

To: Whittier City Council  
From: City Manager Jackie C. Wilde  
Re: City Manager Report for October 2025 Council Meeting

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The City of Whittier's October report captures significant progress and critical updates across multiple departments, showcasing the city's continued commitment to infrastructure development, financial accountability, and community engagement.

### **City Manager Office**

This month has been both productive and transitional for the City of Whittier. I attended a meeting with U.S. Senator Dan Sullivan to discuss the HR-1 "Big, Beautiful Bill Act," one of the most comprehensive and positive pieces of legislation for Alaska in decades. The Senator later sent a detailed letter outlining the bill's many components, which address a wide range of priorities for Alaskans. His correspondence offered valuable insight into how this new law supports infrastructure, energy, and community development statewide—reinforcing Whittier's continued role in these broader efforts.

We also experienced a leadership transition. The City has released our Assistant City Manager from her position. Shelby Carlson has been appointed Acting Assistant City Manager and will continue to perform her City Clerk duties during this period. Later this month, I will attend the International City/County Management Association (ICMA) Conference from October 22 through November 1. During that time, an Acting City Manager will be appointed, and the Council will receive a formal notice before my departure.

Included in this month's Council packet is the City Manager Review Packet, which outlines my work and progress over the past year. It provides the Council with the framework and materials needed to complete their evaluation based on what they have personally seen and experienced of my work throughout the year. This process not only reflects the outcomes achieved under my leadership but also establishes a clear, consistent evaluation method that can be used in the years ahead.

### **Finance Department Report**

This report reflects an abbreviated look at finance-related *activities* through the end of September, 2025, with financial statements through August, 2025. Through August, 66.7% of the fiscal year has elapsed.

### **FINANCIAL HIGHLIGHTS THROUGH AUGUST**

**GENERAL FUND:** The General Fund shows revenues and transfers-in through August at 72.2%. Overall, Taxes are at 75.9%, with personal property tax at 102.7% of budget, real property tax at 91.5%, and sales tax at 58.3%. Fish tax revenues will be received in October but are expected to come in significantly lower than the budgeted \$60,000. Although Passenger Transportation Business Tax (PTBT) ceased in 2025 when it was replaced with the water-borne transportation fee, there remain \$9,556 in unbudgeted Business Transportation Tax revenues recorded in 2025 which were related to the prior year. The new Water-Borne Transportation Fee is reported not in the General Fund as the PTBT was in previous years, but in the Harbor Major Repair and Replacement Fund #73. Through August, *collections* from the Water-Borne Transportation Fee total \$181,568 versus a budget of \$520,000. However, in the previous year, collections of the PTBT Tax through August were approximately \$132,000, so collections of the Water-Borne Transportation Fee through August, are roughly \$50,000 higher than collections of the former PTBT Tax through August. The bulk of these fees (approximately 2/3) are typically reported

and paid in September. The reallocation of these fees from the General Fund to the Harbor's Major Repair and Replacement Fund reflects the City's concerted effort to strengthen the financial health of the Harbor by identifying a dedicated revenue source for the repair and replacement of harbor capital assets and infrastructure rather than relying on moorage and wharfage fees to replace aging floats, docks and related facilities. The loss of the more than \$300,000 Business Transportation Tax revenues to the General Fund is expected to be replaced with a new Ground Transportation Fee which will take effect January 1, 2026.

The bulk of intergovernmental revenues for State revenue sharing and state and federal grants, have not come in through August, resulting in that classification of revenues being under budget by more than \$328,000. However, a number of grants have wrapped up at the end of the summer (Police Equipment at \$37,791, ALPAR \$3,500) so those revenues will be recorded by year-end. Lease revenues only appear higher than the budget through August, but are expected to be adjusted at year-end to reflect the GASB87 accounting for leases. A complete picture of lease revenues also requires recording of lease interest which is budgeted at \$373,000 with actuals not having been recorded through August. Investment earnings are at approximately \$39,000 through August, versus a budget of \$80,000, coming in under budget thus far.

General Fund expenditures and transfers-out are at 58%, or under budget by 9% through August. All General Fund departments are under budget through August, including Fire which, when combined with EMS, is within budget. It is common for general government departments to delay purchases until later in the season to provide flexibility to address unforeseen issues that may arise. In addition, some material grant-related contracted services are expected to be billed after the summer season (economic development plan, transportation study, Safe Streets For All project, etc.).

The Cruise Ship Tax Fund received \$1,156,735 related to the previous years' collections of passenger fees. This is under the budgeted amount of \$1,625,000 by \$468,265 based on timing between the two years. We expect that in 2025, we will be under budget in revenues of \$450,000 due to this timing difference, but revenues related to the 2025 season will be received in February 2026 and are expected to be higher as a result of 2025 representing the first full season of the Huna-Totem Corporation cruise facility opening in Whittier, with a reported 66,000 passengers in the first full season.

**PUBLIC WORKS EQUIPMENT FUND #14:** The Public Works Equipment Fund has a cash balance of \$450,024. The City has ordered a new 2025 CAT Model 160-15 AWD motor grader including a front hydraulic plow, snow wing including operator training, at an estimated all-in cost of \$507,355.30. Rather than purchase the grader outright, the City has entered into an agreement to make six equal payments of \$84,559.05 in the form of a capital lease, with plans to utilize annual General Fund contributions to offset a portion of these costs so as to preserve the use of funds for future public works equipment purchases.

**WATER AND SEWER FUND:** The Water and Sewer Fund revenues through August are at 81.7%, or higher than the expected 67% budget. Although the primary seafood operator has not opened for the season, the facility has sold to a new owner who anticipates operations beginning in 2026. This is expected to have a positive impact on the water/sewer utility. Investment income is well below budget due to the lower interest rate environment, offset in part, by state grant revenues coming in \$10,000 higher than budget, representing a State DEC Lead Service Line Grant. Excluding depreciation, expenses are at 33% through August, well below target. While the 2025 budget includes anticipated debt service principal and interest expense of \$52,639, the City will not owe a debt payment in 2025 based on delaying completion of the new Sewer Lift Station project, for which a loan was taken out from DEC for

completion. Through August, the Water/Wastewater Major Repair and Replacement Fund has a cash balance of \$1,077,582.12 which is sufficient to cover 27.8 months' of operations, excluding depreciation.

**HARBOR FUND:** Revenues and Transfers-In for the Harbor Fund are at 73.2% through August, exceeding budget largely due to the early timing of the billing and payment of annual moorage early in the year. Overall, Charges for Services (includes moorage, utilities, wharfage, launch, parking, etc) are at 71.5% through August, or nearly 6% over budget. Lease revenues exceed the annual budget but will be adjusted based on the new GASB67 accounting for leases, at year-end. Investment income and grant revenues have yet to be recorded, but having just completed the RE-VEEP Harbor Lighting project, we anticipate recording grant revenues of \$53,500 in October. Expenses through August excluding depreciation, are at 55.1%, or under budget. This is partly related to the fact that bond debt payments come later in the year, plus the Harbor has put off spending until the end of the summer season, to accommodate unforeseen needs that may arise. The Harbor also expects to come in significantly under budget for the Outside Contractors line item, largely due to harbor staff being able to facilitate software conversions in-house rather than requiring costly outside assistance for much of the financial accounting conversion. The Capital Equipment account no. 9520 is under budget by \$53,500; however, the work related to the RE-VEEP Harbor Boardwalk Lighting Replacement Project is complete, and an invoice from the vendor is forthcoming. The Harbor Major Repair and Replacement Fund #73 has a cash balance of \$675,079 which is set aside to pay for repair and replacement of major Harbor infrastructure and assets. Over time, the new water-borne passenger fee revenues are earmarked for the purpose of addressing harbor capital needs so as to avoid having to raise moorage and wharfage rates in order to repair and replace major harbor infrastructure such as floats, launch ramps, etc.

**DELONG DOCK:** This Fund has received little revenue in 2025 through August, largely due to the community's largest seafood processing company not operating this season. The negative wharfage fees recorded through August are related to a prior year billing adjustment and will likely be reclassified to a Miscellaneous Expense, so as to not skew current year revenues, prior to year-end. Interest revenues are lower than budgeted due to the low interest rate environment. On the expense side, an adjustment will be made to reduce the budgeted transfer-out to the General Fund at year-end, as this transfer represents a portion of the anticipated revenues paid in the form of payments-in-lieu-of-taxes, and because revenues have come in under budget, so will the transfers-out from DeLong Dock to General Fund. Through August, excluding depreciation which has not yet been recorded, expenses are at 48%. This is largely the result of the harbormaster making every effort to avoid spending money on the facility while it lacks much in the way of revenue generation activities.

**MOTOR POOL:** The Police Department ordered a new police cruiser which will be arriving soon, and which will be recorded on the books upon delivery.

**HARBOR MRRF:** The Water-Borne Passenger Fees are new fees established in 2025. There was a slight delay in recording those fees in the financial statements due to the need to create a new electronic form in the accounting system, to track business tax payments to ensure correct computation of the fee. This issue was resolved and the revenues appear posted to the Harbor MRRF Fund #73 by August.

**GRANTS:** As the summer season winds down, staff have finalized work on multiple City grants, including ALPAR 2025 (litter patrol), Harbor RE-VEEP Lighting Project, one of the two Shotgun Cove Road grants, the Police Radio Grant, and we have nearly completed the Lift Station No. 5 Project. Work is well underway on the Harbor Phase III Replacement Project, the Safe Streets 4 All grant, Shotgun Cove Road Mile 2-3 Project, and Cybersecurity projects. Work continues on the Buckner Building

assessment grant, Waterfront Development Project, and on finalizing acceptance of the Water Well Project. Staff continue to pursue grant funding opportunities for other important initiatives such as replacement of Delong Dock, and improvements to Whittier Core streets and sidewalks.

## **City Clerk Report**

The October local election went smoothly, with three council members elected to new three-year terms. A huge thank-you to the Election Board—Alexandra Matsumiya and her crew—for their continued dedication. Without their hard work, there wouldn't be an election at all, and we're grateful for their reliability year after year.

The Clerk's Office has been busy processing multiple land use permit applications and continuing maintenance of the City website and social media channels to share timely updates on projects like the Shotgun Cove Road extension and other community news. Work also continues on developing a more comprehensive and Whittier-specific records retention schedule.

Finally, collaboration with the City Manager remains a priority to keep momentum on the many projects underway in the Assistant City Manager's portfolio.

## **Harbor Department Report**

### **Admin**

Admin staff have been busy with vessel assignments prior to pile work to ensure a clear path for the barge when it arrives in mid October. Major progress has been made in software migration from our desktop software to cloud based programs. QuickBooks and MarinaGo have been migrated over and are going through a detailed truthing to ensure information is accurate. Harbor office was shut down for the week of Oct 13 to ensure a smooth transition and included in-depth online training with vendors. Harbormaster met with federal lobbyist to discuss current events on DC and locally. Meeting was productive and informative. Mr. Korbe took Seb on a tour of Shotgun Cove road progress. New LED lighting on the boardwalk and launch ramp is completed. The project was a grant from AEA and was completed on time and under budget. Harbormaster will be attending the Alaska Association of Harbormasters and Port Administrators the week of 20 October.

### **Operations**

Harris Sand & Gravel is making good progress on float assembly. A-float requires some adjustments to whalers and through rod placement but progress continues and there are no major delays anticipated. Pile driving operations are expected to begin 3<sup>rd</sup> week of October when the smaller barge arrives. Winter shutdown is complete throughout the harbor and waterlines have been blowdown. There is one heat-traced waterline available in the harbor located on the headwalk between B-Float and Xray float (same location as last winter).

### **Police Department Report**

September activity included notable serious incidents concentrated in Assault- and Disturbance-related calls. There was a high level of traffic enforcement this month. Call distribution remained consistent between Girdwood and Whittier.

Personnel: On October 1, 2025, Officer Jerry Herrod was promoted to Lieutenant. This fills the vacancy left by Lt. Corbett who retired early this year.

Officer Cory Smith resigned from the Whittier Police Department at the end of September. He will be relocating to the State of Texas to continue his law enforcement career with his family.

### Highlights

- Data from September 1 – September 30, 2025
- Total calls: 334 (Whittier 114, Girdwood 217, Other 3).
- Jurisdictional mix: Whittier 34.1% / Girdwood 65.0% / Other 0.9%.
- Serious call types: Disturbance — 8; Domestic Disturbance — 3; Assault — 1; Sexual Assault — 1.

### Calls by Service Area

Service Area	Calls
Whittier	114
Girdwood	217
Other	3
Total	334

### Call Types by Jurisdiction

Call Type	Whittier	Girdwood	Other	Total
Security Check	44	129	0	173
Traffic	10	27	1	38
*Whittier EMS	15	0	1	16
Parking Problem	10	2	0	12
Disturbance	1	7	0	8
*Whittier Fire	7	0	0	7
Agency Assist	2	3	1	6
Follow Up	2	4	0	6
Welfare Check	0	6	0	6
Trespassing	4	1	0	5
Mental Subject	0	4	0	4
Citizen Contact	1	2	0	3
Criminal Mischief	1	2	0	3
Domestic Disturbance	1	2	0	3
Parking Enforcement	3	0	0	3
Suspicious	0	3	0	3
Civil Standby	0	2	0	2
Foot Patrol	2	0	0	2
Found Property	1	1	0	2
Information	0	2	0	2
Public Assist	1	1	0	2
Threatening	0	2	0	2
Unknown	1	1	0	2
Vehicle Check	0	2	0	2

Call Type	Whittier	Girdwood	Other	Total
911 Abandoned Call	0	1	0	1
Abandoned Vehicle	0	1	0	1
Assault	0	1	0	1
Bear	1	0	0	1
Civil Problem	1	0	0	1
Deceased Person	1	0	0	1
Domestic Problem	0	1	0	1
EMS	0	1	0	1
Fraud	1	0	0	1
Harassment	0	1	0	1
Missing Person	0	1	0	1
MVA - Hit & Run	0	1	0	1
Noise Complaint	1	0	0	1
Patrol of the Area	0	1	0	1
Protective Order	0	1	0	1
Public Appearance	0	1	0	1
Sexual Assault	1	0	0	1
Suicidal Subject	0	1	0	1
Theft	0	1	0	1
Training	0	1	0	1
Transport	1	0	0	1
Vehicle Theft	1	0	0	1

### Citations

Jurisdiction	Citations
Whittier	13
Girdwood	8
Other	2
Total	23

### Fire Department Report

In September, Whittier Fire/EMS responded to a total of **26 calls for service**. Our team remains committed to supporting the community through both emergency response and outreach efforts.

#### Call Breakdown:

- **16 EMS (Emergency Medical Service) Calls**
- **5 Fire Calls**
- **1 Rescue**
- **1 Walk-in**
- **3 Out-of-Service Area Responses**

In addition to emergency services, we assisted community members with **vehicle jump starts, directions, and vehicle lock-outs.**

### Community Engagement – September 2025

Whittier Fire/EMS continues to stay actively involved in community outreach and education efforts. Here are some of the highlights from this month:

- **School Breakfast Visit:** Attended a breakfast event with children and staff, helping to build strong relationships with local youth and educators.
- **Preschool Bike Safety Session:** Joined a preschool class to demonstrate and teach important **bike safety tips** in a fun and engaging way.
- **9/11 Memorial Participation:** WFD members honored the fallen by attending the **9/11 Fallen Firefighter Memorial** at Station 1 in Anchorage.
- **Children’s Lunch Box Partnership:** Continued collaboration to provide meals for children and less-fortunate members of our community.
  - **12 meals** were distributed during September.
  - Meals are available at the station **daily from 9:00 AM to 5:00 PM.**





## City of Whittier Fire/EMS Department Yearly Statistics 2025



	Jan		Feb		Mar		Apr		May		Jun		Jul		Aug		Sep		Oct		Nov		Dec													
	Time			Time			Time			Time			Time			Time			Time			Shift														
	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C	A	B	C									
EMS/Medical	5	1	1	5	1	1	4	5	6	5	2	11	4	1	8	12	4	13	6	7	8	8	3	10	3											
Fire	3			2			2			5		6	1		6			1	3						3	2										
Rescue				2			2				1			1	2		2	1		2	7		1													
Walk-In	1			2			3	2		4	1		3		4			5		5		1														
Transport out of Whittier							2	1		1	1	1	2		3			2		4	7	1	1	5	2											
After hrs call duty phone							1						4		2			4		7		1														
Out of Service Area				1			1						2					2		2	1	1	1													
Sub-total	0	8	1	1	10	1	1	9	0	5	11	5	2	20	5	1	15	14	4	16	12	7	12	15	4	15	7	0	0	0	0	0	0	0	0	0
Totals	9			12			10			21			27			30			32			34			26			0			0			0		
Community Outreach																																				
	Jan		Feb		Mar		Apr		May		Jun		Jul		Aug		Sep		Oct		Nov		Dec													
	Time B			Time B			Time B			Time B			Time B			Time B			Time B			Time B														
Station Tours	2			7			8			11			25			40			61			11			9											
Meals Provided	50			33			24			11			118			123			196			53			12											
Other	1			5			6			8			9			11			8			3			3											
Totals	53			45			38			30			152			174			265			67			24			0			0			0		

201 Total calls for service  
43 Calls for cruise ship passengers  
21% of all medical calls cruise ship related

Time  
A - 0000-0800  
B - 0800-1800  
C - 1800-2400

### Public Works Monthly Report

During the past month, the Public Works and Water/Wastewater Department continued to focus on seasonal preparation, equipment maintenance, and ongoing infrastructure projects. The Whittier Police Department decommissioned the former Chief's Expedition and completed the upfitting of the new Chief's truck. Preventive maintenance services were performed, and winter tires were installed on all Police, Public Works, and Water/Wastewater vehicles. Public Works also prepared winter response equipment, including snow boxes, blowers, sanders, loaders, and the grader, to ensure readiness for the upcoming season.

In the sanitary sewer system, construction of Lift Station #5 has been completed. The department is finalizing contract deliverables and preparing the final grant documentation for submission.

Within the water division, the Finance and Water Departments are finalizing the State Revolving Fund (SRF) grant for Well Field Improvements and automation upgrades. The department also completed the removal and storage of 22 seasonal meters in preparation for winter.

Roadway operations transitioned to winter readiness, with staff conducting seasonal changes to signage and trash receptacles, marking winter hazards, and procuring and bagging 40 tons of winter sand for snow and ice control.

Significant progress has been made on the Second Salmon Run (SCR) construction project between Mile 2 and 3.5. QAP has cleared and grubbed approximately 1.5 miles of roadway, constructed 1.5 miles of pioneer road, installed 24 of the 35 planned culverts, and moved and placed nearly 10,000 cubic yards of rock. Three blasts have been completed in rock sections, and QAP intends to continue working until weather and snow conditions halt progress. The Well Field Upgrades project is ongoing, with staff pursuing additional funding opportunities through the ADEC SRF Grant program.

The Public Works Department has also dedicated time to organizing and inventorying the shop to improve operational efficiency. Efforts have focused on ensuring adequate supplies and materials are available to respond to emergencies throughout the winter. The department's mechanic has concentrated on assessing current inventory, procuring essential items, and improving the functionality of the maintenance workspace.

Throughout the month, the Public Works Director participated in several key meetings and coordination efforts. These included the City Council meeting and multiple sessions with CRW Engineering regarding the Shotgun Cove Road project, Wastewater 301H permit renewal, and Lift Station #5. The Director also represented the City in the U.S. Forest Service's Trinity Point Master Plan (FLAP) project during monthly progress meetings. Additional coordination occurred with the City Manager on permitting and land use matters, as well as lease reviews. Work continued with the Director of Finance on capital improvement project (CIP) development, the FY2026 budget, and Water/Wastewater accounts receivable. The department also participated in the Waterfront Development Master Plan and Whittier Moves Transportation Master Plan initiatives.