



# City of Valdez

212 Chenega Ave.  
Valdez, AK 99686

## Meeting Agenda - Final

### City Council

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Tuesday, January 17, 2017

5:30 PM

Council Chambers

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#### Work Session (Land Development) & Regular Meeting

#### WORK SESSION AGENDA - 5:30 pm

1. [Work Session: Proposed City Facilities Development & Related Land Acquisition](#)

**Attachments:**      [January 17 City Facility & Land Acquisition Work Session Memo.docx](#)  
[1-3-2017 Discussion Item Map with Notations.docx](#)  
[1-3-2017 Discussion Item Map.pdf](#)  
[Fire Station Concept 4.pdf](#)  
[Storage Expansion Concept.pdf](#)  
[City Hall - Option B.pdf](#)  
[Storage Summary.pdf](#)

#### REGULAR AGENDA - 7:00 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF MINUTES

1. [Special Meeting Minutes of December 15, 2016 and December 23, 2016](#)

**Attachments:**      [121516 Special Meeting Minutes Draft](#)  
[122316 Special Meeting Minutes Draft](#)

V. PUBLIC BUSINESS FROM THE FLOOR

VI. CONSENT AGENDA

1. [Appointments to Valdez Museum and Historical Archive Association Board of Directors](#)

**Attachments:**      [Cullen VMHA Application January 2017](#)  
[Allred VMHA Application January 2017](#)

## VII. NEW BUSINESS

1. [Approval of One-Year Extension of Professional Services Contract for Financial Statements Audit with BDO, LLP.](#)  
**Attachments:**      [Contract BDO 2013.pdf](#)
2. [Approval to Contract with Rodeo Alaska to Host 2-Day Rodeo Event \(w/optional 3rd day Junior Rodeo included in bid\) in the Amount of \\$46,000.](#)  
**Attachments:**      [BID.Valdez 2017.doc](#)  
                             [Valdez Price.BREAKDOWN.xlsx](#)  
                             [TESTIMONIAL.RE RODEO ALASKA.htm](#)
3. [Approval of Contract with UAA Small Business Development Center for Business Workshop Training \(Reconsideration Requested by Council Member McCune\)](#)  
**Attachments:**      [SBDC Workshop Letter.pdf](#)

## VIII. ORDINANCES

1. [#17-01 - Amending Chapter 5.20 Section 5.20.060 of the Valdez Municipal Code Relating to Facilities Required for Massage Establishments. Second Reading. Adoption.](#)  
**Attachments:**      [Massage Establishment Code Revision Ordinance.docx](#)
2. [#17-02 - Amending Chapter 1.08 Section 1.08.010 of the Valdez Municipal Code Titled General Penalty, Continuing Violations. Second Reading. Adoption.](#)  
**Attachments:**      [17-02 Amending Title 1, Chapter 1.08 Titled General Penalty](#)
3. [#17-03 - Amending Title 9 of the Valdez Municipal Code Titled Public Peace and Welfare. First Reading. Public Hearing.](#)  
**Attachments:**      [17-03 Amending Title 9 Public Peace and Welfare.doc](#)

## IX. RESOLUTIONS

1. [#17-01 - Authorizing a 2017 Equal Lump-Sum Payment to All Regular Full-Time, Regular Part-Time, and Regular Seasonal Employees, as Defined in the City's Personnel Regulations, and Excluding Such Payment from Alaska Public Entity Retirement System \(PERS\) Eligibility. \(Postponed from January 3, 2017 regular City Council meeting.\)](#)  
**Attachments:**      [Resolution re 2017 Bonus.docx](#)
2. [#17-02 - Establishing the Tax Calendar for the 2017 Tax Year](#)  
**Attachments:**      [Resolution 2017 Tax Calendar.docx](#)  
                             [2017 Tax Calendar.pdf](#)

## X. REPORTS

1. [4th Quarter 2016 Travel Report - City Council, City Manager, & City Clerk](#)

**Attachments:** [Council City Manager City Clerk Travel Report - 4th Quarter 2016](#)

2. [Aleutian Village Update Report](#)

**Attachments:** [1.17.17 Aleutian Village Report Map.pdf](#)

3. [Finance Department Relocation Costs](#)

**Attachments:** [2017-01-10 Finance Dept Relocation Costs.pdf](#)

4. [Economic Diversification Year End Report](#)

**Attachments:** [Valdez EDC-2016 Report-ljc.docx](#)

[Valdez Strategic Initiatives - 7-6-16-ljc.docx](#)

5. [Report on Wind Damage to Egan Street Lights](#)

**Attachments:** [Memo for Wind Damage](#)

[Wind Damage document](#)

XI. CITY MANAGER / CITY CLERK / CITY ATTORNEY / MAYOR REPORTS

1. City Manager Report

2. City Clerk Report

3. City Attorney Report

4. City Mayor Report

1. [Mayor's Report - January 17, 2017](#)

**Attachments:** [Mayor's Report – Jan 17, 2017](#)

XII. COUNCIL BUSINESS FROM THE FLOOR

XIII. ADJOURNMENT

XIV. APPENDIX

1. [City Council Calendars - January & February 2017](#)

**Attachments:** [City Council Calendar - January 2017](#)

[City Council Calendar - February 2017](#)



## Agenda Statement

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**File #:** 17-0031      **Version:** 1

**Type:** Work Session Item      **Status:** Agenda Ready

**File created:** 1/12/2017      **In control:** City Council

**On agenda:** 1/17/2017      **Final action:**

**Title:** Work Session: Proposed City Facilities Development & Related Land Acquisition

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [January 17 City Facility & Land Acquisition Work Session Memo.pdf](#)  
[1-3-2017 Discussion Item Map with Notations.pdf](#)  
[1-3-2017 Discussion Item Map.pdf](#)  
[Fire Station Concept 4.pdf](#)  
[Storage Expansion Concept.pdf](#)  
[City Hall - Option B.pdf](#)  
[Storage Summary.pdf](#)

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

Work Session: Proposed City Facilities Development & Related Land Acquisition

**SUBMITTED BY:** Lisa Von Barga CED Director; Jason Miles Capital Facilities Director

### **FISCAL NOTES:**

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

### **RECOMMENDATION:**

None. Work Session Only.

### **SUMMARY STATEMENT:**

Please see the attached memo and attachments regarding Proposed City Facilities Development & Related Land Acquisition.



January 12, 2017

To: Mayor Knight & Valdez City Council Members  
From: Lisa Von Bargen, CED Director  
Jason Miles, Capital Facilities Director  
Re: Proposed City Facilities Development & Related Land Acquisition

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The City has been contemplating additional facility development and the need, if any, of land acquisition to accommodate this infrastructure. At the January 3<sup>rd</sup> meeting Council and staff held an initial discussion about the newly proposed option designed to maximize the use of existing City property rather than acquiring new land. The Council requested staff further vet this idea and answer a number of questions related to the four need currently "on the table" which include 1) new fire station; 2) additional storage capacity for the City and other agencies; 3) snow storage in the north Meals Avenue area; and 4) Police impound lot. The Department Directors provided background information which has been used in the development of this memo.

#### Fire Station

On January 3<sup>rd</sup> the Council asked for staff to consider splitting the new Fire Department from the proposed training facilities. The Fire Chief provided the following information regarding the pros and cons about splitting the facilities:

- It is preferred that the training area to be co-located with fire station, this provides for ease of training delivery and logistics. Crews are training close to the station which aides in responses. Care and maintenance of the facility is more easily managed with it being co located.
- One concern is that noise levels would be increased in the hospital area from fire engines. Small equipment noise would be included but at a much reduced interval. Noise from training operations would be in the time frames of 0800 to 2200.
- If a burn facility was co-located with the fire station, white smoke from the burning of Class A materials would be produced. Class B fires are heavily regulated and require special permits for building this type of facility as well as permitting requirements for using them. We are not interested in building a Class B facility. Currently we have other options for this type of training. A training tower would use artificial smoke and not Class A materials for smoke training.
- Building a training facility off site is not the preferred option but will work if shareholders in the close proximity of the new station/training facility have additional concerns with the training portion. With the idea of moving parts of the training facility out of the area, I would still push for the training tower and 2 acres of training area to be co-located with the new fire station. These would potentially raise our ISO Class rating.
- Burn rooms and outside burn props would be better suited outside of town, away from any residential zoned areas. A burn room would also assist in raising our ISO rating.
- Concerns with offsite training area - it takes us away from the core of town, adds to our response times back into town for emergencies. I do not have the exact figures but

approximately 70 to 80 % of our call volume is generated in town. Potential for additional over time costs related to back filling the station for emergency response coverage during extended training exercises, if located off site from the fire station.

An option for a layout on the City Hall property is also attached for consideration.

#### Additional City/Agency Storage

The Department Heads were asked to provide a list of their storage needs. That information has been compiled and is attached to this memo. Staff is still in the process of compiling information to determine exact square footage needs for storage, but anticipates this can be accommodated on existing City property(ies).

#### Snow Storage – North Meals Avenue Area

Late last fall Administration requested permission to have a parcel appraised along Meals Avenue for the purpose of potential purchase for snow storage. The Council granted permission for the appraisal and additionally gave staff permission to have the Gavora property (14.88 acres) appraised for potential snow removal and other facilities. Snow storage was requested by Public Works because the portion of the Gavora property previously used for snow removal under a “lease” agreement was terminated by the land manager. Public Works requested 3-5 acres of property in the North Meals area to accommodate both City street snow removal and the snow storage for the grocery store and other nearby commercial properties. Gavora, Inc. offered to sell their property to the City for \$1.53 ft<sup>2</sup> for the whole parcel or \$2.25 ft<sup>2</sup> for 6.8 acres. That equates to roughly \$490,050 for 5 acres at that price. The Council asked Public Works to provide information on the cost/impact of pushing snow to the area near the Dog Park currently being used to store snow. That information follows:

- The current push is approximately 1600 feet, as opposed to 860 feet previously to the Gavora property.
- This is a violation of Valdez Municipal Code Section 16.16.055 which outlines snow storage lots shall be placed such that snow is not pushed more than 1000 feet.
- The Public Works crew estimates this push requires 40%-50% more time to complete.
- It also requires a minimum of 1 hour of blower time for each major snow fall (approximately 10 per season) at \$455 per hour, or \$4,550 annually.
- As the grocery store is now pushing snow up Alatna Street to the Park Strip Public Works will need to spend more time on the Dozer in the Park Strip to make room for the increased snow.
- Two areas of concern for continued use of the location by the Dog Park include the need to remove the significant group of trees and increased noise to nearby residents.

Public Works has reviewed the initial area proposed for acquisition from the Gavora property and has indicated an area more like three acres could be sufficient. If Gavora, Inc. is willing to sell the reduced footprint at \$2.25 ft<sup>2</sup> the cost would be approximately \$294,030. Please see the map below that shows the push difference between the two areas on Meals and the reduced snow storage footprint.



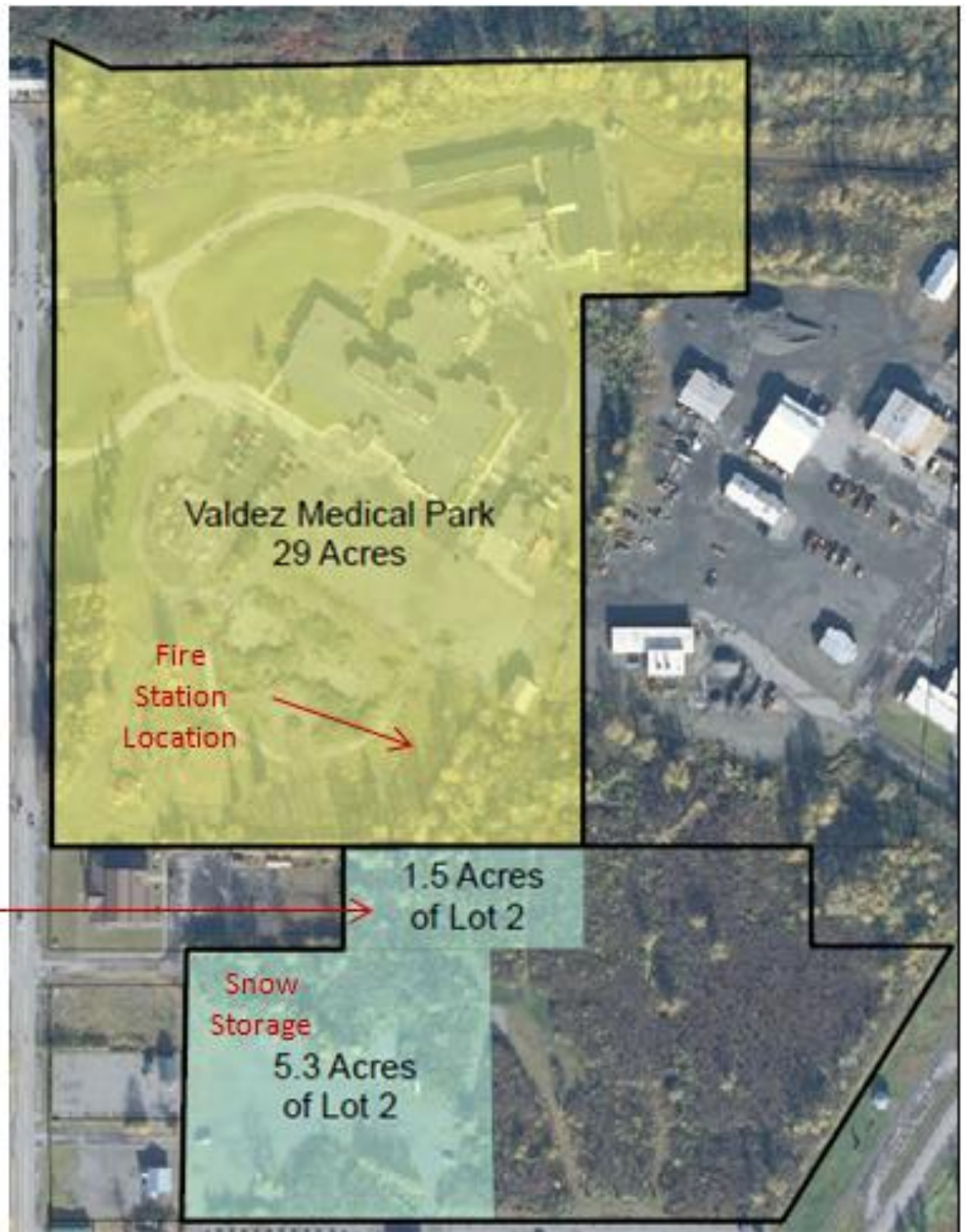
### Police Impound Lot

Late this fall, Administration came to the Council asking for permission to use a 1.2 acre parcel of City owned land along Loop Road for development of a Police Impound Lot and Storage Area. The Council postponed action on the request asking for staff to include this need in the overall review of City facilities potentially being placed on the 14.88 acre Gavora property. Given the new direction to maximize the use of City property, and to keep an impound lot out of the middle of downtown, staff is recommending the Council approve the use of the Loop Road property for the Impound Lot and Police Storage needs (separate from the other City storage). Money was allocated in the 2017 CIP/MM budget for this project that includes the construction of a storage/warehouse building (40 x 60 ft<sup>2</sup>), controlled access and an on-site security system. This property will be used for the following:

- Short Term Impounds - These are impounds that could result from impeding snow removal, an arrest for DUI, or driving without insurance – among other violations. These

impounds are typically done on functioning vehicles for a short period of time (less than 72 hours). Impounding of said vehicles involves taking them to a secure facility and receiving payment for the actual impound of the vehicle. It is the hope of staff that this service can be provided by a private operator in the future allowing for the PD to eliminate this function from its work load. So far this year, if an impound lot had been in place the PD would have had 48 vehicles towed for impeding snow removal.

- Long Term Impounds - For these impounds the vehicles are likely to be there for a week or more, oftentimes disabled vehicles. For instance, it might be a vehicle that is in a serious collision that was towed off of a roadway. While towed at the Police Department request (to clear the roadway), the Police Department does not take ownership of the vehicle.
- Evidentiary Seizures/Forfeitures - It is not uncommon for certain criminal investigations to require search warrants for vehicles, seizing vehicles, or –upon adjudication- the forfeiture of vehicles. Currently the space to accomplish any of these tasks is severely limited. The requests discussed thus far would accomplish all of these things: an indoor secure area to temporarily house seized vehicles and allow for the execution of search warrants as well as safe storage to meet evidentiary requirements; a secure outdoor location to store the seized vehicles (evidence) that do not require indoor storage any longer (after investigation of a fatality accident, but before adjudication); a place to house the forfeited vehicles prior to auction or re-use (currently storing 3 vehicles at the City Shop).



Valdez Medical Park  
29 Acres

Fire  
Station  
Location

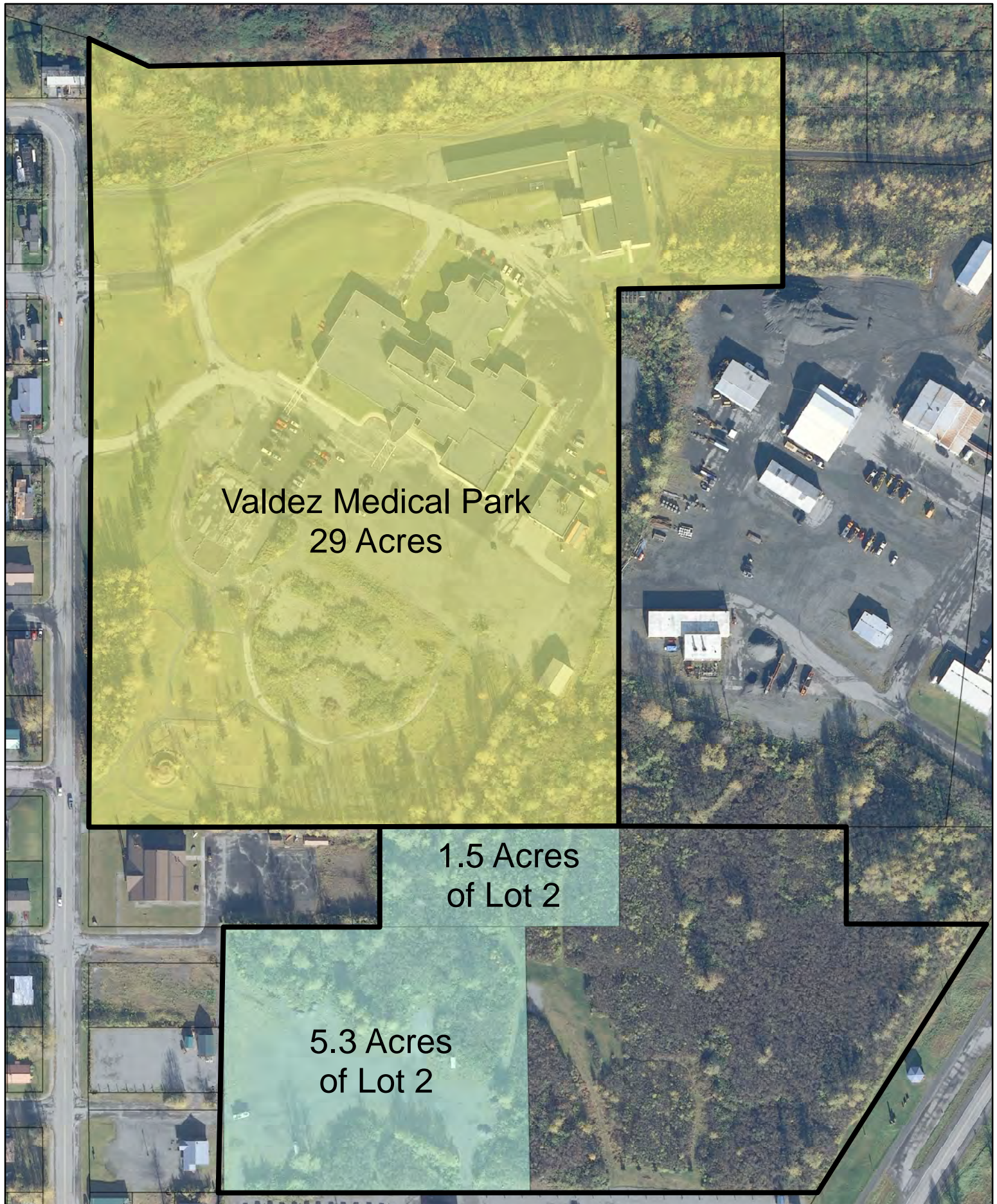
Additional  
Fire  
Station  
Space

1.5 Acres  
of Lot 2

Snow  
Storage

5.3 Acres  
of Lot 2

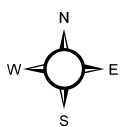




Valdez Medical Park  
29 Acres

1.5 Acres  
of Lot 2

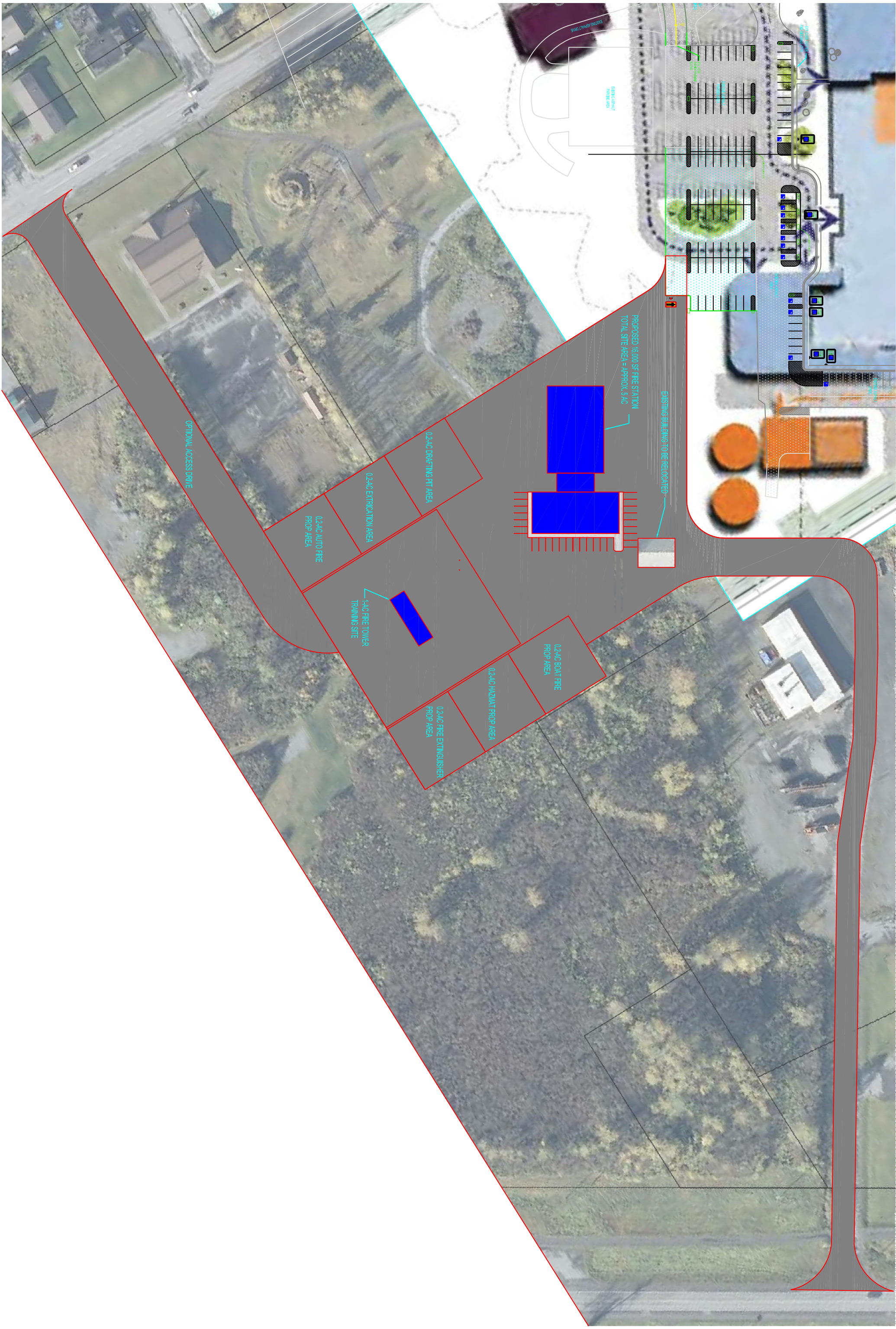
5.3 Acres  
of Lot 2



City Owned Property  
Private Property

BASE MAP PROVIDED BY: COV ComDev Dept.  
ALL FEATURES ASSOCIATED WITH THIS MAP  
ARE SUBJECT TO THE COV DISCLAIMER FOR  
ACCURACY AND USE. SCALE: 1 in =209 ft







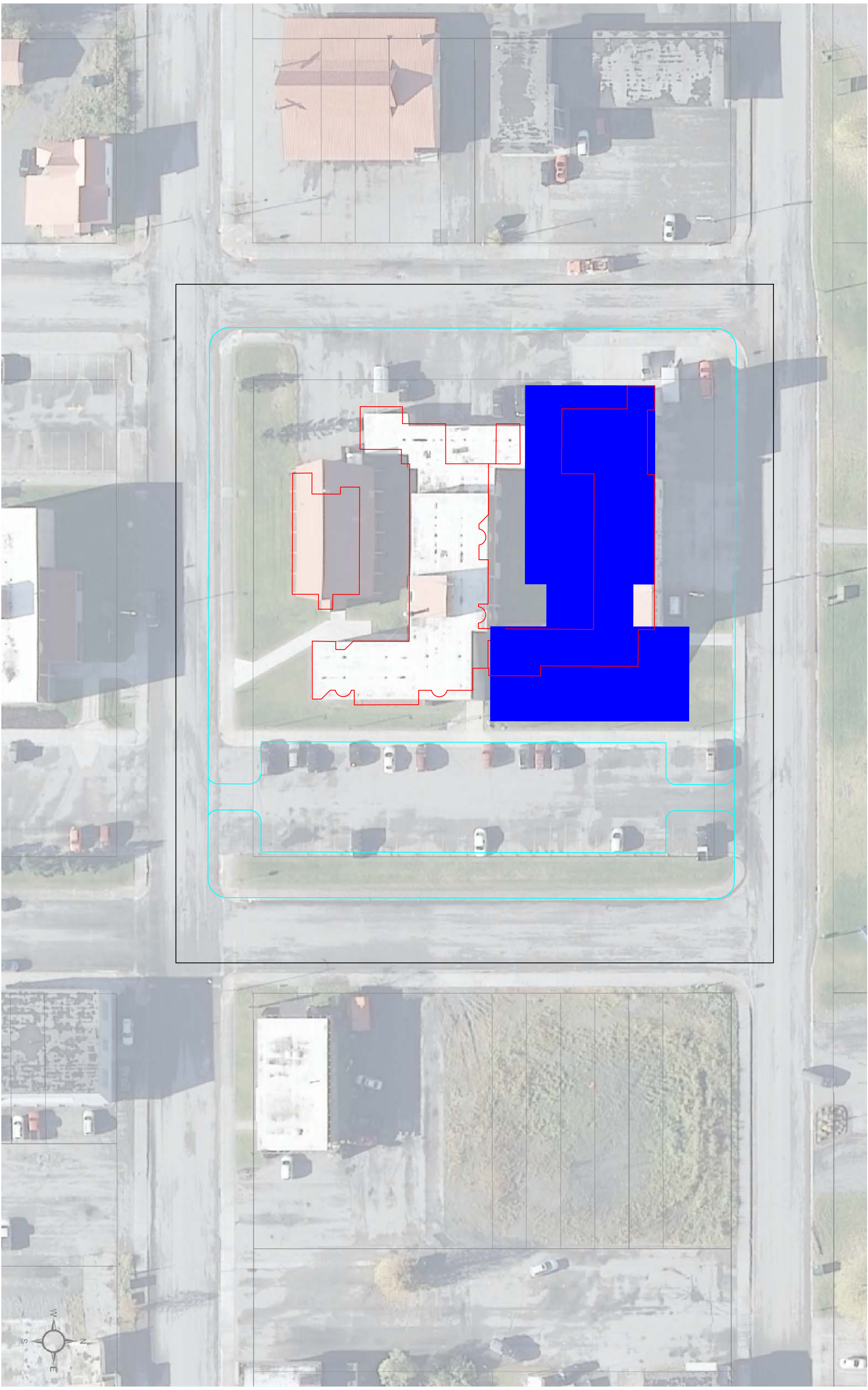


Har

Tonsina

W Pioneer Dr





# CITY STORAGE NEEDS

## **Parks & Rec:**

1. 50'x60' heated garage with two 14' wide doors with floor drains for melt off and cleaning
2. Enclosed cold storage 30'x40' with mezzanine for summer park stuff like trash cans benches etc

## **Schools:**

Per your request of the District to generate a “suggested” storage facility needs list, please consider the following suggestions:

- 1) Should the City allow the District to assume possession of the already constructed open area attached to our “bus barn,” the District’s immediate needs would be largely satisfied. With possession of this area, we’d immediately organize the area for vertical storage as well as maximize the existing storage at ground level for vehicles and equipment.
- 2) A storage building adjacent to our District Office that consists of a 3 sided Quonset type building approximately 30’ x 60’ would allow for vehicle storage (open area) as well as a secured/enclosed area for miscellaneous storage needs. This project would have minimal electrical needs, although lighting and outlets would be necessary. If constructed however, the snow dump area would be an area that would be challenged.
- 3) A storage building to replace our connex commune adjacent to our District Office would require a building approximately 40’ x 40’. This project would replace the poor substitute storage containers currently in place. Although we do maintain these connex containers, their lifespan is limited.  
This option does not satisfy the vehicle storage needs but is a great compromise to our generic storage needs.

Note: PWSC would like to partner with the City and School District

## **Police:**

The Valdez Police Department would be requesting an impound lot/outdoor evidence storage area of approximately 1 acre that would have one controlled access point, fenced around the outside, and with an operable surveillance system. The requested storage facility should be heated and consist of a minimal storage capacity of 40x60, with high garage doors and ceilings. If a new facility, it would be requested to be built on the ~1 acre on Loop Road with the impound lot.

# ***Public Works Department Space Needs***

## **Needs:**

- ✓ Maintain what we currently have.
  - Inside Heated Storage @ Public Works Shop
  - Inside Non-Heated @ Hanagita Warehouse
  - Inside Non-Heated @ Baler Facility
  
- ✓ Keep Hanagita Warehouse...many items stored there that are critical to keep dry such as:
  - Chipper Truck
  - Sweeper
  - Mower Head – Deck
  - Crack Sealer w/supplies
  - Air Compressor
  - Calcium Chloride
  - Extra Tires
  - Roller
  - Highway Signs
  - Manhole Rings
  - Concrete Mixer
  - Sweeper Brooms (906)
  - Parks & Rec Supplies
  - Compactor

## **Wants:**

- ✓ Full Cover for all Yellow Iron
  - Graders, Loaders, Blowers
  
- ✓ Full Cover for Trash Trucks

## **Ports & Harbor:**

### **Harbor Items**

- The 3 Harbor Skiffs need covered storage in our future. 28'X 8'
- Travelfit

\*Both of these items can be handled when we upgrade our maintenance facilities or eventually gain a dry stack.

### **Port Items**

- Portable light tower approved in the 2017 budget, it's about 12' long and 7' wide

\*Once we find a place for the New Harbor Skiff we can store this at the Airport in the Maintenance bay.

If we ever do get a Dry Stack Facility for vessels we could design an extra row on top to hold container boxes, those would be available to be picked up and dropped off at all the city departments with about 20 minutes notice. Have a special event container box, take it to the special event site, use it repack it and store it. This would cost very little and provide a very logistical means for us to store city owned items.

The Dry stack would basically have a ton of space in the middle over the winter available for vehicles and the Travelift as well. We would need the ability to pull the vehicles out if a customer wanted to go boating in December, but that would be rare and we could place those vessels strategic places so as to not have to move things around too much. Kill several birds with one stone and have the maximum return on our investment.





## Agenda Statement

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**File #:** 17-0032      **Version:** 1

**Type:** Minutes      **Status:** Agenda Ready

**File created:** 12/8/2016      **In control:** City Council

**On agenda:** 1/17/2017      **Final action:**

**Title:** Special Meeting Minutes of December 15, 2016 and December 23, 2016

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [121516 Special Meeting Minutes Draft](#)  
[122316 Special Meeting Minutes Draft](#)

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

Special Meeting Minutes of December 15, 2016 and December 23, 2016

**SUBMITTED BY:** Allie Ferko, CMC, Deputy City Clerk

### **FISCAL NOTES:**

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

### **RECOMMENDATION:**

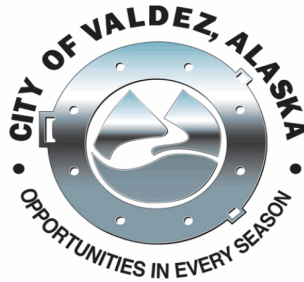
Receive and file

### **SUMMARY STATEMENT:**

Draft City Council special meeting minutes of December 15, 2016 and special meeting minutes of December 23, 2016 are attached for Council review.

# **City of Valdez**

*212 Chenega Ave.  
Valdez, AK 99686*



## **Meeting Minutes - Draft**

**Thursday, December 15, 2016**

**6:00 PM**

**Special Meeting**

**Council Chambers**

**City Council**

**SPECIAL MEETING AGENDA - 6:00 PM****I. CALL TO ORDER**

Mayor Knight called the special meeting to order at 6:00 p.m. in Valdez City Council Chambers.

**II. ROLL CALL**

**Present:** 5 - Mayor Ruth E. Knight Council  
Member Nate Smith Council  
Member Lon Needles  
Council Member Ryan Rydor McCune  
Council Member Dennis Fleming

**Excused:** 2 - Council Member Christopher Moulton  
Council Member H. Lea Cockerham

**Also Present:** 2 - City Clerk Sheri Pierce  
Deputy City Clerk Allie Ferko

**III. NEW BUSINESS**

1. Approval to Go Into Executive Session Regarding Evaluation of City Manager Candidate

**MOTION:** Council Member Smith moved, seconded by Council Member McCune, to approve going into executive session regarding evaluation of city manager candidate. The motion carried by the following vote after the following discussion occurred.

**Yays:** 5 - Mayor Knight, Council Member Smith, Council Member Needles, Council Member McCune and Council Member Fleming

**Absent:** 2 - Council Member Moulton and Council Member Cockerham

**IV. EXECUTIVE SESSION**

City Council transitioned into Executive Session at 6:02 p.m.

**V. RETURN FROM EXECUTIVE SESSION**

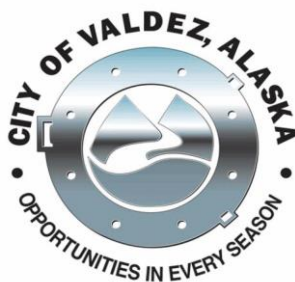
City Council returned from Executive Session at 7:59 p.m.

**VI. ADJOURNMENT**

There being no further business, Mayor Knight adjourned the meeting at 8:00 p.m.

# City of Valdez

212 Chenega Ave.  
Valdez, AK 99686



## Meeting Minutes - Draft

Friday, December 23, 2016

6:30 PM

Special Meeting

Council Chambers

**City Council**



**SPECIAL MEETING AGENDA - 6:30 PM****I. CALL TO ORDER**

Mayor Knight called the meeting to order at 6:30 p.m. in Valdez City Council Chambers.

**II. ROLL CALL**

**Present:** 5 - Mayor Ruth E. Knight  
Council Member Nate Smith  
Council Member Christopher Moulton  
Council Member Lon Needles  
Council Member Dennis Fleming

**Excused:** 2 - Council Member H. Lea Cockerham  
Council Member Ryan Rydor McCune

**Also Present:** 3 - City Clerk Sheri Pierce  
Deputy City Clerk Allie Ferko  
Assistant City Manager Todd Wegner

**III. CONSENT AGENDA**

1. Approval to Go Into Executive Session Regarding City Manager Contract

**MOTION:** Council Member Smith moved, seconded by Council Member Moulton, to approve the Consent Agenda. The motion carried by the following vote after the following discussion occurred.

**Yays:** 5 - Mayor Knight, Council Member Smith, Council Member Moulton, Council Member Needles and Council Member Fleming

**Excused:** 2 - Council Member Cockerham and Council Member McCune

**IV. EXECUTIVE SESSION**

City Council transitioned into Executive Session at 6:31 p.m.

**V. RETURN FROM EXECUTIVE SESSION**

City Council returned from Executive Session at 8:18 p.m.

## VI. NEW BUSINESS

### 1. Approval of Valdez City Manager Contract

**MOTION:** Council Member Smith moved, seconded by Council Member McCune, to approve Valdez city manager contract with Ms. Elke Doom, as negotiated. The motion carried by the following vote after the following discussion occurred.

**Yays:** 5 - Mayor Knight, Council Member Smith, Council Member Moulton, Council Member Needles and Council Member Fleming

**Excused:** 2 - Council Member Cockerham and Council Member McCune

## VII. ADJOURNMENT

There being no further business, Mayor Knight adjourned the meeting at 8:15 p.m.



## Agenda Statement

**File #:** 17-0033      **Version:** 1

**Type:** Consent Item      **Status:** Consent Agenda

**File created:** 1/12/2017      **In control:** City Council

**On agenda:** 1/17/2017      **Final action:**

**Title:** Appointments to Valdez Museum and Historical Archive Association Board of Directors

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Cullen VMHA Application January 2017](#)  
[Allred VMHA Application January 2017](#)

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

Appointments to Valdez Museum and Historical Archive Association Board of Directors

**SUBMITTED BY:** Allie Ferko, CMC, Deputy City Clerk

### **FISCAL NOTES:**

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

### **RECOMMENDATION:**

Appoint Ms. Michelle Cullen and Ms. Karen Allred to the Valdez Museum and Historical Archive Association (VMHA) board of directors

### **SUMMARY STATEMENT:**

Four vacancies currently exist on the VMHA board of directors due to term expiration.

The City Clerks Office advertised the four vacancies and received two applications by the established deadline:

1. Michelle Cullen
2. Karen Allred

The City Clerks Office will continue to advertise for the remaining two vacancies.

## Application Form

Status: submitted

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### Profile

Michelle

First Name

Cullen

Last Name

mcullen@cvinternet.net

Email Address

PO Box 2504

Valdez Mailing Address (PO BOX # or HCI BOX #)

1219 Mineral Creek Dr

Home Address

Suite or Apt

Valdez

City

AK

State

99686

Postal Code

Home: (907) 255-2504

Primary Phone

Home: (907) 835-5128

Alternate Phone

PWS College

Employer

Adjunct Professor

Occupation

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### Which Boards would you like to apply for?

Valdez Museum & Historical Archive Association Board of Directors

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### How did you learn about this vacancy? \*

☒ I am a Current Board/Commission Member

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### Interests & Experience

#### Why are you interested in serving on a City of Valdez board or commission?

I enjoy the position of President in this exciting time for your Museum.

**Please outline your education, work, and volunteer experience which will assist you in serving on a City of Valdez board/commission.**

---

I have been associated with the VMHA for over 6 years. Thanks for considering me.

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Upload a Resume or Letter of Interest

## Application Form

Status: submitted

---

### Profile

Karen

First Name

Allred

Last Name

Email Address

PO Box 2391

Valdez Mailing Address (PO BOX # or HCI BOX #)

5979 Deep Lake Dr

Home Address

PO Box 2391

Suite or Apt

Valdez

City

AK

State

99686

Postal Code

Home: (206) 330-8122

Primary Phone

Home: (907) 835-9908

Alternate Phone

KCHU Public Radio

Employer

Morning Host

Occupation

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### Which Boards would you like to apply for?

Valdez Museum & Historical Archive Association Board of Directors

---

### How did you learn about this vacancy? \*

☒ I am a Current Board/Commission Member

---

### Interests & Experience

#### Why are you interested in serving on a City of Valdez board or commission?

The museum is an integral part of a vital, connected & creative community. I am dedicated to continue serving as a volunteer to further the museum's mission. I love the Valdez Museum!

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**Please outline your education, work, and volunteer experience which will assist you in serving on a City of Valdez board/commission.**

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Volunteered for organizations such as Valdez Avalanche Center, Seattle Humane Society, Puget Sound Blood Center, KEXP radio, KUOW radio, currently employed at KCHU Public radio as a Morning Host.

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[Karen Allred - City Resume.pdf](#)

Upload a Resume or Letter of Interest



# Karen Allred

PO Box 2391 Valdez, AK Phone: 206-330-8122 Karen.Allred@Gmail.com

## Employment

### **May 2014 - Present**

#### **Stan Stephens Glacier Cruises**

Captain

Pilot and narrate a 7 hour glacier & wildlife excursion to the Columbia Glacier. Onboard roles include: Safe operation of vessel and observance of all Coast Guard regulations, seamanship and familiarity with Prince William Sound, Vessel Security Officer, onboard supervisor/manager and cruise director. Additional tasks: Oil-change, emergency equipment checks, training and motivating on-board staff. The Glacier Spirit has an open wheelhouse so approachability and a welcoming demeanor was crucial. I also have some proficiency with the Japanese and Korean languages which helped me communicate with foreign travelers from Asia.

### **January 2014 - Present**

#### **KCHU Community Public Radio**

Morning Host

Began as a volunteer when first moving to Valdez then hired as the on-air AM Host. Arrive weekdays at 6 am to prepare and present via live-broadcast 40 minutes of content including Alaska news, area local/marine weather & the community billboard. The position includes: punctuality, dependability, strong written and verbal communication skills, editing, programming, engineering the sound board, mechanical/IT troubleshooting, customer service and interaction with guests.

### **October 2014 - September 2016**

#### **KCHU Community Public Radio**

Development Coordinator | Programming & Operations Assistant

Took on the role of Development while still maintaining my morning host position. Self-trained in the position. Daily tasks were diverse: Contract, file and records management, data entry and database management, understanding and complying with Federal and State guidelines, grant writing, volunteer staff orientation and training, live on-air fundraising, event management, production and programming, voice talent, reports, e-newsletters, audio editing, PR & social media, operations and troubleshooting problems, acquisition of business underwriting contracts and building relationships. KCHU suffered two State budget cuts, my efforts helped to raise underwriting and fundraising to fill the unprecedented gap. We were able to keep employees and programs. The two combined exceeded \$100,000 for the first time in a decade.

### **March 2004 - January 2014**

#### **Argosy Cruises, Seattle WA**

Captain

Hired to Argosy in March of 2000 and worked my way up from deck-hand, tour guide and vessel manager to a full-time Captain, I operated Argosy's fleet of 9 vessels throughout the entire Puget Sound region year-round and in all weather conditions. In 2012, I was promoted as a lead Captain of the 180' / 600 passenger fine dining ship the Royal Argosy which required training and managing an onboard team of 30 staff.

# Karen Allred

PO Box 2391 Valdez, AK Phone: 206-330-8122 Karen.Allred@Gmail.com

Cruises at Argosy were diverse which required adaptability. They varied from publicly narrated tours of 2 to 2.5 hours to corporate events. In my long career as Captain I officiated over 30 weddings. Fortune 500 and other corporate charter clients requested me as their Captain. As an example, I was the preferred Captain for Paccar's charter cruises for a decade. Argosy Captains are the teachers of the company responsible for hands-on leadership, training and educational development of on-board staff. We were directly involved in the crew's skill proficiency and advancement within the company.

## **May 2004 - Sept 2009**

### **Argosy Cruises, Seattle WA**

Training Facilitator | Assistant to HR Director

Working as a Captain, I noticed a deficiency in Argosy's training paperwork and lack of documentation which could leave the company of 250 employees liable. I approached the HR Director and proposed safety and documentation changes which were embraced. Over the next five years I worked both as Captain & HR Assistant. My role encompassed: facilitating large open hiring events, conducting interviews and processing employment paperwork. Through the hiring season I wrote curriculum for and taught a three day orientation which included deck safety skills, MARSEC/OSHA compliance, TIPS alcohol server and blood-borne pathogens safety classes. After orientation I managed their progress. This position included understanding State and Federal laws, project management, writing and development of training materials, manuals and curriculum, research, organization, employee coaching and public speaking. My efforts in this position decreased Argosy's rate of attrition for new employees and improved company wide safety, communication, standards and accountability.

## Education

2003	Seattle Maritime Academy	Seattle, WA
2002	De Anza Community College	Cupertino, CA
1996-1998	Bellevue College	Bellevue, WA
	Associate in Arts and Sciences	

## Skills / Credentials

USCG 100-ton inland master class license  
CPR, first Aid and AED  
TWIC  
FCC radio handler permit  
TIPS Trainer (Training for Intervention and ProcedureS)  
Microsoft Office suite, Publisher, Word and Excel  
Training curriculum designer and facilitator for Argosy Cruises  
Project management  
Contract and Grant writing



## Agenda Statement

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**File #:** 17-0034      **Version:** 1

**Type:** New Business      **Status:** Agenda Ready

**File created:** 1/6/2017      **In control:** City Council

**On agenda:** 1/17/2017      **Final action:**

**Title:** Approval of One-Year Extension of Professional Services Contract for Financial Statements Audit with BDO, LLP.

**Sponsors:** City Council

**Indexes:**

**Code sections:**

**Attachments:** [Contract BDO 2013.pdf](#)

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

Approval of One-Year Extension of Professional Services Contract for Financial Statements Audit with BDO, LLP.

**SUBMITTED BY:** Brian Carlson, Finance Director

### **FISCAL NOTES:**

Expenditure Required: \$82,000  
Unencumbered Balance: \$150,000  
Funding Source: 001-5300-43200

### **RECOMMENDATION:**

Approve one-year extension of professional services contract for financial statement audit with BDO, LLP

### **SUMMARY STATEMENT:**

#### **SUMMARY:**

Staff is requesting approval of a one-year extension to its financial audit contract with BDO. The extension covers the 2016 audit, and the proposed cost is \$82,000.

#### **BACKGROUND:**

The City currently contracts with BDO, LLP for annual financial auditing services. The contract specifies a three-year term, with the possibility of two one-year extensions (see *Article 3* of the attached contract). This agenda item represents the first one-year extension for the 2016 audit, with

such work to be done and invoiced during 2017.

Field-work is scheduled for the weeks of March 13, April 3 and April 10, pending Council approval of the contract extension. If approved, staff will begin coordination and orientation with the Audit Committee in advance of the field-work.

**ANALYSIS:**

*Appendix B* of the attached contract details the three-year compensation schedule; \$61k, \$63k, and \$69k for audit years 2013, 2014, and 2015, respectively. In 2013 the actual fees were \$91k, owing to the combined factors of sudden staff turnover and the introduction of a new auditing firm.

The proposed 2016 audit fee of \$82,000 reflects a 10% increase over the three-year average fee. While this is a material increase, Staff feels that the request is reasonable in light of the complexity of the City's audit.

Staff is also of the opinion that the shared history and continuity of the current Finance Director, Comptroller, and Audit firm is a significant benefit to the incoming City Manager, and will help facilitate her orientation.

9.9.14

File

1154



**City of Valdez  
Agreement for Professional Services**

THIS AGREEMENT is entered into between the CITY OF VALDEZ, ALASKA, ("City") and BDO, LLP ("Contractor") whose address is 3601 C Street, Suite 600, Anchorage, Alaska 99503, effective on the *1st* day of January, 2014.

All work under this agreement shall be referred to by the following:

**Project Name: Audit**

**Contract No: To *1154*  
be Assigned**

Contractor's project manager under this agreement is Michelle Drew. Contractor's project manager may not be changed without the written consent of the City. The City's project manager is Keith Greene.

**ARTICLE 1. Scope of Work**

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

**ARTICLE 2. Compensation**

2.1 Compensation shall be paid in accordance with the Basis of Compensation Schedule attached hereto as Appendix B and incorporated herein by reference. Funding for this project shall come from the City of Valdez, City Council Professional Fees Account (001-5300-43400).

**ARTICLE 3. Period of Performance**

3.1 The Contractor agrees to commence work under this agreement only as authorized by and in accordance with written notice to proceed and to complete the work in accordance with the Scope of Work (Appendix A) and on the timeline stipulated in Section IV- Time Requirements in the Request For Proposal dated October 21, 2013 and agreed to by the Contractor in their November 15, 2013 proposal, both of which are attached and included within the Scope of Work.

3.2 The period of performance under this agreement shall end and Contractor shall have completed all work under this agreement on or before March 26, 2016.

3.3 Upon written agreement of the parties, and subject to appropriation of funds by the City of Valdez, the contract may be separately extended for up to two (2) additional one-year periods under the same terms and conditions as set forth in the initial contract. Either party may decline extension without reason.

#### ARTICLE 4. Subcontractors

4.1 The Contractor shall be responsible for the performance of all services required under this agreement.

#### ARTICLE 5. Insurance

5.1 In accordance with the provision contained in the General Conditions (Appendix C), the following minimum limits of insurance coverage are required:

<u>Type of Insurance</u>	<u>Limits of Liability</u>	
	<u>Each Occurrence</u>	<u>Aggregate</u>
Workers' Compensation	Statutory	Statutory
Employers' General	\$100,000	\$300,000
Comprehensive General Liability	\$100,000	\$300,000
Comprehensive Automobile Liability	\$100,000	\$300,000
Professional Liability	\$500,000	\$500,000

#### ARTICLE 6. Appendices

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

Appendix	Title
A	Scope of Work
B	Basis of Compensation
C	General Conditions

IN WITNESS WHEREOF, the parties have executed this agreement.

BDO, LLP

*Michelle Drew*  
Title: Partner  
Date: 2-11-14

Mailing Address:

3601 C Street, Suite 600  
Anchorage, AK 99503

Attest:

*Alex Beckman*  
Alex Beckman, Partner  
Corporate Secretary

CITY OF VALDEZ, ALASKA  
AUTHORIZED:

By:

*David Cobb*

David Cobb, Mayor

*Mike Webb, Mayor Pro Tem*

Date: 9-5-2014

Attest:

*Sheri K. Pierce*

Sheri Pierce, City Clerk

*John Hozey*

John Hozey, City Manager

Date:

APPROVED AS TO FORM:

Walker & Richards, LLC

*William M. Walker*  
Attorney for the City of Valdez



## **Appendix A Scope of Work**

The Contractor shall express an opinion on the fair presentation of the City's general purpose financial statements conforming with generally accepted accounting principles.

The scope of the audit shall include all Primary Government accounts of the City of Valdez. The City of Valdez has three distinct component units operating outside of the primary government. These are: Valdez Public Schools, Providence Valdez Medical Center and Valdez Museum. The contractor is not required to audit the component units. However, an "in relation to" comparison should be included in the basic financial statements. The contractor shall also be responsible for performing certain limited procedures involving supplementary information required by the Governmental Accounting Standards Board and mandated by generally accepted auditing standards.

To meet the requirements of this Agreement, the audit shall be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. General Accounting Office's *Government Auditing Standards*, the provisions of the Single Audit Act of 1984 (as amended in 1996) and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, Audits of State and Local Governments.

In addition, the audit shall be performed in accordance with the *State of Alaska Audit Guide and Compliance Supplement for State Single Audits*.

Further specific work is defined in the attached Request for Proposal and the proposal submitted by BDO, LLP.



**Appendix B**  
**Basis of compensation**

The Contractor shall provide all services as proposed in accordance with an all-inclusive maximum fee not to exceed the following:

Audit Year 2013	\$61,227.
Audit Year 2014	\$63,603
Audit Year 2015	\$69,276

The all-inclusive fee includes all travel and reimbursable costs.

Progress payments will be made on the basis of percentage of work completed during the course of the contract in accordance with the all-inclusive maximum fee. Interim billing shall cover a period of not less than a calendar month. Ten percent (10%) will be withheld from each billing pending delivery of the firm's final reports.

## **Appendix C**

### **General Conditions**

#### **I. Definitions:**

**Basic Services:** The identified work elements set forth in this Agreement for which the Contractor will receive prime compensation.

**Change:** An addition to, or reduction of, or other revision in the scope, complexity, character, or duration of the services or other provisions of this Agreement.

**City's Project Manager:** City's representative in charge of the project(s) and the contractor's primary point of contact for notice(s) to proceed, invoices, correspondence and interface with the City.

**Contractor's Project Manager:** The Contractor's representative in charge of the project(s) who is directly responsible and engaged in performing the required services.

**Extra Services:** Any services or actions required of the Contractor above and beyond provisions of this Agreement.

**Funding Agency(s):** The agency(s) of the federal, state or municipal government, which furnishes funds for the Contractor's compensation under this Agreement.

**Optional Services:** Identifiable and/or indeterminate work elements set forth in this Agreement, which are separate and distinct from those covered by the prime compensation, which the City has the option to authorize.

**Prime Compensation:** The dollar amount paid to the Contractor for basic services set forth in this Agreement. Prime compensation does not include payment for any optional or extra services.

**Scope of Work:** Basic and optional services required of the Contractor by provisions of this Agreement.

**Subcontractor:** Any person, firm, corporation, joint venture, partnership or other entity engaged through or by Contractor.

#### **II. Information and Services from Others:**

Provision of information, data, budget, standards, and other materials by the City does not warrant their accuracy or quality nor provide approval of omissions or oversights or of any non-compliance with applicable regulations.

The City may, at its election, or in response to a request from the Contractor, furnish information or services from other Contractors. If, in the Contractor's opinion, such

information or services are inadequate, the Contractor must notify the City of the specific service or material deemed inadequate and the extent of the inadequacy prior to use in the performance of this Agreement. Unless so notified by the Contractor, the City may assume the information or services provided are adequate.

### III. Indemnification

To the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless City and City officers and employees from and against all claims, damages, losses and expenses, direct or indirect or consequential (including but not limited to fees and charges of engineers, architects, attorneys and other professionals and court and arbitration costs) to the extent that the claim, damage, loss or expense arises out of or results from any negligent act or omission of Contractor, Subcontractor, person or organization directly or indirectly employed by the Contractor or Subcontractor, or anyone for whose acts any of them may be liable, done in connection with the performance of the work, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death or to injury to or destruction of tangible property including the loss of use resulting there from.

### IV. Insurance:

The Contractor shall purchase and maintain professional liability insurance coverage with limits not less than those specified herein for the duration of the Agreement. The professional liability insurance shall be maintained in force for one year following the date of final payment for the work performed herein. The amount of the contract may be renegotiated if the insurance premiums for the following year are raised over those in force when the contract was let. Should the professional liability insurance become unavailable during the one-year period following the date of final payment, the insurance coverage may be renegotiated between the owner and the Contractor. Insurance coverage shall provide for negligent acts, errors or omissions which the Contractor, employees of the Contractor or Subcontractor may make which produce loss or liability to the Owner and for protection against loss which results from reliance on the Contractor's products, reports or a combination thereof. Failure to comply with the provision for maintaining the insurance in effect for one year following the date of final payment may be cause for the Owner to refrain from dealing with the Contractor in the future.

### V. Payments:

The City shall pay to the Contractor the amount of any changes in the cost of insurance, which are attributable to the Scope of Work created by change orders.

Payments shall be made in accordance with Appendix B. Contractor shall submit progress invoices to City in duplicate showing the itemized services performed during the invoice period and the charges there for.

Under no circumstances will City pay for charges in excess of any lump sum or not-to-exceed contract amount incurred prior to written authorization by City for an increase in

the contract amount. Written request for an increase in the contract amount shall be given to City with sufficient notice to allow City to issue formal approval prior to the incurring of excess charges without delay to the work.

The sum of payments shall not exceed the allowable compensation stated in this Agreement. In the event items on an invoice are disputed, payment on those items will be withheld until the dispute is resolved.

The Contractor shall submit a final invoice and required documentation for services authorized by each Notice to Proceed within ninety (90) days after final acceptance of the completed project by the City. The City will not be held liable for payment of invoices submitted after this time unless prior written approval has been given.

VI. Changes:

Changes in the Scope of Work or of services may only be made by written amendment.

If at any time the City through its authorized representatives, either orally or in writing, requests or issues instructions for extra services or otherwise directs actions which conflict with any provisions of this Agreement, the Contractor shall, within ten (10) days of receipt and prior to pursuing such instructions, notify the City in writing, and to the extent possible, describe the scope and estimated cost of any extra services. Unless so notified by the Contractor, the City may assume such instructions have not changed any provisions of this Agreement nor require additional compensation. No additional payments shall be made to the Contractor without such notice.

VII. Audits and Records:

The Contractor shall maintain records of all performances, communications, documents, and correspondence pertinent to this Agreement, and the City or its authorized representatives shall have the right to examine such records and accounting procedures and practices.

The materials described in this Article shall be made available at the business office of the Contractor, at all reasonable times, for inspection, audit or reproduction by City or any funding agency, for a minimum of three years from the date (a) of final payment under this Agreement, (b) final payment upon claims or disputes, and for such longer period, if any, as may be required by applicable statute or other provisions of this Agreement.

VIII. Inspections:

The City, or any funding agency, has the right to inspect, in the manner and at reasonable times it considers appropriate during the period of this Agreement, all facilities, materials and activities of the Contractor in the performance of this Agreement.

IX. Termination or Suspension:

This Agreement may be terminated by either party upon ten (10) day's written notice if the other party fails substantially to perform in accordance with its terms through no fault of the party initiating the termination (default termination). If the City terminates this Agreement, the City will pay the Contractor a sum equal to the percentage of work completed that can be substantiated by the Contractor and the City. If the City becomes aware of any fault or defect in the work of the Contractor or nonconformance with this Agreement, the City will give prompt written notice thereof to the Contractor. Should the Contractor's services remain in nonconformance to this Agreement, the percentage of total compensation attributable to the nonconforming work may be withheld.

The City at any time may terminate (convenience termination) or suspend this Agreement for its own needs or convenience. In the event of a convenience termination or suspension for more than three months, the Contractor will be compensated for authorized services and authorized expenditures performed to the date of receipt of written notice of termination plus reasonable termination expenses. No fee or other compensation for the uncompleted portion of the services will be paid, except for already incurred indirect costs which the Contractor can establish and which would have been compensated for over the life of this Agreement, but because of the convenience of the termination would have to be absorbed by the Contractor without further compensation.

If state or federal funds support this Agreement, settlement in the event of default or convenience termination must be approved by the City and any appropriate state or federal agency.

X. Officials Not to Benefit:

No member of or delegate to Congress, United States Commissioner or other officials of federal, state or local government shall be admitted to any share or part of this

Agreement or any benefit to arise there from. The Contractor warrants that it has not employed or retained any organization or person, other than a bona fide employee working for the Contractor, to solicit or secure this Agreement and that it has not paid or agreed to pay any consideration contingent upon or resulting from this Agreement.

**XI. Independent Contractor:**

Except in those instances specifically provided for herein, the Contractor and any of its agents and employees shall act in an independent capacity and not as agents of the City in the performance of the Agreement.

**XII. Ownership of Work Products:**

Work products produced under this Agreement, except items, which have pre-existing copyrights, are the property of the City. Payments to the Contractor for services hereunder includes full compensation for all work products, field notes, interim work, reports, and other materials produced by the Contractor and its Subcontractors pertaining to this Agreement. Any re-use the City might make of these work products shall be at the City's own risk and the Contractor shall not incur any liability for the City's re-use of the work products on any project for which they were not intended.

**XIII. Subcontractors, Successors and Assigns:**

The City must concur in the selection of all Subcontractors for professional services to be engaged in performance of this Agreement.

As soon as practicable after the award of the contract, the Contractor shall furnish to the City in writing the names of the proposed Subcontractors for each of the principal portions of the work. The City shall promptly notify the Contractor if it has reasonable objection to any of the proposed Subcontractors. Failure of the City to give prompt notification shall constitute notice of no reasonable objection. The Contractor shall not contract with any Subcontractor to whom the City has made reasonable objection.

If this Agreement includes named firms or individuals, then such firms or individuals shall be employed for the designated services, unless the Agreement is changed by amendment.

The Contractor shall not assign, sublet or transfer any interest in this Agreement without the prior written consent of the City.

The Contractor binds itself, its partners, its Subcontractors, assigns and legal representatives to this Agreement and to the successors, assigns and legal representatives of the City with respect to all covenants of this Agreement.

The Contractor shall include provisions appropriate to effectuate the purposes of this Appendix C in all subcontracts executed to perform services under this Agreement which subcontract amount exceed \$50,000.

XIV. Claims and Disputes:

If the Contractor becomes aware, or reasonably should have become aware of any act or occurrence, which may form the basis of a claim, the contractor shall immediately inform the City's Project Manager. If the matter cannot be resolved within seven (7) days, the Contractor shall within the next fourteen (14) days, submit written notice of the facts which may form the basis of the claim.

In addition, all claims by the Contractor for additional compensation or an extension of the time for performance of any dispute regarding a question of fact or interpretation of this Agreement shall be presented in writing by the Contractor to the City's Project Manager within the next sixty (60) days unless the Project Manager agrees in writing to an extension of time for good cause shown. Good cause shown includes time for the Contractor to prepare the claim, and the City's Project Manager will grant an extension of not more than sixty (60) days for preparation of the claim. The Contractor agrees that unless these written notices are provided, the Contractor shall not be entitled to additional time or compensation for such act, event or condition. The Contractor shall in any case continue diligent performance under this Agreement. The Contractor shall in any case continue to expeditiously accomplish disputed services pending future resolution of the Contractor's claim unless notified by the City to stop work on the disputed matter.

In presenting any claim, the Contractor shall specifically include, to the extent then possible, the following:

The provisions of this Agreement, which apply to the claim and under which it is made.

The specific relief requested including any additional compensation claimed and the basis upon which it was calculated and/or the additional time requested and the basis upon which it was calculated.

The claim will be acknowledged in writing by the City's Project Manager. If the claim is not disposed of within sixty (60) days of acknowledgment, provided additional time is not granted in writing by the City's Contract Officer, the claim will be decided by the City's Contract. The Contract Officer reserves the right to make a written request to the Contractor at any time for additional information, which the Contractor may possess to support the claim(s). The Contractor agrees to provide the City such additional information within thirty (30) days of receipt for such a request. The City's Contract Officer will allow a reasonable time extension for good cause if presented in writing prior to the expiration of the thirty (30) days. Failure to furnish such additional information constitutes a waiver of claim.

The Contractor will be furnished a written, signed copy of the Contract Officer's decision within ninety (90) days of receipt of all necessary

information from the Contractor upon which to base the decision. The Contract Officer's decision is final and conclusive unless fraudulent as to the claim unless, within thirty (30) days of receipt of the decision, the Contractor delivers a notice of appeal to the City Manager. The notice of appeal shall include specific exceptions to the City's decision including specific provision of this Agreement, which the Contractor intends to rely upon on appeal. General assertions that the City's decision is contrary to law or to fact are not sufficient.

The decision of the City Manager will be rendered within 120 days of notice of appeal and the decision constitutes the exhaustion of contractual and administrative remedies.

XV. Extent of Agreement:

This Agreement, including appendices, represents the entire and integrated Agreement between the City and the Contractor and supersedes all prior negotiations, representations or agreements, either written or oral.

Nothing contained herein may be deemed to create any contractual relationship between the City and any Subcontractors or material suppliers; nor may anything contained herein be deemed to give any third party a claim or right of action against the City or the Contractor which does not otherwise exist without regard to this Agreement.

This Agreement may be changed only by written amendment executed by both the City and the Contractor. All communications that affect this Agreement must be made or confirmed in writing.

The Contractor on receiving final payment will execute a release, if required, relinquishing in full all claims against the City arising out of or by reason of the services and work products furnished under this Agreement.

The Contractor shall pay all federal, state and local taxes incurred by the Contractor and shall require their payment by any Subcontractor or any other persons in the performance of this Agreement.

XVI. Governing Laws:

This Agreement is governed by the laws of the State of Alaska and such federal and local laws and ordinances as are applicable to the work performed. Any litigation arising out of the terms of this Agreement shall be brought in the Third Judicial District, Superior or District Court at Valdez.



**Appendix B**  
**Basis of compensation**

The Contractor shall provide all services as proposed in accordance with an all-inclusive maximum fee not to exceed the following:

Audit Year 2013	\$61,227.
Audit Year 2014	\$63,603
Audit Year 2015	\$69,276

The all-inclusive fee includes all travel and reimbursable costs.

Progress payments will be made on the basis of percentage of work completed during the course of the contract in accordance with the all-inclusive maximum fee. Interim billing shall cover a period of not less than a calendar month. Ten percent (10%) will be withheld from each billing pending delivery of the firm's final reports.



## Agenda Statement

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**File #:** 17-0035      **Version:** 1

**Type:** New Business      **Status:** Agenda Ready

**File created:** 1/11/2017      **In control:** City Council

**On agenda:** 1/17/2017      **Final action:**

**Title:** Approval to Contract with Rodeo Alaska to Host 2-Day Rodeo Event (w/optional 3rd day Junior Rodeo included in bid) in the Amount of \$46,000.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [BID.Valdez 2017.pdf](#)  
[Valdez Price.BREAKDOWN.pdf](#)  
[TESTIMONIAL.RE RODEO ALASKA.htm](#)

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

Approval to Contract with Rodeo Alaska to Host 2-Day Rodeo Event (w/optional 3rd day Junior Rodeo included in bid) in the Amount of \$46,000.

**SUBMITTED BY:** Darryl Verfaillie, PRCS Director

### **FISCAL NOTES:**

Expenditure Required: \$46,000.00  
Unencumbered Balance: \$50,000.00  
Funding Source: 001-6200-43400

### **RECOMMENDATION:**

Approve to Contract with Rodeo Alaska in the Amount of \$46,000.

### **SUMMARY STATEMENT:**

The Valdez Parks, Recreation & Cultural Services (PRCS) Department is seeking permission to host Rodeo Alaska during the summer of 2017 in an effort to bring unique programming and/or events to our community. Rodeo Alaska has an excellent reputation of bringing high quality entertainment to Alaskan communities since 2010 (please see attached testimonial from the City of Wasilla). Other similar (and highly successful) summer PRCS initiatives have included: the Roustabout Circus Camp (2014), Clark & Barnes Family Fun Circus (2015), and the A-1 Carnival (2016).

## **PROPOSED DATES: 28-30 July 2017**

### **LOCATION:**

The primary/proposed location of this event would be **North Meyring Park Strip**. Other than providing a readily seen venue in the center of town, hosting this event on the park strip would also serve an alternative need by allowing us to rejuvenate a portion of the park strip (180ft x 200ft) by mulching in much needed top soil as we ready the “arena area” to ensure safety concerns are met. Once the rodeo has departed, we would hydro-seed the area(s) affected by rodeo operations. If this were to become a recurring/sustainable event, we could use this same method of park strip recovery in other portions of Meyring Park Strip as well as the Black-Gold Park Strip.

Though the arena would take up a relatively small portion of the Park, livestock would need to be staged in close proximity to the arena. To address any potential “animal related” disruption to nearby residents, Rodeo Alaska will readily recover any animal waste or allow the City to reclaim it for future use. The Rodeo operates in other rural/downtown areas throughout Alaska (e.g Bearpaw Festival in Chugiak/Eagle River) without incident or disruption. Rodeo Alaska provides 24/7 oversight of all livestock and - if requested - has the potential to house their bulls offsite at the Pipeyard.

### **DETAILS:**

The attached written bid document clearly outlines all services provided as well as those services required of the host agency (City of Valdez). The standard rodeo event runs 2.5 hours each day (Sat-Sun) and includes, but is not limited to the following events: Team Roping, Double Mugging (roping and wrestling a steer to the ground), Barrel Riding, Ribbon Roping, Bull Riding, Calf Riding, Mutton Busting (sheep riding by young children), Bare Back, Saddle Broncing. There is also an optional Junior Rodeo that would occur on the Friday prior to the standard rodeo, and is open to all children 14 and under.

As this would be a City-run event, much like 4<sup>th</sup> of July celebrations, in-kind services are not an issue as the following City Departments have already been working together with PRCS to ensure FY17 budgets and resources would be available to assist - without negatively impacting other scheduled City functions or projects: Public Works, Capital facilities, Fire, Police & Comm Dev. This “Team” approach is nothing new as we regularly work with other City Departments across many venues to provide successful events and programs to our Community.

### **TARGET AUDIENCE:**

Rodeo appeals to all ages, genders and ethnicities - therefore, our intended audience incorporates our entire community of 4100 year-round residents as well as the many visitors that frequent Valdez during the summer months. Recent statistics include:

1. The McDowell Visitor Survey from summer 2016 indicated a total of 85,000 visitors arriving in Valdez. Based on basic percentages, that would indicate that there were approximately 7,083 visitors per week who had access to the survey crews.

2. According to the latest 2016 Valdez Convention & Visitors Bureau (VCVB) visitor stats, between July 15th and August 11<sup>th</sup>, 2016 (the same time period as the proposed Rodeo), a total of 3,446 visitors entered the VCVB - of which 663 were Alaska residents.

Based on the aforementioned data available, it would be reasonable (in conservative terms) to assume that during any single week between July and August, **the total population of Valdez can range between 9,000 and 11,000 people per week (including both locals and visitors).**

Due to the uniqueness of the event, we anticipate increased attendance from outlying communities such as Cordova, Tatitlek, Copper Center and Glennallen, to name just a few.

In addition to the many spectators, Rodeo Alaska brings over 120 Rodeo participants - along with their families - totaling nearly 200 additional "visitors" to town during this 3-day period.

### **BENEFITS / OPPORTUNITIES:**

1. All monies generated from the event go directly to the City of Valdez.
2. Numerous opportunities for local vendors (beer garden, hot dog sales, clothing, etc.).
3. Local Partnering Opportunities for non-profits (Providence Valdez Medical Center & Rodeo Alaska's "Tough Enough to Wear Pink" Program benefitting cancer patients in Alaska).
4. Increase demand for Restaurants/Hotels/Private Businesses/Groceries/Fuel, etc.
5. Opportunity to recognize our local military during ceremony.
6. Opportunity to see our Mayor and Interim City Manager/City Clerk on a horse. 😊

### **SUMMARY:**

We would greatly appreciate the Council's endorsement of this event as we truly feel it would benefit the City as a whole. Though we make no promises or guarantees that we will recoup our costs dollar-for-dollar, we believe the experience itself - much like fireworks displays - will last a lifetime for those who attend.

Thank you in advance for considering bringing this exciting event to our Community.

**Rodeo Alaska would like to thank you for the opportunity to propose a bid for a 2 day Rodeo/event.**

**Date: 10-25-16**

**Bid For: City of Valdez**

**Budget Proposal # 11-2016**

**Bid Amount: \$ 46,000**

**INCLUDES:**

- Provide Arena, Bucking Chutes and Labor as needed for rodeo event.
- 2.5 hr rodeo event unless specified otherwise. (Events held on Sat & Sun.) Date TBD
- 2 Million Agg. / Insurance
- Advertisements ( print, radio )
- Provide all rough stock, roping stock as needed for rodeo.
- Provide all arena worker(s) Stock hands ,timers ,judges, and secretary
- Provide PRCA /WNFR rodeo announcer.
- Provide PRCA/ WNFR specialty act ( TBD )
- Sound and equipment speakers, microphones etc.. as needed
- Arena secretary for contestant entries.
- Grand Entry for rodeo as well as Saturday guest appearances or Parades.
- Optional Junior Rodeo on Friday night. ( All Kids events )
- Onsite visits to Valdez for promotional assistance. (Sponsors etc.. )

**EXCLUDES:**

- Forklift rental for load / unload supplied trailers.
- Man lift or equivalent for Announcer Booth and speaker towers.
- Bleachers and traffic control.
- Ground work prior to arrival ( tilling and grass removal in arena area )
- Arena Drag , Water Truck
- Security guards. Min of 4
- Deposit of \$23,000 due upon agreement of proposal; balance due following post meeting immediately upon completion of the Rodeo.

**PLEASE CONTACT RODEO ALASKA 907-748-RDEO (7336)**

**2551 Lyvona Lane Anchorage Alaska 99502**

RODDEO ALASKA



CHAMPIONS

TOUR

*ain't*  
NO FEAR  
*in the Last Frontier*

2015

Line Item	Amount
Announcer	2,500.00
Sound	1,500.00
Awards	2,000.00
Added Money	5,000.00
Bulls	5,000.00
Steers	2,500.00
Bucking Horses	2,000.00
Calves	2,000.00
Sheep	1,000.00
Hotel 6 people@200	3,600.00
Arena Build/transport	3,000.00
Advertising	2,000.00
Entertainment	2,500.00
Production/Rodeo Mngmnt	10,000.00
Rodeo Management	3,000.00
	47,600.00

**From:** Lyn Carden [lcarden@ci.wasilla.ak.us]  
**Sent:** Tuesday, January 10, 2017 3:52 PM  
**To:** Darryl Verfaillie  
**Cc:** Bert Cottle; Alyssa Farrar  
**Subject:** RE: RODEO ALASKA

Darryl and the City of Valdez  
In 2016 the City of Wasilla partnered with Rodeo Alaska for our first ever rodeo held at the Menard Sports Complex Memorial Day Weekend. The 3 day event brought several thousand folks to Wasilla for many family friendly events. Rodeo Alaska worked with large and small local business to provide vendor opportunities onsite during event open hours . The event also generated other business in our community as a well, from our gas stations, retail store, hotels and restaurants.  
Frank Koloski and his crew are very professional and easy to work with all the while paying attention to the smallest details that will produce success for your community.  
We, the City of Wasilla look forward to our June rodeo event and many years to come with Rodeo Alaska.  
Best Regards,

Lyn Carden  
City of Wasilla, Deputy Administrator  
290 E. Herning Ave, Wasilla Alaska 99654-7091  
(907) 373-9057  
[www.cityofwasilla.com](http://www.cityofwasilla.com)  
Wasilla, The heartbeat of the Mat-Su Valley!  
Carden



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**From:** CityofWasilla  
**Sent:** Tuesday, January 10, 2017 2:02 PM  
**To:** Bert Cottle  
**Cc:** Lyn Carden  
**Subject:** FW: RODEO ALASKA

Mayor for you.

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**From:** Darryl Verfaillie [<mailto:dverfaillie@ci.valdez.ak.us>]  
**Sent:** Tuesday, January 10, 2017 11:04 AM  
**To:** CityofWasilla  
**Cc:** Darryl Verfaillie; Wendy Clubb  
**Subject:** RODEO ALASKA

Dear Mayor Cottle,



Happy New Year (and 100<sup>th</sup> anniversary) from Valdez! I am attempting to bring the Rodeo back to Valdez this July and have been working closely with Frank Koloski (great guy) to make it happen. Though I managed to convince the Council to appropriate the money during our budget hearings ĩ½ I have a couple of Council Members that need more encouragement when it comes to authorizing the expenditure for the Rodeo☺

If at all possible, I would love to have an e-mail from you as a positive endorsement of Rodeo Alaska and Frank ĩ½ so that I could include it in my agenda item. Of course, the agenda is due by COB tomorrow, so my apologies for the late notice. I certainly understand if you do not have the time, but I appreciate the thought nonetheless!

Thanks in advance and hope all is well!!

D



## Agenda Statement

**File #:** 17-0025      **Version:** 1

**Type:** New Business      **Status:** Agenda Ready

**File created:** 1/6/2017      **In control:** City Council

**On agenda:** 1/17/2017      **Final action:**

**Title:** Approval of Contract with UAA Small Business Development Center for Business Workshop Training (Reconsideration Requested by Council Member McCune)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [SBDC Workshop Letter.pdf](#)

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

Approval of Contract with UAA Small Business Development Center for Business Workshop Training (Reconsideration Requested by Council Member McCune)

**SUBMITTED BY:** Lisa Von Bargen, CED Director

### **FISCAL NOTES:**

Expenditure Required: \$25,000 + travel  
Unencumbered Balance: \$180,000  
Funding Source: 001-5400-43400 ED Contractual Services

### **RECOMMENDATION:**

Approve contract with UAA Small Business Development Center for Business Workshop Training.

### **SUMMARY STATEMENT:**

*During the January 3, 2017 regular City Council meeting, approval of this agenda item failed following a 3-1-3 vote. Council Member McCune requested reconsideration of this item, a process authorized under Valdez City Council policies.*

In November the ED Commission hosted Julie Nolan from the UAA Small Business Development Center (SBDC) for the monthly business luncheon. She gave an introduction to one of the many business development workshops SBDC provides to upcoming and current business owners. It was clear from those that attended that business education workshops (especially among young would-be entrepreneurs) would be most welcome and are much needed in the community. Lamar Cotten (ED

Contract staff) began a dialogue with the SBDC about bringing this service to Valdez.

The SBDC provides both loan subsidies and technical advice to new and existing businesses. The program (<https://aksbdc.org>) involves a series of practical steps to evaluate establishing or expanding a business.

The SBDC seeks to develop a strategic partnership with communities and local organizations. After a series of discussions the SBDC has offered the following for work in Valdez. SBDC will:

- Provide (for residents) free confidential one-on-one business advising services beginning in January;
- Visit once or twice a month, for 1-3 days per trip, not to exceed 18 trips during the course of the year;
- Offer a combination of 1:1 advising sessions for small groups and small business workshops;
- Provide the highest impact for Valdez and to schedule advising sessions based on community needs;
- Russ Talvi with the Fairbanks SBDC office will be the lead advisor for the program.

Both parties agree that the basis for the program's success is for the EDC and the SBDC to work closely on tasks such as community outreach and scheduling. The actual class topics, timing and instructors will be based primarily on community interest and commitment. EDC/City staff will develop a public outreach effort to insure local benefit from this program.

To maximize local benefit EDC/City staff is developing a survey that will be disseminated to the business community (and budding entrepreneurs) to determine the education needs. The results of the survey will be used to help determine the schedule of workshops and advising sessions.

The cost of this program is \$25,000 plus travel. Additional funding for advertising will and outreach will also be necessary. This program was not specifically outlined in the 2017 Budget. However, there is room to accommodate it in the ED Contractual Services and Travel Budgets.

The ED Commission approved a recommendation on November 16, 2016 to include the SBDC program in the Commission's 2017 Program of Work. That recommendation was affirmed at the December 21, 2016 meeting when a final scope of work was provided by the SBDC. A copy of the engagement letter from the SBDC has been attached to this agenda statement for reference.

The Commission sees this effort as a way to grow the local economy by investing in the local business community. The workshops are designed to be free to local businesses as the City is underwriting the costs. However, the SBDC staff has advised Valdez that usually when there is no cost associated with training like this the incentive to book ahead and actually show up is often diminished. The Commission is looking at a couple of alternative to help address this issue. One idea is to charge a small registration fee which is refunded upon attending the workshop. Another idea is to charge a small registration fee. The fees are put "in the pot" and a drawing is held at the end of each workshop. The lucky winner receives the pot of "seed money" toward their business endeavor. This small detail is still under consideration.



**December 5, 2016**

To: Lamar Cotten  
Community Development Consultant

Dear Lamar,

The Alaska Small Business Development Center (SBDC) provides no-cost advising and low cost educational programs to entrepreneurs looking to start or grow their small business. SBDC business advisors work with entrepreneurs in confidential, one-on-one sessions in the areas of management, marketing, sales, finance, accounting and other disciplines required for small business growth, expansion and innovation.

This proposal is for the SBDC to provide free, confidential business advising services beginning January in 2017 in the community of Valdez. An advisor will visit Valdez once or twice per month, for 1-3 days per trip, not to exceed 18 trips during the course of the year. Services could include a combination of 1:1 advising sessions with small group advising sessions and small business workshops. We'll work with you during the course of this contract to deliver the services that provide the highest impact for the Valdez community, and to schedule the advising sessions per community needs. All advising sessions and workshops will take place at the Prince William Sound College.

You can be confident that your partnership with the SBDC will produce results – our team is performing at a higher level now than at any point in our 35-year history. In 2016, we:

- Achieved all-time highs for the 3rd consecutive year in 5 out of our 6 key performance goals
- Submitted our 2nd application to the Washington State Quality Award Program, which is a state administrator for the Malcolm Baldrige National Quality Award.
- Helped Alaska's businesses obtain more than \$19M in loans and equity investments.

The SBDC staff is comprised of highly qualified, experienced business professionals, many with business ownership experience, and/or advanced degrees in business. All business advisors are certified through the Alaska SBDC's Professional Certification program as well as the Association of Accredited Small Business Consultants (AASBC). For this project we will assign a lead business advisor, Fairbanks Center Director Russell Talvi (see bio below). Russell will be the point of contact for this contract, and will coordinate all scheduling of SBDC business advisors.

Proposal Amount: \$25k + travel expenses

I look forward to discussing this opportunity further and engaging with the business owners of Valdez.

Sincerely,



Isaac Vanderburg  
Executive Director  
The Alaska Small Business Development Center



**Julie Nolen**, Assistant State Director & Central Region Director has been involved in family businesses since she was 8 years old, first with her parents and now assisting her husband with his two businesses and as a silent partner in the family restaurant. Her mother was a life-long entrepreneur who felt it was very important to introduce the values of a strong work ethic and business ownership from a young age. Julie joined the SBDC team in 2009 and her areas of expertise include: business plan development, marketing, event planning and restaurant management.



**Ian Grant**, Assistant State Director & Southeast Center Director has experience as a small business owner in the restaurant industry. He specializes in assisting his clients on their business plans, financial projections and cash flow management. Ian has been with the SBDC for almost four years and has assisted clients in a wide range of services including buying and selling a business, management and strategic planning.



**\*Russell Talvi**, Fairbanks Center Director, has 20 plus years of experience as a manager/owner of a destination resort as well as hospitality and food and beverage businesses in AK and Hawaii and has participated in the Executive MBA Program at University of Hawaii, Manoa. He has personal experience buying and selling businesses, both asset sales and stock sales. He loves to help existing small businesses review their current financial performance, discover opportunities and implement improvements to increase their profitability.



**Allan Carraway**, Anchorage Business Advisor, started his first business at 17 years old and hasn't looked back since. He has accumulated over 20 years in small business as well as retail management. In recent years, he has turned efforts more toward helping start-ups and developing techniques to help businesses of any stage a leg up against their competition. Allan's specialties include retail, small format grocery, networking, marketing, and business valuation.



**Kimberlee Hayward**, Ketchikan Center Director, is an experienced business development professional with more than twenty years experience working with small businesses. Kimberlee has extensive knowledge in small business marketing, government contracting, information technology, and business relationship building.

She is an expert in the psychology of website design, email marketing, web development, customer relationship management, and business process re-engineering. Prior to becoming a small business owner, Kimberlee worked for Oracle, Hewlett Packard, and was the S&L Director of Global Government for EDS. After becoming an entrepreneur Kimberlee owned several small successful businesses in Colorado, D.C., and Alaska. Kimberlee is the author of the Brilliant Marketing, a small business marketing methodology used around the world.



*SBDC Business Advisors are AASBC accredited.*

\* Lead Advisor

| Request for support



## Agenda Statement

**File #:** ORD 17-0001 **Version:** 1  
**Type:** Ordinance **Status:** Second Reading  
**File created:** 12/19/2016 **In control:** City Council  
**On agenda:** 1/3/2017 **Final action:**  
**Title:** #17-01 - Amending Chapter 5.20 Section 5.20.060 of the Valdez Municipal Code Relating to Facilities Required for Massage Establishments. Second Reading. Adoption.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Massage Establishment Code Revision Ordinance.pdf](#)

Date	Ver.	Action By	Action	Result
1/3/2017	1	City Council		

### **ITEM TITLE:**

#17-01 - Amending Chapter 5.20 Section 5.20.060 of the Valdez Municipal Code Relating to Facilities Required for Massage Establishments. Second Reading. Adoption.

**SUBMITTED BY:** Lisa Von Bargaen, CED Director

### **FISCAL NOTES:**

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

### **RECOMMENDATION:**

Approve Ordinance No. 17-01 Amending Section 5.20.060 of the Valdez Municipal Code Relating to Facilities Required for Massage Establishments.

### **SUMMARY STATEMENT:**

Section 5.20.060 of the Valdez Municipal Code outlines the facilities required for massage establishments within the City of Valdez. The code also outlines the Fire Chief or his/her designee is responsible for carrying out these inspections. In November of 2016 two massage establishments were up for license renewal and the facilities required inspections. The Clerk's office, which handles these license renewals, contacted the Fire Department. Chief Raynor, looking at things with a fresh set of eyes, questioned why the Fire Department and not the Building Department handles these inspections. After a brief discussion between the Fire Chief and Community Development Director it was determined the Building Department should be tasked with massage establishment inspections

as the Building Inspector already handles all other similar inspections in the community.

In order to make the change official, Valdez Municipal Code must be amended via an ordinance. The attached ordinance changes the inspection responsibility from the Fire Chief to the Building Official and is before Council for review and consideration.

CITY OF VALDEZ, ALASKA

ORDINANCE NO. 17-01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF VALDEZ  
ALASKA AMENDING CHAPTER 5.20, SECTION 5.20.060, OF THE  
VALDEZ MUNICIPAL CODE RELATING TO FACILITIES REQUIRED  
FOR MASSAGE ESTABLISHMENTS

WHEREAS, Valdez Municipal Code Section 5.20.060 outlines the facilities required for massage establishments within the City of Valdez; and

WHEREAS, the required facilities are designated by Valdez Municipal Code to be inspected by the Fire Chief or his/her designee; and

WHEREAS, all other inspections of similar type are conducted by the Building Department; and

WHEREAS, the Fire Chief and Community Development Director agree inspections for massage establishment should be conducted through the Building Department; and

WHEREAS, a revision to the Valdez Municipal Code, through an ordinance, is necessary to codify this change.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, that:

Section 5.20.060 of the Valdez Municipal Code is amended to read as follows:

**5.20.060 Facilities required.**

No license to operate a massage establishment shall be issued unless an inspection by the building official ~~fire chief~~ or his/her designee reveals that the establishment complies with each of the following minimum requirements:

A. The premises shall have adequate equipment for disinfecting and sterilizing nondisposable instruments and materials used in administering massages. Such nondisposable instruments and materials shall be disinfected after use on each patron.



B. Closed cabinets shall be provided and used for the storage of clean linen, towels and other materials used in connection with administering massages. All soiled linens, towels and other materials shall be kept in properly covered containers or cabinets, which containers or cabinets shall be kept separate from the clean storage areas.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF  
VALDEZ, ALASKA THIS \_\_\_\_\_ OF \_\_\_\_\_, 2017.

CITY OF VALDEZ, ALASKA

\_\_\_\_\_  
Ruth E. Knight, Mayor

ATTEST:

\_\_\_\_\_  
Sheri L. Pierce, MMC, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Brena, Bell & Clarkson, P.C.

First Reading:

Second Reading:

Yeas:

Nays:

Absent:

Abstain:



## Agenda Statement

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**File #:** ORD 17-0002 **Version:** 1  
**Type:** Ordinance **Status:** Second Reading  
**File created:** 12/27/2016 **In control:** City Council  
**On agenda:** 1/3/2017 **Final action:**  
**Title:** #17-02 - Amending Chapter 1.08 Section 1.08.010 of the Valdez Municipal Code Titled General Penalty, Continuing Violations. Second Reading. Adoption.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [17-02 Amending Title 1, Chapter 1.08 Titled General Penalty](#)

Date	Ver.	Action By	Action	Result
1/3/2017	1	City Council		

### **ITEM TITLE:**

#17-02 - Amending Chapter 1.08 Section 1.08.010 of the Valdez Municipal Code Titled General Penalty, Continuing Violations. Second Reading. Adoption.

**SUBMITTED BY:** Sheri Pierce, City Clerk and Bart Hinkle, Police Chief

### **FISCAL NOTES:**

Expenditure Required: NA  
Unencumbered Balance: NA  
Funding Source: NA

### **RECOMMENDATION:**

Approve Ordinance # 17-02

### **SUMMARY STATEMENT:**

Recent legislation (SB 91) affects the City of Valdez and Valdez Municipal Code by reducing the class of crimes for certain offenses - resulting in a "fine only" sentence as opposed to jail time, changing certain offenses from crimes to minor offenses, and placing the prosecutorial burden onto the individual municipalities.

Administration (Police, Clerk and Legal) have conducted a review of the Valdez Municipal Code to ensure that minor offenses which will no longer be prosecuted by the State of Alaska are established in code, thereby allowing the Valdez Police Department to charge an offense as a violation of city ordinance.

State Statute allows municipalities to charge fines in an amount up to \$1,000 for minor offenses, and mandates that punishment for similar offenses may not exceed the fine and punishment established by the State. The Valdez Municipal Code currently caps fines for violations at \$300 and for the vast majority of offenses require a mandatory court appearance. Ordinance #17-02 would raise the fine to allow prosecution of minor offenses previously charged under State Statute with an established fine in excess of \$300. For example, the charge of Minor in Possession was previously litigated through the District Attorney's office. As of October 4, 2016, the State of Alaska no longer prosecutes MIP's. The burden falls upon the City. As it currently stands, however, the associated fines would be funneled to the State. Proposed changes to the Valdez Municipal Code aim to rectify that by 1) raising the maximum fine level to \$500 to accommodate the fines of offenses such as MIP, and (2) establishing city ordinances that adopt the statutory language of the State of Alaska and thus allow the Valdez Police Department to charge an offense under the Valdez Municipal Code.

A concerted effort was made to ensure that the proposed changes brought the Valdez Municipal Code in line with other municipalities throughout the State, reflected the values and societal norms of the Valdez community, and were severe enough to achieve accountability and behavior modification.

Additionally, proposed changes to the Valdez Municipal Code aim to adjust to the financial cost of prosecuting offenses, as well as ways to mitigate that cost. It is anticipated that the City Attorney will be utilized more frequently than in years past. This places greater control within the City of Valdez over prosecution authority, whereas it previously rested in the State's control, but also comes at a greater cost to the City. Raising the associated fine levels will offset some of the associated costs with utilizing the City Attorney more frequently.

By removing the mandatory court appearance requirement for a number of offenses, we aim to achieve the following: fewer minor offense hearings taking up the Valdez Court times, and less overtime associated with Officers and Animal Control Officers appearing at mandatory court appearances. Individuals charged with a municipal code violation will still have the option of entering a plea of "not guilty" and be granted a minor offense trial. Those who choose to pay the fine and forego a trial, will be able to pay a fine to the Valdez Court directly, through the mail, or online.

In order to pay a fine without a mandatory court appearance, there must be an established and published fine structure. The proposed changes reflect that, unless otherwise noted, the fine is \$500 and no mandatory court appearance. In those offenses that have an established fine, the fine is specified by ordinance.

The crux of the proposed changes which will be presented in subsequent ordinances are designed to mirror statutes of the State, but allow for the Valdez Police Department to cite under city ordinance so that the City of Valdez has greater prosecutorial control and also captures the fines associated with the offenses.

Following the adoption of Ordinance #17-02 which amends the general penalty, we have prepared several ordinances which will amend those sections of the Valdez Municipal Code which address specific offenses, including adoption of a minor offense fine schedule.

CITY OF VALDEZ, ALASKA

ORDINANCE NO. 17-02

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF VALDEZ,  
ALASKA AMENDING CHAPTER 1.08 SECTION 1.08.010 OF THE  
VALDEZ MUNICIPAL CODE TITLED GENERAL PENALTY –  
CONTINUING VIOLATIONS

WHEREAS, Senate Bill 91 was adopted by the Alaska legislature thereby reducing the class of crimes for certain offenses, changing certain offenses from crimes to minor offenses, and placing the prosecutorial burden with municipalities.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA that the following amendments are made to Chapter 1.08 of the Valdez Municipal Code:

Section 1: Chapter 1.08 of the Valdez Municipal Code is hereby amended to read as follows:

**GENERAL PENALTY**

**Sections:**

**1.08.010 General penalty—Continuing violations.**

1.08.010 General penalty – Continuing violations.

A. Whenever in this code, or in any other ordinance or resolution of the city or in any rule, regulation or order promulgated by any officer or agency of the city under authority duly vested in him or it any act is prohibited or is made or declared to be unlawful or an offense or a misdemeanor, or the doing of any act is required or the failure to do any act is declared to be unlawful or an offense or a misdemeanor, where no specific penalty is provided therefore, the violation of any such provision of such code or any other ordinance of the city or such rule, regulation or order shall be punished by a fine not exceeding five ~~three~~ hundred dollars.

B. Except where otherwise provided, every day any violation of this code or any other ordinance of the city or such rule, regulation or order shall continue shall constitute a separate offense. (Prior code § 1-7)

C. Except where otherwise provided, court appearance is optional upon citation for violation of this code or any other ordinance, rule, regulation or order of the city.

Section 2: This ordinance shall take effect immediately following adoption by the Valdez City Council.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF  
VALDEZ, ALASKA this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

CITY OF VALDEZ, ALASKA

\_\_\_\_\_  
Ruth E. Knight, Mayor

ATTEST:

\_\_\_\_\_  
Sheri L. Pierce, MMC, City Clerk

First Reading:  
Second Reading:  
Adoption:  
Ayes:  
Noes:  
Absent:  
Abstaining:

APPROVED AS TO FORM:

\_\_\_\_\_  
Anthony S. Guerriero, City Attorney  
Brena, Bell, & Clarkson, P.C.



## Agenda Statement

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**File #:** ORD 17-0003 **Version:** 1  
**Type:** Ordinance **Status:** Agenda Ready  
**File created:** 1/13/2017 **In control:** City Council  
**On agenda:** 1/17/2017 **Final action:**  
**Title:** #17-03 - Amending Title 9 of the Valdez Municipal Code Titled Public Peace and Welfare. First Reading. Public Hearing.  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [17-03 Amending Title 9 Public Peace and Welfare.doc](#)

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

#17-03 - Amending Title 9 of the Valdez Municipal Code Titled Public Peace and Welfare. First Reading. Public Hearing.

**SUBMITTED BY:** Sheri L. Pierce, MMC, City Clerk

### **FISCAL NOTES:**

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

### **RECOMMENDATION:**

Approve Ordinance #17-03 amending Chapter 9 of the Valdez Municipal Code titled Public Peace and Welfare. First Reading. Public Hearing.

### **SUMMARY STATEMENT:**

Senate Bill 91 was adopted by the Alaska legislature thereby reducing the class of crimes for certain offenses, changing certain offenses from crimes to minor offenses, and placing the prosecutorial burden with municipalities. This change required a review of the Valdez Municipal Code by legal counsel to determine amendments which must be brought forward in order to establish violation and penalty for offenses which will now will be charged and prosecuted under local ordinance.

During the review of Title 9 each chapter was also reviewed for conformance to state law, any violation of constitutional right under current state and federal laws, and after conferring with local law enforcement clarification of existing language and inclusion of some offenses not currently addressed



by ordinance.

Chief Hinkle and the City Attorney will be available to address all amendments as presented.



## Agenda Statement

**File #:** RES 17-0001 **Version:** 1  
**Type:** Resolution **Status:** Agenda Ready  
**File created:** 12/27/2016 **In control:** City Council  
**On agenda:** 1/17/2017 **Final action:**  
**Title:** #17-01 - Authorizing a 2017 Equal Lump-Sum Payment to All Regular Full-Time, Regular Part-Time, and Regular Seasonal Employees, as Defined in the City's Personnel Regulations, and Excluding Such Payment from Alaska Public Entity Retirement System (PERS) Eligibility. (Postponed from January 3, 2017 regular City Council meeting.)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Resolution re 2017 Bonus.pdf](#)

Date	Ver.	Action By	Action	Result
1/3/2017	1	City Council		

### **ITEM TITLE:**

#17-01 - Authorizing a 2017 Equal Lump-Sum Payment to All Regular Full-Time, Regular Part-Time, and Regular Seasonal Employees, as Defined in the City's Personnel Regulations, and Excluding Such Payment from Alaska Public Entity Retirement System (PERS) Eligibility. (Postponed from January 3, 2017 regular City Council meeting.)

**SUBMITTED BY:** Brian Carlson, Finance Director.

### **FISCAL NOTES:**

Expenditure Required: \$250,000

Unencumbered Balance: \$250,000

Funding Source: Adopted in 2017 Budget; Pro-Rated Among All Departments

### **RECOMMENDATION:**

Approve

### **SUMMARY STATEMENT:**

This Resolution authorizes the 2017 lump-sum bonus payment to employees, and articulates certain criteria which will exclude the payment from PERS-eligible compensation. PERS staff informs the City that a lump-sum bonus is *ineligible* for a PERS-reporting if:

- It is not a compensation for services rendered to the City.
- It is not tied to employees' performance.

- The City of Valdez specifically indicated in their Personnel Policy ***or in another documented Resolution*** that this payment represents a bonus not eligible for contributions or reporting to the PERS system.

By excluding the payment from PERS-qualified income, the City is able to substantially lower its employer costs, thereby increasing the amount of the lump-sum payment to employees. Assuming approval of the resolution, Finance will process a **\$1,800 payment to each employee** (pro-rated for partial FTEs).

CITY OF VALDEZ, ALASKA

RESOLUTION # 17-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, AUTHORIZING A 2017 EQUAL LUMP-SUM PAYMENT TO ALL REGULAR FULL-TIME, REGULAR PART-TIME, AND REGULAR SEASONAL EMPLOYEES, AS DEFINED IN THE CITY'S PERSONNEL REGULATIONS, AND EXCLUDING SUCH PAYMENT FROM ALASKA PUBLIC ENTITY RETIREMENT SYSTEM (PERS) ELIGIBILITY.

WHEREAS, in the adopted 2017 Budget, City Council authorized a one-time payment to all Regular Full-Time employees, Regular Part-Time and Regular Seasonal employees; and

WHEREAS, City Council stipulated that this payment be an equal amount to all regular full-time employees, and a pro-rated amount to regular part-time and regular seasonal employees, based on each employee's full-time annual equivalency; and

WHEREAS, this payment is not compensation for services rendered to the City, nor tied to employee performance; and

WHEREAS, the payment is offered to all qualifying employees in the City's employ as of January 1, 2017; and

WHEREAS, the City excludes this payment from PERS-qualified compensation, pursuant to AS 39.35.680.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, that

Section 1. A one-time, lump sum payment of \$1,800 is authorized for all Regular Full-Time Employees in the City's employ as of January 1, 2017.

Section 2. A one-time, lump sum payment is authorized for all Regular Part-Time and Regular Seasonal employees in the City's employ as of January 1, 2017 in an amount representing \$1,800 pro-rated for each employee's full-time annual equivalency.

Section 3. 2017 Lump sum payments will be processed as taxable gross-compensation via payroll in January, 2017, and as such subject to matching 401a contribution, payroll tax withholding, and Federal Income Tax withholding.

Section 4. Employees may elect to deposit any portion of the 2017 lump-sum payment to the City's 457 Retirement Plan, so as to reduce taxable income and related tax withholding.

Resolution No. 17-01  
Page 2

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF  
VALDEZ, ALASKA, this \_\_\_\_\_ day of \_\_\_\_\_, 2017

CITY OF VALDEZ, ALASKA

\_\_\_\_\_  
Ruth E. Knight, Mayor

ATTEST:

\_\_\_\_\_  
Sheri L. Pierce, MMC, City Clerk



## Agenda Statement

**File #:** RES 17-0002 **Version:** 1  
**Type:** Resolution **Status:** Agenda Ready  
**File created:** 1/10/2017 **In control:** City Council  
**On agenda:** 1/17/2017 **Final action:**  
**Title:** #17-02 - Establishing the Tax Calendar for the 2017 Tax Year  
**Sponsors:** City Council  
**Indexes:**  
**Code sections:**  
**Attachments:** [Resolution 2017 Tax Calendar.pdf](#)  
[2017 Tax Calendar.pdf](#)

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

#17-02 - Establishing the Tax Calendar for the 2017 Tax Year

**SUBMITTED BY:** Brian Carlson, Finance Director

### **FISCAL NOTES:**

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

### **RECOMMENDATION:**

Approve Resolution # 17-02 establishing the tax calendar for the 2017 tax year.

### **SUMMARY STATEMENT:**

Please see the attached Resolution and attachment, which are submitted pursuant to Title 3 of Valdez City Code.



CITY OF VALDEZ, ALASKA

RESOLUTION # 17-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, ESTABLISHING THE TAX CALENDAR FOR THE 2017 TAX YEAR

WHEREAS, Title 3 of the Valdez City Code requires that the City Council establish a tax calendar for real and personal property taxes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, that the 2017 Tax Calendar, presented as *Attachment A*, is established and adopted for the 2017 tax year:

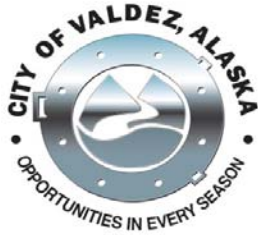
PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, this \_\_\_\_\_ day of \_\_\_\_\_, 2017

CITY OF VALDEZ, ALASKA

\_\_\_\_\_  
Ruth E. Knight, Mayor

ATTEST:

\_\_\_\_\_  
Sheri L. Pierce, MMC, City Clerk



## Attachment A: 2017 Tax Calendar

Prepared by: Brian Carlson, Finance Director  
Contact: bcarlson@ci.valdez.ak.us, 907.834.3461

<u>ITEM</u>	<u>DATE</u>	<u>CODE REF</u>	<u>NOTES</u>
Assessment Date	Sunday, January 01, 2017	3.12.070(B)	
Due Date for Property Tax Exemption Requests	Sunday, January 15, 2017	3.12.030	
Completion of Annual Assessment Roll	Tuesday, February 28, 2017	3.12.070( C)	The assessor shall complete the listings for the annual assessment roll of all real property within the city before March 1st, or other such date as may be established by the city council each year.
Mailing of Assessment Notices	Wednesday, March 01, 2017	3.12.100(A)	The assessor shall give to every person named in the assessment roll a notice of assessment, showing the assessed value of his property, at least thirty days before the equalization hearings.
Advertising Notice of Assessment	Monday, March 06, 2017	3.12.100(B)	When valuation notices have been mailed, the assessor shall cause notice that the assessment rolls have been completed to be published in a newspaper of general circulation once each week for two successive weeks.
	Monday, March 13, 2017	3.12.100(B)	
Deadline for Appeals to Board of Equalization	Friday, March 31, 2017	3.12.110(B)	A written appeal, specifying the grounds for the appeal, shall be filed with the board of equalization within thirty days after the date on which the assessor's notice of assessment was given to the person appealing.
Board of Equalization Meeting	Wednesday, May 03, 2017	3.12.120	Council moved to Wed to accommodate Tuesday elections
Delivery of Assessment Roll to City Council	Tuesday, May 16, 2017	3.12.160	
Setting of Mill Levy by Resolution	Tuesday, May 16, 2017	3.12.060	The rate of levy of tax... and the date when taxes shall become delinquent shall be fixed by resolution of the city council, and the levy for school and municipal purposes shall be separately made and fixed, but the aggregate thereof shall not exceed two percent of the assessed value of the property assessed
Mailing of Tax Statement for Oil & Gas Properties	Wednesday, May 31, 2017		
Deadline for Oil & Gas Property Tax Payment	Friday, June 30, 2017		
Mailing of Tax Statements for non-Oil & Gas Properties	Friday, June 30, 2017	3.12.180	By July 1st, the city shall mail tax statements setting out the levy, dates when taxes are payable and delinquent, and penalties and interest.
Taxes Due and Payable May Be Paid in Full without Penalty or Interest on or Before:	Friday, June 30, 2017		
	Tuesday, August 15, 2017		
<b><u>For Installment Payments:</u></b>			
First-Half Due Date	Tuesday, August 15, 2017		Penalty equals 8% of current-year unpaid balance. Interest is charged monthly at 8% per annum.
Second-Half Due Date	Monday, October 16, 2017		



## Agenda Statement

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**File #:** 17-0036      **Version:** 1

**Type:** Report      **Status:** Agenda Ready

**File created:** 1/12/2017      **In control:** City Council

**On agenda:** 1/17/2017      **Final action:**

**Title:** 4th Quarter 2016 Travel Report - City Council, City Manager, & City Clerk

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Council\\_City Manager\\_City Clerk Travel Report - 4th Quarter 2016](#)

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

4<sup>th</sup> Quarter 2016 Travel Report - City Council, City Manager, & City Clerk

**SUBMITTED BY:** Allie Ferko, CMC, Deputy City Clerk

### **FISCAL NOTES:**

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

### **RECOMMENDATION:**

Receive and file.

### **SUMMARY STATEMENT:**

The 4<sup>th</sup> quarter 2016 travel report for City Council, City Manager, and City Clerk is attached for Council review.

City Council, City Manager, City Clerk Travel Report  
4th Quarter 2016 (October - December)

Name of Traveler	Dates of Travel	Event	Drive	Fly	Per Diem	Lodging	Registration	Cab/Car Rental	Other	Total Cost	Notes
Ruth E. Knight	11/14-11/19	AML & ACoM	\$330.00	\$0.00	\$120.00	\$554.40	\$450.00	\$0.00	\$0.00	\$1,454.40	Only requested partial per diem.
Lon Needles	11/15-11/18	AML	\$330.00	\$0.00	\$240.00	\$332.64	\$350.00	\$0.00	\$90.00	\$1,342.64	Other = Parking
Dennis Ragsdale	11/13-11/19	AML	\$330.00	\$0.00	\$330.00	\$665.28	\$525.00	\$0.00	\$150.00	\$2,000.28	Other = Parking
Sheri Pierce	11/13-11/16	AAMC & AML	\$0.00	\$0.00	\$280.00	\$332.64	\$200.00	\$212.22	\$90.00	\$1,250.52	No charge for flight/drive, as on tail end of IIMC trip to D.C. which was funded by IIMC; Other = Parking



## Agenda Statement

**File #:** 17-0037      **Version:** 1  
**Type:** Report      **Status:** Agenda Ready  
**File created:** 12/5/2016      **In control:** City Council  
**On agenda:** 1/17/2017      **Final action:**  
**Title:** Aleutian Village Update Report  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [1.17.17 Aleutian Village Report Map.pdf](#)

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

Aleutian Village Update Report

**SUBMITTED BY:** Lisa Von Bargaen, CED Director

### **FISCAL NOTES:**

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

### **RECOMMENDATION:**

None. Report only.

### **SUMMARY STATEMENT:**

Record of Improvements Survey: As was previously reported to Council Allen Minish of Wrangell Mountain Technical Services submitted the final survey documents/report to the City at the end of November/beginning of December. The survey was completed in a 1':10' scale to easily see the relational distances between individual mobile home units, appurtenances and fuel/propane tanks. Staff is going through the survey to develop a report of the distance/set-back violations that exist. This report should be available for Council review by the end of February. Staff will be working with the Mayor to schedule an Aleutian Village Task Force Meeting in late January/early February.

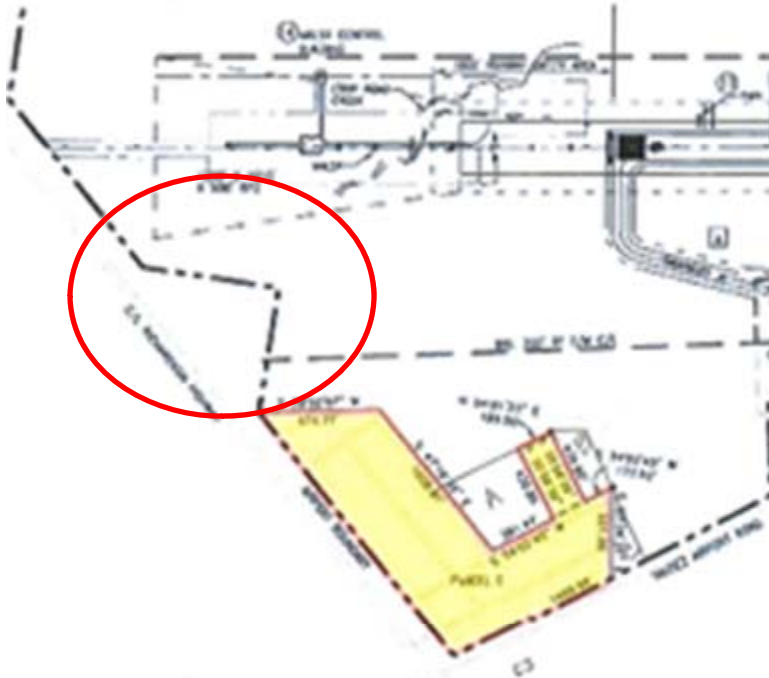
Environmental Assessment: Rhonda Wade was able to complete an initial walk-through as part of a Phase I Environmental Assessment of the property the weekend of October 14<sup>th</sup>-16<sup>th</sup>. This was reported to Council on October 19<sup>th</sup>. Ms. Wade is working on a written report covering the evaluation. That is taking some time given her pre-existing work schedule. Council will be provided with the report as soon as possible.

ADOT Land Status: As a reminder, staff was contacted by Nanette Pinault from ADOT on November 10<sup>th</sup>. ADOT wanted to move forward with determining boundaries of the property and having a survey completed. As Council is also aware, Allen Minish was recently under contract to complete a Record of Improvements Survey of Aleutian Village. Because the City has to pay for the survey of the exterior boundary of the ADOT property staff asked DOT if the City's contractor who was working on the Record of Improvements Survey could do the work. This was asked at the time Mr. Minish was still in the field doing work in the area as it would have saved both time and money. An answer in the affirmative was finally provided by Ms. Pinault on the 15<sup>th</sup> of November, but we are still waiting for a boundary determination from the State as to what they are willing to sell so we have not been able to move forward with a contract with Mr. Minish to complete the boundary survey work.

On November 30<sup>th</sup> Ms. Pineault sent a "map" of the area DOT was interested in selling. I responded with different drawings including more land. Copies of these images are attached for reference. Despite attempting to contact ADOT throughout December, the most recent correspondence came on January 6<sup>th</sup>. Ms. Pineault advised me she had "not forgotten about me" but she needs to get an answer from her Director regarding the boundary request I made. Given the holidays, budget issues and staff cuts she has been unable to meet with the Director as of yet. She is hoping to have a meeting and answer soon.

Both the Record of Improvements Survey and FAA documentation show the "Manager's Units" at Aleutian Village as crossing over the property line outside of the approved lease area. Ms. Pinault advised the new boundaries will be drawn to incorporate these structures.

The attached map also shows the "triangle" of property owned by the City which is in the landing zone for the airport. FAA has asked ADOT to try to acquire it. Staff is moving forward with the position that part of the transaction in purchasing the Aleutian Village property will include the City receiving fair market appraised value for the triangle property.



The image to the right is the layout ADOT said they were willing to sell on 11/30/16.

The existing lease area is in yellow. Area A and the two small additional areas to the right of the yellow are the only additional area ADOT initially offered.

The triangle in the red circle is the City owned property ADOT would like to acquire.



The following two drawings are what staff sent back to ADOT asking for the property to be squared off, at a minimum.

These two options are not very different, but the bottom one incorporates more land to the west.



In my email back to ADOT on 11/30/16 I said ideally the City would like more land to the north as well. However, we were previously advised that would not be allowed.





## Agenda Statement

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**File #:** 17-0038      **Version:** 1

**Type:** Report      **Status:** Agenda Ready

**File created:** 1/10/2017      **In control:** City Council

**On agenda:** 1/17/2017      **Final action:**

**Title:** Finance Department Relocation Costs

**Sponsors:** City Council

**Indexes:**

**Code sections:**

**Attachments:** [2017-01-10 Finance Dept Relocation Costs.pdf](#)

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

Finance Department Relocation Costs

**SUBMITTED BY:** Brian Carlson, Finance Director

### **FISCAL NOTES:**

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

### **RECOMMENDATION:**

Receive and file.

### **SUMMARY STATEMENT:**

Please see the attached worksheet detailing Finance Department relocation costs. Note that "payroll" reflects only overtime booked, and that other staff time is booked into the respective departments as regular salary/wage. A future report will detail an estimate of staff hours and related costs, as well as a tally of the ongoing and related City Hall move and remodel.



Prepared by: Brian Carlson, Finance Director  
 Contact: bcarlson@ci.valdez.ak.us, 907.834.3461

<b>Description</b>	<b><u>11/30/2016</u></b>	<b><u>12/31/2016</u></b>	<b><u>1/9/2016</u></b>	<b><u>Encumbrance</u></b>	<b><u>Total to date</u></b>
Payroll	-	7,069.17	-	-	7,069.17
Movers	-	2,280.14	-	-	2,280.14
Cleaning	-	801.60	-	-	801.60
Drywall	962.53	11,335.00	-	-	12,297.53
Fan and Lights	4,311.44	-	-	-	4,311.44
Furniture	-	7,906.86	-	5,305.00	13,211.86
Electrical	-	17,129.33	-	-	17,129.33
misc remodel supplies	3,133.12	2,715.86	-	150.00	5,998.98
Misc moving	-	280.56	-	-	280.56
blinds	-	1,283.45	-	-	1,283.45
appliances	329.00	79.98	-	-	408.98
IT	<u>2,839.42</u>	<u>1,775.00</u>	<u>19,031.30</u>	<u>-</u>	<u>23,645.72</u>
<b>Total</b>	<b>11,575.51</b>	<b>52,656.95</b>	<b>19,031.30</b>	<b>5,455.00</b>	<b>88,718.76</b>



## Agenda Statement

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**File #:** 17-0039      **Version:** 1

**Type:** Report      **Status:** Agenda Ready

**File created:** 1/11/2017      **In control:** City Council

**On agenda:** 1/17/2017      **Final action:**

**Title:** Economic Diversification Year End Report

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Valdez EDC-2016 Report-ljc.pdf](#)  
[Valdez Strategic Initiatives - 7-6-16-ljc.pdf](#)

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

Economic Diversification Year End Report

**SUBMITTED BY:** Lisa Von Bargaen, CED Director

### **FISCAL NOTES:**

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

### **RECOMMENDATION:**

None. Report Only.

### **SUMMARY STATEMENT:**

Please see the attached year end activity summary for the Economic Diversification Commission and Contract Staff. This report was prepared by Lamar Cotten. Also attached is a copy of the Draft Economic Strategy Document developed this year by the Commission and staff. The Strategy is what staff has been discussing with Council for many weeks about scheduling a work session to review. As of yet it has not worked its way into the queue given other priorities.

To: Lisa Von Bargaen  
From: Lamar Cotten, EDC Consultant Staff  
Re: Valdez EDC-2016 Report

Per your request, please find a summary of key 2016 EDC tasks and projects. Please a note: Some of issues have been on-going since the inception of the EDC will continue to be on its agenda in the future.

### Background

1. EDC Charter Scope calls for the accomplishment of Three Project Goals. They are:

A. Development of Economic Diversification Strategy. EDC commission developed eight broad Initiatives. (*See Valdez Economic Vision and Initiatives-Attached*). They include:

- a. Promote Housing affordability and availability;
- b. Enhance Senior and Developmental Disability Services and Opportunities;
- c. Downtown Beautification and Redevelopment;
- d. Improve Marine-Related Facilities and Industries;
- e. Link and Expand College Programs to Existing and New Industries;
- f. Reduce Energy Cost and Increase Access to Power;
- g. Recreation and Tourism; and
- h. Increase Arctic and Water related Training Programs.

This document serves as a platform for issues to be identified and analyzed by the EDC as possible approaches to economic diversification. It's a working draft document which over time will include new ideas and discard others.

- B. Develop strategy method of implementation (organization structure). EDC conducted six focus groups with approximately 20 local business owners concerning organization structure and overview as well as review of 4-5 other community efforts to address this.
  - C. Develop transition plan from interim measures to strategy implementation. EDC evaluated the options of a private sector or city employee. It recommended staff would be a local full-time city employee.
2. Oversee and manage three milestone studies related to economic diversification. They included:
- A. Year Round Mountain Recreation Site Feasibility Study. EDC developed a RFP for the study. Six respondents submitted proposals. A team of six reviewers met and recommended SEGroup/McDowell to complete the study. The study was completed late last year.
  - B. Socio-Economic Baseline Indicator Data and On-Line Business Survey. EDC developed a RFP for the study. Seven respondents provided proposals. A teams of five reviewers met and recommended Sheinberg & Assoc. The project was in large part completed in 2015. The consultant completed an update for 206 and the findings were presented at the first Valdez Business Luncheon. A number of baseline indicators will be integrated into future similar work for tracking purposes.
  - C. Local Visitors Statistics Data Collection. EDC developed a RFP for the study. Six firms provided proposals. A team of five reviewers met and recommended McDowell. This first ever year around visitors analysis was completed late last year. A

number of baseline indicators will be integrated into future similar work for tracking purposes.

Follow Through Efforts on Valdez Economic Vision and Initiatives.

- A. Overall Housing Needs. Attended housing conference and met with various Housing Funders and developers including, state, federal, non-profit. Worked with City staff to advance draft RFP for city housing needs study. Met with private developers on possible future projects. Reviewed and analyzed housing needs for the special needs community.
- B. Downtown Beautification and Redevelopment. Conducted a joint meeting with the Mayor's Beautification Taskforce and general public on zoning and enforcement issues. Such issues were advance to the city.
- C. Improve Marine-Related Facilities and Industries. EDC held join meeting with P&H Commission on marine support industries and in turn local education training opportunities. EDC staff followed-up with a series of meetings with CIP/Harbor staff on possible marine support industry needs study. The Commission has met with representatives from Edison Chouest regarding possible partnerships, including marine repair and shipyard facilities. City staff continues to work this item with Edison Chouest.
- D. Link and Expand College Programs to existing and new industries. We have had a series of meeting with PWS College. To date no formal action has been taken with the exception of possible use of PWS College campus for the UAA-SBA business classes.
- E. Reduce Energy Cost and Increase Access to power. To date we have put on hold work on this task.
- F. Recreation/Tourism. EDC investigated four different Alaska community approaches to Branding. Provided city staff a draft

RFP based on the successful efforts by the City of Petersburg. Worked with tour operators and select local tourism business owners via focus groups and surveys on quality of service challenges and solution options. Worked with select business owners on findings. Held public meetings and business workshop on tourism and quality of life opportunities linked to the use of the American Disability Act (ADA).

- G. Increase Arctic and water related Training Program. Presently, EDC has put on hold any efforts on this matter. However, the Commission will monitor new federal policies linked to Arctic on and off-shore drilling.

#### Other EDC Projects

1. Business Luncheon. EDC has established a monthly business luncheon with guest speakers. To date presenters have included.
  - a. Barbara Sheinburg-Socio-Economic Baseline Indicators Data Collection and On-line business survey.
  - b. Dennis Ragsdale and Staff-City CIP update
  - c. Doug Toelle-Fairbanks ADA Advocate
  - d. Julie Nolen-UAA-SBA
  - e. Claire Humber-SE Group-Year Around Recreation Site Feasibility Study

Luncheon attendance has been between 20-50 residents. EDC expects to continue program throughout 2017

2. Promotion of training for existing and new businesses. Both the SoA-Business Retention and Expansion Program and the UAA-SBA presenters provided an overview of their respective programs. EDC is strongly recommending Valdez contract with the UAA-SBA program.



3. The EDC has been working to develop a recommendation to Council regarding potential improvements to the procurement code improving “buy local” priorities. The Commission and staff will be working with the Procurement Committee to finalize some joint recommendations to the Council.

## Valdez Economic Vision and Initiatives – July 6, 2016

<b>Initiative</b>	<b>Promote housing affordability and availability</b>
<b>Goal</b>	Increase the availability of affordable housing. Meet housing needs of seniors and persons with developmental disabilities for existing Valdez residents and potential new residents.
<b>Purpose</b>	Lack of affordable housing stymies short and long term growth.
<b>Objective to Accomplish</b>	Conduct housing needs assessment and develop housing action plan. <b>Potential Partners:</b> City, AHFC, private land owners NPRHA, various lending agencies.
<b>Milestones / Metrics</b>	Set measurable goals and program in 2016
<b>2016 Timeline</b>	<p>July:</p> <ul style="list-style-type: none"> <li>▪ Revised RFP for the Housing Needs Assessment to be brought directly to the City Manager / City Council (Commission wants to fast-track the process and does not wish to weigh-in on revisions made by City Staff)</li> <li>▪ Request work session w/ City Council, Mayor, and City Manager to revisit the Council's expectations of the EDC and the EDC's expectations in terms of moving actions forward – Lisa will work w/ City Manager to coordinate this meeting; will provide Council with latest version of the Strategic Initiatives document to review prior to meeting</li> <li>▪ Talking points for meeting w/ Council to be included in meeting request: housing; zoning and abatement / code enforcement; recommendation to have a City employee rather than a contract employee (taking over Lamar's position); boat maintenance and repair needs assessment</li> <li>▪ Lisa will add more info to the Strategic Initiatives document regarding housing; will provide to Commission by second meeting in July</li> </ul> <p>September:</p> <ul style="list-style-type: none"> <li>▪ Send out RFP and award project</li> <li>▪ Launch Housing Needs Assessment study</li> </ul> <p>September-December: Engage w/ study compilation process, pu:</p> <ul style="list-style-type: none"> <li>▪ Complete housing needs assessment</li> <li>▪ Offer "sneak preview" of study to business community w/ purpose of asking them to engage in policy creation and provide input</li> </ul>

## Valdez Economic Vision and Initiatives – July 6, 2016

	<p>October:</p> <ul style="list-style-type: none"> <li>▪ Assess findings of study and move forward with a housing action plan</li> <li>▪ Reach out to potential partners</li> </ul> <p>November: Host mini-summit of potential players to discuss how to move forward in both this project as well as housing needs as a whole (open to building community and public)</p>
Pilot Project / Immediate Next Step	<p>July:</p> <ul style="list-style-type: none"> <li>▪ Request work session w/ City Council, Mayor, and City Manager to revisit the Council's expectations of the EDC and the EDC's expectations in terms of moving actions forward – Lisa will work w/ City Manager to coordinate this meeting; will provide Council with latest version of the Strategic Initiatives document to review prior to meeting</li> <li>▪ Lisa will add more info to the Strategic Initiatives document regarding housing; will provide to Commission by second meeting in July</li> </ul>
<b><u>Housing Statistic Snapshots:</u></b>	<p>Source: <i>City of Valdez Valdez-Socioeconomic Indicators December 2015</i></p> <p>Background: A large proportion of Valdez's housing stock is older and less efficient, and over a quarter of the city's housing stock is in mobile homes. This combined with the harsh climate result in Valdez residents spending an average of 13% of their income on household energy, more than comparison Southcentral communities, according to AHFC 2014 Housing Assessments.</p>
Median Monthly Rent Increase	<p>Valdez: One-year increase = 8%; four-year increase = 11%</p> <p>Alaska: One-year increase = 3%; four-year increase = 13%</p>
Homeowners with mortgage paying > 30% of income for housing	<p>2013 = 19.3%</p> <p>4-year change = -.02%</p> <p>1-year change = +3%</p>
Renters paying >30% of income for housing	<p>2013-27.5%</p> <p>4-year change: -19%</p> <p>1 year change: -5%</p>

## Valdez Economic Vision and Initiatives – July 6, 2016

Average household size (owner-occupied & renter-occupied)	2010 = 2.47 (owner); 2.07 (renter) 2012 = 2.64 (owner); 2.40 (renter) 2013 = 2.76 (owner); 3.03 (renter)
Number of dwellings built	2010 = 13 2012 = 6 2013 = 3 2014 = 3 new homes 2015 = 1 new triplex 2016 = 0 so far
Projected new housing (within city limits) over the next five years	NPRHA (North Pacific Rim Housing Authority) is schedule to build 30 housing units over the next 5 years. 5 or fewer housing units may be built in 2016.
Types of housing	28% of Valdez housing stock are mobile homes. 5% of Alaskan homes are mobile homes. 7% of rural US homes are mobile homes.

<b>Initiative</b>	<b>Enhance senior and developmental disability services and opportunities</b>
Goal	Plan and facilitate services and infrastructure to meet long term needs of seniors and persons with developmental disabilities.
Purpose	Conduct updated assessment of service and facility needs for seniors and persons with developmental disabilities
Objectives to Accomplish	Support and provide assistance support services for PDD as well as increase opportunities for local construction industry as well increase educational options in Valdez. <b>Potential Partners:</b> City, North Pacific Rim Housing Authority (NPRHA), AHFC, AMHT/HESS, Planning & Zoning Commission

## Valdez Economic Vision and Initiatives – July 6, 2016

Milestones / Metrics	<p>Over the next 5-10 years:</p> <ul style="list-style-type: none"> <li>-Increase # of dwelling units specifically designed for PDD by 10-15%.</li> <li>-Increase # of Persons certified to assist in this field by 10%.</li> <li>-Increase # of non-resident clients in either group by 10%.</li> <li>-Increase # of PDD with housing needs that are met by 25%.</li> </ul>
2016 Timeline	<p>July:</p> <ul style="list-style-type: none"> <li>▪ Revised RFP for the Housing Needs Assessment to be brought directly to the City Manager / City Council (Commission wants to fast-track the process and does not wish to weigh-in on revisions made by City Staff)</li> <li>▪ Request work session w/ City Council, Mayor, and City Manager to revisit the Council's expectations of the EDC and the EDC's expectations in terms of moving actions forward – Lisa will work w/ City Manager to coordinate this meeting; will provide Council with latest version of the Strategic Initiatives document to review prior to meeting</li> <li>▪ Talking points for meeting w/ Council to be included in meeting request: housing; zoning and abatement / code enforcement; recommendation to have a City employee rather than a contract employee (taking over Lamar's position); boat maintenance and repair needs assessment</li> <li>▪ Lisa will add more info to the Strategic Initiatives document regarding housing; will provide to Commission by second meeting in July</li> </ul> <p>September:</p> <ul style="list-style-type: none"> <li>▪ Send out RFP and award project</li> <li>▪ Launch Housing Needs Assessment study</li> </ul> <p>September-December: Engage w/ study compilation process, pu:</p> <ul style="list-style-type: none"> <li>▪ Complete housing needs assessment</li> </ul>
Potential Pilot Project / Immediate Next Step	<p>July:</p> <ul style="list-style-type: none"> <li>▪ Request work session w/ City Council, Mayor, and City Manager to revisit the Council's expectations of the EDC and the EDC's expectations in terms of moving actions forward – Lisa will work w/ City Manager to coordinate this meeting; will provide Council with latest version of the Strategic Initiatives document to review prior to meeting</li> <li>▪ Lisa will add more info to the Strategic Initiatives document regarding housing; will provide to Commission by second meeting in July</li> </ul>

## Valdez Economic Vision and Initiatives – July 6, 2016

<b><u>Data Snapshots for PDD and Seniors:</u></b>	Source: Local and State Service Providers including the Alaska Housing Finance Corp., Alaska Mental Health Trust Authority (AMHTA) Frontiers Services, Connecting Ties, and The Independent Living Center.
2015 estimate of Housing Units Needs for current PDD residents	15 housing units which could entail apartment units, stand-alone homes or other acceptable housing stock.
Individuals who receive assistance for developmental disabilities	1,900 Alaska residents
2015 number of individuals on waiting list	700 Alaska residents
Number of individuals on the waiting list who reside in Valdez	None. However, there is anecdotal evidence that undefined number of PDD may consider moving to Valdez if adequate housing, services and employment/training is available.
Number of individuals age >64	2010 – 2014 = 28.6% increase 2013 – 2014 = 1.4% change As senior population doubles between now and 2022, so too will grow the need for a range of senior housing including independent living, assisted living, and nursing home care.

<b>Initiative</b>	<b>Downtown Beautification and Redevelopment</b>
Goal	Complete phase I of beautification efforts.
Purpose	Increase downtown tourism and commerce.

## Valdez Economic Vision and Initiatives – July 6, 2016

Objective to Accomplish	<ul style="list-style-type: none"> <li>-Continue planning and physical changes to enhance attraction of downtown.</li> <li>-Investigate tax incentives for building modifications.</li> <li>-Identify and apply for grants.</li> <li>-Institute changes through ordinance amendments.</li> <li>-Achieve buy-in / collaboration from downtown business owners</li> <li>-Reduce vacancies</li> <li>-Increase mixed-use applications</li> <li>-Clean up</li> <li>-Grow commercial activity in downtown</li> <li>-Strengthen anchor tenants</li> </ul> <p><b>Potential Partners:</b> City of Valdez, AIDEA, local civic supporters</p>
Milestones / Metrics	<p>Over the next 5-10 years:</p> <ul style="list-style-type: none"> <li>-Increase # of downtown buildings which have used tax incentive program by 20%.</li> <li>-Increase downtown tourism and commerce by 20%.</li> </ul>
2016 Timeline	<p>July:</p> <ul style="list-style-type: none"> <li>▪ EDC and Beautification Taskforce to have joint lunch meeting on July 20<sup>th</sup> – Lamar to talk w/ Todd about availability</li> <li>▪ Move forward on implementation or recommendation of joint project between EDC and Beautification Taskforce</li> <li>▪ EDC host focus group for Main Street (downtown) property owners to share info on Beautification Committee efforts and ask for their involvement in upcoming project(s)</li> </ul> <p>August:</p> <ul style="list-style-type: none"> <li>▪ Continue project design and/or implementation efforts jointly</li> <li>▪ Encourage Council to reconsider the City's position in regards to the 3 Bears lot and how it could play into downtown beautification initiatives</li> </ul> <p>September: Continue project implementation efforts jointly</p> <p>October: State completes main street improvements</p> <p>November: Re-group w/ Main Street property owners to engage them in discussion and additional project opportunities</p>

## Valdez Economic Vision and Initiatives – July 6, 2016

Potential Pilot Project/ Immediate Next Step	<p>July:</p> <ul style="list-style-type: none"> <li>EDC and Beautification Taskforce to have joint lunch meeting on July 20<sup>th</sup> – Lamar to talk w/ Todd about availability</li> </ul>
---	--

<b>Initiative</b>	<b>Improve Marine-Related Facilities and Industries</b>
Goal	Expand and maximize use of marine related facilities. Assist and work with primary private and government users.
Purpose	Reverse underutilization of port facilities and create new well paid jobs and year around businesses.
Objective to Accomplish	<p>-Increase traffic through Port of Valdez; work w/ partners in port          -Complete the new Valdez Small Boat Harbor and maximize the economic opportunity associated with it          -Growing marine services industry          -Facilitating expansion of seafood processing industry          -Maximize capacity of port and harbor uplands to support the future needs of the U.S. Coast Guard          -Make valid contacts w/ the Fairbanks business community</p> <p><b>Potential Partners:</b>          City, Port and Harbor Commission, AIEDA, lending agencies, fish companies.</p>
Milestones / Metrics	<p>Over the next 5-10 years:</p> <p>-Increase Port Use by 50% by 2020.          -Increase # of local and transient vessels repaired by 20%.          -Increase # of jobs in industry by 20%.          -Increase # business in industry by 20%.</p>
2016 Timeline	<p>Joint EDC / PHC meeting July 6:</p> <ul style="list-style-type: none"> <li>Where can there be uplands development? There is currently no perfect spot for it.</li> <li>PHC can look at logistics and structures while EDC can look at job creation and economic impact</li> <li>What can the EDC do to support and complement the efforts of the PHC? A: Needs assessment for marine work combined with competitive analysis to identify the niche that will make Valdez unique and incentive for use</li> </ul>



## Valdez Economic Vision and Initiatives – July 6, 2016

	<p>July:</p> <ul style="list-style-type: none"> <li>▪ Lisa and Colleen can update Commission at every meeting regarding what’s happening with the Port</li> <li>▪ EDC to recommend to the City Council that a marine repair and needs assessment be conducted at the port/harbor; include a follow-on memo supporting the PHC decision to stop or slow down work on the boat launch ramp and associated uplands if that allows for expanded and enhanced decision making that would better serve the needs of the uplands and harbor; Needs assessment should be a joint effort between the EDC and PHC; Lisa will email Council communications to Commissioners</li> </ul> <p>August: Present joint meeting’s outcomes and recommendation for marine services feasibility study to City Council</p> <p>On hold for now:</p> <p>Better understand current status of Interior use of the Valdez Port</p> <ul style="list-style-type: none"> <li>▪ Lamar to reach out to Port and Harbor Master to find out quantity, weight, type of cargo, etc. that coming through the Valdez Port</li> </ul> <p>Find out what the Port and Harbors Commission has done in regards to port outreach, marketing, and education. Research whether the City should work with a firm to conduct marketing for the Port</p> <ul style="list-style-type: none"> <li>▪ Lamar: Investigate potential port marketing avenues with a special focus on the Fairbanks/Interior shipping of goods demands. Report back to Commission by second meeting in May.</li> </ul> <p>Identify structurally what our issues are then from the job-development / recruitment side</p>
Pilot Project	<p>July: EDC to recommend to the City Council that a marine repair and needs assessment be conducted at the port/harbor; include a follow-on memo supporting the PHC decision to stop or slow down work on the boat launch ramp and associated uplands if that allows for expanded and enhanced decision making that would better serve the needs of the uplands and harbor; Needs assessment should be a joint effort between the EDC and PHC; Lisa will email Council communications to Commissioners</p>
<b><u>Port Harbor Statistics Snapshot:</u></b>	<p>Source: <i>Competitive Market Analysis and Long Range Planning for the Port of Valdez</i></p>
Alaska’s Freight and Cargo Network	<p>The Port of Valdez operates in a complex and highly competitive freight transportation environment given the number of transportation options available in other Southcentral ports as well as trucking, rail, and air service modes.</p>

## Valdez Economic Vision and Initiatives – July 6, 2016

Relative Market Share by Port (non-petroleum)	Anchorage 84%, Whittier 11%, Seward 3%, and <b><u>Valdez 2%</u></b>
Port of Valdez Freight Movement	<ul style="list-style-type: none"> <li>-In 2014, 44,000 tons of freight moved through the Port with about 55% outbound shipments.</li> <li>-Average freight volume between 2002 and 2011 was about 30,000 tons.</li> <li>-Out-bound shipments of salmon have grown significantly in the last 5 years with expected future growth.</li> </ul>
Positive strategic positioning of Port of Valdez.	<ul style="list-style-type: none"> <li>-Valdez Port and freight facilities are recognized as being capable compared to other ports.</li> <li>-Proximity to North Slope, oil and gas activity, Interior mines, communities, and military bases are all assets.</li> <li>-Direct access to such activities along the relatively uncontested Richardson and Dalton Highways represents an advantage to some shippers.</li> <li>-The availability of significant uplands are an advantage over other ports when a natural gas pipeline or other major developments are contemplated.</li> </ul>
Challenges to Port of Valdez	The distance from Alaska's population centers and lack of rail transportation place Valdez at a disadvantage when competing for freight volume.
<b>Seafood Processing and Commercial Fishing Snapshots:</b>	Source: <i>Socioeconomic Baseline Indicators Study December 2015</i>
Resident Commercial Fishermen & Crew Members	<p>Total Valdez Resident Commercial Fishermen: 2014 = 92 resident fishermen Five-year change = -2.9%, one-year change = -9.8%</p> <p>Valdez Resident Crew Members: 2014 = 69 Five year change = -5.5%, one-year change = -6.8%</p>
Valdez Permit Owners - Fishing	<p>2010 = 32 permit holders 2013 = 28 permit holders 2014 = 23 permit holders One-year change = -17.9% Five-year change = -28.1%</p>
Valdez Boat Harbor Tenants	<p>Valdez 2007 = 37%; 2015 = 40%</p> <p>Interior Communities combined 2007 = 45%; 2015 = 49%</p>

## Valdez Economic Vision and Initiatives – July 6, 2016

	Rest of Alaska 2007 = 18%; 2015 = 11%
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<b>Initiative</b>	<b>Link and Expand College Programs to existing and new industries</b>
Goal	Strengthen relationship between business and education.
Purpose	Reduce out-migration of educated residents.
Objective to Accomplish	<p>-Provide increase of instruction in vessel repair, health care and oil spill clean-up.          -Develop long term operational plan.</p> <p><b>Potential Partners:</b>          City/School District, college, non-profit foundations.</p>
Milestones / Metrics	<p>Over the next 5-10 years:</p> <p>-Increase # of new programs/linked to key profession jobs by 20%.          - Increase # of new students in programs that are linked to local industries by 20%.</p>
2016 Timeline	<p>July:</p> <ul style="list-style-type: none"> <li>▪ Use info gleamed from community meeting 1.5 years ago to formulate plan to move forward – Lisa to find report on / notes from that meeting to provide to the Commission</li> </ul> <p>Alaska Host program is \$85/person – would be something that would be pursued for next spring</p>
Pilot Project	July: Use info gleamed from community meeting 1.5 years ago to formulate plan to move forward – Lisa to find report on / notes from that meeting to provide to the Commission
Data Snapshots:	Source: <i>Socioeconomic Baseline Indicators December 2015</i>
PWSC – Annual credit hours	<p>2010 = 8,524          2013 = 7,177          2014 = 7,315</p>

## Valdez Economic Vision and Initiatives – July 6, 2016

	5-year change = -1,209 hours 1-year change = +138 hours
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Initiative	Reduce Energy Cost and Increase Access to Power
Goal	Reduce and stabilize residential, public, commercial and industry energy costs and use. Enhance access to power for commercial businesses (particularly the major marine services industries (processing plants)). Increase availability of electric power via renewable energy channels.
Purpose	Increase business and job opportunities with cost savings.
Objective to Accomplish	-Develop energy assessment study and action plan -Educate community -Advocate for policy change w/in City <b>Potential Partners:</b> AHFC-loan program, Copper Valley Electric, Peter Pan, Silver Bay.
Milestones / Metrics	Over the next 5-10 years: -Increase # of uses and buildings with energy use and efficiency/improvements by 20%.
2016 Timeline	July: <ul style="list-style-type: none"> <li>▪ Lisa will put together summary w/ Copper Valley Electric regarding solar research for this area, hydroelectric project that was recently installed (Allison Creek), power transmission needs, and additional topics; will present summary during first meeting in August</li> </ul> September: <ul style="list-style-type: none"> <li>▪ Request presentation from either AHFC, Copper Valley Electric, and ACHP Alaska (Alaska Cold Climate Housing Program – based out of Anchorage) at business luncheon in November (or sometime this fall/winter)</li> </ul> <p>Different recommended approaches:</p>

## Valdez Economic Vision and Initiatives – July 6, 2016

	<ul style="list-style-type: none"> <li>-Educate community via energy fair, or utility bill inserts, or articles, etc.</li> <li>-Educate contractors on how to better explain benefits of energy efficiency in homes</li> <li>-Promote energy audits to home and business owners across community</li> <li>-Promote policy change at City level to encourage more sustainable developments and enhancements for residences and businesses</li> <li>-Promote policy change for internal City practices, including encouraging energy efficiency in all City buildings</li> </ul>
<b><u>Relevant Energy Statistics</u></b>	Source: City of Valdez Valdez-Socioeconomic Indicators December 2015
Electricity- Residential/\$1000 (Oct 2015)	Homer \$243.62 Kenai \$243.62 <b>Valdez: \$171.7</b> Cordova \$168.77 (includes PCE)
Heating Oil (\$/gal) August 2014	Cordova: \$4.62 <b>Valdez: \$4.13</b> Kenai: \$3.88 Homer: \$3.66
Gasoline (\$/gal (Aug 2014)	<b>Valdez: \$4.76</b> Cordova: \$4.66 Kenai: \$4.41 Homer: \$4.28
Pilot Project	July: <ul style="list-style-type: none"> <li>▪ Lisa will put together summary w/ Copper Valley Electric regarding solar research for this area, hydroelectric project that was recently installed (Allison Creek), power transmission needs, and additional topics; will present summary during first meeting in August</li> </ul>

## Valdez Economic Vision and Initiatives – July 6, 2016

<b>Initiative</b>	<b>Recreation/Tourism</b>
<b>Goal</b>	Increase year round recreation/tourism opportunities.
<b>Purpose</b>	Increase jobs and businesses. Improve quality of life.
<b>Objective to Accomplish</b>	<p>-Market new and existing recreational opportunities.          -Complete Year Round Mountain Site Study.          -Support Levitation 49 regional trails master plan.          -Enhance service quality within visitor industry.          -Complete Branding Project in 2016-17.</p> <p><b>Potential Partners:</b>          City, AIEDA, lending agencies.</p>
<b>Milestones / Metrics</b>	<p>Over the next 5-10 years:</p> <p>-Increase # of visitors -summer and winter by 20%.          -Increase # new tourism businesses by 20%.          -completed planned tourism related infrastructure.          -Increase # of new jobs in tourism by 20%.</p>
<b>2016 Timeline</b>	<p>July:</p> <ul style="list-style-type: none"> <li>▪ Make decision on whether or not to move forward w/ BRE project</li> <li>▪ Host second business luncheon – Wednesday, July 13<sup>th</sup> – noon at the College w/ the City Manager presenting</li> <li>▪ Lamar to contact Isaac Vanderberg at the SBDC requesting a business luncheon presentation outlining the SBDC's tools resources at the August luncheon</li> <li>▪ Lamar will request analytics and statistics from Valdez businesses currently utilizing the SBDC's resources (quantity of website pings, quantity of prior and existing clients, etc.)</li> <li>▪ One-on-one meetings w/ all 5 large hotel owners will be scheduled as soon as possible; that effort will be taken on by Scott, Mike, Colleen and tour operator; have made limited connection, and will keep the EDC updated as progress is made – Lisa can ask Mayor to make personal phone calls to the business owners; During second July meeting will make deliberation to move forward or not</li> </ul>

## Valdez Economic Vision and Initiatives – July 6, 2016

	<ul style="list-style-type: none"> <li>▪ Bring Jeff Toelle (rep from Fairbanks) to speak at one of the business luncheons regarding Fairbanks' approach to accessibility</li> <li>▪ There are communities who have embraced enhanced accessibility and are seeing economic benefit from that; look into inviting a rep from one of those communities to present to the Commission (or at a business luncheon)</li> <li>▪ City should bring an architect to Valdez to offer City-funded voluntary accessibility assessments to be conducted at private facilities; Lisa to pursue w/ City Manager as part of the budget</li> <li>▪ Look for avenues to connect ADA enhancements w/ community marketing and housing development initiatives</li> </ul> <p>August:</p> <ul style="list-style-type: none"> <li>▪ Business luncheon presentation from the Small Business Development Center</li> <li>▪ EDC to begin exploring new project topics that fit into year-round recreation and tourism opportunities</li> <li>▪ ADA compliance updates construction will begin; first at schools, starting w/ the high school</li> </ul> <p>September:</p> <ul style="list-style-type: none"> <li>▪ Year Round Mountain Site Study completed; request a presentation at the Sept. business luncheon and City Council (joint work session between City Council, EDC, and Parks and Rec.)</li> </ul>
<b>Pilot Project</b>	<ul style="list-style-type: none"> <li>▪ Deliberate what BRE implementation could look like were it to move forward</li> <li>▪ Invitations to business luncheon to go out</li> </ul>
<b><u>Tourism Statistics</u></b> <b><u>Snapshots:</u></b>	
Total Wages, Leisure & Hospitality	2010 = \$4.5 million 2014 = \$6.2 million 5 year change = +38%
Total (scheduled) Air Passengers (in + out)	2010 = 31,034 2014 = 29,269 5 year change -5.7%

## Valdez Economic Vision and Initiatives – July 6, 2016

Bed Tax Revenue to City	2010 = \$438,272 2014 = \$425,189 5 year change -3%
Total Sport fishing Anglers (salt + fresh + shore)	2010 = 22,697 2013 = 18,683 (4 year change -17.1%)
Total Sport fishing Days Fished (salt + fresh + shore)	2010 = 65,050 2013 = 57,157 4 year change = -12.1%
# Charter Fishing Vessels Home-ported in Valdez	2010 = 38 2013 = 28 4 year change = -10

<b>Initiative</b>	<b>Increase Arctic and water related training programs</b>
Goal	Build on our location, community skill sets, college and port structures.
Purpose	New jobs, use of existing public and private assets (boats, lands, etc.).
Objective to Accomplish	Make Valdez a premier Arctic training, staging location, and/or homeport. <b>Potential Partners:</b> City, oil companies, private land owners, various training companies.
Milestones / Metrics	Over the next 5-10 years: -Increase # of training activities annually by 20% -Increase # of training participants by 20% -Establish Valdez as homeport/staging location for at least one Arctic “operator”
2016 Timeline	August: Lamar: Re-engage w/ potential training exercise operators via personalized phone calls to assess potential for use of Valdez Port for training and other related activities



## **Valdez Economic Vision and Initiatives – July 6, 2016**

Pilot Project	August: Lamar to start status investigations
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## Agenda Statement

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**File #:** 17-0042      **Version:** 1

**Type:** Report      **Status:** Agenda Ready

**File created:** 1/13/2017      **In control:** City Council

**On agenda:** 1/17/2017      **Final action:**

**Title:** Report on Wind Damage to Egan Street Lights

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Memo for Wind Damage](#)  
[Wind Damage document](#)

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

Report on Wind Damage to Egan Street Lights

**SUBMITTED BY:** Laura Langdon, Capital Facilities Project Manager

### **FISCAL NOTES:**

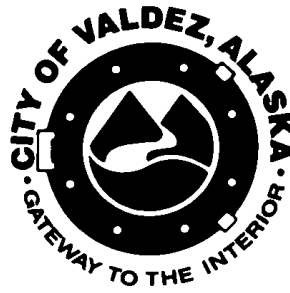
Expenditure Required: N/A  
Unencumbered Balance: N/A  
Funding Source: N/A

### **RECOMMENDATION:**

Receive and file.

### **SUMMARY STATEMENT:**

Report by Capital Facilities Project Manager, Laura Langdon, regarding recent wind damage to the light fixtures along Egan Street attached for Council review.



# Memorandum

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**To:** Capital Facilities Director

**From:** Laura Langdon, Project Manager

**Date:** January 11, 2017

**Re:** Wind damage to the Egan Street light poles

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Eight pedestrian light fixtures fell during the January 6<sup>th</sup> wind storm. Six more were compromised and at risk for falling. Two 30' lights were also damaged. Building Maintenance is securing the compromised six lights while a permanent solution is found.

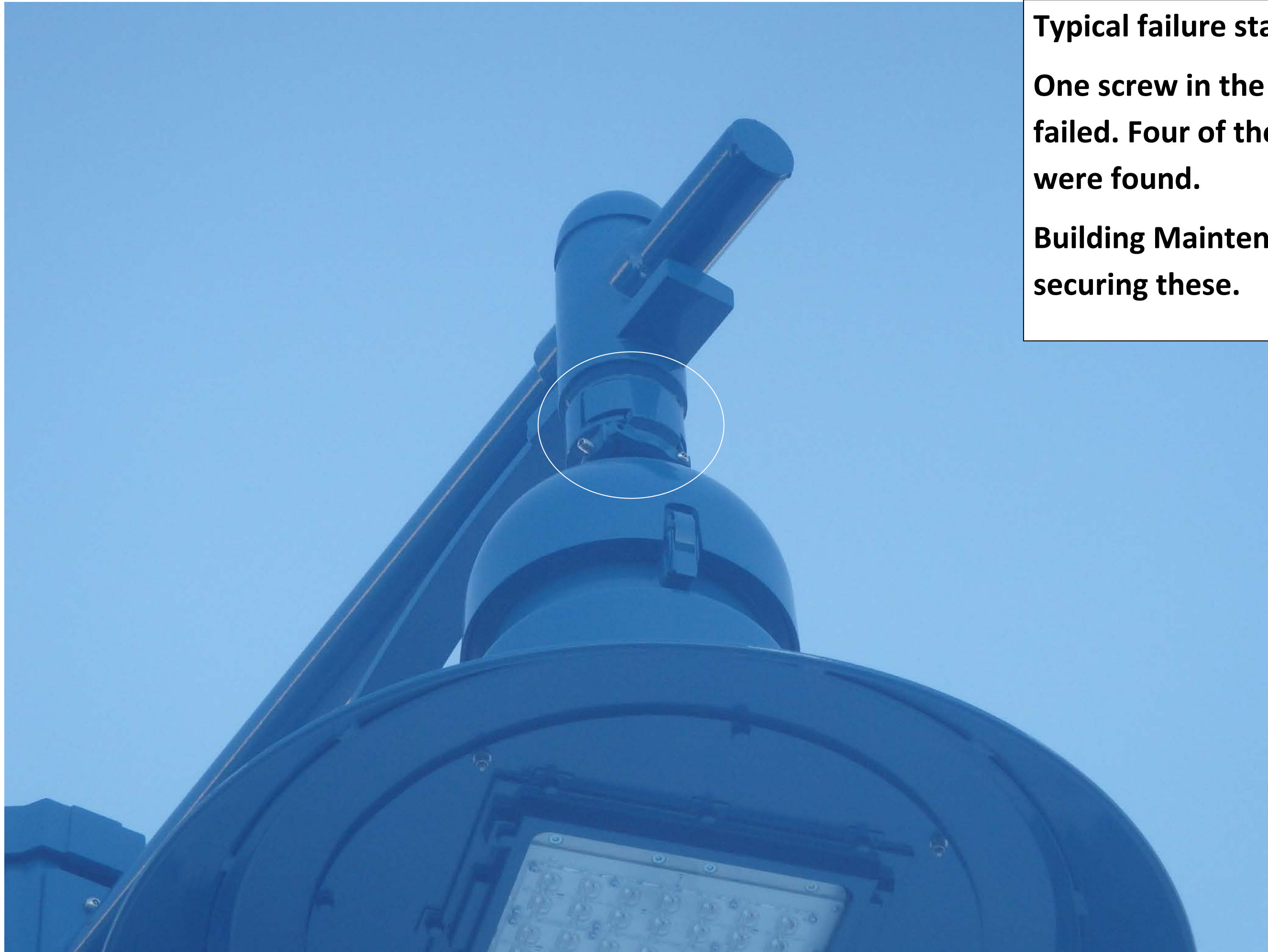
The reason for the failures is still unclear, and there may be more than one. The engineers, the contractor, the manufacturer, the supplier, and the City are all investigating the cause or causes of these failures. We are investigating the wind speed ratings, the design, verifying the correct parts were ordered, installed, and installed correctly.

As shown in the pictures, the pedestrian lights had a total of 3 different failure points.

1. The most common failure was the front cover screws which hold the light on the mast arm. Five of the eight lights fell as a result and six more are missing 1 or 2 of these screws but the light remains still attached.
2. Two of the eight lights had a latch failure and then swung up and out of a hinge.
3. One light mast arm came off the pole due to rotated washers.

Two of the high 30' light poles were also damaged. One light arm bent downwards at a 45 degree angle. The other had a support wire snap.

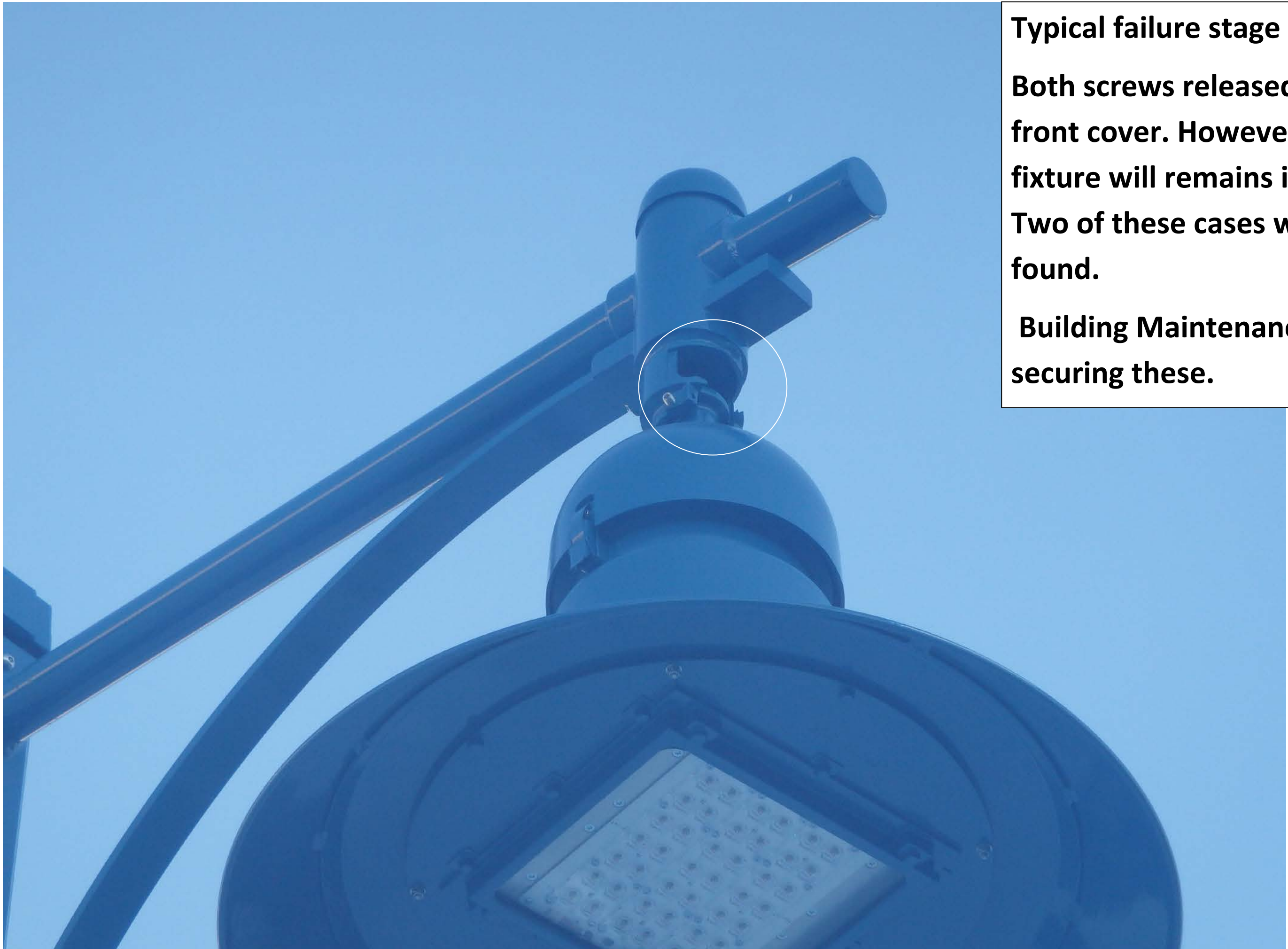
Please refer to the attached photos.



**Typical failure stage 1.**

**One screw in the front has failed. Four of these cases were found.**

**Building Maintenance is securing these.**



**Typical failure stage 2.**

**Both screws released from the front cover. However, this light fixture will remain in place.**

**Two of these cases were found.**

**Building Maintenance is securing these.**





### **Typical Failure Stage 3.**

**Both screws released from the front cover and the light fixture fell out. Five of the eight lights failed because of this issue.**





**Continuous damage of the screws as the light fixture spun**





**With the front cover removed, evidence of the 3 set screws damaging the spinning light fixture. The holes for the front two screws are seen here and noticeable damage done to the one on the right.**





**An example of a latch failure on the dome. The latch came off, and the light continued to swing until it lifted up and out of the hinge.**

**Two light fixtures failed this way.**



**An example of a latch failure.  
The screw has bent which  
loosened the holding  
properties of the latch.  
Two lights failed this way.**



**The mast arm being held by 1 of the 4 securing points. Light was removed by Building Maintenance.**

**Only one light failed this way.**





**A view behind the mast arm that failed. These are rotated and locked into the pole. During the storm a few were loosened, rotated, and subsequently came off the pole.**

01/11/2017





**All eight lights in storage at Building Maintenance.**





**30' light fixture failure.  
Mast arm and light have  
rotated about 45 degrees.  
Only one of these failed in  
this way.**

**Located on the backside of  
the arch.**

**01/09/2017**

**30' light support failure.  
Securing wire from the  
light to pole broke. Only  
one of these has failed.**

**South east corner of  
Meals and Egan.**

**01/09/2017**



## Agenda Statement

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**File #:** 17-0040      **Version:** 1

**Type:** Report      **Status:** Agenda Ready

**File created:** 1/12/2017      **In control:** City Council

**On agenda:** 1/17/2017      **Final action:**

**Title:** Mayor's Report - January 17, 2017

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Mayor's Report – Jan 17, 2017](#)

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

Mayor's Report - January 17, 2017

**SUBMITTED BY:** Allie Ferko, CMC, Deputy City Clerk

### **FISCAL NOTES:**

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

### **RECOMMENDATION:**

Receive and file

### **SUMMARY STATEMENT:**

Mayor's written report respectfully submitted for Council review.



## Mayor's Report – January 17, 2017

Since our last Council meeting on January 3:

- The Valdez members of AGPA, Ms. Pierce, Mr. Wegner and I had a telephonic meeting with our attorneys on Friday the 6<sup>th</sup> to discuss the FERC comments and how to move forward after those comments are delivered.
- January 9<sup>th</sup> was a meeting with Mr. O'Connor of PWSC, Ms. Pierce, Mr. Wegner and myself to discuss the college space and property needs.
- The Health Advisory Council met on January 10<sup>th</sup> and the building of a new Fire Department was part of the discussion. Two of the Counselling Center's staff attended a Peer Listener Trainer training sponsored by RCAC this fall and have given their first training to 30 or so community members on Friday the 13<sup>th</sup>.
- On the 12<sup>th</sup>, Ms. Pierce, all of the AGPA members, the mayors of Fairbanks North Star Borough, North Pole and myself all met with Jake to finalize FERC comments (which everyone has decided to be signatories on) and to discuss how to move the route forward and how all entities can help this effort.
- I attended the Port Commission meeting on January 12 and listened to their discussion about the suggested Harbor/Waterfront Master Plan course of action. There was good discussion and brainstorming. It was decided to move forward on a less aggressive but still active timeline. More solid decisions will be made at the next Commission meeting and brought to Council for discussion too. A citizen attending this meeting, who is also one of our long-time fisherman, spoke about the problem of not having enough power in our city for Silver Bay, let alone bringing more businesses in to the city. This needs to be fixed and I suggest we have a work session with CVEA on this power issue soon!
- I met with our interim CM on Friday (1/13) afternoon and on Tuesday (1/17) at lunch. She has been busy and had that work load increase due to the wrath of Mother Nature's winds on January 5 and 6.
- I was told that the harbor had a small electrical fire on the dock due to the winds and that the Fire and Police both worked to put it out, limiting the damage. It is good to know that the city employees all work together to keep us all safe.

Respectfully submitted,



Ruthie Knight, Mayor City of Valdez



## Agenda Statement

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**File #:** 17-0041      **Version:** 1

**Type:** Appendix Item      **Status:** Agenda Ready

**File created:** 1/11/2017      **In control:** City Council

**On agenda:** 1/17/2017      **Final action:**

**Title:** City Council Calendars - January & February 2017

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [City Council Calendar - January 2017](#)  
[City Council Calendar - February 2017](#)

Date	Ver.	Action By	Action	Result
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### **ITEM TITLE:**

City Council Calendars - January & February 2017

**SUBMITTED BY:** Allie Ferko, CMC, Deputy City Clerk

### **FISCAL NOTES:**

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

### **RECOMMENDATION:**

Receive and file.

### **SUMMARY STATEMENT:**

City Council calendars for January and February 2017 attached for Council reference.

# January 2017

## City Council Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2  <b>Holiday</b>  7pm - Ports & Harbor Commission Meeting	3  6pm Council Work Session (Legislative Priorities with Senator Dunleavy & Representative Rauscher)  7pm - Regular Council Meeting	4  7pm - Economic Diversification Commission Meeting  (Sheri Pierce Tenure as Interim City Manager Begins)	5	6	7
8	9  6:30pm - School Board Meeting	10  5:30pm - Library Board Meeting (@ Library)  6:30pm - Prov. Health Advisory Council Meeting (@ Hospital)  7pm - Parks & Recreation Commission Meeting	11  7pm - Planning & Zoning Commission Meeting	12  7pm - Ports & Harbor Commission Work Session	13	14
15	16  <b>Holiday</b>  7pm - Ports & Harbor Commission Meeting	17  5:30pm Council Work Session (Land Development)  7pm - Regular Council Meeting	18  7pm - Economic Diversification Commission Meeting	19	20	21
22	23  Noon - Flood Task Force Meeting  6:30pm - School Board Meeting	24  6pm Council Work Session (Personnel Regulations)	25  7pm - Planning & Zoning Commission Meeting	26	27	28
29	30  Noon - Beautification Task Force Meeting	31				

Note #1: This calendar is subject to change. Contact the City Clerk's office for updates as needed.

Updated 01/12/17

# February 2017

## City Council Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1  7pm - Economic Diversification Commission Meeting	2	3	4
5	6  (Incoming City Manager, Elke Doom Expected Arrival Date)  7pm - Ports & Harbor Commission Meeting	7  5:30pm - Council Work Session (Financial Plan)  7pm - Regular Council Meeting	8  7pm - Planning & Zoning Commission Meeting	9	10  Applications for two VMHA Board of Directors vacancies due to Clerks Office.	11
12	13  6:30pm - School Board Meeting	14  5:30pm - Library Board Meeting (@ Library)  6:30pm - Prov. Health Advisory Council Meeting (@ Hospital)  7pm - Parks & Recreation Commission Meeting	15  7pm - Economic Diversification Commission Meeting	16	17	18
19	20  Holiday  7pm - Ports & Harbor Commission Meeting	21  Noon - Permanent Fund Committee Meeting  7pm - Regular Council Meeting	22  7pm - Planning & Zoning Commission Meeting	23	24	25
26	27  Noon - Beautification Task Force Meeting  6:30pm - School Board Meeting	28				

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Updated 01/12/17

Note #2: Winter AML Conference scheduled for week of Feb. 20<sup>th</sup> in Juneau. Annual Council/staff legislative lobby trip will likely occur the following week, possibly Feb. 27<sup>th</sup>-Mar. 3<sup>rd</sup>