



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Meeting Agenda

City Council

Tuesday, September 19, 2017

7:00 PM

Council Chambers

Regular Meeting

REGULAR AGENDA - 7:00 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. PUBLIC BUSINESS FROM THE FLOOR

V. CONSENT AGENDA

1. [Appointment of Susan Love to Serve a One Year Term on the Economic Diversification Commission](#)
2. [Appointment of Colleen Stephens to Serve a Two Year Term on the Economic Diversification Commission](#)
3. [Appointment of Keith Thomas, Grant Uren, and Lee Hart to Each Serve Three Year Terms on the Economic Diversification Commission](#)

VI. NEW BUSINESS

1. [Appointment to Providence Valdez Medical Center Health Advisory Council](#)
2. [Authorization to Reimburse Valdez Schools for Purchase of Security Cameras in the Amount of \\$257,422](#)
3. [Approval of the 2016 Financial Audit](#)
4. [Approval of Change Order #1 to Harris Sand and Gravel, Inc. for Valdez Glacier Stream Training Dike and Riprap Revetment Contract No. 1319 in the Amount of \\$64,194](#)

VII. RESOLUTIONS

1. [Resolution # 17-40 Calling on the Alaska Congressional Delegation to Support Continuation of Full Funding for Rural Community and Economic Development Programs](#)

VIII. REPORTS

1. [Report: August 2017 Report for the New Boat Harbor Phase 2](#)
2. [Report: Health Insurance Plan and Review Committee](#)
3. [Report: Legal Billing Summary - June 2017](#)

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

1. City Manager Report
2. City Clerk Report
3. City Attorney Report
4. City Mayor Report

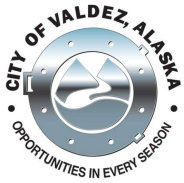
1. [Mayor's Report - September 19, 2017](#)

X. COUNCIL BUSINESS FROM THE FLOOR

XI. ADJOURNMENT

XII. APPENDIX

1. [Council Calendars - September and October 2017](#)
2. [City Boards and Commissions Approved Meeting Minutes](#)



Agenda Statement

File #: 17-0452 **Version:** 1

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

File created: 9/12/2017 **In control:** City Council

On agenda: 9/19/2017 **Final action:**

Title: Appointment of Susan Love to Serve a One Year Term on the Economic Diversification Commission

Sponsors:

Indexes:

Code sections:

Attachments:

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

ITEM TITLE:

Appointment of Susan Love to Serve a One Year Term on the Economic Diversification Commission

SUBMITTED BY: Allie Ferko, CMC, Deputy City Clerk

FISCAL NOTES:

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

RECOMMENDATION:

Appoint Susan Love to serve a one year term on the Economic Diversification Commission

SUMMARY STATEMENT:

One vacancy for a one year term currently exists on the Economic Diversification Commission due to resignation.

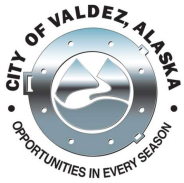
The City Clerks Office advertised the one year term vacancy and received one application:

1. Susan Love (Professional Services)

Members of the commission shall be diversified to the maximum extent possible and appointed to represent specific industry sectors of the economy. No two members may be appointed to serve concurrently from the same industry sector. Ms. Love is applying as a representative of the professional services industry. No other commissioner or applicant for other term lengths represents the professional services industry.

The Economic Diversification commission is an advisory commission to the city council. It shall have the

authority to prepare and submit for approval a comprehensive economic diversification strategy for the overall economic diversification of the community; prepare and recommend for approval reports and plans regarding socioeconomic data and specific sectors of the economy; review and make recommendations to the council for approval of strategic plans, plans of work and funding requests of agencies, organizations, and event sponsors; review and make recommendations for approval on projects submitted for economic development grant funding opportunities; receive, consider and evaluate public input, opinions and recommendations regarding economic diversification programs of the city and advise the city council of any findings or recommendations; and other duties related to economic diversification as outlined in Chapter 2.60 of Valdez municipal code.



Agenda Statement

File #: 17-0453 **Version:** 1

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

File created: 9/14/2017 **In control:** City Council

On agenda: 9/19/2017 **Final action:**

Title: Appointment of Colleen Stephens to Serve a Two Year Term on the Economic Diversification Commission

Sponsors:

Indexes:

Code sections:

Attachments: [Colleen Stephens \(Summer Tours & Attractions; 2 year term\) EDC Commission Application Sept. 2017](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
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ITEM TITLE:

Appointment of Colleen Stephens to Serve a Two Year Term on the Economic Diversification Commission

SUBMITTED BY: Allie Ferko, CMC, Deputy City Clerk

FISCAL NOTES:

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

RECOMMENDATION:

Appoint Colleen Stephens to serve a two year term on the Economic Diversification Commission

SUMMARY STATEMENT:

One vacancy for a two year term currently exists on the Economic Diversification Commission due to term expiration.

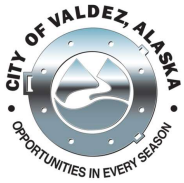
The City Clerks Office advertised the two year term vacancy and received one application:

1. Colleen Stephens (Summer Tours & Attractions)

Members of the commission shall be diversified to the maximum extent possible and appointed to represent specific industry sectors of the economy. No two members may be appointed to serve concurrently from the same industry sector. Ms. Stephens is applying as a representative of the summer tours and attractions industry. No other commissioner or applicant for other term lengths represents the summer tours and

attractions industry.

The Economic Diversification commission is an advisory commission to the city council. It shall have the authority to prepare and submit for approval a comprehensive economic diversification strategy for the overall economic diversification of the community; prepare and recommend for approval reports and plans regarding socioeconomic data and specific sectors of the economy; review and make recommendations to the council for approval of strategic plans, plans of work and funding requests of agencies, organizations, and event sponsors; review and make recommendations for approval on projects submitted for economic development grant funding opportunities; receive, consider and evaluate public input, opinions and recommendations regarding economic diversification programs of the city and advise the city council of any findings or recommendations; and other duties related to economic diversification as outlined in Chapter 2.60 of Valdez municipal code.



Agenda Statement

File #: 17-0454 **Version:** 1

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

File created: 9/14/2017 **In control:** City Council

On agenda: 9/19/2017 **Final action:**

Title: Appointment of Keith Thomas, Grant Uren, and Lee Hart to Each Serve Three Year Terms on the Economic Diversification Commission

Sponsors:

Indexes:

Code sections:

Attachments: [Keith Thomas \(Contracting & Trades; 3 year term\) EDC Commission Application Sept. 2017](#)
[Grant Uren \(Transportation; 3 year term\) EDC Commission Application Sept. 2017](#)
[Lee Hart \(Winter Tours & Attractions; 3 year term\) EDC Commission Application Sept. 2017](#)

| Date | Ver. | Action By | Action | Result |
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ITEM TITLE:

Appointment of Keith Thomas, Grant Uren, and Lee Hart to Each Serve Three Year Terms on the Economic Diversification Commission

SUBMITTED BY: Allie Ferko, CMC, Deputy City Clerk

FISCAL NOTES:

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

RECOMMENDATION:

Appoint Keith Thomas, Grant Uren, and Lee Hart to Each Serve Three Year Terms on the Economic Diversification Commission.

SUMMARY STATEMENT:

Three vacancies, each for a three year term, currently exist on the Economic Diversification Commission due to term expiration.

The City Clerks Office advertised the three year term vacancies and received three applications:

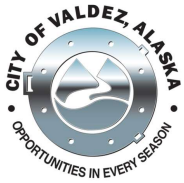
1. Keith Thomas (Contracting & Trades)

2. Lee Hart (Winter Tours & Attractions)
3. Grant Uren (Transportation)

Members of the commission shall be diversified to the maximum extent possible and appointed to represent specific industry sectors of the economy. No two members may be appointed to serve concurrently from the same industry sector.

Mr. Thomas is applying as a representative of the contracting and trades industry. Ms. Hart is applying as a representative of the winter tours and attractions industry. Mr. Uren is applying as a representative of the transportation industry. No other commissioners or applicants for other term lengths represent these three industries.

The Economic Diversification commission is an advisory commission to the city council. It shall have the authority to prepare and submit for approval a comprehensive economic diversification strategy for the overall economic diversification of the community; prepare and recommend for approval reports and plans regarding socioeconomic data and specific sectors of the economy; review and make recommendations to the council for approval of strategic plans, plans of work and funding requests of agencies, organizations, and event sponsors; review and make recommendations for approval on projects submitted for economic development grant funding opportunities; receive, consider and evaluate public input, opinions and recommendations regarding economic diversification programs of the city and advise the city council of any findings or recommendations; and other duties related to economic diversification as outlined in Chapter 2.60 of Valdez municipal code.



Agenda Statement

File #: 17-0457 **Version:** 1
Type: New Business **Status:** Agenda Ready
File created: 9/12/2017 **In control:** City Council
On agenda: 9/19/2017 **Final action:**
Title: Appointment to Providence Valdez Medical Center Health Advisory Council
Sponsors:
Indexes:
Code sections:
Attachments: [Nicole LeRoy_PVMC HAC Application Sept. 2017](#)
[Michael Franklin_PVMC HAC Application Sept. 2017](#)

| Date | Ver. | Action By | Action | Result |
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ITEM TITLE:

Appointment to Providence Valdez Medical Center Health Advisory Council

SUBMITTED BY: Allie Ferko, CMC, Deputy City Clerk

FISCAL NOTES:

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

RECOMMENDATION:

Appoint one applicant to serve a one year, one month term on the Providence Valdez Medical Center Health Advisory Council

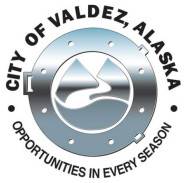
SUMMARY STATEMENT:

One vacancy currently exists on the Valdez Medical Center Health Advisory Council due to resignation.

The City Clerks Office advertised the vacancy and received two applications.

1. Nicole LeRoy
2. Michael Franklin

The selected appointee will serve a one year, one month term, expiring in October 2018.



Agenda Statement

File #: 17-0455 **Version:** 1

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

File created: 9/11/2017 **In control:** City Council

On agenda: 9/19/2017 **Final action:**

Title: Authorization to Reimburse Valdez Schools for Purchase of Security Cameras in the Amount of \$257,422

Sponsors:

Indexes:

Code sections:

Attachments: [Invoices and Checks - Cameras.pdf](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
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ITEM TITLE:

Authorization to Reimburse Valdez Schools for Purchase of Security Cameras in the Amount of \$257,422

SUBMITTED BY: Brian Carlson, Finance Director

FISCAL NOTES:

Expenditure Required: \$257,422

Unencumbered Balance: \$257,422

Funding Source: 350.9591.58000, Capital Projects Reserve / School Cameras

RECOMMENDATION:

Approve authorization to reimburse Valdez Schools for purchase of security cameras in the amount of \$257,422

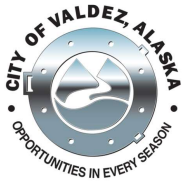
SUMMARY STATEMENT:

This agenda item reflects the formal approval needed from Council for disbursements in excess of \$40,000. The timeline of this item is as follows:

- November, 2016: Discussion among staff, School, and Council, and tentative agreement to incorporate into the 2017 City Budget via budget revision
- August, 2017: Finance Staff reviews related invoices and proof of School payment, prepares budget resolution

- September 5, 2017: Council approval of 2017 Budget revision, which includes \$257K allocated to Capital Projects Reserve for school cameras
- **September 19, 2017:** Explicit Council approval of school camera disbursement (over \$40K)
- September 22, 2017: Accounts Payable disbursement to Valdez Schools

Attachments: *Invoices and Checks - Cameras.pdf*



Agenda Statement

File #: 17-0456 **Version:** 1

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

File created: 9/11/2017 **In control:** City Council

On agenda: 9/19/2017 **Final action:**

Title: Approval of the 2016 Financial Audit

Sponsors:

Indexes:

Code sections:

Attachments: [Audit Wrap Up.pdf](#)
[Basic Financial Statements.pdf](#)
[Federal and State Single Audit.pdf](#)
[Corrective Action Plan.pdf](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
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ITEM TITLE:

Approval of the 2016 Financial Audit

SUBMITTED BY: Brian Carlson, Finance Director

FISCAL NOTES:

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

RECOMMENDATION:

Approve the 2016 Financial Audit

SUMMARY STATEMENT:

The attached *Basic Financial Statements*, *Federal and State Single Audit*, and *Audit Wrap-up* comprise final deliverables for the 2016 third-party financial audit. Following Council approval, staff will make numerous filings, due 9/30/2017, to satisfy state statutes and bond covenants.

For the October 3rd Council agenda, Finance staff will include both the June 30 financial summary reflecting audited year-end fund balances, and a fund balance review and analysis that will provide context for the upcoming Council budget work sessions.

BACKGROUND:

This is the fourth year of the City's five-year contract with BDO (three years plus two one-year extensions). This year's audit included two weeks of on-site work in Valdez, and regular status meetings with the Audit Committee, including a "kick-off" meeting with staff and the Audit Committee, arrival/exit meetings each week and a post-audit meeting.

ANALYSIS:

The 2016 Audit contains two findings:

1. **Significant Deficiency**, defined as *a deficiency or combination of deficiencies in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.*

This item pertains to invoices booked in 2017 for products or services procured in 2016. (see: **Audit Wrap Up**, page 7). This was the result of newly-hired staff being unfamiliar with year-end invoicing conventions.

2. **Material Weakness**, defined as *a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, detected, nor corrected on a timely basis.*

This item pertains to an error in posting of the 2016 fire truck purchase.

The findings are addressed in the attached **Corrective Action Plan** drafted by staff, which proposes improvements to the method of quarterly internal financial statements review, as well as increased communications to City departments regarding year-end procurement and invoicing. Staff does not anticipate that there will be recurring findings, and feels that departmental and citywide operations will be improved upon implementation of the plan.

CONCLUSION:

The relatively late presentation of documents to Council in no way reflects the timeliness of Contractor deliverables, which were presented to staff for initial review in early June. Staff is satisfied with the performance of this contract, and will negotiate for continued work on the 2017 audit, before putting audit services out to bid again in 2018.

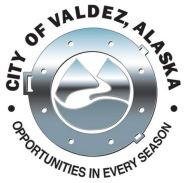
ATTACHMENTS (4):

2016 Audit Wrap-Up

2016 Basic Financial Statements

2016 Federal and State Single Audit Report

Corrective Action Plan



Agenda Statement

File #: 17-0466 **Version:** 1

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

File created: 9/15/2017 **In control:** City Council

On agenda: 9/19/2017 **Final action:**

Title: Approval of Change Order #1 to Harris Sand and Gravel, Inc. for Valdez Glacier Stream Training Dike and Riprap Revetment Contract No. 1319 in the Amount of \$64,194

Sponsors:

Indexes:

Code sections:

Attachments: [Change Order # 1 for Valdez Glacier Stream Training Dike and Riprap Revetment](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
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ITEM TITLE:

Approval of Change Order #1 to Harris Sand and Gravel, Inc. for Valdez Glacier Stream Training Dike and Riprap Revetment Contract No. 1319 in the Amount of \$64,194

SUBMITTED BY: Nathan Duval, Capital Facilities Director

FISCAL NOTES:

Expenditure Required: \$64,194

Unencumbered Balance: 310-8060-49542 Emergency Watershed Project - \$423,552.75 (Grant Funds) // 310-8065-58000 Watershed Match - \$140,579.45 (City Funds)

Funding Source: 310-8060-49542 \$48,145.50 (Grant Funds) // 310-8065-58000 \$16,048.50 (City Funds)

RECOMMENDATION:

Approve change order #1 to Harris Sand and Gravel, Inc. for Valdez Glacier Stream Training Dike and Riprap Revetment contract no. 1319 in the amount of \$64,194

SUMMARY STATEMENT:

As-found survey of Copper Avenue performed by NRCS, preparatory to the execution of the training dike project, concluded that change in conditions had occurred.

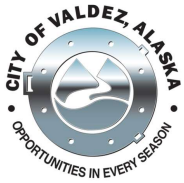
In an email to the City Project Manager Scott Benda, NRCS identified the following quantity changes: "The quantity estimate for Bid Item 6, Excavation, Unclassified, has decreased 426 cubic yards to a new total of 10,969 cubic yards. Bid Item 7, Earthfill, quantity has increased 2,248 cubic yards to a new total of 19,867 cubic yards. Bid Item 9, Rock Riprap, quantity has increased 706 cubic yards to a new total of 16,290 cubic yards."

“These proposed changes were necessary due to continuing erosion and other stream changes that have occurred since the completion of the original design.”

**The cost of the change order will be split among the City and NRCS
(City: \$16,048.50 - 25% NRCS: \$48,145.50 - 75%).**

The addition of this change order maintains a contract value below the face value of the grant funding and City budget allocation.

This change order is necessary to complete the project as designed and is a discovery condition that did not exist at the time of design.



Agenda Statement

File #: RES 17-0040 **Version:** 1
Type: Resolution **Status:** Agenda Ready
File created: 9/14/2017 **In control:** City Council
On agenda: 9/19/2017 **Final action:**
Title: Resolution # 17-40 Calling on the Alaska Congressional Delegation to Support Continuation of Full Funding for Rural Community and Economic Development Programs
Sponsors:
Indexes:
Code sections:
Attachments: [Resolution #17-40](#)
[City of Whittier Resolution Urging AK Congressional Delegation to Support Continuation & Full Funding](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
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ITEM TITLE:

Resolution # 17-40 Calling on the Alaska Congressional Delegation to Support Continuation of Full Funding for Rural Community and Economic Development Programs

SUBMITTED BY: Ruth E. Knight, Mayor

FISCAL NOTES:

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

RECOMMENDATION:

Approve Resolution # 17-40

SUMMARY STATEMENT:

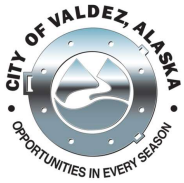
The federal FY 2018 budget proposal titled "America First: A Budget Blueprint to Make American Great Again" recommends elimination of multiple federal agencies and programs essential to rural community and economic development.

(Link to federal budget proposal:

<https://www.govinfo.gov/content/pkg/BUDGET-2018-BLUEPRINT/pdf/BUDGET-2018-BLUEPRINT.pdf>)

The City of Whittier unanimously passed a Resolution in late August 2017 calling upon the Alaska Congressional Delegation to support continuation and full funding for rural community and economic development programs, such as the US Economic Development Administration, the HUD Community Development Block Grant Program, and the Denali Commission amongst others. The City of Whittier Resolution is attached for reference.

Mayor Knight requested a similar Valdez City Council Resolution be placed on the agenda for Council consideration, as Valdez and other Prince William Sound communities utilize these programs and would be effected by the proposed federal budgetary reductions. Mayor Knight will verbally provide additional background on the Resolution during the Council meeting.



Agenda Statement

File #: 17-0458 **Version:** 1

Type: Report **Status:** Agenda Ready

File created: 9/12/2017 **In control:** City Council

On agenda: 9/19/2017 **Final action:**

Title: Report: August 2017 Report for the New Boat Harbor Phase 2

Sponsors:

Indexes:

Code sections:

Attachments: [VNBH2 Aug 2017 Report.pdf](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
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ITEM TITLE:

Report: August 2017 Report for the New Boat Harbor Phase 2

SUBMITTED BY: Laura Langdon, Project Manager

FISCAL NOTES:

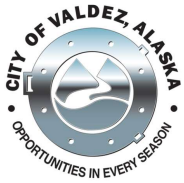
Expenditure Required: N/A
Unencumbered Balance: N/A
Funding Source: N/A

RECOMMENDATION:

Receive and file.

SUMMARY STATEMENT:

See the attached report for the New Boat Harbor project through August 2017.



Agenda Statement

File #: 17-0459 **Version:** 1

Type: Report **Status:** Agenda Ready

File created: 9/13/2017 **In control:** City Council

On agenda: 9/19/2017 **Final action:**

Title: Report: Health Insurance Plan and Review Committee

Sponsors:

Indexes:

Code sections:

Attachments:

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
|------|------|-----------|--------|--------|

ITEM TITLE:

Report: Health Insurance Plan and Review Committee

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:

The City has engaged an attorney to assist in a review of the City's health insurance plan, the purpose being to optimize plan benefits and contain costs.

The first phase of this review will be to present a recommendation to Council to either

- 1) keep the status-quo arrangement,
- 2) issue an RFP for broker services, or
- 3) pursue a merger with another public-sector plan option.

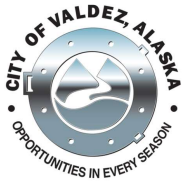
Staff recommends a review Committee comprised of the following membership:

- Council Member

- Employee ERT Group Member
- City Department Director
- Finance Director
- HR Director
- School representation (Board, Union and/or Management)

Finance Staff will manage the process and the attorney engagement. The proposed Committee review will result in a “next-steps” recommendation to Council. Staff has contacted the School Superintendent for input about appropriate School District representation and will report back to Council as the process progresses.

Finance Staff respectfully requests a determination of which Council Member will serve on the Committee.



Agenda Statement

File #: 17-0460 **Version:** 1

Type: Report **Status:** Agenda Ready

File created: 9/14/2017 **In control:** City Council

On agenda: 9/19/2017 **Final action:**

Title: Report: Legal Billing Summary - June 2017

Sponsors:

Indexes:

Code sections:

Attachments: [Legal Billing Summary - June 2017](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
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ITEM TITLE:

Report: Legal Billing Summary - June 2017

SUBMITTED BY: Allie Ferko, CMC, Deputy City Clerk

FISCAL NOTES:

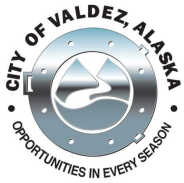
Expenditure Required: N/A
Unencumbered Balance: N/A
Funding Source: N/A

RECOMMENDATION:

Receive and file.

SUMMARY STATEMENT:

June 2017 legal billing summary from Brena, Bell, and Clarkson attached for Council review.



Agenda Statement

File #: 17-0461 **Version:** 1

Type: Report **Status:** Agenda Ready

File created: 9/14/2017 **In control:** City Council

On agenda: 9/19/2017 **Final action:**

Title: Mayor's Report - September 19, 2017

Sponsors:

Indexes:

Code sections:

Attachments: [Mayor's Report – September 19](#)

| Date | Ver. | Action By | Action | Result |
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ITEM TITLE:

Mayor's Report - September 19, 2017

SUBMITTED BY: Ruth E. Knight, Mayor

FISCAL NOTES:

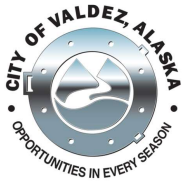
Expenditure Required: N/A
Unencumbered Balance: N/A
Funding Source: N/A

RECOMMENDATION:

Receive and file.

SUMMARY STATEMENT:

Mayor Knight's written report respectfully submitted for Council review.



Agenda Statement

File #: 17-0462 **Version:** 1

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

File created: 9/12/2017 **In control:** City Council

On agenda: 9/19/2017 **Final action:**

Title: Council Calendars - September and October 2017

Sponsors:

Indexes:

Code sections:

Attachments: [City Council Calendar - September 2017](#)
[City Council Calendar - October 2017](#)

| Date | Ver. | Action By | Action | Result |
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ITEM TITLE:

Council Calendars - September and October 2017

SUBMITTED BY: Allie Ferko, CMC, Deputy City Clerk

FISCAL NOTES:

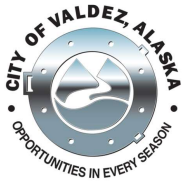
Expenditure Required: N/A
Unencumbered Balance: N/A
Funding Source: N/A

RECOMMENDATION:

Receive and file.

SUMMARY STATEMENT:

Council calendars for September and October 2017 attached for City Council review.



Agenda Statement

File #: 17-0463 **Version:** 1

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

File created: 9/14/2017 **In control:** City Council

On agenda: 9/19/2017 **Final action:**

Title: City Boards and Commissions Approved Meeting Minutes

Sponsors:

Indexes:

Code sections:

Attachments: [Final Minutes P&R 5-9-17](#)
[Final Minutes P&R 07-11-17 Amended](#)
[Approved P&Z Minutes 7-12-17](#)

| Date | Ver. | Action By | Action | Result |
|------|------|-----------|--------|--------|
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ITEM TITLE:

City Boards and Commissions Approved Meeting Minutes

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 boards and commissions approved meeting minutes attached for Council awareness.

Application Form

Profile

Colleen

First Name

Stephens

Last Name

Email Address

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

430 W Oumalik St

Home Address

City

Primary Phone

Alternate Phone

Suite or Apt
State

Postal Code

Stan Stephens Cruises, Inc.

Employer

Business Operation Manager

Occupation

Which Boards would you like to apply for?

Economic Diversification Commission: Reapplying

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?

Valdez is my home and I am committed to make it a better place for businesses and residents to thrive. I am applying for the two-year appointment.

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

See attached resume.

Question applies to Economic Diversification Commission

Please mark the industry sector seat for which you are applying (choose one). *

☒ Summer Tours & Attractions

Question applies to Economic Diversification Commission

Please describe your qualifications to represent your selected industry sector.

See attached resume.

Question applies to Economic Diversification Commission

Please describe your vision for the economic future of Valdez.

The future of Valdez needs to be one with a strong diversified work force. One that leads instead of follows other communities. In order to do this a clear plan and direction needs to be developed and enacted.

[Resume.pdf](#)

Upload a Resume or Letter of Interest

Objective

To positively influence the future of Valdez by participating in the Economic Diversification Commission (EDC). If appointed I would use my knowledge and understanding of the industry that I have grown up in to ensure that tourism remains a stable part of Valdez's economy.

Experience

Stan Stephens Glacier & Wildlife Cruises

1978 - Present

- Currently I am the President of the corporation and am responsible for the marketing, operations and employee training and management.
- Our current marketing plans include participation in the cooperative programs offered by the State of Alaska including; direct consumer leads, international missions, travel trade events, consumer trade shows, and cooperative magazine advertising.
- Through the years I have had the joy of working in all aspects of the business from vessel crew, reservations and management.
- At times I have served as the company representative to many organizations around our region including the Greater Whittier Chamber of Commerce, Cordova Chamber of Commerce, Greater Copper Valley Chamber of Commerce, Visit Anchorage, Explore Fairbanks as well as the Tok Chamber of Commerce.

Ports and Harbors Commission, City of Valdez

2002 - Present

- Appointed by the City Council to advise on issues relative to the ports, harbors and transportation issues.

Economic Diversification Commission, City of Valdez

2014 - Present

- Appointed by the City Council to advise on areas relative to economic development and diversification.

Valdez Fisheries Development Association

2017 - Present

- Elected to the Board of Directors in 2017.

Alaska Travel Industry Association Board of Directors

2012 - Present

- Appointed by the Board in 2012 and elected by membership in 2013 to fill an At Large Seat representing and advocating for the concerns and needs of the Tourism Industry in Alaska.
- During my term as a Director I have served on the Tourism Policy & Planning Committee, Convention Committee, Membership Committee, Executive Committee, and am currently the Chairperson of the Alaska Travel Industry Association Board of Directors.

Alaska Travel Industry Association Marketing Committee

2005 - 2014

- In 2013/2014 I have served as the Chairperson for the ATIA Marketing Committee where I have worked with staff, sub committees, and the full committee to develop and express the industries recommendations to the State of Alaska on the statewide marketing program for tourism.
- While serving on the Marketing Committee I have also served as the chairperson for multiple sub committees including: Travel Trade, International, Web Site, & Public Relations.



Alaska Tourism Marketing Board

2015 - Present

- Appointed to the Alaska Tourism Marketing Board in 2015. Served as this organizations Chair for 2015-Present.

Valdez Convention & Visitors Bureau Board of Directors

1998 - 2015

- Elected by the membership in 1998 and have served on the Board of Directors since that time. During this 16-year period of time I have served as the Board President for 8 of the years.
- The Valdez Convention & Visitors Bureau is responsible for the promotion of Valdez as a business and leisure destination.

Alaska Wilderness Recreation & Tourism Association Board of Directors

1999 – 2000

- Elected by membership to serve a two-year term.

Education

University of Idaho, BS Resource Recreation and Tourism 1997

A tourism management degree that focused on the creation and management of tourism assets that work in concert with local communities and the environment.

Application Form

Profile

Keith

First Name

Thomas

Last Name

Email Address

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

325 Galena Dr

Home Address

City

Primary Phone

Alternate Phone

Suite or Apt
State

Postal Code

Self Employed

Employer

Plumber

Occupation

Which Boards would you like to apply for?

Economic Diversification Commission: Reapplying

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?

I have been a Valdez resident for many years. I feel I have knowledge in economic diversification. I care about my community and the people in it. I believe I will be a valuable asset to the commission. I want to make sure my segment of the community is represented and have expertise I want to contribute. I am applying for a three year term appointment.

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

Self-employed for many years as a plumber.

Question applies to Economic Diversification Commission

Please mark the industry sector seat for which you are applying (choose one). *

☒ Contracting & Trades

Question applies to Economic Diversification Commission

Please describe your qualifications to represent your selected industry sector.

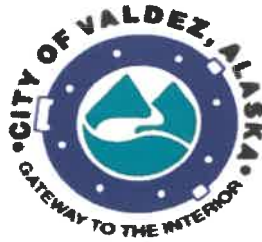
Self-employed for many years as a plumber.

Question applies to Economic Diversification Commission

Please describe your vision for the economic future of Valdez.

[Keith_Thomas_EDC_Application_2017.pdf](#)

Upload a Resume or Letter of Interest



Received
JUL 07 2017
City of Valdez

APPLICATION FOR APPOINTMENT TO BOARD OR COMMISSION

BOARD/COMMISSION EDC

DATE 7/7/2017

NAME Keith Thomas

RESIDENCE ADDRESS 325 Galena Drive

MAILING ADDRESS PO Box 305

TELEPHONE NUMBER Daytime 255-5500 Evening same

OCCUPATION Plumber EMPLOYER Self

Please check the main reason(s) for applying for appointment to this board/commission:

- ☒ I have expertise that I want to contribute.
☒ I am interested in the activities the board/commission handles.
☒ I want to participate in local government.
☒ I am strongly concerned with better government.
☒ I want to make sure my segment of the community is represented.
Other: _____

Please explain in greater detail those items you have checked: _____

I have been a resident for many year. I feel I have knowledge in economic diversification. I care about my community and the psople
in it. I believe I will be a valuable asset to the commision

It is suggested you attach an outline of your education, work and volunteer experience.

How did you learn of this vacancy? (circle one)

Media Word of mouth Solicitation Other Existing Member


Signature

*** Please return this form to the Office of the City Clerk, P.O. Box 307, Valdez, AK 99686 ***

Application Form

Profile

Grant

First Name

Uren

Last Name

Email Address

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

453 Tonsina

Home Address

City

Primary Phone

Alternate Phone

Suite or Apt
State

Postal Code

Samson Tug and Barge

Employer

Terminal Manager

Occupation

Which Boards would you like to apply for?

Economic Diversification Commission: Submitted

How did you learn about this vacancy? *

☒ Word of Mouth

Interests & Experience

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

I enjoy enriching and improving communities in which I live in, and enjoy helping others achieve there goals within business. I have always wanted to be more involved in community planning, and bringing positive things to the communities I live in. As former resident of Anchorage this was difficult as a larger population takes more time to achieve such a seat. Also my family and I have been looking to move to a smaller town since we started our family, my recent appointmet as terminal manager for Samson Tug and Barge has made this a reality. I am applying for the three year term on the Commission.

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

Education- UAA business administration, marketing, management, and logistics Work- Small business owner for sportfishing, construction management for small Anchorage home remodeler, Business development at Black Gold Express (Trucking) gaining 2.2 million in sales in the first 16 months of employment Voluntering with the wounded worrior program taking wounded veterans fishing annually.

Question applies to Economic Diversification Commission

Please mark the industry sector seat for which you are applying (choose one). *

☒ Transportation

Question applies to Economic Diversification Commission

Please describe your qualifications to represent your selected industry sector.

Formal education at UAA regarding logistics and Business administration Real experience in Trucking, Barging, rail, regarding budgets, proposals, gaining market share, and expanding business. Indirect experience- former fishing guide related to extensive sportfishing small business owner for 5 years, small construction management projects, and critical path mangement experience.

Question applies to Economic Diversification Commission

Please describe your vision for the economic future of Valdez.

Although new to Valdez (Arrived July 10th) it is the ideal community my family has envisioned to live within and enjoy. Valdez for me at this time seems to be a place with extreme oppourtunity in many sectors of transpoirtation with untaped exports within Prince William Sound, and providing imports and exports supporting the North Slope. Please Note my Address, Phone number, and current employer have Changed, and can be updated accordingly if needed. Fish this season has taken much of my time to ensure a high level of perfomance to support the Silver Bay and Peter Pan plants. Please let me know if anything else is needed.

[Grant_Uren_Resume.pdf](#)

Upload a Resume or Letter of Interest

Grant E. Uren

10242 Jamestown Drive #C Anchorage AK, 99507 (907)-978-6263

Grant_uren@hotmail.com

Objective:

I am pursuing a challenging and rewarding career in business management, project management, procurement, or logistics which will allow for personal growth, healthy life work balance, and advancement by working in unison with an effective group of colleagues and management team.

Summary of Qualifications:

I am a skilled professional with creative qualities, excellent problem solving skills, and excel in developing and improving team structure. Currently I am engaged as business development, sales, and marketing for Black Gold Express. I have developed the market share for Black Gold Express significantly since my placement in this position within the Anchorage Market. Within the last year we have established a new office, and earned over a two million dollars in new revenue for the company with minimal increase in overhead and operating expenses.

I am a self-starter with the ability to excel as a team player with outstanding interpersonal communication skills, negotiation skills, and a positive forward thinking attitude.

Education and Experience:

- Big Bend College
Associates in Aviation, 2005
- Grays Harbor College
A.A. Associates of Arts General studies, 2007
- University Of Alaska Anchorage
B.B.A. Business Administration. 2015
Large focus on logistics and supply chain

Education is essential for my self-value, and personal growth therefore I intend to pursue my MBA, PMP, and any other carrier improvement courses I may need.

Experience:

I have a very diverse work background including sales, customer service, maritime, business operations, logistics, project management, bidding, project forecasting, and budget management.

Black Gold Express- business development, and operations (Anchorage) (2016-present)

Responsible for gaining market share within the Anchorage market, and statewide. Responsible for managing drivers, solving operations problems, attending marketing and networking functions as well as generating proposals, pricing, and creating new business ideas to acquire customers. Responsible for starting a new profitable branch for Black Gold Express, and handling all of the challenges that come with opening a new location in a highly competitive market place.

MTH / Modular Transportable housing - sales and marketing Alaska (2013-2016):

Responsible for acquiring leads, and gaining market share in the Alaska remote housing needs including construction, oil and gas exploration, and remote community needs. Orchestrating meetings, providing client detailed information, drafting purchase agreements, maintaining a positive customer relationship, and reacting to time sensitive opportunities. Handling all aspects of a client's needs from initial visualization process to completion of purchase orders.

Chugach Backcountry Fishing / Fishing guide and small business owner (2010-2016):

Responsible for coordinating fishing trips with clients from around the world for all species of Alaska's river game fish. Trips ranging from three hour hiking and fishing excursions to three day overnight expeditions around Alaska's Kenai Peninsula. Being singularly responsible for up to six people's safety, transportation, equipment, and overall experience while maintaining a high level of enjoyment.

Home Depot / department manager-framework building materials (2007-2011):

Responsible for maintaining the inventory budget, appropriate merchandise numbers, and staffing for one-third of the stores floor space. Daily duties including ordering from vendors regarding lumber, masonry, insulation, doors, and windows. Also scheduling and developing teams for each department during sales hours while maintaining Budget requirements from management with hours available.

Skills:

Through my personal, educational, and professional career I have developed a valuable skill set which allows me to work effectively with all personality types.

- Extensive education and experience in management techniques, merchandising, marketing, resource allocation, as well as effective communication and negotiation methods.
 - Constantly assuming and pursuing responsibilities as well as growth of my skills and employee identity.
 - Recognized for professionalism, positive mental attitude, commitment to excellence, and continually demonstrate the ability to communicate and interact effectively with upper management, associates, and customers.
-

Other Qualifications / Organizations:

- Daily use of Microsoft office package, office, excel, power point.
- NSTC – Card Holder
- Member of the young professionals group within the Anchorage chamber of commerce
- Involved with the Alaska Alliance and attend bi-monthly meetings regularly.
- Kenai River Guide Association Certification – (2010) Required for fishing guide operators
- Wounded Warrior Project- working with soldiers that have received active duty injuries in an effort to rehabilitate, and socialize PTSD individuals.
- USCG random drug screening program- 365 day monitoring of controlled substances in the occurrence of any accident land based or marine based.
- Member of NAPM Alaska Procurement- Logistics and Procurement association
- 40 hour marine HAZWOPPER certification with SERVS regarding rapid oil spill response training. (Expired)

Application Form

Profile

Lee

First Name

hart

Last Name

Email Address

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

490 Resurrection Loop

Home Address

City

Primary Phone

Alternate Phone

Suite or Apt
State

Postal Code

Levitation 49

Employer

Executive Director

Occupation

Which Boards would you like to apply for?

Economic Diversification Commission: Submitted

How did you learn about this vacancy? *

☒ City Website

Interests & Experience

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

I am obsessed about the economic future of Valdez. I'm alarmed at the state of our local economy and am confident I can bring fresh ideas and directions for the board to consider as well as looking forward to helping shape ideas already on the table.

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

Bachelor's degree in journalism. Lifelong communicator, public relations and marketing pro. I have volunteered on numerous boards, mostly for events in other cities where I've lived. I am an appointee to the statewide BLM Resource Advisory Committee so I have awareness of statewide natural resources management issues, priorities and projects.

Question applies to Economic Diversification Commission

Please mark the industry sector seat for which you are applying (choose one). *

☒ Winter Tours & Attractions

Question applies to Economic Diversification Commission

Please describe your qualifications to represent your selected industry sector.

49s mission is economic diversification through mountain sports. Levitation 49 is engaged in winter tours and attractions in that we host two sports festivals during the winter. The Valdez Ice Climbing Fest and Chugach Fat Bike Bash. As operators of four local state park units, we are also involved in summer tours and attractions. L

Question applies to Economic Diversification Commission

Please describe your vision for the economic future of Valdez.

More than any other community in Alaska, Valdez will enjoy year-round adventure travel tourism. New businesses will flourish to support the active independent traveler and health-focused workforce that will be attracted to Valdez. There will be a mix of housing available to support all life stages from youth to retirement. More businesses will be open year-round because the local economy will be more self-supporting. Valdez will be a hub of outdoor recreation, mariculture, local farm to table restaurants and locally brewed and/or distilled alcoholic beverages. A conscious effort will be made to foster and support more artists through public art installations.

[lee_hart_visualcv_resume.pdf](#)

Upload a Resume or Letter of Interest

LEE HART

Valdez, AK • 303.898.4141 • BrandAmp@gmail.com

brandamp.com/services/



Marketing & Communications Strategist

SUMMARY

Energetic, versatile and results-oriented business professional with track record of producing extraordinary results through excellent strategic planning, creativity and accountability. Specializing in clients who seek values-based, ethical, winning approaches as well as boundless exuberance, unparalleled excellence and gonzo proactivity.

Work experience

1999 - Present

MARKETING & COMMUNICATIONS

CONSULTANT

- Co-founder and Executive Director, Levitation 49, dedicated to economic diversification through mountain sports in Valdez, AK. In the organization's first year we doubled participation in ice and rock climbing fests, launched a fat bike event, launched and hosted a statewide outdoor recreation leadership conference and took over management and maintenance of four state park units.
- Founder of Confluence: Summit on the Outdoors, a leadership conference for business owners, land managers, and non-profits and other stakeholders in the outdoor recreation economy.
- Founder and president of Brand Amp, strategic brand communications. Design and develop strategic brand-building marketing communications plans, trade relations, community relations, promotions, and grass roots outreach for domestic and international brands that have included included Outdoor Industry Association, Collegiate Peaks Geotourism, Chaffee County Visitor's Bureau, Jackson Kayak, World Kayak, Outlast Technologies, Phenix Ski & Sports, Mammut, Buff USA, Professional Ski/Snowboard Instructors of America
- Instrumental in helping Jackson Kayak to grow to the leading seller of whitewater kayaks worldwide in just four years with little or no advertising and no sales rep network.
- Design and launch nationwide grassroots grow the game initiative for World Kayak forging relationships with national allies including National Park Service, US Fish and Wildlife Service, National Association of State Parks directors, President's Challenge and Rapid Media Publishing (US and Canada)
- Grew tourism promotion tax revenues from \$200K - \$300 in four years. Won awards from the governor's office for outstanding community tourism initiative and from tourism trade association for excellence in brand launch campaign.
- Experienced strategist and negotiator developing and executing ways to leverage resources to create and deliver impactful events on limited budgets. Client examples: Teva Mountain Games, the Olympics of outdoor adventure sports; Outdoor Industry Association Rendezvous, the annual professional development conference for industry leaders in human powered outdoor recreation industry; Nielsen Media Group Outdoor Retailer Summer Market trade show.
- Advocate for adventure travel and sustainable tourism. Guest speaker at conferences in the US and abroad.

1992 - 1998

Marketing Director

UNITED STATES TENNIS ASSOCIATION

- Designed and developed action plans and budgets for multi-million dollar grass roots initiative. Result: more than TRIPLED the number of new players to the sport in one season
- Managed and allocated 300K budget - in-house and outside resources - to support key seasonal and regional initiatives and execute promotional programs

- Responsible for all facets of coordination of external and internal special events of all sizes; including site bidding, contracts, media, sponsorship servicing, etc.; 100 percent budget compliance
- Hands-on training and experience in working collaboratively with others to develop consensus not only within diverse groups with dramatically divergent goals;
- Success at understanding and looking for creative ways to maximize resources to make events and projects look far bigger and more professional than what may seem possible on shoestring budgets.

1986 - 1990

Associate Editor

EVERGREEN NEWSPAPERS, INC.

- Wrote news and feature articles, edited submissions, designed pages. Primary beats: land use issues & politics
- Colorado Press Association award winner for Best Series: Three-part series on discrimination in a small mountain town

Interest

Regale friends with great yarns from working/sailing throughout the Caribbean and transatlantic; certified ski and snowboard instructor; experienced adventurer at home and abroad (conversational French and Spanish); rock climber, guppy class kayaker; stand up paddle crusader, mountain bike/fat bike enthusiast.

Education

Journalism

Colorado State University

References

Available Upon Request

Application Form

Profile

Nicole

First Name

LeRoy

Last Name

Email Address

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

136 Foraker Street

Home Address

City

Primary Phone

Alternate Phone

Suite or Apt
State

Postal Code

City of Valdez

Employer

Administrator

Occupation

Which Boards would you like to apply for?

Providence Valdez Medical Center Health Advisory Council: Submitted

How did you learn about this vacancy? *

☒ City Newsflash or Email

Interests & Experience

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

I am passionate about fostering health and wellness in the Valdez community. I care about making Valdez a healthier place and would be honored to be an advocate for residents. I am looking forward to the opportunity to help shape more efficient, effective, and compassionate medical care in our city. I would very much enjoy the chance to serve the public in this capacity and I am prepared to represent the needs of Valdez residents to the best of my ability.

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

I have a Bachelor's degree in Environmental and Urban Studies with a concentration in social policy. As an undergraduate, I studied the environmental and human health effects of modern agriculture and the connection between dietary quality and overall health. Because of this connection, my coursework on farming practices, pollution, and food availability was inherently linked to the study of human health and health care. I completed classes in neuroscience, psychology, nutrition, sustainable agriculture, economics, and environmental policy for my degree program. I wrote my senior thesis on the negative environmental consequences of psychotropic pharmaceutical residue in water supplies and the need for viable alternatives to treat depression and other psychiatric disorders. I explored the effects of the human gut microbiome on mental health and constructed a literature review examining the evidence that high potency, diverse formulas of probiotics could be clinically significant for the treatment of mental health disorders, autoimmune disorders, and other chronic diseases. After graduating, I went on to work at the Omega Institute for Holistic Studies where I became a Yoga Alliance certified Yin Yoga instructor and took courses in nutrition, Ayurvedic medicine, and stress reduction. While I am currently non-medically trained, I am scientifically literate and have a general knowledge of common language and practices in conventional medicine. I am comfortable reading and analyzing peer reviewed medical journals and will provide an evidence-based approach to all of my contributions as a member of the Providence Valdez Medical Center Advisory Council.

[NicoleLeRoyResume2017.doc](#)

Upload a Resume or Letter of Interest

Nicole LeRoy

nl93830@gmail.com
845.616.2217

Skills:

- Writing/editing, analysis, research, content creation
- Microsoft Suite, Mac OS X operating system
- Adaptability and effective communication
- Customer service & administrative tasks

Education:

Bard College, Annandale-on-Hudson, New York
B.A. Environmental & Urban Studies 2015
Senior thesis: *Ecological Medicine: Pharmaceutical Contamination in Water Supplies and the Need for Alternatives*
Yoga Alliance Certified Yin Instructor

Experience:

Front Office Administrator

City of Valdez
July 2017-Present
Valdez, Alaska
Responsibilities include directing incoming calls, greeting and assisting customers, accepting payments for taxes/fees/utilities and miscellaneous bills using Caselle Government Accounting Software. Position also assists Clerk's Office with data entry and receiving documents for tax appeal, energy assistance and change of property ownership. Position requires knowledge of city policies/procedures and maintenance of confidentiality.

Shelter Attendant

April 2017-June 2017
Valdez Animal Shelter
Valdez, Alaska
Handled animal adoptions/surrenders, donations and sales, received calls/inquires, lead tours and engaged in community education. Position required knowledge of and care for domestic and exotic animals.

Omega Institute Wellness Concierge

Omega Institute for Holistic Studies
April 2016-November 2016 (Seasonal)
Rhinebeck, New York
Utilized Cenium Hospitality Software as a booking agent for the Omega Wellness Center. Position required excellent customer service and computer skills as well as good time management, planning, multitasking, shift leadership, problem solving and marketing.

SWEP Volunteer

Winter 2016

Tahoe City, California

Volunteer educator for the Tahoe-based environmental group Sierra Watershed Education Partnerships. Required public speaking and ability to understand and relay lesson material on short notice.

Teaching Assistant

Bard College Children's Center
January 2015-December 2015
Annandale-on-Hudson, New York
Teacher's assistant for children ages 3-4. Position required effective coordination with other teachers and creative engagement techniques.

Chartwells Sustainability Advocate

Bard College
September 2014-December 2015
Annandale-on-Hudson, New York
Tracked, researched and cataloged campus food using the realfoodchallenge.org data entry tool. Organized with co-advocates and reached out to suppliers to collect relevant details on production practices. Branded "Real Food" initiatives on campus and promoted the organization's efforts on social media. Problem solved to maximize Bard's sustainability goals on a budget.

Museum Docent

Litchfield Historical Society
October 2007-October 2014 (Seasonal)
Litchfield, Connecticut
Provided museum tours, engaged in front desk service and handled gift shop transactions. Trained new employees on docent duties/ opening and closing procedures and assisted with community education events held by the Historical Society.

Office of Sustainability Intern

Bard College Office of Sustainability
May 2014-August 2014
Annandale-on-Hudson, New York
Acted as student liaison for the Environmental and Urban Studies program at Bard. Engaged in community education and recruitment through social media, poster campaigns and tabling. Hosted meetings and organized events for Bard College's first year Language & Thinking Program and Eco-Reps. Performed administrative duties (emailing, copying, writing meeting minutes, taking calls) to ensure BOS operated smoothly.

Bloom Data Collector

Bard Arboretum
Spring 2013

Annandale-on-Hudson, New York

Collected, organized and entered seasonal bloom data for environmental indicator species on Bard's campus.

Freelance Writer

May 2012

Researched and ghostwrote ebook on the therapeutic use of Theta meditation.

Red Hook Climate Action Council

Fall 2012

Red Hook, New York

Promoted the New York State Free Home Energy Audit Program as a spokesperson tabling at Red Hook Public Library and special events. Organized support contacts, composed announcements, assisted in outreach and community education strategies. Position required the ability to drive the initiative forward through effective public education and salesmanship.

Council Intern

Application Form

Profile

Michael

First Name

Franklin

Last Name

Email Address

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

532 Cliffside Court

Home Address

City

Suite or Apt
State

Postal Code

Primary Phone

Alternate Phone

United States Coast Guard

Employer

Commanding Officer MSU
Valdez

Occupation

Which Boards would you like to apply for?

Providence Valdez Medical Center Health Advisory Council: Submitted

How did you learn about this vacancy? *

☒ Word of Mouth

Interests & Experience

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

Ensuring quality health care is sustained and continued to be provided for 125 active duty members and their families.

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

Member of multiple boards and committees. Commissioned Officer in The United States Coast Guard with 22 years of service. Earned two Masters degrees one in Emergency and Disaster management and Educational Leadership. Volunteer at Valdez Food Bank and Catholic Church.

Upload a Resume or Letter of Interest

10/20/16

One Hundred Thirty-Eight Thousand Six Hundred Two Dollars
and Zero Cents

\$138,602.00

ATS ALASKA, INC.
139 EAST 51ST AVENUE, STE. 100
ANCHORAGE, AK 99503-7205

| | | | | | |
|-------|------------------|--------------|------------------------|-------|--------------|
| 2699 | ATS ALASKA, INC. | | #: | 38417 | \$138,602.00 |
| Doc # | Invoice | Invoice Date | Description | | Amount |
| ----- | ----- | ----- | ----- | | ----- |
| 30250 | 023298 | 10/20/16 | VALDEZ ELEMENTARY CCTV | | \$138,602.00 |



ATS Alaska
139 East 51st Avenue Suite 100
Anchorage, AK 99503
Phone: (907)868-5100
Fax: (907)868-5123

Page:
Invoice Date
Invoice Number
Project
Purchase Order #

1 of 1
8/22/2016
023298
31 16 548
NTP

VALDEZ CITY SCHOOLS
Attn: ACCOUNTS PAYABLE
PO BOX 398
VALDEZ, AK 99686

Customer Fax: (907) 835-4964

Project: 31 16 548

VALDEZ ELEMENTARY CCTV

WORK COMPLETED

Billing Period: 08/01/2016 through 08/31/2016

| Description of Work | Scheduled Value | Amount This Bill | Previous Application | Total To Date | Percent Complete | Retainage |
|------------------------|-----------------|------------------|----------------------|---------------|------------------|-----------|
| VALDEZ ELEMENTARY CCTV | 138,602.00 | 138,602.00 | 0.00 | 138,602.00 | 100% | |
| *** Total Project | 138,602.00 | 138,602.00 | 0.00 | 138,602.00 | 100% | |
| *** Total Tax | 0.00 | 0.00 | 0.00 | 0.00 | | |

The present status of the account for this contract is as follows:

| | |
|-----------------------------|------------|
| Original Contract Sum | 138,602.00 |
| Net Change Orders | 0.00 |
| Contract Sum To Date | 138,602.00 |

| | |
|--|------------|
| Total Completed To Date | 138,602.00 |
| Retainage 0% | 0.00 |
| Total Earned Less Retainage | 138,602.00 |
| Less Previous Certificates For Payment | 0.00 |
| Current Contract Amount Due | 138,602.00 |
| Current Sales Tax | 0.00 |

| | |
|---|-------------------|
| Current Payment Due | 138,602.00 |
| Balance To Finish, Plus Retainage | 0.00 |

Valdez City School District
PO Box 398 Valdez, AK 99686 (907)-835-4357

MEMORANDUM OF AGREEMENT

Part I

Between

Name: ATS Alaska and Valdez City School District
School/Department: District Wide Principal/Director: Melissa Reese
Current Position: Technology Director Account#: 500 099 350 510
Dates of Activity: July 1, 2016 – August 15, 2016 Memorandum Amount:
\$254,203.00 for the purchase and installation of security cameras for VHS (\$115,601.00) and HHES (\$138,602.00).

Purpose: Install and configure security cameras according to ATS pricing summaries dated 6/6/2016 for projects Valdez Elementary and Valdez High. Any changes to the attached pricing summaries including equipment, installation, and/or labor costs must be made in writing prior to work being completed.

AGREED TO BY:

[Signature] Date 7/20/16
Contractor
Melissa Reese Date 7-11-16
Principal/Director
[Signature] Date 7-11-16
Budget Manager
[Signature] Date 7/11/16
Superintendent

Part II

This memorandum of agreement has been successfully completed as per the purpose and period covered in this agreement and payment for services is approved.

Principal/Director Date



139 E. 51st Ave., Ste 100., Anchorage, AK 99503
Phone: 907-868-5100 / Fax: 907-868-5123 / Web: www.atsalaska.com

Pricing Summary

| | | |
|----------|-------------------|---------------|
| Project | Valdez Elementary | Scott Porlitt |
| Comments | CCTV System | |

| | |
|-----------|----------|
| Date | 6/6/2016 |
| Expires | 9/4/2016 |
| ATS Job # | |
| ATS C/O# | |

1. MATERIAL

| Manufacturer | Part Number | Description | Quantity | Unit Price | Total |
|--------------------|-----------------|--|----------|------------|----------|
| AVIGILON | 21.0TB-HD-NVR2 | HD NVR, 21.0 TB Storage, 2RU Rack Mount | 1 | \$13,842 | \$13,842 |
| AVIGILON | HD-NVR2-2ND-PS | Secondary redundant power supply installed in an HD NVR Serv | 1 | \$254 | \$254 |
| AVIGILON | S24 | Switch, Gigabit 802.3af Class 3 PoE, 24 Port | 1 | \$1,828 | \$1,828 |
| AVIGILON | 1C-ACC5-ENT | ACC 5 Enterprise HD NVMS for up to 1 camera channels and uni | 33 | \$310 | \$10,230 |
| AVIGILON | S8 | Switch, Gigabit POE, 8 Port | 2 | \$674 | \$1,348 |
| AVIGILON | 2.0C-H4-D1-IR | 2.0 MP (1080P) HD Day/Night Dome IR Illum | 18 | \$785 | \$14,130 |
| AXIS | M3007-PV | Indoor Day/Night Pano Mini Dome | 6 | \$713 | \$4,278 |
| AVIGILON | 2.0W-H3PTZ-DP20 | 2.0 Megapixel (1080p) WDR Day/Night, 20x, Pendant Dome | 2 | \$3,227 | \$6,454 |
| AVIGILON | 9W-H3-3MH-DO1 | Multi-Head (3) 3MP Outdoor Mount | 4 | \$1,731 | \$6,924 |
| AVIGILON | 3.0C-H4A-BO1-IR | 3.0 Megapixel WDR, 3-9mm f/1.2 P-Iris lens, Integrated IR | 2 | \$956 | \$1,912 |
| AVIGILON | H4-BO-JBOX1 | Junction box for the H3-BO-IR HD Bullet Cameras | 2 | \$82 | \$164 |
| SCANSOURCE SECURIT | MGBLX1 | 1000BASE-LX SFP transceiver, for single-mode fiber, 1310 nm | 2 | \$243 | \$486 |
| ACTI | kcm-7911 | Panoramic Camera | 1 | \$932 | \$932 |
| Sub-Total | | | | | \$62,782 |
| Shipping | | | 3% | | \$1,883 |
| Warranty | | | 5% | | \$3,139 |
| Material Total | | | | | \$67,805 |

2. SUBCONTRACTS

| Description | Total |
|-------------------------|----------|
| Electrical Installation | \$35,701 |
| Total Subcontracts | \$35,701 |

3. DIRECT PROJECT SUPPORT

| Description | Total |
|-----------------------|---------|
| Travel and Perdiem | \$1,500 |
| Total Project Support | \$0 |

4. ATS LABOR HOURS & COSTS

| Description | PM Hrs. | Eng Hrs. | Spec. Hrs. |
|--|--|----------|------------|
| Statup, Commissioning | 16 | 0 | 30 |
| | 0 | 0 | 0 |
| Total Hours | 16 | 0 | 30 |
| * Hourly rates are based on 2015 standards and are subject to change | Labor Description | * Rate | Hours |
| | Project Management S/T | \$145 | 16 |
| | Administrator S/T | \$60 | 0 |
| | Engineering S/T | \$115 | 0 |
| | Engineering O/T | \$153 | 0 |
| | Specialist S/T | \$115 | 30 |
| | Specialist O/T (time over 8 hours/day) | \$153 | 0 |
| Specialist D/T (Sundays and holidays) | | \$171 | 0 |
| Total Labor | | | \$5,770 |

5. TOTALS

| | | |
|--------------|---|-------------------------|
| Proposed By: | Material + Subcontract(s) + Project Support | \$105,006 |
| | 15% Overhead | \$15,751 |
| | Subtotal | \$120,756 |
| Accepted By: | 10% Profit | \$12,076 |
| | Subtotal | \$132,832 |
| | ATS Labor | \$5,770 |
| Date: | Man Days: 0 | Project Total \$138,602 |



139 E. 51st Ave., Ste 100., Anchorage, AK 99503
Phone: 907-868-5100 / Fax: 907-868-5123 / Web: www.atsalaska.com

Pricing Summary

| | | |
|----------|-------------|--------------|
| Project | Valdez High | Scott Poritt |
| Comments | CCTV System | |

| | |
|-----------|----------|
| Date | 6/6/2016 |
| Expires | 9/4/2016 |
| ATS Job # | |
| ATS C/O# | |

1. MATERIAL

| Manufacturer | Part Number | Description | Quantity | Unit Price | Total |
|---------------------|-----------------|--|----------|------------|----------|
| AVIGILON | 10.0TB-HD-NVR2 | HD NVR, 10.0 TB Storage, 2RU Rack Mount | 1 | \$8,917 | \$8,917 |
| AVIGILON | HD-NVR2-2ND-PS | Secondary redundant power supply installed in an HD NVR Serv | 1 | \$254 | \$254 |
| AVIGILON | S24 | Switch, Gigabit 802.3af Class 3 PoE, 24 Port | 1 | \$1,828 | \$1,828 |
| AVIGILON | 1C-ACC5-ENT | ACC 4 Enterprise HD NVMS for up to 1 camera channels and unl | 25 | \$310 | \$7,750 |
| AVIGILON | S8 | Switch, Gigabit POE, 8 Port | 1 | \$674 | \$674 |
| AVIGILON | 2.0C-H4-D1-IR | 2.0 MP (1080P) HD Day/Night Dome IR Illum | 18 | \$785 | \$14,130 |
| AVIGILON | 2.0W-H3PTZ-DP20 | 2.0 Megapixel (1080p) WDR Day/Night, 20x, Pendant Dome | 2 | \$3,227 | \$6,454 |
| AVIGILON | 9W-H3-3MH-DC1 | Multi-Head (3) 3MP Ceiling Mount | 1 | \$1,639 | \$1,639 |
| AVIGILON | 9W-H3-3MH-DO1 | Multi-Head (3) 3MP Outdoor Mount | 2 | \$1,731 | \$3,462 |
| AVIGILON | 3.0C-H4A-BO1-IR | 3.0 Megapixel WDR, 3-9mm f/1.2 P-Iris lens, Integrated IR | 3 | \$956 | \$2,868 |
| AVIGILON | H4-BO-JBOX1 | Junction box for the H3-BO-IR HD Bullet Cameras | 3 | \$82 | \$246 |
| SCANSOURCE SECURITY | MGBLX1 | 1000BASE-LX SFP transceiver, for single-mode fiber, 1310 nm | | \$243 | \$0 |
| | | | | \$0 | \$0 |
| Sub-Total | | | | | \$48,222 |
| Shipping | | | 3% | | \$1,447 |
| Warranty | | | 5% | | \$2,411 |
| Material Total | | | | | \$52,080 |

2. SUBCONTRACTS

| Description | Total |
|-------------------------|----------|
| Electrical Installation | \$33,243 |
| Total Subcontracts | \$33,243 |

3. DIRECT PROJECT SUPPORT

| Description | Total |
|-----------------------|---------|
| Travel and Perdiem | \$1,500 |
| | \$0 |
| Total Project Support | \$1,500 |

4. ATS LABOR HOURS & COSTS

| Description | PM Hrs. | Eng Hrs. | Spec. Hrs. |
|--|--|----------|------------|
| Startup, Commissioning | 16 | 0 | 30 |
| | 0 | 0 | 0 |
| | Total Hours | 16 | 30 |
| * Hourly rates are based on 2015 standards and are subject to change | Labor Description | * Rate | Hours |
| | Project Management S/T | \$145 | 16 |
| | Administrator S/T | \$60 | 0 |
| | Engineering S/T | \$115 | 0 |
| | Engineering O/T | \$153 | 0 |
| | Specialist S/T | \$115 | 30 |
| | Specialist O/T (time over 8 hours/day) | \$153 | 0 |
| | Specialist D/T (Sundays and holidays) | \$171 | 0 |
| Total Labor | | | \$5,770 |

5. TOTALS

| | | |
|--------------|---|-------------------------|
| Proposed By: | Material + Subcontract(s) + Project Support | \$86,823 |
| | 15% Overhead | \$13,023 |
| | Subtotal | \$99,846 |
| Accepted By: | 10% Profit | \$9,985 |
| | Subtotal | \$109,831 |
| | ATS Labor | \$5,770 |
| Date: | Man Days: 0 | Project Total \$115,601 |

10/20/16

One Hundred Fifteen Thousand Six Hundred One Dollars and
Zero Cents

\$115,601.00

ATS ALASKA, INC.
139 EAST 51ST AVENUE, STE. 100
ANCHORAGE, AK 99503-7205

| | | | | | |
|-------|------------------|--------------|-------------------------|-------|--------------|
| 2699 | ATS ALASKA, INC. | | #: | 38416 | \$115,601.00 |
| Doc # | Invoice | Invoice Date | Description | | Amount |
| ----- | ----- | ----- | ----- | | ----- |
| 30249 | 023297 | 10/20/16 | VALDEZ HIGH SCHOOL CCTV | | \$115,601.00 |



ATS Alaska
139 East 51st Avenue Suite 100
Anchorage, AK 99503
Phone: (907)868-5100
Fax: (907)868-5123

Page:
Invoice Date
Invoice Number
Project
Purchase Order #

1 of 1
8/22/2016
023297
31 16 547
NTP

VALDEZ CITY SCHOOLS
Attn:ACCOUNTS PAYABLE
PO BOX 398
VALDEZ, AK 99686

Customer Fax: (907) 835-4964

Project: 31 16 547
VALDEZ HIGH SCHOOL CCTV

W O R K C O M P L E T E D
Billing Period: 08/01/2016 through 08/31/2016

| Description of Work | Scheduled Value | Amount This Bill | Previous Application | Total To Date | Percent Complete | Retainage |
|-------------------------|-----------------|------------------|----------------------|---------------|------------------|-----------|
| VALDEZ HIGH SCHOOL CCTV | 115,601.00 | 115,601.00 | 0.00 | 115,601.00 | 100% | |
| *** Total Project | 115,601.00 | 115,601.00 | 0.00 | 115,601.00 | 100% | |
| *** Total Tax | 0.00 | 0.00 | 0.00 | 0.00 | | |

The present status of the account for this contract is as follows:

| | |
|--|-------------------|
| Original Contract Sum | 115,601.00 |
| Net Change Orders | 0.00 |
| Contract Sum To Date | 115,601.00 |
| <hr/> | |
| Total Completed To Date | 115,601.00 |
| Retainage 0% | 0.00 |
| Total Earned Less Retainage | 115,601.00 |
| Less Previous Certificates For Payment | 0.00 |
| Current Contract Amount Due | 115,601.00 |
| Current Sales Tax | 0.00 |
| Current Payment Due | 115,601.00 |
| Balance To Finish, Plus Retainage | 0.00 |

09/29/16

Three Thousand Two Hundred Nineteen Dollars and Six
Cents

\$3,219.06

DELL COMPUTER CORPORATION
C/O DELL MARKETING L.P. K-12
P.O. BOX 802816
CHICAGO, IL 60680-2816

| 215 Doc # | DELL COMPUTER CORPORATION Invoice | Invoice Date | Description | #: 38105 | \$3,219.06 Amount |
|--------------|--------------------------------------|--------------|--------------------------|----------|----------------------|
| 29918 | XK1NDK679C | 09/28/16 | OptiPlex 7040 SFF | | \$2,445.09 |
| 29918 | XK1NDK679C | 09/28/16 | Dell 24 Monitor] P2417H | | \$773.97 |



This is your CONSOLIDATED INVOICE

Page 1 Of 1

FID Number: 74-2616805
Sales Rep: AUTUMN WILSON
For Sales: (800) 981 - 3355
Sales Fax: (800) 433 - 9527
Customer Service: (800) 981 - 3355
Technical support: (800) 822 - 8965
Dell Online: www.dell.com

Customer Number: 8590309
Purchase Order: 44607
Order Number: XK1NDK679
Order Date: 09/19/16

83 01 0 01 00 N

Invoice Number: XK1NDK679C

Invoice Date: 09/20/16
Payment Terms: NET DUE 30 DAYS
Due Date: 10/20/16
Shipped Via:
Waybill Number:

SOLD TO:

ACCOUNTS PAYABLE
VALDEZ CITY SCHOOLS
PO BOX 398
PO BOX 398
VALDEZ, AK 996860398

SHIP TO:
SEE BELOW

PLEASE REVIEW DELL'S [TERMS & CONDITIONS OF SALE AND POLICIES AT www.dell.com/us/policy](http://www.dell.com/us/policy) OR UPON REQUEST, WHICH GOVERN THIS TRANSACTION

| Ordered | Shipped | Item Number | Description | Unit | Unit Price | Amount |
|---------|---------|-------------|-------------|------|------------|--------|
|---------|---------|-------------|-------------|------|------------|--------|

| | |
|----------------------------|------------------|
| SHIP TO: MELISSA REESE | TAX AMT |
| VALDEZ CITY SCHOOLS | \$ 0.00 |
| 1112 WEST KLUTINA, POB 398 | ENVIRO FEE |
| VALDEZ, AK 996860398 | \$ 0.00 |
| METHOD: 2DAY FEDEX | CHARGES: \$ 0.00 |
| WAYBILLS: 702706231450 | |
| WAYBILLS: 706347073043 | |

| | | | | | | |
|---|---|---------------------|-------------------------------------|----|--------|----------|
| 3 | 3 | 210-AFGJ | OptiPlex 7040 Small Form Factor BTX | EA | 646.78 | 1,940.34 |
| | | System Service Tags | DRW4PD2 , DQZ3PD2 , DM23PD2 | | | |
| 3 | 3 | 332-2878 | Dell 24 Monitor - P2417H | EA | 257.99 | 773.97 |
| 3 | 3 | 998-BRLL | Fixed Hardware Configuration | EA | 168.25 | 504.75 |

FOR SHIPMENTS TO CALIFORNIA, A STATE ENVIRONMENTAL FEE OF UP TO \$5 PER ITEM WILL BE ADDED TO INVOICE
S FOR ALL ORDERS CONTAINING A DISPLAY GREATER THAN 4 INCHES. PLEASE KEEP ORIGINAL BOX FOR ALL RETURN
S COMPREHENSIVE, ONLINE CUSTOMER CARE INFORMATION AND ASSISTANCE IS A CLICK AWAY AT WWW.DELL.COM/PU
BLIC-ECARE TO ANSWER A VARIETY OF QUESTIONS REGARDING YOUR DELL ORDER.

| | |
|---------------------|-------------|
| Ship. &/or Handling | \$ 0.00 |
| Subtotal | \$ 3,219.06 |
| Taxable | Tax |
| \$ 0.00 | \$ 0.00 |
| ENVIRO FEE | \$ 0.00 |
| Invoice Total | \$ 3,219.06 |

DETACH AT LINE AND RETURN WITH PAYMENT



Invoice Number: XK1NDK679C
Customer Name: VALDEZ CITY SCHOOLS
Customer Number: 8590309
Purchase Order: 44607
Order Number: XK1NDK679

MAKE CHECK PAYABLE/REMIT TO:

DELL MARKETING L.P.
C/O DELL USA L.P.
PO BOX 802816
CHICAGO, IL 606802816

| | |
|---------------------|-------------|
| Ship. &/or Handling | \$ 0.00 |
| Subtotal | \$ 3,219.06 |
| Taxable | Tax |
| \$ 0.00 | \$ 0.00 |
| ENVIRO FEE | \$ 0.00 |
| Invoice Total | \$ 3,219.06 |
| | \$ |
| | \$ |
| | \$ |
| Balance Due | \$ 3,219.06 |
| Amount Enclosed | |

000XK1NDK6790000003219068300085903091

Embedded Secure Document

The file <http://valdez.legistar.com:443/View.ashx?M=F&ID=5427626&GUID=30DB0C45-8875-402A-833C-B61C451D6137> is a secure document that has been embedded in this document. Double click the pushpin to view.



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Embedded Secure Document

The file <http://valdez.legistar.com:443/View.ashx?M=F&ID=5427624&GUID=C2413A29-D979-4F5B-B969-8DAB579BB140> is a secure document that has been embedded in this document. Double click the pushpin to view.





September 11, 2017

Memo from: Brian Carlson, Finance Director
To: City Manager, City Council, Finance Staff, BDO Audit Team
Re: **2016 Audit Findings; Corrective Action Plan**

The final 2016 financial audit contains the following findings:

| | |
|-------------------------------|---|
| Material Weakness | The City double posted a prior year transaction in 2016 to record the purchase of a firetruck. Result was an overstatement of capital outlay expense, overstatement of construction in progress, and an understatement of prepaid expenses. |
| Significant Deficiency | Invoices received and paid after year-end for 2016 expenditures were not properly recorded as accounts payable in 2016. |

So as to eliminate the possibility of recurrence of these specific findings, the following procedures will be immediately and formally incorporated into finance department policies and procedures:

Review of Quarterly Internal Financial Statements:

The City's accounting records are reconciled and closed each month. Internal quarterly financial statements are prepared following the process for the months of March, June, September, and December. These statements are prepared by the Comptroller and Director, and are submitted to City Council.

Quarterly financial statement review emphasizes budget-to-actual figures, and serves primarily as a budgetary control and an operational summary for both Council and management. The material weakness referenced in the 2016 audit reflects this budgetary and operational emphasis, as it resulted from insufficient review of the balance sheet.

To address this shortcoming, Finance Director and Comptroller will ensure that a detailed review of balance sheets is performed each quarter. This will be implemented via printing and review of detailed ledgers of all balance sheet items, reconciliation of same. Detailed ledgers and summaries will be signed by both parties, and retained according to the City's adopted records retention schedule.

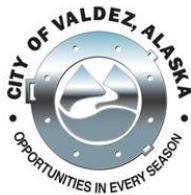
Review of Year-End Payables and Expenditures:

Upon conclusion of the calendar year, finance staff continues to receive invoices for goods and services procured for the concluded year. With each bi-weekly bill-payment cycle, these invoices are isolated from current-year invoices by the accounting staff for additional review and scrutiny by the Comptroller and Finance Director, so as to ensure correct posting. This process continues through the month of February, after which time all prior-year invoices are received, paid, and booked, and the concluded year is closed.

Explanations of this process and its deadlines are disseminated to all departments by the accounting staff each year, beginning in November. The *significant deficiency* noted in the 2016 audit is the result of invoices being submitted to Finance Department after the February deadline, despite notice being given to departments. This coincided with the hiring of a new department director.

To mitigate this shortcoming, the Finance Director will increase the regularity of communications to the City Manager, department directors and administrative staff by issuing memos via email reminding departments of the deadlines pertaining to year-end procurement, and the invoicing requirements for same. These will be issued with each bi-weekly accounts payable processing beginning in November, and extending through February.

In addition, invoices received after the February deadline will be forwarded to the City Manager for review and approval prior to payment, thereby enabling the City Manager to impose additional corrective action upon department directors who fail to meet this deadline.



CHANGE ORDER
CITY OF VALDEZ

TO:
Harris Sand & Gravel
PO Box 6
Valdez, AK 99686

DATE ISSUED: September 15, 2017
CHANGE ORDER NO. 1
COST CODE NO. 310-8060-49542 \$48,145.50
310-8065-58000 \$16,048.50
PROJECT NO. 17-310-8065
CONTRACT NO. 1319
Distribution to:

PROJECT: Valdez Glacier Stream Training
Dike and Riprap Revetment

| | | |
|-------|-------|---|
| Owner | _____ | x |
| HS&G | _____ | x |
| NRCS | _____ | x |

You are directed to make the changes in this CONTRACT as follows: Furnish and install the following increased quantities: riprap 706 CY (\$59,480), earthfill 2,248 CY (\$8,992). Provide credit for the decrease in quantity for excavation, unclassified 426 CY (\$-1,278).

Justification: Due to changed conditions resulting from the June 28th outburst flood causing a breach of the diversion dike upstream of this project, the toe along the new dike has to be made deeper. The survey was completed last fall and the design and estimated quantities were based upon the conditions at that time. The outburst flood changed the river bed by deepening the channel in some areas and making it shallower in others. This change order will account for the changed conditions and allow for work to proceed on schedule.

Not valid until signed by both the Mayor and City Clerk. Signature of Contractor indicates his agreement herewith, including any adjustment in **CONTRACT** sum or **CONTRACT** time.

| | | |
|--|----|--------------|
| The original CONTRACT sum was | \$ | 1,311,303.00 |
| Change by previously authorized Change Order(s) | \$ | 0.00 |
| The CONTRACT sum prior to this Change Order was | \$ | 1,311,303.00 |
| The CONTRACT sum will be increased by this Change Order | \$ | 64,194.00 |
| New CONTRACT sum including this Change Order will be | \$ | 1,375,497.00 |

CONTRACT time will remain unchanged. The date of Final Completion as of the date of this Change Order is therefore October 8, 2017.

CONTRACTOR

By: _____

Date: _____

CORPORATE SEAL

Attest: _____

Corporate Secretary

AUTHORIZED BY:
CITY OF VALDEZ

By: _____

Ruth E. Knight, Mayor

Attest: _____

Sheri Pierce, City Clerk

Date: _____

RECOMMENDED

By: _____

Elke Doom, City Manager

Date: _____

By: _____

Nathan Duval, Capital Facilities Director

Date: _____

Harris Sand and Gravel, Inc.
P.O. Box 6 Valdez, AK 99686
Phone: (907) 835-4756
Fax: (907) 835-2049



September 15th, 2017

RE: VALDEZ GLACIER STREAM DIKE AND RIPRAP REVETMENT PROPOSAL

TO: SCOTT BENDA / CITY OF VALDEZ

As per your request, we propose the following for the changes outlined;

Bid Item 6 - We will use the original bid numbers under Item 6 for additional excavation.

Bid Item 7 - Fill will have to come more from the stockpile now rather than the excavation so we will need to add \$2.00 for the increased quantity (\$4.00 per CY).

Bid Item 9 - The preliminary results of the rock tests we have been doing show the rock as being extremely difficult to make to the NRCS spec. Much more difficult than the Corps of Engineers specs. Because of the stringent specifications, we may be short of the planned quantity necessitating more blasting. We will need to add \$10.00 per CY for the extra rock quantity (\$80.00 per CY).

Thanks,

Bill Harris

President
Harris Sand & Gravel
PO Box 6
Valdez, AK 99686

CITY OF VALDEZ, ALASKA

RESOLUTION # 17-40

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, CALLING ON THE ALASKA CONGRESSIONAL DELEGATION TO SUPPORT CONTINUATION AND FULL FUNDING FOR RURAL COMMUNITY AND ECONOMIC DEVELOPMENT PROGRAMS.

WHEREAS, the City of Valdez is located in the Prince William Sound region of Alaska and is within the Valdez-Cordova Census Area; and

WHEREAS, the City of Valdez economy is based in large part on recreational and commercial fishing; and

WHEREAS, the City of Valdez is a participating supporter of regional community and economic development through its participation and partnership with the Prince William Sound Economic Development District; and

WHEREAS, the City of Valdez works with the US Economic Development Administration (EDA), USDA-Rural Development, the US Forest Service, and numerous other federal and state agencies to foster sustainable community development; and

WHEREAS, the Prince William Sound region has an unemployment rate of 8.2 percent*, exceeding state and federal levels by more than three percentage points, coupled with a substantially higher cost of living; and

WHEREAS, the State of Alaska is in a prolonged period of economic recession that is projected to continue for several more years, resulting in a smaller state economy in the future; and

WHEREAS, the federal FY 2018 budget proposal titled “America First: A Budget Blueprint to Make America Great Again” recommends elimination of the EDA, USDA Rural Development, and other programs essential to rural community and economic development; and

WHEREAS, these programs have contributed to Prince William Sound communities and the regional economy through investments in common property fisheries, a fisheries business incubator, community facilities, port and harbor infrastructure, and encouragement of business development and resilience.

**2016 annualized unemployment rate according to the Alaska Department of Labor and Workforce Development, Research and Analysis Section*

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

Section 1. The City Council calls upon the Alaska Congressional Delegation to ensure the continuation of the EDA and USDA Rural Development, as well as the programs authorized by the Workforce Innovation and Opportunities Act, the HUD Community Development Block Grant program, the Denali Commission, the Brownfields Program, rural transportation programs, and programs authorized under the current Farm Bill.

Section 2. The City Council urges the delegation to seek continued funding for these programs, to the degree practicable, at levels commensurate to federal FY 2017 funding.

Section 3. The City Council pledges to continue to work with these federal agency partners and programs to ensure a sustainable future for the City of Valdez, Alaska.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, this 19th day of September, 2017.

CITY OF VALDEZ, ALASKA

Ruth E. Knight, Mayor

ATTEST:

Sheri L. Pierce, MMC, City Clerk

CITY OF WHITTIER, ALASKA

RESOLUTION #13-2017

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA CALLING ON THE ALASKA CONGRESSIONAL DELEGATION TO SUPPORT CONTINUATION AND FULL FUNDING FOR RURAL COMMUNITY AND ECONOMIC DEVELOPMENT PROGRAMS.

WHEREAS, the City of Whittier is located in the Prince William Sound region of Alaska and is within the Valdez-Cordova Census Area; and

WHEREAS, the City of Whittier's economy is based in large part on recreational and commercial fishing; and

WHEREAS, the City of Whittier is a participating supporter of regional community and economic development through its participation and partnership with the Prince William Sound Economic Development District, and

WHEREAS, the City of Whittier partners with the US Economic Development Administration (EDA), USDA-Rural Development, the US Forest Service, and numerous other federal and state agencies to advance our mission, stimulate job creation, encourage business formation and expansion, and foster sustainable community development; and

WHEREAS, the Prince William Sound region has an unemployment rate of 8.2 percent*, exceeding state and federal levels by more than 3 percentage points, coupled with a substantially higher cost of living; and

WHEREAS, the State of Alaska is in a prolonged period of economic recession that is projected to continue for several more years, resulting in a smaller state economy in the future; and

WHEREAS, the FFY2018 budget proposal titled "America First: A Budget Blueprint to Make America Great Again" recommends elimination of the EDA, USDA Rural Development, and other programs essential to rural community and economic development; and

WHEREAS, these programs have contributed to Prince William Sound communities and the regional economy through investments in common property fisheries, a fisheries business incubator, community facilities, port and harbor infrastructure, and encouragement of business development and resilience.

* 2016 annualized unemployment rate according to the Alaska Department of Labor and Workforce Development, Research and Analysis Section.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Whittier, Alaska calls upon the Alaska Congressional Delegation to ensure the continuation of the EDA, USDA Rural Development, the programs authorized by the Workforce Innovation and Opportunities Act, the HUD Community Development Block Grant program, the Denali Commission, the Brownfields Program, rural transportation programs, and programs authorized under the current Farm Bill, and

FURTHER, urges the delegation to seek continuing funding for these programs, to the degree practicable, at levels commensurate to FFY2017 funding, and

FURTHER, pledges to continue to partner with these agencies and programs to ensure a sustainable future for the City of Whittier, Alaska.

PASSED AND APPROVED by a duly constituted quorum of the Whittier City Council on this 22nd day of August, 2017.

ATTEST:



Naelene Matsumiya
Acting City Clerk



Daniel Blair
Mayor

Ayes: 7
Nays: 0
Absent: 0
Abstain: 0

AUGUST 2017

VALDEZ NEW BOAT HARBOR

CONSTRUCTION

Phase 1 Uplands Civil Work - Work is complete, except for paving and landscaping that were deleted and included with Phase 2 scope of work.

Phase 2 Uplands Facilities and Inner Harbor Facilities - Phase 2 contractor, Pacific Pile & Marine (PPM) and subcontractors, continued posting submittals and shop drawings for the R&M design team to review, completed designs for the pre-engineered Warehouse building and the East Restroom, received full building permits for the warehouse, bilge treatment and restroom buildings, completed utility rough-in to the buildings, completed the footings and most of the foundations, prepared for floor slabs in all buildings, and started laying masonry walls for the restroom. The City responded to questions on the Fuel Facility RFP and extended the date for submission of proposals.

DESIGN

Phase 2 is a single contract package consisting of Uplands Facilities (warehouse building, east restroom, bilge treatment facility, paving and landscaping) and Inner Harbor components (removal of in-water rock, piling, floats, pedestrian ramps, drive-down bridge and float). R&M received approval from USACE for a permit modification to allow PPM's mechanical method for removing in-water rock (instead of blasting). R&M continued: reviewing material and shop drawing submittals, responding to Requests for Information (RFIs) and clarifications of construction documents, performing daily observations of work, testing soil and concrete, and performing special inspections for the uplands building construction.

PROJECT ACHIEVEMENTS

- PPM preparing, and R&M reviewing, numerous shop drawings for construction components
- State Fire Marshall and City issued full building permits for the three buildings
- PPM/subcontractors completed all footings and most foundation walls for uplands buildings
- USACE approved permit modifications for PPM's rock dredging method
- PPM's vendors began fabricating mooring floats



Bilge Treatment Building - assembling waste drain pipe below slab

AUGUST 2017 PROJECT UPDATE (CONT.)

USACE NAVIGATION IMPROVEMENTS

The USACE is administering the Western Marine Construction (WMC) contract for dredging the navigation channel and float basin and construction of the breakwaters. It appears WMC has completed the dredging and breakwater work and they have removed their barges and equipment from the site. The USACE is still reviewing WMC's hydrographic survey and has not announced when the City will have access to the new basin. Arcadis has received updated financial information from the USACE and continues coordinating for closeout of the USACE contract with the City.

FUTURE MILESTONES

- Construct walls and roofs on buildings to enclose for interior work during winter
- USACE to review and provide WMC's basin survey to the City
- Closeout City contract with USACE for the dredging and breakwater work
- PPM vendors begin fabricating piling, pedestrian gangways and drive down float components
- City to receive and review responses to Request for Proposal (RFP) for Fuel Facility



Restroom - backfill prepared for thickened slab at interior walls



Restroom - Temporary rock veneer mock-up for City review

PROJECT TEAM

Laura Langdon, Capital Facilities Project Manager, City of Valdez || 907.835.5478 ext. 3

Ronnie Barcak, Project Manager, USACE || 907.753.5755

Kim Nielsen, Group Manager, Waterfront Engineering, R&M Consultants || 907.646.9602

Andy Romine, Project Manager, Pacific Pile and Marine || 907.360.4580

Ron Rozak, Construction Manager, Arcadis || 907.382.2933





Bilge Treatment Building - installing electrical conduit below floor



Bilgewater Treatment Building - footings waterproofed, prepared for slab



Warehouse Building - assembling waste piping below floor grade



Warehouse Building - setting forms for perimeter stem wall



Warehouse Building - plumbing/electrical roughed-in, stubbed up for floor slab



Warehouse Building - plumbing/electrical roughed-in, perimeter stem wall formed

PROJECT SCHEDULE

| Task | 2016 | 2017 | | | | 2018 | | | | 2019 | | | |
|---|------|------|----|----|----|------|----|----|----|------|----|----|-----|
| | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| CITY OF VALDEZ WORK | | | | | | | | | | | | | |
| Phase 1 Uplands (Civil work except paving) | | | | | | | | | | | | | |
| Phase 2 * | | | | | | | | | | | | | *** |
| Design/Bid/Award/NTP | | | | | | | | | | | | | |
| Mooring Floats | | | | | | | | | | | | | |
| Fabrication/Delivery | | | | | | | | | | | | | |
| On-site Construction | | | | | | | | | | | | | |
| Drive Down Float | | | | | | | | | | | | | |
| Fabrication/Delivery | | | | | | | | | | | | | |
| On-site Construction | | | | | | | | | | | | | |
| In-water Rock Removal | | | | | | | | | | | | | |
| West Rock | | | | | | | | | | | | | |
| East Rock | | | | | | | | | | | | | |
| Uplands Facilities (Warehouse, East Restroom, Bilge Water Bldg.) | | | | | | | | | | | | | |
| Fabrication/Delivery | | | | | | | | | | | | | |
| On-site Construction | | | | | | | | | | | | | |
| Paving/Landscaping | | | | | | | | | | | | | |
| Master Waterfront Plan (To be determined) | | | | | | | | | | | | | |
| Phase 3 Future Facilities (To be determined with Master Plan) | | | | | | | | | | | | | |
| Launch Ramp, Fish Cleaning Station, Wash-Down Pad, W. Restroom | | | | | | | | | | | | | |
| CORPS OF ENGINEERS (USACE) WORK | | | | | | | | | | | | | |
| Harbor Dredging and Breakwater Construction** | | | | | | | | | | | | | |

* Solid lines show PPM's preliminary schedule. Dashed lines are Contract defined schedule. ** USACE/Western Marine's projected Contract completion. WMC is ahead of schedule.

*** Contract requires Phase 2 work to be completed by October 1, 2019

BUDGET SUMMARY

| Description | Original Budget | Revised Budget | Committed | Spent as of 8/31/17 | % Spent | Estimate at Completion |
|---|-----------------|----------------|---------------|---------------------|---------|------------------------|
| DESIGN | \$ 2,451,971 | \$ 3,659,047 | \$ 3,659,047 | \$ 2,626,964 | 72% | \$ 3,624,047 |
| Design | \$ 1,851,971 | \$ 2,215,983 | \$ 2,215,983 | \$ 2,231,917 | 101% | \$ 2,180,983 |
| Design Team Services During Construction | \$ 600,000 | \$ 1,443,064 | \$ 1,443,064 | \$ 395,046 | 27% | \$ 1,443,064 |
| PROJECT MANAGEMENT | \$ 2,340,548 | \$ 2,922,518 | \$ 2,922,518 | \$ 2,081,394 | 71% | \$ 2,919,405 |
| Project Management | \$ 1,740,548 | \$ 2,547,868 | \$ 2,547,868 | \$ 1,709,857 | 67% | \$ 2,547,868 |
| Inspection/Testing | \$ 600,000 | \$ 374,650 | \$ 374,650 | \$ 371,537 | 99% | \$ 371,537 |
| USACE CONSTRUCTION - CITY PORTION | \$ 9,345,453 | \$ 7,645,453 | \$ 7,525,453 | \$ 5,141,258 | 67% | \$ 7,645,453 |
| Initial Basin | \$ 7,145,453 | \$ 7,145,453 | \$ 7,145,453 | \$ 4,761,258 | 67% | \$ 7,145,453 |
| Other Basin Modifications | \$ 2,200,000 | \$ 500,000 | \$ 380,000 | \$ 380,000 | 76% | \$ 500,000 |
| CITY CONSTRUCTION | \$ 39,023,904 | \$ 45,005,957 | \$ 44,928,791 | \$ 20,290,436 | 45% | \$ 45,005,957 |
| Phase 1 Uplands | \$ 19,013,040 | \$ 19,636,803 | \$ 19,636,803 | \$ 19,191,437 | 98% | \$ 19,636,803 |
| Phase 2 Base/Drivedown Floats, Uplands Fac. | \$ 8,976,100 | \$ 24,912,676 | \$ 24,912,676 | \$ 796,542 | 3% | \$ 24,912,676 |
| Upland Facilities (with Phase 2) | \$ 4,046,643 | \$ - | \$ - | \$ - | 0% | \$ - |
| Drive Down Float (with Phase 2) | \$ 4,951,721 | \$ - | \$ - | \$ - | 0% | \$ - |
| Drive-Down Float In-water Mods (with Phase 2) | \$ 1,342,500 | \$ - | \$ - | \$ - | 0% | \$ - |
| Hotel Hill Clearing | \$ 64,900 | \$ 64,900 | \$ 64,900 | \$ 64,900 | 100% | \$ 64,900 |
| Fish Cleaning | \$ 324,000 | \$ - | \$ - | \$ - | 0% | \$ - |
| Electric Primary | \$ 225,000 | \$ 311,579 | \$ 311,579 | \$ 237,557 | 76% | \$ 311,579 |
| CCTV/Security/Head End Equipment | \$ 80,000 | \$ 80,000 | \$ 2,834 | \$ - | 0% | \$ 80,000 |
| ADMINISTRATION | \$ 60,000 | \$ 65,000 | \$ 98,826 | \$ 80,971 | 125% | \$ 60,000 |
| FFE | \$ 100,000 | \$ 100,000 | \$ - | \$ - | 0% | \$ 100,000 |
| CONTINGENCY (@ 15% original budget) | \$ 7,998,281 | \$ 1,922,182 | | | | \$ 1,965,295 |
| TOTAL CITY FUNDED | \$ 61,320,158 | \$ 61,320,158 | \$ 59,134,636 | \$ 30,221,023 | 49% | \$ 61,320,158 |
| USACE FUNDED** | \$ 21,277,761 | \$ 21,277,761 | \$ 21,277,761 | \$ 18,905,009 | 89% | \$ 21,277,761 |
| TOTAL CITY/USACE FUNDING | \$ 82,597,919 | \$ 82,597,919 | \$ 80,412,397 | \$ 49,126,032 | 59% | \$ 82,597,919 |

* Data includes expenses from 5/22/14 which is the start of Bond eligible costs authorized by COV Resolution 14-33. \$254,321.77 in R&M expenses and other costs are not included.

** Reconciliation with USACE is in process; updates are anticipated.

BRENA, BELL & CLARKSON, P.C.

ROBIN O. BRENA, MANAGING ATTORNEY
 JESSE C. BELL
 KEVIN G. CLARKSON
 DAVID W. WENSEL
 ANTHONY S. GUERRIERO
 LAURA S. GOULD
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*Administration
 ok to pay
 don't close*

Elke Doom

9/8/17

001-560-#3200

\$ 56,469.84

July 7, 2017

City of Valdez
 Attn: Elke Doom, City Manager
 P.O. Box 307
 Valdez, AK 99686

June 2017 Billing Summary Sheet

| File No. | Description | \$ | Amount |
|----------|--|----|-----------|
| 1374-003 | Tax Cap Litigation (3AN-12-11398 CI) | \$ | 12,677.50 |
| 1374-004 | NSB Declaratory Action (3AN-13-8917 CI) | \$ | 123.00 |
| 1374-005 | TAPS 2010, 2011, 2013, and 2014 SARB Appeals to Superior Court (3AN-06-8446 CI Consolidated) BBC Invoice (\$0.00) Expert-Consultants/Services-Costs (\$0.00) | \$ | 0.00 |
| 1374-007 | City Council | \$ | 7,830.00 |
| 1374-008 | Capital Facilities | \$ | 458.00 |
| 1374-009 | Ports and Harbor | \$ | 0.00 |
| 1374-010 | Finance | \$ | 360.00 |
| 1374-011 | Administration | \$ | 3,673.36 |
| 1374-012 | Community Development | \$ | 6,621.00 |
| 1374-014 | Escaped Property | \$ | 9,453.00 |
| 1374-015 | Bond Sales & Defeasance | \$ | 0.00 |
| 1374-016 | Parks & Rec | \$ | 450.00 |
| 1374-017 | Police Department | \$ | 810.00 |
| 1374-018 | Human Resources – CONFIDENTIAL | \$ | 3,269.03 |
| 1374-019 | Public Works | \$ | 0.00 |
| 1374-020 | Small Boat Harbor | \$ | 780.00 |
| 1374-022 | Gas Line | \$ | 5,565.05 |
| 1374-023 | Confidential H.R. Matter | \$ | 4,099.90 |
| 1374-025 | Confidential H.R. Matter | \$ | 0.00 |
| 1374-026 | DOR Regulation Scoping and Revision Process | \$ | 0.00 |

| File No. | Description | \$ | Amount |
|-----------------|--------------------------|-----------|------------------|
| 1374-027 | Cummings | \$ | 300.00 |
| 1374-028 | Confidential H.R. Matter | \$ | 0.00 |
| | TOTAL | \$ | 56,469.84 |

Since our last Council meeting on September 5-

- Latest news from the Stepping Stones Day Care/Preschool and its temporary relocation from Ms. Galipeau is they are working with the First Baptist Church, the Fire Marshall, and Childcare Licensing to get the final inspection that will approve the temporary move. The current location is being remediated for the mold issue that caused the temporary closure.
- On September 6th, Mr. Wade and I asked for and had a meeting with the City Manager and Community Development regarding the current state of the Septic Replacement program. Councilman Fleming was able to attend and it was decided to have a roundtable discussion, including Capital Facilities, to determine staffing for this program, how to move it forward, and how to correct the errors made in past installations.
- I attended the School Board meeting on September 11. There was discussion about the results from the new State PEAK assessment, afterschool activities, and the continuing superintendent search.
- It was very moving to see the flag memorial on the Park Strip on 9/11 for the first responders who gave their all on that fateful day in 2001. I want to thank our fire department for putting this memorial up every year.
- The overview meeting of the upcoming Arctic Eagle emergency preparedness exercise was held on the morning of the 12th. The National Guard is coordinating this effort in several locations and Valdez is one of them. They will be in town February 22nd to the 25th. There will be visiting forces from Wyoming, Colorado, Connecticut, Washington, Utah, and Alaska who will be working with the USCG, State, and City to run a disaster scenario to gauge how prepared we are in event of the real thing. The City needs to come up with objectives for this exercise and relate them to the State's Department of Military and Veteran Affairs by early October. I will be working with the CM to have this happen in the near future.
- The Health Advisory Council met on the 12th and went over the data gathered by the Community Health Needs survey that was given in May. Valdez had 750 people take the survey, which is about 25% of our adult population. This is an amazing return for any survey. Many thanks again to all who took the time to give their opinions on the health care needs of our town. The top three needs were identified as: access to primary care, behavioral health and substance abuse, and availability of specialty care. Now the hospital administration and board will begin to devise a plan to help meet these identified needs.
- The draft report for phase two of the AMHS Reform project was released on September 13. Please follow the link below to view the report. SE Conference and the project team will be taking comments on the report.
http://www.amhsreform.com/sites/amhsreform.com/files/DRAFT%20AMHS%20Reform%20Phase%202%20Report_12Sep_1.pdf
- The PWSEDD has a new Executive Director, Wanetta Ayers. She has been the interim director, has much experience working in Alaska on economic development issues. She is a native of Alaska and is the daughter on one of the Air National Guard crew, Ken Ayers, who lost his life in the waters off Valdez after delivering Governor Egan here to view the destruction from the 1964 Good Friday earthquake. She and her siblings recently wrote to the Council to thank us for working on a way to memorialize this crew's sacrifice.
- Mike Wells, Patience Anderson-Faulkner, and I have worked on and recommended changes to the PWSEDD's By-Laws. These will be presented for adoption at the Special Membership meeting in November.
- I attended the PWSRCAC board meeting in Whittier on Thursday and Friday, the 14th and 15th. The major topic of discussion was the transition of the tanker escort services.
- The once in a lifetime Congressional Gold Medal ceremony was held the evening of the 15th for the Civil Air Patrol officer, Mr. Kennedy. What an immense honor this was and I give my deepest thanks for his service to our country.
- Don't forget the 2nd Annual Confluence Conference that will be held at the Civic Center September 22.

Respectfully submitted,



Ruthie Knight, Mayor City of Valdez

September 2017 - City Council Calendar

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---|--|--|---|--------|----------|
| | | | | | 1 | 2 |
| 3 | 4 Holiday 7pm Ports & Harbor Commission Meeting | 5 5:30pm - Council Work Session (Procurement/Code Revisions) 7pm - Regular Council Meeting | 6 7pm - Economic Diversification Commission Meeting | 7 | 8 | 9 |
| 10 | 11 6:30pm - School Board Meeting | 12 5:30pm - Library Board Meeting (@ Library) 6:30pm - Prov. Health Advisory Council Meeting (@ Hospital) 7pm - Parks & Recreation Commission Meeting | 13 7pm - Planning & Zoning Commission Meeting | 14 | 15 | 16 |
| 17 | 18 7pm Ports & Harbor Commission Meeting | 19 7pm - Regular Council Meeting | 20 7pm - Joint Work Session with Economic Diversification Commission | 21 | 22 | 23 |
| 24 | 25 Noon - Beautification Task Force Meeting 6:30pm - School Board Meeting | 26 | 27 7pm - Planning & Zoning Commission Meeting | 28 5pm - Parks & Rec Commission Work Session | 29 | 30 |

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

Updated 09/06/17

Note #2: City Clerk out week of 9/17 to attend the Oregon Clerks Conference.

October 2017 - City Council Calendar

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|--|---|--|---|---------------------------------------|----------|
| 1 | 2 7pm Ports & Harbor Commission Meeting | 3 5:30pm - Council Work Session (Procurement Code Revisions) 7pm - Regular Council Meeting | 4 7pm - Economic Diversification Commission Meeting | 5 7pm - Planning & Zoning Commission Meeting | 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 6pm - Council Budget Hearing | 12 6pm - Council Budget Hearing | 13 6pm - Council Budget Hearing | 14 |
| 15 | 16 6pm - Council Budget Hearing | 17 7pm - Regular Council Meeting | 18 Holiday | 19 7pm - Economic Diversification Commission Meeting | 20 | 21 |
| 22 | 23 6:30pm - School Board Meeting | 24 7pm Ports & Harbor Commission Meeting | 25 7pm - Planning & Zoning Commission Meeting | 26 | 27 | 29 |
| 29 | 30 Noon - Beautification Task Force Meeting 6pm - Council Budget Hearing | 31 | | | | |

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

Updated 09/07/17



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Meeting Minutes - Final

Parks and Recreation Commission

Tuesday, May 9, 2017

7:00 PM

Council Chambers

Regular Meeting

WORK SESSION AGENDA - 6:00 pm

1. [Ports & Harbor Waterfront Master Planning Discussion](#)

REGULAR AGENDA - 7:00 PM

I. CALL TO ORDER

Chair Smelcer called the regular meeting to order at 7:06 PM.

II. ROLL CALL

Present 7 - Chair Matt Smelcer
Commission Member Brian Teale
Chair Pro Tempore Rich Loftin
Secretary Gary Pauly
Commission Member Paul Nylund
Senior Administrative Assistant Krystal Moulton
PRCS Director Darryl Verfaillie

Excused 5 - Commission Member Amy Goold
Commission Member Michael Britt
Recreation Supervisor Wendy Clubb
Park Maintenance Supervisor Marcie Robertson
Events Coordinator Rachel Sensabaugh

III. APPROVAL OF MINUTES

1. [Approval of Regular Meeting Minutes from April 11, 2017](#)

MOTION: Secretary Pauly moved, seconded by Chair Pro Tempore Loftin, to approve the regular meeting minutes from April 11, 2017, as written. The motion carried by the following vote.

The regular meeting minutes from April 11, 2017 were approved as written.

Yays: 5 - Chair Smelcer, Commission Member Teale, Chair Pro Tempore Loftin, Secretary Pauly, and Commission Member Nylund

Excused: 2 - Commission Member Goold, Commission Member Britt, Senior Administrative Assistant Moulton, PRCS Director Verfaillie, Recreation Supervisor Clubb, Park Maintenance Supervisor Robertson, and Events Coordinator Sensabaugh

IV. PUBLIC BUSINESS FROM THE FLOOR

There was no public business from the floor.

V. NEW BUSINESS

1. [Discussion Item: Revisit of Trail Dedication Sign](#)

The Commission reviewed the attached survey results. After review, Commission member Teale stated that he agreed with the outcome of those results. Director Verfaillie discussed some of the logistics which needed to take place before ordering a sign, and that there would need to be criteria developed, installation location decided on, as well as budgeting for purchase in 2018.

Chair Smelcer inquired about whether or not the Commission needed to take action at that time. Verfaillie said that there was no need for immediate action, but that the Commission would be presented something at a later date. After further discussion, it was decided that this sign should encompass area trail maps, summer & winter, as well as have a designated space for expandable name recognition.

VI. REPORTS

1. [Director Report](#)

Director Verfaillie verbally presented his report. He discussed upcoming events and preparation taking place for Community Cleanup Day, Military Appreciation weekend, Bite Back race, Summer Camps, 4th of July festivities, Pink Salmon Festival, Rodeo,

Carnival and the Summer Art Contest in which all silent auction proceeds would benefit the Valdez Avalanche Center.

Chair Smelcer inquired about the Hiking Alaska's Wild "K"ountry program. Verfaillie informed the Commission that this particular program was still taking place annually, and had been expanded upon to include hiking, biking, walking and running on the designated trails.

The Commission took a moment to review the 2017 Summer Fun Guide and gave kudos to the Parks & Recreation Staff for developing a "world class" publication.

2. [Recreation Supervisor Report](#)

The Commission reviewed the Recreation Supervisor's report. Chair Smelcer inquired about how Summer Camp staff interviews were going and whether or not programming limitations would need to happen if positions were unable to be filled. Verfaillie said that there was always a risk, however, even with low staff numbers, Parks & Recreation has always been able to manage by pulling from reserve staff resources.

Chair Pro Tempore Loftin emphasized that this year's Alaska Recreation and Park Association conference was taking place in Valdez come September.

Verfaillie recognized Commission Member Teale as the winner of the 2017 Snow Town Ice Classic. Commission Member Teale gave thanks.

3. [Park Maintenance Supervisor Report](#)

The Commission reviewed the Park Maintenance Supervisor's report. Chair Smelcer inquired about whether or not the summer Park Maintenance Staff had been hired. Verfaillie informed the Commission that interviews and hiring was still taking place.

Verfaillie discussed the current condition of the Luke Horning Memorial Sk8 Park, and that it was requested that the area be swept, painted and a dumpster be placed.

Commission Member Brian Teale emphasized the importance of maintaining locks and chains on the gates which deter motorized vehicle access into the ski-only areas of Mineral Creek Canyon.

VII. COMMISSION BUSINESS FROM THE FLOOR

Commission Member Teale discussed the Snow Town Ice Classic. He again, gave thanks, and expressed that he felt it was a great event to raise money for AVV and that he hoped it would grow larger in the years to come.

Secretary Pauly discussed the informativeness of the work session which had taken place prior to the start of this meeting. Director Verfaillie stated that when it came to implementation and development of some of these recreation areas, Parks & Recreation would be in need of Commission's support when asking Council for additional full time employees.

Chair Smelcer brought up the current status of the Parks & Recreation Master Plan. It was decided that an additional work session take place on the tentative date of Tuesday, May 30th at 7:00PM, in order to review the red-lined edits. It was also decided that a summary, priority list, as well as a Capital Improvement Project list be created to accompany the final document. Verfaillie suggested adding the Port & Harbor Commission's Waterfront Master Plan and the Black Gold Park Strip Master Plan as appendices to the document.

VIII. ADJOURNMENT

Due to no further business, Chair Smelcer adjourned the meeting at 7:53 PM.



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Meeting Minutes - Final

Parks and Recreation Commission

Tuesday, July 11, 2017

7:00 PM

Council Chambers

Regular Meeting

REGULAR AGENDA - 7:00 PM

I. CALL TO ORDER

II. ROLL CALL

Present 9 - Commission Member Brian Teale
Chair Pro Tempore Rich Loftin
Commission Member Amy Goold
Secretary Gary Pauly
Commission Member Michael Britt
Commission Member Paul Nylund
Senior Administrative Assistant Krystal Moulton
PRCS Director Darryl Verfaillie
Recreation Supervisor Wendy Clubb

Excused 2 - Park Maintenance Supervisor Marcie Robertson
Events Coordinator Rachel Sensabaugh

Absent 1 - Chair Matt Smelcer

III. APPROVAL OF MINUTES

1. [Approval of regular meeting minutes from May 19, 2017.](#)

MOTION: Commission Member Nylund moved, seconded by Secretary Pauly, to approve the regular meeting minutes from May 19, 2017 as written. The motion carried by the following vote.

The regular meeting minutes from May 19, 2017 were approved as written.

Yays: 5 - Commission Member Teale, Chair Pro Tempore Loftin, Commission Member Goold, Secretary Pauly, and Commission Member Nylund

Absent: 2 - Chair Smelcer, and Commission Member Britt

V. PUBLIC BUSINESS FROM THE FLOOR

There was no public business from the floor.

VIII. NEW BUSINESS

1. [Discussion Item: Master Plan Updating/Editing Strategy](#)

Commission Member Goold started the conversation by expressing her feelings in regards to how the most recent work session went. Goold stated that the Master Plan needed to get done and that she felt it to be an ongoing process. Commission Member Teale emphasized the tediousness of Commission work and that he felt it was good to have everyone's opinions in the editing process due to there being a lot of items to discuss.

Chair Pro Tempore Loftin suggested setting a deadline in order to have the document completed by the end of 2017. He also suggested scheduling a two hour work session in the near future. Commission Member Nylund agreed with setting a deadline, however he was against hosting additional work sessions during the Summer months.

After further discussion, it was decided that additional work sessions be scheduled after September 20th, and that the Parks & Recreation Administrative Assistant would inquire about which dates were available.

IX. REPORTS

1. [Park Maintenance Supervisor Report](#)

Commission Member Goold made positive comments on the Skate Park improvements. Goold also inquired about the status of the Shoup Playground. Director Verfaillie updated the Commission and stated the project build was underway.

Chair Pro Tempore Loftin commented regarding the "good buzz" from the Skate Park improvements as well as the number of activities which had recently taken place. Loftin inquired about whether or not the Park Maintenance crew was fully staffed. Verfaillie informed the Commission that many of the staff were hired early in the season and that the Park Maintenance Department was fully staffed for summer.

Commission Member Teale discussed the status of trail brushing. Teale also informed the Commission of his observations of the Mineral Creek Canyon ski-only area improvements, and emphasized the positive impact on trail conditions after the culvert installation took place. Teale suggested a fall brush cutting effort so that the early snow could be flattened out easily. Chair Pro Tempore Loftin clarified that any volunteer efforts would need to be coordinated directly through Marcie Robertson, the Park Maintenance Supervisor.

2. [Recreation Supervisor Report](#)

The Commission reviewed the Recreation Supervisor's report. Commission Member Teale made comment on the recent Bird Ridge bear attack which had taken place in Anchorage. He asked whether or not the Valdez Parks & Recreation Department had ever had problems during races and whether or not there was a safety plan in effect for local events. Wendy Clubb, Recreation Supervisor, approached the Commission and informed them that yes, they had experienced bears on race routes in the past. Clubb went into detail about the safety measures which are taken prior to any race which included; incorporating safety checkpoints along the route, driving the route in advance to make sure the path is clear, and having the Valdez Police Department and Community Safety Officer informed of the event, so that they may respond in a timely manner if any incident were to occur.

Additional discussion took place about the 4th of July Festival. Commission Member, Amy Goold, inquired about whether or not the typical 4th of July fireworks took place. Clubb informed the commission that it was decided to cut the 4th of July fireworks show due to low visibility. Parks & Recreation, instead, handed out sparklers and goody bags for the kids. Clubb also stated that the money saved from the 4th of July fireworks would be put towards the New Years Eve display.

Chair Pro Tempore Loftin reminded the Commission that the Alaska Recreation and Park Association (A.R.P.A.) Conference was coming up. Commission Member Nylund inquired about whether or not there would be a need for volunteers, at which time there was no definitive answer. Director Verfaillie informed the Commission that the 2017 A.R.P.A. Conference guest speaker was Iditarod musher, DeeDee Jonrowe.

Commission Member Teale discussed the Rock Wall and the recent Rock and Flow Festival. Chair Pro Tempore Loftin inquired about the status of the Rock Wall opening and whether or not Summer closures would happen annually. Recreation Supervisor, Wendy Clubb, approached the Commission and informed them that in the past, the Rock Wall experienced low attendance numbers during Summer months. Clubb also stressed the difficulties in maintaining staff during the summer to operate the facility. Loftin felt that with the Rock Wall being closed, it would help promote outdoor recreation opportunities.

3. [Director Report](#)

Director Verfaillie verbally presented his report. Verfaillie discussed the 4th of July Festival, Fireweed 400, Pink Salmon Festival, Shoup Playground build, Summer Art Contest and Silent Auction (which the proceeds benefited the Valdez Avalanche Center), and Rodeo Alaska - which was coming to Valdez on July 28, 29 and 30. Verfaillie went into detail about the Rodeo kids' events which were taking place on Friday, July 28th.

Verfaillie also mentioned, for the 2018 budget, that the Parks & Recreation Department was working with Ryan McCune to bring an international wood carving contest to Valdez.

Commission Member Nylund inquired about Parks & Recreation's sound system. Further discussion went into the available sound systems for events and that the Kelsey Dock was in need of sound system as well. The Commission was reminded that the John Kelsey Plaza was not a Parks & Recreation facility. Verfaillie suggested that those who expressed desire in seeing a sound system purchased for the facility attend a Capital Improvement Projects meeting and put that in as a recommendation.

X. COMMISSION BUSINESS FROM THE FLOOR

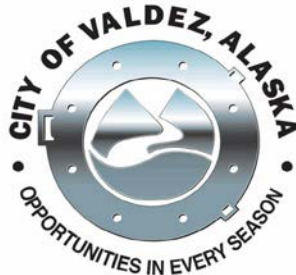
Commission Member Nylund brought up the status of Disc Golf Course development. Verfaillie informed the Commission that Parks Maintenance had some equipment, but they were lacking an appropriate location. Verfaillie stated that he would email the Commission on the status as things progressed, and suggested the Commission assist in brainstorming feasible locations that would not impede snow removal. Chair Pro Tempore Loftin asked that a discussion item be added to the next meeting to go over the status of equipment and locations.

XI. ADJOURNMENT

Due to no further business, Chair Pro Tempore Loftin adjourned the meeting at 7:47PM.

City of Valdez

212 Chenega Ave.
Valdez, AK 99686



Meeting Minutes - Final

Wednesday, July 12, 2017

7:00 PM

Regular Meeting

Council Chambers

Planning and Zoning Commission

REGULAR AGENDA - 7:00 PM

I. CALL TO ORDER

The regular meeting was called to order at approximately 7pm.

[Type text]

II. ROLL CALL

Present 5 - Chair Donald Haase
Chair Pro Tempore Jess Gondek
Commission Member Brandon Reese
Commission Member Kristian Fagerberg
Commission Member Roger Kipar
Excused 2 - Commission Member Harold Blehm
Commission Member Victor Weaver
Also Present 3 - Administrative Assistant Sue Moeller
Director AnnMarie Lain
Sr. GIS Planning Tech Paul Nylund
Sr. Planner Rochelle Rollenhagen

III. APPROVAL OF MINUTES

MOTION: To approve the Planning & Zoning Commission Regular Meeting Minutes of June 28, 2017.

[P&Z Commission Meeting Minutes 062817 Regular Meeting](#)

MOTION: Commissioner Kipar moved, seconded by Commissioner Fagerberg, to approve the regular meeting minutes of June 28, 2017.

The regular meeting minutes from June 28, 2017 were approved as written.

IV. NEW BUSINESS

1. Approval of a Recommendation to City Council to Grant a Public Utility Easement to GCI Cable INC. Located on City of Valdez Property within section 30, T8S, R6W, C.R.M., AK. The Trenching and subsequent Laying of Cable/Conduit will be located 10'-12' East of the Edge of the Existing Recreational Trail.

MOTION: Commissioner Gondek moved, seconded by Commissioner Reese to approve the motion to approve a Recommendation to the City Council. The motion carried by the following vote after the following discussion occurred.

[GCI Easement Draft2 7 4 2017 \(3\)](#)

Commission Haase asked staff if moving the trenching to the east was a requirement of the Easement. Director Lain responded that the management document with FEMA regarding maintenance of the dikes prohibits digging into the dikes, thus the move to the east.

VOTE ON THE MOTION:

Yays: 5 - Chair Haase, Chair Pro Tempore Gondek, Commission Member Reese, Commission Member Fagerberg, and Commission Member Kipar
Excused: 2 - Commission Member Blehm, and Commission Member Weaver

[Type text]

V. COMMISSION BUSINESS FROM THE FLOOR

Commissioner Kipar apologized for missing so many meetings. The Commissioner was encouraging to Ms. Lain for continuing to work on the abatement on Gulkana Street. Ms. Lain stated that there has been an appeal submitted for the Gulkana abatement, and that it should be before the Planning & Zoning Commission at the next meeting. Commissioner Kipar asked if Ms. Lain intended to continue with processing abatements; Ms. Lain responded in the affirmative.

VI. ADJOURNMENT

There being no further business, Commissioner Haase adjourned the meeting at 7:15pm.