

2019 Department Work-Plans

Department	Subject
Airport	<p>Assist the State of Alaska with their Airport Master planning efforts.</p> <p>Continue to work with stakeholders and the FAA to improve flight navigation system upgrades.</p> <p>Work with Capital Facilities team to repair the HVAC system and open the Whitney side of the Airport.</p>
Animal Control	<p>Complete implementation and full-integration of Pet Point program.</p> <p>Continue Improvement of Animal Care Practices.</p> <p>Develop comprehensive animal information pamphlet for residents and visitors.</p> <p>Identify and address areas throughout Valdez lacking adequate signage.</p> <p>Increase Volunteer Program.</p> <p>Initiate an Animal Shelter Facility beautification program.</p> <p>Resolve dog kennel health and safety issues (black mold/drain failures).</p>
Building Maintenance	<p>Continue to install energy efficient components and systems in an effort to reduce the costs associated with all City facilities.</p> <p>Cross train technicians to become proficient in all trades as a better way to utilize and maximize individual skills.</p> <p>Maintain existing roofs.</p> <p>Manage the increased work load necessitated by tightened regulations, increased assets, aging buildings, and additional snow removal responsibilities.</p> <p>Oversee compliance with the SPCC plans for maintaining fuel tanks and hazardous materials.</p> <p>Train staff in building maintenance fields, such as HVAC and boiler repairs/maintenance, to increase the efficient operation of City buildings.</p> <p>Use Maintenance Connect software to identify and reduce the amount of deferred maintenance, track costs and resource needs.</p>

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Department	Subject
<p>City Clerk</p>	<p>Continue development and implementation of Zasio electronic records management system.</p> <p>Continue to increase voter turnout and spark interest by our citizens to serve on the City Council, the School Board or as a member of a City Board or Commission. Promote citizen engagement and involvement in local government. Continue with ongoing revisions to City Code.</p> <p>Create a Public Information Office operating procedures manual to codify roles, responsibilities, processes, programs, and goals.</p> <p>Develop and implement "Kids in Government" program.</p> <p>Develop and implement newly elected officials and boards and commissions training program.</p> <p>Provide training for Clerk staff necessary to achieve or retain the highest degree of professional certification.</p>
<p>Civic Center</p>	<p>Comprehensive assessment for installation of live video feed technology.</p> <p>Design and installation of security camera technology.</p> <p>Enhancements to communications systems.</p> <p>Replacement of the doors in the front of the building.</p> <p>Staining of the building.</p>
<p>Community Development</p>	<p>Adoption of updated FEMA Flood Insurance Rate Maps by ordinance.</p> <p>Assist in the development of the Comprehensive plan.</p> <p>Continue to Develop City Wide Flood Mitigation Strategic Plan for adoption by resolution.</p> <p>Continue to streamline building, zoning, floodplain development and septic application reviews and strive for a 7 to 10 day permit turnaround.</p> <p>Encourage and allow new building types by code adoption.</p> <p>Innovate to improve compliance by outreach.</p> <p>Make public land available by increasing city land sales by 50%.</p> <p>Revise City Code to reflect wants and needs of the community.</p>

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Economic Development	<p>Assist Kimley Horn in the comprehensive plan development.</p> <p>Assist Ports and Harbors with their marketing strategies.</p> <p>Direct Emergency Management operations.</p> <p>Work on a plan to get city water and sewer to more of the community located at 10 mile.</p> <p>Work with Community Development in getting city owned property surveyed, and appraised and on the market for sale.</p>
Engineering	<p>Accommodate training of staff to enhance project engineering and management skills.</p> <p>Administer all CIP and MM projects approved for 2019, including the current expansion project.</p> <p>Assist City Administration with planning initiatives associated with the City's new revitalization program.</p> <p>Develop multi-year CIP and MM project needs for future implementation utilizing standard preventative maintenance and replacement schedules.</p> <p>Provide continuous improvement of procurement and project management services to ensure delivery of high-quality projects and timely response to the needs of City stakeholders.</p>
Finance	<p>Creation of Budget and Performance Metrics.</p> <p>Development of Bi-annual Budget.</p> <p>Financing options for multi-Year CIP and deferred maintenance.</p> <p>Integrated Web-Based Merchant Services for all facilities.</p> <p>Intermediate and Long Term Financial Planning.</p> <p>Revision of Financial Policies.</p> <p>Risk Management Analysis.</p> <p>Third-party review of procurement and contracting</p>

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Fire/EMS	<p>Fire station mitigation issues.</p> <p>Maintain certification requirements for all levels of Emergency Medical Technicians, each of the Technical Rescue disciplines, and all levels of Firefighting.</p> <p>New fire station, design, and construction.</p> <p>Provide for the ongoing training for all members of the fire department.</p>
Harbor	<p>Ensure a smooth opening transition in the New Commercial Boat Harbor.</p> <p>Finish the Waterfront Master Planning effort.</p> <p>Streamline and modernize billing and reporting processes.</p>
Human Resources	<p>Benefit cost-reduction strategies.</p> <p>Certify HR Representative as Benefits Coordinator.</p> <p>Consistent Performance Improvement processes City-wide.</p> <p>Consistent Performance Review processes leading to meritbased increases rather than longevity increases.</p> <p>Continued Refinement of City Personnel Regulations and development of an accessible Employee Handbook.</p> <p>Continuing education as SHRM-SCP for Director of Human Resources.</p> <p>Establish effective annual training programs for staff, supervisors and management.</p> <p>Institute creative employee recognition programs to bolster morale.</p> <p>Rework the City bi-weekly pay schedule to include a middle management/professional exempt pay schedule and related efforts to reduce overtime costs.</p> <p>Rework the City Temporary staff pay scale to be competitive in Valdez.</p> <p>Transfer benefits management to H.R.</p>

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Information Services	<p>Continue GIS data verification process and establish data standards and deployment plan.</p> <p>Facilitate IT needs for ongoing staff rehabilitation and repurposing of facilities.</p> <p>Facilitate the upgrade of the 911 servers and dispatch consoles.</p> <p>Maintain and update city technology systems in accordance with the technology replacement plan.</p> <p>Update City-wide wireless infrastructure.</p>
Law	<p>Represent the City before FERC in the Alaska LNG permitting process to ensure objective analysis of the Valdez Alternative.</p> <p>Represent the City in cooperatively developing a program for evaluating escaped property based upon a proper interpretation of the primary use standard and prepare for potential litigation regarding the same.</p> <p>Represent the City in evaluating options and preparing for litigation and settlement discussion in advance of the TAPS ad valorem settlement expiration.</p> <p>Represent the City in seeking an administrative resolution to the Tax Cap restrictions on supplemental assessments while simultaneously evaluating litigation options.</p> <p>Represent the City in the administrative proceeding challenging amendments to the Valdez Marine Terminal Spill Response and Contingency Plan that weaken oil spill protections for the Port of Valdez.</p>
Law Enforcement	<p>Complete the Valdez Municipal Code revision.</p> <p>Document history of VPD and establish a “former/current employee” wall.</p> <p>Establish a dedicated schedule and succession plan for the CCU Lab.</p> <p>Establish ALICE training as a “for credit” course offered through PWSC.</p> <p>Maintain comprehensive training standards aimed at professional development and succession planning.</p> <p>Partner with COV Departments and 3rd party to establish an impound lot and remediate the abandoned vehicles.</p> <p>Use VPD Facebook page, and other avenues, to increase recruitment and maintain retention.</p>

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Library	<p>Continue to increase the circulation of library materials.</p> <p>Develop and implement new programs for youth of all ages, including early literacy programs.</p> <p>Improve the quality of the library collection and streamline collection development procedures.</p> <p>Increase community outreach and promote library resources.</p>
Park Maintenance	<p>Completion of frisbee golf course project.</p> <p>Completion of Gold Fields dugouts rebuild and painting, begun in 2018.</p> <p>Continued brushing/maintenance and expanded signage of shooting range.</p> <p>Develop Cemetery site-plan and engineered lots for expansion in 2019.</p> <p>Develop plan to upgrade in-town ski trails.</p> <p>Develop replacement plan for North Meyring picnic shelter.</p> <p>Licensing of herbicide applicators for Ruth Pond.</p> <p>Removal of remaining danger-trees from various locations within the Parks system.</p> <p>Replacement of Alpine Woods playground.</p> <p>Site preparation and installation of archery area with fixed targets.</p>
Parks & Recreation	<p>Continue to expand programming for the Community Center (formerly Teen Center).</p> <p>Continue to provide consistent/sustainable programming amongst seasonal facilities and programs including: summer camps, open gyms, rock wall and the ski hill.</p> <p>Continue to provide quality programs for all ages – develop programs for those user groups not currently participating.</p> <p>Continue towards completion of Parks & Rec Master Plan.</p> <p>Revisions to aquatic program and offerings</p>
Port	<p>Create a Cruise Ship Service & Operations Plan.</p> <p>Design and implement an integrated Ports & Harbors marketing and business development plan to leverage the waterfront facilities to further balance Port Revenues.</p> <p>Develop a Port Wide Emergency Response Plan for all developed facilities.</p> <p>Streamline and modernize billing and reporting processes.</p>

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Public Safety	<p>Audit 2014/2015 case files.</p> <p>Begin using NIBRS as a Federal reporting method.</p> <p>Complete the upgrade of the Emergency Dispatch Center.</p> <p>Dedicate two TAC's to complete necessary duties.</p> <p>Enhance the pre-trial services offered by the Valdez Jail.</p> <p>Institute a "monthly in-house procedures" training program.</p> <p>Maintain comprehensive training standards aimed at professional development and succession planning.</p>
Sewer	<p>Evaluate deferred maintenance and CIP needs.</p> <p>Evaluate service and rate structure and cost.</p> <p>Maintain and cross train certifications.</p>
Solid Waste	<p>Evaluation and identification of options and opportunities for recycling solid waste materials.</p> <p>Evaluation of baler, landfill, and collection operations for overtime staffing options and efficiencies.</p> <p>Modification of State of Alaska DEC Solid Waste permit.</p> <p>Training and education of staff in operations and management of solid waste.</p>
Streets/Shop	<p>Continued asphalt crack-sealing.</p> <p>Continued training and cross-training.</p> <p>Develop Pavement Management Plan and Concrete Replacement Plan.</p> <p>Expanded mowing and brush-cutting on City rights-of-way.</p> <p>Training of crew in use of new asphalt recycling equipment.</p>
Water	<p>Assist with development of new well.</p> <p>Continue operating and maintaining water systems to ensure the highest quality drinking water.</p> <p>Evaluate deferred maintenance and CIP need.</p> <p>Evaluate service and rate structure, and cost recovery goals.</p> <p>Maintain and cross-train certifications.</p>
Grand Total	