 1 FUND BALANCE POLICY (9-12 months)

Goal is that Unassigned Fund Balance will be equal to between 9 and 12 months of General Fund Expenditures and Transfers-Out:



### UNASSIGNED RESERVES TARGET:

|              |    |           |
|--------------|----|-----------|
| Lower-Band:  | \$ | 2,077,583 |
| Higher-Band: | \$ | 2,770,111 |

### Based on:

|                            |    |           |
|----------------------------|----|-----------|
| 2021 Budgeted Expenditures | \$ | 2,721,770 |
| 2021 Budgeted T/F-Out      | \$ | 48,341    |
|                            | \$ | 2,770,111 |

### Current Unassigned Reserves (thru 10/31/2020) and Projected thru 12/31/2020:

|                               |    |             |
|-------------------------------|----|-------------|
| 2019 Audited Unassigned F/B   | \$ | 2,584,404   |
| + 2020 Revenue + T/F-In       | \$ | 2,723,961   |
| - 2020 Expenditures + T/F-Out | \$ | (2,311,124) |
| + Projected Remaining Rev     | \$ | 35,000      |
| -Projected Remaining Exp      | \$ | (250,884)   |
|                               | \$ | 2,781,357   |

## 2 One-Time Revenue Policy

Goal is that one-time revenues (grant admin fees, sales of fixed assets, legal settlements) should be transferred to Capital Replacement Fund and not used to fund operating budget.



Note: After year-end, Administration will recommend transfer of any qualifying revenue to Capital Replacement Fund so long as Unassigned Fund Balance is within policy band.

## 3 Revenue Stabilization Account Policy

Goal is that Revenue Stabilization account will maintain 10% of revenues or \$255,507 (based on 2021 Budgeted revenue).



Note: After year-end, Administration may recommend initial transfer into this account if Unassigned Fund Balance is within policy band.

#### 4 Accrued Leave Funding Policy

Goal is that an Internal Service Fund will be created to accumulate cash to pay for accrued but unused portion of annual leave for General Fund employees, solely for use for payment of accumulated leave.

Note: Administration will bring forward a Resolution in January 2020 to support establishing and retroactively funding this Fund.

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#### 5 Capital Replacement Fund Policy

Goal is to designate 50% of prior year annual surplus into the Capital Replacement Fund to finance major capital maintenance and repairs (defined as items > \$20K) in any year where Unassigned Fund Balance is within the band of established policy levels, but where the transfer will not reduce the unassigned F/B down to below 9 months' reserves.

Note: Following annual audit, administration will analyze both Unassigned Fund Balance levels and end-of-year surplus, if any, to determine whether to forward a resolution of request.

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#### 6 Sales of General Fixed Assets

Goal is that revenue from sales of General Fixed Assets will be added to the Capital Replacement Fund.

Note: Administration will propose adding revenue from future sales of F/A to Capital Replacement Fund.

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#### 7 Recurring Funding Source for Capital

Goal is to identify recurring specific funding sources to fund Capital needs.

Note: Administration will work with Council to discuss and target specific sources of revenue to fund Capital. One suggestion may be State Community Assistance. Another is found in Budget Policy #3 (50% prior-year surplus).

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#### 8 Motor Pool Appropriation Control

Goal is that motor pool reserves be used solely to pay for replacement of existing vehicles and/or heavy equipment.

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#### 9 Enterprise Fund Rate Reviews

Harbor, Delong Dock and Water/Sewer rates should be reviewed annually to determine if they are adequate to cover annual operating and capital costs plus the annual cost of depreciation. Tariffs should be adjusted to rise based on CPI annually.

Note: Water/Sewer Tariff was updated to include annual CPI increase.

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#### 10 Enterprise Fund Depreciation (MRRF) Funds

Establish a MRRF Fund for each of our enterprise funds.

Note: Fund 73 is essentially a Harbor MRRF Fund. Fund 50 (W/S) has approximately \$1M in a dedicated investment account. Administration will request Council decision on whether to create a new W/S MRRF Fund and transfer those monies into the new Fund, or whether to create a new fund and fund it in the future.

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#### 11 Depreciation Funding Policy

Goal is to seek to fund a minimum of 100% of annual depreciation in order to have funds available to replace infrastructure in the future rather than passing along fully depleted assets to the next generation, making for intergenerational equity.

Note: Administration will work first with Harbor Commission, then through Council, to develop a long-term plan for addressing lack of funding for depreciation.

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#### 12 Tax Cap Policy

Goal is to periodically review (annually) the City's tax cap on sales of items in excess of the cap to ensure that the cap does not erode the City's funding availability over time.

Note: Administration will request input on this issue from Council in Q1 2021.

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**CITY OF WHITTIER  
CASH BALANCES ALL FUNDS**

| FUND   | Preliminary<br>10/31/2020 | 12/31/2019          | 12/31/2018           | 12/31/2017          |
|--|---------------------------|---------------------|----------------------|---------------------|
| <b>01 - General Fund</b>                               |                           |                     |                      |                     |
| Cash and Investments                                   | 1,555,566 (a)             | \$ 2,084,742        | \$ 1,172,477         | \$ 2,543,401        |
| UBS - City Reserve                                     | 318,717                   | 318,717             | 307,628              | 303,169             |
| UBS - Parks Reserve                                    | 42,616                    | 42,616              | 41,133               | 40,537              |
| UBS - Exxon Settlement                                 | 82,331                    | 82,331              | 79,466               | 78,315              |
| UBS - Equipment Replacement                            | 136,773                   | 136,773             | 132,011              | 130,032             |
|  | <b>\$ 2,136,003</b>       | <b>\$ 2,665,180</b> | <b>\$ 1,732,715</b>  | <b>\$ 3,095,454</b> |
| <b>14 - Public Works Equipment Fund</b>                |                           |                     |                      |                     |
| Cash and Investments                                   | 101,138                   | \$ 51,138           | \$ 51,138            | \$ 51,138           |
| UBS - Equipment Replacement                            | 4,519                     | 4,518               | 4,518                | 4,518               |
|  | <b>\$ 105,657</b>         | <b>\$ 55,656</b>    | <b>\$ 55,656</b>     | <b>\$ 55,656</b>    |
| <b>20 - Cruise Ship Tax Fund</b>                       |                           |                     |                      |                     |
| Cash and Investments                                   | 1,196,286 (b)             | \$ 993,465          | \$ 481,996           | \$ 113,968          |
| UBS - CPV  | 347,517                   | 347,517             | 336,441              | 332,512             |
|  | <b>\$ 1,543,803</b>       | <b>\$ 1,340,982</b> | <b>\$ 818,437</b>    | <b>\$ 446,480</b>   |
| <b>21 - COVID19 Grants Fund</b>                        |                           |                     |                      |                     |
| Cash and Investments                                   | \$ (233,785.00) (c)       | \$ -                | \$ -                 | \$ -                |
| <b>24 - Community Park</b>                             |                           |                     |                      |                     |
| Cash and Investments                                   | \$ 128,463.00             | \$ -                | \$ -                 | \$ -                |
| <b>30 - Shotgun Cove</b>                               |                           |                     |                      |                     |
| Cash and Investments                                   | \$ (178,985)              | \$ (549,964)        | \$ 1,578,784         | \$ 318,212          |
| <b>31 - 2018 Earthquake</b>                            |                           |                     |                      |                     |
| Cash and Investments                                   | \$ (62,261)               | \$ (17,610)         | \$ -                 | \$ -                |
| <b>50 - Water and Wastewater Fund</b>                  |                           |                     |                      |                     |
| Cash and Investments                                   | 699,076                   | \$ 785,060          | \$ 653,919           | \$ 481,550          |
| UBS - Water/Wastewater                                 | 1,006,860                 | 1,006,860           | 972,929              | 959,848             |
|  | <b>\$ 1,705,936</b>       | <b>\$ 1,791,920</b> | <b>\$ 1,626,842</b>  | <b>\$ 1,441,398</b> |
| <b>51 - Small Boat Harbor</b>                          |                           |                     |                      |                     |
| Cash and Investments                                   | 679,203                   | \$ 475,990          | \$ (112,285)         | \$ (1,511,994)      |
| UBS - Harbor Reserve                                   | 1,006,941                 | 1,006,941           | 973,006              | 959,924             |
| Harbor Bond Reserve                                    | 159,025                   | 159,025             | -                    | -                   |
|  | <b>\$ 1,845,169</b>       | <b>\$ 1,482,931</b> | <b>\$ 860,721</b>    | <b>\$ (552,070)</b> |
| <b>53 - DeLong Dock Fund</b>                           |                           |                     |                      |                     |
|  | 1,251,492                 | \$ 299,397          | \$ -                 | \$ -                |
| <b>60 - Motor Pool Fund</b>                            |                           |                     |                      |                     |
|  | 338,017                   | \$ 15,000           | \$ -                 | \$ -                |
| <b>73 - Harbor Major Repair &amp; Replacement Fund</b> |                           |                     |                      |                     |
| Cash and Investments                                   | 429,186                   | \$ 429,186          | \$ 2,369,335         | \$ 2,447,022        |
| Harbor Bond Reserve                                    | -                         | -                   | 159,025              | 159,025             |
|  | <b>\$ 429,186</b>         | <b>\$ 429,186</b>   | <b>\$ 2,528,360</b>  | <b>\$ 2,606,047</b> |
| <b>Grand Total All Funds:</b>                          | <b>\$ 9,008,696</b>       | <b>\$ 7,512,679</b> | <b>\$ 9,201,515</b>  | <b>\$ 7,411,177</b> |
| <b>Exclude Grant Funds: (see "b" below)</b>            | <b>\$ (475,031)</b>       | <b>\$ (567,574)</b> | <b>\$ 1,578,784</b>  | <b>\$ 318,212</b>   |
| <b>Total Excluding Grant Funds:</b>                    | <b>\$ 8,533,665</b>       | <b>\$ 6,945,105</b> | <b>\$ 10,780,299</b> | <b>\$ 7,729,389</b> |

(a) Pending approximate T/F of \$275K in COVID-related Personnel Costs to Fund 21

(b) Cruise Ship Taxes not considered a grant for purposes of this schedule, as City determines spending

(c) Pending recovery from CARES Act and FEMA for COVID-related costs

As of: 10/31/2020

CITY OF WHITTIER  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

GENERAL FUND

|   | PERIOD ACTUAL     | YTD ACTUAL          | BUDGET              | UNEARNED            | PCNT         |
|---|-------------------|---------------------|---------------------|---------------------|--------------|
| <b>TAXES</b>                              |                   |                     |                     |                     |              |
| 01-310-4006 FISH TAX                      | .00               | 6,717.04            | 66,000.00           | 66,282.36           | 7.1          |
| 01-310-4008 MOTOR VEHICLE REGISTRATION    | 322.82            | 2,174.88            | 3,600.00            | 1,325.12            | 82.1         |
| 01-310-4007 LIQUOR TAX                    | .00               | .00                 | 6,000.00            | 6,000.00            | .0           |
| 01-310-4008 ELEC & TELE CO-OP TAX         | .00               | 4,064.27            | 3,600.00            | 564.27              | 118.8        |
| 01-310-4200 SALES TAX                     | 180,625.45        | 293,930.36          | 800,000.00          | 308,099.64          | 49.0         |
| 01-310-4201 PROPERTY TAX - REAL           | .00               | 379,365.67          | 370,000.00          | 9,365.67            | 102.8        |
| 01-310-4202 PROPERTY TAX - PERSONAL       | ( 341.75)         | 328,611.77          | 260,000.00          | 48,611.77           | 117.4        |
| 01-310-4205 BUSINESS TRANSPORTATION TAX   | 42,524.24         | 66,735.24           | 875,000.00          | 318,264.76          | 15.1         |
| <b>TOTAL TAXES</b>                        | <b>193,330.86</b> | <b>1,071,809.63</b> | <b>1,732,000.00</b> | <b>680,193.17</b>   | <b>61.9</b>  |
| <b>LICENSES &amp; PERMITS</b>             |                   |                     |                     |                     |              |
| 01-320-4250 BUSINESS LICENSES             | .00               | 2,850.00            | 4,000.00            | 1,350.00            | 89.3         |
| 01-320-4251 USER FEES & PERMITS           | .00               | 515.00              | 2,280.00            | 1,765.00            | 22.8         |
| 01-320-4312 AMBULANCE FEES                | .00               | .00                 | 6,000.00            | 6,000.00            | .0           |
| <b>TOTAL LICENSES &amp; PERMITS</b>       | <b>.00</b>        | <b>3,165.00</b>     | <b>11,280.00</b>    | <b>8,065.00</b>     | <b>28.1</b>  |
| <b>INTERGOVERNMENTAL REVENUE</b>          |                   |                     |                     |                     |              |
| 01-330-4002 STATE REVENUE SHARING         | .00               | 75,000.00           | 60,000.00           | ( 25,000.00)        | 150.0        |
| 01-330-4009 STATE PAY-IN-LIEU OF TAXES    | .00               | 60,335.29           | 47,000.00           | ( 9,335.29)         | 119.9        |
| 01-330-4011 EMS SMALL GRANT               | .00               | .00                 | 2,600.00            | 2,600.00            | .0           |
| 01-330-4012 FEDERAL GRANT FUNDS           | .00               | 204.54              | .00                 | ( 204.54)           | .0           |
| 01-330-4025 NATL FOREST SERVICE RECEIPTS  | .00               | 24,172.42           | 24,000.00           | ( 172.42)           | 100.7        |
| <b>TOTAL INTERGOVERNMENTAL REVENUE</b>    | <b>.00</b>        | <b>159,713.29</b>   | <b>129,600.00</b>   | <b>( 32,213.29)</b> | <b>123.1</b> |
| <b>LEASES</b>                             |                   |                     |                     |                     |              |
| 01-345-4512 LEASE INCOME - ARRC AGREEMENT | 12,848.09         | 12,848.09           | .00                 | ( 12,848.09)        | .0           |
| 01-345-4513 LEASE CREDITS (CONTRA)        | .00               | ( 36,932.23)        | .00                 | 36,932.23           | .0           |
| 01-345-4516 LEASE INCOME - CITY LAND      | 5,412.08          | 259,080.85          | 180,000.00          | ( 79,080.85)        | 149.4        |
| 01-345-4517 LEASES - ARRC LAND            | 761.15            | 7,811.80            | .00                 | ( 7,811.80)         | .0           |
| 01-345-4520 LEASE INCOME - CONDOMINIUMS   | 1,114.88          | 2,787.20            | .00                 | ( 2,787.20)         | .0           |
| 01-345-4528 LAND USE RENT                 | 105.00            | 12,242.00           | 15,000.00           | 2,758.00            | 81.6         |
| <b>TOTAL LEASES</b>                       | <b>20,029.20</b>  | <b>289,395.21</b>   | <b>175,000.00</b>   | <b>( 63,808.21)</b> | <b>158.2</b> |
| <b>FINES &amp; CITATIONS</b>              |                   |                     |                     |                     |              |
| 01-350-4281 PSD FINES & CITATIONS         | .00               | .00                 | 4,600.00            | 4,600.00            | .0           |
| 01-350-4282 PSD PARKING TICKETS CIVIL     | .00               | 150.00              | .00                 | ( 150.00)           | .0           |
| <b>TOTAL FINES &amp; CITATIONS</b>        | <b>.00</b>        | <b>150.00</b>       | <b>4,600.00</b>     | <b>4,350.00</b>     | <b>3.3</b>   |

CITY OF WHITTIER  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

GENERAL FUND

|  | PERIOD ACTUAL     | YTD ACTUAL          | BUDGET              | UNEARNED             | PCNT         |
|--|-------------------|---------------------|---------------------|----------------------|--------------|
| <u>MISCELLANEOUS</u>                     |                   |                     |                     |                      |              |
| 01-380-4080 MISCELLANEOUS REVENUE        | 30.00             | 10,078.00           | 2,300.00            | ( 7,578.00)          | 403.1        |
| 01-380-4204 INTEREST & PENALTIES         | 174.75            | 848.75              | 2,300.00            | 1,851.25             | 28.0         |
| 01-380-4271 DONATIONS - EMS/FIRE/POL     | .00               | 50.00               | .00                 | ( 50.00)             | .0           |
| 01-380-4300 INTEREST ON BANK ACCOUNTS    | 181.38            | 10,149.50           | 20,000.00           | 9,850.50             | 50.8         |
| 01-380-4402 INTEREST ON ESCROW ACCOUNTS  | .00               | .00                 | 1,500.00            | 1,500.00             | .0           |
| 01-380-4514 TRANSFIELD - TUNNEL CONTRAC  | .00               | 28,750.00           | 77,825.00           | 51,084.91            | 34.4         |
| 01-380-4518 BIRDWOOD-POLICE CONTRACT     | 36,250.00         | 592,500.00          | 875,000.00          | 112,800.00           | 63.3         |
| <b>TOTAL MISCELLANEOUS</b>               | <b>56,516.14</b>  | <b>610,188.34</b>   | <b>779,325.00</b>   | <b>189,188.55</b>    | <b>75.3</b>  |
| <u>SMALL GRANTS</u>                      |                   |                     |                     |                      |              |
| 01-370-4080 GRANT REVENUE FIRE DEPT FEMA | .00               | .00                 | 45,714.28           | 45,714.28            | .0           |
| <b>TOTAL SMALL GRANTS</b>                | <b>.00</b>        | <b>.00</b>          | <b>45,714.28</b>    | <b>45,714.28</b>     | <b>.0</b>    |
| <u>TRANSFERS &amp; OTHER</u>             |                   |                     |                     |                      |              |
| 01-390-4965 SURPLUS SALES                | .00               | 5,001.00            | .00                 | ( 5,001.00)          | .0           |
| 01-380-4269 GAIN ON SALE OF FIXED ASSETS | .00               | 166,388.00          | .00                 | ( 166,388.00)        | .0           |
| 01-380-4380 TRANSFER IN FROM CVP FUND    | .00               | 290,280.00          | 290,280.00          | .00                  | 100.0        |
| 01-380-4305 TRANSFER IN FROM WWS         | .00               | 154,008.50          | 154,008.50          | .00                  | 100.0        |
| 01-380-4998 TRANSFER IN FROM DELONG DOCK | 35,972.78         | 35,972.78           | .00                 | ( 35,972.78)         | .0           |
| <b>TOTAL TRANSFERS &amp; OTHER</b>       | <b>35,972.78</b>  | <b>644,669.28</b>   | <b>444,288.50</b>   | <b>( 200,372.78)</b> | <b>145.1</b> |
| <b>TOTAL FUND REVENUE</b>                | <b>385,948.08</b> | <b>2,723,980.65</b> | <b>3,215,877.78</b> | <b>591,516.55</b>    | <b>83.2</b>  |



CITY OF WHITTIER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

GENERAL FUND

|   | PERIOD ACTUAL    | YTD ACTUAL        | BUDGET            | UNEXPENDED        | PCNT        |
|---|------------------|-------------------|-------------------|-------------------|-------------|
| <b>ADMIN</b>                                |                  |                   |                   |                   |             |
| 01-400-6000 SALARIES & WAGES                | 20,183.14        | 221,245.21        | 327,388.00        | 106,142.79        | 67.8        |
| 01-400-6030 FICA TAXES                      | 289.39           | 3,175.89          | 4,747.00          | 1,671.01          | 68.9        |
| 01-400-6040 WORKER'S COMP.                  | .00              | 481.35            | 5,000.00          | 6,508.75          | 8.3         |
| 01-400-6050 EDC TAXES                       | 47.10            | 1,682.29          | 4,000.00          | 2,367.71          | 40.8        |
| 01-400-6080 HEALTH & LIFE INSURANCE         | ( 198.82)        | 38,848.77         | 60,186.00         | 20,338.23         | 66.2        |
| 01-400-6070 PERS RETIREMENT                 | 1,225.40         | 32,488.18         | 59,981.00         | 37,492.82         | 40.4        |
| 01-400-6205 ADVERTISING                     | .00              | 4,328.00          | 2,500.00          | ( 1,828.00)       | 173.0       |
| 01-400-6219 B.T.J. CONDO FEES               | .00              | 1,738.50          | 2,000.00          | 261.50            | 85.3        |
| 01-400-6220 BANK SERVICES CHARGES           | 2,198.20         | 6,867.15          | 20,000.00         | 14,012.85         | 29.0        |
| 01-400-6250 DUES & SUBSCRIPTIONS            | 14.80            | 3,824.88          | 1,800.00          | ( 1,824.88)       | 201.4       |
| 01-400-6410 INSURANCE - LIABILITY           | .00              | 3,825.06          | 11,000.00         | 2,674.82          | 77.5        |
| 01-400-6440 INSURANCE - PROPERTY            | .00              | ( 4,815.84)       | 5,000.00          | 9,815.84          | ( 98.5)     |
| 01-400-6641 PENALTIES & FEES                | .00              | 106.87            | 1,500.00          | 1,394.13          | 7.1         |
| 01-400-6685 OUTSIDE CONTRACTORS             | 83.25            | 801.19            | 16,120.00         | 15,318.81         | 3.7         |
| 01-400-6670 PHYSICAL EXAMS & BACKGROUND CK  | .00              | .00               | 400.00            | 400.00            | .0          |
| 01-400-6580 POSTAGE                         | 500.00           | 2,221.80          | 3,000.00          | 2,778.40          | 44.4        |
| 01-400-6600 PROF. FEES - AUDIT              | .00              | 35,274.91         | 35,000.00         | 2,725.09          | 92.8        |
| 01-400-6610 PROF. FEES - ACCOUNTING         | 2,100.00         | 19,050.00         | 22,000.00         | 2,850.00          | 68.6        |
| 01-400-6620 PROF. FEES - APPRAISAL          | 8,000.00         | 8,000.00          | 16,000.00         | 8,000.00          | 50.0        |
| 01-400-6625 PROF. FEES - FINANCIAL SOFTWARE | 1,688.00         | 33,487.98         | 15,000.00         | ( 18,487.98)      | 188.0       |
| 01-400-6635 PROF. FEES - COMPUTER SUPPORT   | .00              | 3,240.28          | 13,000.00         | 9,759.72          | 26.0        |
| 01-400-6636 PROF FEES - WEB SITE SUPPORT    | .00              | 3,388.50          | 4,200.00          | 800.50            | 80.9        |
| 01-400-6650 PROF. FEES - LEGAL              | 4,063.70         | 52,485.87         | 70,000.00         | 17,514.13         | 75.0        |
| 01-400-6670 REIMBURSEMENT                   | ( 20.00)         | 154.88            | .00               | ( 154.88)         | .0          |
| 01-400-6675 COMPREHENSIVE PLAN              | .00              | 1,004.82          | 8,000.00          | 6,995.18          | 12.6        |
| 01-400-6700 PUBLICATIONS & SUBSCRIPTIONS    | 1,818.00         | 1,616.00          | 800.00            | ( 1,016.00)       | 227.0       |
| 01-400-6770 TRAVEL, TRAINING & DEV.         | 80.00            | 1,182.15          | 18,000.00         | 16,817.85         | 5.5         |
| 01-400-7100 REPAIRS - BUILDING              | .00              | .00               | 200.00            | 200.00            | .0          |
| 01-400-7351 EQUIPMENT MAINT. AGREEMENTS     | .00              | .00               | 2,500.00          | 2,500.00          | .0          |
| 01-400-7450 REPAIRS-OFFICE EQUIPMENT        | .00              | .00               | 1,000.00          | 1,000.00          | .0          |
| 01-400-8150 SUPPLIES - CONSUMABLE           | .00              | 218.82            | .00               | ( 218.82)         | .0          |
| 01-400-8650 SUPPLIES - OFFICE               | 174.12           | 4,487.46          | 5,500.00          | 1,012.54          | 81.8        |
| 01-400-8750 SUPPLIES - PRINTING             | .00              | 250.88            | 500.00            | 249.12            | 60.1        |
| 01-400-9000 UTILITIES - INTERNET            | 931.80           | 10,898.74         | 25,000.00         | 14,101.26         | 45.4        |
| 01-400-9070 UTILITIES - TELEPHONE           | 882.08           | 8,298.87          | 9,500.00          | 701.03            | 92.2        |
| 01-400-9100 MISCELLANEOUS EXPENSES          | .00              | ( 33.06)          | 4,500.00          | 4,533.06          | ( .7)       |
| 01-400-9200 PROJECT DEVELOPMENT             | .00              | .00               | 32,845.00         | 32,845.00         | .0          |
| 01-400-9530 CAPITAL OUTLAY-COMPUTER EQUIP   | .00              | .00               | 40,000.00         | 40,000.00         | .0          |
| 01-400-9800 INTERDEPARTMENT SUPPORT         | ( 16,341.66)     | ( 186,418.60)     | ( 182,500.00)     | ( 27,063.40)      | ( 85.8)     |
| <b>TOTAL ADMIN</b>                          | <b>26,667.87</b> | <b>338,249.43</b> | <b>674,677.00</b> | <b>336,427.57</b> | <b>50.3</b> |

CITY OF WHITTIER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

GENERAL FUND

|  | PERIOD ACTUAL    | YTD ACTUAL       | BUDGET            | UNEXPENDED       | PCT         |
|--|------------------|------------------|-------------------|------------------|-------------|
| <b><u>COUNCIL</u></b>                      |                  |                  |                   |                  |             |
| 01-401-8240 CITY COUNCIL-COMMUNITY SUPPORT | 258.59           | 398.07           | 4,500.00          | 4,101.93         | 8.9         |
| 01-401-8290 DUES & SUBSCRIPTIONS           | .00              | 843.00           | 600.00            | ( 343.00)        | 167.2       |
| 01-401-8320 FIREWORKS                      | .00              | .00              | 12,500.00         | 12,500.00        | .0          |
| 01-401-8580 POSTAGE                        | .00              | 500.00           | .00               | ( 500.00)        | .0          |
| 01-401-8710 PUBLIC RELATIONS               | .00              | .00              | 600.00            | 600.00           | .0          |
| 01-401-8770 TRAVEL, TRAINING & DEV.        | .00              | ( 682.74)        | 6,000.00          | 6,582.74         | ( 9.2)      |
| 01-401-8800 COUNCIL CHAMBER IMPROV         | .00              | .00              | 1,600.00          | 1,600.00         | .0          |
| 01-401-9080 SUPPLIES - OFFICE              | .00              | 419.88           | 800.00            | 380.12           | 52.6        |
| 01-401-9070 UTILITIES - TELEPHONE          | .00              | .00              | 100.00            | 100.00           | .0          |
| 01-401-9800 LOBBYIST FEES                  | 10,000.00        | 98,250.00        | 120,000.00        | 23,750.00        | 80.2        |
| <b>TOTAL COUNCIL</b>                       | <b>10,258.59</b> | <b>97,958.07</b> | <b>145,500.00</b> | <b>48,541.99</b> | <b>66.9</b> |
| <b><u>ELECTIONS</u></b>                    |                  |                  |                   |                  |             |
| 01-420-8100 VOLUNTEER SUPPORT              | 1,084.26         | 1,884.26         | 1,200.00          | 185.75           | 88.7        |
| 01-420-8205 ADVERTISING                    | .00              | .00              | 600.00            | 600.00           | .0          |
| 01-420-8160 SUPPLIES - CONSUMABLE          | .00              | \$18.00          | .00               | ( 18.00)         | .0          |
| <b>TOTAL ELECTIONS</b>                     | <b>1,084.26</b>  | <b>1,884.26</b>  | <b>1,800.00</b>   | <b>218.75</b>    | <b>68.0</b> |

CITY OF WHITTIER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

GENERAL FUND

|  | PERIOD ACTUAL    | YTD ACTUAL        | BUDGET              | UNEXPENDED        | PCNT        |
|--|------------------|-------------------|---------------------|-------------------|-------------|
| <b>PUBLIC SAFETY</b>                       |                  |                   |                     |                   |             |
| 01-510-6080 SALARIES & WAGES               | 20,048.30        | 375,064.95        | 682,007.00          | 305,142.05        | 55.1        |
| 01-510-6080 FICA TAXES                     | 400.88           | 8,574.29          | 20,251.00           | 13,566.71         | 33.0        |
| 01-510-6040 WORKER'S COMP.                 | .00              | 8,489.87          | 25,888.00           | 17,108.13         | 33.1        |
| 01-510-6060 ESC TAXES                      | 5.12             | 2,068.48          | 5,820.00            | 4,731.52          | 30.8        |
| 01-510-6060 HEALTH & LIFE INSURANCE        | 3,789.06         | 67,380.89         | 87,667.00           | 10,680.31         | 84.3        |
| 01-510-6070 PERS RETIREMENT                | 4,291.91         | 54,708.28         | 120,000.00          | 65,291.74         | 45.6        |
| 01-510-6091 UNIFORM ALLOWANCE              | 48.00            | 744.00            | 2,500.00            | 1,756.00          | 39.8        |
| 01-510-6100 VOLUNTEER SUPPORT              | .00              | .00               | 1,500.00            | 1,500.00          | 0           |
| 01-510-6205 ADVERTISING                    | .00              | .00               | 250.00              | 250.00            | 0           |
| 01-510-6210 B.T.I. CONDO FEES              | .00              | 658.30            | .00                 | ( 658.30)         | .0          |
| 01-510-6280 DUES & SUBSCRIPTIONS           | .00              | 375.00            | 500.00              | 225.00            | 55.0        |
| 01-510-6410 INSURANCE - LIABILITY          | .00              | 16,948.51         | 18,000.00           | ( 3,048.51)       | 130.4       |
| 01-510-6420 INSURANCE - AUTO               | .00              | 8,504.98          | 7,500.00            | ( 1,004.98)       | 113.4       |
| 01-510-6440 INSURANCE - PROPERTY           | .00              | .00               | 4,000.00            | 4,000.00          | 0           |
| 01-510-6490 POLICE-INSURANCE CLAIMS-DEDUCT | .00              | 50,000.00         | .00                 | ( 50,000.00)      | .0          |
| 01-510-6540 LICENSES & PERMITS             | .00              | 30.00             | 2,500.00            | 2,470.00          | 1.2         |
| 01-510-6585 OUTSIDE CONTRACTORS            | 712.53           | 42,488.88         | 33,000.00           | ( 9,488.88)       | 128.8       |
| 01-510-6670 PHYSICAL EXAMS                 | .00              | 184.00            | 8,000.00            | 4,816.00          | 3.5         |
| 01-510-6685 POSTAGE                        | .00              | 256.57            | 200.00              | ( 68.57)          | 128.3       |
| 01-510-6685 PROF. FEES - COMPUTER SUPPORT  | .00              | 766.86            | 500.00              | ( 266.86)         | 151.4       |
| 01-510-6750 PUBLICATIONS & SUBSCRIPTIONS   | .00              | 228.00            | 1,000.00            | 776.00            | 22.8        |
| 01-510-6735 EQUIPMENT PURCHASE             | .00              | 2,476.00          | 15,000.00           | 12,524.00         | 16.5        |
| 01-510-6740 SMALL TOOLS                    | .00              | 952.79            | .00                 | ( 952.79)         | .0          |
| 01-510-6770 TRAVEL, TRAINING & DEV.        | .00              | 1,417.22          | 10,000.00           | 8,582.78          | 14.2        |
| 01-510-7100 BUILDING MAINT.                | .00              | 403.40            | 1,500.00            | 1,096.60          | 26.9        |
| 01-510-7150 REPAIRS - COMMUNICATION EQUIPM | .00              | .00               | 3,000.00            | 3,000.00          | 0           |
| 01-510-7200 REPAIRS-COMPUTER SYSTEM        | .00              | 1,000.00          | 1,000.00            | .00               | 100.0       |
| 01-510-7360 REPAIRS - EQUIPMENT            | 2,381.82         | 5,301.08          | 5,000.00            | ( 3,381.82)       | 167.2       |
| 01-510-7400 REPAIRS - VEHICLES             | .00              | 3,404.77          | 20,000.00           | 16,595.23         | 17.0        |
| 01-510-7750 GAS & OIL - VEHICLES           | 895.03           | 11,828.88         | 32,000.00           | 20,874.12         | 35.4        |
| 01-510-8030 SUPPLIES - AMMUNITION          | .00              | .00               | 8,000.00            | 6,000.00          | 0           |
| 01-510-8180 SUPPLIES - COMPUTERS           | .00              | .00               | 1,000.00            | 1,000.00          | 0           |
| 01-510-8180 SUPPLIES - CONSUMABLE          | 1,851.48         | 3,821.88          | 4,000.00            | 178.42            | 95.5        |
| 01-510-8200 SUPPLIES - COPIER              | .00              | .00               | 1,200.00            | 1,200.00          | 0           |
| 01-510-8680 SUPPLIES - OFFICE              | 119.22           | 462.81            | 2,000.00            | 1,537.39          | 23.1        |
| 01-510-8680 SUPPLIES & DRUGS BILLABLE      | .00              | .00               | 7,000.00            | 7,000.00          | 0           |
| 01-510-8860 SUPPLIES - UNIFORMS            | 253.20           | 857.17            | 8,000.00            | 7,882.83          | 4.2         |
| 01-510-9000 UTILITIES - INTERNET           | 788.81           | 11,551.00         | 20,000.00           | 8,148.00          | 66.3        |
| 01-510-9070 UTILITIES - TELEPHONE          | 752.74           | 7,021.72          | 9,000.00            | 1,876.28          | 75.0        |
| 01-510-9526 CAPITAL - MOTOR POOL FUNDING   | .00              | 15,000.00         | 15,000.00           | .00               | 100.0       |
| <b>TOTAL PUBLIC SAFETY</b>                 | <b>48,038.85</b> | <b>694,057.98</b> | <b>1,154,354.00</b> | <b>460,316.04</b> | <b>80.1</b> |

CITY OF WHITTIER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

GENERAL FUND

|   | PERIOD ACTUAL   | YTD ACTUAL        | BUDGET            | UNEXPENDED       | PCNT        |
|---|-----------------|-------------------|-------------------|------------------|-------------|
| <b>FIRE</b>                               |                 |                   |                   |                  |             |
| 01-620-8000 SALARIES & WAGES              | 886.14          | 9,502.99          | 14,400.00         | 4,597.01         | 68.1        |
| 01-620-9030 FICA TAXES                    | 12.85           | 119.07            | 1,102.00          | 863.03           | 10.8        |
| 01-620-8040 WORKERS COMP                  | .00             | .00               | 563.00            | 563.00           | .0          |
| 01-620-8050 ESC TAXES                     | .00             | 31.71             | 144.00            | 112.29           | 22.0        |
| 01-620-8070 PERS RETIREMENT               | .00             | .00               | 3,168.00          | 3,168.00         | .0          |
| 01-620-8100 VOLUNTEER SUPPORT             | .00             | 110.00            | 16,340.00         | 16,290.00        | .7          |
| 01-620-8410 INSURANCE - LIABILITY         | .00             | 688.29            | 200.00            | ( 488.29)        | 328.7       |
| 01-620-8420 INSURANCE - AUTO              | .00             | 4,159.41          | 2,000.00          | ( 2,159.41)      | 209.4       |
| 01-620-8440 INSURANCE - PROPERTY          | .00             | .00               | 1,000.00          | 1,000.00         | .0          |
| 01-620-8640 LICENSES & PERMITS            | .00             | 80.00             | .00               | ( 80.00)         | .0          |
| 01-620-8635 PROF. FEES - COMPUTER SUPPORT | .00             | 150.00            | .00               | ( 150.00)        | .0          |
| 01-620-8735 EQUIPMENT PURCHASE            | .00             | 48,312.50         | 49,214.28         | 901.78           | 95.2        |
| 01-620-8750 TESTING                       | 2,189.50        | 2,188.80          | 2,000.00          | ( 188.80)        | 108.5       |
| 01-620-8770 TRAVEL, TRAINING & DEV.       | .00             | .00               | 200.00            | 200.00           | .0          |
| 01-620-7100 REPAIRS - BUILDING            | .00             | .00               | 200.00            | 200.00           | .0          |
| 01-620-7350 REPAIRS - EQUIPMENT           | .00             | 841.00            | 3,000.00          | 2,088.40         | 31.4        |
| 01-620-7400 REPAIRS - VEHICLES            | .00             | .00               | 1,500.00          | 1,500.00         | .0          |
| 01-620-7750 GAS & OIL - VEHICLES          | .00             | .00               | 1,000.00          | 1,000.00         | .0          |
| 01-620-8550 SUPPLIES - OFFICE             | 59.61           | 149.21            | 150.00            | 3.79             | 87.5        |
| 01-620-8890 SUPPLIES - UNIFORMS           | .00             | 500.00            | 1,000.00          | 500.00           | 50.0        |
| 01-620-9000 UTILITIES - INTERNET          | .00             | .00               | 8,500.00          | 8,500.00         | .0          |
| 01-620-9520 CAPITAL OUTLAY - EQUIPMENT    | .00             | 34,375.22         | 44,442.85         | 10,068.34        | 77.4        |
| <b>TOTAL FIRE</b>                         | <b>3,128.40</b> | <b>101,554.70</b> | <b>148,124.14</b> | <b>48,669.44</b> | <b>68.5</b> |

CITY OF WHITTIER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

GENERAL FUND

|   | PERIOD ACTUAL   | YTD ACTUAL        | BUDGET            | UNEXPENDED         | PCNT         |
|---|-----------------|-------------------|-------------------|--------------------|--------------|
| <u>EMS</u>                                |                 |                   |                   |                    |              |
| 01-530-8000 SALARIES & WAGES              | 6,540.13        | 60,171.81         | 182,758.00        | 82,586.19          | 45.8         |
| 01-530-8030 FICA TAXES                    | 182.87          | 3,062.11          | 7,518.00          | 4,455.89           | 40.6         |
| 01-530-8040 WORKER'S COMP.                | .00             | 5,823.87          | 10,116.00         | 4,292.13           | 95.9         |
| 01-530-8080 EDC TAXES                     | 52.39           | 705.06            | 1,827.00          | 1,121.94           | 43.2         |
| 01-530-8088 HEALTH & LIFE INSURANCE       | 60.07           | 1,063.18          | 14,981.00         | 13,917.82          | 11.3         |
| 01-530-8070 PER3 RETIREMENT               | 777.83          | 7,858.62          | 22,297.00         | 14,438.38          | 35.2         |
| 01-530-8091 UNIFORM ALLOWANCE             | 40.00           | 173.95            | 500.00            | 326.05             | 29.0         |
| 01-530-8100 EMS VOLUNTEER SUPPORT         | 440.00          | 3,408.40          | 24,280.00         | 20,871.60          | 14.0         |
| 01-530-8410 INSURANCE - LIABILITY         | .00             | 9,733.88          | 4,000.00          | ( 5,733.88)        | 243.4        |
| 01-530-8420 INSURANCE - AUTO              | .00             | 3,242.14          | 3,500.00          | 257.86             | 92.8         |
| 01-530-8570 PHYSICAL EXAMS                | .00             | 53.00             | .00               | ( 53.00)           | .0           |
| 01-530-8686 PROF. FEES - COMPUTER SUPPORT | .00             | 1,878.02          | .00               | ( 1,878.02)        | .0           |
| 01-530-8738 EQUIPMENT PURCHASE            | .00             | .00               | 1,000.00          | 1,000.00           | .0           |
| 01-530-8760 TESTING                       | .00             | .00               | 280.00            | 280.00             | .0           |
| 01-530-8781 TRAINING - EMS SUPERVISOR MD  | 1,000.00        | 10,000.00         | 5,000.00          | ( 2,000.00)        | 126.0        |
| 01-530-8770 TRAVEL, TRAINING & DEV.       | .00             | 357.00            | 2,000.00          | 1,643.00           | 17.9         |
| 01-530-7880 REPAIRS - EQUIPMENT           | .00             | 691.28            | .00               | ( 691.28)          | .0           |
| 01-530-7400 REPAIRS - VEHICLES            | .00             | 37.70             | 5,000.00          | 4,962.30           | .8           |
| 01-530-7750 GAS & OIL - VEHICLES          | 427.86          | 1,838.08          | 2,600.00          | 861.92             | 73.5         |
| 01-530-8180 SUPPLIES - CONSUMABLE         | 7.16            | ( 1,188.81)       | 3,500.00          | 4,688.81           | ( 32.8)      |
| 01-530-8850 SUPPLIES - OFFICE             | 69.81           | 176.81            | 500.00            | 323.19             | 53.4         |
| 01-530-8850 SUPPLIES AND DRUGS BILLABLE   | .00             | 883.72            | 2,600.00          | 1,716.28           | 35.8         |
| 01-530-8950 SUPPLIES - UNIFORMS           | .00             | ( 582.90)         | 7,000.00          | 7,582.90           | ( 8.0)       |
| 01-530-9000 UTILITIES - INTERNET          | 133.08          | 4,685.78          | .00               | ( 4,552.70)        | .0           |
| 01-530-8070 UTILITIES - TELEPHONE         | 50.40           | 456.56            | 500.00            | 44.44              | 91.1         |
| <b>TOTAL EMS</b>                          | <b>9,770.00</b> | <b>134,595.59</b> | <b>284,244.00</b> | <b>148,048.82</b>  | <b>47.4</b>  |
| <u>CLINIC</u>                             |                 |                   |                   |                    |              |
| 01-536-6210 B.T.J. CONDO FEE              | 367.00          | 3,620.14          | 1,500.00          | ( 2,420.14)        | 281.8        |
| 01-536-6440 INSURANCE - PROPERTY          | .00             | 442.43            | 1,800.00          | 1,357.57           | 24.8         |
| <b>TOTAL CLINIC</b>                       | <b>367.00</b>   | <b>4,062.57</b>   | <b>3,300.00</b>   | <b>( 1,062.67)</b> | <b>152.2</b> |

CITY OF WHITTIER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

GENERAL FUND

|   | PERIOD ACTUAL    | YTD ACTUAL        | BUDGET            | UNEXPENDED        | PCNT        |
|---|------------------|-------------------|-------------------|-------------------|-------------|
| <b>PUBLIC WORKS</b>                       |                  |                   |                   |                   |             |
| 01-000-0000 SALARIES & WAGES              | 17,528.88        | 175,288.88        | 284,027.00        | 66,738.12         | 66.4        |
| 01-000-0030 FICA TAXES                    | 264.13           | 2,541.13          | 6,279.00          | 2,737.87          | 48.1        |
| 01-000-0040 WORKER'S COMP.                | .00              | 5,178.80          | 11,782.00         | 6,603.20          | 48.8        |
| 01-000-0080 ESC TAXES                     | 27.81            | 1,105.48          | 2,640.00          | 1,534.52          | 41.9        |
| 01-000-0080 HEALTH & LIFE INSURANCE       | 4,245.48         | 31,482.20         | 87,181.00         | 5,698.80          | 84.7        |
| 01-000-0070 PERS RETIREMENT               | 3,589.41         | 37,255.98         | 62,938.00         | 14,682.04         | 71.7        |
| 01-000-0410 INSURANCE - LIABILITY         | .00              | 7,547.05          | 8,190.00          | 1,442.95          | 123.7       |
| 01-000-0420 INSURANCE - AUTO              | .00              | 4,719.43          | 4,500.00          | 219.43            | 104.9       |
| 01-000-0430 INSURANCE EQUIPMENT           | .00              | 3,068.53          | 5,800.00          | 2,731.47          | 52.9        |
| 01-000-0440 INSURANCE - PROPERTY          | .00              | 189.53            | 17,000.00         | 16,810.47         | 1.1         |
| 01-000-0490 INSURANCE CLAIMS-DEDUCTIBLES  | .00              | .00               | 5,000.00          | 5,000.00          | .0          |
| 01-000-0540 LICENSES & FEES               | .00              | 10.00             | 280.00            | 269.00            | 4.0         |
| 01-000-0565 OUTSIDE CONTRACTORS           | .00              | .00               | 5,000.00          | 5,000.00          | .0          |
| 01-000-0570 PHYSICAL EXAMS                | 198.00           | 488.00            | 760.00            | 272.00            | 61.7        |
| 01-000-0580 POSTAGE                       | .00              | 218.98            | .00               | 218.98            | .0          |
| 01-000-0585 PROF. FEES - COMPUTER SUPPORT | .00              | 1,578.02          | 1,200.00          | 378.02            | 131.3       |
| 01-000-0740 SMALL TOOLS                   | .00              | 2,773.14          | 2,800.00          | 273.14            | 110.9       |
| 01-000-0770 TRAVEL, TRAINING & DEV.       | 38.82            | 884.22            | 2,000.00          | 1,115.78          | 43.2        |
| 01-000-7100 REPAIRS                       | .00              | .00               | 5,000.00          | 5,000.00          | .0          |
| 01-000-7210 REPAIRS - ROADS               | .00              | 78.88             | 7,000.00          | 6,921.12          | 1.1         |
| 01-000-7250 REPAIR & MAINTENANCE          | 3,372.16         | 14,628.89         | 15,000.00         | 171.11            | 98.9        |
| 01-000-7760 GAS & OIL - VEHICLES          | 364.36           | 12,218.88         | 15,000.00         | 2,781.12          | 81.6        |
| 01-000-8180 SUPPLIES - CONSUMABLE         | .00              | 689.00            | .00               | 689.00            | .0          |
| 01-000-8280 SUPPLIES - OFFICE             | 119.22           | 213.52            | 500.00            | 286.48            | 42.8        |
| 01-000-8980 SUPPLIES - UNIFORMS           | .00              | .00               | 1,000.00          | 1,000.00          | .0          |
| 01-000-8970 SUPPLIES - SAFETY             | .00              | 382.40            | 2,000.00          | 1,617.60          | 18.1        |
| 01-000-8995 SUPPLIES & MATERIALS          | .00              | 2,889.51          | 3,000.00          | 1,110.49          | 39.1        |
| 01-000-8000 UTILITIES - INTERNET          | 389.28           | 7,228.55          | 8,000.00          | 1,238.55          | 120.5       |
| 01-000-8015 UTILITIES - ELECTRICITY       | 1,128.73         | 11,093.47         | .00               | 11,093.47         | .0          |
| 01-000-8070 UTILITIES - TELEPHONE         | 179.41           | 1,273.22          | 1,200.00          | 73.22             | 100.1       |
| 01-000-8620 CAPITAL OUTLAY - EQUIPMENT    | .00              | .00               | 30,000.00         | 30,000.00         | .0          |
| 01-000-9800 INTERDEPARTMENT SUPPORT       | .00              | .00               | ( 33,000.00)      | ( 33,000.00)      | .0          |
| <b>TOTAL PUBLIC WORKS</b>                 | <b>31,351.87</b> | <b>323,422.58</b> | <b>478,817.00</b> | <b>164,194.45</b> | <b>67.9</b> |

CITY OF WHITTIER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

GENERAL FUND

|                                  | PERIOD ACTUAL                          | YTD ACTUAL        | BUDGET              | UNEXPENDED           | PGNT                 |              |
|----------------------------------|--|-------------------|---------------------|----------------------|----------------------|--------------|
| <u>PROPERTY &amp; FACILITIES</u> |  |                   |                     |                      |                      |              |
| 01-700-8210                      | B.T.L CONDO FEES                       | 914.88            | 7,984.04            | 1,800.00 (           | 5,884.04) 482.3      |              |
| 01-700-8410                      | INSURANCE - LIABILITY                  | .00               | 1,378.84            | .00 (                | 1,378.84) .0         |              |
| 01-700-8440                      | INSURANCE - PROPERTY                   | .00               | 23,870.43           | 30,000.00            | 8,129.57 79.6        |              |
| 01-700-8888                      | PROP & FAC-CONTRACTED SERVICES         | 749.00            | 12,223.10           | 8,880.00 (           | 3,343.10) 137.7      |              |
| 01-700-7100                      | REPAIRS - BUILDINGS                    | .00               | 2,881.00            | 10,000.00            | 7,219.00 28.8        |              |
| 01-700-7350                      | REPAIRS - EQUIPMENT                    | .00               | 995.00              | .00 (                | 995.00) .0           |              |
| 01-700-8150                      | SUPPLIES - CONSUMABLE                  | .00               | 2,000.00            | .00 (                | 2,000.00) .0         |              |
| 01-700-8550                      | JANITORIAL SUPPLIES                    | .00               | 352.84              | .00 (                | 352.84) .0           |              |
| 01-700-8870                      | SUPPLIES - SAFETY                      | .00               | 378.00              | .00 (                | 378.00) .0           |              |
| 01-700-8000                      | UTILITIES - INTERNET SERVICE           | .00               | .00                 | 5,000.00             | 5,000.00 .0          |              |
| 01-700-8010                      | UTILITIES - ELECTRICITY                | 2,911.58          | 26,849.55           | 45,000.00            | 18,160.45 84.1       |              |
| 01-700-8040                      | UTILITIES - HEATING FUEL               | 1,877.08          | 17,226.27           | 28,000.00            | 10,773.73 61.5       |              |
| 01-700-8080                      | UTILITIES - SOLID WASTE                | 64.58             | 580.77              | 11,700.00            | 11,119.23 5.0        |              |
| 01-700-8085                      | UTILITIES - WATER/SEWER                | 88.20             | 812.34              | 12,000.00            | 11,187.66 5.8        |              |
|                                  | <b>TOTAL PROPERTY &amp; FACILITIES</b> | <b>8,703.26</b>   | <b>88,728.98</b>    | <b>152,080.00</b>    | <b>53,351.02</b>     | <b>84.9</b>  |
| <u>PARKS AND RECREATION</u>      |  |                   |                     |                      |                      |              |
| 01-800-8000                      | SALARIES AND WAGES                     | .00               | 2,188.80            | 7,604.00             | 5,437.70 28.5        |              |
| 01-800-8030                      | FICA TAXES                             | .00               | 166.70              | 682.00               | 418.30 28.5          |              |
| 01-800-8040                      | WORKER'S COMP                          | .00               | 8.81                | 240.00               | 230.39 4.0           |              |
| 01-800-8050                      | ESC TAX                                | .00               | 21.88               | 74.00                | 52.34 28.3           |              |
| 01-800-7340                      | PROFESSIONAL SERVICES                  | .00               | .00                 | 3,000.00             | 3,000.00 .0          |              |
| 01-800-7350                      | REPAIRS EQUIPMENT                      | .00               | .00                 | 2,000.00             | 2,000.00 .0          |              |
| 01-800-8050                      | SUPPLIES AND MATERIALS                 | .00               | 91.44               | 8,500.00             | 8,408.56 1.1         |              |
|                                  | <b>TOTAL PARKS AND RECREATION</b>      | <b>.00</b>        | <b>2,454.71</b>     | <b>22,000.00</b>     | <b>19,645.29</b>     | <b>11.2</b>  |
| <u>TRANSFERS TO OTHER FUNDS</u>  |  |                   |                     |                      |                      |              |
| 01-990-8990                      | TRANSFER OUT                           | .00               | 322,349.44          | 322,349.44           | .00 100.0            |              |
| 01-990-8991                      | TRANSFER TO F 14 EQUIP REP PW          | .00               | 80,000.00           | 80,000.00            | .00 100.0            |              |
|                                  | <b>TOTAL TRANSFERS TO OTHER FUNDS</b>  | <b>.00</b>        | <b>372,349.44</b>   | <b>372,349.44</b>    | <b>.00</b>           | <b>100.0</b> |
|                                  | <b>TOTAL FUND EXPENDITURES</b>         | <b>138,348.37</b> | <b>2,172,328.98</b> | <b>3,439,075.88</b>  | <b>1,289,748.60</b>  | <b>83.2</b>  |
|                                  | <b>NET REVENUE OVER EXPENDITURES</b>   | <b>170,600.81</b> | <b>551,885.97</b>   | <b>( 125,487.80)</b> | <b>( 676,131.77)</b> | <b>446.7</b> |

CITY OF WHITTIER  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

WATER AND WASTEWATER

|   | PERIOD ACTUAL    | YTD ACTUAL        | BUDGET            | UNEARNED         | PCNT         |
|---|------------------|-------------------|-------------------|------------------|--------------|
| <u>CHARGES FOR SERVICES</u>               |                  |                   |                   |                  |              |
| 60-340-4300                               | 9,188.65         | 204,108.25        | 312,084.00        | 107,985.76       | 66.4         |
| 60-340-4360                               | 5,776.50         | 146,248.41        | 111,132.00        | ( 36,117.41)     | 131.8        |
| 60-340-4500                               | .00              | .00               | 100.00            | 100.00           | .0           |
| <b>TOTAL CHARGES FOR SERVICES</b>         | <b>14,965.15</b> | <b>350,356.66</b> | <b>423,326.00</b> | <b>72,968.34</b> | <b>82.9</b>  |
| <u>MISCELLANEOUS</u>                      |                  |                   |                   |                  |              |
| 50-380-4801                               | .00              | .00               | 5,000.00          | 5,000.00         | .0           |
| 50-380-4910                               | 342.68           | 1,693.33          | 100.00            | ( 1,493.33)      | 1593.3       |
| <b>TOTAL MISCELLANEOUS</b>                | <b>342.68</b>    | <b>1,693.33</b>   | <b>5,100.00</b>   | <b>3,506.67</b>  | <b>81.2</b>  |
| <u>PROPERTY &amp; SURPLUS SALES</u>       |                  |                   |                   |                  |              |
| 60-300-8990                               | .00              | 23,340.84         | 23,340.84         | .00              | 100.0        |
| 60-300-9991                               | .00              | 54,000.00         | 54,000.00         | .00              | 100.0        |
| <b>TOTAL PROPERTY &amp; SURPLUS SALES</b> | <b>.00</b>       | <b>77,340.84</b>  | <b>77,340.84</b>  | <b>.00</b>       | <b>100.0</b> |
| <b>TOTAL FUND REVENUE</b>                 | <b>15,307.83</b> | <b>429,291.83</b> | <b>605,766.84</b> | <b>76,475.01</b> | <b>84.8</b>  |



CITY OF WHITTIER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

WATER AND WASTEWATER

|  | PERIOD ACTUAL       | YTD ACTUAL        | BUDGET               | UNEXPENDED           | PCNT        |
|--|---------------------|-------------------|----------------------|----------------------|-------------|
| <b>WATER &amp; WASTE WATER OPERATING</b>       |                     |                   |                      |                      |             |
| 50-800-8000 SALARIES & WAGES                   | 9,205.17            | 98,439.75         | 134,101.00           | 27,661.25            | 77.7        |
| 50-800-8030 FICA TAXES                         | 154.47              | 1,383.61          | 2,357.00             | 873.49               | 66.7        |
| 50-800-8040 WORKER'S COMP.                     | .00                 | 1,212.85          | 5,155.00             | 3,942.08             | 25.5        |
| 50-800-8050 EBC TAXES                          | 8.20                | 521.25            | 1,241.00             | 719.74               | 42.0        |
| 50-800-8060 HEALTH & LIFE INSURANCE            | 1,720.73            | 15,114.45         | 12,290.00            | ( 854.48)            | 107.0       |
| 50-800-8070 PERS RETIREMENT                    | 1,540.01            | 16,457.75         | 24,155.00            | 7,697.24             | 66.2        |
| 50-800-8081 UNIFORM ALLOWANCE                  | .00                 | .00               | 200.00               | 200.00               | .0          |
| 50-800-8260 DUES & SUBSCRIPTIONS               | .00                 | 170.00            | 1,000.00             | 830.00               | 17.0        |
| 50-800-8410 INSURANCE - LIABILITY              | .00                 | 5,539.75          | 2,750.00             | ( 783.75)            | 128.5       |
| 50-800-8420 INSURANCE - AUTO                   | .00                 | .00               | 1,000.00             | 1,000.00             | .0          |
| 50-800-8430 INSURANCE - EQUIP                  | .00                 | .00               | 200.00               | 200.00               | .0          |
| 50-800-8440 INSURANCE - PROPERTY               | .00                 | 3,481.25          | 6,200.00             | 2,718.75             | 56.2        |
| 50-800-8640 LICENSES & PERMITS                 | .00                 | 850.00            | 1,200.00             | 350.00               | 61.7        |
| 50-800-8595 OUTSIDE CONTRACTORS                | 40.00               | 10,870.88         | 10,000.00            | ( 870.88)            | 108.7       |
| 50-800-8570 PHYSICAL EXAMS                     | .00                 | .00               | 500.00               | 500.00               | .0          |
| 50-800-8580 POSTAGE                            | .00                 | 1,300.88          | 450.00               | ( 850.88)            | 289.0       |
| 50-800-8635 PROF. FEES - COMPUTER SUPPORT      | .00                 | 789.88            | 1,250.00             | 460.12               | 63.1        |
| 50-800-8740 SMALL TOOLS                        | .00                 | 585.30            | 5,000.00             | 4,414.70             | 17.2        |
| 50-800-8730 TESTING WATER/SEWER                | 470.00              | 5,087.00          | 5,000.00             | 1,813.00             | 76.1        |
| 50-800-8770 TRAVEL, TRAINING & DEV.            | 1,170.95            | 1,855.40          | 6,500.00             | 3,634.50             | 30.3        |
| 50-800-7100 REPAIRS - BUILDING                 | 7,920.00            | 10,770.00         | 6,000.00             | ( 5,770.00)          | 215.4       |
| 50-800-7350 REPAIRS - EQUIPMENT                | .00                 | 4,475.00          | 6,000.00             | 625.00               | 89.5        |
| 50-800-7850 REPAIRS - SYSTEM                   | .00                 | 4,425.81          | 6,000.00             | 573.19               | 86.5        |
| 50-800-7750 GAS & OIL - VEHICLES               | .00                 | 3,185.51          | 3,200.00             | 14.49                | 98.9        |
| 50-800-8560 SUPPLIES - OFFICE                  | 118.22              | 1,291.46          | 500.00               | ( 791.46)            | 286.3       |
| 50-800-8930 UNIFORMS                           | .00                 | .00               | 500.00               | 500.00               | .0          |
| 50-800-8970 SUPPLIES - SAFETY                  | .00                 | 249.01            | 1,800.00             | 1,550.99             | 16.6        |
| 50-800-8995 SUPPLIES & MATERIALS               | 227.34              | 648.88            | 3,500.00             | 2,850.82             | 24.3        |
| 50-800-9000 UTILITIES - INTERNET               | 133.59              | 4,539.59          | 1,500.00             | ( 3,039.59)          | 302.6       |
| 50-800-9010 UTILITIES - ELECTRICITY            | 1,919.95            | 21,303.48         | 35,000.00            | 13,596.54            | 60.9        |
| 50-800-9040 UTILITIES - HEATING FUEL           | 121.85              | 2,487.95          | 5,000.00             | 1,832.05             | 69.4        |
| 50-800-9070 UTILITIES - TELEPHONE              | 54.53               | 554.78            | 600.00               | ( 44.78)             | 109.1       |
| 50-900-8560 CAPITAL OUTLAY - WWWW              | .00                 | 7,162.50          | 150,000.00           | 131,847.50           | 5.2         |
| 50-800-8600 TRANSFER OUT TO GF                 | 3,541.55            | 189,425.10        | 195,508.50           | 7,063.40             | 95.4        |
| <b>TOTAL WATER &amp; WASTE WATER OPERATING</b> | <b>25,329.89</b>    | <b>410,321.18</b> | <b>614,325.50</b>    | <b>204,004.31</b>    | <b>68.6</b> |
| <b>TOTAL FUND EXPENDITURES</b>                 | <b>25,329.89</b>    | <b>410,321.18</b> | <b>614,325.50</b>    | <b>204,004.31</b>    | <b>68.6</b> |
| <b>NET REVENUE OVER EXPENDITURES</b>           | <b>( 13,080.93)</b> | <b>19,570.74</b>  | <b>( 108,558.86)</b> | <b>( 127,528.30)</b> | <b>17.5</b> |

CITY OF WHITTIER  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

SMALL BOAT HARBOR

|                                     | PERIOD ACTUAL                | YTD ACTUAL       | BUDGET              | UNEARNED              | PCNT                    |
|-------------------------------------|------------------------------|------------------|---------------------|-----------------------|-------------------------|
| <u>CHARGES FOR SERVICES</u>         |                              |                  |                     |                       |                         |
| 61-340-4399                         | MOORAGE - TRANSIENT WINTER   | 8,894.00         | 12,183.13           | .00 (                 | 18,185.13) .0           |
| 61-340-4401                         | MOORAGE - PREFERENTIAL       | 1,870.64         | 471,872.21          | 545,000.00            | 73,127.79 85.0          |
| 61-340-4402                         | MOORAGE - TRANSIENT          | 8,527.88         | 443,651.85          | 380,000.00 (          | 63,651.85) 115.8        |
| 61-340-4403                         | BOAT LIFT FEES               | 643.25           | 33,712.05           | 15,000.00 (           | 15,712.05) 157.3        |
| 61-340-4404                         | UTILITY FEES                 | 3,915.18         | 53,887.43           | 60,000.00             | 5,252.27 89.5           |
| 61-340-4405                         | WHARFAGE FEES                | 5,982.06         | 21,188.68           | 10,000.00 (           | 11,188.68) 212.0        |
| 61-340-4407                         | VESSEL TOW FEES              | .00              | .00                 | 3,000.00              | 3,000.00 .0             |
| 61-340-4408                         | USED OIL COLLECTION F        | 54.40            | 785.70              | 1,200.00              | 414.30 65.5             |
| 61-340-4408                         | WAITING LIST FEES            | 50.00            | 1,000.00            | 17,000.00             | 16,000.00 5.0           |
| 61-340-4410                         | PUMP OUT FEES                | 180.00           | 888.00              | 1,000.00              | 145.00 85.5             |
| 61-340-4411                         | LAUNCH FEES                  | 40.00            | 147,539.25          | 100,000.00 (          | 47,539.25) 147.5        |
| 61-340-4412                         | SHOWERS                      | .00              | 65.00               | 2,500.00              | 2,435.00 2.6            |
| 61-340-4413                         | GRID                         | 111.52           | 1,308.80            | 1,200.00 (            | 108.80) 108.8           |
| 61-340-4414                         | VESSEL MAINTENANCE           | 31.50            | 9,139.50            | 8,000.00 (            | 3,139.50) 162.3         |
| 61-340-4415                         | DRY STORAGE FEES             | 865.75           | 4,439.17            | 8,000.00              | 1,568.23 73.5           |
| 61-340-4418                         | PARKING - ANNUAL             | 500.00           | 40,700.00           | 32,000.00             | 11,300.00 73.3          |
| 61-340-4426                         | PARKING DAILY                | 88.00            | 55,574.00           | 55,000.00             | 30,425.00 88.5          |
| 61-340-4445                         | MISC. SERVICES               | 9,912.49         | 7,951.89            | 2,000.00 (            | 5,951.89) 267.5         |
| <b>TOTAL CHARGES FOR SERVICES</b>   |                              | <b>37,180.45</b> | <b>1,312,912.43</b> | <b>1,298,800.00 (</b> | <b>13,012.43) 101.0</b> |
| <u>LEASES INCOME</u>                |                              |                  |                     |                       |                         |
| 61-345-4512                         | LEASE - ARRC NET OF RR SHARE | 9,367.88         | 68,380.17           | 85,000.00             | 23,649.53 73.0          |
| 61-345-4910                         | LEASE - GARBAGE REVENUE      | 40.00            | 360.00              | .00 (                 | 360.00) .0              |
| <b>TOTAL LEASES INCOME</b>          |                              | <b>9,367.88</b>  | <b>68,710.17</b>    | <b>85,000.00</b>      | <b>23,289.53 73.4</b>   |
| <u>OTHER REVENUE</u>                |                              |                  |                     |                       |                         |
| 61-380-4417                         | FUEL FLOAT INCOME            | 19,029.54        | 37,767.11           | 30,000.00 (           | 7,767.11) 125.9         |
| 61-380-4432                         | CAMPING                      | .00              | 8,887.00            | 13,000.00             | 4,043.00 68.9           |
| 61-380-4600                         | INTEREST & LATE FEES ON A/R  | .00              | 94.23               | 1,600.00              | 1,405.77 8.3            |
| 61-380-4801                         | INTEREST ON BANK ACCO        | .00              | .00                 | 10,000.00             | 10,000.00 .0            |
| 61-380-4910                         | MISCELLANEOUS INCOME         | .00              | 20,434.09           | .00 (                 | 20,434.09) .0           |
| <b>TOTAL OTHER REVENUE</b>          |                              | <b>19,029.54</b> | <b>67,242.43</b>    | <b>54,600.00 (</b>    | <b>12,742.43) 123.4</b> |
| <u>TRANSFERS IN AND OTHER</u>       |                              |                  |                     |                       |                         |
| 61-380-4891                         | TRANSFER FROM CPV FUND       | .00              | 157,275.00          | 157,275.00            | .00 100.0               |
| <b>TOTAL TRANSFERS IN AND OTHER</b> |                              | <b>.00</b>       | <b>157,275.00</b>   | <b>157,275.00</b>     | <b>.00 100.0</b>        |
| <b>TOTAL FUND REVENUE</b>           |                              | <b>65,587.88</b> | <b>1,807,140.03</b> | <b>1,606,675.00 (</b> | <b>485.03) 100.0</b>    |

CITY OF WHITTIER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

SMALL BOAT HARBOR

|   | PERIOD ACTUAL | YTD ACTUAL | BUDGET     | UNEXPENDED | PCNT    |
|---|---------------|------------|------------|------------|---------|
| <b>HARBOR OPERATIONS EXP</b>              |               |            |            |            |         |
| 51-800-8000 SALARIES & WAGES              | 32,321.70     | 285,588.89 | 416,164.00 | 120,565.91 | 71.0    |
| 51-800-8080 FICA TAXES                    | 448.43        | 6,528.72   | 8,825.00   | 3,128.28   | 83.8    |
| 51-800-8040 WORKER'S COMP.                | .00           | 5,328.48   | 16,278.00  | 10,949.81  | 32.7    |
| 51-800-8060 ESC TAXES                     | 110.02        | 2,190.82   | 4,182.00   | 2,001.18   | 81.8    |
| 51-800-8060 HEALTH & LIFE INSURANCE       | 8,788.14      | 80,908.33  | 80,915.00  | 20,008.67  | 75.3    |
| 51-800-8070 PERS RETIREMENT               | 5,697.36      | 61,540.01  | 81,204.00  | 20,063.99  | 83.5    |
| 51-800-8205 ADVERTISING                   | 13.00         | 1,897.85   | 1,800.00   | 387.85     | 128.3   |
| 51-800-8215 COLLECTION EXPENSE            | .00           | 2,081.31   | 5,000.00   | 7,021.31   | ( 40.8) |
| 51-800-8220 BANK SERVICE CHARGES          | 8,122.57      | 38,221.98  | 28,000.00  | 7,221.98   | 128.8   |
| 51-800-8265 BOND INTEREST EXPENSE         | 42,782.50     | 87,278.00  | 87,278.00  | .00        | 100.0   |
| 51-800-8270 DEPRECIATION                  | .00           | .00        | 940,000.00 | 940,000.00 | .0      |
| 51-800-8280 DUES & SUBSCRIPTIONS          | .00           | .00        | 600.00     | 500.00     | .0      |
| 51-800-8410 INSURANCE - LIABILITY         | .00           | 30,801.78  | 27,000.00  | 3,801.78   | 114.1   |
| 51-800-8420 INSURANCE - AUTO              | .00           | 898.68     | 1,500.00   | 598.34     | 82.4    |
| 51-800-8430 INSURANCE EQUIPMENT           | .00           | 608.58     | 1,200.00   | 591.41     | 42.4    |
| 51-800-8440 INSURANCE - PROPERTY          | .00           | 35,344.65  | 70,000.00  | 34,655.35  | 80.5    |
| 51-800-8480 INSURANCE CLAIMS-DEDU         | .00           | 5,000.00   | 5,000.00   | .00        | 100.0   |
| 51-800-8540 ENTERPRISE-LICENSES & PERMITS | .00           | 125.00     | 250.00     | 125.00     | 50.0    |
| 51-800-8688 OUTSIDE CONTRACTORS           | 383.00        | 8,305.28   | 25,000.00  | 16,694.72  | 25.2    |
| 51-800-8670 PHYSICAL EXAMS                | .00           | 827.00     | 600.00     | 127.00     | 125.4   |
| 51-800-8680 POSTAGE                       | .00           | 3,405.45   | 1,000.00   | 2,405.45   | 340.8   |
| 51-800-8835 PROF. FEES - COMPUTER SUPPORT | .00           | 2,185.77   | 5,000.00   | 2,814.23   | 42.8    |
| 51-800-8838 PROF FEES - WEB SITE          | .00           | .00        | 1,000.00   | 1,000.00   | .0      |
| 51-800-8880 PROF. FEES - LEGAL            | .00           | 64.80      | 5,000.00   | 4,935.80   | 1.3     |
| 51-800-8700 PUBLICATIONS&SUBS.            | 120.00        | 185.00     | 350.00     | 165.00     | 55.7    |
| 51-800-8730 EQUIPMENT RENTAL              | 57.13         | 57.15      | 100.00     | 12.87      | 87.1    |
| 51-800-8740 SMALL TOOLS                   | .00           | 2,476.26   | 1,500.00   | 976.26     | 166.0   |
| 51-800-8770 TRAVEL, TRAINING & DEV.       | .00           | 1,852.83   | 3,000.00   | 1,147.17   | 61.8    |
| 51-800-8780 WASTE DISPOSAL - EVOS         | .00           | 1,838.39   | 3,500.00   | 1,661.81   | 48.7    |
| 51-800-7100 REPAIRS - BUILDINGS           | .00           | 809.66     | 2,800.00   | 2,190.34   | 12.3    |
| 51-800-7350 REPAIRS - EQUIPMENT           | .00           | 10,107.68  | 12,000.00  | 1,892.32   | 84.2    |
| 51-800-7400 REPAIRS - VEHICLES            | .00           | 273.44     | 5,000.00   | 4,726.56   | 5.5     |
| 51-800-7600 PARKING LOT MAINTENANCE       | .00           | .00        | 2,000.00   | 2,000.00   | .0      |
| 51-800-7810 REPAIRS - UTILITIES           | 980.00        | 15,108.72  | 1,300.00   | 12,108.72  | 1510.9  |
| 51-800-7760 GAS & OIL - VEHICLES          | 719.27        | 3,941.83   | 8,000.00   | 5,058.57   | 45.8    |
| 51-800-7800 REPAIRS - FACILITIES          | .00           | 117.25     | .00        | 117.25     | .0      |
| 51-800-7820 REPAIRS - DOCKS               | .00           | 1,708.28   | 20,000.00  | 18,291.72  | 8.6     |
| 51-800-8160 SUPPLIES - CONSUMABLE         | 705.00        | 7,188.88   | 30,000.00  | 22,811.12  | 23.9    |
| 51-800-8200 SUPPLIES - PARKING            | .00           | .00        | 3,000.00   | 3,000.00   | .0      |
| 51-800-8400 SUPPLIES - FIRE SUPPRESSION   | .00           | 8,071.16   | 5,000.00   | 1,071.16   | 121.4   |
| 51-800-8850 SUPPLIES - OFFICE             | 889.82        | 2,628.26   | 5,500.00   | 2,671.74   | 45.8    |
| 51-800-8860 SUPPLIES - UNIFORMS           | .00           | 873.40     | 400.00     | 273.40     | 168.4   |
| 51-800-8870 SUPPLIES - SAFETY             | 80.83         | 3,880.73   | 4,000.00   | 189.27     | 88.8    |
| 51-800-9000 UTILITIES - INTERNET          | 622.32        | 13,450.84  | 7,000.00   | 6,450.84   | 182.2   |
| 51-800-9010 UTILITIES - ELECTRICITY       | 5,848.04      | 84,324.84  | 80,000.00  | 4,324.84   | 107.2   |
| 51-800-9040 UTILITIES - HEATING FUEL      | 110.22        | 5,146.48   | 4,700.00   | 446.48     | 108.5   |
| 51-800-9080 UTILITIES - SOLID WASTE       | 16,888.03     | 106,881.67 | 100,000.00 | 6,881.67   | 106.5   |
| 51-800-9070 UTILITIES - TELEPHONE         | 188.48        | 1,743.48   | 3,000.00   | 1,256.52   | 56.1    |
| 51-800-9095 UTILITIES - WATER&WASTEWATER  | 1,119.87      | 36,828.25  | 35,000.00  | 1,828.25   | 106.2   |
| 51-800-9213 HARBOR EMERGENCY REPAIR       | .00           | 7,888.80   | .00        | 7,888.80   | .0      |
| 51-800-9810 SNOW REMOVAL                  | .00           | .00        | 35,000.00  | 35,000.00  | .0      |
| 51-800-9820 CAPITAL OUTLAY - EQUIPMENT    | .00           | 11,179.00  | 10,000.00  | 1,179.00   | 111.8   |

CITY OF WHITTIER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

SMALL BOAT HARBOR

|  | PERIOD ACTUAL       | YTD ACTUAL          | BUDGET               | UNEXPENDED             | PCNT        |
|--|---------------------|---------------------|----------------------|------------------------|-------------|
| 51-900-9830 CAPITAL OUTLAY-OFFICE EDUP     | .00                 | .00                 | 2,000.00             | 2,000.00               | .0          |
| 51-900-9900 TRANSFER OUT TO GF             | 18,000.00           | 180,000.00          | 150,000.00           | 28,000.00              | 83.3        |
| <b>TOTAL HARBOR OPERATIONS EXP</b>         | <b>180,180.01</b>   | <b>1,000,700.11</b> | <b>2,322,654.00</b>  | <b>1,271,860.80</b>    | <b>45.6</b> |
| <b>CAPITAL OUTLAY - FROM RESERVE</b>       |                     |                     |                      |                        |             |
| 51-900-9810 CAPITAL OUTLAY - BLDG & FACIL  | .00                 | .00                 | 25,000.00            | 25,000.00              | .0          |
| 51-900-9820 CAPITAL OUTLAY - EQUIPMENT     | .00                 | 5,870.00            | .00                  | ( 5,870.00)            | .0          |
| 51-900-9878 BOND PRINCIPAL                 | .00                 | 70,000.00           | 70,000.00            | .00                    | 100.0       |
| <b>TOTAL CAPITAL OUTLAY - FROM RESERVE</b> | <b>.00</b>          | <b>75,870.00</b>    | <b>85,000.00</b>     | <b>10,130.00</b>       | <b>78.7</b> |
| <b>TOTAL FUND EXPENDITURES</b>             | <b>180,180.01</b>   | <b>1,126,483.11</b> | <b>2,407,654.00</b>  | <b>1,291,990.80</b>    | <b>46.8</b> |
| <b>NET REVENUE OVER EXPENDITURES</b>       | <b>( 69,581.48)</b> | <b>470,878.92</b>   | <b>( 820,873.08)</b> | <b>( 1,291,865.82)</b> | <b>67.3</b> |

CITY OF WHITTIER  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

DELONG DOCK

|   | PERIOD ACTUAL    | YTD ACTUAL          | BUDGET            | UNEARNED             | PCNT         |
|---|------------------|---------------------|-------------------|----------------------|--------------|
| 63-340-4015 LEGAL SETTLEMENT              | .00              | 760,000.00          | .00               | ( 760,000.00)        | .0           |
| <b>TOTAL SOURCE 340</b>                   | <b>.00</b>       | <b>760,000.00</b>   | <b>.00</b>        | <b>( 760,000.00)</b> | <b>.0</b>    |
| <b>DELONG DOCK CHARGES FOR SERVICE</b>    |                  |                     |                   |                      |              |
| 53-341-4251 USER FEES & PERMITS           | .00              | 5,000.00            | 12,000.00         | 8,000.00             | 25.0         |
| 53-341-4402 MOORAGE - TRANSIENT           | ( 482.80)        | 3,890.82            | 20,000.00         | 16,108.08            | 18.9         |
| 63-341-4404 UTILITY FEES                  | .00              | 3,167.07            | 6,000.00          | 1,832.93             | 63.3         |
| 63-341-4408 WHARPAGE FEES                 | .00              | 346,257.03          | 226,000.00        | ( 120,257.03)        | 155.2        |
| <b>TOTAL DELONG DOCK CHARGES FOR SERV</b> | <b>( 482.80)</b> | <b>359,255.02</b>   | <b>262,000.00</b> | <b>( 67,235.02)</b>  | <b>137.1</b> |
| <b>TOTAL FUND REVENUE</b>                 | <b>( 482.80)</b> | <b>1,109,235.02</b> | <b>262,000.00</b> | <b>( 647,235.02)</b> | <b>428.4</b> |

CITY OF WHITTIER  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

DELONG DOCK

|   | PERIOD ACTUAL       | YTD ACTUAL        | BUDGET            | UNEXPENDED           | PCNT         |
|---|---------------------|-------------------|-------------------|----------------------|--------------|
| 53-801-8000 SALARIES & WAGES            | .00                 | 38,139.03         | 45,240.00         | 10,101.00            | 78.2         |
| 53-801-8080 FICAMEDICARE                | .00                 | 712.00            | 982.00            | 250.00               | 74.0         |
| 53-801-8040 WORKER'S COMP.              | .00                 | .00               | 1,808.00          | 1,808.00             | .0           |
| 53-801-8050 ESC TAXES                   | .00                 | 294.00            | 482.00            | 188.00               | 57.1         |
| 53-801-8060 HEALTH & LIFE INSURANCE     | .00                 | 6,067.00          | 6,891.00          | 2,924.00             | 67.4         |
| 53-801-8070 PERS RETIREMENT             | .00                 | 6,068.00          | 9,029.00          | 2,961.00             | 67.3         |
| 53-801-8410 INSURANCE - LIABILITY       | .00                 | 16,308.84         | 2,000.00          | ( 13,308.84)         | 648.8        |
| 53-801-8440 INSURANCE - PROPERTY        | .00                 | 8,585.48          | 5,000.00          | ( 4,585.48)          | 181.9        |
| 53-801-8885 OUTSIDE CONTRACTORS         | .00                 | 1,873.00          | 5,000.00          | 3,127.00             | 33.5         |
| 53-801-8650 LEGAL SERVICES              | 987.80              | 19,757.19         | 3,000.00          | ( 16,757.19)         | 658.9        |
| 53-801-8730 EQUIPMENT RENTAL            | .00                 | .00               | 2,800.00          | 2,800.00             | .0           |
| 53-801-8740 SMALL TOOLS                 | .00                 | 5,802.48          | 3,000.00          | ( 2,802.48)          | 188.8        |
| 53-801-8780 WASTE DISPOSAL - EVDS       | .00                 | .00               | 3,000.00          | 3,000.00             | .0           |
| 53-801-7750 GAS & OIL - VEHICLES        | .00                 | .00               | 500.00            | 500.00               | .0           |
| 53-801-7820 REPAIRS - DOCKS             | .00                 | 7,701.36          | .00               | ( 7,701.36)          | .0           |
| 53-801-8150 SUPPLIES - CONSUMABLE       | .00                 | .00               | 5,000.00          | 5,000.00             | .0           |
| 53-801-8400 SUPPLIES - FIRE SUPPRESSION | .00                 | .00               | 1,500.00          | 1,500.00             | .0           |
| 53-801-8850 SUPPLIES - UNIFORMS         | .00                 | .00               | 400.00            | 400.00               | .0           |
| 53-801-8870 SUPPLIES - SAFETY           | .00                 | 290.00            | 500.00            | 290.00               | 44.0         |
| 53-801-9010 UTILITIES - ELECTRICITY     | 484.72              | 17,385.11         | 3,000.00          | ( 14,385.11)         | 675.5        |
| 53-801-9060 UTILITIES - SOLID WASTE     | .00                 | .00               | 1,500.00          | 1,500.00             | .0           |
| 53-801-9086 UTILITIES - WATER/SEWER     | .00                 | .00               | 5,000.00          | 5,000.00             | .0           |
| 53-801-9900 TRANSFER OUT TO GP          | 35,872.75           | 55,872.75         | .00               | ( 35,872.75)         | .0           |
| <b>TOTAL DEPARTMENT 801</b>             | <b>37,375.00</b>    | <b>193,434.24</b> | <b>199,397.00</b> | <b>( 54,047.24)</b>  | <b>148.4</b> |
| <b>CAPITAL OUTLAY</b>                   |                     |                   |                   |                      |              |
| 53-800-8894 CAPITAL IMPROVEMENTS        | .00                 | 36,500.00         | .00               | ( 36,500.00)         | .0           |
| 53-800-8840 GAP EXP EMERGENCY REPAIRS   | .00                 | .00               | 85,500.00         | 85,500.00            | .0           |
| <b>TOTAL CAPITAL OUTLAY</b>             | <b>.00</b>          | <b>36,500.00</b>  | <b>85,500.00</b>  | <b>20,000.00</b>     | <b>84.8</b>  |
| <b>TOTAL FUND EXPENDITURES</b>          | <b>37,375.00</b>    | <b>193,934.24</b> | <b>184,897.00</b> | <b>( 54,047.24)</b>  | <b>120.7</b> |
| <b>NET REVENUE OVER EXPENDITURES</b>    | <b>( 37,897.80)</b> | <b>910,500.75</b> | <b>57,113.00</b>  | <b>( 813,187.78)</b> | <b>937.4</b> |

CITY OF WHITTIER  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

MOTOR POOL

|                          | PERIOD ACTUAL | YTD ACTUAL | BUDGET     | UNEARNED | PCNT  |
|--------------------------|---------------|------------|------------|----------|-------|
| <u>OTHER REVENUE</u>     |               |            |            |          |       |
| 80-300-4910 VEHICLE RENT | .00           | 15,000.00  | 15,000.00  | .00      | 100.0 |
| TOTAL OTHER REVENUE      | .00           | 15,000.00  | 15,000.00  | .00      | 100.0 |
| <u>TRANSFERS IN</u>      |               |            |            |          |       |
| 80-300-4990 TRANSFERS IN | .00           | 368,017.00 | 368,017.00 | .00      | 100.0 |
| TOTAL TRANSFERS IN       | .00           | 368,017.00 | 368,017.00 | .00      | 100.0 |
| TOTAL FUND REVENUE       | .00           | 383,017.00 | 383,017.00 | .00      | 100.0 |

CITY OF WHITTIER  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 10 MONTHS ENDING OCTOBER 31, 2020

|                                      |                                     | MOTOR POOL    |            |              |               |       |
|--------------------------------------|-------------------------------------|---------------|------------|--------------|---------------|-------|
|                                      |                                     | PERIOD ACTUAL | YTD ACTUAL | BUDGET       | UNEXPENDED    | PCNT  |
| <u>CAPITAL OUTLAY - FROM RESERVE</u> |                                     |               |            |              |               |       |
| 60-600-8520                          | CAPITAL OUTLAY - EQUIPMENT          | .00           | 60,000.00  | 400,000.00   | 400,000.00    | 15.0  |
|                                      | TOTAL CAPITAL OUTLAY - FROM RESERVE | .00           | 60,000.00  | 400,000.00   | 400,000.00    | 13.0  |
|                                      | TOTAL FUND EXPENDITURES             | .00           | 60,000.00  | 400,000.00   | 400,000.00    | 13.0  |
|                                      | NET REVENUE OVER EXPENDITURES       | .00           | 323,017.00 | ( 78,983.00) | ( 400,000.00) | 418.8 |





THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Commerce,  
Community,  
and Economic Development  
ALCOHOL & MARIJUANA CONTROL OFFICE  
550 West 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
Main: 907.269.0350

November 27, 2020

LGB City of Whittier

Via Email: [cityclerk@whittieralaska.gov](mailto:cityclerk@whittieralaska.gov)

Re: Notice of Liquor License Renewal Application

| License Number | DBA             | Type                           | City     | Borough             | Community Council |
|----------------|-----------------|--------------------------------|----------|---------------------|-------------------|
| 1074           | Spotzmann's Inc | Beverage Dispensary - Seasonal | Whittier | Unorganized Borough | NONE              |

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

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

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

Sincerely,

Glen Klinkhart, Director  
[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)



Alaska Alcoholic Beverage Control Board

**Master Checklist: Renewal Liquor License Application**

|                    |                                |                 |         |
|--------------------|--------------------------------|-----------------|---------|
| Doing Business As: | Sportsman's Inn                | License Number: | 1074    |
| License Type:      | Beverage Dispensary - Seasonal |                 |         |
| Examiner:          | Randi                          | Transaction #:  | 1379269 |

| Document                   | Received | Completed | Notes |
|----------------------------|----------|-----------|-------|
| AB-17: Renewal Application | 11/23    | 11/23     |       |
| App and License Fees       | 11/23    | 11/23     |       |

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

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

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

LGB 1 Response:

Waive  Protest  Lapsed

LGB 2 Response:

Waive  Protest  Lapsed



Alaska Alcoholic Beverage Control Board

**Form AB-17: 2021/2022 License Renewal Application**

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

**Establishment Contact Information**

|                       |                                    |            |      |
|-----------------------|------------------------------------|------------|------|
| Licensee (Owner):     | Chou Joe Shen and Yenwen Anne Shen | License #: | 1074 |
| License Type:         | Beverage Dispensary - Seasonal     |            |      |
| Doing Business As:    | Sportsman Inn                      |            |      |
| Premises Address:     | 888 Front Street                   |            |      |
| Local Governing Body: | City of Whittier                   |            |      |
| Community Council:    | None                               |            |      |

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

|                  |            |        |       |
|------------------|------------|--------|-------|
| Mailing Address: | PO Box 750 |        |       |
| City:            | Whittier   | State: | AK    |
|                  |            | ZIP:   | 99693 |

**Section 1 - Licensee Contact Information**

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

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

|                   |                             |                |              |
|-------------------|-----------------------------|----------------|--------------|
| Contact Licensee: | Chou Joe Shen               | Contact Phone: | 907-440-4639 |
| Contact Email:    | anchorinnwhittier@yahoo.com |                |              |

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

|                  |                             |                |              |
|------------------|-----------------------------|----------------|--------------|
| Name of Contact: | Yenwen Anne Shen            | Contact Phone: | 907-242-1209 |
| Contact Email:   | anchorinnwhittier@yahoo.com |                |              |

|                  |  |                |  |
|------------------|--|----------------|--|
| Name of Contact: |  | Contact Phone: |  |
| Contact Email:   |  |                |  |

|                  |  |                |  |
|------------------|--|----------------|--|
| Name of Contact: |  | Contact Phone: |  |
| Contact Email:   |  |                |  |

AMCO



# Form AB-17: 2021/2022 License Renewal Application

## Section 2 – Entity or Community Ownership Information

**Sole Proprietors should skip this Section.**

Use the link from Corporations, Business and Professional Licensing (CBPL) below to assist you in finding the Entity #.  
<https://www.commerce.alaska.gov/cbp/main/search/entities>

|                       |  |
|-----------------------|--|
| Alaska CBPL Entity #: |  |
|-----------------------|--|

**READ BEFORE PROCEEDING:** Any new or changes to Shareholders (10% or more), Managers, Corporate Officers, Board of Directors, Partners, Controlling Interest or Ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI-approved card stock, AB-08a's, payment of \$48.25 for each new officer with a date-stamped copy of the CBPL change per AS 04.11.045, 50 & 55, or a Notice of Violation will be issued to your establishment and your application will be returned.

The only exception to this is a Corporation who can meet the requirements set forth in AS 04.11.050(c).

### DO NOT LIST OFFICERS OR TITLES THAT ARE NOT REQUIRED FOR YOUR ENTITY TYPE.

- Corporations of any type including non-profit must list **ONLY** the following:
  - All shareholders who own 10% or more stock in the corporation
  - Each President, Vice-President, Secretary, and Managing Officer regardless of percentage owned
- Limited Liability Corporations, of any type must list **ONLY** the following:
  - All Members with an ownership interest of 10% or more
  - All Managers (of the LLC, not the DBA) regardless of percentage owned
- Partnerships of any type, including Limited Partnerships must list **ONLY** the following:
  - Each Partner with an interest of 10% or more
  - All General Partners regardless of percentage owned

**Important Note:** All entries below must match our records, or your application will be returned per AS 04 11.270, 3 AAC 304.105. You must list full legal names, all required titles, phone number, percentage of shares owned (if applicable) and a full mailing address for each official of your entity whose information we require. **If more space is needed: attach additional completed copies of this page. Additional information not on this page will be rejected.**

|                   |        |  |          |  |
|-------------------|--------|--|----------|--|
| Name of Official: |        |  |          |  |
| Title(s):         | Phone: |  | % Owned: |  |
| Mailing Address:  |        |  |          |  |
| City:             | State: |  | ZIP:     |  |

|                   |        |  |          |  |
|-------------------|--------|--|----------|--|
| Name of Official: |        |  |          |  |
| Title(s):         | Phone: |  | % Owned: |  |
| Mailing Address:  |        |  |          |  |
| City:             | State: |  | ZIP:     |  |

|                   |        |  |          |  |
|-------------------|--------|--|----------|--|
| Name of Official: |        |  |          |  |
| Title(s):         | Phone: |  | % Owned: |  |
| Mailing Address:  |        |  |          |  |
| City:             | State: |  | ZIP:     |  |

AMCC

NOV 23 2021



# Form AB-17: 2021/2022 License Renewal Application

## Section 3 – Sole Proprietor Ownership information

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

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

**Important Note:** All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require. If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.

|  |                             |                                    |              |
|--|-----------------------------|------------------------------------|--------------|
| This individual is an: <input checked="" type="checkbox"/> Applicant |                             | <input type="checkbox"/> Affiliate |              |
| Name:  | Chou Joe Shen               | Contact Phone:                     | 907-472-2354 |
| Mailing Address:   | PO Box 750                  |                                    |              |
| City:  | Whittier                    | State:                             | AK           |
|  |                             | ZIP:                               | 99693        |
| Email:   | anchorinnwhittier@yahoo.com |                                    |              |
| This individual is an: <input checked="" type="checkbox"/> Applicant |                             | <input type="checkbox"/> Affiliate |              |
| Name:  | Yenwen Anne Shen            | Contact Phone:                     | 907-472-2354 |
| Mailing Address:   | PO Box 750                  |                                    |              |
| City:  | Whittier                    | State:                             | AK           |
|  |                             | ZIP:                               | 99693        |
| Email:   | anchorinnwhittier@yahoo.com |                                    |              |

## Section 4 – License Operation

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

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

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

## Section 5 – Violations and Convictions

|   |                              |  |
|---|------------------------------|--|
| Have ANY Notices of Violation been issued for this license OR has ANY person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2019 or 2020? | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
|---|------------------------------|--|

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

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



Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

Section 6 - Certifications

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

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

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

Signature of licensee: CHOU JOE SHEN
Printed name of licensee: CHOU JOE SHEN



Signature of Notary Public: [Signature]
Notary Public in and for the State of: Alaska

My commission expires: 11-14-22
Subscribed and sworn to before me this 18th day of November, 2020

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

All renewal and supplemental forms are available online

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

FOR OFFICE USE ONLY

Table with 4 columns: License Fee (\$1250), Application Fee (\$300.00), Misc. Fee (\$), Total Fees Due (\$1550)

AMCO

REV 8 3 2020



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

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

**ALCOHOL & MARIJUANA CONTROL OFFICE**

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

September 18, 2020

Chou Joe & YenWen Anne Shen  
P.O. Box 750  
Whittier, AK 99693

Re: Sportsman's Inn, License #1074

Dear Chou Joe & YenWen Anne Shen:

On November 13, 2017 the Alcoholic Beverage Control Board delegated the authority to approve first and second requests to waive the statutory minimum operating requirements to the Director.

Please consider this notice that I have approved your waiver of operation for the 2020 calendar year.

Please ensure that if you are operating solely to meet minimum operating requirements in the future, you address the items required in 3 AAC 304.170(j) to prove your operations to the board.

Please contact [alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov) with any questions.

Sincerely,

A blue ink signature of Carrie Craig.

Carrie Craig  
Records and Licensing Supervisor

cc: License File

AMCC

NOV 23 2020



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

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

ALCOHOL & MARIJUANA CONTROL OFFICE

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

November 26, 2020

Owner: Chou Joe & YenWen Anne Shen  
DBA: Sportsman's Inn  
Via email: [anchorinnwhittier@yahoo.com](mailto:anchorinnwhittier@yahoo.com)  
Re: Liquor License # 1074

Dear Applicant:

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

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

Your application will be scheduled for the January 2021 board meeting for Alcoholic Beverage Control Board consideration.

The Zoom link and call-in number for the meeting will be posted on our home page. The board will not grant or deny your application at the meeting unless your local government waives its right to protest per AS 04.11.480(a).

Please feel free to contact us via email at [alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov) if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. Baker".

Occupational Licensing Examiner





THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Commerce,  
Community,  
and Economic Development  
ALCOHOL & MARIJUANA CONTROL OFFICE  
550 West 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
Main: 907.269.0350

November 13, 2020

LGB City of Whittier

Via Email: [cityclerk@whittieralaska.gov](mailto:cityclerk@whittieralaska.gov)

Re: Notice of Liquor License Renewal Application

| License Number | DBA             | Type                          | City     | Borough             | Community Council |
|----------------|-----------------|-------------------------------|----------|---------------------|-------------------|
| 4924           | Inn at Whittier | Beverage Dispensary - Tourism | Whittier | Unorganized Borough | NONE              |

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

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

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

Sincerely,

Glen Klinkhart, Director  
[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)



Alaska Alcoholic Beverage Control Board

**Master Checklist: Renewal Liquor License Application**

|                    |  |                 |         |
|--------------------|--|-----------------|---------|
| Doing Business As: | Inn at Whittier                        | License Number: | 4924    |
| License Type:      | Beverage Dispensary - Tourism SEASONAL |                 |         |
| Examiner:          |  | Transaction #:  | 1364707 |

| Document                   | Received | Completed | Notes                                    |
|----------------------------|----------|-----------|--|
| AB-17: Renewal Application | 10/30    | 11/6      | licensee requested to change to seasonal |
| App and License Fees       | 10/30    |           |  |

| Supplemental Document       | Received | Completed | Notes |
|-----------------------------|----------|-----------|-------|
| Tourism/Rec Site Statement  | 10/30    | 11/6      |       |
| AB-25: Supplier Cert (WS)   |          |           |       |
| AB-29: Waiver of Operation  |          |           |       |
| AB-30: Minimum Operation    |          |           |       |
| AB-33: Restaurant Affidavit |          |           |       |
| COI / COC / 5 Star          |          |           |       |
| FP Cards & Fees / AB-08a    |          |           |       |
| Late Fee                    |          |           |       |

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

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

LGB 1 Response: **City of Whittier**

LGB 2 Response: **None**

Waive   
  Protest   
  Lapsed   
  Waive   
  Protest   
  Lapsed



Alaska Alcoholic Beverage Control Board

**Form AB-17: 2021/2022 License Renewal Application**

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

**Establishment Contact Information**

|                       |                              |                   |      |
|-----------------------|------------------------------|-------------------|------|
| Licensee (Owner):     | Whittier Lodging LLC         | License #:        | 4924 |
| License Type:         | Beverage Dispensary Tourism- | Seasonal          |      |
| Doing Business As:    | Inn at Whittier              |                   |      |
| Premises Address:     | 5A Harbor Loop Rd            | Whittier AK 99643 |      |
| Local Governing Body: | City of Whittier             |                   |      |
| Community Council:    | None                         |                   |      |

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

|                  |                  |        |    |
|------------------|------------------|--------|----|
| Mailing Address: | 3351 Arctic Blvd |        |    |
| City:            | Anchorage        | State: | AK |
| ZIP:             | 99503            |        |    |

**Section 1 - Licensee Contact Information**

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

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

|                   |                          |                |              |
|-------------------|--------------------------|----------------|--------------|
| Contact Licensee: | Sloane Unwin             | Contact Phone: | 907-751-6816 |
| Contact Email:    | Sunwin@innatwhittier.com |                |              |

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

|                  |                             |                |              |
|------------------|-----------------------------|----------------|--------------|
| Name of Contact: | Carol Anderson              | Contact Phone: | 907-751-6809 |
| Contact Email:   | canderson@innatwhittier.com | * 519-3362     |              |

|                  |                          |                |              |
|------------------|--------------------------|----------------|--------------|
| Name of Contact: | Todd Perez               | Contact Phone: | 907-491-1440 |
| Contact Email:   | toddallenperez@gmail.com |                |              |

|                  |  |                |  |
|------------------|--|----------------|--|
| Name of Contact: |  | Contact Phone: |  |
| Contact Email:   |  |                |  |



# Form AB-17: 2021/2022 License Renewal Application

## Section 2 – Entity or Community Ownership Information

**Sole Proprietors should skip this Section.**

Use the link from Corporations, Business and Professional Licensing (CBPL) below to assist you in finding the Entity #.  
<https://www.commerce.alaska.gov/cbp/main/search/entities>

|                       |          |
|-----------------------|----------|
| Alaska CBPL Entity #: | 10079182 |
|-----------------------|----------|

**READ BEFORE PROCEEDING:** Any new or changes to Shareholders (10% or more), Managers, Corporate Officers, Board of Directors, Partners, Controlling Interest or Ownership of the business license must be reported to the ABC Board within 10 days of the change and must be accompanied by a full set of fingerprints on FBI-approved card stock, AB-08a's, payment of \$48.25 for each new officer with a date-stamped copy of the CBPL change per AS 04.11.045, 50 & 55, or a Notice of Violation will be issued to your establishment and your application will be returned.

The only exception to this is a Corporation who can meet the requirements set forth in AS 04.11.050(c).

### DO NOT LIST OFFICERS OR TITLES THAT ARE NOT REQUIRED FOR YOUR ENTITY TYPE.

- Corporations of any type including non-profit must list ONLY the following:
  - All shareholders who own 10% or more stock in the corporation
  - Each President, Vice-President, Secretary, and Managing Officer regardless of percentage owned
- Limited Liability Corporations, of any type must list ONLY the following:
  - All Members with an ownership interest of 10% or more
  - All Managers (of the LLC, not the DBA) regardless of percentage owned
- Partnerships of any type, including Limited Partnerships must list ONLY the following:
  - Each Partner with an interest of 10% or more
  - All General Partners regardless of percentage owned

**Important Note:** All entries below must match our records, or your application will be returned per AS 04.11.270, 9 AAC 304.105. You must list full legal names, all required titles, phone number, percentage of shares owned (if applicable) and a full mailing address for each official of your entity whose information we require. If more space is needed: attach additional completed copies of this page. Additional information not on this page will be rejected.

|                   |                   |        |              |          |       |
|-------------------|-------------------|--------|--------------|----------|-------|
| Name of Official: | Sloane Unwin      |        |              |          |       |
| Title(s):         | Member            | Phone: | 907-887-9871 | % Owned: | 50%   |
| Mailing Address:  | 14414 Riverton Ct |        |              |          |       |
| City:             | Anchorage         | State: | AK           | ZIP:     | 99516 |

|                   |                   |        |              |          |       |
|-------------------|-------------------|--------|--------------|----------|-------|
| Name of Official: | Todd Perez        |        |              |          |       |
| Title(s):         | Member            | Phone: | 907-491-1440 | % Owned: | 50%   |
| Mailing Address:  | 14414 Riverton Ct |        |              |          |       |
| City:             | Anchorage         | State: | AK           | ZIP:     | 99516 |

|                   |  |        |  |          |  |
|-------------------|--|--------|--|----------|--|
| Name of Official: |  |        |  |          |  |
| Title(s):         |  | Phone: |  | % Owned: |  |
| Mailing Address:  |  |        |  |          |  |
| City:             |  | State: |  | ZIP:     |  |





# Form AB-17: 2021/2022 License Renewal Application

## Section 3 – Sole Proprietor Ownership Information

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

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

**Important Note:** All entries below must match our records, or your application will be returned per AS 04.11.270, 3 AAC 304.105. You must list full legal names, phone number, and mailing address for each owner or partner whose information we require. If more space is needed, attach additional copies of this page. Additional owners not listed on this page will be rejected.

|                        |                                    |                                    |
|------------------------|------------------------------------|------------------------------------|
| This Individual is an: | <input type="checkbox"/> Applicant | <input type="checkbox"/> Affiliate |
| Name:                  |                                    |                                    |
| Contact Phone:         |                                    |                                    |
| Mailing Address:       |                                    |                                    |
| City:                  | State:                             | ZIP:                               |
| Email:                 |                                    |                                    |

|                        |                                    |                                    |
|------------------------|------------------------------------|------------------------------------|
| This Individual is an: | <input type="checkbox"/> Applicant | <input type="checkbox"/> Affiliate |
| Name:                  |                                    |                                    |
| Contact Phone:         |                                    |                                    |
| Mailing Address:       |                                    |                                    |
| City:                  | State:                             | ZIP:                               |
| Email:                 |                                    |                                    |

## Section 4 – License Operation

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

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

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

## Section 5 – Violations and Convictions

Have **ANY** Notices of Violation been issued for this license OR has **ANY** person or entity in this application been convicted of a violation of Title 04, 3AAC 304 or a local ordinance adopted under AS 04.21.010 in 2019 or 2020?

|                          |                                     |
|--------------------------|-------------------------------------|
| Yes                      | No                                  |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

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



Alaska Alcoholic Beverage Control Board

Form AB-17: 2021/2022 License Renewal Application

Section 6 – Certifications

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

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

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

Signature of licensee

Printed name of licensee: Sloane Unwin



Signature of Notary Public

Notary Public in and for the State of: ALASKA

My commission expires: 9/9/2022

Subscribed and sworn to before me this 20th day of OCTOBER, 2020

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

All renewal and supplemental forms are available online

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

\* Please call Carol Anderson @ 907-751-6809 for credit card #.

FOR OFFICE USE ONLY

Table with 4 columns: License Fee, Application Fee, Misc. Fee, Total Fees Due. Handwritten values: License Fee \$1250, Application Fee \$300.00, Misc. Fee \$1500, Total Fees Due \$2800.



Alcohol and Marijuana Control Office  
550 W 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
[alcohol.licensing@alaska.gov](mailto:alcohol.licensing@alaska.gov)  
<https://www.commerce.alaska.gov/web/amco>  
Phone: 907.269.0350

## Alaska Alcoholic Beverage Control Board Tourism Statement Form

- A new, transfer, or renewal application for a Tourism Site License must be accompanied by this form which explains how the establishment satisfies the requirements listed under AS 04.11.400 (d), 3 AAC 304.325.
  - You must provide complete responses to all questions or your application will be returned and will not be scheduled for the next ABC board meeting until the application is deemed complete by AMCO staff.
- All questions must be answered on this form. Do not attach other documents, or they will be returned.
- Do not provide documents and/or statements not requested.

### Mandatory Points to be Included

1. Explain how issuance of a liquor license at your establishment has/will keep encouraging tourism:

*please see attached letter.*

2. Explain how the facility was or will be improved in accordance with this application: (this includes planned renovations, repairs, updates to the facility/grounds)

*please see attached letter.*



**Alaska Alcohol Beverage Control Board  
Tourism Statement Form**

3. Who operates the Liquor License?

Sloane Uuwim + Todd Perez at the Inn at Whittier.

4. Do you offer room rentals to the traveling public? Yes  No  (If no, skip to question 5)

a. If so, how many of these rooms are available?

25

b. Do any of the rental rooms have kitchen facilities (such as: a separate sink for food preparation and refrigeration/cooking appliance devices, including a microwave)? Yes  No

i. If yes, how many of the rental rooms have kitchen facilities that meet this definition?

c. Do you stock alcoholic beverages in guest rooms? Yes  No

5. Is your facility located within an airport terminal? Yes  No

6. Does your establishment include a dining facility? Yes  No

7. Are additional amenities available to your guests through your establishment? Yes  No

a. If Yes, list your available amenities that directly pertain to this license type:

AMCO RECV

Nov 06 2020

AMCO

OCT 30 2020





Statement for renewal application for a beverage dispensary for The Inn at Whittier located at 5A Harbor Loop Rd, Whittier, Alaska 99693.

October 28, 2020

To Whom It May Concern:

The Inn at Whittier, operated by Whittier Lodging, LLC members Todd Perez and Sloane Unwin and physically located at 5A Harbor Loop Rd. in Whittier, Alaska. The Inn serves the community of Whittier as well as the many visitors to this community, Prince William Sound and travelers utilizing the Alaska Marine Highway Ferry System.

The Inn includes 25 well-appointed rooms with a limited number of microwaves and refrigerators available on a first-come, first serve, basis. The Inn is also home to a full-service restaurant, tavern and meeting facilities, all of which are offered to the public as dining and beverage areas. We do not offer mini-bars or other stocking of liquor within the hotel rooms. All food & beverage comes from our commercial facilities.

Renewal of the liquor license for the Inn at Whittier would allow us to continue servicing these many guests. The Inn, by offering both food, beverages and room rentals, encourages people from all over the world, including Alaskans, to visit our small community. The Inn operates as a convenient launching pad for the many wildlife tours, kayaking explorations and ferry travel guests. Our Inn encourages people to stay in our community for at least two days instead of on a "day trip" basis, increasing the foot traffic to our neighboring businesses as we are located within walking distance of the entire community, the Ferry Offices and the Railroad boarding area.

The Inn at Whittier  
5A Harbor Loop Rd  
Whittier, Alaska 99693

Physical Address: 5A Harbor Loop Rd., Whittier, Alaska 99693  
Mailing Address: 3351 Arctic Blvd., Anchorage, AK 99503  
P: 907-472-3200, E: info@innatwhittier.com

AMCO  
OCT 30 2020

Department of Commerce, Community, and Economic Development  
**CORPORATIONS, BUSINESS & PROFESSIONAL  
 LICENSING**

[State of Alaska](#) / [Commerce](#) / [Corporations, Business, and Professional Licensing](#) / [Search & Database Download](#) / [Corporations](#) / [Entity Details](#)

## ENTITY DETAILS

### Name(s)

| Type       | Name                  |
|------------|-----------------------|
| Legal Name | Whittier Lodging, LLC |

**Entity Type:** Limited Liability Company

**Entity #:** 10079182

**Status:** Good Standing

**AK Formed Date:** 2/28/2018

**Duration/Expiration:** Perpetual

**Home State:** ALASKA

**Next Biennial Report Due:** 1/2/2022

**Entity Mailing Address:** 14414 RIVERTON COURT, ANCHORAGE, AK 99516

**Entity Physical Address:** 14414 RIVERTON COURT, ANCHORAGE, AK 99516

### Registered Agent

**Agent Name:** Sloane Unwin

**Registered Mailing Address:** 14414 RIVERTON COURT, ANCHORAGE, AK 99516

**Registered Physical Address:** 14414 RIVERTON COURT, ANCHORAGE, AK 99516

### Officials

| AK Entity # | Name         | Titles | Owned |
|-------------|--------------|--------|-------|
|             | Sloane Unwin | Member | 50.00 |
|             | Todd Perez   | Member | 50.00 |

Show Former

## Filed Documents

| Date Filed | Type                  | Filing                        | Certificate                   |
|------------|-----------------------|-------------------------------|-------------------------------|
| 2/28/2018  | Creation Filing       | <a href="#">Click to View</a> | <a href="#">Click to View</a> |
| 2/28/2018  | Initial Report        | <a href="#">Click to View</a> |                               |
| 7/18/2018  | Entity Address Change | <a href="#">Click to View</a> |                               |
| 11/25/2019 | Biennial Report       | <a href="#">Click to View</a> |                               |

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

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

This is to certify that

**THE INN AT WHITTIER**

14414 RIVERTON CT, ANCHORAGE, AK 99516

owned by

WHITTIER LODGING LLC

is licensed by the department to conduct business for the period

November 25, 2019 to December 31, 2021  
for the following line(s) of business:

72 - Accommodation and Food Services



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

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

Julie Anderson  
Commissioner

**CITY OF WHITTIER  
ORDINANCE # 05-2020**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA, APPROVING THE 2021 BUDGETED REVENUES, EXPENDITURES/EXPENSES AND INTERFUND TRANSFERS, AND APPROPRIATING FUNDS**

**WHEREAS**, the City of Whittier 2021 Budget was discussed in a Budget Kick-Off Work Session on November 10, 2020 with personnel budget discussions also taking place with council in an executive session held on November 23, 2020; and

**WHEREAS**, the 2021 Budget is presented for Introduction and Public Hearing at a Special City Council Meeting on December 8, 2020 with a second Public Hearing and final adoption slated for December 15, 2020; and

**WHEREAS**, Whittier Municipal Code 3.16 requires the annual adoption of an operating budget, recommending appropriations, anticipated expenditures and estimated revenues in support of the budget request.

**NOW THEREFORE, THE WHITTIER CITY COUNCIL HEREBY ORDAINS;**

**Section 1.** This is a non-Code ordinance.

**Section 2:** That figures listed in the table below reflect the estimated revenues, expenditures/expenses, and interfund transfers and are hereby adopted, appropriated and established as the budget for the period beginning on January 1, 2021 and ending on December 31, 2021.

| Operating Funds - Revenues and Transfers-In and Expenditures/Expenses and Transfers-Out |                          |                                       |                    |
|---|--------------------------|---------------------------------------|--------------------|
|   | Revenue and Transfers-In | Expenditure/Expense and Transfers-Out | Surplus/ (Deficit) |
| General Fund Revenue:   | \$ 2,555,068             |                                       |                    |
| Operating Transfers from Other Funds  | \$ 215,043               |                                       |                    |
| <b>Total General Fund Revenue</b>   | <b>\$ 2,770,111</b>      |                                       |                    |
| <b>General Fund Expenditures:</b>   |                          |                                       |                    |
| Administration  |                          | \$ 488,103                            |                    |
| City Council  |                          | 167,900                               |                    |
| Elections   |                          | 1,800                                 |                    |
| Police  |                          | 1,118,673                             |                    |
| Fire  |                          | 45,609                                |                    |
| Emergency Medical Services  |                          | 242,857                               |                    |
| Clinic  |                          | 5,700                                 |                    |
| Public Works  |                          | 502,194                               |                    |
| Property and Facilities   |                          | 113,240                               |                    |
| Parks and Recreation  |                          | 16,983                                |                    |
| Transfers to Other Funds  |                          | 48,341                                |                    |
| <b>Total General Fund Expenditures</b>  |                          | <b>\$ 2,751,400</b>                   | <b>\$ 18,711</b>   |
| Water and Wastewater Fund   | \$ 413,818               | \$ 463,400                            | \$ (49,582)        |
| Small Boat Harbor Fund, exclud depl/asmort  | \$ 1,679,168             | \$ 2,534,835                          | \$ 75,490          |
| DeLong Dock Fund  | \$ 384,000               | \$ 348,720                            | \$ 35,280          |
| Motor Pool Fund   | \$ -                     | \$ -                                  | \$ -               |
| CPV Fund  | \$ -                     | \$ 383,818                            | \$ (383,818)       |

**Section 3.** The budget for Capital Project Funds will be presented to Council and approved prior to the initiation of each capital project.

**Section 4. Effective Date.** This Ordinance shall take effect on January 1, 2021.

**ENACTED BY THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA, this 15th day of December 2019.**

**Introduced By: Dave Dickason**  
**Introduction Date: December 8, 2020**

**ATTEST:**

\_\_\_\_\_  
Naelene Matsumiya  
City Clerk

\_\_\_\_\_  
Dave Dickason  
Mayor

Ayes:  
Nays:  
Absent:  
Abstain:

**CITY OF WHITTIER, ALASKA  
RESOLUTION # 33-2020**

**A RESOLUTION ADOPTING AN ALTERNATIVE ALLOCATION METHOD FOR THE FY2021 SHARED FISHERIES BUSINESS TAX PROGRAM AND CERTIFYING THAT THIS ALLOCATION METHOD FAIRLY REPRESENTS THE DISTRIBUTION OF SIGNIFICANT EFFECTS OF FISHERIES BUSINESS ACTIVITY IN FISHERIES MANAGEMENT AREA 15 - PRINCE WILLIAM SOUND**

**WHEREAS**, AS 29.60.450 requires that for a municipality to participate in the Shared Fisheries Business Tax Program, the municipality must demonstrate to the State of Alaska Department of Commerce, Community and Economic Development (DCCED) that the municipality suffered significant effects during the year, from fisheries business activities; and

**WHEREAS**, 3 AAC 134.060 provides for the allocation of available program funding to eligible municipalities located within fisheries management areas specified by the DCCED; and

**WHEREAS**, 3 AAC 134.070 provides for the use, at the discretion of the DCCED, of alternate allocation methods which may be used within fisheries management areas if all municipalities within the area agree to use the method, and the method incorporates some measure of the relative significant effect of fisheries business activity on the respective municipalities in the area; and

**WHEREAS**, the Whittier City Council proposes to use an alternative allocation method to distribute the FY2021 funding available within Fisheries Management Area 15 – Prince William Sound Area, in agreement with all other municipalities in the area participating in the FY2021 Shared Fisheries Business Tax Program, consistent with how the shared fisheries business taxes have been allocated in recent years.

**NOW, THEREFORE, BE IT RESOLVED**, that the Whittier City Council hereby certifies that the alternative allocation method is considered to fairly reflect the distribution of significant effects of fisheries business activity in Fisheries Management Area 15 – Prince William Sound Area and approves the alternative method which results in the communities of Cordova, Valdez and Whittier sharing equal portions of the allocation.

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

**ATTEST:**

\_\_\_\_\_  
Naelene Matsumiya  
City Clerk

\_\_\_\_\_  
Dave Dickason  
Mayor

Ayes:  
Nays:  
Absent:  
Abstain: