



City Council Rescheduled Regular Meeting Agenda

September 22, 2026 at 7:00 PM

City Council Chambers, Whittier Alaska

Mayor: Victor Shen

City Manager: Jackie C. Wilde

City Clerk: Shelby Carlson

City Attorney: Holly Wells

Council Members: Tom Wagner, Seat B, Jamie Loan, Seat C, Renner Macal tao, Seat D, David Pinquoch, Seat E, Peter Denmark, Seat F, Lorianne Borg, Seat G

Call to Order

Opening Ceremony

Roll Call

Citizen Comments on Any Agenda Item Except Those Items Scheduled For Public

Hearing: Those who have signed in will be given the first opportunity to speak on any agenda item except those scheduled for Public Hearing. Time is limited to two (2) minutes per speaker and thirty (30) minutes total time for this agenda item.

Approval of Agenda and Consent Agenda: Approval of Consent Agenda passes all routine items indicated by asterisk (*). Consent Agenda items are not considered separately unless a council member requests. In the event of such a request, the item is returned to the Regular Agenda

Conflict of Interest: 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.

Presentations and Reports

1. Presentations
2. Mayor's Report
3. Vice Mayor's Report
4. City Manager Report – City Manager's Report includes, among other things, the Finance Director Report and the Water/Wastewater Manager Report

Public Hearings

Ordinances for Introduction

Resolutions

- 5. *Resolution 2026-042 A Resolution Adopting the Whittier City Council Operations Manual
- 6. Resolution 2026-043 Approving the Community Beautification Matching Grant Round Two Awards Recommended by the Council Beautification Grant Committee
- 7. Resolution 2026-044 Authorizing the City Manager to Execute a Contract with Alaska Roof Restorations LLC for Roof Restoration Work at the Public Safety Building in an Amount Not to Exceed \$29,636 and Appropriating Funds

Other New Business

- 8. 2027-2028 Biennial Budget Draft Calendar
- 9. City Manager Performance Evaluation *Requested by Council Member Wagner*

Informational Items and Reports (No Action Required)

- 10. July 2026 City Financial Reports: Please see City Council packet which contains monthly Financial Statements
- 11. Short Term Lease Applications Approval Memo
- 12. Unsuccessful Lease Applications

Council Comments

Citizen Discussion: Those signed-in will be given the first opportunity to speak on any subject over which the Council has control. Time is limited to five (5) minutes per speaker.

Council and Administration Response to Citizen Comments

Executive Session

- 13.** Discuss the City Manager Evaluation, as per Whittier Municipal Code 2.08.040(B)(2), matters that, would tend to injure the reputation of a person; provided, however, that the person may request a public discussion.
- 14.** Discuss the Harbor Dock Contract Terms, as per Whittier Municipal Code 2.08.040(B)(1), matters that, if immediately disclosed, would tend to adversely affect the finances of the city.

Adjournment

To: Whittier City Council
 From: City Manager Jackie C. Wilde
 Re: City Manager Report for September Council Meeting

This month's report captures significant progress and critical updates across multiple departments, showcasing the City's continued commitment to infrastructure development, financial accountability, and community engagement.

Manager's Monthly Wilde Recognition---Whittier Fire & EMS and City Staff

This month's Wilde Recognition belongs to Whittier Fire & EMS and our entire City team. During the Glacier Creek Terminal fire, I watched our employees step outside their normal roles, work together, and simply do whatever needed to be done.

Our firefighters, volunteers, Police, Harbor, Public Works, and Administration worked side by side, with Mayor Shen and Council Member Borg also stepping in to support our crews and the response wherever they could.

I am incredibly proud of this team and grateful for the way everyone came together and showed up for Whittier.

City Manager Office

It has been an exceptionally busy month for the City, with staff balancing major projects, budget development, preparation for the USS *Ted Stevens* commissioning, daily operations, and an extraordinary public safety response.

Administration

- **FY27 Budget:** Department budget development is underway, with Administration and Finance reviewing requests and preparing for Council work sessions.
- **Leases:** Administration continues work on short- and long-term leases, appraisals, lease applications, and implementation of the City's leasing process.
- **Public Safety Building:** A roof restoration project is before Council to address water intrusion and protect the City's Police, Fire, and EMS facility.
- **Fire/EMS:** Rob Mathis has joined the City as Interim Fire/EMS Chief and is working with staff to strengthen operations, training, and community engagement.

City Manager Availability: I will be out of the office October 6–13 and will not have phone access during that period. Beginning October 14 through October 26, I will be available remotely by phone and email as needed. I will attend the October City meetings remotely.

USS Ted Stevens Commissioning

Preparations continue for the commissioning of the future USS *Ted Stevens* (DDG-128) in Whittier. Administration continues coordinating with the Commissioning Committee, Navy representatives,

public safety agencies, community partners, and local businesses. A community Town Hall will be held September 22 at 5:30 p.m. in Council Chambers to provide information about this historic event.

Glacier Creek Terminal Fire

The September 15 fire at the Glacier Creek Terminal brought an extraordinary multi-agency response to Whittier. Despite the size and complexity of the incident, there were no injuries—a remarkable outcome and a testament to the work of everyone involved. I am grateful to every responder, City employee, agency, business, and community member who stepped up to protect our community and support the response.

Capital Projects

- Shotgun Cove Road: The current phase is nearing completion, while the City continues pursuing funding for future phases.
- ARRC Land Conveyance: Survey and purchase agreement work continues for the conveyance of approximately 85 acres of Alaska Railroad property to the City.
- DeLong Dock: Engineering and design work continues for replacement of the aging dock and development of updated project costs.
- Well Field: Construction continues on the Well Field Replacement Project.
- Whittier Falls Park: Site clearing is complete, and construction and installation of the new playground equipment will begin Monday, September 21. This marks an exciting next phase in bringing Whittier Falls Park to life for our community.

Buckner Building

Work continues at the Buckner Building as the City prepares for assessment and future remediation. The first floor has been secured, cleanup and site preparation have progressed, and Administration continues coordinating environmental work and long-term demolition planning.

Looking Ahead

The next several weeks will remain busy as we complete summer construction, continue FY27 budget development, prepare for the USS *Ted Stevens* commissioning, and transition into fall and winter operations. I want to recognize our employees across every department who continue to step up, work together, and keep the City moving forward.

Finance Department Report This report reflects an abbreviated look at finance-related activities through the end of August, 2026, with financial statements through July, 2026, where 58.3% of the fiscal year has elapsed.

FINANCIAL HIGHLIGHTS THROUGH FEBRUARY

GENERAL FUND: The Cash Balance in the General Fund at July 31 is \$1,743,737. Based on 2026 Budgeted expenditures of \$5,136,920 that level of cash is sufficient to cover 4.1 months of operations. The City's budget policy reflects the goal of establishing a reserve of between nine (9)

and twelve (12) months, or between \$3,852,690 and \$5,136,920. The current level of cash is lower than the 9-month goal by \$2,108,953. This figure assumes that the contributions to the future Permanent Fund which were budgeted for 2026, are reported in the General Fund as Assigned Fund Balance, rather transferred out to the Permanent Fund. Once the General Fund reserves reach the lower level of the policy band goal, the Permanent Fund contributions within Assigned Fund Balance will be transferred out of the General Fund into the new Permanent Fund. This will strengthen the financial position of the General Fund for purposes of external evaluations of the City's financial strength, without diminishing the City's goal of setting aside funds into a Permanent Fund for future purposes. By year-end, a Resolution will propose holding these contributions within the General Fund, with an explicit target to transfer the contributions to the Permanent Fund. This strategy helps to strengthen the City's reserves in the short-term.

Revenues through July are at 44.7%, or actual of \$2,498,029 versus budget of \$5,589,998, including transfers-in from other Funds. This level of revenue is lower than the previous year through July, by <\$7,770>. Tax revenues are at 17.5%. Property taxes will be reflected in August financials and are due in October, accounting for the low level of collections through July. The new Ground Passenger Fees took effect January 1, 2026. The second quarter's tax returns were due July 1 and revenues of \$286,589 were collected for the quarter but will not be reflected on the financials until August due to posting delays associated with implementing the new tax. These amount compares with the budget for Ground Passenger Fees of \$975,000. The City will be undertaking efforts to collect fees from the Alaska Railroad Corporation which, as an entity of the State of Alaska, is exempt from the payment of taxes, but in the City's opinion, is not exempt from the collection and remittance of fees on behalf of the City. It remains to be seen what the outcome of this effort will be. Sales Tax revenues are at 55.2% of the annual budget and are higher by \$58,655 through July 2026 compared with prior year.

License and Permits are at 63.8% largely reflecting collection of \$43,281 in ambulance fees, or \$12,651 higher than the prior year through July. Ambulance fees were not billed by the City prior to mid-way through 2025 and represent a fairly new revenue to the City. Through July, ambulance fee revenues are \$16,546 higher than the prior year for the same period. Intergovernmental Revenues (from state and federal sources) are at 47.6% of budget, or \$134,590 largely due to the receipt of National Forest Receipts. This years' receipts are higher due to delays in this program's payments in the prior year, resulting in the current year reflecting two years' worth of National Forest Receipt payments. This was not anticipated during preparation of the budget, resulting in a positive variance of \$34,978 which is expected to persist through year-end. The City expects to collect \$78,419 in August, slightly lower than the \$80,000 budget for State Revenue Sharing.

Lease revenues are at 100.9% of budget, with land use rent being higher than the annual budget by \$3,000, largely reflecting a short-term land use permit related to oil spill drill activities, plus a standard CPI increase on the Alaska Marine Highway System's parking area to the north of the AMHS building and parking area. This number will decline when the City remits the amounts due to the Alaska Railroad for their 40% share of second quarter master lease revenues.

The City has received \$20,885 in insurance settlements during the year related to the closure of the former APEI insurance pool and the return of equity to the City, as well as awards related to loss control incentive program and safety grants received by the City due to staff participation in training and other loss control measures. The Lease Interest Revenue account is budgeted at \$370,188 with

zero recorded through July; interest will be recorded at year-end when GASB87 lease allocation entries are confirmed. The delay in recording is based, in part, on the uncertainty related to the timing of the City's purchase of master lease lands from the Alaska Railroad. All budgeted Transfers-In to the General Fund have been recorded.

General Fund expenditures and transfers-out are at 47% of budget through July, with 58.3% of the year having elapsed. Transfers between Funds have all been recorded through July. All General Fund departments are under budget through July except for Administration (66%); allocations for a portion of the Acting City Clerk's salary and benefits will be recorded in August. The Administration department includes a large bad debt expense of \$26,576 and legal fees exceed the annual budget by \$100,749 largely related to recent legal activities surrounding expired leases, activities related to the new Ground Fee, disputed driveway permit issues, and other legal matters which Council has been fully informed about. The Council department Community Support line item has been adjusted to instead record anticipated contributions toward BTI/Whittier Manor capital repairs as Assigned Fund Balance; this will not therefore, increase expenses in the current year, but will instead result in setting aside funds until those local housing entities present approved critical infrastructure repair needs resulting in the City recording expenditures.

GENERAL FUND MAJOR REPAIR & REPLACEMENT FUND – F72: Cash Balance in the General Fund's Major Repair and Replacement Fund at June 30 is \$1,168,173. The purpose of this Fund is to replace capital assets and infrastructure that are not components of the City's enterprise funds (Harbor, Delong Dock, Water/Sewer). This includes things such as land, streets, sidewalks, public restrooms, City-owned condos, stormwater systems, culverts, Public Safety Building, Fire and EMS rescue vehicles and fire trucks, snow removal equipment, vehicles, dispatch equipment, generators, EMS defibrillators and breathing apparatus, dispatch equipment, police equipment, boilers, IT equipment and networks, etc.

WATER AND SEWER FUND: The Cash balance in the Water and Sewer Fund (the "operating fund", Fund 50) is \$635,741 in addition to cash available in the Water and Sewer Major Maintenance and Repair Fund (the "capital fund", Fund 75) of \$1,361,427. Based on 2026 Budgeted Expenses (excluding depreciation) of \$418,309, cash reserves available in the operating fund are sufficient to cover 18.2 months of expenses. Cash reserves available in both the operating and capital funds, are sufficient to cover 57 months of operations.

Water and Sewer Fund revenues through July are at 83.9% of budget, including inter-fund transfers. Water and Sewer Fund revenues are largely seasonal and are increasing during the busier summer months. Although Great Whittier (the new local seafood processor) did not open in 2026, the impact on revenues was anticipated and budgeted accordingly. Investment income has been fully recorded through July. A downward budget adjustment in Transfers-In of \$23,341 was recorded in July to remove a prior months' double-posting of the budgeted transfer-in. Excluding depreciation, expenses through July are at 75%. This largely reflects \$71,522.82 in grant expenses for the Backup Generator; this project was budgeted in 2025 but the project was delayed to 2026 due to constraints in availability of generator equipment. Excluding this item, expenses through June are at 60%. New debt Principal payments associated with the replacement of system-wide lift stations in 2025, has been recorded in the amount of \$33,474.66. Since this debt was approved in 2025 subsequent to

development of the 2026 Budget, a proposed budget adjustment will be recommended in an October resolution.

WATER/SEWER MRRF: The Cash balance in the Water/Sewer MRRF Fund, as mentioned above, is \$1,361,427 to be used for the repair and replacement of major Water and Sewer capital assets. This includes infrastructure such as the City's wastewater lift stations and pumps, automated controls, generators, wellhouses, buildings/plant, vac truck, loader, underground water and sewer lines, other system improvements, water wells, etc. The City is currently undertaking to replace the legacy Water Well

System which will increase capacity and water flow to better meet increased demand, plus improve water pressure needed for firefighting. The 301H waiver and wastewater disposal plan project is currently underway, and the results from CRW's project alternatives will be used to pursue future funds to improve the City's handling, treatment, and disposal of wastewater.

HARBOR FUND: The Cash balance in the Harbor Fund (the "operating fund", Fund 51) is \$1,170,918, in addition to cash available in the Harbor Major Repair and Replacement Fund (the "capital fund", Fund 73) of \$209,766. Proceeds from the City's Water-Borne Passenger Fee are initially recorded in the MRRF Fund to accumulate resources to pay for repair and replacement of major harbor capital infrastructure and assets. Then, the lion's share of the Fee is transferred to the Harbor Operating Fund to pay the bonded debt on harbor float projects. Based on 2026 Budgeted Expenses (excluding depreciation) of \$2,026,967, cash reserves available in the operating fund are sufficient to cover 6.9 months of expenses. Cash reserves available in both the operating and capital funds (total \$1,380,684), are sufficient to cover 8.2 months of operations.

Harbor Fund Revenues through July are at 74% of budget, as the largest sources of revenue, preferential (annual) moorage, is brought in early in the year. Transfers-In and Transfers-Out have been fully recorded, increasing cash in the operating Fund. Overall, Charges for Services (includes moorage, utilities, wharfage, launch, parking, etc) are at 70.6%; Lease revenues exceed the annual budget largely because the portion of the lease that is payable to the Railroad, is pending. Investment income is at 41% of budget with interest allocations current through July. GASB87 Lease Interest will not be recorded until year-end, and the amount of the lease interest will largely depend on the timing of the sale, if any, of the Alaska Railroad master lease land to the City.

HARBOR MRRF: The Cash balance in the Harbor MRRF Fund is \$209,766 to be used for the repair and replacement of major Harbor capital assets. This Fund accounts for the Water-Borne Passenger Fee which was implemented in January, 2026, and which accounts for per-passenger fees of \$8 set aside entirely to pay for capital asset and infrastructure replacement in the Harbor, to benefit payers of the fee. Revenues through July are entirely related to the Water-Borne Passenger Fee collections of \$38.951; these revenues are initially used to cover harbor bond debt (through a transfer-out to the Harbor Enterprise Fund for debt payments), and then for capital assets and infrastructure. This includes harbor floats, electrical system, harbormaster building and boilers/furnace, harbor water/sewer systems, breakwater, boat ramps, passenger, sheetpiles, grid, fuel float, Ocean Dock, Passenger Dock, City Dock, harbor restrooms, boardwalk, computer systems, cameras, parking meters, pay stations, vehicles, pumpout carts, skiff, crane, backup generator, snowblowers, and other harbor capital assets and infrastructure.

DELONG DOCK: The Cash balance in the Delong Dock Fund is \$1,431,667. These reserves are intended for future use as matching funds for the replacement of the dock. The City was recently awarded a PIDP grant in the amount of \$4,074,520 for engineering and design of the dock replacement, and the City has applied for a MARAD construction grant to replace the dock. We expect to determine the success of our application in the coming months. The City will commit the reserves from the Delong Dock Fund toward the City's match to replace the dock. Delong Dock actual revenues reflect only a single permit for the use of the dock in the coming year, plus utility fees. Revenues for wharfage related to seafood crossing the dock, are expected to be reflected in August's financials based on the timing of reporting to the City, the level of product moving across City docks. Interest revenues are \$17,342 or 87% of budget through July. Expenses through July total \$136,242 and are largely related to insurance, utilities, staffing cost allocations, and outside contractors performing grant-writing. Insurance costs reflect a transition to the new insurance pool which bases property insurance on the replacement cost of assets rather than on stated value. In our case, we have not valued the dock at replacement cost due to the extensive deterioration, but higher premiums result from an increase in the covered stated value compared with the prior year.

GRANTS:

Since the first of the year, the City has been awarded \$6,745,953 in grants, including: 1) \$3,500 for Alaskans for Litter Patrol and Recycling; 2) \$410,000 additional funding to extend Shotgun Cove Road; 3) \$4,074,520 for engineering/design of Delong Dock replacement; 4) \$10,000 for accessible pocket parks; 5) \$3,559 in fish disaster funding from the Pacific Marine Cod Fisheries; 6) 406,299 in Title 23 FHWA earmark funding for Shotgun Cove Road; 7) \$28,035 in funding from DOT/NHTSA to outfit police vehicles with TraCS system; 8) \$310,000 in funding for asbestos abatement at the BTI Building; and 9) \$1.5 million for ambulance and harbor restrooms. Current grant projects that are underway include the Water Well Replacement Project which began in May, and which will replace the City's well field and significantly increase the capacity of the water system to handling the growth in demand. Shotgun Cove Road extension continues, and is nearing the end of this expansion element, through Mile 3.0. Projects that are wrapping up or near completion include the purchase of a Backup Generator to protect the City's water system. The Safety Action Plan draft has been completed. The EPA contamination mitigation program for the Buckner Building is underway, ALPAR litter prevention program has concluded and is in the process of close-out. The City has received approval to extend the Harbor Phase III grant expiration date by one year to resolve issues with concrete quality control on the newly finished float project. Work continues on the wastewater sludge removal and 301H waiver projects. A CDS funding request was approved to assist the City in handling the disposal of wastewater. The Fire/EMS department continues to investigate options for replacement of an ambulance, and the Harbor staff will work to address the availability of year-round utilities in the harbor to facilitate the anticipated construction of a new restroom in the Harbor next season.

OTHER FINANCE ACTIVITIES:

Staff are working to prepare the 2027_2028 Biennial Budget and updated Capital Improvement Plan which will come before the City Council for work sessions in October. Council has been provided with the Budget Calendar. The City is typically able to complete the budget process and pass the budget prior to the Thanksgiving holidays

City Clerk/Assistant City Manager Report

Brownfields Program

Brownfields activities continued this month following the public meeting held in August. Staff continued coordinating with the Environmental Protection Agency (EPA) and NORTECH as planning moves forward for a Phase II Environmental Site Assessment of the Buckner Building.

In addition to the Buckner work, staff continued public outreach efforts related to the Brownfields Program, including maintaining project information on the City's website, sending newsletters and updates to the mailing list, and responding to community questions about the program and future assessment activities. Check out the updates at <https://www.whittieralaska.gov/projects/page/whittier-brownfields-project>.

Lease Administration

A significant milestone was reached this month with the opening of the City's new lease application process. Information and application materials were published on the City website, and several lease applications were received. Those applications are presented for Council consideration at this meeting.

Work also continued on the citywide lease appraisal project approved by Council in August. The appraisal effort will provide updated information to support future lease administration decisions and ongoing discussions regarding the City's lease portfolio.

Elections and Council Support

Staff continued preparations for the October 6, 2026 Municipal Election. Candidate filing has concluded, with one candidate appearing on the ballot for Council Seat F and no candidates filing for Council Seat E. Consistent with municipal law, declarations of candidacy for qualified write-in candidates will continue to be accepted through the date of this meeting.

In-person absentee voting began on September 21. Following Election Day, absentee-by-mail and questioned ballots will be reviewed and counted on October 9 at 2:00 p.m. in the Council Chambers. Members of the public are welcome to observe the process.

Registration is now open for the [Alaska Municipal League Annual Local Government Conference](#), scheduled for **December 7-11, 2026**. Council members interested in attending are encouraged to notify Administration as soon as possible so travel and registration arrangements can be made.

Procurement and Capital Project Development

Staff continued preparing procurement documents for several upcoming projects. An Invitation to Bid is anticipated for replacement harbor dumpsters, and a Request for Proposals is being developed for engineering services associated with the DeLong Dock replacement project.

These procurements will help advance planned infrastructure improvements and support future Council consideration of project development activities.

Ongoing Administrative Work

In addition to these larger projects, routine Clerk and Administration work continued, including lease administration, public records requests, permit processing, records management, agenda preparation, Council support, website updates, and day-to-day administrative services.

Police Department Report

Whittier Police Department Monthly Activity Report – August 2026

Calls by Service Area

Service Area	Calls
Whittier	135
Girdwood Service Area	121
Other	2
Total	264

Narrative Summary

In August 2026, WPD handled 264 calls for service. Excluding Security Checks, Whittier accounted for 79 and Girdwood 64 calls. Serious incidents stood out, including Theft/Burglary (5), Alarm (5), MVA/Accident (4), Suicidal / Mental Health (3). Additionally, there were 2 death-related call this month. Jurisdictional mix: Whittier 51.0%, Girdwood 46.0%, Other 0.8%.

Bullet-Point Summary

- Whittier: 135 calls. Top types: Parking Problem (18), Traffic (14), Animal (6).
- Girdwood: 121 calls. Top types: Traffic (20), Disturbance (9), Alarm (5).
- Other: 2 calls. Top types: Reddi (1), MVA/Accident (1).

Call Types by Jurisdiction

Call Type	Whittier	Girdwood	Other	Total
Security Check	55	57	0	112
Traffic	14	20	0	34
Parking Problem	18	3	0	21
Disturbance	5	9	0	14
Animal	6	1	0	7
Agency Assist	3	3	0	6
Alarm	0	5	0	5
Theft/Burglary	2	3	0	5
Trespassing	5	0	0	5
Information	1	3	0	4
MVA/Accident	2	1	1	4
EMS/Fire	3	0	0	3
Pd Training	3	0	0	3
Suicidal / Mental Health	0	3	0	3
Assault	1	1	0	2

Citizen Assist	2	0	0	2
Fraud	1	1	0	2
Lost Property	1	1	0	2
Patrol Request	0	2	0	2
Reddi	0	1	1	2
Welfare Check	0	2	0	2
Criminal Mischief	1	0	0	1
Deceased Person	1	1	0	2
Disorderly Conduct	1	0	0	1
Follow Up	1	0	0	1
Found Property	1	0	0	1
Gas Leak/gas Odor	1	0	0	1
Juvenile Problem	0	1	0	1
Parking Enforcement	0	1	0	1
Pd Community Relations	0	1	0	1
Phone Call Request	1	0	0	1
Public Assist	1	0	0	1
Stolen Vehicle	0	1	0	1
Suspicious	1	0	0	1
Threatening	1	0	0	1
Title 47 - Alcohol	1	0	0	1
Unspecified in CAD	1	0	0	1
Warrant Arrest	1	0	0	1

Citation Information

Category	Whittier	Girdwood	Other	Total
Parking	7	0	0	7
Speeding	3	11	0	14
Other Citations	1	1	0	2
Other	3	0	0	3
Total	14	12	0	26

Unknown address needs to be manually set — see Validation Document.

Training:

Officer Alex Huffman graduated for the University of Alaska Fairbanks Law Enforcement Academy on August 20th 2026. Upon returning to Whittier, he started his field training program. Officer Huffman will be paired with a senior patrol officer for approximately 3 months. Upon successful completion of field training he will be assigned a shift within the community.

We congratulate him on completing his first step of his law enforcement.

Fire Department Report

The Whittier Fire Department welcomed Interim Fire/EMS Chief Robert Mathis on August 31. Chief Mathis brings more than 42 years of experience in Fire and Emergency Services, including over 20 years serving as a Chief Officer. He has hit the ground running, working with our staff and volunteers to strengthen operations, training, and community involvement.

During August, the Fire Department responded to 34 calls for service, including 24 medical calls, 2 fire calls, 2 citizen assists, and 6 other calls.

October is Fire Prevention Month, and the department has several opportunities planned to connect with the community. The Fire Department will host an Open House and BBQ on October 23 from 4:00–9:00 p.m. at the Fire Station. Stop by, grab a burger or hot dog, meet the crew, and spend some time with our firefighters.

The department will also join in Whittier's Halloween festivities with “Truck or Treat,” giving our firefighters another opportunity to have some fun with the community while promoting fire safety.



Boat Fire 9/9/2026 Chief, Deputy Chief and FF Pese



Boat Fire 9/9/26 Chief Mathis briefing Mutual Aid crew from AAMT

Public Works Monthly Report

August 2026

During August, the Public Works, Water, and Wastewater Departments continued maintaining City infrastructure and facilities, advancing major capital projects, and preparing equipment and operations for the upcoming winter season.

Capital Projects

Whittier Well Field Improvement Project

The Well Field Improvement Project continues to make significant progress. The contractor has completed underground piping, poured the building foundations, constructed the walls, and is currently installing the roof. Staff continue coordinating with Chugach Electric and ENSTAR on utility installations. The contractor is working to dry in the building before winter so interior construction can continue throughout the winter months. Remaining site work includes removal of material from the boneyard and final site grading.

Shotgun Cove Road Project

The Shotgun Cove Road Project remains on schedule and within budget. The contractor is nearing completion, with remaining work primarily consisting of final signage, punch-list items, roadway grading, and installation of rock barriers. The new section of road is anticipated to open to the public in late September or early October.

Public Works

Crews continued routine road maintenance, ditching, vegetation control, cleanup, and other seasonal projects throughout the community. Staff have also been completing landscaping and site preparation in advance of the USS Ted Stevens commissioning while beginning the transition from summer operations to winter preparedness.

Fleet & Maintenance

The City mechanic continues preparing snow removal equipment for the 2026–2027 winter season. Preventative maintenance has also been performed on Public Works equipment, City fleet vehicles, and Whittier Police Department vehicles to ensure equipment is ready for winter operations.

Water

Water Department staff continued the annual valve exercise program, hydrant maintenance, and routine system operations. Crews have also been cleaning and maintaining areas surrounding City water facilities to improve accessibility, safety, and overall site conditions.

Wastewater

Wastewater staff continued routine system maintenance, including manhole inspections, maintenance of all five lift stations, treatment plant maintenance, and preventative maintenance of wastewater pumps. Crews also continue removing accumulated fats, oils, grease, and other materials from lift stations while improving the overall condition of wastewater facilities.

Under the City's 301(h) Waiver Program, work also continues on approximately \$300,000 in grant-funded Preliminary Engineering Reports addressing secondary treatment and sludge management and

removal. Staff continue coordinating with ADEC to finalize the reports and advance the City's long-term wastewater infrastructure planning.

Surplus Equipment Auction

The City is preparing for a surplus equipment auction anticipated in October 2026. Equipment identified for surplus includes the Champion 720A motor grader, Caterpillar 450 dozer, Case 580E backhoe, and a 10-foot snow machine. The auction will allow the City to dispose of aging equipment no longer needed for operations while recovering value from those assets.

Sponsored by: Wilde

**CITY OF WHITTIER, ALASKA
RESOLUTION 2026-042**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA,
ADOPTING THE WHITTIER CITY COUNCIL OPERATIONS MANUAL**

WHEREAS, pursuant to Whittier Municipal Code 2.08.070, the City Council is authorized to adopt rules of procedure governing the conduct of Council meetings and operations; and

WHEREAS, on May 9, 2023, the City Council adopted Resolution 2023-016, establishing a Council Policy and Procedure Manual Ad Hoc Committee to review, update, and develop a comprehensive Council policies and procedures manual; and

WHEREAS, the Ad Hoc Committee, with support from City Administration and legal counsel, prepared a draft Whittier City Council Operations Manual, incorporating applicable provisions of the Whittier Municipal Code, Robert's Rules of Order, Newly Revised (12th Edition), and current best practices for transparent and effective governance; and

WHEREAS, the draft Whittier City Council Operations Manual has been reviewed by the City Council and is intended to serve as a consolidated reference for Council rules of procedure, standing rules, and standards of conduct; and

WHEREAS, adoption of the Manual will promote consistency, clarity, transparency, and continuity in Council operations while preserving the Council's authority to amend its procedures as needed;

NOW, THEREFORE, THE WHITTIER CITY COUNCIL HEREBY RESOLVES:

Section 1. Adoption of Manual. The City Council hereby adopts the Whittier City Council Operations Manual as the official rules of procedure and standing policies governing the operations of the Whittier City Council.

Section 2. Relationship to Law. The Manual is intended to supplement, and not supersede, the Alaska Statutes, the Whittier Municipal Code, or other applicable law. In the event of a conflict, controlling law shall prevail.

Section 3. Amendments. The City Clerk is authorized to make non-substantive updates to the Manual to reflect amendments to the Whittier Municipal Code adopted by ordinance. All other amendments to the Manual shall be made by resolution of the City Council, consistent with the procedures set forth in the Manual.

Section 4. Distribution and Availability. The City Clerk shall maintain the adopted Manual and ensure it is made available to Council members, City staff, and the public.

Section 5. Effective Date. This resolution shall be effective immediately upon adoption.

**CITY OF WHITTIER, ALASKA
RESOLUTION 2026-042**

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Item # 5.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council
on this _____ day of _____, 2026.

Victor Shen
Mayor

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Shelby Carlson
Acting City Clerk

(City Seal)

2026

WHITTIER CITY COUNCIL OPERATIONS MANUAL: City Council Rules of Procedure

DRAFT

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INTRODUCTION

The purpose of this Manual is to provide Whittier City Council and the public it serves with standard policies and procedures for conducting City Council business. This manual is a reference point for directives not appropriately placed elsewhere. The policies and procedures adopted in this Manual are designed to ensure the City Council operates openly, efficiently, and productively. These policies and procedures were adopted by Whittier City Council in compliance with Whittier Municipal Code 2.08.070 entitled “Rules of procedure-Adoption.”

THE CITY OF WHITTIER

The City of Whittier is a second-class general law city incorporated on July 15, 1969. In 1974, the Whittier voters adopted a manager plan of government.

The Alaska Constitution and its statutes both afford broad powers to municipal governments. Under Alaska law, municipalities and their governing bodies have the power to raise revenues, provide services, and regulate activities within the municipality. These powers are extended to second-class cities, such as Whittier¹.

Limits on these powers and how they are executed (such as, by ordinance or with voter approval) are put in place by the Alaska legislature and the Whittier Municipal Code. In addition, there are federal and state laws that further affect how the City exercises its powers.

¹ AS 29.35, Municipal Powers and Duties

SPECIAL RULES OF ORDER

Whittier Municipal Code (WMC) adopted Robert's Rules of Order, Newly Revised (12th Edition) as the parliamentary authority of the City Council and commissions. In addition, the following are special rules of order that supplement the WMC or modify Robert's Rules:

Rule 1. Absences

Every effort should be made to give advance notice of absences. All requests for an excused absence must be made in writing to the City Clerk. In the event of the absence of a Council or commission member from a meeting, after establishing a quorum through roll call, the Clerk, or the Clerk's designee, will state any automatically excused absences or excused absence requests for the record. In the event an absence is not automatically excused, the presiding officer will then request a motion from the Council or commission to excuse the member. Absences are discussed in more detail in WMC 2.04.070.

Rule 2. Consent Agenda

The following business items are appropriate for the consent calendar. These items are acted upon by one motion for approval of the Consent Agenda. If discussion is requested on an item by a Council member, that item will be removed from the Consent Agenda and placed on the Regular Agenda.

- A. Minutes approval
- B. Alcohol license renewals and transfers
- C. Any gaming permit requiring approval of the City, City Council or any City board or commission.
- D. Confirmation of City commission & board appointments
- E. Resolutions (of a general nature required for normal business operations of the City)
- F. Change Orders
- G. Travel Authorization
- H. Introduction of ordinances

In order to ensure that the public understands the "consent calendar" process, the following notice should be printed directly on the agenda:

Note to the Public: The items contained under this section are approved by Council through a single motion and a single vote after the reading of the titles only by the City Clerk. However, a Council member may request to remove an item(s) for discussion and separate vote.

Rule 3. Teleconference or Virtual Attendance

All Council members, including the Mayor, should be physically present and on time for all scheduled meetings. Council members may attend a maximum of four regular meetings virtually during the 12-month period commencing November 1st of each year unless attendance of additional meetings virtually is approved by City Council. Council

members must attend the first three meetings of their first term as a Council member in person. Virtual attendance limits may be waived by Council.

All rules regarding virtual participation are as follows:

1. **Login Information.** The City Clerk shall send by email to every Council member requesting to attend virtually, as soon as practicable after receiving the request, the time and the telephone number or virtual meeting link and any access code needed to connect to the meeting. The City Clerk shall also include a copy of, or a link to, these rules.
2. **Call-in Time.** The City Clerk shall open the telephone conference call or virtual meeting five minutes before the start of each meeting.
3. **Meeting-room Equipment.** The City shall provide appropriate equipment to enable virtual participation in the meeting room at each meeting.
4. **Location of the Chair.** The chair of the meeting must be physically present in the meeting room.
5. **Arrival Announcements.** Members who participate in the meeting telephonically or virtually shall announce themselves at the first opportunity after joining the telephone conference call or virtual meeting, but should not interrupt a speaker at the meeting to do so.
6. **Departure Announcements.** Members who leave the telephone conference call, virtual meeting, or the meeting room before adjournment shall announce their departure, but should not interrupt a speaker to do so.
7. **Quorum Calls.** The presence of a quorum shall be established by roll call at the beginning of the meeting and on the demand of any Council member. Such a demand may be made following the departure of any member or following the taking of any vote for which the announced totals add to less than a quorum.
8. **Obtaining the Floor.** To seek recognition by the Mayor or presiding officer of the Council, a member shall address the Mayor or presiding officer and state that person's name.
9. **Voting Methods.** The final vote on ordinances, resolutions, and substantive motions shall be taken by roll call. Other business may be conducted by unanimous consent.
10. **Loss of Meeting-Room Connection.** Any business transacted while the meeting-room speakerphone is disconnected from the telephone conference call or virtual meeting is null and void if there is no longer sufficient Council members present virtually or in-person to make a quorum.
11. **Other Technical Malfunctions and Requirements.** Each member is responsible for that member's connection to the telephone conference call or virtual meeting; no action shall be invalidated on the grounds that the loss of, or poor quality of, a member's individual connection prevented participation in the meeting. If a Council member is participating virtually, the City shall presume for all purposes that the Council member can hear the other meeting participants and be heard by them.
12. **Forced Disconnections.** The Mayor or presiding officer may order the City Clerk to disconnect or mute a member's connection if it is causing undue interference

with the telephone conference call or virtual meeting. The Mayor or presiding officer's decision to do so shall be announced during the meeting and recorded in the minutes.

Electronic attendance is discussed in more detail in WMC 2.04.075.

Rule 4. Motions Must Have a Second

Motions must have a second and must have been stated by the presiding officer before debate or discussion unless otherwise provided by special rule.

Rule 5. Prohibiting Voting by Secret Ballot

No secret ballot shall be utilized to determine any decision at any meeting except the selection of the Mayor and Vice-Mayor².

Rule 6. Order of Business

The order of business for regular meetings of the city council shall be as follows:

1. Call to Order
2. Opening Ceremony
3. Roll Call
4. Public Comments on Any Agenda Item Except Those Items Scheduled for Public Hearing
5. Approval of Agenda and Consent Agenda
6. Conflict of Interest
7. Presentations and Reports
8. Public Hearings
9. Unfinished Business
10. New Business
 - a) Ordinances for Introduction
 - b) Resolutions
 - c) Other New Business
11. Informational Items and Reports
12. Council Comments/Discussion
13. Public Discussion
14. Council and Administration Response to Public Comments
15. Adjournment

The certification of any election shall be made under that portion of the agenda entitled "new business." Under appropriate circumstances, the City Manager may invite directors or other staff members to make reports under that portion of the agenda entitled "City Manager's Report."

² AS 44.62. 310(a)

The order of business for special meetings shall be as follows:

1. Call to Order
2. Opening Ceremony
3. Roll Call
4. Approval of Special Meeting Agenda
5. Public Comments on Agenda Items not Scheduled for Public Hearing
6. Public Hearings
7. Special Meeting Business Item(s)
8. Council Discussion
9. Public Discussion
10. Council and Administration Response to Public Comments
11. Adjournment

Rule 7. Action Required

All council members present must vote on all matters before the Council for which they are present, virtually or in person, except for matters in which they are found by Council to have a conflict of interest or they are prohibited from voting under law.

Rule 8. Violation of Rules

If any Council member violates these rules, the Mayor or presiding officer shall, or any Council member may, identify the violation of the rules and request that the violation stop immediately. When a Council member violates these rules and is called to order, that member shall immediately cease discussion on the matter unless permitted by the Mayor or presiding officer to continue. City Council has the sole discretion to determine if there is a violation of these rules and to interpret these rules. A Council member shall not proceed after Council determines that the Council member violated these rules without first obtaining leave of Council to do so.

Rule 9. Violation of Confidentiality

In compliance with the Code of Ethics³, if any member, in speaking or otherwise, divulges facts or discussions of a confidential nature discussed, written or otherwise presented at an executive session, that member shall be called to order by any member and shall explain the release of said information.

Rule 10. Withdrawal of a Motion

After a motion is stated or read by the Mayor or presiding officer, it shall be deemed to be in the possession of the Council and shall be disposed of by vote, but the mover may withdraw it at any time before the decision or amendment, by consent of the second.

Rule 11. Motion to Reconsider

A motion to reconsider may be made at the same meeting or at the next succeeding meeting but only by a Council member who voted on the prevailing side of an action and only when the subject matter has not passed out of the control of the Council. All

³ WMC 2.10.130 – Prohibited Acts

other conditions and procedures related to the motion to reconsider, as set forth in Robert's Rules of Order, Newly Revised, 12th Edition, shall apply, except as otherwise provided in this code.

Rule 12. Public Comments

A person desiring to address the Council may do so at the times identified on the agenda at regular, special, and in some cases emergency meetings. Members of the public may also submit written correspondence for distribution to Council. Public comment should be directed at the Council as a body and no individual person. The Mayor or the Mayor's designee may remove any person from a City meeting if the Mayor or the Mayor's designee determines that the person is disruptive and that person does not stop being disruptive after receiving a warning on the record.

- A. In a public hearing on a legislative matter, persons or their authorized legal representatives may address the Council on matters under discussion. Each person testifying shall limit their presentation to five minutes unless the Mayor or presiding officer grants further time.
- B. Quasi-judicial hearings before Council, the Board of Adjustment, the Board of Equalization or any other quasi-judicial body comprised of City Council members shall be conducted in compliance with the Code and any procedural orders adopted and applicable to that body and the action before it.
- C. For an agenda item not scheduled for public hearing, individual comments may be made during Citizen's Comments and shall be limited to two minutes unless further time is granted by the presiding officer.
- D. For a matter not appearing on the agenda over which the council has control, individual comments may be made during Citizen's Discussion and shall be limited to five minutes per person unless the presiding officer grants further time.

Rule 13. Formal Presentations

Formal presentations on items not on the agenda require prior written notice to the clerk by noon on the Wednesday preceding the meeting. This notice must include the presenter's name, mailing address, telephone number, and the nature of the communication. Supporting documents must be provided in nine sets to the clerk before the item is called on the agenda. Presentations are limited to fifteen minutes unless further time is granted by the presiding officer and no more than four presentations per meeting.

STANDING RULES

Whittier Municipal Code (WMC) and Alaska State Statutes (AS) govern powers and operations of the Council. The following are additional **standing rules** that address the administration of the Council.

Rule 1. All Communications May be Public

Council members should remember that letters, emails, media posts, voicemail messages, text messages, and all other forms of communications may be subject to public disclosure. All communication should reflect the oath of office taken by Council members and full compliance with the City's Code of Ethics.

Rule 2. Agenda Items

It is the goal of City Administration and City Council to foster open and transparent communication of the people's business. In order to do so, it is important to City Council that the agenda reflect the matters before it for discussion and action, providing the public proper notice so it may actively participate in the meeting. To this end, City Council has adopted specific time periods in which items must be submitted to the City Clerk for inclusion in the agenda for an upcoming meeting.

Adding a Discussion Item to the Agenda

Any Council member wishing to add an item to a future regular meeting agenda that is not an ordinance, resolution or action memorandum may request the addition of such an item to the next regularly scheduled meeting during "Council Comments". Alternatively, two Council members may jointly request the addition of a discussion item on the agenda. The item will be added to the agenda for the regularly scheduled meeting scheduled 14 or more days after the request for addition is filed with the City Clerk and if the request is received from both Council members.

Addition of Resolutions

A resolution may be added to the agenda by the Mayor or two Council members. The requested resolution shall be included on the agenda for the regularly scheduled meeting scheduled 14 or more days after the request for the addition of the resolution is filed with the City Clerk.

Addition of Ordinances to the Agenda

Council members may introduce ordinances following the guidelines of AS 29.25.020(b)(1) and WMC 2.08.300(A). Non-emergency ordinances properly requested under these rules shall be placed on the agenda within 30 days after the final ordinance has been received, attorney review has been completed, and the Finance Director has reviewed and approved the ordinance when a fiscal note is required if the ordinance is adopted. For emergency ordinances meeting the criteria in WMC 2.08.310(A), procedures will differ according to the nature of the emergency and the best interest of the community.

Council members may utilize "Council Comments" during any meeting to bring up topics upon which Council is authorized to act. Council members may request the addition of a discussion item upon which no action shall be taken during the "Approval of Agenda and Consent Agenda" portion of a regular meeting.

Rule 3. Tentative Agendas and Packet Deadlines

To support timely public notice and packet preparation, agenda items should be submitted to the City Clerk by 5:00 p.m. on the Tuesday one week before a regular meeting. Submissions should identify the type of item, a working title, and any available draft materials. Agenda packets are posted on the City's website and available for downloading at least 72 hours before the scheduled meeting.

Rule 4. Amendments to the Council Manual

Amendments to City Code that are adopted by Ordinance and are referenced in this manual will be updated by the City Clerk and will not require approval by resolution. All other amendments to the Council Manual must be approved by resolution. This Manual will be reviewed every two years.

Rule 5. Complaints and Suggestions to Council

Complaints against the Administration shall be provided to the Mayor for consideration. Complaints addressed to the Council as a whole shall be provided to City Council as a whole within 14 days of receipt by the Administration.

Rule 6. Council Vacancy

Alaska Statute 29.20.180 delegates responsibility for the appointment to a vacated Council seat exclusively to the City Council. Upon the Council's acceptance of a vacancy, the City Clerk shall prepare an advertisement soliciting applications for candidates for appointment to the vacated seat to be submitted within a time certain. Applications, which are a public record, shall be submitted on a form approved by Council who shall meet in a regular or special meeting within 30 days of the vacancy occurring and cast a vote for a successor. A Council Member appointed in accordance with WMC 2.04.150 shall serve until the next regular election, when a successor shall be elected to serve the balance of the term.

Rule 7. Evaluation Process

The evaluation process for the City Manager and City Attorney employees is as follows:

1. Two regular Council meetings before an evaluation, the City Council will be provided the currently adopted evaluation form(s) via Microsoft Forms for the Officer being evaluated and appoint a Council member to serve as "evaluation chairperson" for that specific evaluation.
2. Each City Council Member will fill out the evaluation form(s) individually.
3. One regular Council meeting before the evaluation, the City Council will meet in Executive Session (without the Officer being evaluated*) with legal counsel (if applicable) to discuss the performance and reach consensus regarding final disposition of the evaluation form(s).

4. The evaluation chairperson will compile the final version of the evaluation form(s) and provide a copy to the full Council and the Officer being evaluated, not less than seven calendar days prior to the evaluation.
5. The evaluation will occur at the next regular City Council meeting in open session and/or Executive Session*.
6. All evaluation forms will be considered confidential and will not be released without the express written permission of the Officer. However, Council members should keep in mind that draft and final evaluations may be released publicly by consent of the Officer.

*AS 44.62.310 (c) (2) allows a governing body to meet in executive session on matters which tend to prejudice the reputation and character of any person, except that the person to be discussed is entitled to notice and may insist upon open discussion.

Rule 8. Fiscal Notes

Every action item on Council's Agenda is to include both negative and/or positive financial impact. If a fiscal note is not required or not applicable the action item is to be so marked.

Rule 9. Lobbying Activities

The City Council annually adopts by Resolution the City's Capital Improvement Plan (CIP) and Legislative Priorities for the upcoming fiscal year.

When working with a contract lobbyist or lobbying on behalf of the City, the City Council will adopt resolutions in support of capital projects or legislation which will direct Council's position. Questions from the Council for the contract lobbyist can be brought forward during Council Discussion at a regular or special meeting.

When opportunities arise for Mayor and Council Members to lobby on behalf of the City, City staff and/or the contract lobbyist will prepare a schedule of meetings with legislators and other State officials to address specific matters related to Council supported capital projects or legislation. If a Council Member chooses to address non-city related legislative issues or positions, they should make separate appointments outside of and so as not to conflict with the staff/lobbyist prepared schedule.

Upon returning from travel on City business, including lobbying trips or other trips made on behalf of the City, the Council Members and Mayor will provide verbal or written reports for inclusion in the next Council meeting.

Rule 10. Orientation

A general orientation to municipal government, Council conduct and expectations will take place in close proximity to being sworn into office. The City Manager, City Clerk, and Mayor (unless newly elected) are responsible for providing orientation for newly elected officials.

Rule 11. Requests of Administration

Requests for information that is readily available or for tasks of an incidental nature may be made by any individual Council member, any time, without notification of or approval by Council. Requests that will result in the use of staff time for the development of new documents, or to conduct activities that would not occur in the normal course of business, as determined by the City Manager, or that would require expenditure of legal fees or outside costs shall require verbal consent by Council.

Rule 12. Statements on Behalf of the City

Statements of the Mayor and Council on behalf of the City are based on actions taken by the Council as a body. Council Members should not distribute letters independently on City letterhead or use City email accounts to share or disseminate personal viewpoints or positions. Letters sent on behalf of City Council shall be executed by the Mayor unless otherwise directed by Council. All correspondence from the "City of Whittier" must be approved by City Council or must fall within the authority of and be executed by the City Manager in the administrator arena.

Rule 14. Student Representative

It is important to seek out and consider student ideas, viewpoints and reaction to City decisions and policies affecting students. In order to provide student input and involvement, the City Council may appoint a Student Representative and an Alternate Student Representative to the various governmental bodies of the City, including the Council, as it deems necessary.

Rule 13. Travel

Any Council member who intends to travel outside the City, on behalf of the City, must apply for and obtain approval in advance of such travel if such travel was not previously included in the adopted budget. The Council, by motion, approves all travel in or outside the State of Alaska, except the Mayor may approve travel if time does not allow for Council approval and the Mayor submits the Mayor's basis for approving the travel to City Council at its next regularly scheduled meeting.

Any Mayor or Council Member who travels at the City's expense will be required to submit a report of their activities verbally or in writing at the next meeting attended following said travel.

DRAFT

Sponsored by: Wilde

**CITY OF WHITTIER, ALASKA
RESOLUTION 2026-043**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA,
APPROVING THE COMMUNITY BEAUTIFICATION MATCHING GRANT ROUND
TWO AWARDS RECOMMENDED BY THE COUNCIL BEAUTIFICATION GRANT
COMMITTEE**

WHEREAS, the City of Whittier established the Community Beautification Matching Grant Program to encourage private investment in visible exterior improvements, reduce blight, and support projects that enhance the appearance and character of the community; and

WHEREAS, the City Council allocated funding for the Community Beautification Matching Grant Program in the amount of \$25,000; and

WHEREAS, the program provides matching grant funding for eligible beautification projects, subject to review and scoring by the Council Beautification Grant Committee and final approval by the City Council; and

WHEREAS, the second application period opened on July 17, 2026 and closed on August 7, 2026; and

WHEREAS, the City received one application during the second application period; and

WHEREAS, the Council Beautification Grant Committee met to review and score the one application received; and

WHEREAS, following review and scoring, the Council Beautification Grant Committee selected the one application for recommended approval; and

WHEREAS, the total recommended grant award amount is \$2,750.

NOW, THEREFORE, THE WHITTIER CITY COUNCIL HEREBY RESOLVES:

Section 1. The City Council hereby approves the Community Beautification Matching Grant awards recommended by the Council Beautification Grant Committee, as follows:

Applicant/Project	Project Location	Total Project Cost	Recommended Grant Award
Three Helms, LLC	285 Harbor View Drive	\$5,500.00	\$2,750.00

Section 2. The total amount approved for award under this Resolution shall not exceed \$2,750.

Section 3. Administration is authorized to issue award notices, prepare and execute any necessary grant documents or agreements, and administer the approved awards consistent with the Community Beautification Matching Grant Program requirements.

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

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this ____ day of _____, 2026.

Victor Shen
Mayor

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Shelby Carlson
Acting City Clerk

(City Seal)

EXHIBIT A
Community Beautification Matching Grant Program
Recommended Awards for Round Two

Applicant / Business	Project Location	Project Title	Reported Total Project Cost	Recommended Grant Award
Three Helms, LLC	285 Harbor View Drive	Clean Up and Exterior Blight Removal	\$34,522.00	\$5,000.00
Project Summary	Demolition and removal of an existing deteriorated structure, associated foundation/supports, and demolition debris in a highly visible commercial/harbor area. The project includes harbor protection barriers, debris disposal, site clean-up, and safe sloping/compaction of the demolition area.			

Agenda Statement

Meeting Date: September 22, 2026

To: City Council

Through: Jackie C. Wilde, City Manager

From: Scott Korbe, Public Works Director

Agenda Item: Resolution No. 2026-044 — Public Safety Building Roof Restoration Contract and Appropriation



BACKGROUND, JUSTIFICATION, & INTENT:

The roof of the Public Safety Building has experienced water intrusion and requires corrective work. If the condition is not addressed, continued water intrusion may damage the insulation, roof decking, interior finishes, building systems, and equipment and result in higher future repair costs.

Alaska Roof Restorations LLC submitted a proposal for the BEST Seamless Fluid Applied Membrane Option. The proposed work includes cleaning the designated fastener rows and applying silicone in accordance with the manufacturer's specifications. The silicone will encapsulate the existing screws and washers and create a continuous protective membrane over the identified treatment areas.

Completing the restoration work now is fiscally responsible because it will address the identified treatment areas, protect the City's investment in the Public Safety Building, preserve the useful life of the existing roof, and reduce the risk of more extensive and costly damage.

CONSISTENCY CHECKLIST:

	Yes	No	N/A
1. Legislative Priorities:	☐	☐	☒
2. Comprehensive Plan: Click or tap here to enter text.	☐	☐	☒
3. Whittier Code:	☐	☐	☒
4. Other:	☐	☐	☒

FISCAL NOTE: This resolution appropriates \$29,636 from the General Fund MRRF Fund Reserves, account no. 72-000-3000, to the Building Repairs account, account no. 72-900-9200. The expenditure is a one-time cost.

ATTORNEY REVIEW: ☐ Yes ☒ No ☐ Not Applicable

RECOMMENDATION: Administration recommends approval of Resolution No. 2026-044, authorizing the City Manager to execute a contract with Alaska Roof Restorations LLC for roof restoration work at the Public Safety Building in an amount not to exceed \$29,636 and appropriating the required funds.

Sponsored by: Wilde

**CITY OF WHITTIER, ALASKA
RESOLUTION 2026-044**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA,
AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT WITH ALASKA
ROOF RESTORATIONS LLC FOR ROOF RESTORATION WORK AT THE PUBLIC
SAFETY BUILDING IN AN AMOUNT NOT TO EXCEED \$29,636 AND
APPROPRATING FUNDS**

WHEREAS, the roof of the City of Whittier Public Safety Building has experienced water intrusion and requires corrective work to prevent continued exposure of the roof assembly and building interior; and

WHEREAS, if left unaddressed, continued water intrusion can damage insulation, roof decking, interior finishes, building systems, and equipment, increase future repair costs; and

WHEREAS, Alaska Roof Restorations LLC submitted a proposal to provide the labor, materials, fall protection, and equipment necessary to perform roof restoration work; and

WHEREAS, the proposed "BEST - Seamless Fluid Applied Membrane Option" includes cleaning the scheduled fastener rows and applying silicone in accordance with the manufacturer's specifications to encapsulate the existing screws and washers and create a continuous membrane over the identified treatment areas; and

WHEREAS, the total price for the BEST option is \$29,636, with payment terms of one-half upon contract execution and one-half upon completion and acceptance of the work; and

WHEREAS, the City Council finds that completing the proposed roof restoration work serves a public purpose by protecting a City facility and avoiding further deterioration and interior damage.

NOW, THEREFORE, THE WHITTIER CITY COUNCIL HEREBY RESOLVES:

Section 1. Authorization. The City Manager is authorized to negotiate and execute a contract with Alaska Roof Restorations LLC for the BEST - Seamless Fluid Applied Membrane Option at the Public Safety Building in an amount not to exceed \$29,636.

Section 2. Contract Conditions. Before execution, the final written contract shall define the work area and scope, schedule, insurance requirements, payment and acceptance terms, and any manufacturer or contractor warranty that applies. The contract shall expressly state that no warranty is created by this Resolution beyond the warranty, if any, included in the executed contract documents.

Section 3. Excluded Work and Costs. This authorization does not include patching or repair of wet or concealed areas, annual inspection costs, periodic roof-washing costs, future recoating costs, the good option, the better option, the hot-water roof-wash option, or other

additional work. Any additional work or change order must be approved in accordance with the Whittier Municipal Code and applicable City purchasing procedures.

Section 4. Funding. Funding in the amount of \$29,636 to be appropriated from the General Fund MRRF Fund reserves account no 72-000-3000 to Building Repairs account no. 72-900-9200.

Section 5. Effective Date. This Resolution takes effect immediately upon adoption.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this 22nd day of September, 2026.

Victor Shen
Mayor

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Shelby Carlson
Acting City Clerk

(City Seal)



City of Whittier 2027/2028 Biennial Budget Calendar

August 14, 2026	Finance Transmits CIP Budget to Department Heads
August 22, 2026	Finance Transmits Personnel Budget Info to Department Heads
August 24, 2026	Finance Transmits Operating Budget Info to Department Heads
September 8 (Tuesday)	Department Heads Submit Budget Requests to Finance
September 11 (Friday)	Department Heads Submit Capital Improvement Plan Requests and Updates (10-Year Plan)
August 31 – Sept 11	Finance department develops personnel budget, revenue projections and determines estimated costs of insurance, administrative fees, cost allocations, debt service, vehicle leases, etc.
September 14 - 18	City manager and finance director meet with Department Heads to discuss budget requests
October 1 (Thursday)	Harbor and Delong Dock Budget to Port & Harbor Commission for Approval
October 7 (Wednesday)	City Council Budget Work Session
October 8 (Thursday)	City Council Budget & CIP Work Session
October 9 (Friday)	Open for additional Budget Work Session, if needed
October 16 (Friday)	Alaska Day – City Holiday
October 20 (Tuesday)	Harbor Fee Schedule for City Council Approval, if needed
October 20 (Tuesday)	City Council Regular Meeting – Introduction of Budget Ordinance, with Public Hearing
November 17 (Tuesday)	City Council Regular Meeting – Public Hearing and Adoption of Budget

Please note: Alaska Municipal League Conference will be held in Anchorage December 7 - 11

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>TAXES</u>					
01-310-4005 FISH TAX	.00	6,526.87	10,000.00	3,473.13	65.3
01-310-4006 MOTOR VEHICLE REGISTRATION	172.04	1,474.76	4,250.00	2,775.24	34.7
01-310-4007 LIQUOR TAX	.00	3,750.00	6,500.00	2,750.00	57.7
01-310-4008 FUEL TRANSFER EXCISE TAX	.00	150.30	15,000.00	14,849.70	1.0
01-310-4009 ELEC & TELE CO-OP TAX	.00	.00	8,500.00	8,500.00	.0
01-310-4200 SALES TAX	235,560.31	399,033.83	722,571.00	323,537.17	55.2
01-310-4201 PROPERTY TAX - REAL	7,802.60	16,433.85	528,000.00	511,566.15	3.1
01-310-4202 PROPERTY TAX - PERSONAL	.00	5,298.12	328,000.00	322,701.88	1.6
01-310-4205 BUSINESS TRANSPORTATION TAX	.00	20,090.77	.00	(20,090.77)	.0
01-310-4206 GROUND-BASED PASSENGER FEE	1,179.00	1,179.00	975,000.00	973,821.00	.1
TOTAL TAXES	244,713.95	453,937.50	2,597,821.00	2,143,883.50	17.5
<u>LICENSES & PERMITS</u>					
01-320-4250 BUSINESS LICENSES	262.50	4,092.50	5,740.00	1,647.50	71.3
01-320-4251 USER FEES & PERMITS	.00	407.50	1,500.00	1,092.50	27.2
01-320-4312 AMBULANCE FEES	5,400.26	43,281.27	67,688.00	24,406.73	63.9
TOTAL LICENSES & PERMITS	5,662.76	47,781.27	74,928.00	27,146.73	63.8
<u>INTERGOVERNMENTAL REVENUE</u>					
01-330-4000 GRANT REVENUE - MISCELLANEOUS	.00	10,000.00	10,000.00	.00	100.0
01-330-4002 STATE REVENUE SHARING	.00	.00	80,000.00	80,000.00	.0
01-330-4003 STATE PAY-IN-LIEU OF TAXES	56,810.27	56,810.27	55,000.00	(1,810.27)	103.3
01-330-4006 STATE OF ALASKA GRANT	.00	4,802.00	28,035.00	23,233.00	17.1
01-330-4012 FEDERAL GRANT FUNDS	.00	.00	81,600.00	81,600.00	.0
01-330-4025 NAT'L FOREST SERVICE RECEIPTS	.00	62,977.98	28,000.00	(34,977.98)	224.9
TOTAL INTERGOVERNMENTAL REVENUE	56,810.27	134,590.25	282,635.00	148,044.75	47.6
<u>LEASES</u>					
01-345-4515 LEASE INCOME - CITY LAND	144,889.58	309,136.06	315,778.00	6,641.94	97.9
01-345-4517 LEASES - ARRC LAND	1,176.49	8,235.43	.00	(8,235.43)	.0
01-345-4520 LEASE INCOME - CONDOMINIUMS	1,750.00	12,250.00	13,800.00	1,550.00	88.8
01-345-4525 LAND USE RENT	105.00	17,349.61	14,350.00	(2,999.61)	120.9
TOTAL LEASES	147,921.07	346,971.10	343,928.00	(3,043.10)	100.9

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>FINES & CITATIONS</u>					
01-350-4261 PSD FINES & CITATIONS	50.00	50.00	500.00	450.00	10.0
01-350-4262 PSD PARKING TICKETS CIVIL	350.00	1,175.00	1,025.00	(150.00)	114.6
TOTAL FINES & CITATIONS	400.00	1,225.00	1,525.00	300.00	80.3
<u>MISCELLANEOUS</u>					
01-360-4099 MISCELLANEOUS REVENUE	121.00	658.40	2,500.00	1,841.60	26.3
01-360-4204 INTEREST & PENALTIES	1,560.93	4,962.22	2,050.00	(2,912.22)	242.1
01-360-4271 DONATIONS - EMS/FIRE/POL	1,000.00	1,120.00	.00	(1,120.00)	.0
01-360-4275 LEGAL/INSURANCE SETTLEMENT	.00	20,885.00	.00	(20,885.00)	.0
01-360-4900 INTEREST ON BANK ACCOUNTS	(.39)	(.39)	.00	.39	.0
01-360-4902 INVESTMENT INTEREST	(1,333.82)	23,591.84	81,600.00	58,008.16	28.9
01-360-4903 LEASE INTEREST REVENUE	.00	.00	370,188.00	370,188.00	.0
01-360-4915 GIRDWOOD-POLICE CONTRACT	74,103.13	518,721.91	889,238.00	370,516.09	58.3
TOTAL MISCELLANEOUS	75,450.85	569,938.98	1,345,576.00	775,637.02	42.4
<u>TRANSFERS & OTHER</u>					
01-390-4990 TRANSFER IN FROM CVP FUND	.00	715,154.00	715,154.00	.00	100.0
01-390-4994 TRANSFER IN FROM HARBOR	.00	170,481.00	170,481.00	.00	100.0
01-390-4995 TRANSFER IN FROM WWS	.00	43,650.00	43,650.00	.00	100.0
01-390-4996 TRANSFER IN FROM DELONG DOCK	.00	14,300.00	14,300.00	.00	100.0
TOTAL TRANSFERS & OTHER	.00	943,585.00	943,585.00	.00	100.0
TOTAL FUND REVENUE	530,958.90	2,498,029.10	5,589,998.00	3,091,968.90	44.7

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ADMIN</u>					
01-400-6000 SALARIES & WAGES	34,516.28	219,884.11	451,930.00	232,045.89	48.7
01-400-6030 FICA TAXES	500.51	4,425.03	5,202.00	776.97	85.1
01-400-6040 WORKER'S COMP.	.00	7,573.05	1,657.00	(5,916.05)	457.0
01-400-6050 ESC TAXES	157.64	1,574.60	3,588.00	2,013.40	43.9
01-400-6060 HEALTH & LIFE INSURANCE	3,591.48	25,652.38	79,545.00	53,892.62	32.3
01-400-6070 PERS RETIREMENT	4,417.44	29,223.73	76,094.00	46,870.27	38.4
01-400-6205 ADVERTISING	.00	.00	2,500.00	2,500.00	.0
01-400-6220 BANK SERVICES CHARGES	629.35	5,105.19	7,500.00	2,394.81	68.1
01-400-6240 COMMUNITY SUPPORT-DONATIONS	.00	441.66	1,500.00	1,058.34	29.4
01-400-6260 BAD DEBT EXPENSE	.00	26,575.91	.00	(26,575.91)	.0
01-400-6280 DUES & SUBSCRIPTIONS	640.00	6,985.11	8,058.00	1,072.89	86.7
01-400-6410 INSURANCE - LIABILITY	9,455.55	22,651.64	27,143.00	4,491.36	83.5
01-400-6440 INSURANCE - PROPERTY	1,182.03	2,043.84	800.00	(1,243.84)	255.5
01-400-6540 LICENSES & PERMITS	(210.00)	8,713.00	200.00	(8,513.00)	4356.5
01-400-6541 PENALTIES & FEES	.00	1,253.78	.00	(1,253.78)	.0
01-400-6565 OUTSIDE CONTRACTORS	8,202.98	64,467.89	122,900.00	58,432.11	52.5
01-400-6570 PHYSICAL EXAMS & BACKGROUND CK	.00	72.00	.00	(72.00)	.0
01-400-6580 POSTAGE	.00	2,500.00	3,774.00	1,274.00	66.2
01-400-6610 PROF. FEES - ACCOUNTING	.00	28,592.88	27,783.00	(809.88)	102.9
01-400-6620 PROF. FEES - APPRAISAL	.00	7,500.00	25,523.00	18,023.00	29.4
01-400-6625 PROF. FEES - FINANCIAL SOFTWARE	.00	7,344.00	25,918.00	18,574.00	28.3
01-400-6635 PROF. FEES - COMPUTER SUPPORT	507.50	3,787.32	1,250.00	(2,537.32)	303.0
01-400-6636 PROF FEES - WEB SITE SUPPORT	.00	.00	3,241.00	3,241.00	.0
01-400-6640 PROF. FEES-ENGINEERING	5,035.80	59,963.20	102,000.00	42,036.80	58.8
01-400-6645 PROF. FEES - GRANT ADM.	.00	.00	30,000.00	30,000.00	.0
01-400-6650 PROF. FEES - LEGAL	27,362.55	188,749.14	88,000.00	(100,749.14)	214.5
01-400-6700 PUBLICATIONS & SUBSCRIPTIONS	.00	.00	630.00	630.00	.0
01-400-6735 EQUIPMENT AND FURNISHINGS	.00	219.73	6,000.00	5,780.27	3.7
01-400-6770 TRAVEL, TRAINING & DEV.	275.00	28,170.26	21,000.00	(7,170.26)	134.1
01-400-8150 SUPPLIES - CONSUMABLE	188.33	3,542.01	4,000.00	457.99	88.6
01-400-8550 SUPPLIES - OFFICE	736.11	983.12	7,000.00	6,016.88	14.0
01-400-8750 SUPPLIES - PRINTING	.00	.00	2,310.00	2,310.00	.0
01-400-9000 UTILITIES - INTERNET	1,074.84	9,864.81	27,195.00	17,330.19	36.3
01-400-9070 UTILITIES - TELEPHONE	507.28	4,523.12	7,000.00	2,476.88	64.6
01-400-9100 MISCELLANEOUS EXPENSES	382.00	1,258.00	500.00	(758.00)	251.6
01-400-9520 CAPITAL OUTLAY - EQUIPMENT	.00	330.00	.00	(330.00)	.0
01-400-9530 CAPITAL OUTLAY-COMPUTER EQUIP	.00	2,294.05	5,000.00	2,705.95	45.9
TOTAL ADMIN	99,152.67	776,264.56	1,176,741.00	400,476.44	66.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>COUNCIL</u>					
01-401-6000 SALARIES & WAGES	.00	.00	70,730.00	70,730.00	.0
01-401-6030 FICA TAXES	.00	.00	1,012.00	1,012.00	.0
01-401-6040 WORKER'S COMP.	.00	.00	322.00	322.00	.0
01-401-6050 ESC TAXES	.00	.00	698.00	698.00	.0
01-401-6060 HEALTH & LIFE INSURANCE	.00	.00	16,680.00	16,680.00	.0
01-401-6070 PERS RETIREMENT	.00	.00	15,403.00	15,403.00	.0
01-401-6240 CITY COUNCIL-COMMUNITY SUPPORT	2,000.00	58,825.90	162,512.00	103,686.10	36.2
01-401-6241 WEBSITE - CODE UPDATES	.00	12,997.50	23,509.00	10,511.50	55.3
01-401-6280 DUES & SUBSCRIPTIONS	1,157.44	1,781.69	3,150.00	1,368.31	56.6
01-401-6325 FIREWORKS	15,000.00	15,000.00	15,000.00	.00	100.0
01-401-6565 OUTSIDE CONTRACTORS	5,000.00	36,800.00	152,987.00	116,187.00	24.1
01-401-6580 POSTAGE	.00	.00	500.00	500.00	.0
01-401-6600 PROF. FEES - AUDIT	14,402.57	49,895.07	47,380.00	(2,515.07)	105.3
01-401-6650 PROF. FEES - LEGAL	1,343.40	41,421.44	45,000.00	3,578.56	92.1
01-401-6770 TRAVEL, TRAINING & DEV.	275.00	9,925.34	14,500.00	4,574.66	68.5
01-401-6800 COUNCIL CHAMBER IMPROV	.00	.00	6,000.00	6,000.00	.0
01-401-8550 SUPPLIES - OFFICE	.00	72.05	1,300.00	1,227.95	5.5
01-401-9000 UTILITIES - INTERNET	.00	.00	5,880.00	5,880.00	.0
01-401-9070 UTILITIES - TELEPHONE	.00	.00	1,000.00	1,000.00	.0
01-401-9100 MISCELLANEOUS EXPENSES	.00	.00	50,000.00	50,000.00	.0
01-401-9500 LOBBYIST FEES	10,500.00	73,500.00	138,915.00	65,415.00	52.9
TOTAL COUNCIL	49,678.41	300,218.99	772,478.00	472,259.01	38.9
<u>ELECTIONS</u>					
01-420-6100 VOLUNTEER SUPPORT	.00	.00	1,600.00	1,600.00	.0
01-420-8150 SUPPLIES - CONSUMABLE	.00	.00	800.00	800.00	.0
TOTAL ELECTIONS	.00	.00	2,400.00	2,400.00	.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC SAFETY</u>					
01-510-6000 SALARIES & WAGES	62,743.41	463,424.54	955,847.00	492,422.46	48.5
01-510-6030 FICA TAXES	750.32	10,220.51	14,490.00	4,269.49	70.5
01-510-6040 WORKER'S COMP.	.00	17,941.32	39,786.00	21,844.68	45.1
01-510-6050 ESC TAXES	103.87	6,627.91	9,422.00	2,794.09	70.4
01-510-6060 HEALTH & LIFE INSURANCE	8,315.36	51,415.22	170,729.00	119,313.78	30.1
01-510-6070 PERS RETIREMENT	9,967.83	64,978.90	168,253.00	103,274.10	38.6
01-510-6091 UNIFORM ALLOWANCE	120.00	880.00	3,150.00	2,270.00	27.9
01-510-6280 DUES & SUBSCRIPTIONS	19.99	318.94	788.00	469.06	40.5
01-510-6410 INSURANCE - LIABILITY	14,102.07	26,777.83	37,928.00	11,150.17	70.6
01-510-6420 INSURANCE - AUTO	2,045.81	4,030.81	10,080.00	6,049.19	40.0
01-510-6440 INSURANCE - PROPERTY	39.30	90.61	.00	(90.61)	.0
01-510-6540 LICENSES & PERMITS	.00	.00	105.00	105.00	.0
01-510-6565 OUTSIDE CONTRACTORS	7,593.75	91,685.34	150,500.00	58,814.66	60.9
01-510-6570 PHYSICAL EXAMS	.00	286.00	1,050.00	764.00	27.2
01-510-6580 POSTAGE	.00	.00	210.00	210.00	.0
01-510-6635 PROF. FEES - COMPUTER SUPPORT	507.50	9,510.02	525.00	(8,985.02)	1811.4
01-510-6700 PUBLICATIONS & SUBSCRIPTIONS	.00	.00	420.00	420.00	.0
01-510-6735 EQUIPMENT PURCHASE	.00	6,701.00	5,250.00	(1,451.00)	127.6
01-510-6740 SMALL TOOLS	.00	.00	5,250.00	5,250.00	.0
01-510-6770 TRAVEL, TRAINING & DEV.	.00	8,078.32	6,300.00	(1,778.32)	128.2
01-510-7100 BUILDING MAINT.	.00	.00	2,625.00	2,625.00	.0
01-510-7350 REPAIRS - EQUIPMENT	132.10	605.67	3,150.00	2,544.33	19.2
01-510-7400 REPAIRS - VEHICLES	848.97	3,771.48	5,250.00	1,478.52	71.8
01-510-7750 GAS & OIL - VEHICLES	2,386.94	13,252.92	17,850.00	4,597.08	74.3
01-510-8150 SUPPLIES - CONSUMABLE	1,744.89	7,369.80	14,700.00	7,330.20	50.1
01-510-8950 SUPPLIES - UNIFORMS	.00	2,495.00	4,200.00	1,705.00	59.4
01-510-9000 UTILITIES - INTERNET	955.36	6,921.91	29,550.00	22,628.09	23.4
01-510-9070 UTILITIES - TELEPHONE	806.94	7,690.82	14,700.00	7,009.18	52.3
01-510-9200 GRANT EXPENDITURES	1,372.93	28,506.02	35,044.00	6,537.98	81.3
01-510-9520 CAPITAL OUTLAY - EQUIPMENT	.00	330.00	11,666.50	11,336.50	2.8
01-510-9525 CAPITAL - MOTOR POOL FUNDING	.00	.00	25,750.00	25,750.00	.0
TOTAL PUBLIC SAFETY	114,557.34	833,910.89	1,744,568.50	910,657.61	47.8

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FIRE</u>					
01-520-6000 SALARIES & WAGES	10,923.91	54,218.67	102,735.00	48,516.33	52.8
01-520-6030 FICA TAXES	150.65	838.90	1,470.00	631.10	57.1
01-520-6040 WORKERS COMP	.00	2,630.44	6,058.00	3,427.56	43.4
01-520-6050 ESC TAXES	109.46	510.66	1,014.00	503.34	50.4
01-520-6060 HEALTH & LIFE INSURANCE	1,540.09	12,467.81	23,829.00	11,361.19	52.3
01-520-6070 PERS RETIREMENT	2,403.33	9,430.95	22,381.00	12,950.05	42.1
01-520-6091 UNIFORM ALLOWANCE	20.00	160.00	500.00	340.00	32.0
01-520-6100 VOLUNTEER SUPPORT	1,182.61	2,898.90	6,000.00	3,101.10	48.3
01-520-6280 DUES & SUBSCRIPTIONS	.00	.00	600.00	600.00	.0
01-520-6410 INSURANCE - LIABILITY	1,240.89	2,978.19	4,000.00	1,021.81	74.5
01-520-6420 INSURANCE - AUTO	1,425.93	2,789.26	3,500.00	710.74	79.7
01-520-6540 LICENSES & PERMITS	.00	25.00	100.00	75.00	25.0
01-520-6570 PHYSICAL EXAMS	.00	.00	300.00	300.00	.0
01-520-6580 POSTAGE	.00	.00	500.00	500.00	.0
01-520-6635 PROF. FEES - COMPUTER SUPPORT	295.87	295.87	.00	(295.87)	.0
01-520-6735 EQUIPMENT PURCHASE	.00	4,758.16	5,000.00	241.84	95.2
01-520-6750 TESTING	.00	822.03	2,500.00	1,677.97	32.9
01-520-6770 TRAVEL, TRAINING & DEV.	531.22	683.12	8,000.00	7,316.88	8.5
01-520-7350 REPAIRS - EQUIPMENT	1,214.37	1,999.80	3,500.00	1,500.20	57.1
01-520-7400 REPAIRS - VEHICLES	2,046.31	9,123.87	3,000.00	(6,123.87)	304.1
01-520-7750 GAS & OIL - VEHICLES	.00	.00	2,000.00	2,000.00	.0
01-520-8550 SUPPLIES - OFFICE	.00	246.58	1,250.00	1,003.42	19.7
01-520-8950 SUPPLIES - UNIFORMS	.00	.00	5,000.00	5,000.00	.0
01-520-8970 SUPPLIES - SAFETY	.00	1,212.49	1,000.00	(212.49)	121.3
01-520-9000 UTILITIES - INTERNET	119.48	1,030.87	4,116.00	3,085.13	25.1
01-520-9070 UTILITIES - TELEPHONE	.00	1,133.58	4,500.00	3,366.42	25.2
01-520-9520 CAPITAL OUTLAY - EQUIPMENT	.00	330.00	5,000.00	4,670.00	6.6
01-520-9525 CAPITAL - MOTOR POOL FUNDING	.00	.00	5,000.00	5,000.00	.0
TOTAL FIRE	23,204.12	110,585.15	222,853.00	112,267.85	49.6

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EMS</u>					
01-530-6000 SALARIES & WAGES	11,608.07	85,915.51	285,158.00	199,242.49	30.1
01-530-6030 FICA TAXES	202.94	2,547.55	9,848.00	7,300.45	25.9
01-530-6040 WORKER'S COMP.	.00	3,604.39	23,456.00	19,851.61	15.4
01-530-6050 ESC TAXES	116.27	817.93	2,824.00	2,006.07	29.0
01-530-6060 HEALTH & LIFE INSURANCE	1,540.06	13,270.04	47,658.00	34,387.96	27.8
01-530-6070 PERS RETIREMENT	2,403.21	12,275.69	41,867.00	29,591.31	29.3
01-530-6091 UNIFORM ALLOWANCE	20.00	160.00	1,000.00	840.00	16.0
01-530-6100 EMS VOLUNTEER SUPPORT	846.92	4,620.11	4,000.00	(620.11)	115.5
01-530-6410 INSURANCE - LIABILITY	3,039.98	6,772.27	12,100.00	5,327.73	56.0
01-530-6420 INSURANCE - AUTO	2,417.36	4,677.09	4,840.00	162.91	96.6
01-530-6490 EMS-INSURANCE CLAIMS-DEDUCTIBL	.00	.00	11,256.00	11,256.00	.0
01-530-6540 LICENSES & PERMITS	239.88	239.88	200.00	(39.88)	119.9
01-530-6565 OUTSIDE CONTRACTORS	284.34	734.14	24,000.00	23,265.86	3.1
01-530-6570 PHYSICAL EXAMS	.00	274.00	400.00	126.00	68.5
01-530-6635 PROF. FEES - COMPUTER SUPPORT	507.50	4,533.09	.00	(4,533.09)	.0
01-530-6735 EQUIPMENT PURCHASE	.00	.00	3,000.00	3,000.00	.0
01-530-6750 TESTING	.00	.00	350.00	350.00	.0
01-530-6761 TRAINING - EMS SUPVSG MD	2,000.00	14,000.00	12,000.00	(2,000.00)	116.7
01-530-6770 TRAVEL, TRAINING & DEV.	.00	1,670.12	5,000.00	3,329.88	33.4
01-530-7350 REPAIRS - EQUIPMENT	.00	548.66	5,000.00	4,451.34	11.0
01-530-7400 REPAIRS - VEHICLES	3,387.85	3,610.91	2,000.00	(1,610.91)	180.6
01-530-7750 GAS & OIL - VEHICLES	100.88	1,150.04	4,000.00	2,849.96	28.8
01-530-8150 SUPPLIES - CONSUMABLE	.00	2,646.95	15,000.00	12,353.05	17.7
01-530-8550 SUPPLIES - OFFICE	.00	.00	2,500.00	2,500.00	.0
01-530-8650 SUPPLIES AND DRUGS BILLABLE	.00	3,254.20	5,000.00	1,745.80	65.1
01-530-8950 SUPPLIES - UNIFORMS	.00	173.39	2,500.00	2,326.61	6.9
01-530-8970 SUPPLIES - SAFETY	717.70	1,257.55	1,000.00	(257.55)	125.8
01-530-9000 UTILITIES - INTERNET	357.93	2,030.58	12,000.00	9,969.42	16.9
01-530-9070 UTILITIES - TELEPHONE	.00	302.94	2,500.00	2,197.06	12.1
01-530-9520 CAPITAL OUTLAY - EQUIPMENT	.00	330.00	.00	(330.00)	.0
TOTAL EMS	29,790.89	171,417.03	540,457.00	369,039.97	31.7

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS</u>					
01-600-6000 SALARIES & WAGES	26,880.92	175,655.02	392,169.00	216,513.98	44.8
01-600-6030 FICA TAXES	389.77	2,824.37	5,604.00	2,779.63	50.4
01-600-6040 WORKER'S COMP.	.00	6,990.37	27,789.00	20,798.63	25.2
01-600-6050 ESC TAXES	184.40	1,590.83	3,865.00	2,274.17	41.2
01-600-6060 HEALTH & LIFE INSURANCE	6,195.05	45,248.07	97,677.00	52,428.93	46.3
01-600-6070 PERS RETIREMENT	5,913.82	40,378.10	85,348.00	44,969.90	47.3
01-600-6410 INSURANCE - LIABILITY	4,576.69	11,375.72	15,400.00	4,024.28	73.9
01-600-6420 INSURANCE - AUTO	1,403.14	2,765.23	5,225.00	2,459.77	52.9
01-600-6430 INSURANCE EQUIPMENT	3,236.68	5,765.92	4,950.00 (	815.92)	116.5
01-600-6440 INSURANCE - PROPERTY	539.87	1,191.37	660.00 (	531.37)	180.5
01-600-6540 LICENSES & FEES	.00	.00	250.00	250.00	.0
01-600-6565 OUTSIDE CONTRACTORS	.00	.00	5,000.00	5,000.00	.0
01-600-6570 PHYSICAL EXAMS	.00	72.00	800.00	728.00	9.0
01-600-6635 PROF. FEES - COMPUTER SUPPORT	507.50	5,867.38	2,400.00 (	3,467.38)	244.5
01-600-6740 SMALL TOOLS AND EQUIPMENT	.00	1,350.59	5,000.00	3,649.41	27.0
01-600-6770 TRAVEL, TRAINING & DEV.	130.71	180.71	2,000.00	1,819.29	9.0
01-600-7100 REPAIRS	.00	.00	5,000.00	5,000.00	.0
01-600-7210 REPAIRS - ROADS	300.00	12,142.52	3,000.00 (	9,142.52)	404.8
01-600-7350 REPAIR & MAINTENANCE	498.05	9,032.39	50,000.00	40,967.61	18.1
01-600-7750 GAS & OIL - VEHICLES	637.89	5,890.40	28,000.00	22,109.60	21.0
01-600-8150 SUPPLIES - CONSUMABLE	.00	928.04	1,500.00	571.96	61.9
01-600-8550 SUPPLIES - OFFICE	.00	.00	1,500.00	1,500.00	.0
01-600-8950 SUPPLIES - UNIFORMS	.00	.00	1,200.00	1,200.00	.0
01-600-8970 SUPPLIES - SAFETY	25.00	564.85	3,000.00	2,435.15	18.8
01-600-8995 SUPPLIES & MATERIALS	755.27	2,718.67	8,000.00	5,281.33	34.0
01-600-9000 UTILITIES - INTERNET	477.42	4,025.93	13,965.00	9,939.07	28.8
01-600-9010 UTILITIES - ELECTRICITY	.00	4,216.57	14,000.00	9,783.43	30.1
01-600-9070 UTILITIES - TELEPHONE	57.62	401.96	1,750.00	1,348.04	23.0
01-600-9520 CAPITAL OUTLAY - EQUIPMENT	.00	.00	13,000.00	13,000.00	.0
01-600-9900 INTERDEPARTMENT SUPPORT	.00	.00 (	41,616.00)	(41,616.00)	.0
TOTAL PUBLIC WORKS	52,709.80	341,177.01	756,436.00	415,258.99	45.1

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PROPERTY & FACILITIES</u>					
01-700-6210 B.T.I. CONDO FEES	1,812.53	12,687.71	23,932.00	11,244.29	53.0
01-700-6225 REFUND OIL TAXES	.00	11,696.46	.00	(11,696.46)	.0
01-700-6410 INSURANCE - LIABILITY	961.46	2,141.46	4,620.00	2,478.54	46.4
01-700-6440 INSURANCE - PROPERTY	15,627.98	31,077.76	35,200.00	4,122.24	88.3
01-700-6565 PROP & FAC-CONTRACTED SERVICES	.00	30,771.13	101,072.00	70,300.87	30.4
01-700-7100 REPAIRS - BUILDINGS	.00	2,953.94	6,050.00	3,096.06	48.8
01-700-7350 REPAIRS - EQUIPMENT	730.00	1,232.85	1,500.00	267.15	82.2
01-700-8150 SUPPLIES - CONSUMABLE	.00	3,591.10	3,152.00	(439.10)	113.9
01-700-8550 JANITORIAL SUPPLIES	101.16	248.12	500.00	251.88	49.6
01-700-8970 SUPPLIES - SAFETY	.00	.00	1,500.00	1,500.00	.0
01-700-9010 UTILITIES - ELECTRICITY	.00	22,162.28	37,823.00	15,660.72	58.6
01-700-9040 UTILITIES - HEATING FUEL	919.69	14,994.72	23,100.00	8,105.28	64.9
01-700-9050 UTILITIES - SOLID WASTE	100.31	702.17	1,638.00	935.83	42.9
01-700-9095 UTILITIES - WATER/SEWER	437.08	1,518.79	1,757.00	238.21	86.4
01-700-9520 CAPITAL OUTLAY - EQUIPMENT	.00	57,612.00	271,851.50	214,239.50	21.2
TOTAL PROPERTY & FACILITIES	20,690.21	193,390.49	513,695.50	320,305.01	37.7
<u>PARKS AND RECREATION</u>					
01-800-6000 SALARIES AND WAGES	346.72	346.72	63,876.00	63,529.28	.5
01-800-6030 FICA TAXES	26.53	26.53	911.00	884.47	2.9
01-800-6040 WORKER'S COMP	.00	.00	290.00	290.00	.0
01-800-6050 ESC TAX	3.47	3.47	629.00	625.53	.6
01-800-6060 HEALTH & LIFE INSURANCE	.00	.00	23,829.00	23,829.00	.0
01-800-6070 PERS RETIREMENT	.00	.00	13,887.00	13,887.00	.0
01-800-6565 OUTSIDE CONTRACTORS	.00	2,650.00	42,350.00	39,700.00	6.3
01-800-6740 SMALL TOOLS AND EQUIPMENT	167.53	3,957.73	10,000.00	6,042.27	39.6
01-800-7350 REPAIRS EQUIPMENT	.00	9.25	500.00	490.75	1.9
01-800-8950 SUPPLIES AND MATERIALS	3,207.97	4,789.03	10,000.00	5,210.97	47.9
01-800-9050 UTILITIES - SOLID WASTE	1,100.00	2,042.87	8,103.00	6,060.13	25.2
01-800-9200 GRANT EXPENDITURES	.00	.00	10,000.00	10,000.00	.0
01-800-9520 CAPITAL OUTLAY - EQUIPMENT	.00	.00	15,000.00	15,000.00	.0
TOTAL PARKS AND RECREATION	4,852.22	13,825.60	199,375.00	185,549.40	6.9
<u>TRANSFERS TO OTHER FUNDS</u>					
01-990-9990 TRANSFER OUT	.00	24,620.00	409,100.00	384,480.00	6.0
01-990-9991 TRANSFER TO F 14 EQUIP REP PW	.00	25,000.00	25,000.00	.00	100.0
01-990-9993 TRANSFER OUT TO F50 W/S	.00	23,341.00	.00	(23,341.00)	.0
01-990-9998 TRANSFER OUT TO F72 GF MRRF	.00	330,000.00	330,000.00	.00	100.0
TOTAL TRANSFERS TO OTHER FUNDS	.00	402,961.00	764,100.00	361,139.00	52.7
TOTAL FUND EXPENDITURES	394,635.66	3,143,750.72	6,693,104.00	3,549,353.28	47.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

GENERAL FUND					
	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
NET REVENUE OVER EXPENDITURES	136,323.24	(645,721.62)	(1,103,106.00)	(457,384.38)	(58.5)

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

WATER AND WASTEWATER

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CHARGES FOR SERVICES</u>					
50-340-4300	WATER SERVICE CHARGES	63,666.29	190,308.47	310,000.00	119,691.53	61.4
50-340-4350	WASTE WATER SERVICE CHARGES	24,184.95	74,573.19	96,000.00	21,426.81	77.7
	TOTAL CHARGES FOR SERVICES	87,851.24	264,881.66	406,000.00	141,118.34	65.2
	<u>MISCELLANEOUS</u>					
50-360-4006	STATE GRANT REVENUE	71,522.82	71,522.82	.00	(71,522.82)	.0
50-360-4902	INVESTMENT INTEREST	2,840.66	23,618.52	30,000.00	6,381.48	78.7
50-360-4905	COLLECTION OF DOUBTFUL ACCOUNT	.00	1,063.86	.00	(1,063.86)	.0
50-360-4910	MISCELLANEOUS INCOME	264.32	1,483.67	500.00	(983.67)	296.7
	TOTAL MISCELLANEOUS	74,627.80	97,688.87	30,500.00	(67,188.87)	320.3
	<u>PROPERTY & SURPLUS SALES</u>					
50-390-4990	TRANSFERS IN	.00	23,341.00	23,341.00	.00	100.0
	TOTAL PROPERTY & SURPLUS SALES	.00	23,341.00	23,341.00	.00	100.0
	TOTAL FUND REVENUE	162,479.04	385,911.53	459,841.00	73,929.47	83.9

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

WATER AND WASTEWATER

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>WATER & WASTE WATER OPERATING</u>					
50-800-6000 SALARIES & WAGES	13,000.32	85,700.20	162,793.00	77,092.80	52.6
50-800-6030 FICA TAXES	188.48	1,388.67	2,322.00	933.33	59.8
50-800-6040 WORKER'S COMP.	.00	3,108.12	7,040.00	3,931.88	44.2
50-800-6050 ESC TAXES	41.20	291.25	1,601.00	1,309.75	18.2
50-800-6060 HEALTH & LIFE INSURANCE	1,950.47	15,446.84	33,369.00	17,922.16	46.3
50-800-6070 PERS RETIREMENT	2,762.55	17,503.76	33,570.00	16,066.24	52.1
50-800-6091 UNIFORM ALLOWANCE	.00	.00	1,000.00	1,000.00	.0
50-800-6220 BANK SERVICE CHARGES	164.29	164.29	1,000.00	835.71	16.4
50-800-6265 DEBT INTEREST EXPENSE	.00	.00	19,399.00	19,399.00	.0
50-800-6270 DEPRECIATION	.00	.00	470,087.00	470,087.00	.0
50-800-6271 GRANT FUNDED	.00	71,522.82	.00	(71,522.82)	.0
50-800-6280 DUES & SUBSCRIPTIONS	.00	.00	500.00	500.00	.0
50-800-6410 INSURANCE - LIABILITY	2,133.15	5,426.96	8,030.00	2,603.04	67.6
50-800-6440 INSURANCE - PROPERTY	4,374.01	8,743.27	6,050.00	(2,693.27)	144.5
50-800-6540 LICENSES & PERMITS	.00	805.00	1,200.00	395.00	67.1
50-800-6565 OUTSIDE CONTRACTORS	.00	.00	10,000.00	10,000.00	.0
50-800-6570 PHYSICAL EXAMS	.00	.00	500.00	500.00	.0
50-800-6580 POSTAGE	.00	.00	1,300.00	1,300.00	.0
50-800-6635 PROF. FEES - COMPUTER SUPPORT	655.43	3,423.86	1,200.00	(2,223.86)	285.3
50-800-6740 SMALL TOOLS	.00	.00	2,500.00	2,500.00	.0
50-800-6750 TESTING WATER/SEWER	1,075.00	4,300.00	10,000.00	5,700.00	43.0
50-800-6770 TRAVEL, TRAINING & DEV.	.00	120.71	5,000.00	4,879.29	2.4
50-800-7100 REPAIRS - BUILDING	.00	.00	5,000.00	5,000.00	.0
50-800-7350 REPAIRS - EQUIPMENT	.00	4,446.26	5,000.00	553.74	88.9
50-800-7650 REPAIRS - SYSTEM	.00	.00	5,000.00	5,000.00	.0
50-800-7750 GAS & OIL - VEHICLES	449.00	3,586.85	5,000.00	1,413.15	71.7
50-800-8550 SUPPLIES - OFFICE	.00	.00	500.00	500.00	.0
50-800-8950 UNIFORMS	.00	.00	500.00	500.00	.0
50-800-8970 SUPPLIES - SAFETY	.00	719.80	1,500.00	780.20	48.0
50-800-8995 SUPPLIES & MATERIALS	.00	257.80	5,000.00	4,742.20	5.2
50-800-9000 UTILITIES -INTERNET	477.42	3,035.14	13,230.00	10,194.86	22.9
50-800-9010 UTILITIES - ELECTRICITY	.00	22,056.59	32,000.00	9,943.41	68.9
50-800-9040 UTILITIES - HEATING FUEL	174.10	1,334.83	3,200.00	1,865.17	41.7
50-800-9070 UTILITIES - TELEPHONE	.00	814.26	1,000.00	185.74	81.4
50-800-9575 BOND PRINCIPAL	.00	33,474.66	.00	(33,474.66)	.0
50-800-9580 CAPITAL OUTLAY - W/WW	.00	14,960.00	33,015.00	18,055.00	45.3
50-800-9900 TRANSFER OUT TO GF	.00	43,650.00	43,650.00	.00	100.0
50-800-9901 TRANSFERS OUT - OTHER	.00	9,000.00	9,000.00	.00	100.0
TOTAL WATER & WASTE WATER OPERATING	27,445.42	355,281.94	941,056.00	585,774.06	37.8
TOTAL FUND EXPENDITURES	27,445.42	355,281.94	941,056.00	585,774.06	37.8
NET REVENUE OVER EXPENDITURES	135,033.62	30,629.59	(481,215.00)	(511,844.59)	6.4

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CHARGES FOR SERVICES</u>					
51-340-4251 USER FEES & PERMITS	.00	.00	3,000.00	3,000.00	.0
51-340-4399 MOORAGE - TRANSIENT WINTER	.00	5,898.59	35,000.00	29,101.41	16.9
51-340-4401 MOORAGE - PREFERENTIAL	(4,781.37)	532,300.22	550,000.00	17,699.78	96.8
51-340-4402 MOORAGE - TRANSIENT	100,658.93	382,224.40	535,000.00	152,775.60	71.4
51-340-4403 BOAT LIFT FEES	1,075.95	2,092.13	.00	(2,092.13)	.0
51-340-4404 UTILITY FEES	11,762.53	47,423.11	63,000.00	15,576.89	75.3
51-340-4406 WHARFAGE FEES	928.62	2,017.02	5,000.00	2,982.98	40.3
51-340-4407 VESSEL TOW FEES	.00	.00	1,000.00	1,000.00	.0
51-340-4409 WAITING LIST FEES	150.00	6,100.00	20,000.00	13,900.00	30.5
51-340-4410 PUMP OUT FEES	600.00	825.00	1,000.00	175.00	82.5
51-340-4411 LAUNCH FEES	5,155.00	35,525.00	125,000.00	89,475.00	28.4
51-340-4412 SHOWERS	975.00	2,260.00	3,700.00	1,440.00	61.1
51-340-4413 GRID	.00	675.70	3,000.00	2,324.30	22.5
51-340-4414 VESSEL MAINTENANCE	175.00	400.00	1,000.00	600.00	40.0
51-340-4415 DRY STORAGE FEES	.00	1,154.58	5,300.00	4,145.42	21.8
51-340-4416 PARKING - ANNUAL	1,000.00	26,000.00	48,000.00	22,000.00	54.2
51-340-4426 PARKING DAILY	19,677.64	36,561.07	129,000.00	92,438.93	28.3
51-340-4427 KAYAK LAUNCH FEES	.00	.00	2,500.00	2,500.00	.0
51-340-4428 ENVIRONMENTAL FEE	136.00	419.75	2,205.00	1,785.25	19.0
51-340-4445 MISC. SERVICES	73.74	3,326.79	5,000.00	1,673.21	66.5
TOTAL CHARGES FOR SERVICES	137,587.04	1,085,203.36	1,537,705.00	452,501.64	70.6
<u>LEASE INCOME</u>					
51-345-4512 LEASE - ARRC NET OF RR SHARE	8,233.12	62,953.70	59,787.00	(3,166.70)	105.3
51-345-4513 LEASE CREDITS (CONTRA)	.00	(14,779.95)	(55,571.00)	(40,791.05)	(26.6)
51-345-4515 LEASE - GARBAGE REVENUE	2,380.00	10,080.00	8,750.00	(1,330.00)	115.2
TOTAL LEASE INCOME	10,613.12	58,253.75	12,966.00	(45,287.75)	449.3
<u>OTHER REVENUE</u>					
51-360-4416 STORAGE IN LIEU OF LEASE	.00	.00	2,500.00	2,500.00	.0
51-360-4417 FUEL FLOAT INCOME	.00	978.68	38,000.00	37,021.32	2.6
51-360-4430 CAMPING	1,911.00	4,369.04	25,000.00	20,630.96	17.5
51-360-4900 INTEREST & LATE FEES ON A/R	30.00	484.40	8,000.00	7,515.60	6.1
51-360-4902 INVESTMENT INTEREST	1,639.82	16,409.49	40,000.00	23,590.51	41.0
51-360-4903 GASB87 LEASE INTEREST	.00	.00	79,141.00	79,141.00	.0
51-360-4910 MISCELLANEOUS INCOME	.00	.00	1,500.00	1,500.00	.0
51-360-4957 AMORTIZATION OF BOND PREMIUM	.00	.00	8,843.00	8,843.00	.0
TOTAL OTHER REVENUE	3,580.82	22,241.61	202,984.00	180,742.39	11.0

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>TRANSFERS IN -OTHER</u>					
51-390-4991 TRANSFER FROM CPV FUND	.00	17,938.00	17,938.00	.00	100.0
51-390-4993 TRANSFER FROM F73 MRRF	.00	487,208.00	487,208.00	.00	100.0
TOTAL TRANSFERS IN -OTHER	.00	505,146.00	505,146.00	.00	100.0
TOTAL FUND REVENUE	151,780.98	1,670,844.72	2,258,801.00	587,956.28	74.0

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>HARBOR OPERATIONS EXP</u>					
51-800-6000 SALARIES & WAGES	49,317.82	320,305.85	661,689.00	341,383.15	48.4
51-800-6030 FICA TAXES	1,316.46	7,437.07	11,858.00	4,420.93	62.7
51-800-6040 WORKER'S COMP.	.00	13,198.11	3,047.00	(10,151.11)	433.2
51-800-6050 ESC TAXES	308.90	1,179.30	6,597.00	5,417.70	17.9
51-800-6060 HEALTH & LIFE INSURANCE	8,251.78	68,002.67	193,619.00	125,616.33	35.1
51-800-6070 PERS RETIREMENT	8,355.06	62,434.38	135,296.00	72,861.62	46.2
51-800-6220 BANK SERVICE CHARGES	13,708.49	60,853.87	20,000.00	(40,853.87)	304.3
51-800-6265 BOND INTEREST EXPENSE	.00	143,550.00	306,343.00	162,793.00	46.9
51-800-6270 DEPRECIATION	.00	.00	1,280,000.00	1,280,000.00	.0
51-800-6275 AMORTIZATION EXPENSE	.00	.00	23,760.00	23,760.00	.0
51-800-6280 DUES & SUBSCRIPTIONS	.00	365.00	250.00	(115.00)	146.0
51-800-6410 INSURANCE - LIABILITY	12,038.09	38,429.94	58,425.00	19,995.06	65.8
51-800-6420 INSURANCE - AUTO	383.09	757.27	1,500.00	742.73	50.5
51-800-6430 INSURANCE EQUIPMENT	287.16	576.84	815.00	238.16	70.8
51-800-6440 INSURANCE - PROPERTY	47,426.68	111,091.81	72,000.00	(39,091.81)	154.3
51-800-6565 OUTSIDE CONTRACTORS	.00	1,133.13	89,721.99	88,588.86	1.3
51-800-6570 PHYSICAL EXAMS	.00	72.00	150.00	78.00	48.0
51-800-6580 POSTAGE	.00	800.00	3,500.00	2,700.00	22.9
51-800-6635 PROF. FEES - COMPUTER SUPPORT	757.50	14,549.04	3,200.00	(11,349.04)	454.7
51-800-6650 PROF. FEES - LEGAL	.00	.00	2,000.00	2,000.00	.0
51-800-6700 PUBLICATIONS&SUBS.	.00	.00	200.00	200.00	.0
51-800-6730 EQUIPMENT RENTAL	.00	.00	2,000.00	2,000.00	.0
51-800-6740 SMALL TOOLS	.00	.00	2,500.00	2,500.00	.0
51-800-6770 TRAVEL, TRAINING & DEV.	.00	2,025.30	6,000.00	3,974.70	33.8
51-800-6780 WASTE DISPOSAL - EVOS	.00	807.30	500.00	(307.30)	161.5
51-800-7100 REPAIRS - BUILDINGS	161.82	230.70	5,000.00	4,769.30	4.6
51-800-7350 REPAIRS - EQUIPMENT	14.43	3,070.69	3,500.00	429.31	87.7
51-800-7400 REPAIRS - VEHICLES	130.98	1,269.76	1,000.00	(269.76)	127.0
51-800-7500 PARKING LOT MAINTENANCE	.00	.00	500.00	500.00	.0
51-800-7610 REPAIRS - UTILITIES	3,104.00	6,823.89	5,000.00	(1,823.89)	136.5
51-800-7750 GAS & OIL - VEHICLES	267.20	3,584.38	5,000.00	1,415.62	71.7
51-800-7800 REPAIRS - FACILITIES	470.36	1,568.95	3,000.00	1,431.05	52.3
51-800-7820 REPAIRS - DOCKS	.00	2,408.85	5,000.00	2,591.15	48.2
51-800-8150 SUPPLIES - CONSUMABLE	841.02	12,868.37	19,475.00	6,606.63	66.1
51-800-8200 SUPPLIES - PARKING	.00	.00	1,000.00	1,000.00	.0
51-800-8400 SUPPLIES - FIRE SUPPRESSION	.00	.00	1,000.00	1,000.00	.0
51-800-8550 SUPPLIES - OFFICE	169.06	2,336.68	5,500.00	3,163.32	42.5
51-800-8950 SUPPLIES - UNIFORMS	.00	.00	2,500.00	2,500.00	.0
51-800-8970 SUPPLIES - SAFETY	.00	1,140.82	2,500.00	1,359.18	45.6
51-800-9000 UTILITIES - INTERNET	835.87	7,438.68	26,460.00	19,021.32	28.1
51-800-9010 UTILITIES - ELECTRICITY	.00	48,957.96	79,000.00	30,042.04	62.0
51-800-9040 UTILITIES - HEATING FUEL	228.02	3,741.81	4,000.00	258.19	93.6
51-800-9050 UTILITIES - SOLID WASTE	60,411.32	109,804.67	165,000.00	55,195.33	66.6
51-800-9070 UTILITIES - TELEPHONE	289.05	1,808.59	2,000.00	191.41	90.4
51-800-9095 UTILITIES - WATER/WASTEWATER	6,192.06	12,487.11	24,000.00	11,512.89	52.0
51-800-9510 SNOW REMOVAL	.00	.00	41,616.00	41,616.00	.0
51-800-9520 CAPITAL OUTLAY - EQUIPMENT	.00	330.00	29,667.00	29,337.00	1.1
51-800-9900 TRANSFER OUT TO GF	.00	170,481.00	170,481.00	.00	100.0
TOTAL HARBOR OPERATIONS EXP	215,266.22	1,237,921.79	3,487,169.99	2,249,248.20	35.5

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

SMALL BOAT HARBOR

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CAPITAL OUTLAY - FROM RESERVE</u>					
51-900-9575 BOND PRINCIPAL	.00	90,000.00	180,864.00	90,864.00	49.8
TOTAL CAPITAL OUTLAY - FROM RESERVE	.00	90,000.00	180,864.00	90,864.00	49.8
 TOTAL FUND EXPENDITURES	 215,266.22	 1,327,921.79	 3,668,033.99	 2,340,112.20	 36.2
 NET REVENUE OVER EXPENDITURES	 (63,485.24)	 342,922.93	 (1,409,232.99)	 (1,752,155.92)	 24.3

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

DELONG DOCK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>CHARGES FOR SERVICES</u>					
53-341-4251 USER FEES & PERMITS	.00	3,000.00	3,000.00	.00	100.0
53-341-4402 MOORAGE - TRANSIENT	731.54	731.54	5,000.00	4,268.46	14.6
53-341-4404 UTILITY FEES	.00	5,085.98	15,000.00	9,914.02	33.9
53-341-4406 WHARFAGE FEES	.00	.00	100,000.00	100,000.00	.0
TOTAL CHARGES FOR SERVICES	731.54	8,817.52	123,000.00	114,182.48	7.2
<u>SOURCE 360</u>					
53-360-4902 INVESTMENT INTEREST	2,082.08	17,341.92	20,000.00	2,658.08	86.7
TOTAL SOURCE 360	2,082.08	17,341.92	20,000.00	2,658.08	86.7
TOTAL FUND REVENUE	2,813.62	26,159.44	143,000.00	116,840.56	18.3

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

DELONG DOCK

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>DEPARTMENT 801</u>					
53-801-6000 SALARES & WAGES	7,367.33	31,681.53	57,204.00	25,522.47	55.4
53-801-6030 FICA/MEDICARE	101.81	448.97	950.00	501.03	47.3
53-801-6040 WORKER'S COMP.	.00	.00	264.00	264.00	.0
53-801-6050 ESC TAXES	39.66 (	10.87)	572.00	582.87 (	1.9)
53-801-6060 HEALTH & LIFE INSURANCE	1,549.93	4,845.63	16,085.00	11,239.37	30.1
53-801-6070 PERS RETIREMENT	1,620.80	6,486.75	12,157.00	5,670.25	53.4
53-801-6270 DEPRECIATION	.00	.00	554,000.00	554,000.00	.0
53-801-6410 INSURANCE - LIABILITY	1,011.07	6,205.18	12,000.00	5,794.82	51.7
53-801-6440 INSURANCE - PROPERTY	19,221.09	45,388.38	16,200.00 (	29,188.38)	280.2
53-801-6565 OUTSIDE CONTRACTORS	.00	15,156.51	52,956.00	37,799.49	28.6
53-801-6730 EQUIPMENT RENTAL	.00	.00	1,000.00	1,000.00	.0
53-801-6740 SMALL TOOLS	.00	.00	1,000.00	1,000.00	.0
53-801-6780 WASTE DISPOSAL - EVOS	.00	5,001.02	12,000.00	6,998.98	41.7
53-801-7350 REPAIRS - EQUIPMENT	.00	.00	1,000.00	1,000.00	.0
53-801-7750 GAS & OIL - VEHICLES	.00	.00	500.00	500.00	.0
53-801-7820 REPAIRS - DOCKS	.00	.00	45,000.00	45,000.00	.0
53-801-8150 SUPPLIES - CONSUMABLE	.00	.00	5,000.00	5,000.00	.0
53-801-8400 SUPPLIES - FIRE SUPPRESSION	.00	.00	1,000.00	1,000.00	.0
53-801-8950 SUPPLIES - UNIFORMS	.00	.00	500.00	500.00	.0
53-801-8970 SUPPLIES - SAFETY	.00	.00	2,000.00	2,000.00	.0
53-801-9010 UTILITIES - ELECTRICITY	.00	6,739.20	10,000.00	3,260.80	67.4
53-801-9050 UTILITIES - SOLID WASTE	.00	.00	2,000.00	2,000.00	.0
53-801-9095 UTILITIES - WATER/WASTEWATER	.00	.00	1,000.00	1,000.00	.0
53-801-9900 TRANSFER OUT TO GF	.00	14,300.00	14,300.00	.00	100.0
TOTAL DEPARTMENT 801	30,911.69	136,242.30	818,688.00	682,445.70	16.6
<u>CAPITAL OUTLAY</u>					
53-900-9540 CAP EXP EMERGENCY REPAIRS	.00	.00	10,000.00	10,000.00	.0
TOTAL CAPITAL OUTLAY	.00	.00	10,000.00	10,000.00	.0
TOTAL FUND EXPENDITURES	30,911.69	136,242.30	828,688.00	692,445.70	16.4
NET REVENUE OVER EXPENDITURES	(28,098.07)	(110,082.86)	(685,688.00)	(575,605.14)	(16.1)

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

GENERAL FUND MRRF

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>SOURCE 390</u>					
72-390-4990	TRANSFERS-IN	.00	352,287.76	350,500.00	(1,787.76)	100.5
	TOTAL SOURCE 390	.00	352,287.76	350,500.00	(1,787.76)	100.5
	TOTAL FUND REVENUE	.00	352,287.76	350,500.00	(1,787.76)	100.5

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

GENERAL FUND MRRF

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>EXPENDITURES</u>					
72-800-6740	SMALL TOOLS AND EQUIPMENT	.00	11,839.84	.00	(11,839.84)	.0
	TOTAL EXPENDITURES	.00	11,839.84	.00	(11,839.84)	.0
	<u>DEPARTMENT 900</u>					
72-900-9200	CAPITAL EXPENDITURES	.00	15,729.79	467,500.00	451,770.21	3.4
	TOTAL DEPARTMENT 900	.00	15,729.79	467,500.00	451,770.21	3.4
	TOTAL FUND EXPENDITURES	.00	27,569.63	467,500.00	439,930.37	5.9
	NET REVENUE OVER EXPENDITURES	.00	324,718.13	(117,000.00)	(441,718.13)	277.5

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

HARBOR MRRF

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>SOURCE 340</u>					
73-340-4405	WATER-BORNE PASSENGER FEES	19,528.00	38,951.24	520,000.00	481,048.76	7.5
	TOTAL SOURCE 340	19,528.00	38,951.24	520,000.00	481,048.76	7.5
	TOTAL FUND REVENUE	19,528.00	38,951.24	520,000.00	481,048.76	7.5

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

HARBOR MRRF

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>NON-GRANT EXPENDITURES</u>					
73-800-9205	HARBOR RENOVATION	.00	15,238.23	.00	(15,238.23)	.0
	TOTAL NON-GRANT EXPENDITURES	.00	15,238.23	.00	(15,238.23)	.0
	<u>WHITTIER SBH RE PHASE II</u>					
73-901-9205	HARBOR RENOVATION	.00	.00	466,400.00	466,400.00	.0
73-901-9990	TRANSFERED OUT	.00	487,208.00	487,208.00	.00	100.0
	TOTAL WHITTIER SBH RE PHASE II	.00	487,208.00	953,608.00	466,400.00	51.1
	TOTAL FUND EXPENDITURES	.00	502,446.23	953,608.00	451,161.77	52.7
	NET REVENUE OVER EXPENDITURES	19,528.00	(463,494.99)	(433,608.00)	29,886.99	(106.9)

CITY OF WHITTIER
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

WATER/WASTEWATER MRRF

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>SOURCE 360</u>					
75-360-4000	STATE GRANT FUNDS	.00	.00	75,000.00	75,000.00	.0
	TOTAL SOURCE 360	.00	.00	75,000.00	75,000.00	.0
	<u>TRANSFERS FROM OTHER FUNDS</u>					
75-390-4992	TRANSFERS-IN OTHER	.00	9,000.00	9,000.00	.00	100.0
	TOTAL TRANSFERS FROM OTHER FUNDS	.00	9,000.00	9,000.00	.00	100.0
	TOTAL FUND REVENUE	.00	9,000.00	84,000.00	75,000.00	10.7

CITY OF WHITTIER
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2026

WATER/WASTEWATER MRRF

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>GRANT EXPENDITURES</u>					
75-900-9200	CAPITAL EQUIPMENT	.00	.00	75,000.00	75,000.00	.0
	TOTAL GRANT EXPENDITURES	.00	.00	75,000.00	75,000.00	.0
	<u>DEPARTMENT 901</u>					
75-901-9990	TRANSFERS OUT	.00	17,500.00	17,500.00	.00	100.0
	TOTAL DEPARTMENT 901	.00	17,500.00	17,500.00	.00	100.0
	TOTAL FUND EXPENDITURES	.00	17,500.00	92,500.00	75,000.00	18.9
	NET REVENUE OVER EXPENDITURES	.00	(8,500.00)	(8,500.00)	.00	(100.0)



MEMORANDUM

Date: September 22, 2026

To: Mayor and City Council

From: Jackie C. Wilde, City Manager

Subject: Short-Term Leases for Harbor View and Harbor Triangle Lots

This memorandum provides notice that I will be entering into the following short-term leases:

- **MiKelly Whittier Enterprises, Inc., d/b/a Friskey Mermaid Cafe & Gifts – Whittier Fudge**, for Harbor View Lots 2, 3, and 4.
- **Sandra Bartles and Rebecca Langton, d/b/a Fee's Custom Seafood LLC**, for Harbor Triangle Lots 12 and 13.

Both applicants have filed complete lease applications with the City and have met all applicable criteria. Each applicant operates an existing business, and their applications adequately address the proposed use of the property, proposed improvements and development, relevant business experience, anticipated number of employees, and the community and economic benefits their businesses provide to the City.

Under **Whittier Municipal Code Section 3.38.350(B)**, the City Manager may execute a short-term lease without City Council approval when the City Manager determines that the lease is in the City's best interest and provides written notice to the Council of the lease and its essential terms. This memorandum provides that notice.

Whittier Municipal Code Section 3.38.360 authorizes the City Manager to review lease applications and award a lease, and **Whittier Municipal Code Section 3.38.430(B)** authorizes the City Manager to negotiate the terms of a short-term lease.

Based upon my review of the applications and the applicable criteria, I have determined that these short-term leases are in the City's best interest. Each lease will be for a period not to exceed six months and will allow the applicants to occupy and use the properties while the City completes the appraisals.

Under **Whittier Municipal Code Section 3.38.450(B)**, the City Manager may waive the appraisal requirement for a short-term lease. The appraisals will be completed before the proposed long-term leases are finalized.

Once the appraisals are complete, proposed long-term leases for both applicants will be brought before the City Council for consideration and approval as required by the Whittier Municipal Code.

Gateway to Western Prince William Sound

P.O. Box 608, Whittier, Alaska 99693 | Phone: 907-472-2327 | Fax: 907-472-2404 |

www.whittieralaska.gov



PO Box 608, Whittier, AK 99693
 Phone: (907) 472-2327 | Fax: (907) 472-2404
www.whittieralaska.gov

LEASE APPLICATION

Per Whittier Municipal Code Chapter 3.38

- ☒ Request for New Lease; New Lessee
- ☐ Request for New Lease; Existing Lessee *(with no remaining options to renew)*
- ☐ Request for Assignment of Lease *(transfer existing lease to a new owner/business)*
- ☐ Request for Amendment of Lease *(modify existing lease)*

APPLICATION INSTRUCTIONS

- The information provided on the following pages shall be used by City Staff, City Council, and Commissions (as applicable) during the review process of your lease proposal. This application is considered public information and will be included in the public meeting packets.
- Any financial information included with your application is considered confidential and will be used by City Staff only; it will not be part of the public review process.
- All applicable fees must be included with your application in order to process the application. Payments can be made either by check payable to "City of Whittier" or by credit card. Current fees established by the City Fee Schedule are:

Lease Application Fee - \$500.00
Lease Amendment/Assignment Fee - \$250.00
- Submit your completed application, required attachments, and application fee to:

City of Whittier
 Attn: Assistant City Manager
 PO Box 608, Whittier, AK 99693
acm@whittieralaska.gov
 (907) 472-2327 ext. 206
- Answer all questions, noting "N/A" on any question that is not applicable. Attach additional pages, if needed.
- Your application will go through an initial review to ensure completeness. Lease staff will be in touch to coordinate any follow-up meetings, requests for missing information, and to schedule your lease application for the applicable public meetings.
- Lease applications are evaluated based on the criteria outlined in [Whittier Municipal Code 3.38.380](#)

PROPERTY INFORMATION

Physical Address	Lot 2, 3 & 4 Whittier Small Boat Harbor		
Legal Description	Lot 2 containing approximately 1,050 square feet Lot 3&4 containing approximately 2,110 square feet.		
Lot Size	☒ Full Lot ☐ Portion of Lot	If portion, list dimensions	

APPLICANT INFORMATION

Legal Name	MiKelly Whittier Enterprises, Inc.		
Doing Business As	Frisky Mermaid Cafe & Gifts - Whittier Fudge		
Type of Entity	☐ Individual ☐ Sole Proprietorship ☐ Partnership ☒ Corporation ☐ LLC ☐ Nonprofit ☐ Governmental Entity ☐ Other: _____		
Alaska Entity Number (if applicable)	53694D	Alaska Business License Number (if applicable)	2231950
Authorized Representative Full Name & Title	Michael Bender, President Kelly Bender, Vice President		
Mailing Address	PO Box 747		
City, State, Zip Code	Whittier, AK 99693		
Phone Number(s)	907-529-0235	Email	info@mikellywhittier.com

LEASE PROPOSAL**1. Proposed Use of Property**

Briefly describe the proposed use of the property, including the primary activities to be conducted on the site.

See Attached Addendum 1, #1

2. Proposed Improvements and Development

Describe any proposed improvements, development, structures, utilities, or other site work associated with this proposal. If applicable, include the anticipated phases of development and estimated commencement and completion dates.

See Attached Addendum 1, #2
and draft architectural plans Addendum A

3. Estimated Capital Investment (if applicable): \$300-400,000 See Attached Addendum1, #3**4. Funding Source**

Briefly describe how the proposed project will be funded.

See Attached Addendum 1, #4

5. Applicant Experience

Describe the applicant's experience related to the proposed use, project, business, or activity.

See Attached Addendum 1, #5
and Murkowski Letter Addendum B
and City Proclamation Addendum C

6. Anticipated Employees at Site: See Attached Addendum 1, #6**7. Community or Economic Benefits (Optional)**

Describe any anticipated community, public, economic, or employment benefits associated with the proposal.

See Attached Addendum 1, #7

Requested Initial Lease Term: 30 years

Requested Renewal Options (if any): ☒ 1 additional term ☐ 2 additional terms of _____ years each

FINANCIAL DISCLOSURE

Has the applicant, or any principal of the applicant entity, within the last ten years:

☐ Yes ☒ No Filed for bankruptcy protection?☐ Yes ☒ No Had a judgment entered against them that remains unsatisfied?☐ Yes ☒ No Had a lien filed that could materially affect the applicant's ability to perform the proposed lease obligations?

If yes, explain:

REQUIRED SUBMITTALS☒ Application Form (signed and dated)☒ Site Plan or Concept Drawing☐ Proof of Financing N/A self financed☐ Nonrefundable Application Fee**CERTIFICATION**

I understand that I may be required to pay the cost of surveys, appraisals, recording fees, permits, and other costs associated with lease processing, development, and lease administration.

I understand that insurance may be required as a condition of lease approval and ongoing occupancy of City property.

I certify that the information provided in this application is true and complete. I understand that submission of this form does not guarantee approval and that additional documentation, appraisal, or public process may be required before a lease is awarded.

I certify that I am authorized to submit this application and enter into lease negotiations on behalf of the applicant.

Applicant Signature: Michael J. Bender Date: 8/20/2026**City Use Only**

Date	8-20-26 @ 8:00am	Current Lessee?	☐ Yes ☐ No
Application Fee Paid	☒ Yes ☐ No	In good standing?	☒ Yes ☐ No
Staff Reviewer	ew	Completeness Review Date	
Alaska Entity Active Through		Next Steps	
Alaska Business License Expiration			

ADDENDUM 1 - LEASE APPLICATION LONG-FORM RESPONSES

1. Proposed Use of Property

Our historic business operations (formerly Lazy Otter Charters, and currently Frisky Mermaid Cafe & Gifts, and Sound Ideas Whittier Fudge) have long been integral components of Whittier's harbor and tourism ecosystem. Moving forward, our operations will focus exclusively on the Frisky Mermaid Cafe & Gifts, Whittier Fudge, and AVIS Alaska car rental.

Our proposed plan is to consolidate Lots 2 and 3 to expand our existing building. Bringing AVIS Alaska indoors, out of its current trailer, and expanding our retail and dining spaces will significantly enhance the pedestrian experience and connectivity within the Harbor Business District. This expansion will maximize the utility of the leased land and allow us to accommodate:

- More waterfront dining tables to serve growing visitor demand.
- A dedicated counter and workspace for Whittier Fudge.
- A permanent check-in counter for AVIS Alaska.
- Sufficient indoor storage, eliminating the need for the existing temporary storage huts on the property.

In addition to the expanded building on Lots 2 and 3, we intend to retain and revitalize Lot 4. Historically, this lot was utilized as a staging and storage area for our marine operations, supporting tasks such as engine repair and equipment storage. Moving forward, we plan to transition Lot 4 away from heavy utility use, incorporate some ground cover, and transform it into a dedicated outdoor seating and gathering area for our café patrons.

This plan aligns directly with the Whittier Comprehensive Plan and the Waterfront and Economic Development Plan (WEDP) by stimulating local economic growth and ensuring the highest and best use of limited City-leased land.

2. Proposed Improvements and Development

Our property improvement plan requests that Lot 2 and Lot 3 be consolidated into one extended lot to accommodate a larger, unified building extending from our existing structure on Lot 2.

For Lot 4, our improvements will consist of clearing the historical marine storage and repair equipment to develop an inviting, dedicated outdoor seating area (including ground cover instead of the gravel) that enhances the pedestrian-friendly atmosphere of the Harbor Business District.

Phases & Timetable: Our intent is for site preparation for the building to begin in the spring of 2027 (see draft architectural plans in Addendum A).

Note: Finalizing the architectural plans and construction timetable is contingent upon the formal consolidation of Lots 2 and 3 and final lease approval. If the combination of these lots to accommodate an expanded building is not granted, our development plans will need to be reevaluated.

3. Estimated Capital Investment

We estimate a capital investment of \$300,000-400,000 for the Lot 2 and 3 building expansion and Lot 4 revitalization.

4. Funding Source

This expansion will be entirely self-funded. Over the past 31 years, we have consistently reinvested in Whittier's infrastructure. Past investments include building the original Lazy Otter Café in 2000, continually expanding a multi-vessel marine fleet, acquiring Sound Ideas and Whittier Fudge in 2021, and purchasing four condominiums in Begich Towers to provide permanent family and staff housing (the funds for which have been generated from accrued savings and personal loans).

5. Applicant Experience

We have successfully operated visitor and maritime businesses in Whittier for over 30 years. We opened our café in 2001 and have steadily grown sales and revenue every year. In 2026, we became the Whittier operator for AVIS Alaska, which has already proven to be a successful venture.

Operating as MiKelly Whittier Enterprises, Inc. (formerly Lazy Otter Charters, Inc.), we maintain an impeccable financial and credit history with the City, boasting an exemplary record of timely payments for all leases, property taxes, utility bills, and sales and passenger taxes. Following our acquisition of the Sound Ideas Fudge Shop in 2021, we increased its annual revenues from \$70,000 to over \$150,000.

Our decades of experience and dedication to the community have been formally recognized at both the municipal and state levels:

- **Industry Awards:** We are the proud recipients of the Tourism Advancement Award (Visit Anchorage, 2016), the Alyeska Award (Alaska Travel Industry, 2018), and the Lifetime Achievement Award (Visit Anchorage, 2025).
- **State Recognition:** In April 2026, Senator Lisa Murkowski formally commended our Lifetime Achievement Award, noting our "long-standing commitment to enhancing the visitor experience" and our direct contributions "to the economic vitality of our community" (*see Addendum B*).
- **City Recognition:** On April 21, 2026, the Mayor and City Council of Whittier issued a formal proclamation honoring our lifetime of service, noting our "deep investment in the people, culture, and future of Whittier" and our role in "shaping Whittier's identity as a welcoming gateway to Prince William Sound" (*see Addendum C*).

Community Leadership: As local business owners, we are deeply involved in regional advocacy and leadership.

- Mike has represented Whittier on the Prince William Sound Regional Citizens' Advisory Board for 11 years and was previously on the Ports & Harbors Commission.
- Kelly currently serves as the President of the Greater Whittier Chamber of Commerce, oversaw the creation of Whittier's Tourism Best Management Practices program, and sits on the boards for the PWS Stewardship Foundation and the Alaska Travel Industry Foundation.

Finally, we are permanent residents of the State of Alaska, maintaining homes in both Eagle River and Whittier (where we own a condo in Begich Towers for our personal use). MiKelly Whittier Enterprises, Inc. holds all proper and current business licenses required by both the State of Alaska and the City of Whittier to operate our businesses.

6. Anticipated Employees at Site

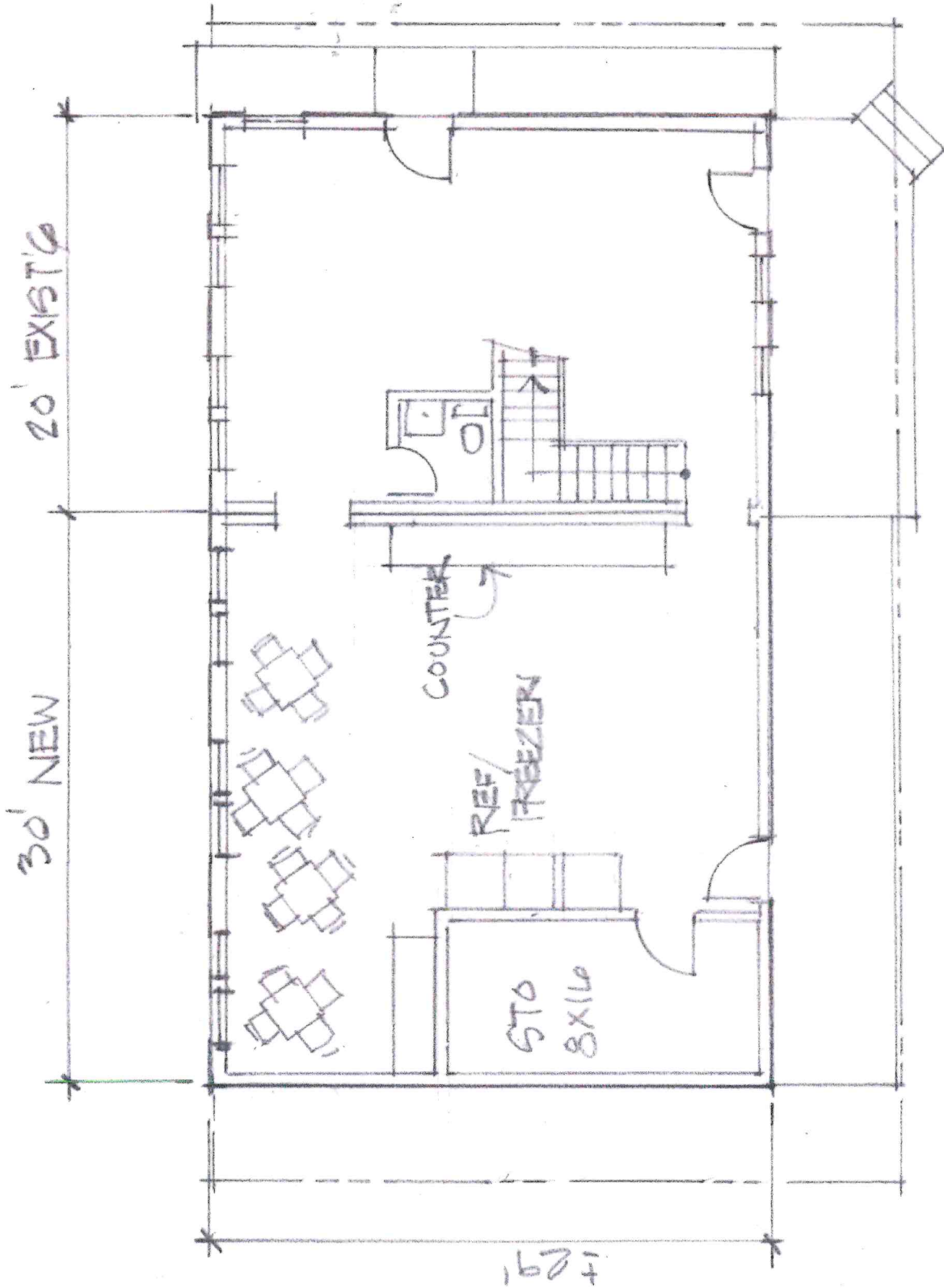
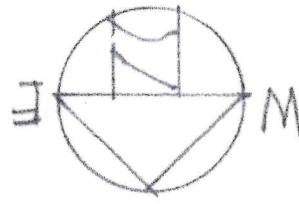
For the 2026 season, our operations employ 16 individuals (from May through September), all of whom

Time Sensitivity & Future Revenue

Finally, we respectfully request the Council's prompt consideration and approval of this lease application. With our current lease potentially ending in late September 2026, we are facing severe operational uncertainty. We are currently receiving multiple inquiries daily for the 2027 season. Without a secured lease, we cannot accept these bookings, resulting in an immediate loss of business for our family and a corresponding loss of future sales tax revenue for the City. Resolving this lease promptly will allow us to confidently secure 2027 business and continue serving Whittier without interruption.

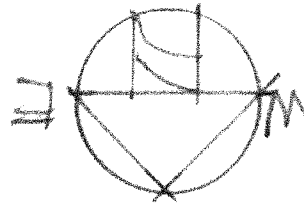
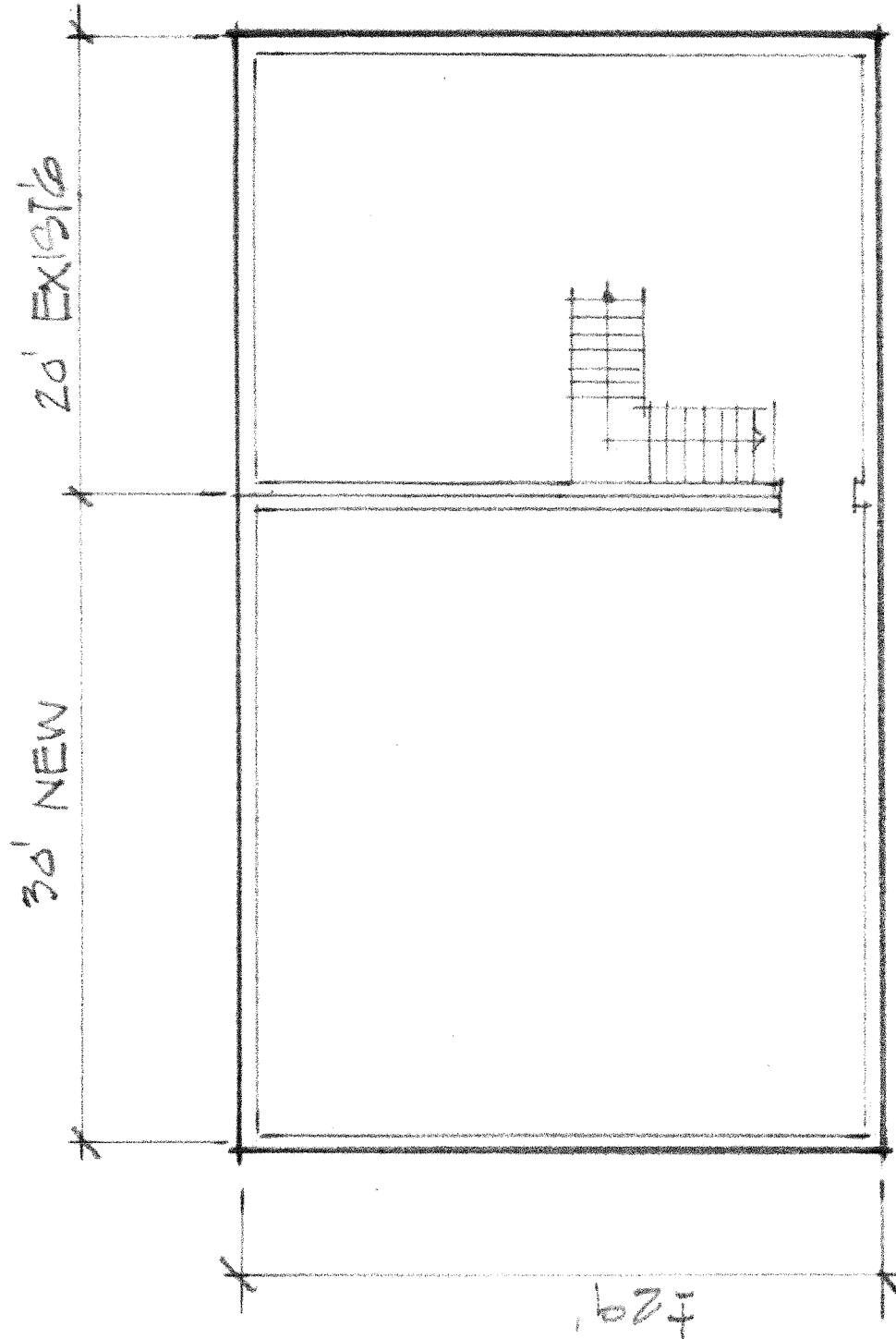
Addendum A

Item # 11.



LAZY OTTER ADDITION 1ST FLOOR PLAN

GORDO 11.12.25 1/8" = 1'-0"



LAZY OTTER ADDITION 2ND FLOOR PLAN

CARD 11.12.25 1/8" = 1'-0"

Addendum B

LISA MURKOWSKI
ALASKA



United States Senate

WASHINGTON, D.C. 20510

Item # 11.

April 3, 2026

Mike and Kelly Bender
6754 Waterfall Drive
Eagle River, AK

Dear Mike and Kelly,

It is my pleasure to offer my congratulations on your receipt of the Lifetime Achievement Award from Visit Anchorage. This award reflects your hard work, dedication, and long-standing commitment to enhancing the visitor experience with Lazy Otter Charters. In addition to providing unforgettable Alaskan experiences, you are contributing to the economic vitality of our community.

Your efforts are one of the many reasons Alaska continues to thrive. Thank you for all that you do on behalf of our state. Keep up the great work!

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa", with a large, elegant loop at the end.

Lisa Murkowski
United States Senator

**CITY OF WHITTIER
PROCLAMATION
Honoring Mike and Kelly Bender**

WHEREAS, Mike and Kelly Bender have been dedicated members of the Whittier community for several decades, contributing significantly to the economic vitality and character of the city through their longstanding local business ownership; and

WHEREAS, their work has supported residents and visitors alike, helping to shape Whittier's identity as a welcoming gateway to Prince William Sound; and

WHEREAS, beyond their business contributions, Mike and Kelly Bender have demonstrated a sustained commitment to community involvement, service, and the well-being of Whittier; and

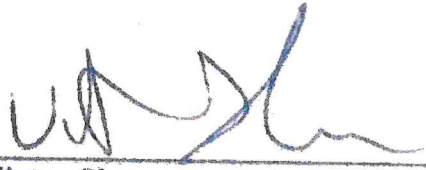
WHEREAS, their efforts have left a lasting impact on the community, reflecting a deep investment in the people, culture, and future of Whittier; and

WHEREAS, in recognition of their outstanding contributions, Mike and Kelly Bender were honored with the **Lifetime Achievement Award** by Visit Anchorage, acknowledging their enduring influence and dedication to Alaska's visitor industry;

NOW, THEREFORE, BE IT PROCLAIMED that the Mayor and City Council of the City of Whittier hereby recognize and honor Mike and Kelly Bender for their lifetime of service, their meaningful contributions to the community, and their well-deserved recognition as recipients of this distinguished award; and

BE IT FURTHER PROCLAIMED that the City of Whittier extends its gratitude and appreciation to Mike and Kelly Bender for their lasting legacy and continued impact on the community.

Dated this 21st day of April, 2026



Victor Shen
Mayor



PO Box 608, Whittier, AK 99693
 Phone: (907) 472-2327 | Fax: (907) 472-2404
www.whittieralaska.gov

LEASE APPLICATION

Per Whittier Municipal Code Chapter 3.38

- ☐ Request for New Lease; New Lessee
- ☒ Request for New Lease; Existing Lessee *(with no remaining options to renew)*
- ☐ Request for Assignment of Lease *(transfer existing lease to a new owner/business)*
- ☐ Request for Amendment of Lease *(modify existing lease)*

APPLICATION INSTRUCTIONS

- The information provided on the following pages shall be used by City Staff, City Council, and Commissions (as applicable) during the review process of your lease proposal. This application is considered public information and will be included in the public meeting packets.
- Any financial information included with your application is considered confidential and will be used by City Staff only; it will not be part of the public review process.
- All applicable fees must be included with your application in order to process the application. Payments can be made either by check payable to "City of Whittier" or by credit card. Current fees established by the City Fee Schedule are:

Lease Application Fee - \$500.00
Lease Amendment/Assignment Fee - \$250.00
- Submit your completed application, required attachments, and application fee to:

City of Whittier
 Attn: Assistant City Manager
 PO Box 608, Whittier, AK 99693
acm@whittieralaska.gov
 (907) 472-2327 ext. 206
- Answer all questions, noting "N/A" on any question that is not applicable. Attach additional pages, if needed.
- Your application will go through an initial review to ensure completeness. Lease staff will be in touch to coordinate any follow-up meetings, requests for missing information, and to schedule your lease application for the applicable public meetings.
- Lease applications are evaluated based on the criteria outlined in [Whittier Municipal Code 3.38.380](#)

PROPERTY INFORMATION

Physical Address	LOTS 12 and 13		
Legal Description	LOT 13 Harbor Triangle Area A Plat 88-64 LOT 12 Harbor Triangle Area A Plat 88-64		
Lot Size 10505 sq ft EACH	☒ Full Lot	☐ Portion of Lot	If portion, list dimensions

APPLICANT INFORMATION

Legal Name	SANDRA BARTLES AND REBECCA LANGTON		
Doing Business As	FEES CUSTOM SEAFOODS LLC		
Type of Entity	☐ Individual ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☒ LLC ☐ Nonprofit ☐ Governmental Entity ☐ Other: _____		
Alaska Entity Number (if applicable)		Alaska Business License Number (if applicable)	2209871
Authorized Representative Full Name & Title	SANDRA BARTLES (OWNER) REBECCA LANGTON (OWNER)		
Mailing Address	PO Box 790		
City, State, Zip Code	Whittier AK 99693		
Phone Number(s)	907 2485055 9073178210	Email	feescustomseafoods@yahoo.com

LEASE PROPOSAL**1. Proposed Use of Property**

Briefly describe the proposed use of the property, including the primary activities to be conducted on the site.

WE ARE A FISH PROCESSOR, GIFT SHOP, FISH MARKET

- PROCESSING CHARTER BOAT GUEST FISH
- PROCESSING COMMERCIAL FISH FOR MARKET SALES
- STORAGE AND SHIPPING OF GUESTS FISH
- RETAIL SALES OF ALASKA MADE FOOD ITEMS, SMOKED FISH, GIFT ITEMS
ART WORK, BOOKS AND GENERAL SNACKS
- RETAIL SALES OF LOCALLY CAUGHT PRINCE WILLIAM SOUND SEAFOOD

2. Proposed Improvements and Development

Describe any proposed improvements, development, structures, utilities, or other site work associated with this proposal. If applicable, include the anticipated phases of development and estimated commencement and completion dates.

- ADD ADDITIONAL FREEZER FOR QUICK FREEZE AND STORAGE OF FISH AS CHARTER FLEET GROWS
- PAINT BUILDING
- APPLY FOR BEAUTIFICATION GRANT 2027 TO MAKE OUTDOOR FREEZER MORE AESTHETICALLY PLEASING USING LOCAL ARTISTS

3. Estimated Capital Investment (if applicable): APPROXIMATELY \$50,000**4. Funding Source**

Briefly describe how the proposed project will be funded.

SAVINGS AND PERHAPS WOMENS BUSINESS LOAN

5. Applicant Experience

Describe the applicant's experience related to the proposed use, project, business, or activity.

THIS IS OUR 24th year of this business at this LOCATION

6. Anticipated Employees at Site: 6**7. Community or Economic Benefits (Optional)**

Describe any anticipated community, public, economic, or employment benefits associated with the proposal.

- WE HIRE LOCAL RESIDENTS
- WE CONTRIBUTE FINANCIALLY TO THE CITY VIA SALES TAX, LEASE PAYMENTS UTILITY USE, AND PROPERTY TAXES.
- WE ARE MEMBERS OF THE GWCC - 14 years as SECRETARY
- FINANCIALLY DONATE TO COMMUNITY EVENTS, ie CASH, FISH, GIFT BASKETS

Requested Initial Lease Term: 25 years

Requested Renewal Options (if any): ☒ 1 additional term ☒ 2 additional terms of 10 years each

FINANCIAL DISCLOSURE

Has the applicant, or any principal of the applicant entity, within the last ten years:

- | | |
|---|--|
| ☐ Yes ☒ No | Filed for bankruptcy protection? |
| ☐ Yes ☒ No | Had a judgment entered against them that remains unsatisfied? |
| ☐ Yes ☒ No | Had a lien filed that could materially affect the applicant's ability to perform the proposed lease obligations? |

If yes, explain:

REQUIRED SUBMITTALS

- | | |
|-------------------------------------|-------------------------------------|
| ☒ | Application Form (signed and dated) |
| ☒ | Site Plan or Concept Drawing |
| ☐ | Proof of Financing |
| ☒ | Nonrefundable Application Fee |

CERTIFICATION

I understand that I may be required to pay the cost of surveys, appraisals, recording fees, permits, and other costs associated with lease processing, development, and lease administration.

I understand that insurance may be required as a condition of lease approval and ongoing occupancy of City property.

I certify that the information provided in this application is true and complete. I understand that submission of this form does not guarantee approval and that additional documentation, appraisal, or public process may be required before a lease is awarded.

I certify that I am authorized to submit this application and enter into lease negotiations on behalf of the applicant.

Applicant Signature: *Sandra R. [Signature]* Date: 8/19/26

City Use Only

Date	08/20/2026 @ 8:00 AM	Current Lessee?	☐ Yes ☐ No
Application Fee Paid	☒ Yes ☐ No	In good standing?	☐ Yes ☐ No
Staff Reviewer	Shelby Carlson	Completeness Review Date	
Alaska Entity Active Through		Next Steps	
Alaska Business License Expiration			

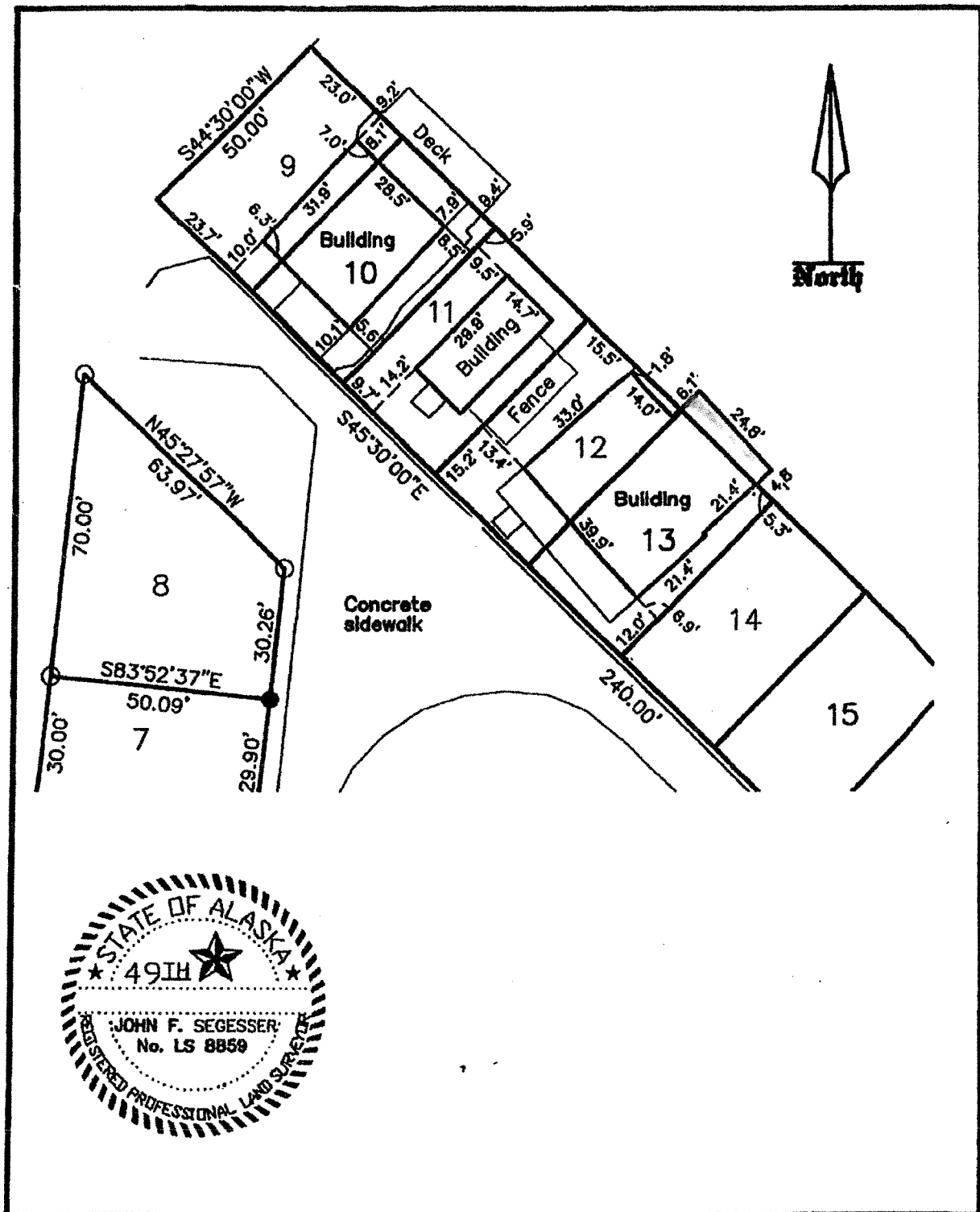
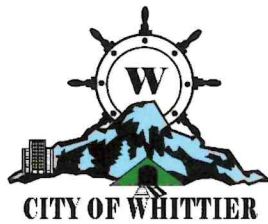


EXHIBIT A



MEMORANDUM

Date: September 22, 2026

To: Mayor and City Council

From: Jackie C. Wilde, City Manager

Subject: Denial of Lease Application for Harbor Triangle Lots 12 and 13

This memorandum provides notice that the lease application submitted by **Chou Joe Shen and Yenwen Anne Shen** for **Harbor Triangle Lots 12 and 13** has been reviewed and denied.

Under **Whittier Municipal Code Section 3.38.360**, the City Manager is responsible for reviewing lease applications and determining whether an application is complete and meets the applicable criteria. **Whittier Municipal Code Section 3.38.380** establishes the criteria used to evaluate lease applications.

The proposed use identified in the application was primarily to lease the property from the City and then sublease it to another business. The application did not demonstrate that the applicants intended to directly operate a business on the property or provide sufficient information regarding proposed improvements and development, relevant business experience, anticipated employees, or the direct community and economic benefits to the City.

Based on my review, the application did not meet the criteria necessary for the award of a lease. I have therefore not accepted or approved the application, and the application for Harbor Triangle Lots 12 and 13 is denied.



CITY OF WHITTIER
PO Box 608, Whittier, AK 99693
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LEASE APPLICATION

Per Whittier Municipal Code Chapter 3.38

- ☐ Request for New Lease; New Lessee
- ☒ Request for New Lease; Existing Lessee (*with no remaining options to renew*)
- ☐ Request for Assignment of Lease (*transfer existing lease to a new owner/business*)
- ☐ Request for Amendment of Lease (*modify existing lease*)

APPLICATION INSTRUCTIONS

- The information provided on the following pages shall be used by City Staff, City Council, and Commissions (as applicable) during the review process of your lease proposal. This application is considered public information and will be included in the public meeting packets.
- Any financial information included with your application is considered confidential and will be used by City Staff only; it will not be part of the public review process.
- All applicable fees must be included with your application in order to process the application. Payments can be made either by check payable to "City of Whittier" or by credit card. Current fees established by the City Fee Schedule are:
 - Lease Application Fee - \$500.00**
 - Lease Amendment/Assignment Fee - \$250.00**
- Submit your completed application, required attachments, and application fee to:
 - City of Whittier
 - Attn: Assistant City Manager
 - PO Box 608, Whittier, AK 99693
 - acm@whittieralaska.gov
 - (907) 472-2327 ext. 206
- Answer all questions, noting "N/A" on any question that is not applicable. Attach additional pages, if needed.
- Your application will go through an initial review to ensure completeness. Lease staff will be in touch to coordinate any follow-up meetings, requests for missing information, and to schedule your lease application for the applicable public meetings.
- Lease applications are evaluated based on the criteria outlined in [Whittier Municipal Code 3.38.380](#)

PROPERTY INFORMATION			
Physical Address	204 Harbor Triangle Rd, Whittier, AK		
Legal Description	Lots 12 & 13 Whittier Harbor Triangle, Whittier, AK (Previously Lots 11 & 12 prior to 2017 Amendment)		
Lot Size	☒ Full Lot ☐ Portion of Lot	If portion, list dimensions	

APPLICANT INFORMATION			
Legal Name	Chou Joe Shen & Yenwen Anne Shen		
Doing Business As	Anchor-Sportsman Inn		
Type of Entity	☐ Individual ☒ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ LLC ☐ Nonprofit ☐ Governmental Entity ☐ Other: _____		
Alaska Entity Number (if applicable)		Alaska Business License Number (if applicable)	981320
Authorized Representative Full Name & Title	Chou Joe Shen & Yenwen Anne Shen		
Mailing Address	PO Box 750		
City, State, Zip Code	Whittier, AK 99693		
Phone Number(s)	907-440-4639	Email	anchorinnwhittier@yahoo.com

LEASE PROPOSAL
1. Proposed Use of Property Briefly describe the proposed use of the property, including the primary activities to be conducted on the site. Continuing the existing business "Fee's Custom Seafood" operation which includes: Retail sales and seafood processing. Please see attached letter from applicants Chou Joe Shen and Yenwen Anne Shen for additional explanation. If we are approved to lease Lots 12 & 13, we will continue subleasing to Fee's Custom Seafood. When the remaining escrow balance is paid off for the sale of the buildings, the lease will be transferred to Fee's Custom Seafood.

2. Proposed Improvements and Development

Describe any proposed improvements, development, structures, utilities, or other site work associated with this proposal. If applicable, include the anticipated phases of development and estimated commencement and completion dates.

We do not have planned improvements and development. But Fee's Custom Seafood does, please see below for Fee's Custom Seafood Response:

Paint building, potentially utilize the City of Whittier' Beautification Grant for painting the outside freezer (if grant is available next year), and additional freezer updates.

3. Estimated Capital Investment (if applicable): \$50,000 (per Fee's Custom Seafood Response)**4. Funding Source**

Briefly describe how the proposed project will be funded.

Per Fee's Custom Seafood response:

Savings, and potentially Small Business Loans for Women-owned business

5. Applicant Experience

Describe the applicant's experience related to the proposed use, project, business, or activity.

Per Fee's Custom Seafood response:

Existing business has 20-plus years of experience in retail sales and seafood processing. Countless of sportfishers and commercial fishers have used and trust Fee Custom Seafood's quality services.

6. Anticipated Employees at Site: 4 to 6 (per Fee's Custom Seafood Response)**7. Community or Economic Benefits (Optional)**

Describe any anticipated community, public, economic, or employment benefits associated with the proposal.

Per Fee's Custom Seafood response:

Business provides employment opportunity, fish processing service available in a small town that serves as Prince William Sound gateway for fishing excursions, and community involvement.

Requested Initial Lease Term: 25 years

Requested Renewal Options (if any): ☐ 1 additional term ☐ 2 additional terms of _____ years each

AUG 31 2026

FINANCIAL DISCLOSURE

Has the applicant, or any principal of the applicant entity, within the last ten years:

☐ Yes ☒ No

Filed for bankruptcy protection?

☐ Yes ☒ No

Had a judgment entered against them that remains unsatisfied?

☐ Yes ☒ No

Had a lien filed that could materially affect the applicant's ability to perform the proposed lease obligations?

If yes, explain:

REQUIRED SUBMITTALS

Application Form (signed and dated)



Site Plan or Concept Drawing



Proof of Financing



Nonrefundable Application Fee

CERTIFICATION

I understand that I may be required to pay the cost of surveys, appraisals, recording fees, permits, and other costs associated with lease processing, development, and lease administration.

I understand that insurance may be required as a condition of lease approval and ongoing occupancy of City property.

I certify that the information provided in this application is true and complete. I understand that submission of this form does not guarantee approval and that additional documentation, appraisal, or public process may be required before a lease is awarded.

I certify that I am authorized to submit this application and enter into lease negotiations on behalf of the applicant.

Applicant Signature: Chloe ShenDate: 8/31/26Yun Wei Shen8/31/2026**City Use Only**

Date		Current Lessee?	☐ Yes ☐ No
Application Fee Paid	☐ Yes ☐ No	In good standing?	☐ Yes ☐ No
Staff Reviewer		Completeness Review Date	
Alaska Entity Active Through		Next Steps	
Alaska Business License Expiration			