

**WHITTIER CITY COUNCIL
WILL HOLD
A REGULAR MEETING
TUESDAY, NOVEMBER 21, 2017
AT 7:00 PM
COUNCIL CHAMBERS
P-12 BUILDING**

AGENDA

Page #

- 1. CALL TO ORDER**
- 2. OPENING CEREMONY**
- 3. ROLL CALL**
 - A. Council Members Present
 - B. Administration Present
- 4. APPROVAL OF MINUTES**
 - A. October 17, 2017 Meeting Minutes 1
- 5. APPROVAL OF REGULAR MEETING AGENDA**
- 6. MAYOR’S REPORT**
 - A. Mayor Report -
 - B. Vice Mayor Report -
- 7. MANAGER’S REPORT**
 - A. City Manager’s Report – Mark Lynch 7
 - B. City Attorney’s Report– Holly Wells
 - C. School District Report
 - D. Directors’ Reports
 1. Finance Officer Report – John Janik
 2. Harbormaster Report – Kyle Sinclair
 3. Director of Public Safety Report – Dave Schofield 9
 4. Public Works Report – Scott Korbe 11
 5. Public Safety Building Report – Terry Morrison
- 8. COMMISSION/COMMITTEE REPORTS**
 - A. Planning Commission 12
 - B. Port & Harbor Commission
 - C. Parks & Recreation Committee
 - D. Prince William Sound Aquaculture Corp.
 - E. Regional Citizen’s Advisory Council
- 9. CITIZEN’S COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING**
- 10. APPROVAL OF CONSENT CALENDAR**
- 11. PUBLIC HEARINGS (NON-ORDINANCE)**
- 12. PRESENTATIONS**
 - A. Whittier Tunnel Surface & Drainage Improvements project 14

13. ORDINANCES	Page #
Introduction (1st reading)	
#06-2017 – An Ordinance adopting an operating and capital budget for the fiscal year 2018.	15
#07-2017 – An Ordinance creating Whittier Municipal Code Sections 17.12.055 Entitled “Zoning Map Exceptions,” and 17.16.052 Entitled “Tidelands District.”	31
14. PUBLIC HEARING (2nd reading)	
#05-2017(S) – An Ordinance Amending Whittier Municipal Code 2.10 entitled “Code of Ethics for Officers and Employees” to clarify what constitutes a “Substantial Financial Interest,” limit disclosures of potential conflicts of interest to substantial financial interests, institute an Annual Disclosure Statement Process, and clarify general prohibitions against city official and employee conduct and disclosure obligations, repealing Section 2.70.025 entitled “Behavior Generally” and amending Section 2.08.230 entitled “Rules-Voting” to remove redundant and contradictory voting procedures regarding conflicts of interest.	43
15. RESOLUTIONS	
#25-2017 – A resolution authorizing the City Manager to pay for Harbor improvements in the amount of \$57,000	53
#26-2017 – A resolution authorizing the City Manager to pay \$150,000 to the Corps of Engineers for completion of the feasibility study at the Head of Passage Canal.	58
#27-2017 – A Resolution adopting the City’s 2017 Local Priorities.	59
#28-2017 – A Resolution adopting the City’s 2017 State Legislative Priorities.	60
#29-2017 – A Resolution adopting the City’s 2017 Federal Legislative Priorities.	61
#30-2017 – A Resolution adopting the 2018 Annual Fee Schedule.	62
#31 - 2017 – A Resolution revising the lease agreement between Chou and Yenwen Shen And the City of Whittier.	65
#32 - 2017 A Resolution authorizing the City Manager to enter into a Professional Service Agreement with Knauss Group, LLC to provide consulting services to the City in the form of State Lobbying for 2018.	75
#33 - 2017 – A Resolution authorizing the City Manager to enter into a Professional Services Agreement with Appraisal Company of Alaska for 2018.	81
16. EXECUTIVE SESSION	
A. Discussion of DeLong Dock Agreement / ARRC Land Issues – Matters that, if immediately disclosed, would tend to adversely affect the finances of the City. AS 44.62.310(1)	
B. Potential sale of real estate - Matters, the immediate knowledge of which would clearly have an adverse effect upon the finances of the public entity. AS 44.62.310(1)	
17. UNFINISHED BUSINESS	
A. Shotgun Cove Road Project	
B. ARRC/COW Land Swap	
C. Improve Salmon Sport Fishing in Northwest PWS	
D. Paddle Craft Launch	

18. NEW BUSINESS

Page #

- A. Discuss use of electrical Utilidors.
- B. Appointment to Port & Harbor Commission.

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19. COUNCIL DISCUSSION

20. CITIZEN'S DISCUSSION

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

22. ADJOURNMENT



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

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

**WHITTIER CITY COUNCIL
REGULAR MEETING
TUESDAY, OCTOBER 17, 2017
7:00 PM
COUNCIL CHAMBERS
P-12 BUILDING**

MINUTES

1. CALL TO ORDER

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

2. OPENING CEREMONY

Mayor Daniel Blair led the Pledge of Allegiance.

3. ROLL CALL

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

B. Council Members Absent:

C. Administration Present:

Mark Lynch, City Manager

Annie Reeves, Assistant City Manager

Scott Korbe, Public Works Director

Holly Wells, City Attorney

Kyle Sinclair, Harbormaster

Naelene Matsumiya, Acting City Clerk

John Janik, Finance Officer

Kristie Smithers, City Consultant

Others Present: Lindsey Erk, Anna Dickason, Dave Goldstein, Greg Clifford, Pete Belleza, Maxim Mamontob, Michael Dowes,

4. APPROVAL OF MINUTES

September 19, 2017 Regular Meeting Minutes, October 10, 2017 Special Meeting Minutes

MOTION: David Pinguoch made a motion to approve the September 19, 2017 Regular Meeting Minutes as is and the October 10, 2017 Special Meeting minutes as is.

SECOND: Dave Dickason

DISCUSSION: None

VOTE:

SPECIAL ORDERS OF THE DAY

Kristie Smithers, had Peter Denmark and David Pinguoch read the Oath of Office, swearing them into the Council.

Kristie Smithers asked for nominations for the Mayor of the City of Whittier.
David Pinguoch nominated Daniel Blair
Debra Hicks nominated Dave Dickason
Daniel Blair and Dave Dickason accepted their nominations.

MOTION: Victor Shen made a motion to take the votes by ballot.
SECOND: David Pinguoch
DISCUSSION: None
VOTE: Motion passed unanimously

Daniel Blair received 4 votes. Dave Dickason received 3 votes.

Daniel Blair was elected Mayor of the City of Whittier with a term of one year, ending in October 2018.

Kristie Smithers asked for nominations for the Deputy Mayor of the City of Whittier.
Daniel Blair nominated David Pinguoch
Peter Denmark nominated Dave Dickason
David Pinguoch and Dave Dickason accepted their nominations.

MOTION: Monty Irvin made a motion to take the votes by ballot.
SECOND: Debra Hicks
DISCUSSION: None
VOTE: Motion passed unanimously

David Pinguoch received 4 votes. Dave Dickason received 3 votes.

David Pinguoch was elected Deputy Mayor of the City of Whittier with a term of one year, ending in October 2018.

5. APPROVAL OF REGULAR MEETING AGENDA

MOTION: David Pinguoch made a motion to approve the Regular Meeting Agenda with amendments
SECOND: Debra Hicks
DISCUSSION: David Pinguoch moved presentations to 6.
VOTE: Motion passed unanimously

6. PRESENTATIONS

A. 2016 Financial Audit

Maxim Mamontob of Altman, Rogers & Co. presented the 2016 Financial Audit for the City of Whittier.

Maxim Mamontob answered questions from the Council.

B. CRW Shotgun Cove Road Preliminary Design and Engineering

Pete Bellezza presented the Preliminary Design for Shotgun Cove Road.

7. MAYOR'S REPORT

A. Mayor's Report by Mayor Daniel Blair

Mayor Blair reported that he had a meeting with the people at the Del Long Dock with the City Manager and the City Attorney.

B. Vice Mayor Report by Vice Mayor Dave Pinguoch
None

8. MANAGER'S REPORT

A. City Manager's Report- Mark Lynch

See written report in Original Council Packet

Mark Lynch reported that majority of the budget is done and a work session will be planned to discuss it. He also reported that he has received an appraisal for the P-12 Building. There will be an Executive Session at the next Council Meeting to discuss it.

B. City Attorney's Report

None

C. School District Report

See Written Report in Original Council Packet

Lindsey Erk thanked the Administration staff for joining the students for breakfast at the school. She thanked Juan and Anjenette Cardenas for hosting the recent Ice Cream Social. She reported that both the School Board meeting and the EAC meeting were well attended and she hopes to see more of community attend these meetings. She continued by describing the many opportunities that the children can participate in and briefly discussed the use of the gym during the summer.

D. Director's Reports

1. Financial report – John Janik

None

2. Harbormaster Report – Kyle Sinclair

None

3. Director of Public Safety Report – Dave Schofield

None

4. Public Works Report – Scott Korbe

None

5. Public Safety Building Report – Terry Morrison

None

9. COMMISSION/COMMITTEE REPORTS

A. Planning Commission

Approved Minutes in packet.

B. Port & Harbor Commission

Approves Minutes in packet.

C. Parks & Recreation Committee

Michael Dowes from the National Parks Service briefly reported that he is offering his assistance to the City to improve the new City Park.

D. Prince William Sound Aquaculture Corp.
None

E. Regional Citizen's Advisory Council
None

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

11. PRESENTATIONS

Item was moved to 6.

12. CONSENT CALENDAR

None

13. ORDINANCES (Non-Ordinance)

A. Introduction (1st reading)

14. PUBLIC HEARING (2nd reading)

1. #05-2017 – An Ordinance Amending WMC 2.10.070 entitled "Conflicts of Interest Generally," WMC 2.10.130 entitled "Prohibited Acts," and WMC 2.70.025 entitled "Behavior Generally," to clarify what constitutes a "Substantial Financial Interest," limit disclosures of potential conflicts of interest to substantial financial interests, and clarify general prohibitions against city official and employee conduct and disclose obligations.

MOTION: David Pinquoch made a motion to postpone the public hearing for Ordinance #05-2017 until the next Council Meeting on November 21, 2017.

SECOND: Victor Shen

DISCUSSION: None

VOTE: Motion passed unanimously

15. RESOLUTIONS

#23-2017 – A resolution approving the distribution of approximately \$14,000 in funds from the Whittier Emergency Response and Fire Association.

MOTION: Victor Shen made a motion to adopt resolution #23-2017

SECOND: Dave Dickason

DISCUSSION: None

VOTE: Motion passed unanimously

Council recessed at 9:07 pm

Council resumed the Regular Meeting at 9:22 pm

#24-2017 – A resolution approving the preliminary design and engineering work for Shotgun Cove Road by CRW Engineers in the amount of \$247,941.00.

MOTION: Peter Denmark made a motion to adopt resolution #24-2017

SECOND: David Pinquoch

DISCUSSION: Councilman Denmark offered to adjust the resolution to read, "...*not to exceed*..." rather than "...*in the amount of*..." The City Manager said that he will make the change.

VOTE: Motion passed unanimously

16. EXECUTIVE SESSION

None

17. UNFINISHED BUSINESS

A. Lease Transfer Update/Orca Café

Nothing new to report.

B. Shotgun Cove Road Project

Nothing new to report.

C. ARRC/COW Land Swap

Nothing new to report.

D. Improve Salmon Sport Fishing in in Northwest PWS

Nothing new to report.

E. Paddle Craft Launch

Nothing new to report.

18. NEW BUSINESS

A. Appointment of Port & Harbor Commission Members

MOTION: Dave Dickason made a motion to appoint Greg Clifford and Dave Goldstein to seats B & G of the Port and Harbor Commission.

SECOND: Peter Denmark

DISCUSSION: None

VOTE: Motion passed unanimously.

B. Appointment of Planning Commission Members

MOTION: Victor Shen made a motion to appoint Charlene Arneson and Lindsey Erk to seats A & B of the Planning and Zoning Commission.

SECOND: Dave Dickason

DISCUSSION: None

VOTE: Motion passed unanimously

19. COUNCIL DISCUSSION

Councilman Denmark commented on the Master Lease and the development of new land at Emerald Cove and Passage Canal. He stated that there should be general intended uses for these lands in the future. He mentioned the accumulation of trash at the head of the bay. Councilman Shen also spoke about this. He said that he was approached about the docks at the head of the bay and asked what the plans for those docks were. Councilman Shen brought up the sales tax and

inquired about the City's fund balance. Council discussed this topic for some time.

Council debated about the Christmas party and whether it should be open to the public or not. It was decided that it should be a Christmas party specifically for City Employees and the volunteers.

20. CITIZEN'S DISCUSSION

Dave Goldstein asked about the plans for parking lot that the City had made during the summer season. The City Manager answered that it will be used as a parking lot for when the main parking lot gets full.

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

None

22. ADJOURNMENT

All were in favor of adjourning the meeting at 10:40 p.m.

ATTEST:

Naelene Matsumiya
Acting City Clerk

Daniel Blair
Mayor



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

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

To: Mayor and Council
From: Mark Lynch, City Manager
Subject: Manager's report
Date: November 15, 2017 (for 11/21/17 Council meeting)

ARRC/DeLong Dock: The essential terms have been submitted and ARRC is working on a draft for a transfer of the Dock to the City. Holly will discuss this with Council during executive session.

Budget: The 2018 budget is in your packet and scheduled for first reading at our meeting.

Engineering: CRW Engineers is working on the City Park design and engineering. They are planning a public meeting in January to show the initial proposed design to the community and to Council.

Mechanic/Equipment: Work is currently being done to prepare items for auction and preparing for move from P-12. Work is planned on the levee if weather allows and permitting is in place. We are awaiting NRSC information concerning potential funding and permitting assistance.

Sale of City Surplus: The City is set up to use aksurplus.com to auction surplus city equipment. Sale lots are being sorted and photos taken.

Personnel: I have hired Krista Fish as City Clerk on a temporary basis. She has years of office experience, but none specifically as a City Clerk. She is currently learning our procedures and will be at our November meeting. She was hired at a reduced rate (per WMC 2.70.175) which allows for the additional cost of any necessary training.

Harbor Renovation: My understanding is that we are ranked #1 for consideration of Tier 2 grants as funding is available. If awarded it would require the City to provide a \$4,035,900 match to complete the Harbor basin renovation. This would finish all docks, fingers, and pilings. The state would provide \$1,345,300 for a total project cost of \$5,381,200. The City will need to fund \$4,025,900 to complete the project if the grant is awarded.

Harbor Loan: Moving very slow. Nothing new to report.

Harbor Erosion: We have a Corps permit to work on the Harbor erosion issue, and are seeking funding sources.

Triangle Lease Issues: Joe Shen has requested an amendment to his lease before he will sign. The amendment is in your packet for consideration. I do not believe that R.C. Collin nor John Campabella have signed yet.

Shotgun Cove Road: A TIGER Grant request was submitted for additional funding for this project. CRW is working on the next phase and will have sessions for public and Council in the near future.

IRT (Innovative Readiness Training): The IRT team reported that they are running behind on final reports due to being deployed to Puerto Rico after the hurricane. They will get the reports finalized as soon as time allows.

Tankfarm Property: The latest information on this from the Corps is; “Our Environmental Team will be meeting with the Environmental Protection Specialist from DLA next week. Pending no additional extreme changes to the scope they are estimating 45-60 days to completion for the Close Out EBS. Now that the Environmental time line is moving up, I will initiate the Appraisal Process. I did not want the appraisal completed too early to avoid the possibility of it being out dated by the time the actual disposal report was being staffed.”

Public Safety Building: We are hoping for occupancy by December.

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



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MEMORANDUM

To: Mark Lynch, City Manager
From: David M. Schofield, Director of Public Safety
Re: Monthly Public Safety Report (July)
Date: 3 November 2017

POLICE-Girdwood

Negligent Driving	2	Disorderly Conduct	12
Agency Assist	12	Citizen Assist	19
Criminal Trespass	12	Motorist Assist	33
REDDI/DUI	8	Domestic Disturbance	13
Negligent Driving	1	Assault	3
Paper Service	2	SI/HI	6
Failure to provide registration	7	Speeding	23
Equipment Violation	14	Warrant Arrest	6
Residential Burglar Alarm	13	Noise Complaint	11
Criminal Mischief	4	Motor Vehicle Accident	3
Civil Standby	3	Welfare Check	8
Animal Complaint	39	Theft	12
Title 47	1	Harassment	1
Wrong way in One Way	9	Minor Consuming	5
Misconduct with Controlled Substance			3
Failure to provide proof of insurance			5
Failure to obey traffic control device			16

Police-Whittier

Agency Assist	9	Domestic Disturbance	5
Motorist Assist	12	Motor Vehicle Accident	2
Animal Complaint	1	Citizen assist	9
Speeding	37	Criminal Trespass	4
Warrant Arrest	1	Disorderly Conduct	4
DUI/REDDI (boat)	1	Welfare Check	16
Noise Complaint	4	Assault	1
Equipment Violation	11	Commercial Alarm	3
Theft	2	Criminal Mischief	2
Failure to Obey Traffic Control Device			9

Police Seward Highway

Motor Vehicle Accident	1	Agency Assist	3
Motorist Assist	6	Speeding	7
Reckless Driving	1	Citizen Assist	4
Disorderly Conduct	1		

Police Portage Highway

Speeding	31	Motorist Assist	2
Disorderly Conduct	1	Assault	1
Animal Complaint	1		
Misconduct with Controlled Substance			2

Memorandum

To: Mark Lynch - City Manager

From: Scott Korbe

Subject: Monthly Public Works Report

Date: November 16, 2017

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

Equipment:

- ▶ Started winter preparation –
 - Chain inspections, repairs and installations
 - Preventative maintenance on all equipment
 - Change fluid as required
 - Grease
 - Safety feature inspection and repairs

Sanitary Sewer

- ▶ Pumped out Lou Young & HOB
- ▶ Inspected lift station #4 & 5
- ▶ Monthly testing and reports

Water

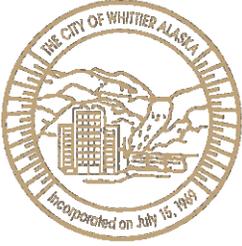
- Valve Maintenance and Inspection
- Removed remaining seasonal water meter
- Monthly testing and reports

Roads

- ▶ Grade Salmon Run 2 times
- ▶ Teamed up with the ADOT and ARRC to repair the pothole at the rail crossing

Notes from the PW Director This month I have focused my attention on the following areas:

- ▶ PSB – Involved as requested
- ▶ Participated in the following meetings
 - CRW Engineering – Met with to discuss Park Plans
 - Parks and Rec
 - Park Scoping meeting with CRW Engineering and Committee
 - Council Meeting
 - Planning and Zonning.



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**PLANNING COMMISSION
REGULAR MEETING
WEDNESDAY, OCTOBER 4, 2017
Homeowners' Lounge, BTI Building
6:00 p.m.**

MINUTES

1. CALL TO ORDER

Charlene Arneson called the meeting to order at 6:02 pm.

2. ROLL CALL

Charlene Arneson, Ed Hedges and Jean Swingle

COMMISSION MEMBERS ABSENT

Terry Bender and Dyanna Pratt

MOTION: Jean Swingle made a motion to excuse Dyanna Pratt from tonight's meeting

SECOND: Ed Hedges

DISCUSSION: None

VOTE: Motion Passed

MOTION: Ed Hedges made a motion to excuse Terry Bender from tonight's meeting.

SECOND: Jean Swingle

DISCUSSION: None

VOTE: Motion failed

3. ADMINISTRATION PRESENT

Naelene Matsumiya, Office Assistant

PUBLIC PRESENT

None

4. APPROVAL OF REGULAR MEETING AGENDA

MOTION: Ed Hedges made a motion to approve the October 4, 2017 Regular Meeting

Agenda as is.

SECOND: Jean Swingle

DISCUSSION: None

VOTE: Passed Unanimously

5. APPROVAL OF MINUTES

MOTION: Jean Swingle made a motion to approve the Regular Meeting Minutes of September 6,

2017, as is.
SECOND: Ed Hedges
DISCUSSION: None
VOTE: Passed Unanimously

6. CORRESPONDENCE

None

7. OLD BUSINESS:

A. Final Plat Approval Submittal – Lots 38-41, First Addition to Port of Whittier

Charlene Arneson began to talk about the 60 day timeline and where they are in the process. She informed the Commission that Linsey Vaughan will present the final plat at the next Regular Meeting on November 1st. Charlene admitted that she had a few questions and told the Commission that she had spoken to the DNR office and to the City's Attorney. She questioned why the State-Approved Preliminary Plat for the subdivision has never been presented to the Planning and Zoning Commission. She continued to talk about the Surveying of the subdivision.

Charlene recapped that so far, The City of Whittier will be approving the surveyed part of the plat as a new plat. The finalization is the only thing that needs to be done now.

Jean Swingle commented that she is glad that this is finally moving forward. Charlene agreed.

Charlene Arneson thanked Jean Swingle and Ed Hedges for attending the meeting and concluded by saying, "I wanted to make sure that our meeting was on record as an official meeting."

8. MISCELLANEOUS BUSINESS

None

9. ADJOURNMENT:

MOTION: Ed Hedges made a motion to adjourn the meeting

SECOND: Jean Swingle

DISCUSSION: None

VOTE: Unanimous

Charlene Arneson adjourned the meeting at 6:18 pm.

ATTEST:



Annie Reeves
Assistant City Manager



Charlene Arneson
Commission Chairperson



FACT SHEET

Whittier Tunnel Surface & Drainage Improvements

DOT&PF Project Number: 0496014/Z584810000

Purpose

The purpose of this project is to make needed drainage repairs and modifications to the Whittier tunnel.

The Whittier tunnel is in its 16th year of operation as a shared-use road/rail facility. Much of the primary tunnel structure has been preserved through routine maintenance since its reconstruction in 2000; however, various features of the tunnel drainage system have reached dilapidated states and require special consideration. This project will repair and extend the life of tunnel drainage systems.

The purpose of public involvement during the design phase is to provide early notice to Whittier tunnel users, community members, residents, and businesses operating in Whittier.



Project Scope

The project will:

- Repair existing and add improvements to tunnel drainage systems.
- Extend Bear Valley Portal foundation drain.
- Repair Whittier Portal roof.
- Extend the life of existing road driving surface panels.
- Install updated traffic control devices for the tunnel.
- Improve the tunnel walls and ceiling to mitigate water intrusion problems.

Schedule

The project team expects to have bid-ready plans complete in May 2018. Construction would begin in fall 2018. To reduce impacts to the traveling public, construction will be scheduled during the winter (October 1 through April 30) to the extent possible.

Team Contacts

Owner
 DOT&PF
Matt Tanaka, P.E.
 Project Manager
 907-269-0824
 matt.tanaka@alaska.gov

Prime Consultant
 PND Engineers, Inc.
Carl Hall, P.E.
 Project Manager
 907-561-1011
 CHall@pndengineers.com

Public Involvement Subconsultant
 Brooks & Associates
Anne Brooks, P.E.
 Public Participation Coordinator
 907-272-1877
 comments.brooksalaska@gmail.com

**CITY OF WHITTIER, ALASKA
ORDINANCE #06-2017**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA ADOPTING AN OPERATING AND CAPITAL BUDGET FOR THE FISCAL YEAR 2018 AND APPROPRIATING THE AMOUNT OF \$9,703,880 AS SUMMARIZED PURSUANT TO THE FOLLOWING TABLE.

FUND	REVENUES	EXPENSES	TRANSFERS	APPROPRIATION
GENERAL FUND	2,626,503	2,826,314	201,272	2,826,314
WATER/WASTWTR OPS	354,100	276,517	0	276,517
WATER/WASTWTR CAP	0	50,000	0	50,000
HARBOR OPERATIONS	1,423,850	1,200,408	0	1,200,408
HARBOR CAPITAL	0	19,000	0	19,000
HARBOR BOND DEBT	0	152,825	76,413	152,825
CRUISE VESSEL TAX	650,000	0	(277,685)	0
RR STATION IMP GRANT	254,612	254,612	0	254,612
SHOTGUN COVE GRANTS	4,924,204	4,924,204	0	4,924,204
	<u>\$10,233,269</u>	<u>\$9,703,880</u>	<u>\$ 0</u>	<u>\$9,703,880</u>

WHEREAS, the City of Whittier must annually adopt a budget of the expected revenues and expenditures to occur during the succeeding fiscal period.

NOW, THEREFORE, THE WHITTIER CITY COUNCIL ORDAINS that the City Council of the City of Whittier, Alaska, hereby adopts the City Operating and Capital Budgets and appropriates such funds for FY16, for the period of January 1, 2018 to December 31, 2018, in the amount of **\$9,703,880**.

ENACTED BY THE CITY COUNCIL OF THE CITY OF WHITTIER, this ____ day of December, 2017

Introduced By: Mark Lynch
Introduction Date: 11/21/2017
Public Hearing:

ATTEST:

 City Clerk

 Daniel Blair
 Mayor

Ayes:
 Nays:
 Absent:
 Abstain:

City of Whittier
2017 Budget Proposal/Request - Original

	2015 Actual	2016 Actual	2017 Approved	2017 to date	2018 Proposed
GENERAL FUND REVENUE:					
Taxes	1,671,939	1,733,600	1,552,200	1,392,358	1,582,100
Licenses & Permits	21,397	13,380	43,750	19,025	43,750
Intergovernmental	184,517	151,775	156,969	135,723	126,953
Leases	237,962	237,962	125,000	167,426	165,000
Fines and Citations	4,199	18,391	4,000	2,980	4,000
Miscellaneous	272,278	306,303	704,700	587,102	704,700
TOTAL REVENUES					2,626,503
Transfer from CVP	158,000	158,000	158,000	158,000	201,272
TOTAL REVENUES AND TRANSFERS	2,550,292	2,619,410	2,744,619	2,462,614	2,827,775
GENERAL FUND APPROPRIATIONS:					
Administration	774,555	535,980	660,820	546,955	668,652
City Council	121,282	129,472	174,400	108,096	151,200
Elections	1,133	747	1,800	1,009	1,800
Public Safety	459,760	740,916	1,241,094	810,988	1,307,031
Clinic	16,749	20,575	21,799	9,456	23,459
Public Works	301,460	318,721	588,016	282,244	632,231
Property & Facilities	17,635	10,635	13,669	6,069	13,669
Parks & Rec		3,448	20,000	4,033	28,272
TOTAL EXPENDITURES	2,003,026	1,760,494	2,721,599	1,768,849	2,826,314
REVENUE LESS EXPENSES	547,266	858,916	23,020	693,766	1,461

2018 Budget Proposed/Request

GENERAL FUND REVENUES		2015	2016	2017	2017	2018
01-100-nnnn		Actual	Actual	Approved	to date	Proposed
TAXES:						
01-310-4005	Shared Fisheries Business Tax	128,163	106,950	30,000	39,559	60,000
01-310-4006	Motor Vehicle Registration	3,167	2,308	4,000	3,500	3,500
01-310-4007	Liquor Tax	4,300	5,600	5,000	3,550	5,000
01-310-4009	Electric & Telephone Co-Op Tax	3,226	3,638	3,200	3,176	3,600
01-310-4200	Sales Tax	554,965	582,038	550,000	351,400	550,000
01-310-4201	Property Tax--Real	416,047	384,183	380,000	370,090	380,000
01-310-4202	Property Tax--Personal	239,433	253,571	280,000	305,895	280,000
01-310-4205	Passenger Trans Business Tax	322,638	395,312	300,000	315,186	300,000
		1,671,939	1,733,600	1,552,200	1,392,358	1,582,100
LICENSES & PERMITS:						
01-320-4250	Business Licenses	3,150	3,600	3,500	4,475	3,500
01-320-4251	User Fees & Permits	250	70	250	1,000	250
01-320-4312	Ambulance Fees	17,997	9,710	40,000	13,550	40,000
		21,397	13,380	43,750	19,025	43,750
INTERGOVERNMENTAL REVENUES:						
01-330-4002	Revenue Sharing / Comm. Support	102,475	68,796	78,469	88,143	78,453
01-330-4003	Payment in Lieu of Taxes	42,940	46,181	46,000	45,819	46,000
01-330-4011	EMS Small Grant	-	2,863	2,500	-	2,500
01-330-4025	National Forest Receipts	39,101	33,935	30,000	1,762	-
		184,517	151,775	156,969	135,723	126,953
LEASES						
01-345-4505	Lease Income--Other, Not ARRC	13,422	1,834	-	-	-
01-345-4512	Lease Income--ARRC Agreement	25,927	13,440	-	-	-
01-345-4515	Lease Income	144,213	104,760	125,000	152,246	150,000
01-345-4520	Lease Income--Condominiums	-	-	-	-	-
01-345-4525	Land Use Rent	400	1,200	-	15,180	15,000
01-345-4530	Settlement Agreement PCD	54,000	-	-	-	-
		237,962	121,234	125,000	167,426	165,000
FINES & CITATIONS:						
01-350-4261	PSD Fines & Citations	3,519	16,291	4,000	380	4,000
01-350-4262	PSD Parking Tickets Civil	680	2,100	-	2,600	-
		4,199	18,391	4,000	2,980	4,000
MISCELLANEOUS:						
01-320-4760	Waste Disposal Fee	-	-	-	28	-
01-360-4020	PERS On-Behalf	208,187	30,143	-	-	-
01-360-4099	Miscellaneous Revenue	7,157	35,001	5,000	1,578	5,000
01-360-4203	Reinstatement Fee - Bus. Lic.	-	-	-	-	-
01-360-4204	Interest & Penalties	2,300	3,289	3,000	5,605	3,000
01-330-4000	Grant Revenue - Miscellaneous	2,500	-	-	-	-
01-360-4270	Donations	-	-	-	-	-
01-360-4271	Donations--EMS	5,412	3,200	2,500	-	2,500
01-360-4900	Interest on Bank Accts	7,884	5,036	15,000	6,406	15,000
01-360-4902	Interest on Investments	532	462	1,200	1,073	1,200
01-360-4910	Miscellaneous Income	-	-	-	-	-
01-360-4914	Transfield--Tunnel Contract	38,307	72,534	60,000	57,412	60,000
01-360-4915	Girdwood--Police Contract	-	156,638	618,000	515,000	618,000
		272,278	306,303	704,700	587,102	704,700
TOTAL FUND REVENUE:		2,392,292	2,344,682	2,586,619	2,304,614	2,626,503
TRANSFERS IN						
01-390-4990	CVP to Public Safety	158,000	158,000	158,000	158,000	158,000
	CVP to Parks & Rec	-	-	-	-	28,272
	CVP to Museum	-	-	-	-	15,000
TOTAL TRANSFERS IN						201,272
TOTAL REVENUES AND TRANSFERS		2,550,292	2,502,682	2,744,619	2,462,614	2,827,775

2018 Budget Proposed/Request						
ADMINISTRATION						
GENERAL FUND		2015	2016	2017	2017	2018
01-400-nnnn		Actual	Actual	Approved	to date	Proposed
ADMIN EXPENSES						
01-400-6000	Salaries & Wages	272,388	245,144	244,968	159,681	257,650
01-400-6030	FICA/Medicare	7,365	4,230	3,552	2,570	3,736
01-400-6040	Worker's Comp.	2,761	2,270	1,360	809	8,230
01-400-6050	ESC	2,677	8,524	3,497	335	3,537
01-400-6060	Health, Life, Dis.	47,641	39,429	40,260	29,945	43,470
01-400-6070	PERS Retirement	75,086	61,991	53,893	31,496	56,683
01-400-6205	Advertising	1,536	2,032	2,500	165	2,500
01-400-6210	Condo Fees	5,630	9,812	11,319	9,758	11,319
01-400-6212	Condo Maintenance		3,587	3,000		10,000
01-400-6220	Bank Services Charges	10,745	4,118	10,000	1,175	5,000
01-400-6240	Community Support		0	500		500
01-400-6280	Dues & Subscriptions	1,735	1,754	1,800	975	1,800
01-400-6410	Insurance - Liability	43,852	23,737	3,157	871	3,518
01-400-6440	Insurance - Property	16,245	7,192	192	502	2,932
01-400-6540	Licenses & Permits	78	0	150	90	150
01-400-6541	Penalties & Fees	10	49	350	4,968	350
01-400-6565	Outside Contractors	3,899	13,227	15,000	7,651	15,000
01-400-6570	Physical Exams	48	126	250	144	250
01-400-6580	Postage	3,183	2,151	5,000	1,489	5,000
01-400-6600	Prof. Fees - Audit	55,239	32,279	39,000	38,426	39,000
01-400-6610	Prof. Fees - Accounting	72,992	10,800	12,000	19,725	12,000
01-400-6620	Prof. Fees - Appraisal	15,000	7,500	15,000	12,000	15,000
01-400-6625	Prof. Fees - Financial Software		46,050	45,000	26,075	45,000
01-400-6635	Prof. Fees - Computer Support	57,284	3,114	15,000	75	15,000
01-400-6636	Prof. Fees - Website Support	1,220	4,965	3,000	4,020	5,000
01-400-6645	Prof. Fees - Grant Assistance	16,333	0	30,000		
01-400-6650	Prof. Fees - Legal	100,179	103,406	150,000	116,355	150,000
01-400-6670	Reimbursement				(776)	
01-400-6675	Comprehensive Plan	0	250	20,000		20,000
01-400-6700	Publications & Subscriptions	105	0	0	150	0
01-400-6770	Travel, Training & Dev.	22,597	11,253	23,000	10,057	23,000
01-400-7100	Repairs - Building	240	0	0	26	0
01-400-7351	Equipment Maint. Agreements	1,722	3,548	8,600	5,724	8,600
01-400-7450	Repairs - Office Equipment	15	48	500	332	500
01-400-8550	Supplies - Office	4,730	4,923	7,500	3,693	8,500
01-400-8750	Supplies - Printing	255	790	1,000	2,346	
01-400-9000	Utilities - Internet Service	8,087	7,102	10,000	6,112	10,000
01-400-9070	Utilities - Telephone	6,665	4,865	7,000	7,426	7,000
01-400-9100	Miscellaneous Expenses	1,986	783	2,000	5,055	2,000
01-400-9300	Project Development	29,894	40,445	35,000	38,288	35,000
	Total Operations Expense	889,423	711,493	824,348	546,955	827,226
CAPITAL EXPENDITURES						
01-910-9520	Capital Outlay - Equipment	887	0			10,000
01-910-9530	Capital Outlay - Computer Equipment	1,263	1,025	1,000		1,000
01-910-9540	Capital Outlay - Land & Improv	0	0	0	0	0
	Total Capital Expenditures from Ops	2,150	1,025	1,000	0	11,000
01-400-9900	Inter Dept. Support	(117,018)	(176,538)	(164,528)	0	(169,574)
TOTAL ADMIN. EXPENSES		774,555	535,980	660,820	546,955	668,652
INTER-DEPT SUPPORT:						
50-800-9900	Water/Wastewater Fund	46,977	45,510	27,910	27,910	24,709
51-800-9900	Small Boat Harbor Fund	126,848	131,028	136,618	136,618	144,865
52-800-9900	Parking Fund	13,193		0	0	0
		187,018	176,538	164,528	164,528	169,574

2018 Budget Proposed/Request						
CITY COUNCIL						
GENERAL FUND		2015	2016	2017	2017	2018
01-401-nnnn		Actual	Actual	Approved	To Date	Proposed
CITY COUNCIL EXPENSES						
01-401-6240	Community Support	5,559	720	3,000	1,420	18,000
01-401-6280	Dues & Subscriptions	50	50	150	641	1,000
01-401-6325	Fireworks	12,000	12,500	12,500	12,500	12,500
01-401-6710	Public Relations	157	216	250	341	500
01-401-6770	Travel, Training & Dev.	1,876	8,401	10,000	2,251	10,000
01-401-6800	Council Chamber Imp.	0	6,200	40,000		
01-401-8550	Supplies - Office	5	114	100	118	800
01-401-8750	Supplies - Printing				574	
01-401-9070	Utilities - Telephone	385	22	400		400
01-401-9500	Lobbyist Fees	101,250	101,250	108,000	90,250	108,000
TOTAL CITY COUNCIL EXPENSES		121,282	129,472	174,400	108,096	151,200

2018 Budget Proposed/Request						
ELECTIONS						
GENERAL FUND		2015	2016	2017	2017	2018
01-420-nnnn		Actual	Actual	Approved	To Date	Proposed
ELECTIONS EXPENSES						
01-420-6100	Volunteer Support	683	522	1,200	784	1,200
01-420-6205	Advertising	450	225	600	225	600
			0			
TOTAL ELECTIONS EXPENSES		1,133	747	1,800	1,009	1,800

**2018 Budget Proposed/Request
PUBLIC SAFETY DEPARTMENT**

GENERAL FUND		2015	2016	2017	2017	2018
01-510-nnnn		Actual	Actual	Approved	To Date	Proposed
PUBLIC SAFETY EXPENSES						
01-510-6000	Salaries & Wages	347,375	394,201	589,791	429,285	604,710
01-510-6030	FICA/Medicare	10,959	10,890	9,816	12,179	9,940
01-510-6040	Worker's Comp.	39,680	27,145	29,978	7,787	36,696
01-510-6050	ESC	4,048	12,629	12,037	6,211	12,158
01-510-6060	Health, Life, Dis.	41,919	37,514	137,340	74,862	137,340
01-510-6070	PERS Retirement	152,152	81,361	130,126	64,856	125,791
01-510-6091	Uniform Allowance	1,280	1,899	4,600	1,531	4,600
01-510-6100	Volunteer Support	206	1,125	1,500	125	1,500
01-510-6205	Advertising	39	0	250		250
01-510-6210	Condo Fees	8,057	2,138	2,500	7,702	2,500
01-510-6240	Community Support - Donations		1,500			
01-510-6280	Dues & Subscriptions	0	100	200		200
01-510-6410	Insurance - Liability	19,254	3,595	8,000	7,977	8,257
01-510-6420	Insurance - Auto	12,824	7,197	15,000	4,770	15,000
01-510-6440	Insurance - Property	0	1,557	1,923	2,942	5,056
01-510-6490	Insurance - Claims Deductible	0	2,500	15,000		15,000
01-510-6540	Licenses & Permits	115	20	200	114	200
01-510-6565	Outside Contractors	172	1,833	1,500	4,487	1,500
01-510-6570	Physical Exams	0	597	3,400	2,736	3,400
01-510-6580	Postage	193	69	400	34	400
01-510-6700	Publications	0	952	2,000	63	2,000
01-510-6735	Equipment Purchase	17,262	14,857	14,000	10,462	14,000
01-510-6761	Training - EMS SUPVSG MD	13,704	11,000	12,000	8,000	12,000
01-510-6770	Travel, Training & Dev.	3,501	9,995	16,000	13,670	16,000
01-510-7100	Building Maintenance	148	419	1,500	678	1,500
01-510-7150	Repairs - Communication Equipment	519	6,084	3,600	2,445	3,600
01-510-7200	Repairs - Computer System	451	1,363	1,000	161	1,000
01-510-7350	Repairs - Equipment	4,270	4,447	5,000	8,788	5,000
01-510-7400	Repairs - Vehicles	32,650	21,796	30,000	31,770	30,000
01-510-7750	Gas & Oil - Vehicles	15,700	18,067	32,000	24,884	32,000
01-510-8020	Supplies - Ammunition	1,188	365	2,500	2,868	2,500
01-510-8100	Supplies - Computers	2,099	783	1,500	84	1,500
01-510-8150	Supplies - Consumable	3,573	4,700	5,000	3,990	5,000
01-510-8200	Supplies - Copier	779	886	1,200	128	1,200
01-510-8550	Supplies - Office	3,219	3,457	4,000	823	4,000
01-510-8650	Supplies & Drugs Billable	2,830	5,055	4,800	5,386	4,800
01-510-8950	Supplies - Uniforms	3,967	6,429	12,000	6,905	12,000
01-510-9000	Utilities - Internet Service	9,409	15,306	21,000	26,027	21,000
01-510-9010	Utilities - Electricity	610	3,095	3,200	2,569	3,200
01-510-9040	Utilities - Heating Fuels	5,120	5,317	6,400	4,022	6,400
01-510-9070	Utilities - Telephone	14,475	12,272	18,000	6,489	18,000
01-510-9200	Grant Expenditures	0	597	2,000		2,000
	Total Operations Expense	773,748	735,111	1,162,260	787,810	1,183,197
CAPITAL EXPENDITURES						
01-510-9520	Capital Outlay - Equipment		5,804	28,833	23,178	28,833
01-990-9992	Capital Equipment Set aside			50,000		95,000
	Total Capital Expenditures	0	5,804	78,833	23,178	123,833
TOTAL PUBLIC SAFETY EXPENDITURES		773,748	740,916	1,241,094	810,988	1,307,031

2018 Budget Proposed/Request						
CLINIC						
GENERAL FUND		2015	2016	2017	2017	2018
01-535-nnnn		Actual	Actual	Approved	To Date	Proposed
CLINIC EXPENSES						
01-535-6210	Condo Fees	7,366	11,039	11,684	9,091	11,684
01-535-6211	Condo Maintenance		536	1,000		1,000
01-535-6440	Insurance - Property		0	116	365	1,775
01-535-7350	Repairs - Equipment	383	0	0		0
01-535-9000	Utilities - Internet/Cable	0	0	0		0
01-535-9070	Utilities - Telephone	0	0	0		0
01-535-9100	Miscellaneous Expenses	9,000	9,000	9,000		9,000
TOTAL CLINIC EXPENSES		16,749	20,575	21,799	9,456	23,459

2018 Budget Proposed/Request						
PUBLIC WORKS						
GENERAL FUND		2015	2016	2017	2017	2018
01-600-nnnn		Actual	Actual	Approved	To Date	Proposed
PUBLIC WORKS EXPENSES						
01-600-6000	Salaries & Wages	109,885	110,512	256,665	143,488	255,483
01-600-6030	FICA/Medicare	1,529	2,188	3,739	2,228	3,722
01-600-6040	Worker's Comp.	15,335	8,376	10,887	3,905	10,797
01-600-6050	ESC	1,704	3,781	5,036	1,703	4,533
01-600-6060	Health, Life, Dis.	20,021	14,965	38,430	30,459	38,430
01-600-6070	PERS Retirement	99,941	30,947	45,886	30,843	45,684
01-600-6410	Insurance - Liability		0	3,307	1,106	3,489
01-600-6420	Insurance - Auto	2,512	2,646	2,839	684	2,137
01-600-6430	Insurance - Equipment		0	3,334	1,054	3,216
01-600-6440	Insurance - Property		17,265	1,985	2,859	3,831
01-600-6490	Insurance - Claims deductible	0	0	5,000		5,000
01-600-6540	Licenses & Fees	0	244	250		250
01-600-6565	Outside Contractors	75	927	10,000		10,000
01-600-6570	Physical Exams	324	206	500	583	500
01-600-6580	Postage			0	13	0
01-600-6740	Shop equipment & tools	260	1,226	1,500	194	1,500
01-600-6770	Travel, Training & Dev.	833	747	2,000	146	2,000
01-600-7100	Repairs - Buildings	4,713	2,658	5,000	840	5,000
01-600-7210	Repairs - Roads	6,298	841	15,000	620	15,000
01-600-7350	Repairs - Equipment	28,342	11,948	30,000	7,440	30,000
01-600-7410	Repairs - Emergency		21,396		1,037	
01-600-7750	Gas & Oil - Vehicles	10,339	9,212	30,000	9,471	30,000
01-600-8550	Supplies - Office	0	569	500		500
01-600-8950	Uniforms	0	10	1,220		1,220
01-600-8970	Supplies - Safety	0	791	2,000		2,000
01-600-8995	Supplies & Materials	6,832	7,720	15,000	3,409	15,000
01-600-9000	Utilities - Internet Service	3,801	2,918	5,938	2,709	5,938
01-600-9010	Utilities - Electricity	30,890	27,765	31,500	20,543	31,500
01-600-9040	Utilities - Heating Fuel	23,039	21,406	35,000	16,001	35,000
01-600-9050	Utilities - Sanitation	1,744	0			
01-600-9070	Utilities - Telephone	3,044	2,345	2,500	788	2,500
01-600-9095	Utilities - Water/Sewer/Garbage	0	113	8,000	119	8,000
	Total Operations Expense	371,460	303,721	573,016	282,244	572,231
CAPITAL EXPENDITURES						
01-990-9991	Capital - Replacement Fund		50,000	50,000		95,000
	Capital Outlay - Equipment					30,000
	Total Capital to Reserve	0	50,000	50,000	0	65,000
INTERDEPARTMENTAL SUPPORT						
01-600-9900	Inter Dept Support (snow removal)	(35,000)	(35,000)	(35,000)		(35,000)
	Harbor Rebuild - Additional Cost	(35,000)				
	Total Interdepartmental Support	(70,000)	(35,000)	(35,000)	0	(35,000)
TOTAL PUBLIC WORKS EXPENSES		301,460	318,721	588,016	282,244	632,231
INTER-DEPT SUPPORT:						
51-800-9900	Small Boat Harbor Fund	26,250	35,000	35,000	0	35,000
52-800-9900	Parking Fund	8,750				
	Harbor Rebuild	35,000				
		70,000	35,000	35,000	0	35,000

2018 Budget Proposed/Request						
PROPERTY & FACILITIES						
GENERAL FUND		2015	2016	2017	2017	2018
01-700-nnnn		Actual	Actual	Approved	To Date	Proposed
PROP. & FACILITIES EXPENSES						
01-700-6201	Lease Agreement - ARRC					
01-700-6210	Property & Facilities-Advertising					
01-700-6210	Condo Fees	15,875	7,085	5,669	5,117	5,669
01-700-6215	Condo Maintenance		1,686	1,000		1,000
01-700-6735	Equipment - Property & Facilities	640	0			
01-700-7100	Repairs - Buildings	14	65	5,000		5,000
01-700-9000	Utilities - Internet Service	1,107	1,799	2,000	952	2,000
TOTAL PROPERTIES & FACILITIES		17,635	10,635	13,669	6,069	13,669

2018 Budget Proposed/Request
PARKS & REC

GENERAL FUND		2015	2016	2017	2017	2018
01-800-nnnn		Actual	Actual	Approved	To Date	Proposed
PARKS & REC EXPENSES						
01-800-6000	Salaries & Wages					6,107
01-800-6030	FICA/Medicare Taxes (1.45% / 7.65%)					1,518
01-800-6040	Worker's Comp. (12.44%)					476
01-800-6050	ESC Taxes (2.80%--first \$37,400)					171
01-800-6060	Health & Life Insurance (\$1,050)					
01-800-6070	PERS Retirement (22% for full-time)					
01-800-7350	Repairs - Equipment			2,000		2,000
01-800-8950	Supplies and Materials		175	8,000	4,033	8,000
	Total Operations Expense	0	175	10,000	4,033	18,272
CAPITAL EXPENDITURES						
01-800-9510	Capital Outlay - Equipment	6,205	3,273	10,000		10,000
	Total Capital Expenditures	6,205	3,273	10,000	0	10,000
TOTAL PARKS & REC EXPENSE		6,205	3,448	20,000	4,033	28,272

**2018 Budget Proposed/Request
ENTERPRISE FUND SUMMARY**

		2015	2016	2017	2017	2018
		Actual	Actual	Approved	to date	Proposed
WATER - WASTEWATER						
50-340-nnnn	REVENUE	472,772	247,094	279,100	313,016	354,100
50-800-nnnn	EXPENDITURES	318,534	342,109	279,099	148,236	276,517
	PROFIT (LOSS)	154,239	(95,015)	1	164,781	77,583
SMALL BOAT HARBOR						
51-340-nnnn	REVENUE	1,077,059	1,448,648	1,366,175	1,388,456	1,423,850
51-800-nnnn	EXPENDITURES	1,215,796	1,271,424	1,183,406	813,476	1,276,821
	PROFIT (LOSS)	(138,737)	177,224	182,769	574,979	147,029

WATER - WASTEWATER FUND						
50-800-XXXX		2015	2016	2017	2017	2018
		Actual	Actual	Approved	To Date	Proposed
REVENUE						
50-340-4300	Water Service Charges	291,465	155,579	190,000	210,694	250,000
50-340-4350	Sewer Service Charges	178,588	73,010	85,000	85,757	100,000
50-340-4500	Permit Fees	0	0	100		100
50-360-4901	Interest on Bank Accounts	283	12,151	4,000		4,000
50-360-4910	Miscellaneous Income	2,437	6,353		16,566	
	Total Water & Wastewater Revenue	472,772	247,094	279,100	313,016	354,100
WATER & WASTEWATER EXPENSES						
50-800-6000	Salaries & Wages	145,098	161,882	98,659	65,871	99,811
50-800-6030	FICA/Medicare	2,111	2,403	1,436	991	1,453
50-800-6040	Worker's Comp.	9,124	8,896	2,756	1,302	1,019
50-800-6050	ESC	1,631	2,759	1,955	811	1,309
50-800-6060	Health, Life, Dis.	30,021	31,612	15,750	12,418	15,750
50-800-6070	PERS Retirement	31,316	36,462	21,705	14,288	21,958
50-800-6270	Depreciation					
50-800-6410	Insurance - Liability	0	1,005	1,271	425	1,363
50-800-6420	Insurance - Auto	1,162	1,385	2,047	381	1,219
50-800-6430	Insurance - Equipment		0	202	60	192
50-800-6440	Insurance - Property		0	3,140	2,625	3,467
50-800-6490	Insurance - Claims Deductible	0	0	5,000		5,000
50-800-6540	Licenses & Permits	1,528	220	1,400	1,030	1,400
50-800-6565	Outside Contractors	0	0	10,000		10,000
50-800-6570	Physical Exams	0	0	500		500
50-800-6580	Postage	63	362	250	200	250
50-800-6740	Small Tools	245	120	2,500		2,500
50-800-6750	Testing Water/Sewer	3,236	7,035	5,000	5,077	7,000
50-800-6770	Travel, Training & Dev.	3,190	405	5,000		5,000
50-800-7100	Repairs - Building	0	17	5,000		5,000
50-800-7350	Repairs - Equipment	3,148	2,539	8,000	47	8,000
50-800-7650	Repairs - System	1,885	1,002	5,000	156	5,000
50-800-7750	Gas & Oil - Vehicles	2,248	1,683	3,500	1,629	3,500
50-800-8550	Supplies - Office	0	167	500	171	500
50-800-8950	Uniforms	0	0	380		380
50-800-8970	Supplies - Safety	1,378	0	2,500		2,500
50-800-8995	Supplies & Materials	510	2,288	4,000	8	4,000
50-800-9000	Utilities - Internet	0	0	0		0
50-800-9010	Utilities - Electricity	23,442	25,223	32,250	33,534	32,250
50-800-9040	Utilities - Heating Fuel	9,737	9,122	11,000	6,842	11,000
50-800-9070	Utilities - Telephone	483	12	487	371	487
50-800-9900	Inter Dept Support	46,977	45,510	27,910	0	24,709
	Total Operations Expense	318,534	342,109	279,099	148,236	276,517
CAPITAL EXPENDITURES						
	Transfer in from W-WW Reserve		0		0	(50,000)
50-900-9580	Capital Outlay - W/WW		202,722		0	50,000
	Total Capital Expenditures from Ops	0	0	0	0	0
TOTAL WATER & WASTEWATER EXPENSE		318,534	342,109	279,099	148,236	276,517
WATER - WASTEWATER FUND REVENUE LESS EXPENSES		154,239	(95,015)	1	164,781	77,583

2018 Budget Proposed/Request						
HARBOR FUND						
51-800-nnnn		2015	2016	2017	2017	2018
		Actual	Actual	Approved	To Date	Proposed
CHARGES FOR SERVICES						
51-340-4251	User Fees & Permits	30	-	75		
51-340-4401	Moorage - Preferential	389,615	570,521	550,000	526,542	535,000
51-340-4402	Moorage - Transient	454,946	375,456	350,000	402,157	400,000
51-340-4403	Boat Lift Fees	12,189	11,314	10,000	14,617	15,000
51-340-4404	Utility Fees	51,855	38,666	60,000	41,955	60,000
51-340-4406	Wharfage Fees (includes hoist)	25,304	10,542	10,000	11,675	10,000
51-340-4407	Vessel tow fees	713	2,369	500	5,730	3,000
51-340-4408	Used oil collection fee	2,340	1,703	1,200	1,235	1,200
51-340-4409	Waiting List Fees	4,200	22,550	17,000	13,050	17,000
51-340-4410	Pump Out Fees	1,500	1,651	1,000	1,120	1,000
51-340-4411	Launch Fees	120,167	122,426	115,000	98,880	115,000
51-340-4412	Showers	2,706	2,684	2,500	2,077	2,750
51-340-4413	Grid	824	1,000	1,000	1,371	1,000
51-340-4414	Vessel Maintenance		347	500	4,983	500
51-340-4415	Dry Storage Fees	3,584	2,900	3,000	4,503	3,000
51-340-4416	Parking - Annual		56,339	60,000	41,500	50,000
51-340-4418	User fees	7,087	24			
51-340-4426	Parking - Daily		83,310	75,000	94,669	100,000
51-340-4440	Equipment Rental		-			
51-340-4445	Misc. Services	65,998	77	1,000	(525)	1,000
TOTAL CHARGES FOR SERVICES		1,077,059	1,303,877	1,257,775	1,265,539	1,315,450
LEASES						
51-345-4512	Lease Income	57,930	65,563	66,000	69,349	66,000
51-345-4515	Garbage Revenue		2,400	2,400		2,400
TOTAL LEASES		57,930	67,963	68,400	69,349	68,400
MISCELLANEOUS						
51-360-4020	PERS On-Behalf	60,436	15,487			
51-360-4417	Fuel Float Income	31,849	30,987	20,000	37,443	20,000
51-360-4419	SERVS Reimbursement Travel	272				
51-360-4430	Camping		11,279	11,000	9,133	11,000
51-360-4900	Late Fees on A/R	48	-	4,000		4,000
51-360-4901	Interest on Investments	253	12,152	5,000		5,000
51-360-4910	Misc. Revenue	51	6,901		6,991	
51-360-4990	Undistributed Revenue					
TOTAL MISCELLANEOUS		92,909	76,807	40,000	53,568	40,000
TOTAL FUND REVENUE		1,230,609	1,448,648	1,366,175	1,388,456	1,423,850

HARBOR FUND						
51-800-nnnn		2015	2016	2017	2017	2018
		Actual	Actual	Approved	To Date	Proposed
HARBOR EXPENSES						
51-800-6000	Salaries & Wages	376,815	401,069	444,338	383,021	423,634
51-800-6030	FICA/Medicare	11,650	11,609	11,299	13,543	10,568
51-800-6040	Worker's Comp.	35,333	20,646	11,968	4,483	11,572
51-800-6050	ESC	5,144	8,529	9,577	5,895	8,510
51-800-6060	Health, Life, Dis.	69,124	72,383	71,760	52,717	71,760
51-800-6070	PERS Retirement	116,630	72,127	80,542	52,585	77,496
51-800-6205	Advertising		1,144	1,500		1,500
51-800-6215	Collection Expense		-	5,000		5,000
51-800-6220	Bank Service Charges	21,053	22,148	22,000	14,425	22,000
51-800-6260	Bad Debt Expense	1,473	304	10,000		10,000
51-800-6280	Dues & Subscriptions	225	500	500	75	500
51-800-6410	Insurance - Liability	85,773	5,168	4,169	6,107	18,990
51-800-6420	Insurance - Auto	2,181	1,092	846	336	2,659
51-800-6430	Insurance - Equipment		-	332	152	316
51-800-6440	Insurance - Property	1,278	11,656	22,357	7,769	22,938
51-800-6490	Insurance Claims - Deductibles	-	-	5,000		5,000
51-800-6540	License & Permits	219	60	250	91	250
51-800-6565	Outside Contractors	26,238	2,573	25,000	11,905	25,000
51-800-6570	Physical Exams	480	394	500	676	500
51-800-6580	Postage	2,455	998	2,500	334	2,500
51-800-6635	Prof. Fees - Computer Support	6,934	3,594	5,000	4,535	5,000
51-800-6636	Prof. Fees - Website Support	800	1,205	2,500	884	2,500
51-800-6650	Prof. Fees - Legal	2,637	3,539	10,000	16,092	10,000
51-800-6700	Publications & Subscriptions	(180)	150	350		350
51-800-6730	Equipment Rental	301	1,353	2,000		2,000
51-800-6740	Small tools	5,221	1,363	3,000	1,836	3,000
51-800-6770	Travel, Training & Dev.	8,512	4,302	4,000	4,696	5,000
51-800-6780	Waste Disposal - EVOS	570	2,381	3,000	200	3,000
51-800-7100	Repairs - Buildings	6,166	1,586	2,500	1,291	2,500
51-800-7350	Repairs - Equipment	25,762	5,381	12,000	4,970	12,000
51-800-7400	Repairs - Vehicles	1,975	1,117	2,000	4,842	2,000
51-800-7500	Parking Lot Maintenance		1,565	1,500	1,725	2,000
51-800-7610	Repairs - Utilities	7,659	735	6,000	1,728	6,000
51-800-7620	Repairs - Floats	8,905	117			
51-800-7750	Gas & Oil - Vehicles	5,851	2,701	4,000	9,811	6,000
51-800-7800	Repairs - Facilities		550			
51-800-7820	Repairs - Docks	398	3,632	7,000	6,173	8,000
51-800-8150	Supplies - Consumable	2,150	7,095	8,000	12,298	10,000
51-800-8151	Supplies - Consumable - SERVS	-	80	-	775	-
51-800-8200	Supplies - Parking		2,119	3,000	3,300	4,000
51-800-8400	Supplies - Fire Suppression	-	-	2,500	472	2,500
51-800-8550	Supplies - Office	6,485	1,842	6,000	4,805	7,500
51-800-8750	Supplies - Printing	1,597	-	1,500	216	
51-800-8800	Supplies - Resale Items	451	-			
51-800-8950	Supplies - Uniforms	-	1,976	2,000	553	
51-800-8970	Supplies - Safety	1,625	1,906	2,000	3,309	4,000
51-800-9000	Utilities - Internet Service	3,801	3,150	7,000	3,351	7,000
51-800-9010	Utilities - Electricity	57,633	59,984	60,000	46,230	60,000
51-800-9040	Utilities - Heating Fuel	3,662	4,070	4,500	3,828	4,500
51-800-9050	Utilities - Solid Waste	79,931	100,835	90,000	99,013	100,000
51-800-9070	Utilities - Telephone	4,323	2,646	6,000	1,355	6,000
51-800-9095	Utilities - Water & Wastewater	19,458	1,142	25,000	13,612	25,000
51-800-9200	Harbor Rebuild Expenditures					
51-800-9213	Harbor Emergency Repair					
51-800-9500	Lobbyist Fees					

HARBOR FUND						
51-800-nnnn		2015	2016	2017	2017	2018
		Actual	Actual	Approved	To Date	Proposed
51-800-9510	Snow Removal Expense		35,000	35,000		35,000
51-800-9900	Inter Dept Support	126,848	131,028	136,618	-	144,865
	Total Operations Expense	1,155,850	1,020,542	1,183,406	806,014	1,200,408
BOND PAYMENTS						
51-900-9575	2017A Bond Principal Payment					60,000
51-800-6265	2017A Bond Interest Payment				48,057	92,825
	Total Bond Expenditure					152,825
TRANSFERS IN						
	From CVP for Harbor Bonds					(76,413)
CAPITAL EXPENDITURES						
	Transfer from Harbor Reserve			(165,000)		(19,000)
51-900-9510	Capital Outlay Building & Facilities		110,000			
51-900-9515	Capital Outlay Parking Meters	29,979	-	-	-	-
51-900-9520	Capital Outlay - Equipment	25,772	40,882	10,000	7,462	17,000
51-900-9530	Capital Outlay - Office Equipment	4,196	-	5,000		2,000
51-900-9540	Capital Exp - Emergency Repairs		-			
51-900-9550	Capital Exp - Head of Bay Project		100,000	150,000		
	Total Capital Expenditures from Ops	59,946	250,882	-	7,462	-
TOTAL EXPENDITURES		1,215,796	1,271,424	1,183,406	813,476	1,276,821
HARBOR REVENUE LESS EXPENSES		14,813	177,224	182,769	574,979	147,029

**CITY OF WHITTIER, ALASKA
ORDINANCE #07-2017**

AN ORDINANCE OF THE CITY OF WHITTIER CREATING WHITTIER MUNICIPAL CODE SECTIONS 17.12.055 ENTITLED “ZONING MAP EXCEPTIONS” AND 17.16.052 ENTITLED “TIDELANDS DISTRICT.”

WHEREAS, tidelands make up a significant portion of the City of Whittier's land; and

WHEREAS, tidelands have not previously been demarcated on the City's zoning map; and

WHEREAS, defining the use to which various tideland areas are put will ensure that those lands to be protected or put to an appropriate use that will benefit the City; and

WHEREAS, the City of Whittier Planning and Zoning Commission passed Resolution #01-2017 recommending that City Council zone the City tidelands by means of this ordinance; and

WHEREAS, it is in the City's best interest to amend the Zoning Code to allow for the beneficial use and protection of the City's tidelands.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Whittier,

Section 1. Section 17.12.055 entitled “Zoning Map Exceptions” is created and reads as follows:

17.12.055 ZONING MAP EXCEPTIONS.

A. TIDELANDS

Zoned tidelands are not depicted on the official zoning map, but are described herein. “City Tidelands” means all those lands within the municipal boundaries of the City of Whittier, Alaska which are periodically covered by tidal water between the elevations of mean high tide and 100 feet beyond mean low tide toward the water, and any additional lands that may be defined by the State of Alaska as “Tidelands” as designated in Alaska Tidelands Survey 1545.

1. Recreational Tidelands. Tidelands within Tract A, Tract B, Tract C and Tract E of Alaska Tidelands Survey No. 1545 and all remaining tidelands within the municipal boundaries of the City of Whittier, Alaska, except those described as commercial tidelands (CT) in WMC 17.12.055(2) are hereby zoned as recreational tidelands (RT) and are subject to the additional regulations as set forth in WMC 17.16.052(A).
2. Commercial Tidelands. Tidelands within Tract D, Tract G-1, Tract G-2, Tract G-3 and the tidelands lying directly between Tract D and Tract E of Alaska Tidelands Survey No. 1545, on the south side of a line from point C3 of Tract D to point C3 of Tract E

as shown by a dashed line on the Alaska Tidelands Survey No. 1545, are hereby zoned commercial tidelands (CT) and are subject to the additional regulations as set forth in WMC 17.16.052(B).

Section 2. Section 17.16.052 entitled “Tidelands District” is created and reads as follows:

17.16.052 TIDELANDS DISTRICT.

A. RT - RECREATIONAL TIDELANDS DISTRICT

(1) *Purpose and intent.* The recreational Tidelands district is intended to provide for the protection of those tide and submerged city tidelands that have been identified as important to fish and wildlife habitats, recreation and personal use activities, and water quality and circulation characteristics.

(2) *Uses permitted.* In the Recreational Tidelands District, tide and submerged lands may be used for one or more of the following uses:

(a) Recreational use resource gathering activities including fishing, hunting, shellfish gathering, and the gathering of plant species;

(b) Temporary and casual recreational uses, such as picnicking and sport fishing.

(c) Public entry and incidental use of waters and tidelands, including casual transit by all non- motorized vessels;

(d) Other similar uses not listed above which meet the “Purpose and Intent” provisions of this section of the ordinance and would be no more objectionable than those uses listed above. This matter is subject to review and approval of the Planning commission.

(3) *Conditional uses and structures.* In the Recreational Tidelands District, the following uses and their accessory uses may be permitted, subject to securing a Conditional Use approval in each case as provided for in this chapter subject to review and approval of the Planning commission. See WMC CHAPTER 17.28.

(a) Any sort of structure designed or used for vessel moorage or docking lying within the tidelands or the setback area. In no case shall a conditional use be granted for a structure designed to moor a recreational vessel of more than fifty feet (50') in length.

(b) Dredging.

(c) Any other use not listed above may be permitted as conditional use subject to the review and approval of the Planning Commission

per the provisions contained herein.

(4) *Minimum setback requirements.*

(a) Public access minimum of 25' shore set back. Docks, decking, approaches and similar surfaces are subject to approval of conditional use by the planning commission. See WMC CHAPTER 17.28.

Any question concerning the applicability of the above setback provisions are subject to review and approval of the Planning Commission

(5) *Special provisions.* The following special provisions apply to all uses within the Recreational Tidelands District:

(a) All uses must comply with federal, state, and local air, water quality, and waste disposal laws and other environmental regulations;

(b) Any use is prohibited which causes or may reasonably be expected to reference the cause excessive noise, vibration, odor, smoke, dust, or other particulate matter, humidity, heat, or glare at or beyond any lot line of the lot on which it is located. "Excessive" is defined for these purposes as a degree exceeding that generated by uses permitted in the district in their customary manner of operation, or to a degree injurious to the public health, safety, welfare, or convenience; See WMC CHAPTER 8.16

(c) Uses shall not impair water flow or impede fish passage, movement, or migration;

(d) All vessels mooring in the area will comply with federal, state, and city regulations regarding the discharge of bilge waters, other wastes, and spills of oil and other contaminants;

(e) No storage of flammable materials, hazardous materials or toxic waste shall be allowed in the Recreational Tideland Zone.

(6) *Parking allowed ONLY in designated areas.*

(7) *General provisions. See WMC CHAPTER 17.04.*

B. CT - COMMERCIAL TIDELANDS DISTRICT

(1) *Purpose and intent.* The Commercial city of Whittier tidelands District is intended to provide for those tide and submerged lands that have been identified as developable as commercial tidelands subject to guidelines and restrictions.

(2) *Uses permitted.*

(a) In the Commercial Tidelands District, tide and submerged lands may be used for one or more of the following uses:

- (i) All those uses permitted in the Recreational Tidelands District;
- (ii) Commercial or industrial on- and off-loading of supplies and materials;
- (iii) Commercial aquaculture activities; and
- (iv) Intake lines for live product processing and underwater outfall lines.
- (v) Marine dependent commercial or industrial support services and facilities;
- (vi) Fish processing activities; and
- (vii) Boat and ship repair.

(b) Other similar uses not listed above which meet the “Purpose and Intent” provisions of this section of the ordinance and which would be no more objectionable than those uses listed above. Subject to review and approval by the Planning Commission.

(3) *Conditional uses and structures.* In the Commercial Tidelands District, the following uses and their accessory uses may be permitted, subject to securing a Conditional Use approval in each case. See WMC CHAPTER 17.28

- (a) Fuel docks and loading/off-loading of such materials;
- (b) Permitted accessory uses and structures. Small wind energy system and accessory uses customarily incidental and subordinate to the location, function, and operation of permitted uses
- (c) All other uses not listed above may be permitted as conditional uses subject to the review and approval of the Planning Commission per the provisions of WMC CHAPTER 17.28.

(4) *Special provisions.* The following special provisions apply to all uses within the Commercial Tidelands District:

- (a) All uses will comply with federal, state, and local air, water quality, and waste disposal laws and other environmental regulations;
- (b) Any use is prohibited which causes or may reasonably be expected to cause excessive noise, vibration, odor, smoke, dust, or other particulate matter, humidity, heat, or glare at or beyond any lot line of the lot on which it is located. “Excessive” is defined for these purposes as a degree exceeding that generated by uses permitted in the district in their customary manner of operation, or to a degree injurious to the public health, safety, welfare, or convenience; See WMC CHAPTER 8.16.
- (c) All uses that impair water flow or impede fish passage, movement, or migrations shall require a conditional use. See WMC CHAPTER 17.28.
- (d) All vessels mooring in the area will comply with federal, state, and city regulations regarding the discharge of bilge waters, other wastes, and spills of oil

and other contaminants;

(e) The storage of flammable materials, hazardous materials, or toxic waste on-site shall be allowed only in strict compliance with federal, state, and local laws and regulations; and See WMC CHAPTER 8.12.

(f) Materials shall be stored and grounds shall be maintained in a manner which will not attract or aid the propagation of insects or rodents or otherwise create a health hazard or nuisance. See WMC CHAPTER 8.16.

(5) *Parking regulations; See WMC CHAPTER 10.25.*

(6) *General provisions See WMC CHAPTER 17.04.*

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this 21st day of November, 2017.

Daniel Blair
MAYOR

ATTEST:

Krista Fish
CITY CLERK

Ayes:
Nays:
Absent:
Abstain:

**CITY OF WHITTIER, ALASKA
PLANNING COMMISSION
RESOLUTION #01-2017**

A RESOLUTION OF THE WHITTIER PLANNING COMMISSION RECOMMENDING THAT THE CITY COUNCIL ADOPT AN ORDINANCE CREATING WHITTIER MUNICIPAL CODE SECTIONS 17.12.055 AND 17.16.052 CREATING AND DEFINING TIDELAND ZONING DISTRICTS WITHIN THE MUNICIPAL BOUNDARIES OF THE CITY OF WHITTIER, ALASKA.

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

WHEREAS, the Planning Commission has reviewed tideland zoning and acceptable uses therein; and

WHEREAS, the Planning Commission has found that recreational and commercial tidelands should be created within the Whittier municipal boundary for the protection of the City's tidelands; and

WHEREAS, the Planning Commission has defined tidelands and tideland uses for Whittier.

NOW, THEREFORE, BE IT RESOLVED; that the Whittier Planning Commission members hereby recommend that the City Council adopt an ordinance creating Whittier Municipal Code sections 17.12.055 and 17.16.052 creating and defining tideland zoning districts within the municipal boundaries of the City of Whittier, Alaska.

PASSED AND APPROVED by a duly constituted quorum of the Whittier Planning Commission this 1st day of November, 2017.

ATTEST:

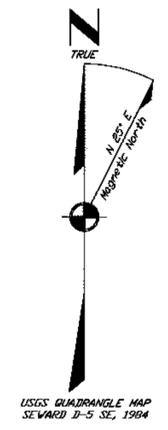
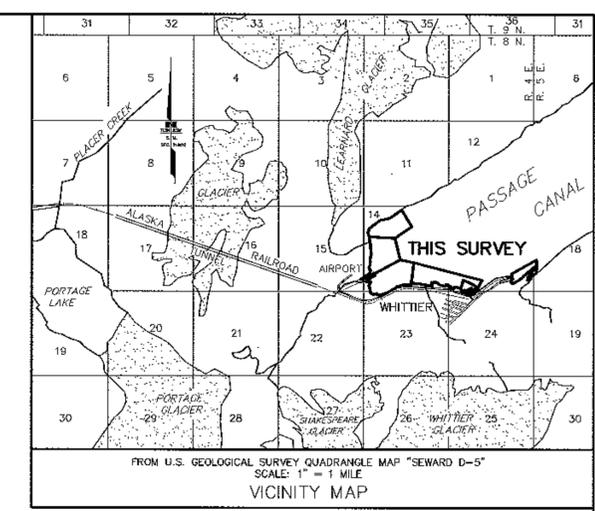


**Naelene Matsumiya
Acting City Clerk**

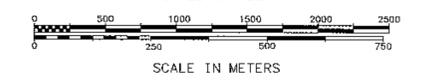


**Charlene Arneson
Commission Chair**

**Ayes:
Nays:
Absent:
Abstain:**



SCALE
1" = 600'
SCALE IN FEET



1 METER = 3.280833 U.S. SURVEY FEET 1 U.S. ACRE = 0.4047 HECTARES
ANCHORAGE RECORDING DISTRICT

DATE OF SURVEY: Beginning - 01/1998 Ending - 12/1999	NAME OF SURVEYOR: R&M CONSULTANTS, INC. 9101 Vanguard Drive Anchorage, Alaska 99507
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STATE OF ALASKA
DEPARTMENT OF NATURAL RESOURCES,
DIVISION OF MINING, LAND & WATER
ANCHORAGE, ALASKA

ALASKA TIDELANDS SURVEY No. 1545

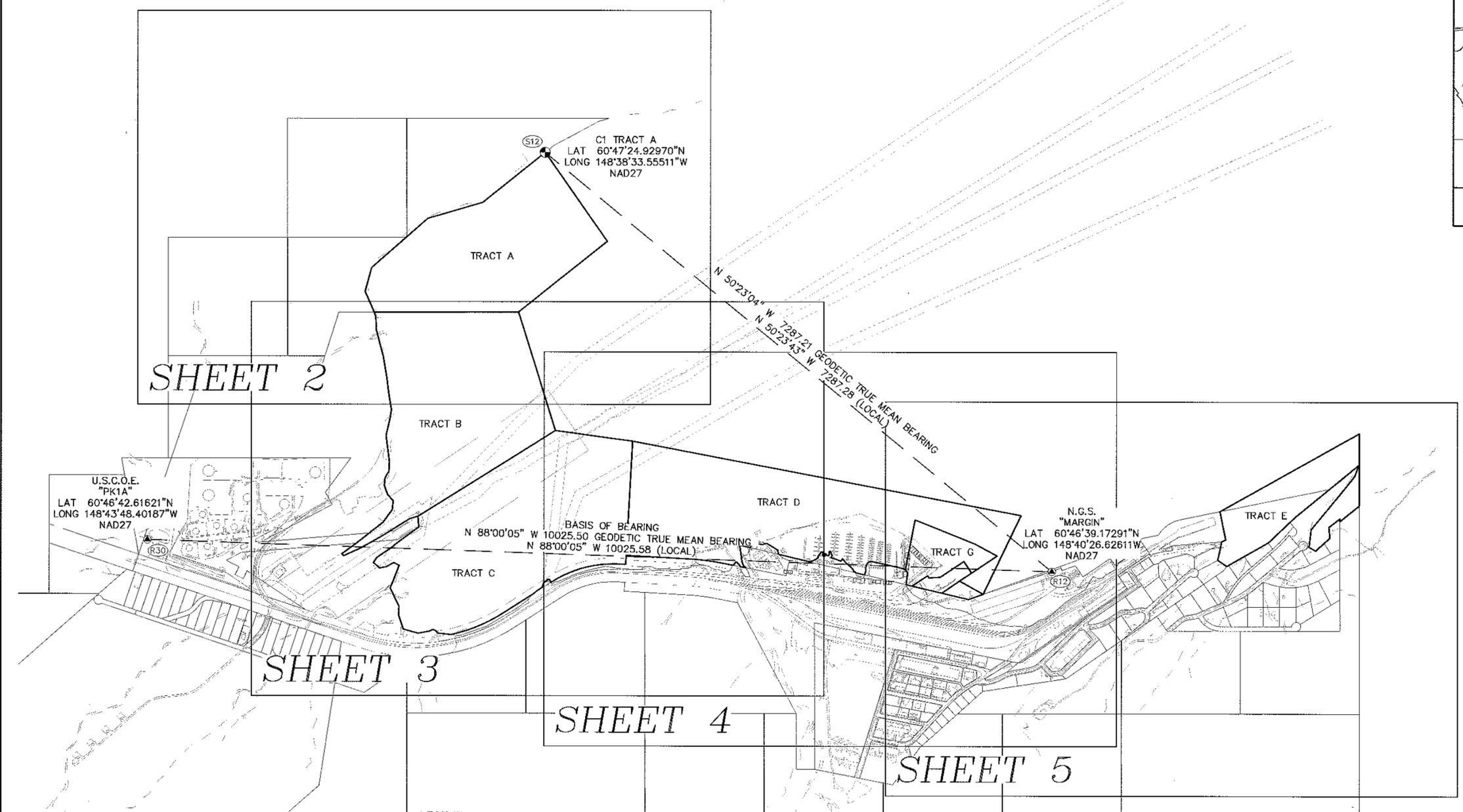
CREATING TRACTS A, B, C, D & E; AND SUBDIVIDING
BLM PARCEL G USS 900B INTO TRACTS G1, G2 & G3
WITHIN PROTRACTED SECTIONS 13, 14, 15, 22 & 23,
T. 8 N., R. 4 E., SEWARD MERIDIAN, ALASKA
CONTAINING 347.45 ± ACRES

DRAWN BY: RHB	APPROVAL RECOMMENDED: <i>[Signature]</i> Apr 24, 2003 STATE WIDE PLATTING SUPERVISOR Date
DATE: 2/13/02	CHECKED FILE NO. LCS
SCALE: 1" = 600'	ATS No. 1545

PREPARED FOR:
CITY OF WHITTIER
PO BOX 608
WHITTIER, AK, 99693

SHEET 1 OF 7

RSM
ANCHORAGE RECORDING DISTRICT 2003-49



SHEET 2

SHEET 3

SHEET 4

SHEET 5

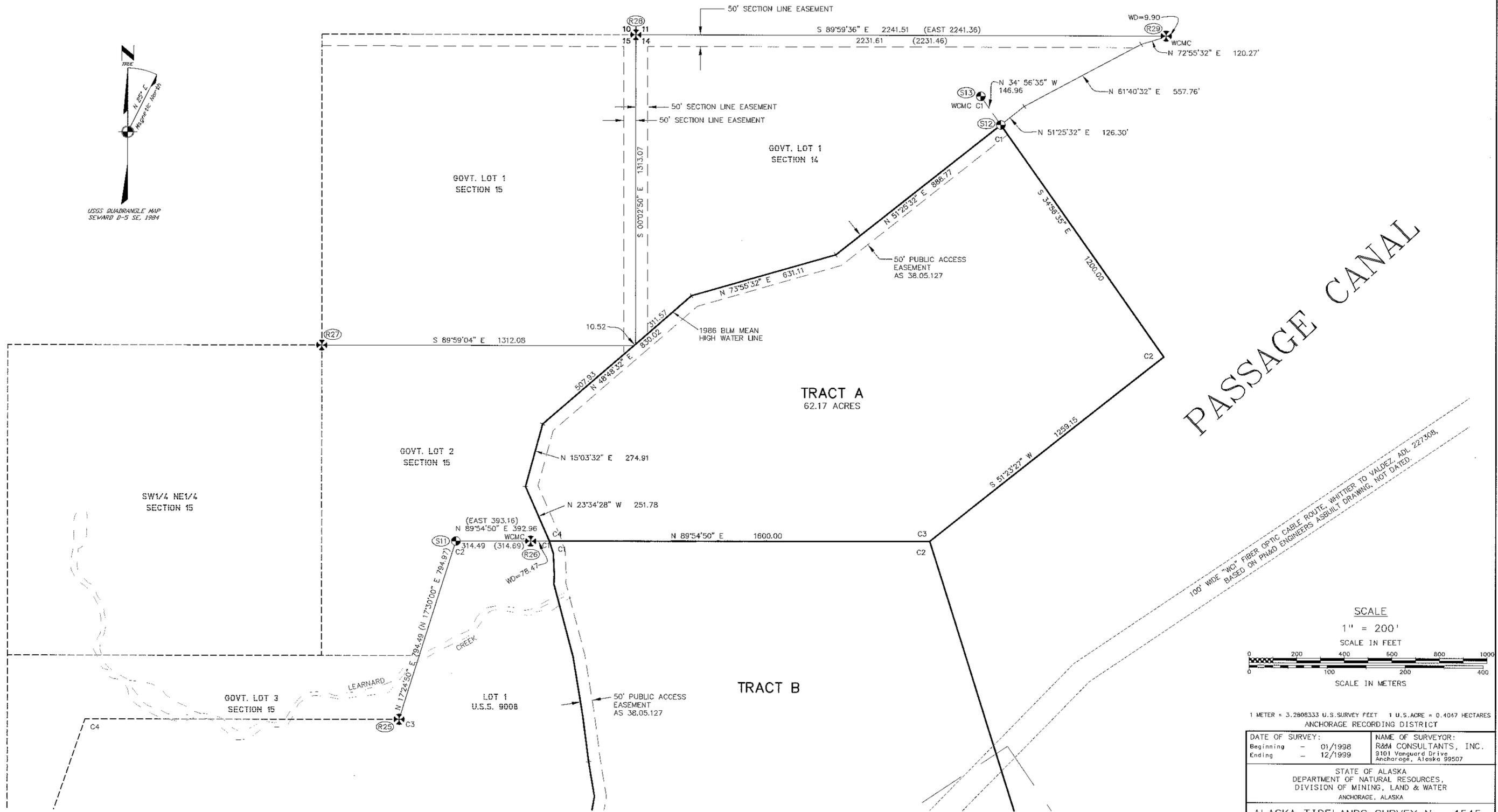
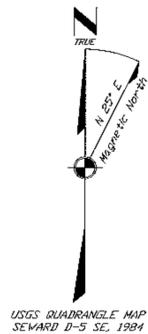
LEGEND

- NGS / USCOE CONTROL STATION RECOVERED
- ⊕ FOUND BLM-GLO MONUMENT
- ⊕ FOUND BLM BEARING OBJECT
- ⊕ FOUND 2" ALCAP
- ⊕ FOUND HUB W/TAC
- FOUND REBAR
- ⊕ SET 2-1/2" X 30" FLANGED ALUMINUM POST WITH 3-1/4" ALCAP
- () RECORD DIMENSION
- [] COMPUTED FROM RECORD
- Ⓡ(10) RECOVERED MONUMENT NUMBER
- Ⓢ(10) SET MONUMENT NUMBER
- M10 MEANDER COURSE NUMBER (SEE LINE TABLES)
- L10 LINE NUMBER (SEE LINE TABLES)
- SURVEYED
- - - UNSURVEYED

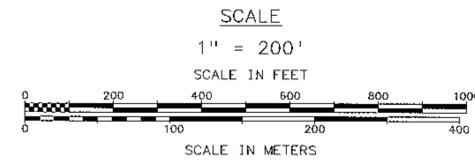
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- SHEET 7 NOTES AND DETAILS

PROJECT: 03115 VATES1, 11/02/00, 08/22/02 at 14:22 by r/h



PASSAGE CANAL



1 METER = 3.2808333 U.S. SURVEY FEET 1 U.S. ACRE = 0.4047 HECTARES
ANCHORAGE RECORDING DISTRICT

DATE OF SURVEY: Beginning - 01/1998 Ending - 12/1999	NAME OF SURVEYOR: R&M CONSULTANTS, INC. 9101 Vanguard Drive Anchorage, Alaska 99507
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STATE OF ALASKA
DEPARTMENT OF NATURAL RESOURCES,
DIVISION OF MINING, LAND & WATER
ANCHORAGE, ALASKA

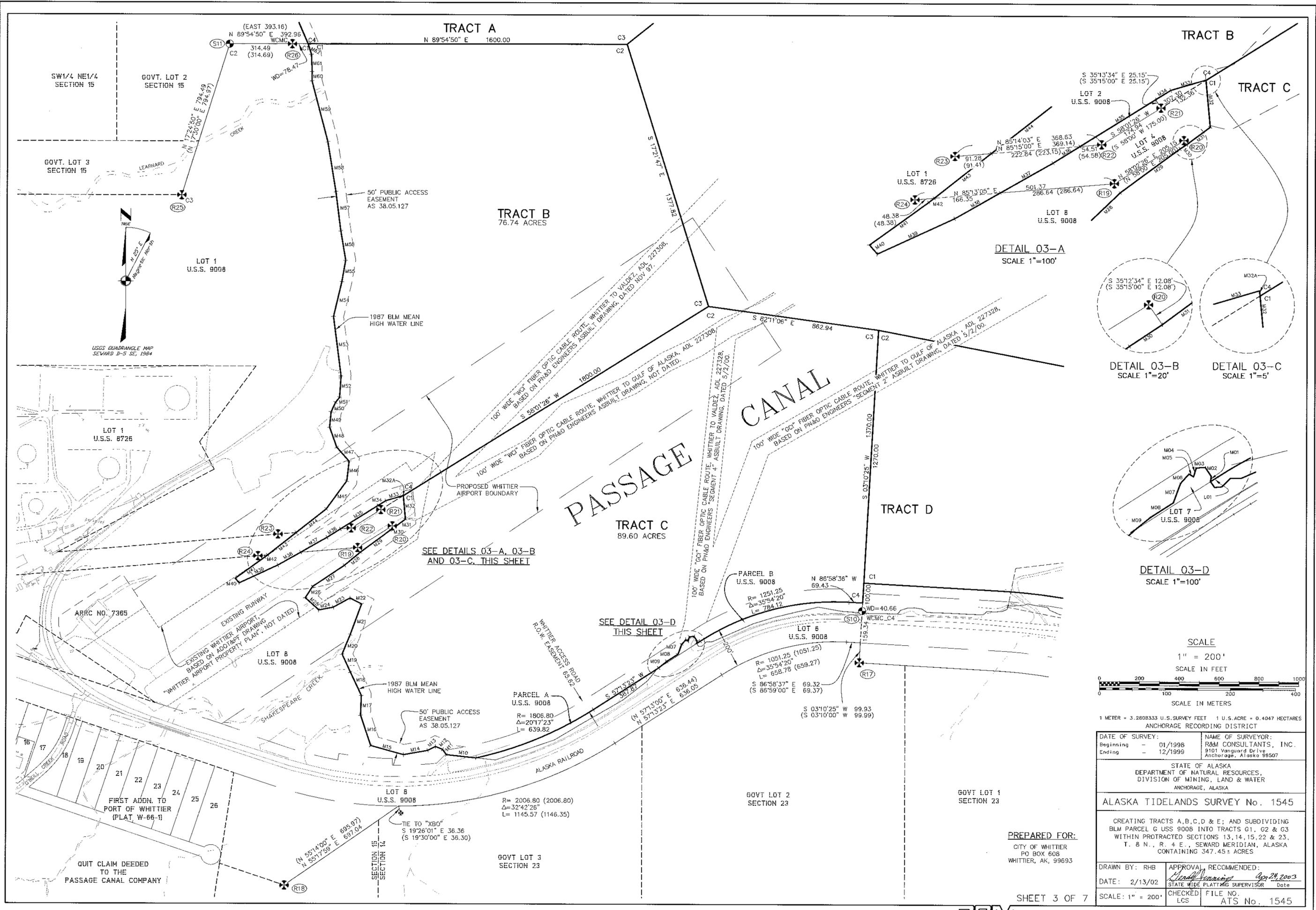
ALASKA TIDELANDS SURVEY No. 1545

CREATING TRACTS A, B, C, D & E; AND SUBDIVIDING
BLM PARCEL G USS 9008 INTO TRACTS G1, G2 & G3
WITHIN PROTRACTED SECTIONS 13, 14, 15, 22 & 23,
T. 8 N., R. 4 E., SEWARD MERIDIAN, ALASKA
CONTAINING 347.45 ± ACRES

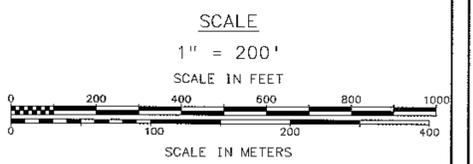
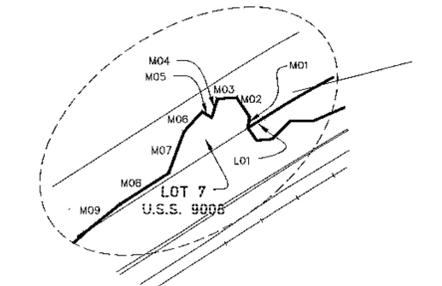
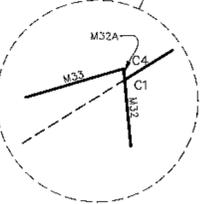
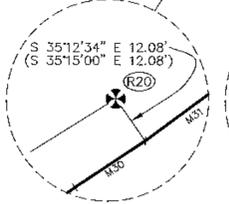
DRAWN BY: RHB	APPROVAL RECOMMENDED: <i>[Signature]</i> <i>[Signature]</i> DATE: 2/13/02
SCALE: 1" = 200'	CHECKED: LCS FILE NO. AT5 No. 1545

PREPARED FOR:
CITY OF WHITTIER
PO BOX 608
WHITTIER, AK, 99683

SHEET 2 OF 7



DETAIL 03-A
SCALE 1"=100'



1 MEYER = 3.2808333 U.S. SURVEY FEET 1 U.S. ACRE = 0.4047 HECTARES
ANCHORAGE RECORDING DISTRICT

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STATE OF ALASKA
DEPARTMENT OF NATURAL RESOURCES,
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ANCHORAGE, ALASKA

ALASKA TIDELANDS SURVEY No. 1545

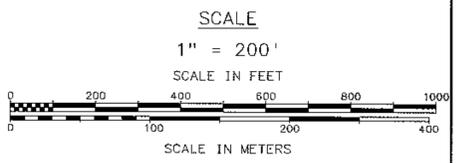
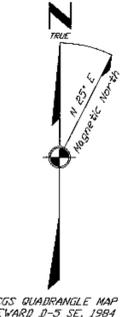
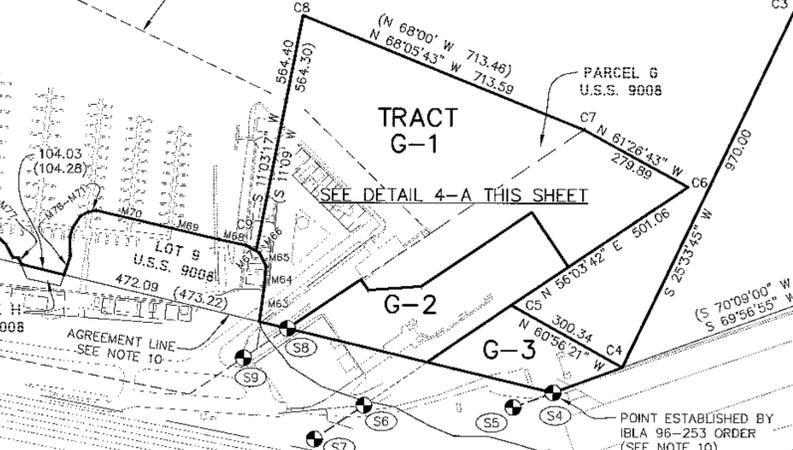
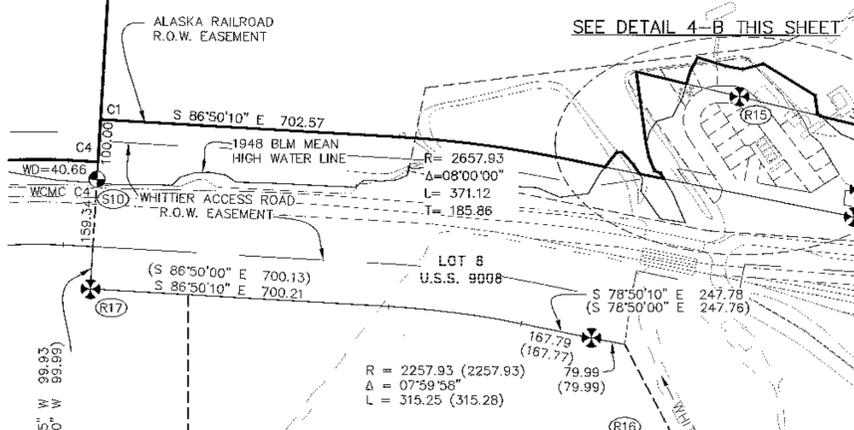
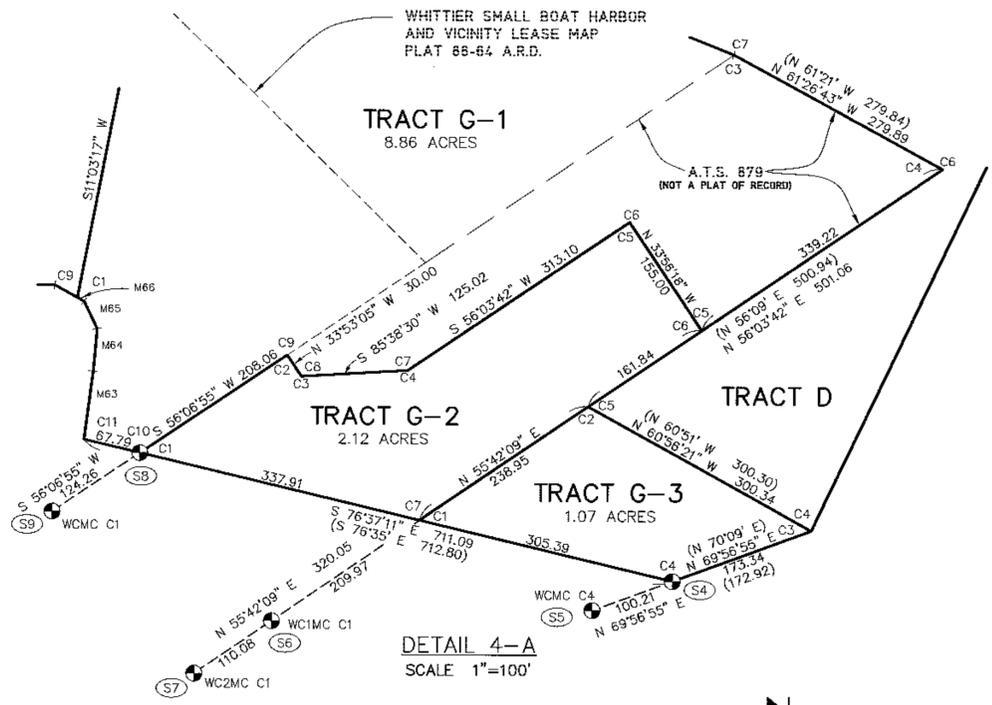
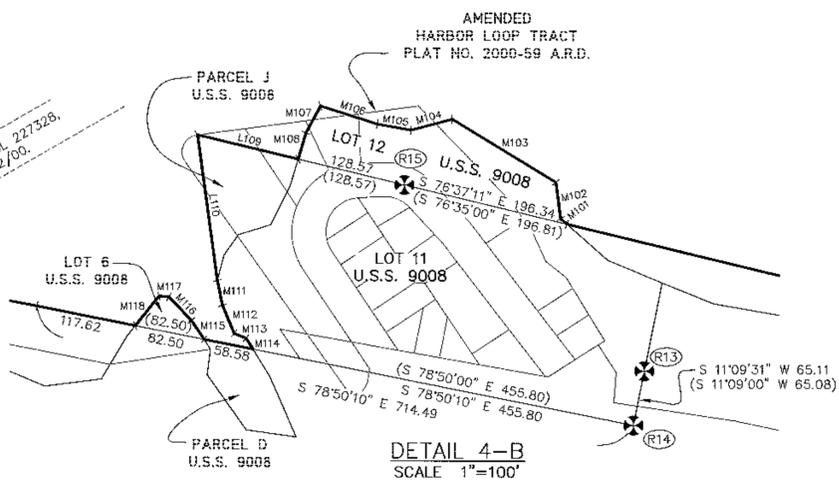
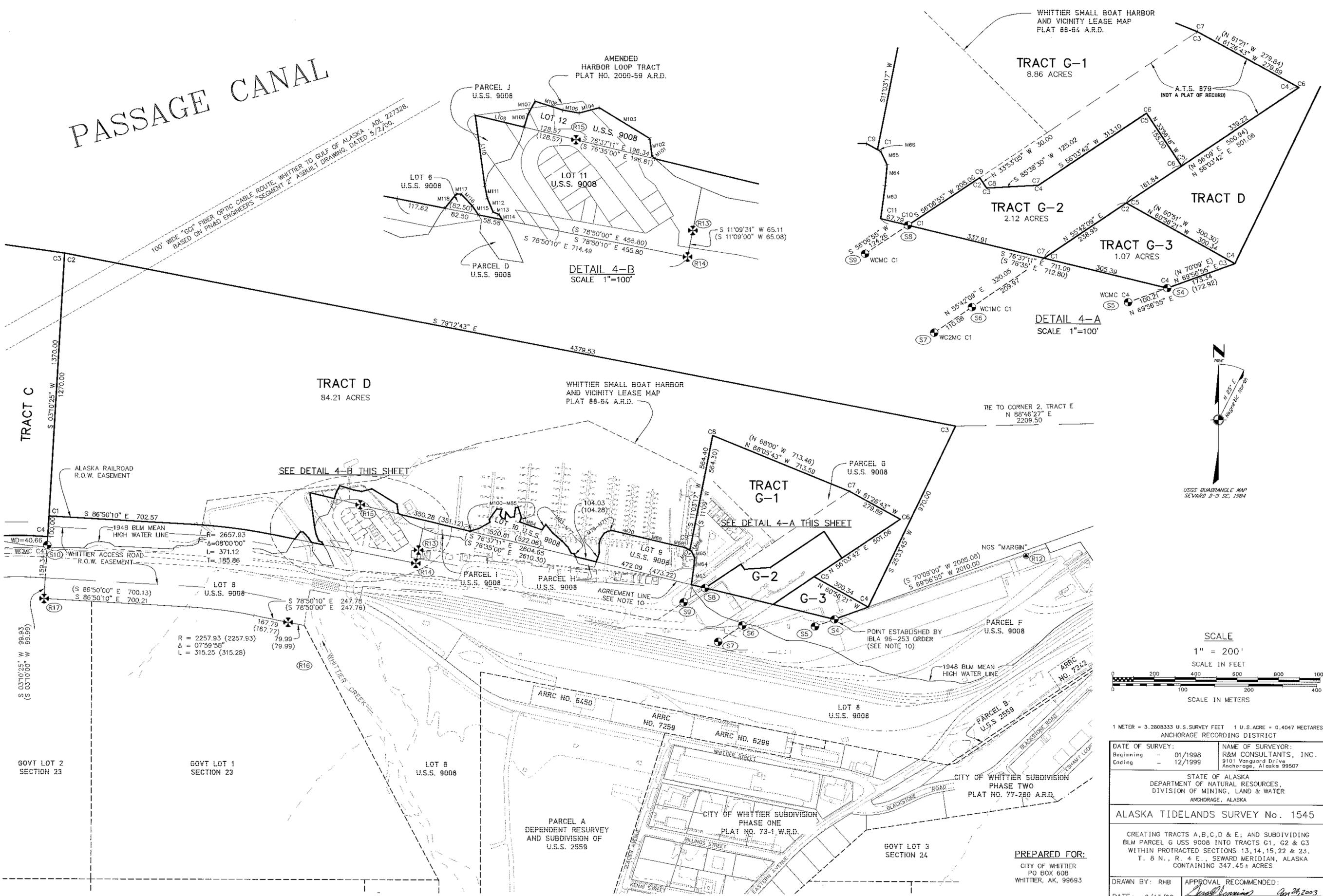
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T. 8 N., R. 4 E., SEWARD MERIDIAN, ALASKA
CONTAINING 347.45 ± ACRES

PREPARED FOR:
CITY OF WHITTIER
PO BOX 608
WHITTIER, AK, 99693

DRAWN BY: RHB	APPROVAL, RECOMMENDED:
DATE: 2/13/02	<i>[Signature]</i> Apr 24, 2003 STATE WIDE PLATTING SUPERVISOR Date
SCALE: 1" = 200'	CHECKED: FILE NO. LCS ATS No. 1545

SHEET 3 OF 7

PASSAGE CANAL



1 METER = 3.2808333 U.S. SURVEY FEET 1 U.S. ACRE = 0.4047 HECTARES
ANCHORAGE RECORDING DISTRICT

DATE OF SURVEY: Beginning - 01/1998 Ending - 12/1999	NAME OF SURVEYOR: R&M CONSULTANTS, INC. 9101 Vanguard Drive Anchorage, Alaska 99507
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STATE OF ALASKA
DEPARTMENT OF NATURAL RESOURCES,
DIVISION OF MINING, LAND & WATER
ANCHORAGE, ALASKA

ALASKA TIDELANDS SURVEY No. 1545

CREATING TRACTS A,B,C,D & E; AND SUBDIVIDING
BLM PARCEL G U.S.S. 9008 INTO TRACTS G1, G2 & G3
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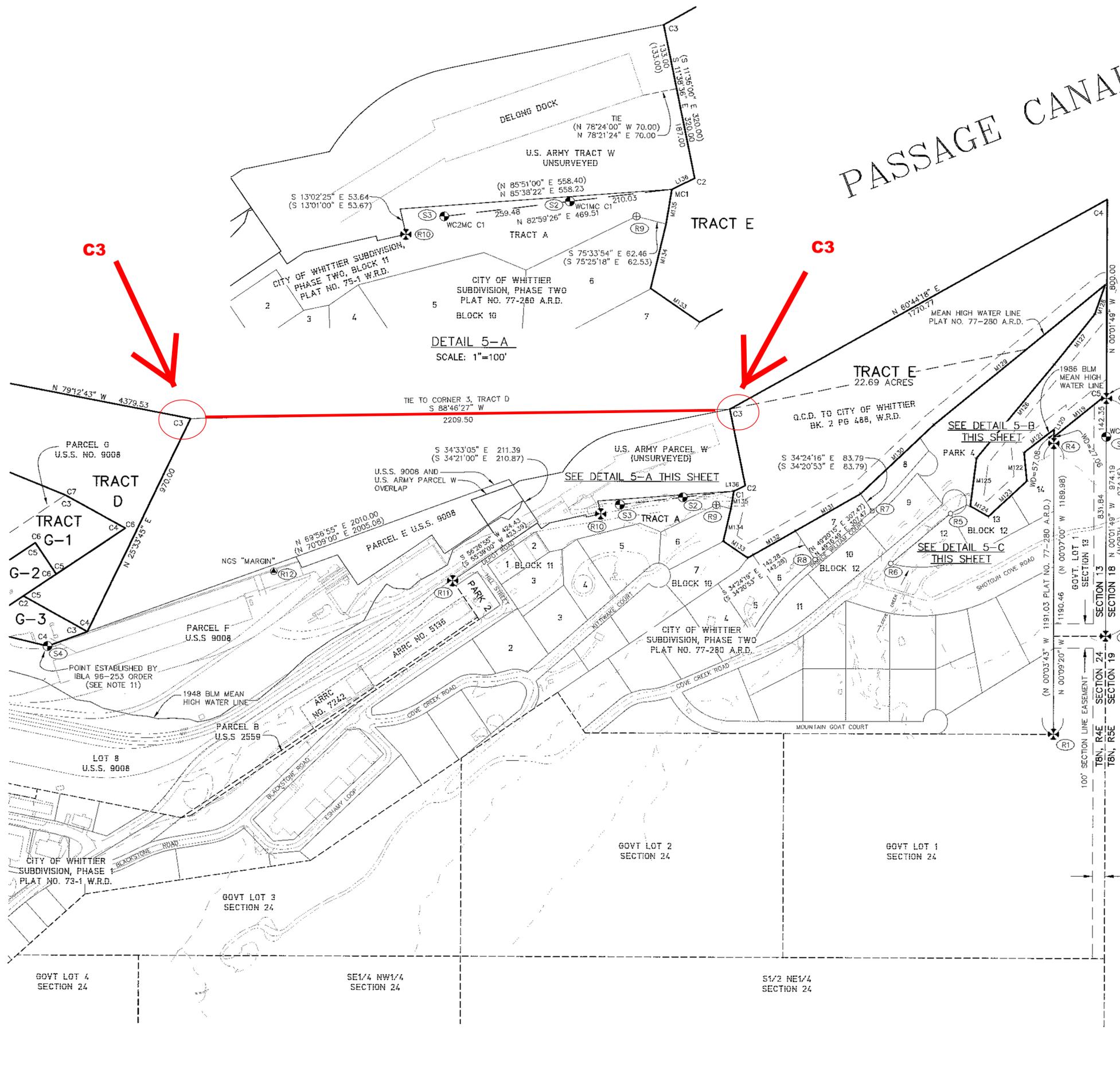
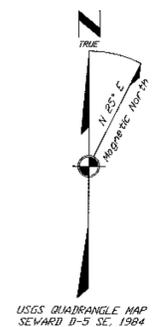
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DATE: 2/13/02	<i>[Signature]</i> Date: <i>Apr 24, 2003</i>
SCALE: 1" = 200'	CHECKED: LCS FILE NO. ATS No. 1545

PREPARED FOR:
CITY OF WHITTIER
PO BOX 608
WHITTIER, AK, 99693

SHEET 4 OF 7



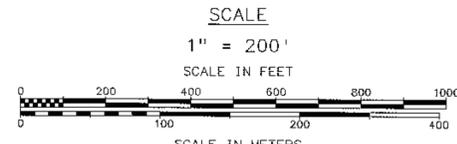
PASSAGE CANAL



DETAIL 5-A
SCALE: 1"=100'

DETAIL 5-B
SCALE: 1"=40'

DETAIL 5-C
SCALE: 1"=100'



1 METER = 3.280833 U.S. SURVEY FEET 1 U.S. ACRE = 0.4047 HECTARES ANCHORAGE RECORDING DISTRICT

DATE OF SURVEY: Beginning - 01/1998 Ending - 12/1999	NAME OF SURVEYOR: R&M CONSULTANTS, INC. 9101 Vanguard Drive Anchorage, Alaska 99507
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STATE OF ALASKA
DEPARTMENT OF NATURAL RESOURCES,
DIVISION OF MINING, LAND & WATER
ANCHORAGE, ALASKA

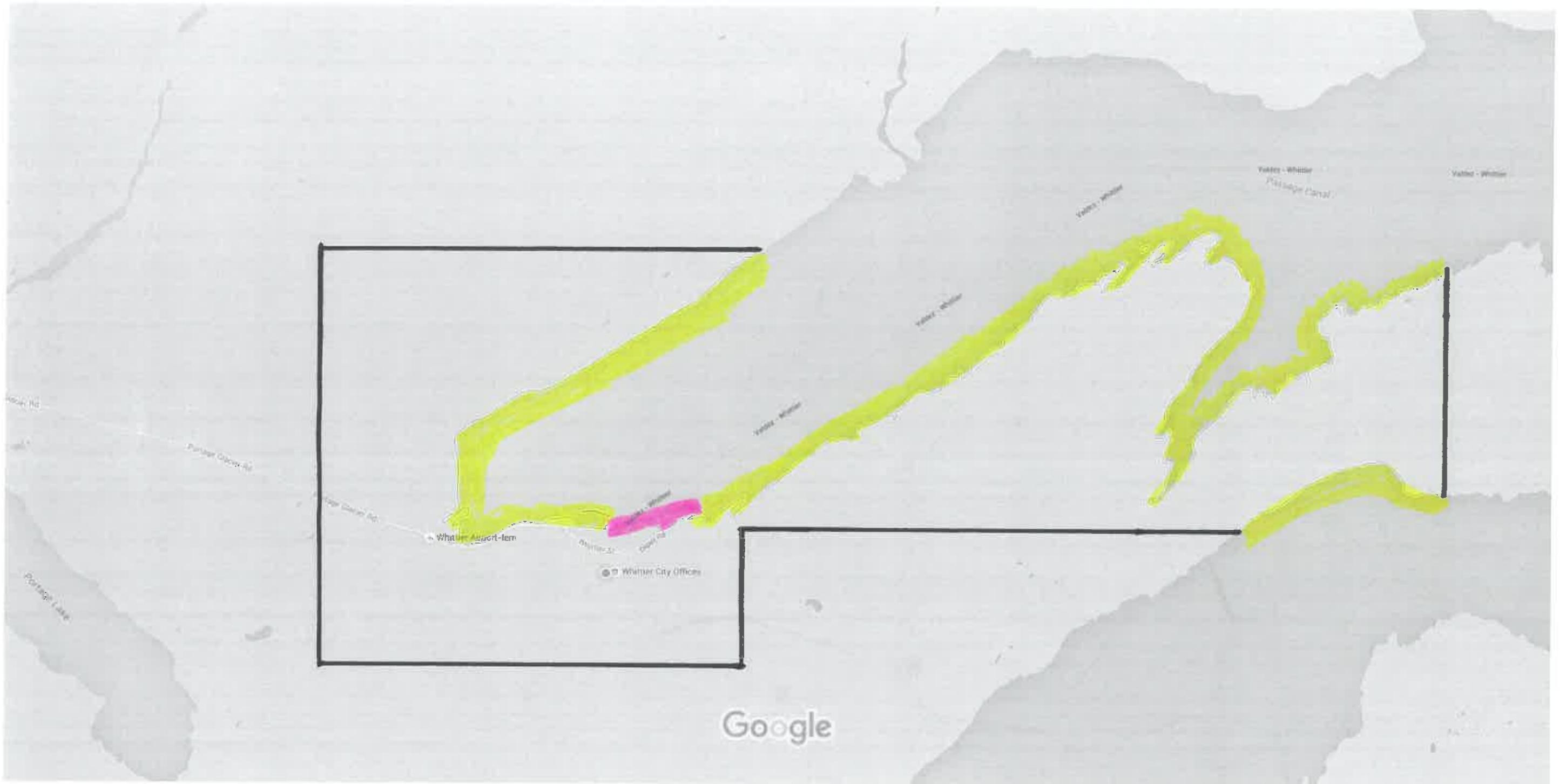
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DRAWN BY: RHB	APPROVAL RECOMMENDED: <i>[Signature]</i> STATE WIDE PLATTING SUPERVISOR Date
DATE: 2/13/02	CHECKED: FILE NO. LCS
SCALE: 1" = 200'	ATS No. 1545

PREPARED FOR:
CITY OF WHITTIER
PO BOX 608
WHITTIER, AK, 99693

PROGRAM: BERTH SURVEYS, 1:200, 30/23/02 at 15:10 by mh
REF: TOPO, WHIT-R09



Map data ©2016 Google 2000 ft 

Yellow = Recreational
Pink = Commercial

**CITY OF WHITTIER, ALASKA
ORDINANCE #05-2017(S)**

AN ORDINANCE OF THE CITY OF WHITTIER AMENDING WHITTIER MUNICIPAL CODE CHAPTER 2.10 ENTITLED “CODE OF ETHICS FOR OFFICERS AND EMPLOYEES” TO CLARIFY WHAT CONSTITUTES A “SUBSTANTIAL FINANCIAL INTEREST,” LIMIT DISCLOSURES OF POTENTIAL CONFLICTS OF INTEREST TO SUBSTANTIAL FINANCIAL INTERESTS, INSTITUTE AN ANNUAL DISCLOSURE STATEMENT PROCESS, AND CLARIFY GENERAL PROHIBITIONS AGAINST CITY OFFICIAL AND EMPLOYEE CONDUCT AND DISCLOSURE OBLIGATIONS, REPEALING SECTION 2.70.025 ENTITLED “BEHAVIOR GENERALLY” AND AMENDING SECTION 2.08.230 ENTITLED “RULES-VOTING” TO REMOVE REDUNDANT AND CONTRADICTORY VOTING PROCEDURES REGARDING CONFLICTS OF INTEREST

WHEREAS, Whittier’s Code of Ethics provides detailed prohibitions regarding the conduct of City Officials, the City Manager, and City employees but the provisions are unclear and difficult to follow; and

WHEREAS, the City of Whittier is a small community where there are daily interactions between many of the business owners and City of Whittier officials that require conflict of interest provisions that protect the City from conflicts of interest and corrupt acts while permitting City officials to conduct business and actively participate in the Whittier community; and

WHEREAS, it is in the City’s best interest to amend the Code of Ethics to adopt clear definitions and realistic conflict of interest prohibitions;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Whittier,

Section 1. Chapter 2.10 entitled “Code of Ethics for Officers and Employees” is amended to add Section 2.10.035 entitled “Purpose” to read as follows:

2.10.035 Purpose.

A. The proper functioning of democratic government requires ethical behavior by public officials. Ethics involves the commitment to take individual responsibility in creating a government that has the trust and respect of its citizens. The purpose of this chapter is to set reasonable standards of conduct for City officials and the City Manager so that the public may be assured that its trust in such persons is well placed and that the City officials and the City Manager themselves are aware of the standards of conduct demanded.

B. Whittier is a small community, with a limited number of people interested in serving as community leaders. To this end, it is not the intent of this chapter to set unreasonable barriers that deter aspirants from public service.

C. This chapter also defines conflict of interest, the standards stating when and to whom it applies, and the procedures for declaration and the proper action of the body when possible conflicts arise.

D. This chapter is also intended to establish a process which will ensure that complaints or inquiries regarding the conduct of City officials and the City Manager are resolved in the shortest practicable time in order to protect the rights of the public at large and the rights of the City and the City Manager.

E. The City Council intends this code to be interpreted to promote fair, honest, and impartial dealings with members of the public, to ensure proper use of City resources, and to avoid conflicts of interest.

F. This chapter does not create or prevent a private cause of action against any person, City official, or the City Manager.

Section 2. Chapter 2.10 entitled “Code of Ethics for Officers and Employees” is amended to add Section 2.10.038 entitled “Definitions” to read as follows:

2.10.038 Definitions.

As used in this chapter and unless otherwise provided or the context otherwise requires, the following terms shall have the meanings set forth in this section:

“Body of the City” means the City Council and the boards, commissions, committees and task forces appointed by the City Council or the Mayor.

“City Manager” means the person who is hired by the City Council to manage the City of Whittier or the Assistant City Manager when serving as the acting City Manager.

“City official” means a person who holds elective office under the ordinances of the City, or who is a member of a board or commission whose appointment is subject to confirmation by the City Council.

“Financial interest” means:

1. An interest currently held by that person or an immediate family member including:

a. Involvement or ownership in a business; or

b. Property ownership, or a professional or private relationship, that is a source of income, or from which, or as a result of which, a person receives a financial benefit; or

c. An affiliation with an organization in which the person holds a position of management, or is an officer, director, trustee, employee in the organization.

2. Financial interest does not include:

a. Affiliation as unpaid volunteer with a legally recognized nonprofit organization; or

b. Financial interests of a type which are generally possessed in common with all other citizens or a large class of citizens.

“Gratuity” means a thing having value given voluntarily or beyond lawful obligation.

“Hired consultants and contractors” means a person or organization hired by the City as an independent contractor and not as an employee.

“Immediate family member” means:

1. The spouse of the person;

2. A life partner or person cohabiting with the person; or

3. A child, including a stepchild and an adoptive child, of the person.

“Official action” means a recommendation, decision, approval, disapproval, vote, or other similar action, including inaction (when it is the equivalent of decision to take negative action), made while serving in the capacity of City official or City Manager, whether such action or inaction is administrative, legislative, quasi-judicial, advisory, or otherwise.

“Organization” means any business, corporation, partnership, firm, company, trust, association, or other entity, whether organized for profit or nonprofit.

“Person” means a natural person or an organization.

“Subject of the action” means anything under consideration for official action including but not limited to:

1. Appointments to any office or position of employment;

2. Any contract, project, property, or transaction subject to the action;

3. A platting, vacation or subdivision action;

4. An application for or other consideration of a license, permit, appeal, approval, exception, variance, or other entitlement;

5. A rezoning; and

6. Appeals and quasi-judicial proceedings.

“Substantial financial interest” means a financial interest that would result in a pecuniary gain or loss exceeding \$5,000 in a single transaction or more than \$10,000 in the aggregate in 12 consecutive months.

Section 3. Section 2.10.040 entitled “Council voting” is amended to read as follows:

2.10.040 ~~Council voting~~ **Conflicts of interest-City Council members-**

~~A. All members of the Council shall vote, unless a Council member has a direct or indirect financial interest in the motion. Council members shall disclose a financial interest in a motion before the Council votes on that motion.~~

A. Immediately after the Council approves the agenda at a regular or special meeting, each Council member shall declare any financial interest in a matter appearing on the agenda. Any Council member **or member of the public present at the meeting** may question whether another Council member has a financial interest in a matter appearing on the agenda, ~~and should be excused from participating in the matter.~~

B. After a Council member discloses a financial interest **or another Council member or member of the public present at the meeting questions another Council member’s financial interest in a matter**, the Council shall determine by roll call vote if **the Council member has a substantial financial interest in the matter.** ~~Council member’s vote is a conflict of interest. If another Council member or someone from the audience questions or challenges a member’s vote, Council shall act upon this with a roll call vote excluding the questioned member from that vote.~~

C. If the Council determines that a Council member has a substantial financial interest in a matter, the Council member shall not participate in the discussion of the matter or vote on the matter.

D. If the Mayor is ruled to have a substantial financial interest in a matter before the Council, the Mayor shall yield the chair to the vice mayor during the Council discussion or vote on the matter, and shall not vote on or participate in discussion of the matter.

Section 4. Chapter 2.10 entitled “Code of Ethics for Officers and Employees” is amended to add Section 2.10.045 entitled “Conflicts of interest-Board and Commission members” to read as

follows:

2.10.045 Conflicts of interest-Board and commission members-

A. Immediately after a City board or commission approves the agenda at a regular or special meeting, each member having a financial interest in a matter appearing on the agenda shall declare the financial interest. Any member may question whether another member has a financial interest in a matter appearing on the agenda and should be excused from discussing and voting on the matter.

B. The presiding officer shall determine if the member alleged to have the financial interest in the matter has a substantial financial interest in the matter. If the presiding officer determines the member has a substantial financial interest in the matter, the presiding officer shall prohibit the member from voting on or participating in any discussion on the matter.

C. Any member of a City board or commission may disclose a financial interest in a matter and choose to excuse himself or herself from voting on and participating in discussion regarding that matter.

D. The decision of the presiding officer on whether a board or commission member should be excused due to a substantial financial interest may be overridden by a majority vote of the board or commission.

Section 5. Chapter 2.10 entitled “Code of Ethics for Officers and Employees” is amended to add Section 2.10.048 entitled “Conflicts of interest-Other city officers and employees” to read as follows:

2.10.048 - Conflicts of interest—Other city officers and employees.

A city officer or employee, other than a council member or a member of a city board or commission, may not participate in an official action in which the officer or employee has a substantial financial interest.

Section 6. Section 2.10.080 entitled “Filing of statements by nonsalaried officers” is amended to read as follows:

2.10.080 Filing of statements by ~~City officials.~~**nonsalaried officers.**

~~Every nonsalaried elected or appointed City officer or official shall, upon assuming his or her duties, file with the City Clerk a written statement disclosing any direct or indirect interest in any firm, corporation, association or enterprise which by reason of such~~

membership on a City board, committee, or commission benefits him or her in a manner different from that available to the public generally. Every official or officer subject to this section shall supplement his or her written disclosure statement within 10 days of acquiring or becoming aware of any interest subject to disclosure under this section.

A. City officials and the City Manager must annually file a financial interest disclosure form prepared by the City Clerk and approved by City Council.

B. The financial interest disclosure must be filed by November 1st each year. A newly appointed official must file a statement within 30 days after taking office. Each candidate for elected City office must file a disclosure statement at the time he or she files a declaration of candidacy, except an incumbent seeking reelection with a current disclosure statement on file. Refusal or failure of a candidate to file the required disclosure statement before the end of the time period for filing declarations of candidacy shall require that the candidate's declaration of candidacy be rejected and the candidate disqualified.

C. The disclosure statement must be true, correct and complete and shall be signed under oath or affirmation, or certified to be true under penalty of perjury.

d. The disclosure statement shall be filed with the City Clerk and shall be open to public inspection and copying at the office of the City Clerk. The disclosure statement will not be sent to the Alaska Public Offices Commission.

Section 7. Chapter 2.10.130 entitled "Prohibited acts" is amended to read as follows:

2.10.130 Prohibited acts.

A. No City officer or employee shall engage in any act in conflict with the performance of his official duties and shall disqualify himself from participating in any official action in which he has a substantial financial interest.

B. The following prohibited acts are deemed to be in conflict with the performance of an officer or employee's official duties. No officer or employee shall:

1. Fail to disclose that he possesses, ~~directly or indirectly,~~ a substantial ~~or controlling~~ financial interest in **an organization** any corporation, firm, association or enterprise doing business with the City;

2. **Fail to disclose a substantial financial interest as required under this chapter.** Have a financial or other private interest in any legislation or other matter coming before the Council, and if a Councilman, fail to disclose such interest on the

~~records of the Council or disqualify himself from voting on such matter by stating the nature and extent of such interest, or if an officer or employee, participate in discussion with or give an official opinion to the Council as to any such matter and fail to disclose such interest on the records of the Council;~~

3. Receive or acquire any **substantial** financial interest in any sale to or purchase from the City of any **goods or services** ~~service or property~~ with knowledge at the time of receiving or acquiring such interest that the City intends to purchase or sell such **goods or services**~~property or service~~;

4. Accept any retainer, gift, or favor from any **person or organization**~~person, firm, corporation, association or enterprise~~ having dealings with the City **when that retainer, gift or favor constitutes a substantial financial interest and when the City official or employee has knowledge** ~~with the knowledge~~ that such retainer, gift or favor is given with the intent to obtain special consideration as to any action by such officer or employee in his official capacity; ~~provided, however, that any such officer or employee who is a candidate for public office may accept otherwise lawful campaign contributions and services in connection with any such campaign;~~

5. Have a **substantial** financial interest, ~~whether personally or through immediate family or close relatives,~~ in **an organization** ~~a firm, corporation, association or enterprise~~ doing business with the City and influence or attempt to influence ~~the City's~~ **the City's** the selection of, or conduct of business with such **organization** ~~firm, corporation, association or enterprise~~ by the City;

6. Engage in or accept private employment or render service for private industry or other governmental entities ~~which is incompatible with the proper discharge of official duties or impairs his independence of judgment or action in the performance of such official duties;~~

7. Appear on behalf of a private interest before any City agency, board or commission or represent a private interest in any action or proceeding against the interest of the City in any litigation to which the City is a party; ~~provided, that this subsection shall not apply to:~~

a. ~~Persons receiving no compensation from the City,~~

b. ~~Any member of the Council appearing before governmental agencies on behalf of or as a representative of constituents in the course of his official duties or performing public or civic obligations without additional compensation therefor, or~~

c. ~~Any officer or employee appearing on his own behalf or representing himself as to any matter in which he has a proprietary interest; provided such proprietary interest is fully disclosed and the officer or employee does not act or attempt to act in any official capacity with respect to such matter;~~

~~8. Use, request, or permit the use of City-owned vehicles, equipment, materials or property for personal use or profit unless such use is available to the public generally; provided, that this subsection shall not apply to the use of City-owned vehicles, equipment, materials or property provided to such officer or employee in accordance with municipal policy for the conduct of official City business;~~

~~9. As to any matter or proceeding coming before a City agency, board or commission of which he is a member, fail to disqualify himself from acting therein when such matter or proceeding involves any person who is or has been a client of his or his firm or partnership within the 12-month period immediately preceding the date of such action;~~

~~610. Disclose confidential information concerning the property, government, or affairs of the governmental body by which he **or she** is employed **or appointed** without proper legal authorization, or use such information to advance the financial or other private interest of himself or others;~~

~~711. Serve as a member of the City Council and have either (a) paid employment with the City other than payment for such Council membership or (b) a substantial or controlling interest in a corporation, firm, association or enterprise doing business with the City;~~

~~812. Simultaneously be a paid City employee and a candidate for election to the City Council or Mayor. Before a paid employee may file a petition for election, he or she must first terminate such employment with the City. This provision is not intended to prohibit payment by the City of a salary to the Mayor.;~~

~~13. Be employed or serve in violation of WMC 2.24.132 or 2.32.705.~~

Section 7. Section 2.70.025 entitled “Behavior generally” is repealed.

Section 8. Section 2.08.230 entitled “Rules-Voting” is amended to read as follows:

2.08.230 Rules – Voting.

A. The presiding officer shall declare all votes, but if any member doubts a vote, the presiding officer, without further debate upon the question, shall request the members voting in the affirmative and negative respectively to so indicate, and he **or she** shall declare the result.

B. The vote upon all matters considered by the Council shall be taken by yes or no votes which shall be entered upon the record, except that if the vote is unanimous, it shall be necessary only to so state.

C. Every member who shall be present when a question is put, where he or she is not disqualified under this code by personal interest, shall vote, ~~unless the Council for special reason excuses him. Applications to be so excused must be made before the vote, and shall be decided without debate.~~

D. Anything to the contrary in these rules notwithstanding, in all cases where an extraordinary majority is not required, and when no motion is before the Council, the chairman may, in lieu of calling for or waiting a motion to be made, put the question in the following form: "Without objection, it will be so ordered." If no objection is heard, he shall announce: "It is so ordered," which will have the same effect as if a motion is reasonable expressed when the question is put, the chairman shall not proceed further under this rule, but instead shall call for a motion, which motion shall be handled in the regular manner.

~~E. No member of the Council may discuss or vote on any question in which the member has a direct or indirect substantial financial interest. Direct or indirect financial interest shall be disclosed prior to the beginning of debate on the question for a ruling on a request from the member with the financial interest to be excused from discussion and a vote.~~

~~1. The presiding officer shall rule on a request by a member of the governing body to be excused from vote;~~

~~2. The decision of the presiding officer on a request by a member of the governing body to be excused from a vote may be overridden by the majority vote of the Council. If there are not at least four Council members in attendance who are qualified to vote, the matter shall be tabled until the next regular or special meeting at which four Council members qualified to vote on the matter are in attendance; and~~

~~3. A municipal employee or official, other than a member of the governing body, may not participate in an official action in which the employee or official has a substantial financial interest.~~

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this 21st day of November, 2017.

Daniel Blair
MAYOR

ATTEST:

Krista Fish
CITY CLERK

Ayes:
Nays:
Absent:
Abstain:

RESOLUTION NO. 25-2017

A RESOLUTION OF THE WHITTIER CITY COUNCIL AUTHORIZING THE CITY MANAGER TO PAY FOR HANDRAIL, LIGHT POLES AND INSTALLATION AT THE CITY HARBOR BY BELLINGHAM MARINE INDUSTRIES, INC. IN THE AMOUNT OF FIFTY SEVEN THOUSAND DOLLARS (\$57,000.00) FROM THE HARBOR FUND.

WHEREAS, the City of Whittier Harbor recently installed new docks within the City Harbor; and

WHEREAS, for additional safety of the City Harbor users it is necessary to provide handrail and lighting in certain locations on the Harbor docks; and

WHEREAS, Bellingham Marine, being the vendor for the recently installed City docks, has provided the handrail and lighting designed to fit and function on the docks installed; and

WHEREAS, these improvements will result in a significant benefit to the City Harbor users and general public by enhancing the City Harbor.

THEREFORE, BE IT RESOLVED, that the Whittier City Council authorizes the City Manager to pay for Handrail, Light Poles and Installation at the City Harbor by Bellingham Marine Industries, Inc., in the amount of Fifty Seven Thousand dollars (\$57,000.00) from the Harbor fund.

Adopted this 9th day of December 2017

ATTEST:

City Clerk

Daniel Blair
Mayor

Ayes:
Nays:
Absent:
Abstain:



Bellingham Marine Industries
5500 Nordic Way
Ferndale, WA 98248

(360) 380-2142
FAX (360) 384-8134
www.bellingham-marine.com

October 5, 2017

Mr. Kyle Sinclair
Harbor Master
City of Whittier
P. O. Box 608
Whittier AK 99693

RE: Task Order #01 – Pricing Light Poles and Handrail

Dear Mr. Sinclair,

In an effort to close the loop on the additional light poles and handrails please see attached Task Order #01 for review and execution. The purpose of this letter is detail pricing and scope as it has changed,

The original scope and pricing presented in 2016 before Phase 2 began was contingent on Bellingham Marine procuring the materials and installing concurrent to the Phase 2 onsite activities. Shipping costs, mobilization, travel, and labor were all to be shared with base Phase 2 scope. The pricings shown as an adder in Phase 2 proposal were \$8500.00 for handrail and \$35000.00 for (7) light poles.

Additionally, the original pricing and scope for the light poles quoted a quantity of light poles at 7. This scope is for 8 (Docks A-H). We will be installing 5 this fall on Dock B-F with 3 on hand to be installed during Phase 3 (no additional costs) on the new floats.

Unfortunately Bellingham Marine is incurring additional costs to perform the work in the fall of 2017. The revised pricing to supply and install the handrails is shown below. In all transparency, this pricing adjustment just covers the additional costs incurred. Engineering, design, and pole base / frame fabrication on our part for pole attachment to the existing floats was considerable and on our dime. The shipping and travel costs for the crew are the driving factor for revised pricing.

Item	Quantity	Original Pricing	New Quantity	Pricing
Handrail	1	\$ 8,500.00	1	\$ 8,500.00
Light Poles	7 (5k each)	\$ 35,000.00	8	\$ 40,000.00
Barge Shipping / Crew Travel	lump sum	0	lump sum	\$ 8,500.00

Total Sell Price \$ 57,000.00

I thank you for the continued working relationship and teamwork approach and we envision it lasting through the upcoming years. Please do not hesitate to contact should you have any further questions / comments. If none – please sign the attached Task Order and return.

Sincerely,

DERRICK AMES

Bellingham Marine

TASK ORDER REQUEST

BELLINGHAM MARINE

Project: Whittier SBH (handrail / lights)

Order No.: 1

**Contractor: Bellingham Marine Industries, Inc.
5500 Nordic Way
Ferndale, WA 98248**

Date: 10/2/2017

Project No.: 1711

Task Order Includes:

Installation of handrail on C-D Connector Dock

Supply of (8) 14' light poles for the end of each Dock (A-H)

Install of (5) light poles on Docks B,C,D,E, and F

(3) Light poles to be installed during install of A,G, and H Docks

The original Contract Sum was: \$2,449,500.00

Net change by previously authorized Task Orders: \$0.00

The Contract Sum prior to this Change Order was: \$2,449,500.00

The Contract Sum will be increased by this Task Order in the amount of: \$57,000.00

The new Contract Sum including this Task Order will be: \$2,506,500.00

**Bellingham Marine Industries, Inc.
5500 Nordic Way
Ferndale, WA 98248**

By: _____

By: _____

Date: _____

Date: _____

**CITY OF WHITTIER
RESOLUTION #26-2017**

A RESOLUTION BY THE WHITTIER CITY COUNCIL AUTHORIZING PAYMENT OF \$150,000, FROM THE CVP FUND, TO THE CORPS OF ENGINEERS FOR COMPLETION OF THE FEASIBILITY STUDY TO VERIFY THE NEED FOR A BREAKWATER AND TURNING BASIN WITH LAUNCH RAMPS AT THE HEAD OF PASSAGE CANAL.

WHEREAS, the City of Whittier is in need of additional facilities to allow boats to launch into Passage Canal, and

WHEREAS, in 2007 the City of Whittier was the recipient of a Federal WRDA authorization for a “Project for Navigation”; and

WHEREAS, since 2007 the City has devoted \$830,302 to this project, which was matched by equal Federal funds, for a total investment of \$1,660,604; and

WHEREAS, the Corps of Engineers has expressed to the City Manager that this will be the final request for funding to complete this feasibility study.

WHEREAS, the Corps of Engineers has requested additional funds to match Federal funds in the amounts of \$150,000 for completion of the feasibility study to verify the need for a breakwater and turning basin with launch ramps at the Head of Passage Canal.

NOW THEREFORE BE IT RESOLVED, THAT THE CITY COUNCIL AUTHORIZES A PAYMENT OF \$150,000, FROM THE CVP FUND, TO THE CORPS OF ENGINEERS FOR COMPLETION OF THE FEASIBILITY STUDY TO VERIFY THE NEED FOR A BREAKWATER AND TURNING BASIN WITH LAUNCH RAMPS AT THE HEAD OF PASSAGE CANAL.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this 21st day of November, 2017.

ATTEST:

City Clerk

Daniel Blair
Mayor

Ayes: Abstain:

Nays: Absent:

**CITY OF WHITTIER, ALASKA
RESOLUTION #27-2017**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA,
ADOPTING THE CITY'S 2018 LOCAL PRIORITIES.**

WHEREAS, the Whittier City Council held a work session on November 7, 2017 to discuss and prioritize the City's 2018 local priorities; and

WHEREAS, it is the intent of the City Council to provide guidance to City administration concerning local priorities.

NOW, THEREFORE BE IT RESOLVED, by the City Council of Whittier, Alaska that the following local priorities are identified as the City of Whittier priorities for 2018:

1. Complete Whittier Comprehensive Plan update
2. Continuation of Harbor Improvements
3. ARRC Land Resolution
4. Construction of new Public Park
5. Economic Development
 - a. Lease resolutions
 - b. Disposal of P12 & Condos

BE IT FURTHER RESOLVED that the City Manager is hereby instructed to work towards these priorities and take all appropriate steps to bring these goals to fruition.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this 21st day of November, 2017.

**Daniel Blair
Mayor**

ATTEST:

City Clerk

Ayes:
Nays:
Absent:
Abstain:

**CITY OF WHITTIER, ALASKA
RESOLUTION 28-2017**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA,
ADOPTING THE CITY’S 2018 STATE LEGISLATIVE PRIORITIES.**

WHEREAS, the Whittier City Council met on November 7, 2017 to discuss and prioritize the City’s 2018 legislative priorities; and

WHEREAS, it is the intent of the City Council to provide the Alaska Governor, Legislature, and state officials adequate information to represent the needs of the City concerning legislative requests including necessary funding requirements.

NOW, THEREFORE BE IT RESOLVED, by the City Council of Whittier, Alaska that the following Capital Budget priorities are identified as the City of Whittier priorities for the State of Alaska for 2018:

1. AARC Land Resolution
2. Whittier Harbor Improvements
3. Head of Passage Canal Project
4. Shotgun Cove Road
5. Whittier Creek Levee

BE IT FURTHER RESOLVED that the City Manager is hereby instructed to advise the Governor, Legislature, and appropriate State agencies of the City’s legislative priorities and take all appropriate steps to provide background information and testimony in representing the City’s best interests.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this 21st day of November 2017.

Daniel Blair
Mayor

ATTEST:

City Clerk

Ayes:
Nays:
Absent:
Abstain:

**CITY OF WHITTIER, ALASKA
RESOLUTION 29-2017**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA,
ESTABLISHING THE CITY'S 2018 FEDERAL LEGISLATIVE PRIORITIES**

WHEREAS, the Whittier City Council met on November 7, 2017 to discuss and prioritize the City's FY 2018 federal legislative priorities; and

WHEREAS, it is the intent of the City Council to provide the President, Alaska Congressional Delegation, and appropriate federal officials adequate information to represent the desires of the City concerning legislative requests including necessary funding requirements.

NOW, THEREFORE BE IT RESOLVED, by the City Council of Whittier, Alaska that the following Capital Budget priorities are identified as the City of Whittier Federal priorities for FY 2018:

1. Buckner Building Environmental Remediation
2. Head of Passage Canal Project
3. Shotgun Cove Road
4. DoD Land Transfer
5. Whittier Creek Levee

BE IT FURTHER RESOLVED, that the following legislative priorities are identified as the City of Whittier priorities for FY 2018:

BE IT FURTHER RESOLVED that the City Manager is hereby instructed to advise the President, Alaska Congressional Delegation, and appropriate federal officials of the City's legislative priorities and take all appropriate steps to provide background information and testimony in representing the City's best interests.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this 21st day of November 2017

Daniel Blair
Mayor

ATTEST:

City Clerk

Ayes:
Nays:
Absent:
Abstain:

RESOLUTION #30-2017

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER
APPROVING THE 2018 ANNUAL FEE SCHEDULE**

WHEREAS, the City of Whittier provides certain services for customers using City facilities;
and

WHEREAS, the City charges certain fees for services; and

WHEREAS, a fee schedule is necessary to ensure fees are being charged appropriately and
fairly; and

WHEREAS, City Council has reviewed and approves the attached Exhibit A, Annual Fee
Schedule for 2018 calendar year; and

WHEREAS, The 2018 Annual Fee Schedule will be effective beginning January 1, 2018 and
continuing until another fee schedule is approved.

NOW THEREFORE BE IT RESOLVED THAT: The City Council by this resolution hereby
adopts the attached Exhibit A as the Fee Schedule for 2018.

PASSED AND APPROVED THIS 21st DAY OF NOVEMBER, 2017.

CITY OF WHITTIER

Dan Blair
Mayor

ATTEST:

CITY CLERK

Ayes:
Nays:
Absent:
Abstain:

EXHIBIT A

2018 WHITTIER FEE SCHEDULE

ALL DEPARTMENTS

* means any applicable taxes are included

SERVICE	DESCRIPTION	RATE	W/TAX	PER
Bad Checks (NSF)		\$ 30.00		Each NSF *
Copies 8.5" x 11"	per page / per side	\$ 0.25		Each Page *
Color Copies 8.5" x 11"	per page / per side	\$ 1.00		Each Page *
Copies 8.5" x 14"	per page / per side	\$ 0.35		Each Page *
Color Copies 8.5" x 14"	per page / per side	\$ 1.50		Each Page *
Copies 11" x 17"	per page / per side	\$ 0.50		Each Page *
Color Copies 11" x 17"	per page / per side	\$ 2.00		Each Page *
CDs	Electronic files provided on CD	\$ 5.00		Each CD *
DVDs	Electronic files provided on DVD	\$ 10.00		Each DVD *
Emailed electronic records	Electronic files provided by email	\$ 5.00		Each email *
Fax 1st Page	First Page	\$ 1.50		Each *
Fax Each Additional Page	Additional Pages	\$ 0.50		Each Page *
Labor Fee	1 hr Per Staff min.	\$ 75.00	\$ 78.75	Hour
Labor Overtime fee (or after Hours)	2 hr Per Staff min. (if call out)	\$ 112.50	\$ 118.13	Hour
Labor Holiday Pay	2 hr Per Staff min. (if call out)	\$ 150.00	\$ 157.50	Hour
Notary	per document	\$ 10.00		Each Stamp *

HARBOR

SERVICE	DESCRIPTION	RATE	W/TAX	PER
Preferential Moorage	JAN through DEC	\$ 67.13		ft./year *
Annual Transient Moorage	JAN through DEC	\$ 67.13		ft./year *
Transient Moorage	Daily	\$ 1.12	\$ 1.18	ft./day
Transient Moorage	Monthly	\$ 21.83	\$ 22.92	ft./month
Transient Moorage (Winter)	SEPT 16 to APR 15	\$ 45.00		ft./season *
Boat Lift - Short	1 hr min	\$ 305.49	\$ 320.76	1 hr
Boat Lift - Normal	1 hr min	\$ 274.89	\$ 288.63	1 hr
Boat Lift - Rail Car Lift	1 hr min	\$ 356.49	\$ 374.31	1 hr
Each Additional 1/2 hour		\$ 102.00	\$ 107.10	1/2 hr
Launch Ramp	Round Trip	\$ 20.00	\$ 20.00	Each *
Launch Ramp (Recreational/Pleasure)	Annual Launch Permit	\$ 160.00	\$ 160.00	Year *
Launch Ramp (Smitty's Cove Commercial Launch)	Annual Permit	\$ 500.00	\$ 500.00	Year *
Launch Ramp (Smitty's Cove Freight Landing Fee)	Each Use	\$ 125.00	\$ 125.00	Each Time *
Wharfage	Freight	\$ 14.29	\$ 15.00	Ton
Wharfage	Raw Fish	\$ 19.05	\$ 20.00	Ton
Hoist	Min. 1 hr	\$ 41.50	\$ 43.58	1hr
Grid	Per Foot per Tide	\$ 2.42	\$ 2.54	ft./tide
STORAGE / MAINTENANCE				
Dry Storage -- Winter, Per Ft/Month	Vessel (Oct 1-March 31)	\$ 4.00		ft./month *
Boat Maintenance (Day 1-7)	Vessel (Apr 1-Sept 30)		\$ 10.50	Day
Boat Maintenance (Starting day 8)	Vessel (Apr 1-Sept 30)		\$ 21.00	Day
Dry Storage--Clean Up Fee	Clean up fee (min. 1 hour)	\$ 75.00	\$ 78.75	per hour
PARKING (daily rates are midnight-midnight)				
Single Vehicle Parking (up to 24 ft.) No campers	Daily - Flat rate per day	\$ 11.00		Day *
Parking (January Through December) Per Car	Annual - Flat rate per year	\$ 250.00		Year *
Parking - Truck & Trailer (when available)	Daily - Flat rate per day	\$ 22.00		Day *
UTILITIES (Harbor)				
KWH		\$ 0.16	\$ 0.17	Per KWH
Monthly Service Charge	Only if elec. Used.	\$ 13.20	\$ 13.86	Month
Unmetered Electric		\$ 12.00	\$ 12.60	Day
USED OIL AND WATER COLLECTION FEES				
Absorbent Pads	Each	\$ 2.25	\$ 2.36	Each
Pure Used Oil (no solvents)	Per Gallon	\$ 1.60	\$ 1.68	Gallon
Used Oil and Water	Per Gallon	\$ 3.50	\$ 3.68	Gallon
Used Glycol	Per Gallon	\$ 2.00	\$ 2.10	Gallon
Fuel (Diesel, Jet Fuel, Heating)	Per Gallon	\$ 2.50	\$ 2.63	Gallon
CAMPING (rates are noon-noon)				
Tent Site + vehicle	Primitive w/ fire ring	\$ 11.00		Day *
Tent Site + vehicle	Primitive w/ fire ring	\$ 65.00		Week (7 days) *
RV / Trailer / Motorhome	Primitive w/ fire ring	\$ 20.00		Day *

RV / Trailer / Motorhome	Primitive w/ fire ring	\$ 120.00		Week (7 days) *
MISCELLANEOUS				
Late fee	.875% of unpaid balance	0.00875		Per Month *
Owner/Agent Assist		\$ 75.00	\$ 78.75	Hour
Bilge Pump Out	Min. 1 hour	\$ 75.00	\$ 78.85	Hour
Emergency snow removal	Each occurrence	\$ 250.00		Each
Sewer Pump Out		\$ 10.00	\$ 10.50	Time
Bilge Pump Rental	min. 1 hour	\$ 40.00	\$ 42.00	Hour
Shower		\$ 4.76	\$ 5.00	Each
Tow (boat rate) (plus labor charged per hour)	min 1 hour, Plus labor	\$ 75.00	\$ 78.75	Hour
Harbor Wait List		\$ 50.00		Year *

PUBLIC WORKS

All Equipment and Vehicles will be billed at current Blue Book rates.
All Labor will be billed at applicable City rates (see All Departments).

PUBLIC SAFETY

SERVICE	DESCRIPTION	RATE	W/TAX	PER
Requests for Police Records on paper		\$ 20.00	\$ 21.00	Each
Request for accident report on paper		\$ 20.00	\$ 21.00	Each
Civil Paper Service		\$ 50.00	\$ 52.50	Each
Records or reports on CD		\$ 20.00	\$ 21.00	Each
Records or reports on DVD		\$ 25.00	\$ 26.25	Each
Burn Permit - One Time		\$ 25.00	\$ 26.25	Each
Burn Permit - Commercial		\$ 100.00	\$ 105.00	Each
First Aid / CPR Class		\$ 50.00	\$ 52.50	Each
All Equipment and Vehicles will be billed at current Blue Book rates.				
All Labor will be billed at applicable City rates (see All Departments).				

**CITY OF WHITTIER, ALASKA
RESOLUTION #31-2017**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA APPROVING REVISIONS IN THE LEASE AGREEMENT BETWEEN CHOU AND YENWEN SHEN AND THE CITY OF WHITTIER TO PROVIDE AN ACCURATE PROPERTY DESCRIPTION, INCREASE THE LEASED PROPERTY FROM 2850 SQ. FEET TO 3000 SQ. FEET AND UPDATING THE LEASE TERMS TO INCLUDE ANNUAL CPI ADJUSTMENTS.

WHEREAS, the City Council wants to preserve use of City of Whittier property by Lessee, Chou and Yenwen Shen (“the Shens”), in a manner that supports economic development but also ensures compliance with City of Whittier zoning laws and protects the City of Whittier’s ability to maintain the breakwater, the shoreline, and access utilities; and

WHEREAS, the amendment proposed and recommended by the City entitled “First Amendment to Lease agreement Whittier Harbor Business Area” (the “Amendment”) and attached to this Resolution as Exhibit 1 amends the lease agreement between the Shens and the City to include an accurate property description, increase the property size as requested by the Shens and the Encroachment Permit included in Exhibit 1 permits the Shens to maintain improvements in the right-of-way while ensuring the City access to that right-of-way,

NOW, THEREFORE, BE IT RESOLVED by the City Council of Whittier that the City Manager is authorized to amend the property description and enter into an encroachment permit with the Shens as demonstrated in the Amendment and Encroachment Permit attached as Exhibit 1 to this resolution.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this 21st day of November 2017.

ATTEST:

Krista Fish
CITY CLERK

Daniel Blair
MAYOR

Ayes:
Nays:
Absent:
Abstain:

ANCHORAGE RECORDING DISTRICT
After Recording, Return to:

City of Whittier
Mark Lynch, City Manager
P.O. Box 608
Whittier, AK 99693

**FIRST AMENDMENT TO LEASE AGREEMENT
WHITTIER HARBOR BUSINESS AREA**

THIS FIRST AMENDMENT TO THE LEASE AGREEMENT ENTITLED "LEASE AGREEMENT WHITTIER HARBOR BUSINESS AREA" ("First Amendment"), is made as of _____, 2017, by and among the CITY OF WHITTIER, an Alaska municipal corporation ("Lessor" or "City of Whittier"), whose address is P.O. Box 608, Whittier, AK 99693, and CHOU AND YENWEN SHEN ("Lessee"), whose mailing address is P.O. Box 750, Whittier, AK 99693. Lessor and Lessee are collectively referred to as the "Parties."

RECITALS

WHEREAS, Lessor and Lessee are Parties to a lease agreement entitled "Lease Agreement Whittier Harbor Business Area," dated April 1, 1995 ("Lease Agreement"), in which Lessee leased real property from the City of Whittier described in the Lease Agreement as follows:

Lots 11 and 12 containing approximately 2,850 square feet in the Harbor Business Area, Anchorage Recording District, Third Judicial District, State of Alaska; and

WHEREAS, the property used by Lessee is different than the property described in the Lease Agreement; and

WHEREAS, the Parties agree to amend the Lease Agreement to include a property description that accurately reflects the property used by Lessee;

WHEREAS, the Parties agree to amend the Lease Agreement to increase the lot size of the property to be leased;

NOW, THEREFORE, the Lease Agreement is hereby amended as follows:

1. Amended Property Description. Section 1 of the Lease Agreement is amended to read as follows:

Premises: Lessor, for and in consideration of the rents, covenants and conditions hereafter specified to be paid, performed and observed by Lessee, does hereby let, lease, and demise to Lessee that certain real property hereinafter called “Leased Premises” situated in the Whittier Triangle Business Area in Whittier, Alaska, and more particularly described as:

Lots 12 and 13, containing approximately 3,000 square feet within “Area A” according to the Whittier Small Boat Harbor and Vicinity Lease Map, filed as Plat 88-64, located in the Anchorage Recording District, Third Judicial District, State of Alaska.

Said Leased Premises is illustrated in Exhibit A attached hereto.

This Lease is for land only and not for any improvements situated thereon, which improvements remain the property of Lessee.

2. Replacement of Exhibit A. Exhibit A to the Lease Agreement is hereby repealed and removed from the Lease Agreement and replaced with Exhibit A attached to and incorporated into this First Amendment. Any and all references to Exhibit A in the Lease Agreement shall now constitute references to Exhibit A to this First Amendment.
3. Rental Adjustment Procedure Amended. The Parties hereto agree that existing Section 5 of the Lease Agreement shall be deleted and the following language substituted in place:

Lease Payments. Lessee agrees to pay an initial lease fee of \$_____ per month. Rent shall be payable in advance of the first day of each calendar month without notice on demand. In the event any payment of rent has not been paid within five (5) days following the due date as provided in this section, the delinquent amount shall be due together with interest accruing as the rate of eight percent (8%) from the due date until the date of payment. Rent shall not be withheld in whole or part because of an offset or counterclaim by the Lessee. The first lease payment shall be prorated per day from the Effective Date.

CPI Adjustment. Beginning on July 1, 2018, and continuing annually for each subsequent Lease Year through and including any Renewal Period, the Rent Tenant shall pay Landlord shall be adjusted according to percentage increase or decrease, if any, in the Consumer Price Index for All Urban Consumers, All Items, Anchorage, Alaska (1982-1984=100), as published by the U.S. Department of Labor, Bureau of Labor Statistics (hereafter “CPI-U”). The Rent shall be adjusted so that it increases or decreases by the same percentage change that

occurs in the CPI-U over the prior year's CPI-U. In making the CPI-U comparisons, the CPI-U for the entire calendar year preceding the beginning of the lease year shall be utilized. For example, the CPI-U adjustment on July 1, 2018 shall be based on a comparison of the CPI-U for 2014 with the CPI-U for 2019. The formula for the rental adjustments is as follows:

$$\% \text{ of change in CPI-U} \times \text{Prior Year Rent} + \text{Prior Year Rent} = \text{Adjusted Rent for Lease Year}$$

Application of the CPI-U adjustment may cause the Rent to increase or decrease. If the base index years for the CPI-U are changed by the Bureau of Labor Statistics so that comparison between the CPI-U for various years will be inaccurate, the CPI-U for the respective years shall be converted as necessary in accordance with the conversion factors published by the Bureau of Labor Statistics. If the CPI-U is discontinued, such other government index or computation with which it is replaced shall be used in order to obtain substantially the same result as would be obtained if the CPI-U had not been discontinued.

4. Incorporation of Amendment in Subleases, Transfers, and Assignments. This First Amendment shall apply to any and all agreements, assignments, subleases, and transfers executed before or after the date of this First Amendment. Lessee shall amend any such documents as necessary to reflect the provisions of this First Amendment.
5. Counterparts. This First Amendment, for the convenience of the Parties, may be executed in multiple counterparts, all of which are identical and either one of which is deemed to be complete in itself, and may be introduced in evidence or used for any other purpose without the production of the other counterparts. Electronic and facsimile signatures shall be deemed original signatures for all purposes.
6. No Other Changes. Except as specifically amended by this Amendment, all other provisions of the Lease Agreement shall remain the same and continue in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have executed this instrument on the day and year first hereinabove written.

LESSEE
CHOU SHEN and YENWEN
SHEN

LESSOR
CITY OF WHITTIER, ALASKA

By: _____

By: _____

Its: _____

Its: _____

Date:

By:

Its:

Date:

Date:

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

On _____, 2017, Chou Shen, who is personally known to me, appeared and acknowledged before me that (s)he signed this First Amendment.

Notary Public in and for Alaska
My Commission Expires: _____

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

On _____, 2017, Yenwen Shen, who is personally known to me, appeared and acknowledged before me that (s)he signed this First Amendment.

Notary Public in and for Alaska
My Commission Expires: _____

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

On _____, 2017, Mark Lynch, City Manager of the City of Whittier, who is personally known to me, appeared and acknowledged before me that he signed this Amendment on behalf of the City of Whittier.

Notary Public in and for Alaska
My Commission Expires: _____

DRAFT

ANCHORAGE RECORDING DISTRICT
After Recording, Return to:

City of Whittier
Mark Lynch, City Manager
P.O. Box 608
Whittier, AK 99693

ENCROACHMENT PERMIT

THIS AGREEMENT, is made on this ____ day of _____, 2017, by and between Chou Shen and Yenwen Shen, and his, her or its heirs, administrators, and assigns, hereinafter called "PERMITTEE", and the City of Whittier, a municipal corporation organized and existing under the laws of the State of Alaska, hereinafter called the "PERMITTOR" or the "CITY OF WHITTIER."

WITNESSETH:

WHEREAS, PERMITTEE is the Lessee of the following described real property and PERMITTOR is the Lessor of such real property:

All of Lots 12 and Lot 13, containing approximately 3,000 square feet within "Area A" according to the Whittier Small Boat Harbor and Vicinity Lease Map, filed as Plat 88-64, located in the Anchorage Recording District, Third Judicial District, State of Alaska; (the "Property") and

WHEREAS, PERMITTEE owns improvements upon the Property which encroach up to 6.2 feet upon PERMITTOR'S Right-of-Way as demonstrated in Exhibit A to this permit, which is attached and incorporated herein; and

WHEREAS, the encroachment may interfere with the installation and maintenance of public utilities within the Right-of-Way and PERMITTOR must, as a matter of public health, welfare, and safety, be able to provide or obtain access to the utilities for installation, maintenance, and/or repair.

NOW, THEREFORE, it is mutually agreed between the parties hereto that:

1. This permit was established under and is subject to the Whittier Municipal Code.

2. PERMITTOR, acting through the CITY OF WHITTIER City Manager, hereby grants to PERMITTEE the privilege of allowing improvements upon the Property which encroach up to 6.2 feet upon PERMITTOR'S Right-of-Way, as shown on Exhibit A, included herewith.
3. PERMITTEE agrees forever to indemnify, defend, save and hold harmless, the CITY OF WHITTIER, its officers and employees, from any and all lawsuits, claims or actions brought to any person for or on account of damage to property or injury, disease, illness or death of persons, including all costs and expenses incident thereto, arising wholly or in part from or in connection with the existence of, alterations, maintenance, repair, renewal, reconstruction, operation, use or removal of the encroaching improvements, as placed upon PERMITTOR'S Right-of-Way.
4. PERMITTEE shall not assign or transfer any of the rights granted herein to another individual or entity without first notifying and securing written approval of the CITY OF WHITTIER, except that this permit shall remain valid and in effect during any foreclosure and shall automatically transfer to any owner purchasing the Property from a foreclosing lender.
5. This agreement and permit grants PERMITTEE no interest in PERMITTOR'S real property whatsoever, except only the encroachment rights described herein.
6. PERMITTEE shall not make improvements to the encroachments or add any improvements that encroach upon the Right-of-Way without receiving written consent from the City of Whittier. Any improvements or additions encroaching on the Right-of-Way that are not approved in writing by the City Manager or his or her designee shall constitute a violation of this permit and PERMITTOR may immediately remove any additions and encroachment at the sole cost and liability of PERMITTEE.
7. PERMITTOR may require PERMITTEE to remove the encroachment with thirty (30) days notice if removal is necessary to access, service, maintain or install utilities in or on the Right-of-Way. PERMITTOR may enter the Property and remove the encroachments without PERMITTEE approval if PERMITTEE has not removed the encroachments within thirty (30) days from receiving notice. PERMITTOR shall provide notice to PERMITTOR via U.S. Certified Mail/ Return Receipt at the following address:

Chou Shen and Yenwen Shen
P.O. Box 750
Whittier, AK 99693

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seal the day and year first hereinabove written.

PERMITTEE: _____
By: _____

PERMITTEE: _____
By: _____

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2017, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn as such, personally appeared Chou Shen, known to me to be the individual named herein who executed the foregoing instrument, and (s)he acknowledged that (s)he did so freely and voluntarily for the used and purposes therein mentioned, and on oath stated that (s)he was authorized to execute said instrument.

WITNESS my hand and official seal on the day and year first above written.

NOTARY PUBLIC in and for Alaska
My Commission Expires: _____

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2017, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn as such, personally appeared Yenwen Shen, known to me to be the individual named herein who executed the foregoing instrument, and (s)he acknowledged that (s)he did so freely and voluntarily for the used and purposes therein mentioned, and on oath stated that (s)he was authorized to execute said instrument.

WITNESS my hand and official seal on the day and year first above written.

NOTARY PUBLIC in and for Alaska
My Commission Expires: _____

PERMITTOR: City of Whittier, Alaska
 PO Box 608
 Whittier, AK 99693

By: _____

Its: _____

STATE OF ALASKA)
) ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this ____ day of _____, 2017, before me, the undersigned, a Notary Public in and for the State of Alaska, duly commissioned and sworn as such, personally appeared Mark Lynch, known to me to be the individual(s) named herein who executed the foregoing instrument, and (s)he acknowledged that (s)he did so freely and voluntarily for the used and purposes therein mentioned, and on oath stated that (s)he was authorized to execute said instrument.

WITNESS my hand and official seal on the day and year first above written.

NOTARY PUBLIC in and for Alaska
My Commission Expires: _____

**CITY OF WHITTIER, ALASKA
RESOLUTION #32-2017**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER ALASKA, AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICE AGREEMENT WITH THE KNAUSS GROUP, LLC, TO PROVIDE CONSULTING SERVICES IN THE FIELD OF STATE OF ALASKA GOVERNMENT RELATIONS, LEGISLATION, AND BUDGETARY ISSUES, AND FOR RELATED PURPOSES.

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

WHEREAS, the City routinely has been the beneficiary of various forms of State funding and support in past years; and

WHEREAS, the City desires to have active representation in Juneau during the 2018 state legislative session to support its interests; and

WHEREAS, the City has previously worked with Kris Knauss of the Knauss Group, LLC for over ten years, with substantial success; and

WHEREAS, Mr. Knauss has proposed to represent the City in 2018 for a sum of \$66,000; and

WHEREAS, the Whittier Municipal Code provides that Professional Service providers may be hired on a sole source basis without competitive process; and

WHEREAS, the City Manager recommends that the City retain Mr. Knauss as its state lobbyist for the 2018 legislative year.

NOW THEREFORE BE IT RESOLVED; the City Council authorizes the City Manager to enter into a professional service agreement with Kris Knauss, of the Knauss Group, LLC. to provide governmental consulting services to the City for the 2018 calendar year, for a sum not to exceed \$66,000.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this 21st day of November, 2017.

ATTEST:

Krista Fish
City Clerk

Daniel Blair
Mayor

Ayes:
Nays:
Absent:
Abstain:



The Knauss Group, LLC
Government & Political Consulting

October 1, 2017

The City of Whittier
Attn: Mark Lynch, City Manager
P.O. Box 608
Whittier, Alaska 99693

Dear Mr. Lynch,

Please accept this letter as a continued interest to represent the City of Whittier as their lobbyist for the second session of the 30th Alaska State Legislature and first session of the 31st Alaska State Legislature

In retrospect, we have started many good things for the community over the past eight years and there is much work to be done as we continue to develop our infrastructure and economic needs. I look forward to continuing our relationship in the future and working closely with the Mayor and City Council.

Thank you for your consideration of this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'K. D. Knauss', with a long horizontal flourish extending to the right.

Kristopher D. Knauss
Principal



The Knauss Group, LLC
Government & Political Consulting

January 1, 2018

The City of Whittier
Mr. Mark Lynch
City Manager
P.O. Box 608
Whittier, Alaska 99693

RE: CONSULTING AND LOBBYING SERVICES AGREEMENT

Dear Mr. Lynch:

This letter will serve as a Consulting and Lobbying Services Agreement made and effective as of this 1st day of January 2018, by and between The City of Whittier (“Whittier”) and The Knauss Group, LLC (“Consultant”), and will terminate on December 31, 2019, or sooner as provided herein. Consultant will provide government relations services for Whittier within the State of Alaska. Consultant will take direction from Whittier’s designee whom will serve as the primary point of contact.

1. The scope of work to be performed by Consultant (“Work”) specifically relates to government relations between Whittier and the State of Alaska pertaining to legislation and budgeting. Consultant shall complete the Work in accordance with all applicable laws, rules, regulations, administrative directions, and orders. Any and all legally applicable code of ethics, licensing, registration, or reporting requirements shall be the responsibility of the Consultant. Consultant shall promptly advise Whittier of any legal obligations it may have in connection with the retention of the Consultant. Consultant will cooperate with and coordinate Work activities with Whittier’s designee.
2. Consultant’s Work is subject to instructions received from Whittier. In performing the services hereunder, Consultant will be and remain an independent contractor with control over the manner in which Consultant performs such services. Consultant will not hold himself out as an agent of Whittier and will require that his officers, directors, and employees refrain from holding themselves out as employees or agents of Whittier. Consultant will be solely responsible for all compensation of his personnel and will indemnify Whittier from any claim from any state, federal, or local income or employment taxes required to be withheld with respect to such employees.

3. Consultant shall be compensated \$66,000/year. One hundred percent of annual fee shall be compensated within the calendar year.

4. To substantiate additional expenses, Consultant shall submit an explanation of the purpose for and copies of receipts for: APOC fees, airline tickets (coach class except for transoceanic flights, then business class), car rentals, lodging, meals, phone bills, reproduction costs and postage. Subcontractor costs, if any, shall be incorporated in the above monthly billings. The aforementioned actual expenses reasonably incurred in the course of a month shall be due payable thirty (30) days after receipt by Whittier of Consultant's billing for such expenses.

5. Whittier or Consultant may terminate Work at any time for any reason upon thirty (60) days written notice to the other party, without liability or penalty to either party. No cancellation charges shall be payable to the Consultant. The cancellation or termination of this Agreement will not affect Whittier's obligation to pay for expenses and services rendered prior to such notice of cancellation or termination (on a pro rata basis) or for those consulting compensation one-time amounts set forth in (3.), provided such termination has not arisen from consultants gross negligence, or illegal activity or material breach of this Agreement. Consultant's obligations respecting indemnification of Whittier's protections of Whittier's confidential information or the surrender of Whittier's property shall survive such cancellation or termination.

6. Consultant shall identify and hold Whittier (including its employees or other representatives) harmless from and against all debts, demands, claims, costs, damages, and causes of action, including without limitation to attorney's fees, arising in connection with or relating to any actions or omissions of Consultant in performing the Work hereunder which are negligent or constitute willful misconduct. This provision shall survive termination or cancellation of this Agreement.

7. Consultant acknowledges and agrees that all information provided to him by Whittier and obtained by the Consultant in connection with the rendering of services is confidential and is the proprietary information of Whittier. Consultant shall maintain the confidentiality of the information and shall not disclose or use any information obtained or created by Consultant except in completing his performance of this Agreement. All files, documents, and other property, of whatever nature, made available to Consultant by Whittier will remain the property of Whittier and will be surrendered by Consultant to Whittier promptly upon termination of this Agreement. This Agreement contemplates a relationship of trust and confidence, and during term hereof, Whittier or its affiliates may communicate to Consultant certain non-public information. Consultant will and will require his directors, officers, employees, and representatives to (i) treat such information as confidential, whether or not such information is identified as confidential, (ii) not use any such information except for the purpose of performing the services of contemplated hereby, and (iii) not disclose to any third party such information or any report, analysis or other Work produced by the Consultant based upon, containing or

referring to such information, except as may be required by law or legal process or as authorized by Whittier in writing. The provision will survive the termination or cancellation of this Agreement. Consultant further recognizes that certain Work performed hereunder will be confidential and subject to the attorney-client privilege, and thus, Consultant agrees to cooperate in all respects to follow requested procedures to maintain such privilege.

8. Consultant represents that it does not have any conflict of interest with respect to Whittier's business. Consultant shall not, directly or indirectly, at anytime during the term of this Agreement, and for a period of one year thereafter, act in any capacity for or become associated with or acquire an interest in (except a minority interest of one percent or less acquired for investment purposes in a company whose stock is traded on the public exchange) any person or entity that competes in whole or part with Whittier. This provision shall survive expiration or earlier termination of this Agreement and shall continue for a period of one year thereafter. Consultant, and Kristopher D. Knauss personally agree not to provide any consulting or lobbying services to competing government interests within the State of Alaska without prior approval from Whittier's designee.

9. Consultant will not make any payments to any third party which Consultant has reason to know are illegal in any applicable jurisdiction, or otherwise participate in illegal activity in connection with the services performed hereunder. Consultant further agrees to comply with and abide by all lobbying, ethical, registration or notification requirements with Alaska law or such other jurisdictions as required.

10. Consultant will not pay any commission, fee or rebate, or make any gift of significant value to employee of Whittier or regulator in connection with this Agreement.

11. Consultant shall not advertise or otherwise use its contact with Whittier hereunder in any public disclosure without prior written consent of Whittier. Such disclosure shall include, without limitation, issuing brochures, listing references, placing advertisements and making any announcement or releasing any information to any third party concerning the existence or content of this Agreement, the Work or any facility of Whittier. Consultant shall not use or permit the use of the trade or service names, marks or logos of Whittier in any manner. This provision shall survive the expiration or earlier termination of this Agreement.

12. This Agreement and the documents incorporated herein constitute the complete agreement and supersede all prior agreements or understandings, written or oral, between the parties, with respect to the subject matter hereof. This Agreement shall not be assigned by Consultant without prior written consent of Whittier.

13. No provision of this Agreement shall be deemed waived without express written notice of waiver. Failure to demand strict performance in one instance shall not be

deemed to waive either Party's right to insist on strict performance in any other instance.

14. The parties agreed to resolve any disputes arising under this Agreement through binding arbitration under the commercial rules of the American Arbitration Association. Hearings shall be held in Anchorage, Alaska with parties incurring their own costs.

If the foregoing accurately reflects your understanding of our agreement, please so signify by signing and returning this letter to the undersigned.

ACCEPTED AND AGREED:

THE CITY OF WHITTIER

KRISTOPHER D. KNAUSS

By: _____
Mark Lynch
City Manager

By: 

Kristopher D. Knauss
The Knauss Group, L.L.C.

**CITY OF WHITTIER, ALASKA
RESOLUTION #33-2017**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA, AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH APPRAISAL COMPANY OF ALASKA, LLC FOR ASSESSMENT SERVICES FOR THE 2018 TAX YEAR IN THE AMOUNT OF \$10,000.

WHEREAS, the City of Whittier (City) is a municipal government; and

WHEREAS, the City is empowered by the Alaska Statutes and the Whittier Municipal Code to collect taxes, including personal property tax; and

WHEREAS, the City routinely employs a professional Assessor to set valuations on taxable property; and

WHEREAS, the Whittier Municipal Code provides that professional services may be contracted by a sole source, non-competitive method; and

WHEREAS, the Appraisal Company of Alaska, LLC has previously performed assessment work for the City of Whittier with good result, and

WHEREAS, the City desires to utilize Appraisal Company of Alaska, LLC for assessment services in 2018; and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Whittier, Alaska, authorizes the City Manager to enter into a Professional Services Agreement with Appraisal Company of Alaska for tax year 2018 for the purposes of performing assessment services in the amount of \$10,000.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this 21st day of November 2017.

ATTEST:

Krista Fish
City Clerk

Daniel Blair
Mayor

Ayes:
Nays:
Absent:
Abstain:

**PROPOSAL FOR
ASSESSMENT SERVICES
CITY OF WHITTIER, ALASKA
TAX YEAR 2018**

*APPRAISAL COMPANY OF ALASKA LLC.
3940 ARCTIC BOULEVARD, STE. 103
ANCHORAGE, ALASKA 99503*



September 12, 2017

Mark Lynch, City Manager
City of Whittier
P.O. Box 608
Whittier, Alaska 99693

Re: Professional Services for Contract Assessments
For the Tax Year 2018

Dear Mr. Lynch:

Enclosed please find our proposal and agreement for professional services for the City of Whittier real property appraisals for tax year 2018

Compensation and Terms of Payment

Assessment fees per year are as follows:

Tax Year 2018	\$10,000	Real Property/Personal Property
---------------	----------	---------------------------------

Contract Assessor to also represent the City of Whittier at the annual Board of Equalization (BOE).

Qualifications and Key Personnel:

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

2018

SCOPE OF WORK:

The object of this Professional Services Agreement is to appraise all commercial and residential real property for tax purposes at full and true fair market value as prescribed by Alaska Statutes.

- Task 1:** The appraiser will complete all building inspections not previously inspected and the appraiser will revalue all property based upon the 2017 sales ratio study.
- Task 2:** The appraiser will provide new assessments, digital photographs and valuation for all new properties constructed since last assessment.
- Task 3:** The appraiser will revalue properties as needed based on the 2017 sales ratio study.
- Task 4:** The appraiser will justify all real and personal property appraisals and represent the City of Whittier at the 2018 Board of Equalization.
- Task 5:** The appraiser will provide sales ratio data for the 2018 State of Alaska sales ratio report.

The Appraisal Company of Alaska will also be available to assist the Tax Administrator or the City Manager as needed for appraisal services.

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

Sincerely,

APPRAISAL COMPANY OF ALASKA



Michael C. Renfro
Partner

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

THIS AGREEMENT is between the CITY OF WHITTIER, ALASKA, (“City”) and APPRAISAL COMPANY OF ALASKA (“Contractor”), effective on the 15th day of September 2017.

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

ARTICLE 1. SUMMARY OF SERVICES

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

ARTICLE 2. COMPENSATION

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

ARTICLE 3. PERIOD OF PERFORMANCE

- 3.1 The Contractor agrees to commence work under this agreement only as authorized by and in accordance with written notice to proceed and to complete the work in accordance with Scope of Work (Appendix A) and such time schedules contained in Whittier City Code and any resolutions the Whittier City Council passes pursuant thereto.
- 3.2 The period of performance under this agreement shall be tax assessment work for the City of Whittier 2018 tax year and shall end upon completion of the Board of Equalization hearings and appeals for the 2018 tax year.
- 3.3 This contract may be carried over with the agreement of both parties.

ARTICLE 4. SUBCONTRACTORS

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



ARTICLE 5. INSURANCE

5.1 The following minimum limits of insurance coverage are required:

Limits of Liability

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

ARTICLE 6. APPENDICES

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

- | | |
|------------|-----------------------|
| Appendix A | Scope of Work |
| Appendix B | Basis of Compensation |

IN WITNESS WHEREOF, the parties have executed this Agreement on the 15th Day of September 2017.

CONTRACTOR:

APPRAISAL COMPANY OF ALASKA

CITY OF WHITTIER, ALASKA

Michael C. Renfro, Partner

Mark Lynch, City Manager

9/12/17
Date

Date



APPENDIX A
SCOPE OF WORK

The Contractor shall:

1. Establish the full and true value of all taxable real property located within the limits of the City of Whittier to be assessed in the name of the person by whom it is owned on the first day of January of the tax year.
2. Provide assessments with new photographs and valuations for all new buildings constructed in 2017 or started earlier and completed in 2017.
3. Create and/or update in full detail a property card for each tax parcel showing size, dimensions, construction materials, and other pertinent data as well as a minimum of one exterior photograph.
4. Value all Personal Property Returns, as needed.
5. Investigate, evaluate and report to the City and merits of all written complaints received by the City and forwarded to the Contractor after evaluation notices have been mailed and prior to the Board of Equalization.
6. Represent the City at Board of Equalization hearings.
7. Be accessible to City staff throughout the tax year to offer advice and to correct problems that may arise out of the assessment work.
8. Comply with all requirements of the City of Whittier City Code respect to the time of performance and the particulars of the details of Contractor's work.
9. After completion of the Board of Equalization hearings, provide changes and certify the final assessment roll.
10. The assessor will be available to assist the City with any non-tax real estate appraisals on an as needed basis for additional fees which are to be negotiated and job specific.



APPENDIX B

BASIS OF COMPENSATION

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

2018	\$10,000	Real Property/Personal Property
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All expenses incurred by Contractor shall be borne by Contractor.



**QUALIFICATIONS OF APPRAISER
MICHAEL C. RENFRO**

EDUCATION:

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

QUALIFICATIONS: MICHAEL C. RENFRO pg. 2



EDUCATION (Continued):

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

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



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

EXPERIENCE:

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

PROFESSIONAL AFFILIATIONS:

- Residential Real Estate Appraiser; State of Alaska Certificate No. AA-114
- Alaska Association of Assessing Officers, Alaska Certified Assessor Appraiser, Level II - Certificate No.129
- Alaska Association of Assessing Officers

OTHER:

- Past member of the Matanuska Susitna Borough Board of Equalization
- Qualified as an expert witness in the State of Alaska Superior Court and the United States Federal Court

QUALIFICATIONS OF



ARNE G. ERICKSON

EDUCATION:

2002 to
Present Appraisal Company of Alaska; Assessing Department

1983 Masters of Urban & Regional Planning; Eastern Washington University

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

1975 to
1980 Alaska Municipal League Sponsored Municipal Assessment Courses

1974 Bachelor of Arts – Community Planning; Eastern Washington University

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

EXPERIENCE:

2002 to
Present Municipal Assessor; Appraisal Company of Alaska

1997-2002 Community Development Director; Bristol Bay Borough

1996-1997 Municipal Assessor; Appraisal Company of Alaska

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

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

1982- 1983 Assistant County Planner; Franklin County, Washington

1980-1982 Research Fellowship/Lecturer; Eastern Washington University

1975-1980 Administrative Assistant; Bristol Bay Borough

1974-1975 County Planner; Franklin County, Washington

1974 Community Planner; City of Winthrop, Washington

1966-1969 United States Lieutenant – Forward Support Platoon Leader

QUALIFICATIONS OF APPRAISER



ADAM B. VERRIER

EDUCATION:

- 2015-2017 Continuing Education USPAP Update Courses Alaska Chapter of Appraisal Institute, Anchorage, Alaska
- 2013-2015 Continuing Education USPAP Update Courses Alaska Chapter of Appraisal Institute, Anchorage, Alaska
- 2012-2013 Continuing Education USPAP Update Courses Alaska Chapter of the Appraisal Institute, Anchorage, Alaska
- 2011 Loss Prevention for Real Estate Appraisers – Liability Administrators Insurance, Santa Barbara, CA
- 2011 Uniform Standards of Professional Appraisal Practice Update - William King & Associates, Federal Way, WA
- 2011 Energy Efficient Heating & Hot Water – Alaska Craftsman Home Program, Anchorage, AK
- 2011 Energy Efficient Lighting & Appliances – Alaska Craftsman Home Program, Anchorage, AK
- 2011 Ventilation in Homes – Alaska Craftsman Home Program, Anchorage, AK
- 2011 Energy Efficient Doors & Windows – Alaska Craftsman Home Program, Anchorage, AK
- 2011 Building Science Basics – Alaska Craftsman Home Program, Anchorage, AK
- 2011 Air Tightness in Homes – Alaska Craftsman Home Program, Anchorage, AK
- 2011 Ice Dams – Alaska Craftsman Home Program, Anchorage, AK
- 2009 Introduction to Valuing Green Buildings - Appraisal Institute, Chicago, IL
- 2009 Valuation of Green Residential Properties – Appraisal Institute, Chicago, IL
- 2009 Eminent Domain and Condemnation - Appraisal Institute, Chicago, IL
- 2009 Uniform Standards of Professional Appraisal Practice Update - William King & Associates, Federal Way, WA
- 2007 Course 400: USPAP Update Course – Alaska Chapter of the Appraisal Institute; Anchorage, Alaska
- 2005 Course 400: USPAP Update Course – Alaska Chapter of the Appraisal Institute; Girdwood, Alaska
- 2005 Rates & Ratios: Making Sense of GIMs, OARs, and DCF – Alaska Chapter of the Appraisal Institute; Girdwood, Alaska
- 2005 Residential Design & Functional Utility – Appraisal Institute; Chicago, Illinois



2005	The Professional's Guide to the Uniform Appraisal Report – Appraisal Institute; Warwick, Rhode Island
2002	IAAO Course 102 – The Income Approach to Valuation; Anchorage, Alaska
2001	The Technical Inspection of Real Estate - The Beckman Company; Anchorage, Alaska
2000	IAAO Course 400 – Assessment Administration; Anchorage, Alaska
2000	Introduction ACCESS 2000; Anchorage, Alaska
2000	IAAO Workshop 151 - Standards of Practice and Professional Ethics; Durham, New Hampshire
2000	IAAO Workshop 155 - Depreciation Analysis; Durham, New Hampshire
1999	IAAO Course 300 - Fundamentals of Mass Appraisal; Anchorage, Alaska
1999	Real Estate Appraisal - Case Studies, University of Alaska; Anchorage, Alaska
1998	Real Estate Appraising, University of Alaska, Anchorage, Alaska
1993	B.A. Psychology, University of Wyoming, Laramie, Wyoming

EXPERIENCE:

1998 to Present Residential Real Estate Appraiser; Assessor; Appraisal Company of Alaska

1997 Construction Contractor Assistant; Ed Sanderson, Anchorage, Alaska

PROFESSIONAL AFFILIATIONS:

- Alaska Association of Assessing Officers; Alaska Certified Assessor Appraiser Level III; Certificate #194
- Certified Residential Real Estate Appraiser, State of Alaska Board of Certified Real Estate Appraisers; License #326
- Member, U.S. Ski Team 1994-1995
- Member, U.S. Olympic Ski Team, 1994 Olympics, Lillehammer, Norway



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

Title: Assessor/Appraiser

HIGHLIGHTS OF QUALIFICATIONS

13 years of experience as a fee appraiser.

12 years of experience as a municipal clerk in a Municipal Clerk's Office and Planning Department: 8.5 years as full-time City Clerk/Ex-officio tax assessor and 2.5 years as Deputy City Clerk and Planning Commission Clerk (both half-time).

8 years of experience in a government assessing office: 5 years lead Assessment Clerk and 3 years Appraiser Technician.

Achieved Level III certification as an Alaska Certified Assessor Appraiser with the Alaska Association of Assessing Officers in 2007.

Comprehensive computer skills including network-based Windows XP and Vista, Microsoft Office XP Professional Edition, and WinTotal Aurora.

A total of 29 years of experience working directly with the public.

PROFESSIONAL EXPERIENCE

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

3940 Arctic Boulevard, Suite 103, Anchorage, AK 99503

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

- Field inspections of real property accounts including measurement of improvements and collection of property information
- Calculate property values
- Update municipal tax rolls with current property values and information

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

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

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

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

P.O. Box 1210, Cordova, AK 99574

(907) 424-6200

- Maintenance of the City's property tax files.
- Preparation of Council meeting agendas and packets.
- Maintenance of Municipal and State Code books.
- Supervision of Municipal elections.
- Liaison with municipal attorney/counsel.



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

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

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

Supervisor: R.J. Kopchak, Planner

Maintenance of the Planning Department records.

Administration of building permits and zoning violations.

- Provided staff support to the Planning Commission including coordination of meetings and preparation of meeting agendas.

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

710 Mill Bay Road

Kodiak, AK 99615

(907) 486-9301 Supervisor: Patrick Carlson, Borough Assessor

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

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

Supervisor: Patrick Carlson, Borough Assessor

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

EDUCATION AND TRAINING

(2002 – 2013) Certified Residential Appraiser with the State of Alaska, Number AA-361

(2011) Loss Prevention Program for Real Estate Appraisers by LIA Administrators & Insurance Services

(2010) Business Practices and Ethics by Appraisal Institute

(2010) Valuation by Comparison by Appraisal Institute

(2010) Residential Appraisal Overview by Appraisal Institute

(2010) Uniform Standards of Professional Appraisal Practice 2010 Update
By William King & Associates

(2009) Detrimental Conditions in Real Estate by Appraisal Institute

(2008) The Technical Inspection of Real Estate by The Beckman Company



(2008) Uniform Standards of Professional Appraisal Practice 2008 Update
By William King & Associates

(2007) Condemnation Appraising: Basic Principles and Applications
By Appraisal Institute

(2006) Uniform Standards of Professional Appraisal Practice 2006 Update
By William King & Associates

(2005) Course 400: USPAP Update Course by Appraisal Institute

(2005) Rates & Ratios: Making Sense of GIMs, OARs, and DCF by Appraisal Inst.

(2005) Fannie Mae Residential Forms Update 2005 by William King & Associates

(2003-2004) The Technical Inspection of Real Estate by The Beckman Company

(2000) International Association of Assessing Officers (IAAO) Internet Course
Site Analysis and Evaluation

(1999) IAAO Course 201 Appraisal of Land

(1996 to 1998) Business Law I and II, Principles of Macroeconomics and
Microeconomics, University of Alaska - Kodiak

(1996) IAAO Course 301 Mass Appraisal

(1994) IAAO Course 2 Income Approach to Valuation
IAAO Standards of Practice and Professional Ethics

(1991) IAAO Course 1 Fundamentals of Real Property Appraisal
IAAO Course 1A Intro. To Fundamentals of Real Property Appraisal

(1988-90) Modern Office Bookkeeping, Microsoft Word, Q&A, Lotus 123, WordPerfect
5.0, and Advanced Microsoft Excel, University of Alaska - Kodiak

(1980-81) Administrative Assistant Certificate, Platt Business College, Topeka, Kansas



WHITTIER PORT AND HARBOR COMMISSION
DECLARATION OF INTEREST

Name: Rowan D Graham Date: 10/12/17

Address: PO Box 637

City: WHITTIER State: AK Zip: 99693

Cell Phone: 907 240 6063 Work Phone: same

Seat you are interested in filling: D

Are you a resident in Whittier? yes

If NO, where is your primary residence? _____

Are you registered to vote in the state of Alaska? yes

Summarize your boating and harbor experiences: I have been doing Boat Watch Service for Boaters since 2000. I am a Longshoreman since 1999 with ARPA Barges and cruise ship for Southeast Stevedores. I work whittier and seaward

Explain why you are interested in serving on the Port and Harbor Commission: I believe I have much to contribute to help create a safe and successful mission

[Handwritten Signature]
Signature