



April 29, 2019

Valdez City Council Members
City of Valdez
212 Chenega Avenue
Valdez, AK 99686

RE: *Valdez Comprehensive Plan Project - Project Update #4*

Dear Members of the Valdez City Council:

This memo provides Mayor O'Neil and Valdez City Council Members a monthly update on status for the Valdez Comprehensive Plan project. Previous update memos have been provided to the City Council on a monthly basis since November 2018 at Kimley Horn's suggestion. This memo provides a summary of work efforts completed from the beginning in the month of April. For previous work efforts to date, please refer to prior Project Updates transmitted to the City Council.

Kimley-Horn has continued to hold weekly Friday conference calls with City staff in order to discuss current project status, resolve outstanding issues, facilitate information and data requests, and coordinate upcoming CPAC and other meetings during project visits. Meeting minutes from those calls are attached to this Memo.

Plan Development and Analysis

Since the March memo that was provided to Council, the Project Team has continued development of the Community Services/Facilities and Public Utilities Elements of the Comprehensive Plan. This includes:

- Baseline information research – land use data creation
- Coordination with local utilities
- Additional data collection and creation in GIS
- Draft document language and policies
- Development of mapping and draft exhibits

The Project Team has also continued to further develop the Land Use and Housing Elements of the Comprehensive Plan based on initial CPAC and City Staff input received during the March site visit. These documents were first presented at the March site visit and will continue to be refined based on new information during the development of the remaining elements.

This information will be made available to staff and the CPAC prior to the Project Team's arrival in Valdez for the May site visit. The project website (www.visionvaldez.com) has been updated to reflect the new meeting times and past meeting minutes.

CPAC Membership Changes

Since the March CPAC Meeting, a member of the CPAC submitted their resignations from the CPAC, among other city committees. Mr. Uren submitted his resignation from the CPAC on April 23, 2019. The City and Kimley Horn appreciate Mr. Uren's service and believe that a replacement candidate is not necessary at this time.

Upcoming Site Visit and CPAC Meeting #4

The next CPAC meeting is scheduled to take place on May 22, 2019 and confirmed to be held at the City Council Chambers. The Kimley-Horn team will be in Valdez from Monday until Thursday of that week and will provide another in-person update at the City Council Study Session. Both the CPAC meeting and the City Council Study Session are open to the public. The CPAC has provided for time to be set aside during the meeting for public comment.

In preparation, the Kimley-Horn team will have key topics/policy considerations related to the Public Safety/Emergency Services and Parks and Recreation Elements for discussion purposes at the upcoming CPAC meeting and review by City Staff. This information is similar to the level of detail provided during previous meetings and is meant to provide the CPAC with data and analysis to provide a context for discussion. The Kimley-Horn team will then take the feedback received and create the draft version of these two elements. This protocol will reoccur with all subsequent meetings.

Kimley-Horn will also distribute discussion draft versions of the Community Facilities and Services and Transportation Elements for review by the CPAC and City Staff. Similar to the Land Use and Housing Elements, the review and comment period for these documents will run from their release date until preparation for the finalization of the Comprehensive Plan. Revised versions of the Land Use and Housing Elements will also be provided to the CPAC for their review and comment. The plan's various chapters will be revised and modified throughout the various iterative discussions that will occur with staff, CPAC, Planning and Zoning Commission and City Council.

The Kimley-Horn team has handled the coordination of all upcoming May meetings, including reserving meeting space, correspondence with the CPAC members, and updating the project website.

Attachments

Attachment A: Weekly Coordination Call Meeting Minutes



MEETING MINUTES

COMPREHENSIVE PLAN WEEKLY TEAM MEETING

April 5, 2019

Call in #'s:

+1 919-238-4499

+1 866-691-4535

Conference ID: 5196799

Attendees: Martha Barberio, Rochelle Rollenhagen, Nick Chen, David Barquist

MEETING CANCELLED AT CITY REQUEST



MEETING MINUTES

COMPREHENSIVE PLAN WEEKLY TEAM MEETING

April 12, 2019

Call in #'s:

+1 919-238-4499

+1 866-691-4535

Conference ID: 5196799

Attendees: Martha Barberio, Rochelle Rollenhagen, Nick Chen, David Barquist

MEETING CANCELLED

MINUTES

COMPREHENSIVE PLAN WEEKLY TEAM MEETING

April 29, 2019

Call in #'s:

+1 919-238-4499

+1 866-691-4535

Conference ID: 5196799

Attendees: Martha Barberio, Rochelle Rollenhagen, Nick Chen, David Barquist

DISCUSSION ITEMS

1. Follow up on Next Meeting Scheduling

- a. Location Logistics and Availability (May 20 – 24th)
 - i. May 20 – 24

P&Z meeting moved to May 23rd, CPAC Meeting schedule for May 22nd. May 21st Council Update session an hour before the regular session.

- b. Public Safety/Emergency Services Staff Meetings
 - i. Attendee determination

Need to determine who we need to speak to and be put in contact with them. Need to set meetings up with those folks. KHA to review the Natural Hazard Mitigation Plan approved approximately a month ago and EOP. City going out to RFP to redo the EOP. City to help coordinate group meeting with these department heads/other attendees. City staff to have list of suggested contacts prior to next Friday meeting

- c. Parks and Recreation Staff Meetings
 - i. Attendee Determination

City to help coordinate group meeting with these department heads/other attendees. . City staff to have list of suggested contacts prior to next Friday meeting

- d. Tourism/Visitor Services Staff Meetings
 - i. Attendee Determination

Sense of how the cruise ship/new tourism and visitor services are impacting the City. City to help coordinate who to speak to during visit. Staff asked Kimley Horn to provide a list of the types of people we'd like to see. Kimley Horn suggested looking at VCVB, City Staff, tourism business, restaurants, local stores, airport, Alaska Marine Highway, as examples.

- e. Agenda for next CPAC Meeting
 - i. Agenda and Attachments released May 17th
 - ii. Land Use/Housing Discussion
 - iii. Transportation and Utilities Element Draft Document Presentation
 - iv. Public Safety and Emergency Services introduction

CPAC to receive drafts of Transportation and Community Facilities/Utilities drafts as well as updated sections of the Land Use draft elements, as appropriate. KHA to provide a short presentation on the Public Safety and Emergency Services sections and allow more time for CPAC discussion of draft materials and issues/opportunities for the public safety/emergency services .

2. CPAC Meeting Items

- a. Attendance Record of CPAC
- b. Meeting Forecast next meeting dates
 - i. May
 - ii. August
 - iii. October
 - iv. December
- c. Additional Meeting dates – CPAC Working Sessions?
 - i. Note: these must be formal meetings of CPAC

CPAC to receive drafts of Transportation and Community Facilities/Utilities drafts as well as updated sections of the Land Use draft element. KHA to provide a short presentation on the Public Safety and Emergency Services sections and allow more time for CPAC discussion of draft materials.

For any potential additional CPAC meetings as discussed at prior meetings. KHA reminded City Staff to be aware of proper procedure needed to hold these meetings if they were to occur (noticing, minutes, public comments, etc.). Discussed follow-up with CPAC committee to properly inform them to comply with legal requirements for public meetings. .

3. Next Steps

- a. Kimley Horn to finalize meeting schedule and logistics
- b. City to follow up on staff attendance/availability for topical meetings

KHA to send list of types of people for visitor services and work with City Staff to finalize schedule for May visit. Rochelle to coordinate with City Clerk to confirm Council Chambers location following the call.

Last monthly City Council update memo was attached to the Council agenda and no questions were received.

4. Invoicing and Reporting

- a. Status of Invoices per last discussion
 - i. 90-day + past due invoices

Martha stated city manager Roxanne is solely responsible for invoicing at this point and Kimley-Horn must coordinate any invoicing questions with Roxanne. Staff stated Roxanne was going to contact Kimley-Horn to discuss and resolve long-standing past due invoices. Kimley Horn had sent an email introduction and request for conversation to the City Manager on 4/18/19.

MEETING MINUTES
COMPREHENSIVE PLAN WEEKLY TEAM MEETING
April 26, 2019

Call in #'s:

+1 919-238-4499

+1 866-691-4535

Conference ID: 5196799

Attendees: Martha Barberio, Rochelle Rollenhagen, Nick Chen, David Barquist

DISCUSSION ITEMS

1. Follow up on Next Meeting Scheduling

- a. Location Logistics and Availability (May 20 – 24th)
 - i. Final Logistical Items
- b. Public Safety/Emergency Services Staff Meetings
 - i. Confirmation of Attendees by City Staff
- c. Parks and Recreation Staff Meetings
 - i. Confirmation of Attendees by City Staff
- d. Tourism/Visitor Services Staff Meetings
 - i. Confirmation of Attendees by City Staff
- e. Agenda for next CPAC Meeting
 - i. Land Use/Housing Discussion if Questions by CPAC
 - ii. Transportation and Utilities Element Draft Document Presentation to presented via email on
 - iii. Public Safety and Emergency Services introduction

Changing May 21st meeting of City Council to Monday the 20th. Meeting time to be 6:30pm to allow KHA staff to arrive on late Ravn Air flight. KHA to conduct work session Monday before the Council Meeting. Rochelle R to confirm location for May 23 CPAC meeting in the Council Chambers.

Tentative Schedule (subject to change based on availability):

- Monday: City Council Study Session 6:30pm
- Tuesday: Emergency Services AM, PM free due to moved meeting
- Wednesday: Parks and Rec AM, CPAC PM
- Thursday: Tours and visitor service AM

Purpose is for meeting attendees to provide a brain dump of information to the project team. Meetings will not be with just department heads but with other people who are important to speak to. KHA to provide City staff with a list of the general types of people to have at the meeting. No more than 6-7 people for each meeting is anticipated.

All draft reports, including updates to Land Use and Housing, will be provided the Friday before the CPAC meeting. Presentation at the CPAC meeting introducing draft Element will be shorter (15-30 min) per CPAC request.

2. CPAC Meeting Items

- a. Resignation from CPAC of Grant Uren
- b. Meeting Forecast next meeting dates
 - i. May
 - ii. August
 - iii. October
 - iv. December
- c. Additional Meeting dates – CPAC Working Sessions?
 - i. Note: these must be formal meetings of CPAC

KHA will forecast the next meeting dates at the May meetings and coordinate based on availability. Additional meeting structure reminder to the CPAC if they choose to have future meetings apart from those schedule with staff. KHA and Staff assume these meetings would possibly occur after all chapters have been review.

3. Next Steps

- a. Email/Invites to topic meetings attendees (See Item #1)
- b. Update email to CPAC member of upcoming meeting
- c. Written Project Update to City Council will be sent to City of May 2nd

KHA will coordinate with City Staff to get invitations to each topic meeting out. Staff needs to reschedule next weekly coordination meeting date for next Friday (5/3) due to trainings. KHA will provide Council update to City Staff by Monday (4/29).

4. Kimley-Horn Quality Call Program

- a. Representatives from Kimley-Horn to call PM to discuss project.

KHA staff will be contacting City PM for annual quality call program, as experienced last year by Martha B..

5. Invoicing and Reporting

- a. Status of Past Due Invoices
 - i. 11/30/18
 - ii. 12/31/18
 - iii. 1/31/19
 - iv. 2/28/19
 - v. 3/31/19
- b. Status of City Manager Review of Invoicing.

KHA was directed to forward any invoice questions to the City Manager. Current status of invoices is zero payments since November 2018. Per direction of staff, KHA has outreached to the Interim City Manager (Roxanne Murphy) regarding payment on two prior occasions. KHA has not yet received a reply. KHA voiced their deep concern about non-payment of any invoices since November 2018. KHA staff requested city staff relay message to city manager to address unresolved in arrears invoices.