



# City of Valdez

212 Chenega Ave.  
Valdez, AK 99686

## Meeting Agenda

### Parks and Recreation Commission

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Tuesday, January 14, 2025

6:30 PM

Council Chambers

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#### Regular Meeting

#### REGULAR AGENDA - 6:30 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

1.

IV. PUBLIC BUSINESS FROM THE FLOOR

V. NEW BUSINESS

1. [Disc Golf Course](#)

VI. REPORTS

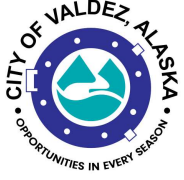
1. [Clerk Sheri Pierce Presentation on Commission Roles and Responsibilities](#)

3. [Community Development Director Kate Huber's Update on Title 16](#)

2. [PRCS 2024 Year End Report](#)

VII. COMMISSION BUSINESS FROM THE FLOOR

VIII. ADJOURNMENT



# City of Valdez

212 Chenega Ave.  
Valdez, AK 99686

## Legislation Text

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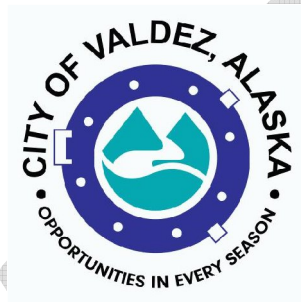
**File #: 25-0014, Version: 1**

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DRAFT - Meeting Minutes

# City of Valdez

212 Chenega Ave.  
Valdez, AK 99686



## DRAFT - Meeting Minutes

Tuesday, December 10, 2024

6:30 PM

Regular Meeting

Council Chambers

## Parks and Recreation Commission

**REGULAR AGENDA - 6:30 PM**

**I. CALL TO ORDER**

**II. ROLL CALL**

**Present** 5 - Chair Sarah Jorgenson-Owen  
Chair Pro Tempore Pete Carter  
Commission Member Benjamin Rush  
Commission Member Jeremy Robida  
Commission Member Heidi Johnson

**Absent** 1 - Aidan Shafland

**Also Present** 2 - PRCS Director Ken Wilson  
Office Manager Lisa Anderson

**III. APPROVAL OF MINUTES**

1. Approval of Parks and Recreation Commission Minutes for November 12, 2024  
Minutes were adopted by consent.

**IV. PUBLIC APPEARANCES**

Public Appearance by Nathan Davis, Russell Holford on the Disc Golf Course

Chair Pro Tempore Carter makes motion to put this on next agenda,  
Commission Member Robida seconds

**V. PUBLIC BUSINESS FROM THE FLOOR**

**VI. UNFINISHED BUSINESS**

1. Selection of Trail Committee Members and Start Date for First Meeting

MOTION: Commission Member Robida moved, seconded by Chair Pro Tempore Carter, to postpone indefinitely the selection of a Trail Committee Members

**VOTE ON THE MOTION:**

Yays: 5 – Chair Jorgenson-Owen, Chair Pro Tempore Carter, Commission Member Rush, Commission Member Robida, Commission Member Johnson

Absent 1 – Commission Member Shafland

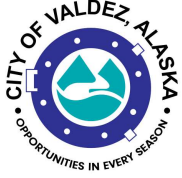
**VII. REPORTS**

1. PRCS Director Ken Wilson's Report on PRCS's Master Plan Goals and Objectives

**VIII. COMMISSION BUSINESS FROM THE FLOOR**

**IX. ADJOURNMENT**

**DRAFT**



Legislation Text

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**File #:** 25-0015, **Version:** 1

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**ITEM TITLE:**

Disc Golf Course

**SUBMITTED BY:** Lisa Anderson

**FISCAL NOTES:**

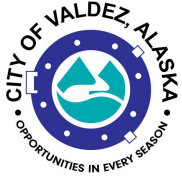
Expenditure Required: N/A  
Unencumbered Balance: N/A  
Funding Source: N/A

**RECOMMENDATION:**

N/A

**SUMMARY STATEMENT:**

N/A



Legislation Text

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**File #:** 25-0016, **Version:** 1

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**ITEM TITLE:**

Clerk Sheri Pierce Presentation on Commission Roles and Responsibilities

**SUBMITTED BY:** Lisa Anderson

**FISCAL NOTES:**

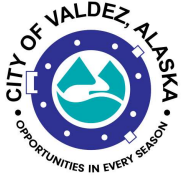
Expenditure Required: N/A  
Unencumbered Balance: N/A  
Funding Source: N/A

**RECOMMENDATION:**

N/A

**SUMMARY STATEMENT:**

N/A



Legislation Text

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**File #:** 25-0017, **Version:** 1

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**ITEM TITLE:**

Community Development Director Kate Huber's Update on Title 16

**SUBMITTED BY:** Lisa Anderson

**FISCAL NOTES:**

Expenditure Required: N/A  
Unencumbered Balance: N/A  
Funding Source: N/A

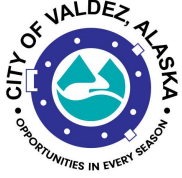
**RECOMMENDATION:**

N/A

**SUMMARY STATEMENT:**

N/A





Legislation Text

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**File #:** 25-0018, **Version:** 1

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**ITEM TITLE:**

PRCS 2024 Year End Report

**SUBMITTED BY:** Lisa Anderson

**FISCAL NOTES:**

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

**RECOMMENDATION:**

N/A

**SUMMARY STATEMENT:**

N/A



City of  
**VALDEZ**

# 2024 Year End Report

- The Civic Center has hosted 181 events.
- The Cinema has played X movies.

### New Events

Chugach Alaska's Annual Meeting  
Arctic Chamber Orchestra  
Marathon's Appreciation Dinner

### Returning

Valdez Theatre Conference  
AVV's Women of Distinction  
SWAN Wellness Symposium

### Upcoming Events for 2025

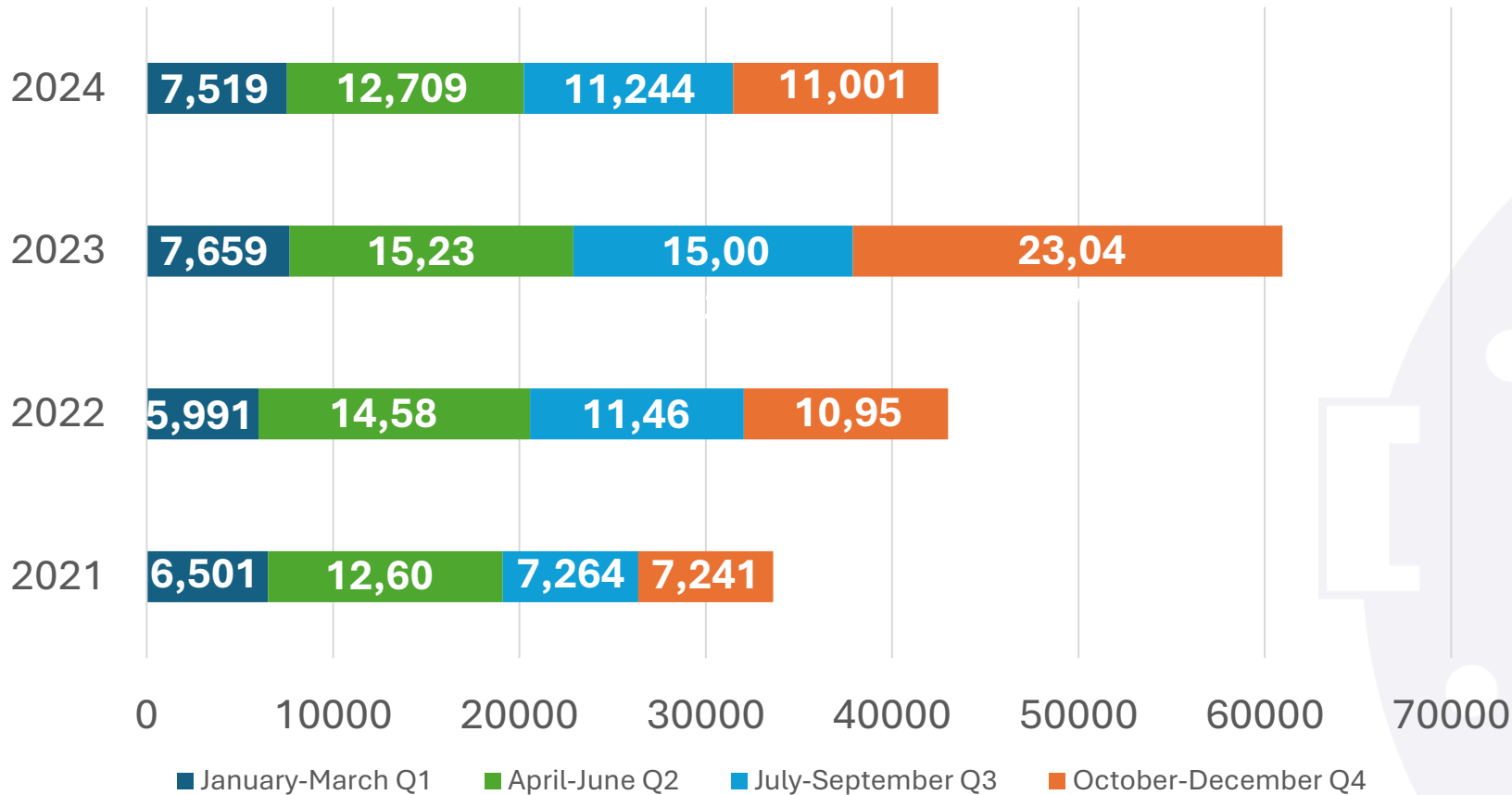
- Conoco Phillips Spill Drill Exercise.
- PWSC Play Production
- Valdez Arts Council Spring Performances



VCCC Exterior by Robert Smith

# Valdez Convention & Civic Center

Civic Center Yearly Traffic by Quarter to July 30<sup>th</sup>



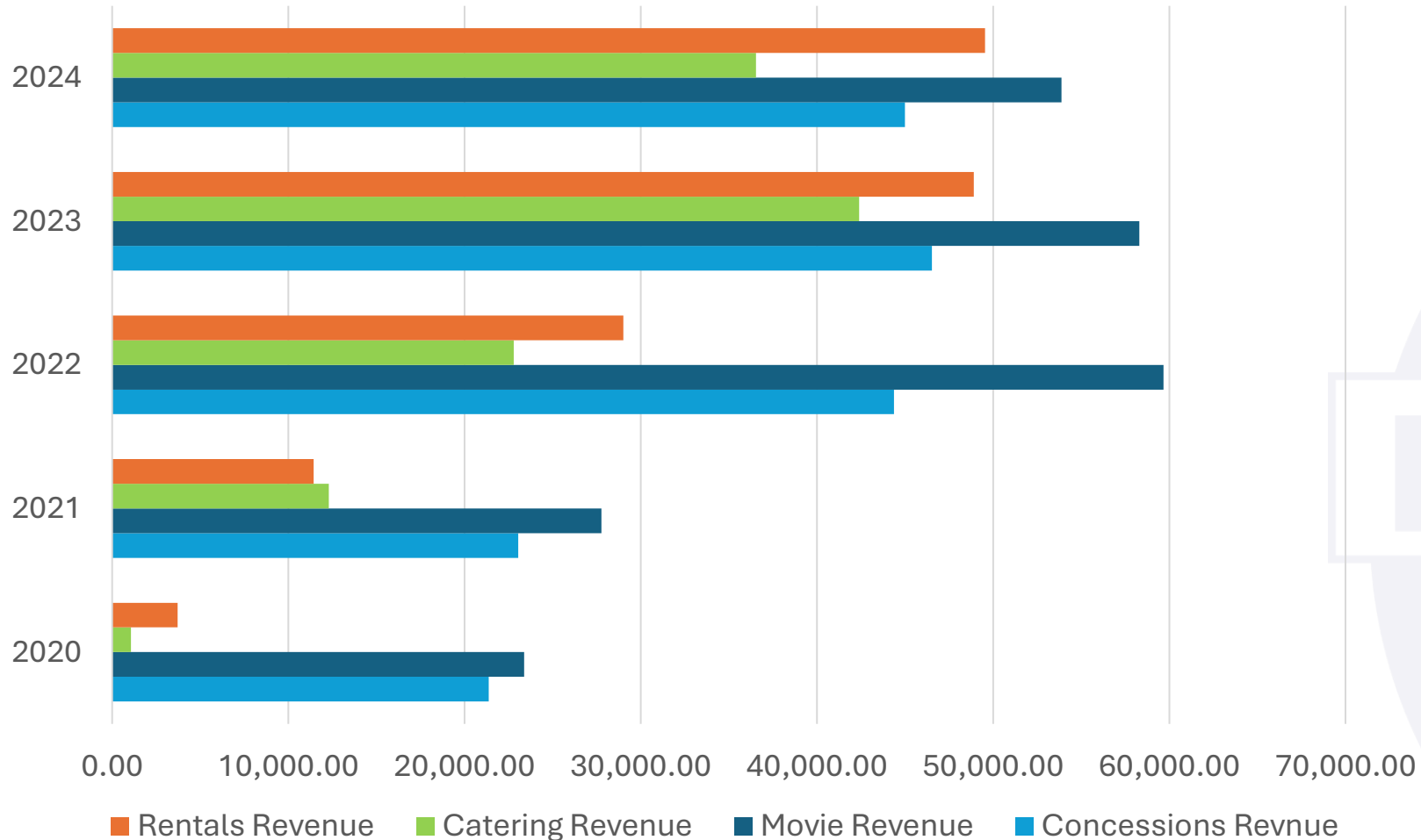
## Building Traffic

### Quarterly Attendance

- January – March: **7,519 INS**
  - 45 Events
  - 9 Movies
- April – June: **12,709 INS**
  - 39 Events
  - 7 Movies
- July – Sep: **11,244 INS**
  - 26 Events
  - 9 Movies
- October – Dec: **11,001 INS**
  - 37 Events
  - 8 Movies

# Valdez Convention & Civic Center

Civic Center Yearly Revenue



## Yearly Revenue

### Revenue for 2024

- Rentals - \$49,543.23
- Catering - \$36,536.39
- Movies - \$53,875.50
- Concession - \$45,001.25

### Changes from 2023

- Rentals - \$48,911.00
  - **(+\$632.23 in 2024)**
- Catering - \$36,536.39
  - **(-\$5,860.40 in 2024)**
  - **Less multiday catered events than 2023.**
- Movies - \$53,875.50
  - **(-\$4,422.50 in 2024)**
  - **Events booking theatre & film underperformance industry wide.**
- Concession - \$45,001.25
  - **(-\$1,519.75 in 2024)**

### New Audio Equipment

- 2 new sound boards, replacing our 2015 boards.
- 4 new wireless microphones with a receiver for the ballrooms.
- 2 new front of house speakers.
- 4 new monitors.
- 1 drum mic & 2 SM57 instrument mics.



### Event Temple

- New online booking & billing software to organize and streamline the booking process.
- Currently in the process of building the backend for public facing launch in March.



## Event Temple

### Advertising

- New Civic Center logo.
- Finalizing an advertising booklet.
- Civic Center and PRCS in the Discover Valdez travel guide.
- Advertising with Alaska Business Powerlist in both physical & digital versions.



## Park Maintenance August – December 2024

### Completed Projects

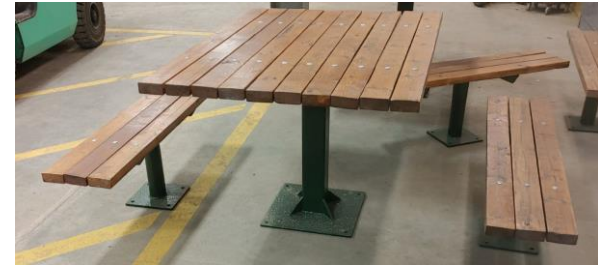
- **Installed targets at the Rifle Range.**
- **Installed pedestrian bollards on Mineral Creek trails.**
- **Winterize and snow pole all facilities.**
- **Conducted end-of-season playground inspections.**
- **Fell trees at Meyring Park.**
- **Conducted burial service and headstone installation at Valdez Memorial Cemetery.**
- **Worked on developing new cemetery software.**
- **All staff certified in CPR/AED/First Aid**
- **Inspected new park and trail at Meals Hill.**
- **Winter trail equipment maintenance.**
- **Ski hill preparation and brush clearing.**
- **Pisten Bully Trailer maintenance and repairs**
- **Repaired tow-behind groomer.**
- **Resurfaced picnic tables to be installed in the summer.**
- **Assisted Recreation with building storage and maintenance on jungle gym.**
- **Installed AVV tower drop.**
- **Worked with Building Maintenance for on call snow removal.**
- **Ongoing shop reorganization and clear out excess unused materials.**
- **Did our best to provide winter trails with challenging conditions.**

### Special Events

- **Halloween Spooky trail**
- **Christmas tree lighting**



# Park Maintenance Pictures





## Library – Budget and Program Measures FY2024

| Function of Responsibility   | Measures  |
|--|---|
| Offer a variety of educational and literacy-based programs for all ages          | <ul style="list-style-type: none"> <li>• 336 youth services programs</li> <li>• 6,171 youth services program participants</li> <li>• 21 adult services programs</li> <li>• 296 adult services program participants</li> </ul> |
| Provide access to a diverse, culturally responsive, and current collection       | <ul style="list-style-type: none"> <li>• 22,458 physical checkouts</li> <li>• 2,173 hoopla downloads</li> <li>• 3,763 Libby downloads</li> </ul>  |
| Provide access to audiovisual, conference, and study rooms                       | <ul style="list-style-type: none"> <li>• 165 meeting room reservations</li> <li>• 514 meeting and study room users</li> </ul>   |
| Provide free Internet and computer access; provide printing and copying services | <ul style="list-style-type: none"> <li>• 2,138 unique public computer users</li> <li>• 5,109 Wi-Fi Sessions</li> </ul>  |



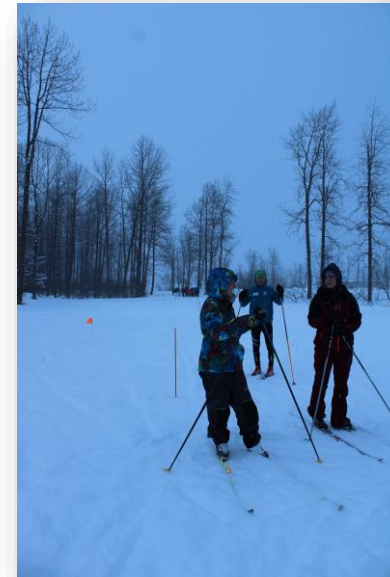
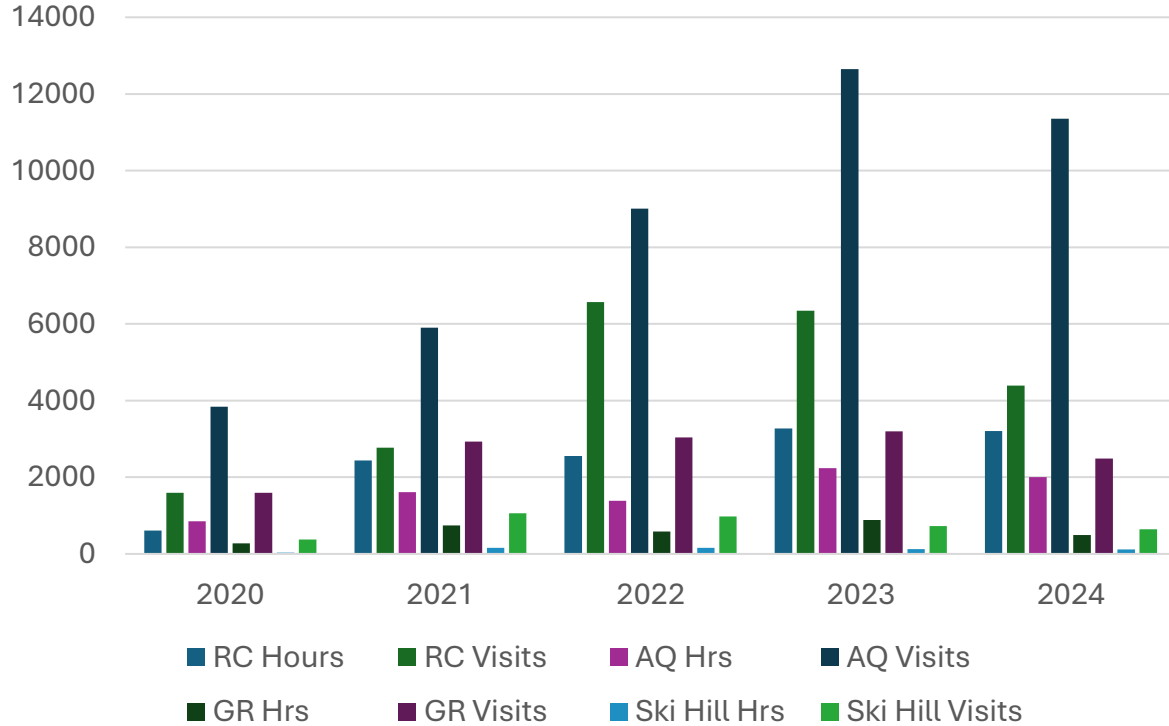
# Recreation – Program & Budget Measures

| Function of Responsibility                                   | Measures  |
|--|---|
| Communication  | Measures: <ul style="list-style-type: none"> <li>1500 Activity Guides Distributed to the community</li> </ul>   |
| Special Events   | Measures: <ul style="list-style-type: none"> <li>11 Community/Special Event Offerings throughout the year</li> <li>4<sup>th</sup> of July &amp; Memorial Day Community Picnic Celebration were added to PRCS duties</li> </ul>  |
| General Programming, Drop-In & Facility Rentals              | Measures: <ul style="list-style-type: none"> <li>1,750 Active Memberships</li> <li>148 program sessions offered in 2024</li> <li>2024 revenue (includes rentals, concessions &amp; program) - \$56,488.95</li> </ul>  |
| Outdoor Recreation   | Measures: <ul style="list-style-type: none"> <li>Maintain current programming hours to include; 128 hours of Ski Hill operations, yearly trail use incentive (I Share the Trails), beginner drop-in outdoor activities (Group Hikes, Winter Excursions etc.)</li> </ul> |
| Day Camps/Out – Of School                                    | Measures: <ul style="list-style-type: none"> <li>Maintain after school programming to fill early release Fridays throughout the school year</li> <li>Maintain 8-10 weeks of Summer Fun Programming (2024 – 9 weeks)</li> </ul>  |
| Maintain General Operations across all Recreation facilities | Measures: <ul style="list-style-type: none"> <li>2,896 Recreation Drop-In Hours</li> <li>2,001 Aquatic Drop-In Hours</li> <li>494.5 Gym &amp; Rockwall Drop-In Hours</li> <li>119 Ski Hill Drop-In Hours</li> </ul>   |



# Recreation – Drop-In Programming & Visits

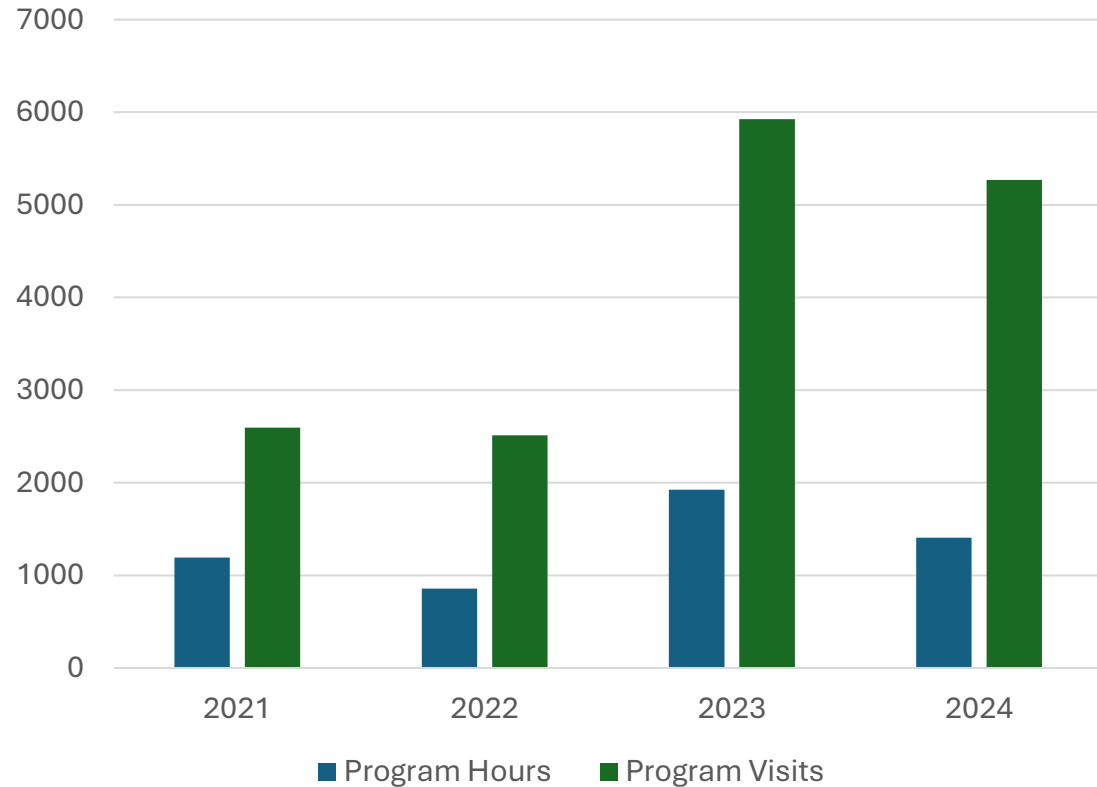
2024





# Recreation – Program Hours & Participation

\*Program Hours & Participation includes rentals hosted & overseen at recreation facilities





City of  
**VALDEZ**

**OPPORTUNITIES  
IN EVERY SEASON**

