



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Meeting Agenda

City Council

Tuesday, October 16, 2018

7:00 PM

Council Chambers

Regular Meeting

REGULAR AGENDA - 7:00 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF MINUTES

1. [Regular City Council Meeting Minutes of October 2, 2018](#)

Attachments: [DRAFT_City Council Meeting Minutes 100218](#)

V. PUBLIC APPEARANCES

1. [Alaska ADOT&PF Valdez Airport Master Plan](#)

Attachments: [ADOT Valdez_Public_Meeting_Announcement](#)

VI. PUBLIC BUSINESS FROM THE FLOOR

VII. CORPORATIONS

1. [Appointment to Valdez Museum & Historical Archive Board of Directors](#)

Attachments: [Lardy - VMHA Application OCT 2018](#)

[Cook - VMHA Application OCT 2018](#)

2. [Valdez Museum and Historical Archive Corporation Annual Meeting](#)

Attachments: [2018 VMHA Annual Meeting Agenda](#)

[FINAL 2018VMHA Annual Report](#)

[FINAL 2018 VMHA Financial Statements](#)

VIII. CONSENT AGENDA

1. [Appointments to the City Parks & Recreation Commission](#)

Attachments: [Carter - Parks & Rec Commission Application 2018](#)
 [McCumby - Parks & Rec Commission Application 2018](#)

2. [Approval of Transfer of Liquor License from Ernesto's Taqueria to The Stampmill LLC](#)

Attachments: [Approval of Liquor License Transfer of Ownership Headhunters, Inc to Stampmi](#)

IX. RESOLUTIONS

1. [#18-34 - Waiving Solid Waste Fees for Disposal of Debris Resulting from Demolition of a Residential Structure Located at 354 Mendeltna Street](#)

Attachments: [#18-34 - Waiving Solid Waste Disposal Fees Mendeltna Structure](#)

2. [#18-35 - Amending the City of Valdez Personnel Regulations and Creating an Effective Date \(Postponed from the November 7, 2018 Regular Meeting\)](#)

Attachments: [#18-35 Adopting Revised Personnel Regulations](#)
 [Attachment A Amendments to Personnel Regs](#)
 [ERT Arbitration Statement \(Added for November 20, 2018 meeting\)](#)

X. REPORTS

1. [Ports & Harbor Staff Report](#)

Attachments: [Ports & Harbor Staff Report](#)
 [RFQ Comprehensive Waterfront Master Plan](#)
 [RFQ Comprehensive Waterfront Master Plan - Addendum 1](#)
 [Old Town Abandoned Equipment Letter Jim Gifford](#)
 [Old Town Abandoned Equipment Sept 2018](#)

2. [September 2018 New Boat Harbor Report](#)

Attachments: [September 2018 New Boat Harbor Report](#)

3. [Parks, Recreation and Cultural Services Operational Report](#)

Attachments: [Organization chart- PR&CS](#)

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

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

4. City Mayor Report

XII. COUNCIL BUSINESS FROM THE FLOOR

XIII. ADJOURNMENT

XIV. APPENDIX

1. [City Council Calendars - October & November 2018](#)

Attachments: [Council Calendar - October 2018](#)
 [Council Calendar - November 2018](#)



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Legislation Text

File #: 18-0340, **Version:** 1

ITEM TITLE:

Regular City Council Meeting Minutes of October 2, 2018

SUBMITTED BY: Allie Ferko, CMC, Deputy City Clerk

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

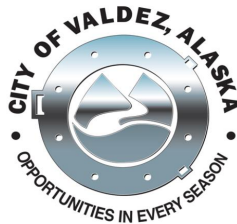
Receive and file

SUMMARY STATEMENT:

Regular City Council meeting minutes of October 2, 2018 attached for Council review.

City of Valdez

212 Chenega Ave.
Valdez, AK 99686



Meeting Minutes – Draft

Tuesday, October 2, 2018

7:00 PM

Regular Meeting

Council Chambers

City Council

REGULAR AGENDA - 7:00 PM**I. CALL TO ORDER**

Mayor O'Neil called the meeting to order at 7:00 p.m. in Valdez City Council Chambers.

II. PLEDGE OF ALLEGIANCE

The City Council led in the Pledge of Allegiance to the American flag.

III. ROLL CALL

Present: 5 - Mayor Jeremy O'Neil
Council Member Ron Ruff
Council Member Lon Needles
Council Member Jim Shirrell
Council Member Darren Reese

Excused: 2 - Council Member Christopher Moulton
Council Member Dennis Fleming

Also Present: 4 - City Manager Elke Doom
City Clerk Sheri Pierce
Deputy City Clerk Allie Ferko
City Attorney Jack Wakeland

IV. APPROVAL OF MINUTES**1. Regular City Council Meeting Minutes of June 19, 2018**

The regular City Council meeting minutes of June 19, 2018 were approved as presented.

V. PUBLIC BUSINESS FROM THE FLOOR

No public comment given.

VI. CONSENT AGENDA**1. Appointments to Providence Valdez Medical Center Health Advisory Council****2. Proclamation: Domestic Violence Awareness Month 2018**

MOTION: Council Member Ruff moved, seconded by Council Member Shirrell, to approve the Consent Agenda. The motion carried by the following vote.

VOTE ON THE MOTION:

Yays: 5 - Mayor O'Neil, Council Member Ruff, Council Member Needles,
Council Member Shirrell and Council Member Reese

Excused: 2 - Council Member Moulton and Council Member Fleming

Ms. Rowena Palomar, Executive Director of Advocates for Victims of Violence,

provided brief comments regarding domestic violence statistics and recent related tragedies in Alaska. She spoke about the mission of Advocates for Victims of Violence and the services they provide to not only the Valdez community but also to surrounding areas.

Ms. Palomar invited the public to attend AVV's annual candlelight vigil for those affected by domestic violence on October 3rd and AVV's annual Women of Distinction event on October 20th.

Both Mayor O'Neil and Council Member Shirrell expressed their sincere appreciation for the wide scope of critical services AVV provides to the community and thanked AVV staff and volunteers for their efforts to support community members in crisis.

VII. NEW BUSINESS

1. Approval of Snow Removal Contract for Area I and Area III to Harris Sand and Gravel, Inc.

MOTION: Council Member Reese moved, seconded by Council Member Needles to approve snow removal contract for Area I and Area III to Harris Sand & Gravel, Inc. The motion carried by the following vote.

VOTE ON THE MOTION:

Yays: 5 - Mayor O'Neil, Council Member Ruff, Council Member Needles, Council Member Shirrell and Council Member Reese

Excused: 2 - Council Member Moulton and Council Member Fleming

2. Approval of Snow Removal Contract for Area II to P&R Enterprise, Inc.

MOTION: Council Member Reese moved, seconded by Council Member Needles to approve snow removal contract for Area II to P&R Enterprise, Inc. The motion carried by the following vote after the following discussion occurred.

Council Member Shirrell asked who owns P&R Enterprise. City Public Works Director Rob Comstock stated Ricky and Carey Wade are the principal owners of the business.

VOTE ON THE MOTION:

Yays: 5 - Mayor O'Neil, Council Member Ruff, Council Member Needles, Council Member Shirrell and Council Member Reese

Excused: 2 - Council Member Moulton and Council Member Fleming

3. Approval of Snow Removal Contract for Area IV to Dunning Enterprise

MOTION: Council Member Reese moved, seconded by Council Member Needles to approve snow removal contract for Area IV to Dunning Enterprise. The motion carried by the following vote.

VOTE ON THE MOTION:

Yays: 5 - Mayor O'Neil, Council Member Ruff, Council Member Needles, Council Member Shirrell and Council Member Reese

Excused: 2 - Council Member Moulton and Council Member Fleming

4. Approval of Snow Removal Contract for Area V to Nordic Village Supply

MOTION: Council Member Reese moved, seconded by Council Member Shirrell to approve snow removal contract for Area V to Nordic Village Supply. The motion carried by the following vote after the following discussion occurred.

Council Member Shirrell asked who owns Nordic Village Supply. Mr. Comstock stated Rick Wade is the principal owner of the business.

VOTE ON THE MOTION:

Yays: 5 - Mayor O'Neil, Council Member Ruff, Council Member Needles, Council Member Shirrell and Council Member Reese

Excused: 2 - Council Member Moulton and Council Member Fleming

5. Discussion Item: Fire Station RFQ Preview

Mayor O'Neil explained during the last Council discussion on this topic, they asked to have the RFQ brought to them for preview prior to publication. Mr. Nate Duval, City Capital Facilities Director, stated the RFQ was a draft and he could incorporate any changes recommended by Council.

Council Member Shirrell stated he liked the RFQ, particularly the well-developed scope of work. In addition to publishing the RFQ publically to all potential bidders, he would also like to see a bidder list included. The list would ensure selected companies directly receive a copy of the RFQ and be invited to bid, without giving any associated preferences in the bidding process.

Council Member Shirrell stated he would also like to include price comparison as one criteria for the bid process to make things more competitive. The contract would not be awarded based upon price. However, a price comparison also provides education about the market and a starting point for actual contract price negotiation. Mr. Duval explained, as part of consultant experience portion of the bid, he requested design contract values for the bidder's past projects. He explained it is difficult at this point in the process to ask for estimates because costs will depend on actual services rendered.

Council Member Reese asked for clarification on how the snow storage lot boundaries are noted as part of the project RFQ. Mr. Duval explained in the legal descriptions of the property, the snow lots are referenced. He said he could include a specific note about the locations of the snow lot in the RFQ documents.

Council Member Shirrell asked for City Council support to include a bidders list and a price proposal as part of the RFQ. Council Members Needles and Reese expressed support to include the two items. Mayor O'Neil stated he was uncomfortable providing support without understanding more about the legal requirements for this type of procurement. Mr. Wakeland stated he would prefer to do research on the legal requirements of inclusion of those two items under current municipal procurement code and state law prior to making a recommendation.

Mr. Duval stated he has no problem with reaching out to specific consultants about the RFQ. He is not concerned about interest in the project as he has already begun receiving inquiries from design firms. He explained he is aware of the significant firms who specialize in fire station design, specifically those who have recently designed stations in Alaska. He stated he was concerned, however, with stating in a formal bidders list that the City was reaching out to certain named companies and specifically inviting them to bid. In the private sector, there is a little more latitude for these types of things. However, in the public sector, municipalities are required to be transparent, fair, and equitable to all.

Mr. Duval stated he would feel more comfortable having Mr. Wakeland research the legal ramifications of including price comparison in the RFQ. He explained in the state of Alaska, if state grant monies are used for a project, price comparisons could not be used as part of design consultant selection. So if grant money becomes available, the project would be disqualified from that option.

Mayor O'Neil stated City Council appears to support inclusion of both a bidders list and a price comparison in the RFQ documents as long as it complies with legal requirements and will not adversely effect the project. He asked Mr. Wakeland to provide a legal review and opinion on both points to City staff prior to publication of the RFQ. Council Member Shirrell stated he would support whatever is determined following the legal review. Mr. Duval asked if City Council would support inclusion of a round price proposal based upon anticipated work, but not included in the weighted criteria used for purposes of bid selection.

VIII. RESOLUTIONS

1. **#18-31- Authorizing Lease Amendment No. 3 for a Lease with Peter Pan Seafoods, Inc. for a 39,376 Square Foot Portion of USS 495 Tidelands**

MOTION: Council Member Shirrell moved, seconded by Council Member Reese, to approve Resolution #18-31 authorizing lease amendment No. 3 for a lease with Peter Pan Seafoods, Inc. for a 39,376 square foot portion of USS 495 Tidelands. The motion carried by the following vote after the following discussion occurred.

Council Member Shirrell asked for clarification on the process by which appraisals are conducted to establish value for purposes of City leases. He stated in this amendment's original lease, there is no provision for the process for appraisals. He believed this conflicted with Valdez Municipal Code. He asked if the inclusion of the appraisal process in the amendment was an effort to bring the lease into compliance with Code. Ms. Doom explained the City Community Development Department is attempting to bring several different leases for City land into compliance with Code as they are renewed or extended.

Council Member Shirrell asked for the average cost for these types of appraisals of City land. City Planning Technician Nicole LeRoy explained appraisals run anywhere from \$1,500 to \$2,000 depending on the size and complexity of the parcel. Mayor O'Neil stated Valdez Municipal Code requires the lessee pay the cost of appraisal and asked for clarification on why this requirement was not included in the original lease. Ms. LeRoy explained she could not speculate why former staff members did not include the appraisal cost requirement in the lease language. She reiterated the City Community Development Department is attempting to bring multiple leases for City land into compliance with Code as they are renewed or extended.

Mayor O'Neil asked what is considered superior if there is a conflict - Valdez Municipal Code or lease language. Mr. Wakeland clarified Code takes precedence. Council Member Shirrell expressed concerns with the reaction long term lessees may have if they are now going to be charged appraisal costs.

Council Member Needles expressed concerns with the formula used to determine the amount charged for rental payments. Currently the formula is ten percent of the fair market value. For purposes of City leases, fair market value is the same as appraised value. He stated he did not think the formula was appropriate, especially with the amount of revenue businesses make using leased City land. Ms. LeRoy clarified the appraiser is hired by the City not the lessee. Mayor O'Neil stated the conversation regarding the formula would be a more appropriate topic during discussions revolving around City budget and economic development.

Council Member Shirrell asked if the City Council could vote to override Valdez Municipal Code. Mr. Wakeland stated Council could not authorize actions in violation of Code.

Ms. Doom expressed her appreciation for the hard work of the City Community Development Department for all of their hard work to ensure City leases are in compliance with Valdez Municipal Code moving forward.

VOTE ON THE MOTION:

Yays: 5 - Mayor O'Neil, Council Member Ruff, Council Member Needles, Council Member Shirrell and Council Member Reese

Excused: 2 - Council Member Moulton and Council Member Fleming

2. #18-32 - Authorizing Lease Amendment No. 3 for a Lease with Silver Bay Seafoods, LLC for Parcel 4, a 23,797.5 Square Foot Portion of USS 495 Tidelands

MOTION: Council Member Shirrell moved, seconded by Council Member Ruff, to approve Resolution #18-32 authorizing lease amendment No. 3 for a lease with Silver Bay Seafoods, LLC for Parcel 4, a 23,797.5 square foot portion of USS 495 Tidelands. The motion carried by the following vote.

VOTE ON THE MOTION:

Yays: 5 - Mayor O'Neil, Council Member Ruff, Council Member Needles, Council Member Shirrell and Council Member Reese

Excused: 2 - Council Member Moulton and Council Member Fleming

3. #18-33 - Supporting the Alaska Salmon Hatchery Program

MOTION: Council Member Ruff moved, seconded by Council Member Shirrell to approve Resolution #18-33 supporting the Alaska Salmon Hatchery Program. The motion carried by the following vote after the following discussion occurred.

Mr. Mike Wells, Executive Director of the Valdez Fisheries Development Association, explained the resolution before Council covers a much broader scope than one passed by Council earlier in the year. The resolution passed in July 2018 specifically responded to an emergency petition filed to block an increase in egg-take numbers at the Solomon Gulch Hatchery. The emergency petition was denied by the state of Alaska, in large part due to overwhelming support for the hatchery and its programs. The hatchery successfully increased the 2018 egg-take to 20 million pink salmon.

Mr. Wells stated the state of Alaska Board of Fisheries will meet on October 15th in a work session, which includes a public forum for discussion of the Alaska hatchery programs as a whole. They are also taking requests for agenda hearing placeholders, called agenda change requests (ACRs). There are two ACRs of particular concern to the VFDA. One involves a group groups opposing incubating, raising, and releasing the salmon hatched from this summer's egg-take. This would effecting kill nineteen million pink salmon. A second ACR requests a 75% reduction of future egg-takes by hatcheries across the state. Mr. Wells outlined how this reduction would effect the VFDA and salmon fisheries around the state. He stated both of these ACRs are extreme requests.

Mr. Wells stated the VFDA feels strongly that communities which benefit from hatchery programs weigh-in and provide support for hatchery programs across Alaska. Several communities including Cordova have passed similar resolutions.

Council Member Reese asked why the opposition groups were requesting the reduction in hatchery fish. Mr. Wells explained these groups feel hatchery fish impact other fisheries. He stated their claims do not appear based in science. Council Member Shirrell asked who the groups were who filled the ACRs. Mr. Wells explained the Kenai River Sportsman's' Association filed the first ACR. They are the same group who filed the emergency petition in July requesting a reduction in egg-take numbers. The second ACR was put forth by a private citizen from Fairbanks who does not support hatchery programs around the state.

Council Member Shirrell stated the City Council has provided resolutions in support of agencies like VFDA, the Regional Citizens Advisory Council, and others. He asked if these fisheries related issues were moving towards a need for legal action. Council Member Shirrell also asked if the City's state lobbyist would be useful in accomplishing support for the hatchery programs around the state. Mr. Wells stated, at this time, the VFDA is only asking for formal support in writing from the City Council and community.

Council Member Reese asked what would happen if the board approved the ACRs for the agenda. Mr. Wells stated the ACRs would appear as part of a public meeting to determine whether or not they would be scheduled. He is hopeful the process will result in discussion of the science around hatcheries to

help alleviate some of the concerns being expressed. Council Member Reese asked if Alaska Fisheries Board Members were appointed. Mr. Wells said they are public positions, appointed then confirmed by the state legislature.

Mayor O'Neil stated the fisheries provide tremendous economic impact to the Valdez community and should continue to be supported by the City Council.

VOTE ON THE MOTION:

Yays: 5 - Mayor O'Neil, Council Member Ruff, Council Member Needles, Council Member Shirrell and Council Member Reese

Excused: 2 - Council Member Moulton and Council Member Fleming

IX. REPORTS

1. **Change Order Report: Harris Sand and Gravel, Inc. for Hermon Hutchens Elementary Exterior Upgrades in the Amount of \$15,985**
2. **Change Order Report: Pacific Pile and Marine, LP for Phase 2 New Harbor Development Upland Facilities and Inner Harbor Facilities in the Amount of \$31,900.77**

Council Member Shirrell expressed appreciation for the formatting of the change order report.

Council Member Reese asked if the new harbor project was still within budget. City Capital Facilities Department Director Nate Duval stated, relative to the construction contract, the project was on track. Council Member Shirrell asked Mr. Duval to notify City Council when he becomes aware the project, under its existing scope, is anticipated to exceed the budget.

3. **August 2018 Legal Billing Summary Report**

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

1. **City Manager Report**

Ms. Doom thanked Mr. Tim James, City human resources director, for serving in her place during her absence at the last City Council meeting.

She explained most of her time is currently being spent working through the budget process prior to City Council budget work sessions.

2. **City Clerk Report**

Ms. Pierce handed out a flier for an upcoming Forest Service open house in Valdez. The topic of the event is land use management for Forest Service lands.

She explained the Alaska Department of Corrections (DOC) commissioner would be in Valdez on Thursday, October 4th. Part of the current jail contract between the City and DOC includes options for the City to agree to participate in several

electronic monitoring programs reimbursed by the DOC. The City already participates in the pre-trial electronic monitoring program. The commissioner and Mayor O'Neil will be signing the formal agreement to also participate in the post-sentencing electronic monitoring program. Council Member Shirrell expressed concerns with the additional cost to the City for participating in the new program and asked for program cost data from the police department. He stated he wanted to ensure the costs to run the program did not exceed the amount reimbursed by the DOC. Ms. Pierce stated she would coordinate with Bart Hinkle, Valdez chief of police, to provide a program costs report by email to Council. Mayor O'Neil stated the new program would use a modern tactic to monitor those who would otherwise be housed in the jail. There is a certain amount of cost and risk associated with housing someone in jail, so a cost versus benefit analysis would be valuable as the program progresses.

Ms. Pierce worked with City Council to schedule an October 11th town hall meeting regarding the future of the yellow warehouse located on the Kelsey Dock uplands. Mayor O'Neil stated he would be absent. City Council instructed Ms. Pierce to extend invitations to the town hall meeting to the Parks & Recreation Commission, Planning & Zoning Commission, City Beautification Committee, and the Economic Diversification Commission. Mayor O'Neil explained the scope of the town hall meeting would be to gather public and stakeholder input into options for the future of the yellow warehouse and adjacent property. He cautioned against using the forum to start over from the beginning and requested the town hall meeting be used instead as a dialogue about the options presented to City Council.

Council Member Shirrell recommended the town hall meeting be facilitated to produce the best possible outcome or product based upon participant input. Ms. Doom stated she would facilitate the meeting. Mayor O'Neil explained he would like to encourage forward traction so some type of decision is made regarding the future of that portion of land in the near future. He added Council decisions should be made with public input and opinion in mind.

Mayor O'Neil asked Mr. Duvall if he believed a work session or town hall meeting would be productive and add value to the process. Mr. Duval stated he could certainly present for review the ideas proposed up until this point based on discussions during previous City Council meetings. He stated, however, he would have no new information or deliverables to provide as part of a work session discussion. The presentation by ECI during the last City Council meeting is the most recent design product available. Mr. Duval explained he has also received a contract amendment proposal from ECI which includes processes by which they could solicit and obtain public and stakeholder input as part of the project scope.

Ms. Doom explained she believed there were several options discussed in the past for use of the space currently occupied by the yellow warehouse. This included removing portions of the yellow warehouse, updating the exterior of the building only, relocating the museum annex collection to remove the building completely, and doing nothing. She stated, based on options discussed by Council, several options were designed by ECI/HYER and presented for review. The options were rejected by City Council during that presentation. She stated her understanding, based on the last discussion by City Council, is that they wished to involve the public, stakeholders, and the commissions in the discussion.

3. City Attorney Report

Mr. Wakeland provided a briefing of the status of several open cases his firm is working on behalf of the City, to include the Cummings litigation, C-Plan litigation, and the Barton case.

Council Member Reese asked for the status of the changes City Council requested to the format of Brena, Bell, and Clarkson's legal billing summaries. Mr. Wakeland stated he would follow-up on the question with Mr. Jake Staser.

4. City Mayor Report

Mayor O'Neil reviewed upcoming events in Valdez, including AVV's candlelight vigil, AVV's Women of Distinction event, and the Valdez Museum Roadhouse. He stated September 27th was National First Responders Day and thanked all local first responders serving in the Valdez community. He asked for members of the community to be cautious during walk-to-school day.

XI. COUNCIL BUSINESS FROM THE FLOOR

Council Member Shirrell thanked staff for including new information in the City Council calendar.

Council Member Reese asked citizens to be careful with the start of winter weather,

Council Member Needles asked for an update from the chief of the Valdez Fire Department at the next Council meeting. He explained the update should address concerns raised by a fire department representative regarding diesel fumes and the safety of families of firefighters.

XII. ADJOURNMENT

There being no further business, Mayor O'Neil adjourned the meeting at 8:43 p.m.



Legislation Text

File #: 18-0341, **Version:** 1

ITEM TITLE:

Alaska ADOT&PF Valdez Airport Master Plan

SUBMITTED BY: Sheri Pierce, MMC, City Clerk

FISCAL NOTES:

Expenditure Required: [Click here to enter text.](#)

Unencumbered Balance: [Click here to enter text.](#)

Funding Source: [Click here to enter text.](#)

RECOMMENDATION:

[Click here to enter text.](#)

SUMMARY STATEMENT:

Representatives from ADOT&PF will provide an update regarding the Valdez Airport Master Plan



ALASKA DEPARTMENT OF TRANSPORTATION & PUBLIC FACILITIES



Valdez Pioneer Field Airport Master Plan Update

What is a **Master Plan**?

An airport **Master Plan** is a comprehensive study of an airport and usually describes the short-, medium-, and long-term development plans to meet future aviation demand. Master Plans support the modernization or expansion of existing airports. The goal of a Master Plan is to provide the framework needed to guide future airport development that will cost-effectively satisfy aviation demand, while considering potential environmental and socioeconomic impacts.

Public Meeting

7pm Tuesday
October 16, 2018

Valdez Civic Center

What are the **benefits** of a Master Plan?

A Master Plan guides how investment will be made in the airport over the next 20 years. The last Airport Master Plan was 2004. Since then, there have been numerous changes in the area and on the airport. Current demand, operations and maintenance, and the potential Alaska Natural gas pipeline continue to cause investment at the airport. This has spurred the need for additional aviation facilities. As such planning is needed to evaluate issues and make recommendations for future expansion.

Where are we in the process?

The Master Plan process has just started! The Master Plan is collecting comments on airport needs now. We plan to have a completed Master Plan by March 2019.

How can I **help** improve the airport?

Attend the Public Meeting to learn about what a Master Plan is and solicit feedback on airport needs. These meetings are an important part of the planning process.

Submit your comments! We are collecting input from the public on the conditions and needs at the Valdez Airport.

How do I **submit comments** or obtain **additional information**?

Contact: Judy Chapman, DOT&PF, 2301 Peger Rd, Fairbanks, AK 99709; or e-mail to valdezmasterplan@stantec.com



Comments Are Welcome!

Please take a moment to fill out this comment sheet so that we can respond to your comments. If you do not finish the comment sheet today, please mail to Judy Chapman, 2301 Peger Rd, Fairbanks, AK 99709; or e-mail to valdezmasterplan@stantec.com. Thank you.

Name: _____ Telephone: _____

Address: _____ Email: _____

Please add comments you think may be helpful during the process. Are there specific improvements that are needed to the Valdez Airport? Are there concerns about operations, maintenance, land use, or other elements?

[illegible]

Insert into envelope, stamp, and send to address above



Legislation Text

File #: 18-0342, **Version:** 1

ITEM TITLE:

Appointment to Valdez Museum & Historical Archive Board of Directors

SUBMITTED BY: Allie Ferko, CMC, Deputy City Clerk

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Appoint one applicant to serve a one-year, three month term on the VMHA board of directors

SUMMARY STATEMENT:

One vacancy exists on the VMHA board of directors due to resignation. The appointee will serve a one-year, three month term, expiring January 2020.

The City Clerk's Office advertised the vacancy and received two applications:

1. Lydia Lardy
2. Darla Cook

Application Form

Profile

Lydia

First Name

Lardy

Last Name

Email Address

PO Box

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

112 Hanagita

Home Address

Suite or Apt

Valdez

City

AK

State

99686

Postal Code

Home: (907)

Primary Phone

Home:

Alternate Phone

Valdez City Schools

Employer

Paraprofessional

Occupation

Which Boards would you like to apply for?

Valdez Museum & Historical Archive Association Board of Directors: 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 an artist and am looking to get more involved with the local culture in Valdez. I have lived here 3 years and look forward to learning and growing more in the community.

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 in Fine Arts and Graphic Design, and am extremely interested in history as well as art. I also have a background in advertising and communications and would have valuable feedback as well as ideas for increasing traffic and marketing!

Upload a Resume or Letter of Interest

Application Form

Profile

Darla

First Name

Cook

Last Name

Email Address

PO Box

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

144 E Egan Dr

Home Address

Suite or Apt

Valdez

City

AK

State

99686

Postal Code

Mobile:

Primary Phone

Business: (907)

Alternate Phone

Totem Hotel and Suites

Employer

Chief Operating Officer

Occupation

Which Boards would you like to apply for?

Valdez Museum & Historical Archive Association Board of Directors: 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 want to be a part of the community of Valdez, Alaska. As a new resident with an interest in heritage tourism I know there's already a wonderful way preserve and retell many interesting stories of the community.

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

I have more than 35 years in the hospitality industry and would like to have my experience benefit the community of Valdez. My volunteer experience has been in the national parks and recreation areas in the lower 48 developing and managing community events and activities. For the past 10+ years I was vice president of public relations and special events for a large recreation and hospitality company.

[Darla_Cook_Resume_2018.pdf](#)

Upload a Resume or Letter of Interest

Darla Cook

Valdez, Alaska 99686 • 602-432-7549 • darlakcook@gmail.com • [linkedin.com/in/darlacook](https://www.linkedin.com/in/darlacook)

OPERATIONS LEADER | MARKETING & SALES | PUBLIC RELATIONS

Hospitality | Resorts | National & State Parks | Retail Merchandising | Print and Media Design

Senior Operations, Marketing and General Management Executive with 25+ plus years' experience specializing in hospitality management, sales & marketing, team development, re-branding, and promotions. Proven success in increasing visibility and profitability for the organization through team leadership, motivation of staff, corporate and community partnerships and strategic implementation of marketing initiatives. Expertise includes maximizing resources and improving revenues and profits through expert leadership in customer driven service, staff development, cost control, and marketing. Skilled at building strong teams and efficient systems to positively impact tourism, media relations and profits.

Campaign Strategy Management | Community Partnerships | Multi-Site Operations
Media Spokesperson | Logistics & Site Management | Dispute Resolution
Strategic Planning & Execution | Food & Beverage Operations | Guest Services & Satisfaction
Recruiting Staff/HR Training | Cultural Awareness | Budget Management
Vendor Management | Government Relations | LEED Methodologies | Meeting & Event Planning

PROFESSIONAL EXPERIENCE AND ACCOMPLISHMENTS

Chief Operating Officer - Totem Hotel and Suites, Inc. | Valdez, AK **June 2018 — Present**

Responsible for all aspects of the operation, guest and associate satisfaction, human resources, financial performance, sales and revenue generation intended to deliver a return on investment to ownership. Designed and implement business strategies, plans and procedures setting comprehensive goals for performance and growth. Establish policies that promote company culture and vision.

Forever Resorts | Hospitality & Resorts | 1500 Employees | \$170M in Sales **1985—2018**

Hospitality company with focus in National and State Parks, Marinas, Luxury Houseboats, and Resort operations the company owns and operates concession contracts throughout the US. Advanced through company in PR, Management and Sales & Marketing.

Vice President, Public Relations and Special Events | General Manager **November 2003 – May 2018**

Held dual responsibilities as hotel and resort General Manager and Vice President from 2011 - 2016.

Vice President, Public Relations and Special Events Highlights:

Provided executive leadership of all publicity, marketing campaigns, event planning / execution for 40+ hospitality operations including hotels, 12 marinas with 100 luxury houseboat rentals, river rafting and tour operations nationwide. Planned and conducted media and industry familiarization tours, unique annual events for each operation, and launched grand openings. Developed, evaluated and implemented short and long term strategic marketing and public relations plans & budgets for established, newly acquired and potential acquisitions.

- Drafted original content for advertising, print, digital outlets, & social media platforms.
- Negotiated & managed contracts with advertising agencies, publicists & graphic media vendors.
- Established worldwide partnerships within the tourism and destination management industry.
- Experienced corporate spokesperson and speech writer.
- Team organized first 4-day Outdoor Recreation Village event creating partnerships with more than 40 public and private organizations to form a unique team of outdoor advocates drawing 20,000+ visitors during Super Bowl XLII.

Darla Cook

Valdez, Alaska 99686 • 602-432-7549 • darlakcook@gmail.com • [linkedin.com/in/darlacook](https://www.linkedin.com/in/darlacook)

General Manager of Operations Highlights:

General Manager - Parry Lodge, UT | Team of 75 | \$2.2M Budget | 90 Rooms | 120 Seat Restaurant

Managed recruitment and training process with full accountability for daily operations and P&L for operations. Established and management of property budget and financial controls. Established Operating Procedures (SOPs) and customer service best practices.

- Increased room sales 17% and Average Daily Rate (ADR) 16% over prior owner.
- Project Manager for transformational renovation during busy season.
- Negotiated third-party contracts; consistently achieving premium terms and pricing.

General Manager – Cedar Pass Lodge, SD | \$3M Budget | Team of 90 | 1M Seasonal Visitors

Key leadership role for annual recruitment, training and coaching of seasonal staff. Responsible for budget, profitability, P&L for all operations including 3,800 square foot retail gift store, 500 vendors, 2 hotel operations, housekeeping, maintenance, 2 RV parks/campgrounds, and food & beverage in full service restaurant.

- Built strong community relationships to secure a 5-year federal grant of \$500,000 resulting in \$300,000+ in additional wages in the first year for the Lakota Tribe in South Dakota.
- Led resort and operations management for one of the largest employers in the region.
- Directed, first of its kind, \$1.5M government public/private partnership replacing assets in National Park with cabins built to Gold level LEED standards using green methodologies. Project received ISO 14001 designation.
 - Increased sales 18% over budget, improved operating profit by 25%, average daily rate (ADR) increased 76% and achieved an annual occupancy of 86.7%.

Vice President, Sales & Marketing

November 1985 - November 2003

Experienced in budgeting, sales forecasts, and implementation of the annual sales/marketing plans for each operation with focus on lodging, conferences, luxury houseboat rentals, rafting operations, tours, group and catering sales. Supported and managed local and remote sales team to accurately forecast sales performance and deliver financial results. Developed and administered \$1.5 million marketing & sales budget for 40+ operations including national and state park concessions, lodging, retail, restaurants, conference/event centers, tours, marinas, and fleet of 100 luxury houseboat rentals across the USA.

- Generated a 4% year-over-year growth on luxury houseboat rental sales.
- Recruited, hired, managed and trained 16 high performing sales, call center and administrative personnel.
- Managed insurance property loss and liability claims for corporate headquarters including placement of company property, liability, marine, and protection and indemnity insurance.

EDUCATION & CREDENTIALS

Arizona State University, Bachelor of Science in Liberal Arts

Expected Graduation: 2020

Meeting Professionals International | Hospitality Sales and Marketing Association International
Public Relations Society of America | Outdoor Writers Association of America
California Outdoor Writers Association | Trained and Audited for Environmental Management System
OSHA Hazardous Communications | Standards Evaluation and Rate Administration
Utah Travel Industry Alliance | Alliance Board of Nevada Children's Outdoor Bill of Rights



Legislation Text

File #: 18-0343, **Version:** 1

ITEM TITLE:

Valdez Museum and Historical Archive Corporation Annual Meeting

SUBMITTED BY: Sheri Pierce, MMC, City Clerk

FISCAL NOTES:

Expenditure Required: [Click here to enter text.](#)

Unencumbered Balance: [Click here to enter text.](#)

Funding Source: [Click here to enter text.](#)

RECOMMENDATION:

[Click here to enter text.](#)

SUMMARY STATEMENT:

The Valdez City Council serves as the Valdez Museum and Historical Archive Corporation. The Corporation bylaws require the annual meeting of the VMHA Corporation be held during the month of October. The VMHA Board of Directors will present the attached annual report and financial statement to the Corporation.

VMHA CORPORATION
Annual Meeting of the Members
October 16, 2018
7:00 pm
Valdez City Council Chambers

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) APPROVAL OF MINUTES FROM OCTOBER 17, 2017
- 4) ANNUAL REPORTS
 - a. Board Reports
 - President's Report
 - Committee Reports
 - Financial Report
 - Fund Development Report
 - b. Staff Reports
 - Executive Director
 - Curator of Collections & Exhibits
 - Curator of Education & Public Programs
- 5) Old Business
 - a. Museum Planning Update
- 6) New Business
- 7) Public Business from the Floor
- 8) Member Business from the Floor
- 9) Adjourn

Annual Report 2018



Valdez Museum & Historical Archive, Association, Inc.
www.valdezmuseum.org





Board of Directors

- President: Gary Minish
- Vice-President: Martha Barberio
- Secretary: Sara Irwin Goudreau
- Treasurer: Michelle Cullen
- Member: Tom McAlister
- Member: Spike Gilson
- Member: Donna Lane
- Member: Jeremy Young
- Member: Steven Weber
- Member: Kaitlin Pabo-Eulberg

Staff

Full Time

- Executive Director : Patricia Relay
- Collections & Exhibitions: Andrew Goldstein
- Education & Public Programs: Faith Revell
- Admin. & Marketing: Marcia Lynn

Part Time

- Museum Services Manager: Andrea Searles
- Collections & Exhibitions Asst: Lanette Oliver
- Education & Programs Asst: Beverly Colapietro

Museum Attendants

- Judy Prevost
- Keenan Britt
- Danny Tapp
- Ally Metzger
- Louise Parish
- Katelyn Wadsworth

On behalf of the Valdez Museum and Historical Archive Board of Directors, I would like to present this annual State of the Museum report. It is our hope that this report will provide the City Council, the City Administration and the City Members a clear accounting of the administrative status of the Museum and a full understanding of and appreciation for the return on your investment.

First of all, I feel that it is important to understand that the Valdez Museum was created for, belongs to and is all about the past, present and future residents of the City of Valdez. The exhibits are only objects but their value is in the stories of the people that they represent. I personally feel that an individual's soul is reflected in their life story and similarly, the collective soul of a city is reflected in the collective stories of its residents. Our museum performs three functions. First of all, it serves as a repository for these collective stories in multi-dimensional forms so that they will not be forgotten and are readily available. In addition, it provides a place and opportunities for people to add to their current life's story through community interaction and special events. Last but not least, the museum provides educational opportunities for all ages which serves to develop and cultivate their future life's stories.

While these are the primary functions of the Museum there are side benefits that result from those efforts which are somewhat more materialistic. Everyone loves a good story and our little town has some of the nation's most interesting ones. Consequently, travelers from around the world are intrigued and choose to include Valdez as one of their destinations. This brings outside money to the town and supports the local businesses and entrepreneurs. The important thing here is that the story must have a significant impact on the reader to become a best seller so it is very important how it is told. It must be interesting, preferably exciting and make a lasting impression. That is the job of our dedicated and talented staff. In this report you can read about the work and creativity that goes into making our Museum something to remember.

As in all of our lives, the fun and exciting activities of the Museum have to be balanced by the more mundane but necessary accountabilities and hard work that it takes to maintain the core support functions such as maintenance and finance. The good news is that the Board and Staff of the Museum take this part just as seriously as the more pleasant functions. As you purview the financial portions of the report you will see that the budget is conservatively designed and is not expanding, despite various rising costs. In addition the Board and the Staff work diligently to stay within those carefully planned limits. At the same time, you can see by the photos provided and by personal visits that both the facility and exhibits are well maintained.

Although this report is about the current state of the Museum, one of the most important things to think about is the future. The sustainability of the Valdez Museum is at risk due to aging facilities that are increasingly costly and difficult to support. The maintenance and utility costs are much higher than they should be due to the support of two separate buildings. The effectiveness of the exhibits and store are compromised by the fact that visitors have to make two trips to view all of the exhibits and extra staffing is required. In addition, there is very little room available to facilitate the increasing attendance of the presentations and events. It is my personal belief that a new, efficiently designed, attractive and consolidated Museum will significantly benefit the residents of this town for many years into the future. This belief is shared by the Board of Directors and the staff and continues to be a primary focus of our long-term plan. I sincerely appreciate the continued support of the City Council and all of the residents they represent and hope that all of you will also support our future plans.

FINANCE COMMITTEE

Chairperson: Michelle Cullen. In addition to developing this year's organizational operating budget through 2019 the Finance Committee made budgetary recommendations throughout the year.

BOARD DEVELOPMENT COMMITTEE

Chairperson: Vacant. In addition to actively recruiting new Directors as positions became available, the Committee met with new Board Members as they came on board to welcome them to the team and to insure that their involvement was meaningful and beneficial for all.

COLLECTIONS COMMITTEE

Chairperson: Tom McAlister. While the Collections Committee did not meet this year, the Committee Chair continues to be involved in Yellow Warehouse discussions as the majority of the collections are stored there.



ADVOCACY COMMITTEE: Jeremy Young, Chairperson

Board and Staff actively engaged in Advocacy efforts on all levels of government, local, state and federal.

- Local - regular attendance at City council meetings.
- State - supported new legislation on a Museum Matching Grant program.
- Federal - attendance at Museums Advocacy Day in Washington DC.

As the Museum plans for the future, the Committee will play an important role in connecting the community, stakeholders and donors in publicizing and positioning the Museum.

BUILDING COMMITTEE: Martha Barberio, Chairperson

Over the last year, the committee continues to be involved in Yellow Warehouse discussions, given that the museum occupies over a third of the building. Additionally, the Committee drafted a Memo of Agreement with the City of Valdez to set out the conditions and terms under which a new museum facility will be built. Currently the Memo is under review by the City of Valdez's attorney.

ENDOWMENT COMMITTEE: Vacant Chairperson

Executive Director Patricia Relay has been working with the Alaska Community Foundation to develop a Legacy and Planned Giving program to bring the Foundation Vice President of Philanthropy to town to consult the Board on how best to proceed in coordinating and implementing a fund development plan that will grow the Valdez Museum Endowment fund to \$3.5 million.

MEMBERSHIP COMMITTEE: Sara Irwin Goudreau, Chairperson

Board and staff actively called and emailed each past and present member. As a result, we have not only sustained our existing members, but grew our membership by twenty households.

NATIVE GALLERY COMMITTEE: Kaitlin Pabo-Eulberg, Chairperson

Museum Staff have continued to cultivate its relationship with Chugachmiut in bringing Native heritage kits to the museum. Since introducing them to the museum's education program of work, strong partnerships with the Valdez City Schools, Home School and Private School groups have grown.

ROADHOUSE COMMITTEE: Sara Irwin Goudreau, Chairperson

The Annual Event raises 12% of the Museum's 29% share of our annual operating budget. This year we are celebrating the winter sports industry here in Valdez with the theme: "Winter Wonderland Roadhouse," honoring Karen Stewart for her role in co-founding WESC.

STRATEGIC PLANNING COMMITTEE: Gary Minish, Chairperson

In the spring of 2017 the VMHA Board of Directors and Staff met to update and re-affirm the Museum's strategic direction, originally adopted in August of 2012. It was agreed that the existing four goals still are important. The 2018 – 2022 Strategic Plan was adopted in May of 2018 .

2018 Budget v Actual Summary

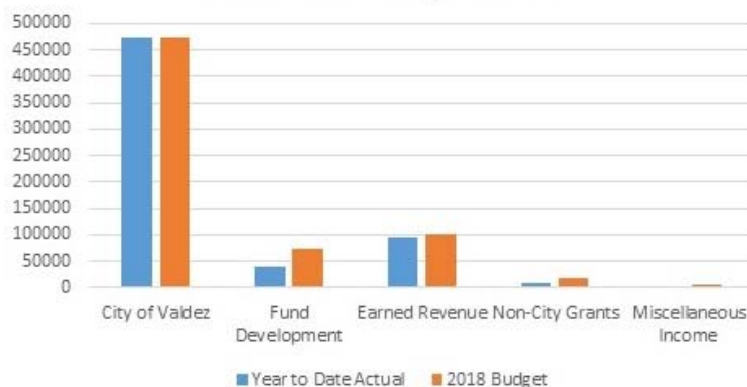
Overall, the 2018 Budget has performed exceptionally well. Given that the Financial Statement utilized to provide this analysis was generated on September 17, 2018, fourth quarter performance will greatly increase revenues. At the time of this report, we have generated 93% of our expected revenues and expended 68% of projected expenses for 2018.

While the majority of the Museum's annual income is generated from the City of Valdez, we have had a number of other areas that have done rather well in Fund Development and Earned Revenue.

In 2018 Museum Board and Staff maintained the philosophy of conservative spending, insuring that we would be in good shape for yearend expenses, remitted on January 5, 2019. With minor exceptions, all expenses accounts are performing as anticipated.



2018 Income Budget v Actual

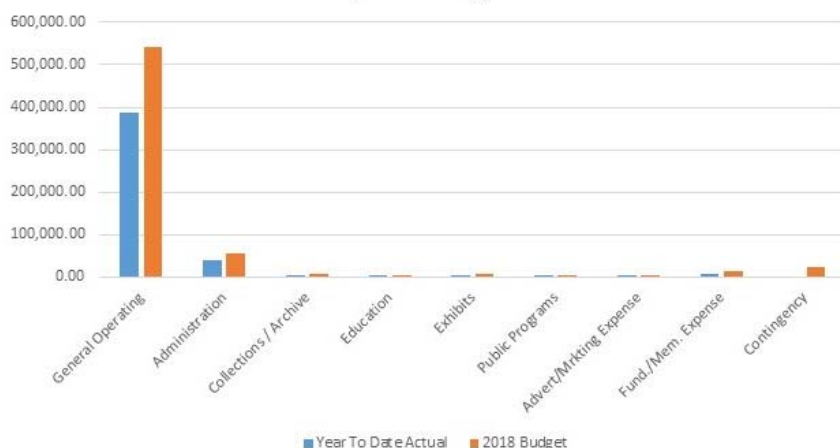


Fund Development: 55% At the time of this report income from Roadhouse is not reported. When Roadhouse and other 4th Quarter efforts are included, this account will likely exceed projections.

Earned Revenue: 95% In addition to Summer 2018 Admissions and Retail Sales performing well, enrollment fees for workshops and facility rental income also grew.

Non-City Grants: 39% At the time of this report, two of our annual grants for exhibits and collections have not been awarded. These two grants are in late October.

2018 Expenses Budget v Actual



General Operating: 71% With the exception of Professional Fees, all accounts are performing well.

Administration: 71% With the exceptions of Vehicle Expenses, all accounts are performing well.

Mission Related Expenses: 73% Funded by non-city grants, all accounts are performing as anticipated.

2018 P&L Previous Year Comparison

The analysis for this report is based on Financial Statements generated on September 23, 2018. At the time of this report, we have increased revenues by 5% and increased expenses by 7%.

In 2017 we began the year with a \$21,000 deficit. To make up the loss, Board and Staff aggressively embarked on efforts to secure non-City funding through Fund Development, Earned Revenue and Non-City grants. These efforts paid off with increasing Fund Development by 55% and sustaining Earned Revenues in 2018.

2017 was also the year that the Museum employed severe austerity measures in spending, whereby the budget was slashed and the Executive Director purchased operating supplies. The increase in spending this year is attributed to the Executive Director not purchasing supplies and increases in Health Insurance.



2018 v. 2017 Income Comparison

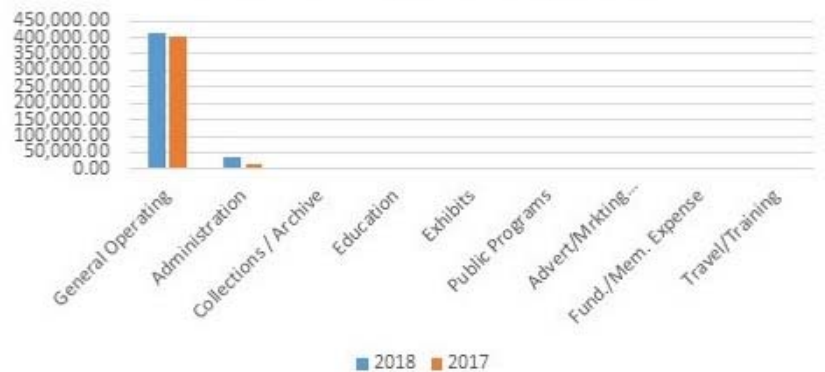


Fund Development: 55% increase over last year. Growth is attributed to increased Annual Appeal and In-Kind Donated services.

Earned Revenue: No Change. While we saw notable growth in Admissions, 7%; Retail Sales 9%; Tour Bus, 4% Facility Rental, 31%; Archival Fees were down by 87%, due to a large digital order. Therefore, while no change is reported but notable growth does exist.

Non-City Grants: 55% decrease over last year. Last year, two of annual programmatic grants were awarded earlier.

2018 v. 2017 Expense Comparison



Year To Date Expenses Previous Year Comparison

General Operating: 2% increase over last year. While Utilities went down by 2%, Health Insurance raised mid year rendering a 2% increase; Professional Fees increased 7% dues to new Tax Reform laws; and Corporate Liability increased by 4%

Administration: 44% increase over last year. This is directly attributed to a 58% increase in vehicle expenses and a 44% increase in supplies.

Mission Related Expenses: 5% increase over last year. While Collections and Exhibits remained stable, the Education Department offered more programs.

2018 Balance Sheet Comparison

At the time of this report the Museum's Assets over Liabilities are up more than 8%. The Balance Sheet Comparison indicates that the Museum operates within its means, while still able to reserve funds for unexpected costs. We are in good shape for year-end expenses.

Assets

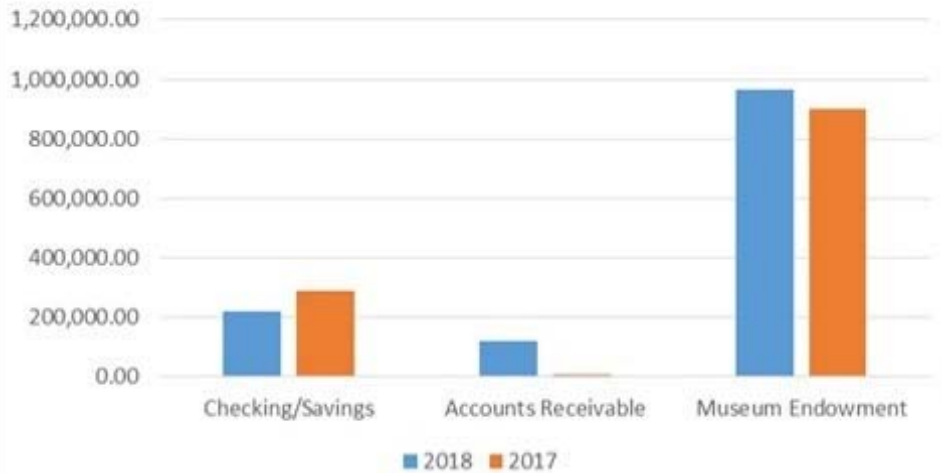
Given the timing of this report, Checking & Saving are down because our fourth quarter City Funding has not been received. City Funds are recognized in Accounts Receivable. The Endowment only reflects Q1 2018 earnings.

Liabilities

Compared to 2017, the Museum is in a good financial position. The need to use the credit card has diminished. Overall, the minor 1% decrease in Net Income is attributed to increased cost in Professional Fees, Vehicle Expenses, and Health Insurance.



2018 v. 2017 Assets Comparison



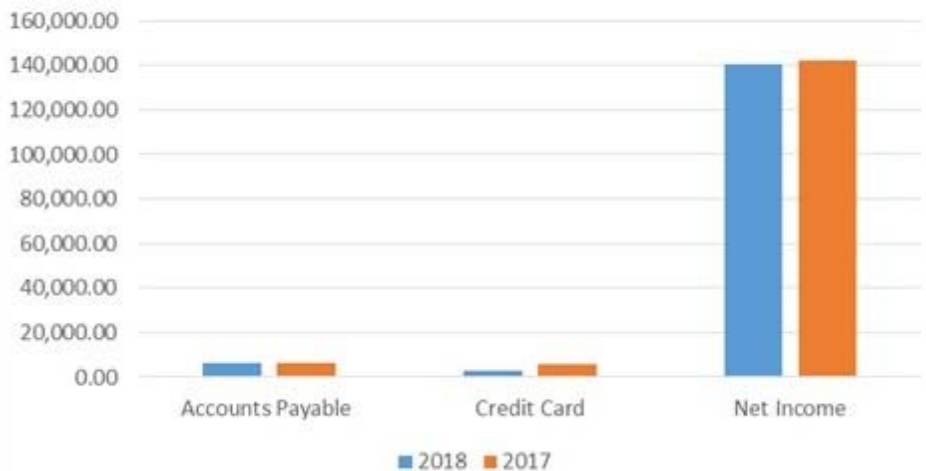
Year To Date Assets Compared To 2017

Checking & Savings: 23% decrease over last year.

Accounts Receivable: 1,829% increase over last year.

Museum Endowment: 7% increase over last year.

2018 v. 2017 Liabilities Comparison



Year To Date Liabilities Compared To 2017

Accounts Payable: 3% increase over last year.

Credit Card: 55% decrease over last year

Net Income: 1% decrease.

2019 Budget Summary

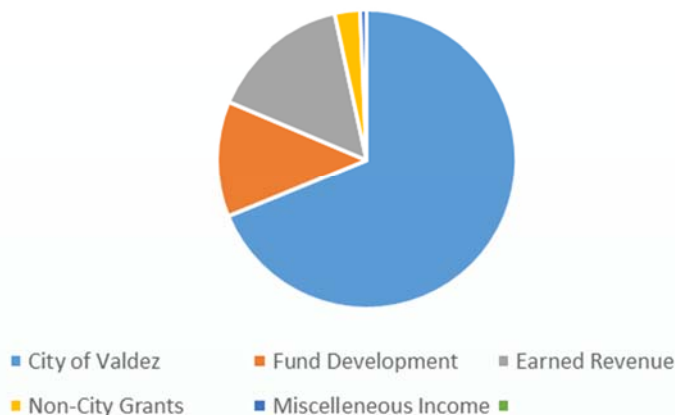
Overall, the 2019 Budget utilizes current budget data and conservatively increases some areas while it decreases other areas. As prescribed by Non-Profit Generally Accepted Accounting Principles, the 2019 Operating Budget is balanced, rendering a net zero bottom line. The 2019 Museum Operating Budget reflects a 3% increase in operations, \$690,497.

In 2018, the Museum was successful in generating non-City revenues. Given these successes, the 2019 Budget increases will be supported by increased Fund Development and Earned Revenue efforts as outlined in the Fund Development Report on the next page. Therefore, the Museum respectfully will request sustained funding of \$475,000.00, 69% of overall budget.

City Funding will support 82% of General Operating Expenses, which include: Personnel Expenses, Professional Fees, Janitorial, Utilities, Telephone/Internet, IT Services/Website, Rent and Insurance - Corporate Liability, totaling \$573,513.55.

The following graphs highlight notable Income and Expense assumptions.

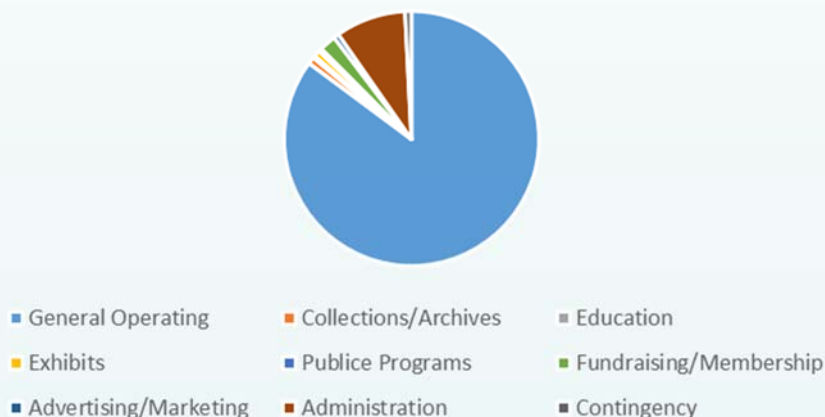
2019 Revenues



Income Highlights

With success in Corporate and Individual giving this year, Fund development will increase by 17%. Of special note, our Annual Appeal generated 171% of projection and Corporate giving, while at 99% to date will exceed projection. Additionally, General Admissions, Tour Bus Income, Program Fees, Facility Rental and Store Sales have all performed exceptionally well this year, rendering a conservative 3% growth in Earned Revenue for 2019.

2019 Expenditures



Expense Highlights

While the majority of expense accounts remain stable, there are a couple of notable exceptions, IT Services and Health Insurance, both supported in part by the City of Valdez funding. With the increased threat of cyber-attack, our IT contractor had to increase our monthly fees for the first time in eight years, totaling \$300 more a month. Simultaneously, Health Insurance premiums increased by 18%, totaling \$26,546 increased costs. The **Good News** is that Utilities have stabilized and even reduced. This is directly attributed to the wonderful City of Valdez Maintenance Crew who have worked tirelessly on fixing the out dated HVAC system at the Main Museum.



Fund Development Report

Overview

VMHA Board and Staff will work closely to develop a dynamic Fundraising Plan. The Plan will include diverse and strategic methods that will address the changing demographic trends in how individuals, corporations and private sector granting agencies give. The giving landscape is rapidly changing as young people mature and populations diversify. Therefore, to be successful at raising money from all groups the plan will need to identify and build relationships with those donors.

How can the Valdez Museum adapt to the changing climate of raising money? The Plan will include both tried and true methods and strategies as well as adapt to the changing climates of fundraising. Each fundraising effort in the coming year will include opportunities for reaching out to younger donors. While Elder Generations give 6.2% annually, Baby Boomers are coming of age and give at the rate of 4.5% annually. Generation X (born 1965 – 1980) give at a rate of 3.9% and Millennials (born 1981-1995) give at the rate of 3.3% annually.

In addition to our annual Roadhouse Dinner, we will also employ an associate member's campaign, host a membership appreciation party, an annual appeal letter, employ a variety of small scale event related strategies (Hurry 4 History, Yoga and Wine, and Board Garage Sale to name a few), strengthen relationships with major donors by hosting an intimate cultivation event in the Pinzon Bar, as well as obtain project centered grants for education programs, collections, and exhibits.

2019 Projections



The updated Fund Development Plan will include strategies to increase earned revenue by continuing efforts through paid programmatic offerings, continue strengthening relations with Tour Operators, develop marketing materials for facility rentals, and so much more. The following are a few highlights of 2019 assumptions, projecting an overall 8% growth given the successes in 2018 year to date actuals.

FUND DEVELOPMENT 17% growth

Corporate Sponsorships & Individual Giving: 2019 Total: \$47,700.00

Membership & Roadhouse: 2019 Total: \$35,000.00

Annual Appeal & Raffle: 2019 Total: \$4,000.00

EARNED REVENUE 3% Growth

General Admission & Tour Bus Revenue: 2019 Total: \$63,500.00

Enrollment & Archive Fees: 2019 Total: \$5,500.00

Store Sales & Space Rental: 2019 Total: \$35,690.00

NON-CITY GRANTS Sustained Funding Level

State: With the restructuring of the State Council on the Arts, Community Arts Development Grants are being funded nearly in full. Temporary Exhibits are funded through this grant. 2019 **Total: \$4,000.00**

Foundation: In 2019 the Museum will sustain grants from Valdez United Way (Education & Public Programs) and Museums Alaska Collections Management Fund (Summer Intern.) 2019 **Total: \$15,000.00**



We Are All In The Museum Business Together

STRIVING TO MAKE MEASURABLE CHANGE IN THE COMMUNITY

Valdez, Alaska, is a remarkable place with a rich and colorful history and magnificent landscape. Our story belongs to the world and to generations to come. Held in public trust, the Valdez Museum is charged with caring for over 75,000 objects and artifacts, ranging in size from antique fire engines and pinball machines, to historical photos, letters and rare publications. As such, we are merely the “Care Takers” of the collection. The entire community of Valdez are the owners of the collections. Everything we do flows from their collections. The Museum is a natural gathering place for the community through a variety of activities and events which provide a conduit that helps build and strengthen inter-connections within the family units and within the community at large.

What better place to explore the region’s compelling stories than at the Valdez Museum. In 2018 we continued to connect people to information and ideas. From interacting with exhibits to interacting with people, the Valdez Museum is not static. At the Museum we offered a wide variety of activities that showcase collections and permanent exhibits in a new light through education and public programs. We hosted four temporary exhibits featuring local and regional arts, as well as with Chugachmuit, Inc. we featured rotating native heritage kits in the Native Gallery. 2018 highlights are featured in the following Collections, Exhibits, Education and Public Programs reports. Providing meaningful offerings to both locals and out of town guests that come to visit during the summer, I think you will find that our offerings have been inclusive to all visitors as well as engaging.

As we strive to make measurable change in the community, we provided research, information, entertainment, education and most importantly preservation of the history of Valdez. We were part of a vibrant community, reaching out to deepen our relationship with other cultural, education, health and welfare agencies. As a natural gathering place for the community through a variety of activities and events, in 2018 we saw positive growth in all areas. Public Programs, such as Tuesday Nite History Talks, guided tours of Old Town, Summer Camp, and Artist Workshops increased 18%. Summer operations saw growth in General and Tour Bus Admissions, 7% and 4% respectively. Keeping the momentum going, fall 2018 is shaping up to be equally remarkable with inclusive and engaging offerings.

The Museum is alive and well! If you have not been to the Valdez Museum for a while, come on in. The Museum is more than a place to store artifacts and objects. This is your Museum. My door is always open and the coffee is on so please feel free to swing by.

Patricia Relay
Executive Director

CULTURAL & ECONOMIC IMPACT

2018 has been a year that the Museum is grounded in a strong sense of responsibility to contributing to the region’s cultural and economic development. We:

- Contribute to the development of our community.
- Provide opportunities for education and learning.
- Build human capital through building social networks,
- More importantly, attract tourists to the area, stimulating the economy and creating employment.

In response to this obligation, the Valdez Museum has played an important role in fostering a “sense of community” by sharing the stories of our lives here in the Prince William Sound area while allowing for easy interaction among community members at exhibits, lectures, and presentations. The Museum functions as a place of ideas and education.



Acquisition Highlights

- 1909 letters of correspondence concerning the construction efforts of the Valdez-Yukon Railway.
- Jill and Gordon Spunich collection: Set of photographs and ephemera by a Fort Liscum soldier and his wife, 1910s—1940s.
- Golden North Hotel Ephemera: Photographs and documents from the family of Hal Barnett, c. 1940s. Materials highlight the Golden North Hotel in Valdez, and locations around Chitina.
- EXXON VALDEZ OIL SPILL COLLECTION: Memoir and memorabilia of Thomas Gilette, a marine engineer present in Valdez during the EVOS cleanup.
- NEAL HERRING COLLECTION: Collection of nearly 300 photographs, letters, and documents from Old Valdez, including 143 love letters between a husband and wife.



Collections Management

Since 2008, the Museum has employed a summer intern in re-cataloging its collection item by item. This past year, Katie MacKenzie was hired through Museums Alaska's Collection Management Fund grant to continue the project. In total, she created 553 new collection records and updated collection records for 26 additional items. In addition to cataloging, she fabricated rehousing for approximately 75 items to preserve them in archival housing. Acquisition records were created for about 50 accessions (sets of items), including materials recently acquired through donation and 20 items that were found in the collection.

From October 1, 2017, through September 30, 2018, the Valdez Museum has added eighteen accessions to its collections, encompassing approximately 350 individually catalogued items. The total number of items is approximately 500 to 600, due to as-yet-uncatalogued acquisitions.

Digitization

The Museum has increased its outreach and accessibility through its online PastPerfect database, which allows users to access over 7,000 VMHA collection records. The Collections department has undertaken an initiative to scan its photographic collections. In 2018, the Museum digitized significant collections such as the Army Corps of Engineers collection of Valdez reconstruction 1964-1967; the Barry Wulff collection of approximately 300 Gold Rush-era photographs; the Joe Tobasco collection of images of 1940s-60s Valdez life; and archiving the Finfer collection of the personal archive of head city planner Paul Finfer, instrumental in the 1964-67 relocation of Valdez.

Archives

The Museum's archives have continued to be a valuable resource for researchers. Approximately 120 reference questions were fielded between October 1, 2017 and September 30, 2018. Questions were received via email, telephone, and in-person visits. Typical research questions involve genealogical research, fact checking for reporters on historical topics, and research assistance for professional historians seeking to publish their books or papers. Significant research projects this past year include: a PBS film crew producing a documentary on the Good Friday Earthquake; new research into the maps of Addison Powell; and XRF spectral analysis of objects in the Museum's Alaska Native collection.

2017—2018 Temporary Exhibits

■ *Inspired & Acquired*

September 22 – January 7, 2018

Reception September 22, 5-7 PM

Featuring fine art from the VMHA collection purchased through the Rasmuson Foundation Art Acquisition Initiative grant.

■ *Stitched: Quilts by Maria Shell*

January 12 —March 11

Reception January 12, 5-7 PM

Contemporary quilting and textile designs from former Valdez resident Maria Shell.

■ *Spring Into Art 2018: Annual Student Art Show*

March 22 – May 3

Reception March 23, 4-6 PM

Featuring over 300 recent works by Valdez students, displayed at the Valdez Museum and the Visitors Center.

■ *Painting at the End of the Ice Age*

May 18—September 7

Reception May 18, 5-7 PM

The science and art of glaciers in an age of climate change. Oil paintings by Cordova artist David Rosenthal.

■ *Journey By Sea*

September 21, 2018 – January 4, 2019

Reception September 21, 5-7 PM

Paintings and journals inspired by the artist's kayak trips around Prince William Sound, by Seward artist Justine Pechuzal.



TEMPORARY EXHIBITIONS

The Valdez Museum displayed five temporary exhibitions from September 2017 through September 2018 (see sidebar). Temporary exhibitions typically run about 3 months on a quarterly basis, and highlight local and regional arts and culture, and the history and culture within the museum's geographical scope. In response to visitor requests, exhibits staff strived for more balance between artistic and historic content with two of its five exhibitions being centered on objects from the museum's collection. The museum's exhibition calendar is currently booked through 2020 and partly into 2021.

PERMANENT EXHIBITIONS

As there are discussions for options regarding a new museum facility still underway, permanent exhibition upgrades have been placed on hold, with no large-scale upgrades being planned for the near future. Permanent exhibit development for 2018 has been primarily limited to upkeep and repair to maintain its existing historical exhibits, with only minor upgrades planned for the time being.

NATIVE GALLERY

The VMHA continues its partnership with Chugachmiut, incorporating the organization's Alaska Native Heritage Kits into the museum gallery and interpretation. Heritage kits hosted this past year were: *Honoring the Seal*; *Gathering Plants to Eat*; and *Cuumi Iqalluggsuucillrat Iqalluk: Old [Salmon] Fishing* (forthcoming).





EDUCATION

Outreach

Outreach numbers were up significantly this year with calls for the VMHA educator to make presentations on the history of Valdez to travelers gathered at Tsaina Lodge; attend a weeklong retreat with Native elders in Whittier; and review the Pratt Museum's master interpretive plan and modified exhibit program of the future.

Documentation & Evaluation

The museum continues to employ front end, formative, remedial and summative evaluation tools to analyze the visitor experience and determine learning outcomes at the Valdez Museum. Small but powerful changes are regularly made to exhibits and programs that lead to an enhanced public program.



Education

MUSEUM EDUCATION'S COMMUNITY IMPACT

The Valdez Museum's education department plays a vital role in the community, fostering life-long learning and a growing interest in regional history and culture. In 2018 the VMHA educator taught students gathered at the Museum, in public school classrooms and in the great outdoors, all at no or little cost to the learner.

Oftentimes, students were given the rare opportunity to learn from originals that conveyed the important stories of the region. Education efforts were paired with mission-driven public programs and dovetailed with school curriculum. Lessons featured the 1898 gold rush, Alaskan history makers, earthquakes and tsunamis, Native culture and practice, and the arts to name a few.

The VMHA educator made 4600 contacts during the reporting year through its education initiatives, public programs, community events, collaborations and outreach. This is a dramatic increase from last year of nearly 1200 contacts. Higher reported numbers reflect expanded outreach and a growing demand for the education department's expertise and experience. 910 contacts were made through educational programs during the reporting year.

TEACHING REGIONAL HISTORY AND CULTURE

The Museum collaborated with 4th and 7th grade educators and their students to teach about the 1898 gold rush. Elementary students panned for (fake) gold and studied original gold rush artifacts from the VMHA's collection.

7th graders paddled to Old Town in September, gathered around a fire and donned mustaches and bowler hats, then performed a skit, featuring Lillian Moore and Joe Bourke, two '98ers who didn't strike it rich, but became key members of the original Old Town. Students participated in a fire starting competition and bartered with GMS principal Rod Morrison.

All three third grade classes visited the Remembering Old Valdez Exhibit in the spring of 2018 and then walked Old Town with the museum educator as guide. At school they played a historic figure game created by the VMHA and observed old photos of the period carefully in an effort to determine the story that was unfolding in each picture.

Through a fully funded Chuagachmiut grant that supports elders teaching in the schools and in collaboration with the museum, Sugpiaq artist June Pardue came to Valdez in January. Here she taught the vanishing art of the waterproof stitch employed when making seal gut parkas, first to 9th grade Home EC students, then at the Museum to homeschool families and finally at the Valdez Native Tribe to a gathering of more than 45 elders and tribal members.

PUBLIC PROGRAM HIGHLIGHTS

Old Town Walking Tours: Guided tours of Old Town during the spring, summer and fall remain a staple of the Museum's program linking what visitors learn at both museum locations with experiences at the original town site. 16 tours of OT and 2 of New Valdez were scheduled in 2018.

Lectures: "Tuesday Nite History Talks," offered the fourth Tuesday of the month in 2018, drew regular groups of 15 to 25 attendees. Topics ranged from the first ascent of Mt Shouplina to the "Mystery of the Dragon Rifle" housed in the VMHA's collection. The Museum brought USGS geologist Dr. Peter Haeussler to Valdez. He lectured at the Civic Center and taught in middle and high school classrooms about the latest scientific findings related to the 1964 earthquake.

Hands-on History and Art Camp: Eighteen students participated. Campers learned about the region's natural history and Native culture; trekked to the Valdez Glacier and Old Town and visited the community garden. At the Museum they crafted rattles and sewed beaded pouches, reminiscent of those used by the Alutiiq people.

12 FREE Days of Christmas and Free Fridays: 192 people gathered at the Museum in December to craft and socialize. Free Fridays launched in February, bringing 165 community members to the Museum to see the latest exhibits and engage in activities.

Art Workshops: 11 local artists participated in Cordova artist David Rosenthal's painting workshop and 13 Valdez sewers studied with celebrated quilt artist and author Maria Shell. Both artists' work was exhibited at the Museum during 2018.



PUBLIC PROGRAMS

Programs at the Museum arise from a variety of sources. They flow out of changing exhibits in Egan Commons and heritage kits on loan from Chugachmiut, Inc, that are displayed in the Native Gallery. A balanced museum program gives locals the opportunity to create visual art and brings experts to the community to teach about regional history and Valdez' unique geography and geology. 995 contacts were made through public programs this year.

COLLABORATIONS

It is through collaborations with other organizations and individuals that many museum and community programs grow and flourish. In late 2017 and for most of 2018, the museum collaborated with these community partners:

- City of Valdez
- Valdez Community Visitors Bureau
- Valdez Consortium Library
- Valdez Parks and Rec
- Valdez Public Schools
- Valdez Native Tribe
- FOCUS Homeschools
- Valdez Home School Association
- Valdez Gold Rush Days
- KVAK Frosty Fever
- Valdez Literacy Council



The VMHA celebrated Gold Rush Days with free admission and lemonade and gave guided tours of OT and new Valdez. The museum provided hot drinks and cookies at the Christmas tree lighting for more than 100. Museum staff mounted the student art show at the VCVB (in the wake of the library's renovations) and at the Museum. The VMHA educator read to families gathered at HHES in support of literacy and the value of a very good story.



2018 Volunteer Recognition

Volunteers

Volunteering is generally considered a selfless activity where an individual or group provides services for no financial gain. Volunteers at the Museum come in all shapes and sizes. We rely on volunteers to serve on our governing Board; to help out on committees like Roadhouse, the Strategic Planning Committee, the Finance Committee to name a few; support our mission driven programs in education, exhibitions, collections and events; and to help with a variety of miscellaneous tasks such as summer and winter readiness and bulk mailings. We could not have accomplished our program of work without the help of our dedicated board of directors, committees, and community members who volunteered. We are so grateful for the time, commitment and compassion volunteers show to the service of the Valdez Museum over the past year.

Why Volunteer?

"Volunteering is fun and it gives me an opportunity to learn something new."
Donna Lane

"I love this community; its generosity, its communal involvement, its desire to want the best for our youth without ignoring the needs of our elders. I've always loved museums, libraries, and sports – so when there is an opportunity to support those programs I'll take it, just like many others in Valdez do." Dwight Morrison

"I support the Valdez Museum because it is both a time capsule and an evolving biography that contains the past and present essence of my home town and surrounding area which is so dear to me." Gary Minish

"I really like helping in the community and meeting and working with all of the other people who also like to get involved. I also really like being there to see a project through from start to finish." Gary Warner

Betty McIntosh	Jason Smilie	Martha Barberio
Bob Morris	Jane Haltness	Mary Mehlberg
Bryan Vincent	Janis Johnson	Matt Kinney
Cindy Unger	Jay Yunker	Michelle Cullen
Daisy Hedberg	Jeanne Passin	Mike Franklin
David Rosenthal	Jeff Johnson	Pat Cables
Deb Yamakami	Jenna Compehos	Polly Page
Diane Gibbs	Jeremy Young	Rich Dunkin
Donna Lane	Joanne Winney	Rosemary Lull
Dr. Peter Haeussler	Joey Eastman	Sandy Johns
Dwight Morrison	Justine Pechuzal	Sara Irwin Goudreau
Ed Davis	Kaitlin Pabo Eulberg	Sheila Mann
Ed Pinsky	Karen Allred	Spike Gilson
Erica Shirk	Kate Duga	Stephanie Vlasoff
Gail Johnson	Kathrine Walters	Steve Goudreau
Gary Minish	Kathy Hayden	Steven Webber
Gary Warner	Kathy Nielsen	Stuart Relay
Genita Cabitec	Kena Blood	Tara Yunker
Georgia Ann Christofferson	Kris Hastings	Tina Blood
Glen Sodergren	Linda Ayer	Tina Fifarek
Gloria McAlister	Linda Brandenburg	Todd Bagetis
Helen Morris	Lois Gilson	Tom McAlister
Isabella Anne Smelcer	Maggie Nylund	Vinnie Colapietro
Jack Smilie	Maria Shell	Wendy Robertson

Overview

It is only through the generosity of our donors who support our wonderful Museum that we can continue to provide meaningful programs and services to Valdez, the Copper River Basin, and Prince William Sound, Alaska. The Museum's ability to welcome visitors from around the world goes beyond keeping the building warm and the lights on. It extends to all facets of community outreach as well as providing quality and innovative programming. As a non-profit organization we rely on loyal donors to help us meet those expenses. In addition to our annual Roadhouse Dinner and Associate Membership program, we rely on Individuals, Businesses, Corporations, and granting agencies.

Why donors give?

"I love the Valdez Museum! I never tire of visiting and I always learn something new. I am continually impressed with the Museum staff and the quality of the exhibits and programs that the Museum offers. I see the Museum as not just the sum of the artifacts held inside but as a living representation of the - people - of this region; past, present and future. The Museum is vibrant, personally inspiring." Karen Allred



Individual Donors

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Solomon Falls Seafood
Sound Web Solutions
South Central Hard Ware
Stan Stephens Cruises
Subway
Suite 100 Restaurant
The Prospector
The Stampmill Restaurant
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Valdez Medical Clinic
Valdez Outfitters
Valdez U-Drive
Valdez Veterinary Clinic
Vertical Solutions
Wilderness Expressions

Non-City Grant Donors

Alaska State Council on the Arts
Copper Valley Electric Association Inc.
Museums Alaska

National Endowment for the Arts
Valdez United Way

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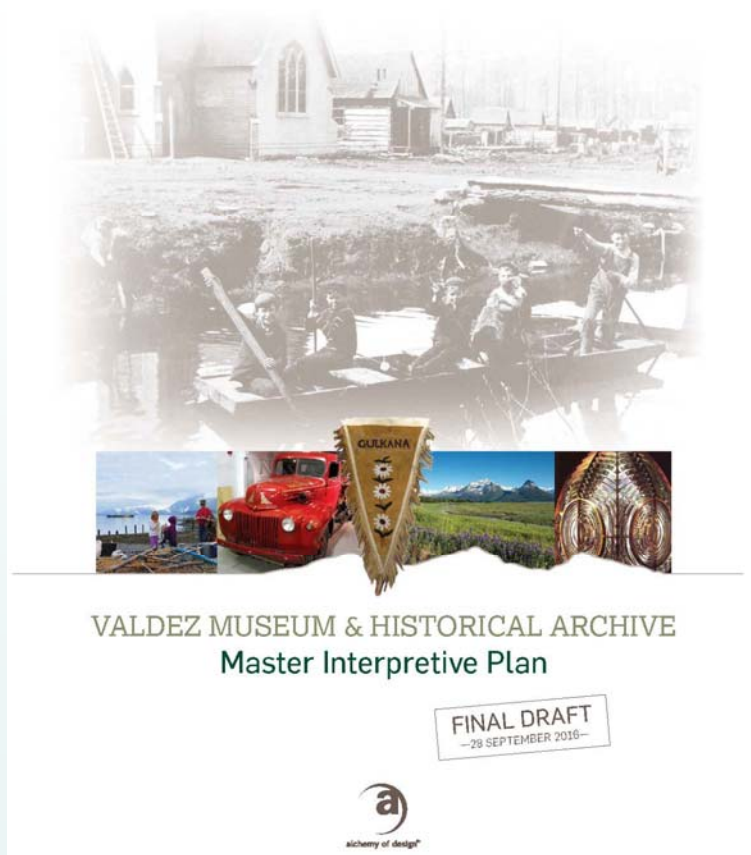
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Thomas Gillette

The Museum Board and Staff are committed to consolidating the Museum's facilities into one structure to ensure future sustainability of the Valdez Museum. Since the completion of the Master Interpretive Plan, Board and Staff have worked with City Administration to figure out how to move forward:

- Site Selection
- Yellow Warehouse Discussions
- Memo of Agreement Drafted

While the City develops a Comprehensive Plan, Board and Staff will continue to communicate the needs of the Museum.



WORDS OFTEN USED

OUTSTANDING, NICE, INTERESTING, COOL, GROOVY
PLACE, VERY INFORMATIVE, AMAZING,
UNBELIEVABLE, BEAUTIFUL

COMMENTS

"One of the best museums so far. Awesome!" ~ "Thanks for keeping the Alaskan spirit alive."

Bob and Joan, Corvina, CA

"Great learning experience! Other museums should be built like this one!"

Patrick Sagal, Aspen, CO

"Always a fun time and always learn something new."

Amanda Marquardt, Valdez, AK

"Small and very beautiful. Thank you!" ~

Monika and Nick, Switzerland

"A really well layed out museum with interesting exhibits. Really enjoyed our time here."

Rick and Shelagh Salt, Manchester, England

"The paintings are beautiful beyond description, the equipment well restored. Thanks." ~

Roy and Nancy Gregory, Apple Valley, UT

"Impressive and informative, 50 years in Alaska and I learned so much I never knew."

Rosanne Gilfillan, Anchorage, AK

WHAT VISITORS ARE SAYING

Valdez Museum & Historical Archive
Profit & Loss Budget vs. Actual
January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Fund Development	39,864.30	72,320.00	-32,455.70	55.12%
Earned Revenue	96,077.59	101,330.00	-5,252.41	94.82%
Grants	482,500.00	494,000.00	-11,500.00	97.67%
Interest Income	781.84	785.62	-3.78	99.52%
Reimbursed Expenses	3,317.95	4,565.00	-1,247.05	72.68%
Gross Income	622,541.68	673,000.62	-50,458.94	92.5%
Gallery Commission	331.50	600.00	-268.50	55.25%
Cost of Goods Sold	13,069.78	15,750.00	-2,680.22	82.98%
Total COGS	13,401.28	16,350.00	-2,948.72	81.97%
Net Income	609,140.40	656,650.62	-47,510.22	92.77%
Expense				
Contingency	0.00	24,293.69	-24,293.69	0.0%
Volunteer Expense	203.84	350.00	-146.16	58.24%
Fundraising Expenses	3,541.90	11,000.00	-7,458.10	32.2%
Membership	1,699.15	2,575.00	-875.85	65.99%
IT Services	11,758.36	16,200.00	-4,441.64	72.58%
Education	1,826.56	2,000.00	-173.44	91.33%
Collections	5,153.12	6,725.00	-1,571.88	76.63%
Freight and Shipping Costs	1,871.83	2,100.00	-228.17	89.14%
Personnel Expenses	284,496.52	406,600.89	-122,104.37	69.97%
Contract Labor	4,180.00	5,500.00	-1,320.00	76.0%
Professional Fees	16,990.00	16,400.00	590.00	103.6%
Vehicle Expense	1,038.43	500.00	538.43	207.69%
Janitorial Services	8,000.00	12,000.00	-4,000.00	66.67%
Utilities	38,751.26	59,180.00	-20,428.74	65.48%
Telephone	5,803.84	8,345.00	-2,541.16	69.55%
Postage and Delivery	2,115.80	3,000.00	-884.20	70.53%
Supplies	6,059.10	9,500.00	-3,440.90	63.78%
Exhibits	2,561.65	5,500.00	-2,938.35	46.58%
Dues and Subscriptions	3,289.00	4,500.00	-1,211.00	73.09%
Printing and Reproduction	3,301.09	5,275.00	-1,973.91	62.58%
Advertising/Marketing	3,969.60	4,500.00	-530.40	88.21%
Rent	10.00	1,210.00	-1,200.00	0.83%
Insurance	21,158.00	23,221.00	-2,063.00	91.12%
Credit Card Fees	3,896.51	5,000.00	-1,103.49	77.93%
Bank Service Charges	93.22	100.00	-6.78	93.22%
Licenses and Permits	115.00	575.00	-460.00	20.0%
Contributions	12,326.81	17,500.04	-5,173.23	70.44%
Public Programs	2,269.89	3,000.00	-730.11	75.66%
Total Expense	446,480.48	656,650.62	-210,170.14	67.99%
Net Ordinary Income	162,659.92	0.00	162,659.92	100.0%
Other Income/Expense				
Other Income				

Valdez Museum & Historical Archive
Profit & Loss Budget vs. Actual
January through December 2018

	Jan - Dec 18	Budget	\$ Over Budget	% of Budget
52500 - Purchase Discounts	12.00			
Total Other Income	12.00			
Net Other Income	12.00			
Net Income	162,671.92	0.00	162,671.92	100.0%

Valdez Museum & Historical Archive
Profit & Loss Prev Year Comparison
January 1 through September 23, 2018

	Jan 1 - Sep 23, 18	Jan 1 - Sep 23, 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
8003 · Fund Development	41,607.00	26,827.37	14,779.63	55.09%
8024 · Earned Revenue	96,589.72	96,672.56	-82.84	-0.09%
4200 · Grants	482,500.00	471,650.00	10,850.00	2.3%
8501 · 7015 Interest Income	781.84	798.28	-16.44	-2.06%
8011 · Reimbursed Expenses	3,317.95	2,122.26	1,195.69	56.34%
Total Income	624,796.51	598,070.47	26,726.04	4.47%
Cost of Goods Sold				
8102 · Gallery Commission	331.50	495.29	-163.79	-33.07%
8101 · Cost of Goods Sold	13,214.76	13,931.67	-716.91	-5.15%
Total COGS	13,546.26	14,426.96	-880.70	-6.11%
Gross Profit	611,250.25	583,643.51	27,606.74	4.73%
Expense				
8036.2 · Volunteer Expense	203.84	372.24	-168.40	-45.24%
8036 · Fundraising Expenses	3,591.08	1,458.93	2,132.15	146.15%
8036.1 · Membership	1,699.15	1,199.15	500.00	41.7%
8037 · IT Services	11,758.36	11,745.25	13.11	0.11%
8039 · Education	1,826.56	659.41	1,167.15	177.0%
8040 · Collections	5,153.12	7,046.73	-1,893.61	-26.87%
9000 · Reconciliation Discrepancies	0.00	12.88	-12.88	-100.0%
9003 · Cash Drawer Payouts	0.00	35.00	-35.00	-100.0%
9001 · POS Inventory Adjustments	0.00	-6,655.54	6,655.54	100.0%
9002 · Freight and Shipping Costs	1,927.05	1,683.80	243.25	14.45%
8103 · Personnel Expenses	306,661.31	301,021.34	5,639.97	1.87%
8044 · Contract Labor	4,180.00	4,805.00	-625.00	-13.01%
8110 · Professional Fees	16,990.00	15,780.00	1,210.00	7.67%
8113 · Vehicle Expense	1,038.43	403.92	634.51	157.09%
8047 · Janitorial Services	8,000.00	8,000.00	0.00	0.0%
8048 · Utilities	40,656.65	41,527.45	-870.80	-2.1%
8118 · Telephone	5,803.84	5,757.94	45.90	0.8%
8123 · Postage and Delivery	2,115.80	1,595.97	519.83	32.57%
8049 · Supplies	6,059.10	2,486.88	3,572.22	143.64%
Exhibits	2,902.10	2,204.62	697.48	31.64%
8130 · Dues and Subscriptions	3,289.00	3,597.98	-308.98	-8.59%
8131 · Printing and Reproduction	3,301.09	3,974.02	-672.93	-16.93%
8053 · Advertising/Marketing	3,974.60	4,664.66	-690.06	-14.79%
8133 · Board Expense	0.00	140.65	-140.65	-100.0%
8134 · Rent	10.00	0.00	10.00	100.0%
6185 · Insurance	21,158.00	20,366.03	791.97	3.89%
8138 · Credit Card Fees	3,896.51	3,305.64	590.87	17.88%
8139 · Bank Service Charges	93.22	47.26	45.96	97.25%
8056 · Travel	0.00	660.70	-660.70	-100.0%
8144 · Training & Education	0.00	250.00	-250.00	-100.0%
8145 · Licenses and Permits	115.00	150.00	-35.00	-23.33%

Valdez Museum & Historical Archive
Profit & Loss Prev Year Comparison
January 1 through September 23, 2018

	Jan 1 - Sep 23, 18	Jan 1 - Sep 23, 17	\$ Change	% Change
8148 · Contributions	12,326.81	1,468.39	10,858.42	739.48%
8058 · Public Programs	2,306.13	1,666.12	640.01	38.41%
Total Expense	471,036.75	441,432.42	29,604.33	6.71%
Net Ordinary Income	140,213.50	142,211.09	-1,997.59	-1.41%
Other Income/Expense				
Other Income				
52500 · Purchase Discounts	12.00	0.00	12.00	100.0%
Total Other Income	12.00	0.00	12.00	100.0%
Net Other Income	12.00	0.00	12.00	100.0%
Net Income	140,225.50	142,211.09	-1,985.59	-1.4%

Balance Sheet Prev Year Comparison

As of September 23, 2018

	Sep 23, 18	Sep 23, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1026 · 1st National Gaming	180.00	0.00	180.00	100.0%
1025 · 1st National Operating	14,081.24	12,473.19	1,608.05	12.89%
1023 · CD - 61243443 Reserve Acct	60,123.69	59,753.22	370.47	0.62%
1021 · CD 61215021 -Phyllis Irish	66,943.12	66,531.75	411.37	0.62%
1022 · 10950 Cash in Drawer	1,714.01	1,983.52	-269.51	-13.59%
1001 · Cash In Bank-Operating-WFargo	13,998.79	123,509.52	-109,510.73	-88.67%
1003 · Cash In Bank - CMC Savings	61,180.62	22,584.81	38,595.81	170.89%
Total Checking/Savings	218,221.47	286,836.01	-68,614.54	-23.92%
Accounts Receivable				
102 · Accounts Receivable (AR)	-450.00	0.00	-450.00	-100.0%
1501 · Accounts Receivable	119,635.50	6,179.00	113,456.50	1,836.16%
Total Accounts Receivable	119,185.50	6,179.00	113,006.50	1,828.88%
Other Current Assets				
1502 · Museum Endowment Fund	966,062.00	900,990.00	65,072.00	7.22%
Cash on Hand	609.31	609.31	0.00	0.0%
2002 · 1120 Inventory Asset	23,446.79	29,555.86	-6,109.07	-20.67%
1017 · Undeposited Funds	627.93	0.00	627.93	100.0%
Total Other Current Assets	990,746.03	931,155.17	59,590.86	6.4%
Total Current Assets	1,328,153.00	1,224,170.18	103,982.82	8.49%
Fixed Assets				
4000 · Construction in Progress	74,227.00	74,227.00	0.00	0.0%
4001 · Fixed Assets	42,420.61	42,420.61	0.00	0.0%
Total Fixed Assets	116,647.61	116,647.61	0.00	0.0%
Other Assets				
Merchandise Inventory	738.49	639.11	99.38	15.55%
Total Other Assets	738.49	639.11	99.38	15.55%
TOTAL ASSETS	1,445,539.10	1,341,456.90	104,082.20	7.76%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
5501 · 2000 Accounts Payable	6,204.60	6,052.68	151.92	2.51%
Total Accounts Payable	6,204.60	6,052.68	151.92	2.51%
Credit Cards				
5505 · Bank of America Business Card	2,549.50	5,770.11	-3,220.61	-55.82%
5502 · Wells Fargo Mastercard	68.25	0.00	68.25	100.0%
Total Credit Cards	2,617.75	5,770.11	-3,152.36	-54.63%
Other Current Liabilities				
25100 · Employee Tips Payable	13.50	0.00	13.50	100.0%
5504 · 24700 Customer Deposits	34.00	34.00	0.00	0.0%
6601 · Deferred Revenue	24,114.00	24,114.00	0.00	0.0%
6002 · Leave Payable	17,265.61	17,265.61	0.00	0.0%

Balance Sheet Prev Year Comparison

As of September 23, 2018

	Sep 23, 18	Sep 23, 17	\$ Change	% Change
6003 · 2100 Payroll Liabilities	11,357.69	11,304.82	52.87	0.47%
Total Other Current Liabilities	52,784.80	52,718.43	66.37	0.13%
Total Current Liabilities	61,607.15	64,541.22	-2,934.07	-4.55%
Total Liabilities	61,607.15	64,541.22	-2,934.07	-4.55%
Equity				
7503 · Museum Endowment Fund Equity	966,062.00	900,990.00	65,072.00	7.22%
8079 · Contributed Capital	91,636.18	91,636.18	0.00	0.0%
3000 · Opening Bal Equity	33.93	33.93	0.00	0.0%
7502 · 3900 Retained Earnings	185,974.34	142,044.48	43,929.86	30.93%
Net Income	140,225.50	142,211.09	-1,985.59	-1.4%
Total Equity	1,383,931.95	1,276,915.68	107,016.27	8.38%
TOTAL LIABILITIES & EQUITY	1,445,539.10	1,341,456.90	104,082.20	7.76%

Valdez Museum & Historical Archive
Profit & Loss Budget Overview
January through December 2019

	<u>Jan - Dec 19</u>
Ordinary Income/Expense	
Income	
8003 · Fund Development	86,950.00
8024 · Earned Revenue	104,765.00
4200 · Grants	494,000.00
8501 · 7015 Interest Income	782.00
8011 · Reimbursed Expenses	4,000.00
Total Income	<u>690,497.00</u>
Cost of Goods Sold	
8102 · Gallery Commission	750.00
8101 · Cost of Goods Sold	16,000.00
Total COGS	<u>16,750.00</u>
Gross Profit	<u>673,747.00</u>
Expense	
8059 · Contingency	5,518.00
8036.2 · Volunteer Expense	350.00
8036 · Fundraising Expenses	11,000.00
8036.1 · Membership	2,750.00
8037 · IT Services	19,632.00
8039 · Education	2,000.00
8040 · Collections	5,815.45
9002 · Freight and Shipping Costs	2,100.00
8103 · Personnel Expenses	438,971.55
8044 · Contract Labor	5,500.00
8110 · Professional Fees	16,400.00
8113 · Vehicle Expense	500.00
8047 · Janitorial Services	12,000.00
8048 · Utilities	54,780.00
8118 · Telephone	8,470.00
8123 · Postage and Delivery	3,000.00
8049 · Supplies	9,500.00
Exhibits	5,250.00
8130 · Dues and Subscriptions	4,500.00
8131 · Printing and Reproduction	5,275.00
8053 · Advertising/Marketing	4,500.00
8134 · Rent	10.00
6185 · Insurance	23,250.00
8138 · Credit Card Fees	5,000.00
8139 · Bank Service Charges	100.00
8145 · Licenses and Permits	575.00
8148 · Contributions	24,000.00
8058 · Public Programs	3,000.00
Total Expense	<u>673,747.00</u>
Net Ordinary Income	<u>0.00</u>
Net Income	<u><u>0.00</u></u>



Legislation Text

File #: 18-0344, **Version:** 1

ITEM TITLE:

Appointments to the City Parks & Recreation 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 two applicants to serve full three-year terms on the Parks & Recreation Commission

SUMMARY STATEMENT:

Two vacancies currently exist on the City Parks & Recreation Commission due to term expiration. Appointees will serve a three-year term, expiring October 2021.

The City Clerk's Office advertised the vacancies and received two applications:

1. Pete Carter
2. Scott McCumby

Application Form

Profile**Pete**

First Name

Carter

Last Name

Email Address

PO Box

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

4321 Richardson Highway 1B

Home Address

Suite or Apt

Valdez

City

AK

State

99686

Postal Code

Mobile: (907)

Primary Phone

Home:

Alternate Phone

**State of Alaska Department of
Transportation & Public Facilities**

Employer

**Safety & Emergency Support
Specialist**

Occupation

Which Boards would you like to apply for?

Parks & Recreation Commission: Submitted

How did you learn about this vacancy? *☒ Valdez Star Newspaper

Interests & Experience

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

I've been an Alaska resident since 1998, including thirteen years in Valdez. I've watched a number of towns prosper through planning. For example, after the collapse of its coal industry, my hometown of Canmore, Alberta saw a tremendous increase in tourism and prosperity through one small change in its commercial zoning laws that resulted in the beautification of its main street. There are many people and businesses in Valdez committing great effort to promote healthy lifestyles, much of which can also lead to enhanced economic vitality. My interest is to serve as a supporter to that mission.

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

I have worked in the recreation industry in many places in many capacities from swimming pools and summer camps to managing a ski area. I founded the statewide Alaska Avalanche Information Center and volunteer with the Valdez Avalanche Center. I'm admitted as Barrister and Solicitor of the High Court of New Zealand, been employed with the New Zealand Parliament, and been secretary to a number of their Caucus Committees.

Upload a Resume or Letter of Interest

Application Form

Profile

Scott

First Name

McCumby

Last Name

Email Address

PO Box

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

5320 SNOWFLAKE CIRCLE

Home Address

Suite or Apt

Valdez

City

AK

State

99686

Postal Code

Home: (907)

Primary Phone

Mobile: (907)

Alternate Phone

City of Valdez

Employer

Police Officer

Occupation

Which Boards would you like to apply for?

Parks & Recreation 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 would like to work on this board to ensure that we continue to have a top-notch Parks and Recreation Department. After moving back to Valdez in 2017, I was impressed by the amount of programs sponsored by Parks and Rec that are available to citizens here, many of which are at no additional cost. I sincerely believe that this contributes to the high quality of life standard that we all experience living here. I am an avid outdoor enthusiast and I actively participate in outdoor sports and recreation year round. I like to think I could offer innovative ideas and perspective on this commission. As an avid ice hockey player, I would like to explore the possibility of improving our local ice rink so that recreational and youth ice hockey programs could possibly exist in the future.

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

While living in the Fairbanks North Star Borough, I previously served in the capacity of Area Road Commissioner for Moose Meadows Subdivision Service Area for three years. My position was responsible for planning road maintenance, and improvement projects in my service area. I am familiar with Roberts Rules of Order and have a general understanding of how boards and commissions function.

Upload a Resume or Letter of Interest



Legislation Text

File #: 18-0345, **Version:** 1

ITEM TITLE:

Approval of Transfer of Liquor License from Ernesto's Taqueria to The Stampmill LLC

SUBMITTED BY: Sheri Pierce, MMC, City Clerk

FISCAL NOTES:

Expenditure Required: [Click here to enter text.](#)

Unencumbered Balance: [Click here to enter text.](#)

Funding Source: [Click here to enter text.](#)

RECOMMENDATION:

Administration expresses no objection to the transfer of this liquor license.

SUMMARY STATEMENT:

The former owner of the liquor license for Ernesto's Taqueria has submitted a transfer of ownership application to the Alcohol & Marijuana Control Office. The Stampmill restaurant will be licensed to serve alcohol on approval of the transfer.

A local governing body may protest the approval of application by furnishing the Director and the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of the notice of transfer.

The city council has expressed support for the timely transfer of inactive liquor licenses.



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

Department of Commerce, Community,
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West 7th Avenue, Suite 1600

Anchorage, AK 99501

Main: 907.269.0350

August 28, 2018

City of Valdez

Attn: Sheri Pierce, MMC

Via Email: spierce@ci.valdez.ak.us

License Type:	Restaurant/Eating Place	License Number:	4532
Licensee:	The Stampmill LLC		
Doing Business As:	The Stampmill		

☐ New Application

☒ Transfer of Ownership Application

☐ Transfer of Location Application

☐ Transfer of Controlling Interest Application

We have received a completed application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable. To protest the application referenced above, please submit your protest within 60 days and show proof of service upon the applicant.

AS 04.11.491 – AS 04.11.509 provide that the board will deny a license application if the board finds that the license is prohibited under as a result of an election conducted under AS 04.11.507.

AS 04.11.420 provides that the board will not issue a license when a local governing body protests an application on the grounds that the applicant's proposed licensed premises are located in a place within the local government where a local zoning ordinance prohibits the alcohol establishment, unless the local government has approved a variance from the local ordinance.

Sincerely,

Erika McConnell, Director

amco.localgovernmentonly@alaska.gov



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

What is this form?

This transfer license application form is required for all individuals or entities seeking to apply for the transfer of ownership and/or location of an existing liquor license. Applicants should review **Title 04 of Alaska Statutes** and **Chapter 304 of the Alaska Administrative Code**. All fields of this form must be completed, per AS 04.11.260, AS 04.11.280, AS 04.11.290, and 3 AAC 304.105.

This form must be completed and submitted to AMCO's main office, along with all other required forms and documents, before any license application will be considered complete.

Section 1 - Transferor Information

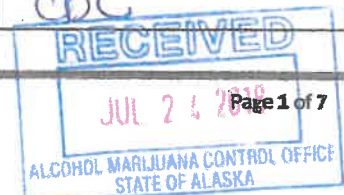
Enter information for the *current* licensee and licensed establishment.

Licensee:	Headhunters, Inc.		License #:	4532	
License Type:	Restaurant/Eating Place		Statutory Reference:	4.11.100	
Doing Business As:	Ernesto's Taqueria				
Premises Address:	328 Egan				
City:	Valdez	State:	ALASKA	ZIP:	99686
Local Governing Body:	CITY OF VALDEZ				

Transfer Type:

- ☒ Regular transfer
☐ Transfer with security interest
☐ Involuntary retransfer

OFFICE USE ONLY			
Complete Date:	8/28/18	Transaction #:	106262 106263
Board Meeting Date:	10/15/18	License Years:	18/19
Issue Date:		BRE:	CDC





Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application**Section 2 – Transferee Information**Enter information for the *new* applicant and/or location seeking to be licensed.

Licensee:	The Stampmill LLC				
Doing Business As:	The Stampmill				
Premises Address:	328 Egan Drive				
City:	Valdez	State:	AK	ZIP:	99686
Community Council:					

Mailing Address:	PO Box 2104				
City:	Valdez	State:	AK	ZIP:	99686

Designated Licensee:	Rick Simpson				
Contact Phone:	907-831-1431	Business Phone:			
Contact Email:	clamjumpers@outlook.com				

Seasonal License? ☐ Yes ☒ No ☐ If "Yes", write your six-month operating period: _____

Section 3 – Premises Information

Premises to be licensed is:

☒ an existing facility ☐ a new building ☐ a proposed building

The next two questions must be completed by beverage dispensary (including tourism) and package store applicants only:

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the outer boundaries of the nearest school grounds? Include the unit of measurement in your answer.

What is the distance of the shortest pedestrian route from the public entrance of the building of your proposed premises to the public entrance of the nearest church building? Include the unit of measurement in your answer.



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 4 – Sole Proprietor Ownership Information

This section must be completed by any sole proprietor who is applying for a license. Entities should skip to Section 5.
If more space is needed, please attach a separate sheet with the required information.
The following information must be completed for each licensee and each affiliate (spouse).

This individual is an: ☐ applicant ☐ affiliate

Name:					
Address:					
City:		State:		ZIP:	

This individual is an: ☐ applicant ☐ affiliate

Name:					
Address:					
City:		State:		ZIP:	

Section 5 – Entity Ownership Information

This section must be completed by any entity, including a corporation, limited liability company (LLC), partnership, or limited partnership, that is applying for a license. Sole proprietors should skip to Section 6.
If more space is needed, please attach a separate sheet with the required information.

- If the applicant is a corporation, the following information must be completed for each *stockholder who owns 10% or more* of the stock in the corporation, and for each *president, vice-president, secretary, and managing officer*.
- If the applicant is a limited liability organization, the following information must be completed for each *member with an ownership interest of 10% or more*, and for each *manager*.
- If the applicant is a partnership, including a limited partnership, the following information must be completed for each *partner with an interest of 10% or more*, and for each *general partner*.

Entity Official:	Rick Simpson				
Title(s):	Member, Manager	Phone:	907 831-1431	% Owned:	33.3
Address:	727 N. Waterfall Dr				
City:	Valdez	State:	AK	ZIP:	99686



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550 W 7th Avenue, Suite 1600
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Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Entity Official:	Jerome Wesely				
Title(s):	Member	Phone:	907-461-2059	% Owned:	33.3
Address:	PO Box 3095				
City:	Valdez	State:	AK	ZIP:	99686

Entity Official:	Prandon Kilian				
Title(s):	Member	Phone:	907-622-4631	% Owned:	33.3
Address:	PO Box 17607				
City:	Valdez	State:	AK	ZIP:	99686

Entity Official:					
Title(s):		Phone:		% Owned:	
Address:					
City:		State:		ZIP:	

This subsection must be completed by any applicant that is a corporation or LLC. Corporations and LLCs are required to be in good standing with the Alaska Division of Corporations (DOC) and have a registered agent who is an individual resident of the state of Alaska.

DOC Entity #:	10077674	AK Formed Date:	2/6/18	Home State:	AK
Registered Agent:	Jerome Wesely	Agent's Phone:	907-461-2059		
Agent's Mailing Address:	PO Box 3095				
City:	Valdez	State:	AK	ZIP:	99686

Residency of Agent:

Yes No

Is your corporation or LLC's registered agent an individual resident of the state of Alaska?

☒ ☐



Alcohol and Marijuana Control Office
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Anchorage, AK 99501
alcohol.licensing@alaska.gov
<http://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 6 – Other Licenses

Ownership and financial interest in other alcoholic beverage businesses:

Yes No

Does any representative or owner named as a transferee in this application have any direct or indirect financial interest in any other alcoholic beverage business that does business in or is licensed in Alaska?

☐☒

If "Yes", disclose which individual(s) has the financial interest, what the type of business is, and if licensed in Alaska, which license number(s) and license type(s):

Section 7 – Authorization

Communication with AMCO staff:

Yes No

Does any person other than a licensee named in this application have authority to discuss this license with AMCO staff?

☒☐

If "Yes", disclose the name of the individual and the reason for this authorization:

Lindsay Haase, bookkeeper - handles all paperwork and payments





Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 8 – Transferor Certifications

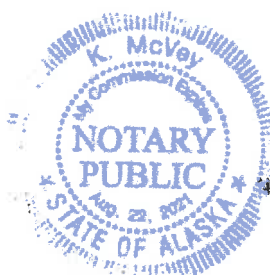
Additional copies of this page may be attached, as needed, for the controlling interest of the current licensee to be represented.

I declare under penalty of perjury that the undersigned represents a controlling interest of the current licensee. I additionally certify that I, as the current licensee (either the sole proprietor or the controlling interest of the currently licensed entity) have examined this application, approve of the transfer of this license, and find the information on this application to be true, correct, and complete.

A.S. Estrada
Signature of transferor

A.S. Estrada
Printed name of transferor

Subscribed and sworn to before me this 1st day of March, 2018.



K. McVey
Signature of Notary Public

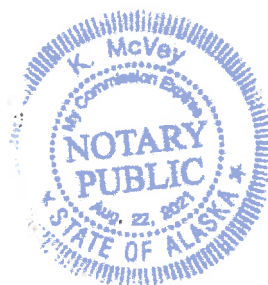
Notary Public in and for the State of Alaska

My commission expires: 8/22/21

[Signature]
Signature of transferor

ERNESTO O. HERNANDEZ
Printed name of transferor

Subscribed and sworn to before me this 1st day of March, 2018.



K. McVey
Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: 8/22/21



Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
alcohol.licensing@alaska.gov
<https://www.commerce.alaska.gov/web/amco>
Phone: 907.269.0350

Alaska Alcoholic Beverage Control Board

Form AB-01: Transfer License Application

Section 9 – Transferee Certifications

Read each line below, and then sign your initials in the box to the right of each statement:

Initials

I certify that all proposed licensees (as defined in AS 04.11.260) and affiliates have been listed on this application.

RLS

I certify that all proposed licensees have been listed with the Division of Corporations.

RLS

I certify that I understand that providing a false statement on this form or any other form provided by AMCO is grounds for rejection or denial of this application or revocation of any license issued.

RLS

I certify that all licensees, agents, and employees who sell or serve alcoholic beverages or check the identification of a patron will complete an approved alcohol server education course, if required by AS 04.21.025, and, while selling or serving alcoholic beverages, will carry or have available to show a current course card or a photocopy of the card certifying completion of approved alcohol server education course, if required by 3 AAC 304.465.

RLS

I agree to provide all information required by the Alcoholic Beverage Control Board in support of this application.

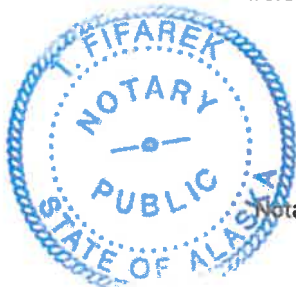
RLS

As an applicant for a liquor license, I declare under penalty of perjury that I have read and am familiar with AS 04 and 3 AAC 304, and that this application, including all accompanying schedules and statements, is true, correct, and complete.


Signature of transferee

Rick Simpson
Printed name

Subscribed and sworn to before me this 12 day of March, 2018.

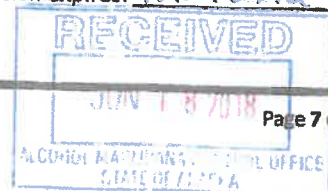




Signature of Notary Public

Notary Public in and for the State of Alaska

My commission expires: when office





Alaska Alcoholic Beverage Control Board

Form AB-02: Premises Diagram**What is this form?**

A detailed diagram of the proposed licensed premises is required for all liquor license applications, per AS 04.11.260 and 3 AAC 304.185. Your diagram must include dimensions and must show all entrances and boundaries of the premises, walls, bars, fixtures, and areas of storage, service, consumption, and manufacturing. If your proposed premises is located within a building or building complex that contains multiple businesses and/or tenants, please provide an additional page that clearly shows the location of your proposed premises within the building or building complex, along with the addresses and/or suite numbers of the other businesses and/or tenants within the building or building complex.

The second page of this form is not required. Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the second page of this form. The first page must still be completed, attached to, and submitted with any supplemental diagrams. An AMCO employee may require you to complete the second page of this form if additional documentation for your premises diagram is needed.

This form must be completed and submitted to AMCO's main office before any license application will be considered complete.

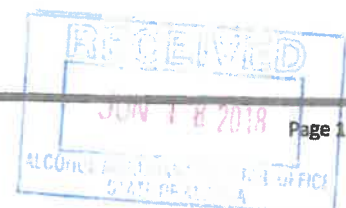
Yes No

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the second page of this form.

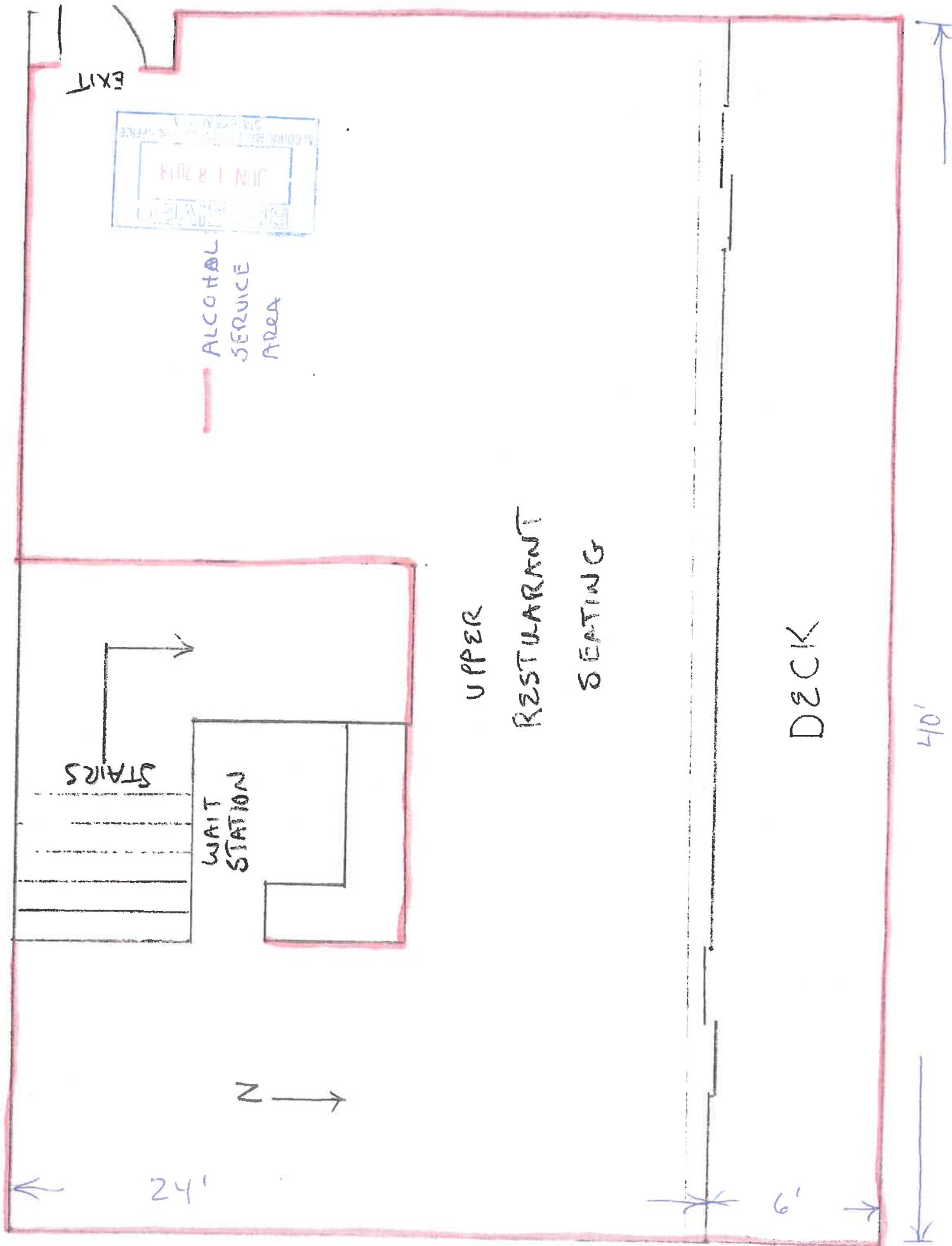
☒ ☐**Section 1 – Establishment Information**

Enter information for the business seeking to be licensed, as identified on the license application.

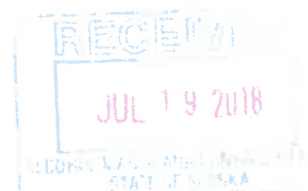
Licensee:	The Stampmill, LLC.	License Number:	4532
License Type:	Restaurant/Eating Place		
Doing Business As:	The Stampmill		
Premises Address:	328 Egan Dr		
City:	Valdez	State:	AK
		ZIP:	99686

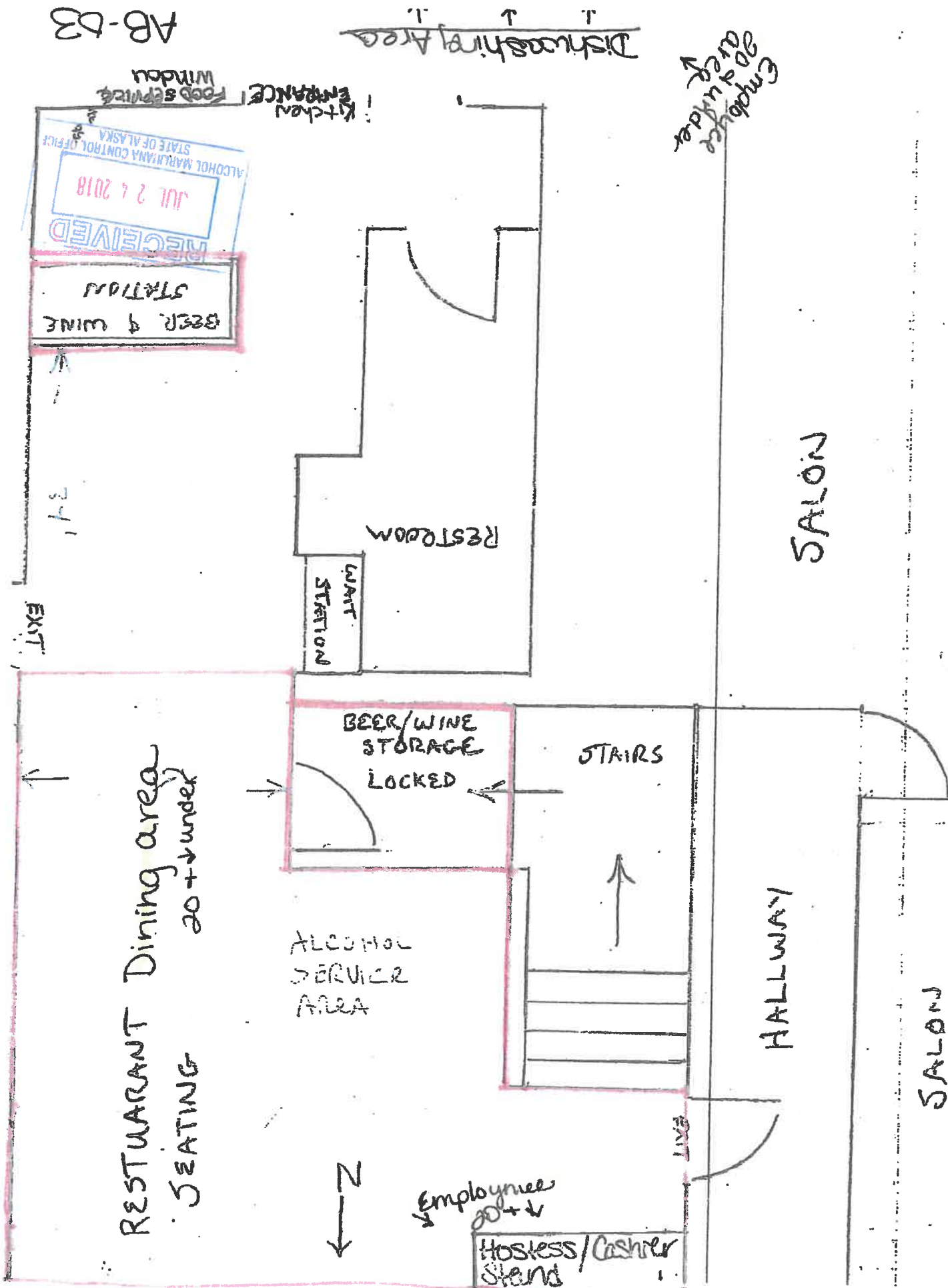


Page 1 of 2



Second story dining room has access to a 6 foot by 40 foot deck. Said deck has no external egress. Waitstaff is present in dining room and monitors the serving and consumption of alcoholic beverages.







Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application**What is this form?**

A restaurant designation permit application is required for a licensee desiring designation under 3 AAC 304.715 – 3 AAC 304.795 as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049. Designation will be granted only to a holder of a beverage dispensary, club, recreational site, golf course, or restaurant or eating place license, and only if the requirements of 3 AAC 304.305, 3 AAC 304.725, and 3 AAC 304.745, as applicable, are met. A detailed floor plan of the proposed designated and undesignated areas of the licensed business and a menu or expected menu listing the meals to be offered to patrons must accompany this form. Applicants should review AS 04.16.049 – AS 04.16.052 and 3 AAC 304.715 – 3 AAC 304.795. All fields of this form must be completed. The required \$50 permit fee may be made by credit card, check, or money order.

Section 1 – Establishment Information

Enter information for licensed establishment.

Licensee:	The Stampmill, LLC				
License Type:	Restaurant/Eating Place	License Number:	4532		
Doing Business As:	The Stampmill				
Premises Address:	328 Egan Dr				
City:	Valdez	State:	AK	ZIP:	99680
Contact Name:	Lindsay Haase	Contact Phone:	907.2557337		

Section 2 – Type of Designation Requested

This application is for the request of designation as a bona fide restaurant, hotel, or eating place for purposes of AS 04.16.010(c) or AS 04.16.049, and for the request of the following designation(s) (check all that apply):

- ☐ Dining after standard closing hours: AS 04.16.010(c)
- ☒ Dining by persons 16 – 20 years of age: AS 04.16.049(a)(2)
- ☒ Dining by persons under the age of 16 years, accompanied by a person over the age of 21: AS 04.16.049(a)(3)
- ☒ Employment for persons 16 or 17 years of age: AS 04.16.049(c)
- NOTE: Under AS 04.16.049(d), this permit is not required to employ a person 18 - 20 years of age.

OFFICE USE ONLY			
Issue Date:		Transaction #:	106260
		BRE:	CDC



Alaska Alcoholic Beverage Control Board

Form AB-03: Restaurant Designation Permit Application

Section 3 – Additional Information

Enter all hours that your establishment intends to be open. Include variances in weekend/weekday hours, and indicate am/pm:

11am-11pm M-S 7 days a week

Are any forms of entertainment offered or available within the licensed business or on the proposed designated portions of the premises?

Yes
☐

No
☒

If "Yes", describe the entertainment offered or available:

Food and beverage service offered or anticipated is:



table service



buffet service



counter service



other

If "other", describe the manner of food and beverage service offered or anticipated:

Is an owner, manager, or assistant manager 21 years of age or older always present on the premises during business hours?

Yes
☒

No
☐

Blueprints, CAD drawings, or other clearly drawn and marked diagrams may be submitted in lieu of the third page of this form.

I have attached blueprints, CAD drawings, or other supporting documents in addition to, or in lieu of, the third page of this form that meet the requirements of this form.

Yes
☒

No
☐



Legislation Text

File #: RES 18-0034, **Version:** 1

ITEM TITLE:

#18-34 - Waiving Solid Waste Fees for Disposal of Debris Resulting from Demolition of a Residential Structure Located at 354 Mendeltna Street

SUBMITTED BY: Sheri Pierce, MMC, City Clerk

FISCAL NOTES:

Expenditure Required: [Click here to enter text.](#)

Unencumbered Balance: [Click here to enter text.](#)

Funding Source: [Click here to enter text.](#)

RECOMMENDATION:

Administration recommends waiving landfill fees related to the demolition of this structure.

SUMMARY STATEMENT:

The current owner of the unoccupied residential structure contacted Mr. Rob Comstock, Public Works Director, requesting a waiver of fees to deposit debris related to the demolition of a residential structure located at 354 Mendeltna Street.

The City has received many complaints from neighboring property owners about the unsightly condition of this property and possible health and safety concerns due to the ongoing deterioration of the structure. Following the death of the owner efforts by the city to move forward with condemnation of the structure were hampered by the inability to locate a will which would establish the rightful heir. A will was recently located inside the residence and the property was legally transferred to the current owner. The owner of the property is in the process of facilitating a sale of the land and removal of the structure. To expedite the demolition the present owner is requesting a waiver of solid waste fees to deposit an estimated 225 yards of debris in the city landfill. The contractor has agreed to properly separate, remove and dispose of any biological waste material in a manner directed by the city public works department.

City administration supports the waiver of solid waste fees as an incentive to correct the current violation of city public nuisance codes associated with this property.

CITY OF VALDEZ, ALASKA

RESOLUTION NO. 18-34

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, WAIVING SOLID WASTE FEES FOR DISPOSAL OF DEBRIS RESULTING FROM DEMOLITION OF A RESIDENTIAL STRUCTURE LOCATED AT 354 MENDELTONA STREET

WHEREAS, as a result of the long term neglect, deterioration and disrepair of an unoccupied residential structure located at 354 Mendeltna Street the structure will be demolished resulting in a substantial amount of debris which must be removed from the property and disposed of in the city landfill; and

WHEREAS, the city has received many complaints from owners of neighboring properties about the unsightly condition of this property and the resulting diminution of neighborhood property values; and

WHEREAS, city administration supports the waiver of solid waste disposal fees as incentive to correct the current violation of city public nuisance codes associated with this property; and

WHEREAS, upon the expedient demolition of this structure, the present owner of this property is requesting a waiver of the solid waste disposal fees in the amount of \$2,500 dollars; and

WHEREAS, the owner of the property will properly separate, remove and dispose of any biological waste material in a manner directed by the city public works department.

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

Fees for the disposal of refuse into the city landfill resulting from demolition of this property in an amount estimated by the city to be \$2,500 shall be waived.

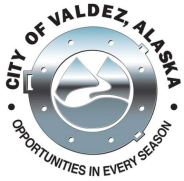
PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, this 16th day of October, 2018.

CITY OF VALDEZ, ALASKA

Jeremy O'Neil, Mayor

ATTEST:

Sheri L. Pierce, MMC, City Clerk



Legislation Text

File #: RES 18-0035, **Version:** 1

ITEM TITLE:

#18-35 - Amending the City of Valdez Personnel Regulations and Creating an Effective Date

SUBMITTED BY: Elke Doom, City Manager

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

The City Manager supports the proposed amendments to the city personnel regulations.

SUMMARY STATEMENT:

The City of Valdez Personnel Policy has a progressive disciplinary process that addresses employee performance in the workplace. Some years ago the sitting council agreed to provide an arbitration option for employees. This was created to provide another level of security for employees following the grievance process for an employment action such as demotion or termination.

Upon careful review of our progressive disciplinary process and the many options it provides for employee improvement, it is my recommendation that the right to arbitrate is removed from our Personnel Regulations.

The Employee Relations Team (ERT) has expressed concerns that the progressive disciplinary process has not been followed consistently across all departments. The ERT has requested that HR develop in-house training for all Managers and Supervisors. Administration agrees that training and consistent application of our personnel regulations is imperative to improve employee improvement strategies. Administration will provide regular training and guidance to supervisors and managers.

Amendments to Section 7.3 through Section 9.5 of the personnel regulations are attached. ~~Strikeout~~ indicates removal of existing language, red line indicates new language.

This resolution was postponed by City Council during the October 16, 2018 and November 7, 2018 regular Council meetings. As part of the November 7th postponement, the City Council requested formal input from the City Employee Relations Team (ERT) on the City Manager's proposed revisions. Please find a memo from the ERT attached as requested.

CITY OF VALDEZ, ALASKA

RESOLUTION NO. 18-35

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, AMENDING THE "CITY OF VALDEZ PERSONNEL REGULATIONS" AND CREATING AN EFFECTIVE DATE

WHEREAS, Valdez Municipal Code Chapter 2.08 – City Manager, mandates that "The City Manager shall have the power, subject to council approval, to make or amend rules and regulations relating to...all of the employees of the city; except that no rule or regulation shall contravene the principles that the employment of city personnel shall be on the basis of merit and fitness..." and,

WHEREAS, Section 2.08.040 (B) "Regulation of Personnel", mandates these rules and regulation to be on file and available for inspection in the offices of the City Clerk and shall also be available in pamphlet form entitled, "City of Valdez-Personnel Regulations; and,

WHEREAS, Resolution No. 08-79 adopted the most recent version of the Personnel Regulations in 2008; and,

WHEREAS, the Employee Relations Team was notified by the City Manager as required in Section 1.2 of the personnel regulations and provided the opportunity for review and input on the proposed amendments.

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

Section 1. The City does hereby approve and adopt the amended City of Valdez Personnel Regulations as attached.

Section 2. This Resolution is affective upon adoption.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, this _____ day of _____, 2018.

CITY OF VALDEZ ALASKA

Jeremy O'Neil, Mayor

ATTEST:

Sheri L. Pierce, MMC, City Clerk

7.3 Annual Performance Evaluation Reports:

7.301 Annual performance evaluations are used for the following purposes:

- A. to provide a basis for informed decisions on such matters as promotion, work assignments, training, recognition, and continuation of employment;
- B. to keep employees advised of what is expected of them and how well they are meeting these expectations;
- C. to stimulate improved work performance and commitment to City and departmental goals and objectives;
- D. to provide a basis for meeting employee needs for growth and development
- E. to foster an effective working partnership between supervisor and employee; and
- F. to determine the effectiveness of placement and promotion actions.

7.302 Preparation. An annual performance evaluation report shall be prepared for all employees as set forth below. Each department head, with assistance and approval of the City Manager, shall develop standards of performance to be used as a basis for personnel evaluation and shall reference quality and quantity of work, the manner in which service is rendered, and such characteristics as will measure the value of the employee to the City. Employees should be informed of such standards.

7.303 Nature and Form of Reports. The City Manager shall prescribe the nature and form of annual evaluation reports, shall investigate the accuracy of challenged evaluation reports, and shall, when justified, take any necessary action required to ensure that the evaluation report accurately reflects the facts. The City Manager shall provide for reasonably uniform application of evaluation standards. Performance evaluation reports shall be made before completion of each introductory period, annually before anniversary dates, and upon demotion or transfer. Performance evaluation reports may also be completed at any other time at the discretion of a department head with approval of the City Manager. In addition to yearly evaluations, the City Manager encourages supervisors to hold quarterly feedback sessions with employees to increase feedback opportunities (positive, as well as negative) and provide more performance milestones leading up to the annual evaluation.

7.304 Review of Performance Evaluation with employees. The supervisor or department head shall prepare the evaluation report and discuss it privately with the employee to whom it pertains. The employee may comment on the content of the performance evaluation report; such written comments shall be attached to the report and become part of it.

7.305 Merit Increases. If an employee is due a merit increase associated with his/her annual evaluation and their supervisor does not complete the evaluation by the employee's annual evaluation date; all scheduled merit increases will be awarded on time. A personnel officer will notify the supervisor of the supervisor who did not get the evaluation done on time.

7.306 Distribution of Reports. Once the performance evaluation has been signed by all required reviewers, administration shall furnish the employee with a copy of the performance evaluation report. The original shall be filed in the employee's personnel file.

7.307 The substance of a performance evaluation report shall not be the subject of a grievance. ~~or arbitration.~~

Section 8 – Disciplinary Actions

8.1 General:

The personnel officer will advise department heads in the handling of all disciplinary matters. The personnel officer shall approve all disciplinary actions other than oral or written reprimands, prior to the completion of the action, unless, in the judgment of the department head, immediate disciplinary action is required. The basis for taking immediate action shall be limited to those instances involving the possibility of immediate danger to health, safety, and welfare of city employees or the public, or destruction of property. In such instance, the department head shall have the authority to immediately place the employee on administrative leave pending investigation by the personnel officer.

8.2 Procedure:

8.201 A Working Day is defined as normal city business days, which are Monday through Friday, 8:30 am to 5:00 pm, excluding weekends and holidays..

8.202 Notice and Pre-Disciplinary Conference

Prior to approving a department head's recommendation for disciplinary action resulting in pay loss or dismissal, the personnel officer shall give the affected employee written notice of the intent to discipline containing a reasonably specific statement of the basis for the intended discipline and an explanation of the employee's right to file a grievance pursuant to Section 9. Upon receipt of the notice, the employee shall be given an informal opportunity to respond to the personnel officer, in person or in writing, to present reasons why the proposed action should not be taken against him/her. After considering the employee's response, the personnel officer shall determine whether there are reasonable grounds to believe that the charges against the employee are true and make a decision on whether or not to support the proposed action.

8.203 Investigation of Charges

The personnel officer or other person designated by the City Manager is authorized to investigate charges against an employee. The employee and other witnesses may be questioned and readily available evidence collected. Searches of offices, desks, lockers and other storage devices shall not be undertaken without the express permission of the

personnel officer. Such searches will be authorized only when there are reasonable grounds for suspecting that such a search will turn up evidence that an employee is guilty of work related misconduct, negligence, or unsatisfactory performance. If the charges involve criminal conduct, the investigation will be conducted by the Police Department in the same manner as any other criminal investigation.

8.204 Investigative Administrative Leave

The employee may be placed on investigative administrative leave pending investigation of charges. Placement on investigative administrative leave is not subject to grievance review.

8.205 Effective Date of Disciplinary Action

Upon the personnel officer's determination that a disciplinary action is warranted, the discipline will be imposed and the employee will be removed from investigative administrative leave status. Should the disciplinary action be reversed or modified during the grievance process, the employee will be compensated for lost pay from the effective date of the personnel officer's decision up through the date of reversal or modification.

8.206 Citizen Complaints Regarding City Employees

Citizen complaints, which are submitted in writing and signed by the complainant, about City employees should be directed to the employee's department head. Complaints about department heads should be directed to the City Manager. The employee should be given an opportunity to respond to the charge. If warranted, an investigation may be conducted pursuant to Section 8.202. The department head or City Manager shall inform the complainant as to the resolution of the matter.

8.3 Forms of Discipline & Just Cause:

8.301 Progressive Discipline.

Progressive discipline shall be followed when practicable. Supervisors should impose discipline in steps of increasing severity. The number of steps to be employed may vary in accordance with the severity of the conduct. Generally, when the severity of the inappropriate conduct warrants, and it is in the best interest of the City, any of the following forms of discipline may be imposed at any time so long as such discipline is supported by just cause:

- A. Oral reprimand
- B. Written reprimand
- C. Disciplinary Probation
- D. Step Reduction
- E. Transfer
- F. Demotion

- G. Suspension
- H. Dismissal

Other sanctions may be imposed as warranted by the City Manager for particular situations or to address particular problem areas.

8.302 Just Cause.

Proof of any one of the following by a preponderance of the evidence shall constitute just cause for disciplinary action:

- A. Poor performance;
- B. Inefficiency;
- C. Lack of the qualifications required of the position held;
- D. Insubordination;
- E. Excessive or unexcused absenteeism;
- F. Excessive or unexcused tardiness;
- G. Harassment of other employees, to include sexual harassment and/or other threatening, intimidating, coercive or abusive conduct;
- H. Failure to work harmoniously with other employees or the public;
- I. Violation of a rule, policy, procedure or regulation, which was known or reasonably should have been known to the employee;
- J. Violation of an oral or written directive which was known or reasonably should have been known to the employee;
- K. The consumption, use, possession of or being under the influence of intoxicating beverages or illegal drugs during the employee's work shift, including meal or other breaks, or while on City property;
- L. Dishonesty;
- M. Any other conduct commonly recognized by reasonable persons as justification for discipline.

8.4 **Disciplinary Reports:**

8.401 Disciplinary Action Reports.

All disciplinary actions shall be documented. When an oral reprimand is given, a record of the date, time and subject of the oral reprimand shall be prepared. Employees shall be given an opportunity to review the reports of oral reprimands and any written reprimands with the supervisor. If the employee disagrees with the facts or conclusions contained in the report, the employee shall be permitted to submit, within three working days after reviewing the report with the supervisor, a statement of disagreement. The statement shall clearly and concisely set forth the employee's reasons for disagreement. One copy of the employee's statement shall be appended to the report and shall become a part of it. If the employee has no comment or has not responded within the required time frame, it shall be so noted and the report shall be filed in the employee's personnel file.

8.402 Periodic Reviews.

The supervisor will complete periodic reviews of the employee's progress in correcting the cause of the original discipline. Such reports will be made a part of the employee's personnel file.

8.403 Written Statement.

A supervisor at any time may require a written statement from a subordinate explaining the employee's conduct or omissions.

8.5 **Disciplinary Probation:**

8.501 General.

For just cause, an employee may be placed on disciplinary probation. The duration of disciplinary probation may not exceed 26 weeks. During a period of disciplinary probation, an employee:

- (A) retains regular status,
- (B) may not use scheduled personal leave,
- (C) may not use leave without pay,
- (D) may not accrue or use comp time
- (E) shall provide evidence satisfactory to the department head of the reasons for using any unscheduled leave,
- (F) must comply with all requirements and conditions of the probation.

8.502 Failure to Correct Deficiencies.

An employee who fails to correct less than acceptable performance or repeats unacceptable behavior during a period of disciplinary probation is subject to further disciplinary action.

8.503 Application.

Disciplinary probation may be used as an independent disciplinary measure or in conjunction with another disciplinary measure.

8.6 **Step Reductions:**

8.601 General.

For just cause, the salary of a regular employee who is placed at other than step A may be reduced by one step. The period the employee serves at the lower step may not exceed 26 weeks without review.

8.602 Failure to Correct Deficiencies.

An employee is subject to further step reduction or other disciplinary action if the employee fails to correct less than acceptable performance or repeats unacceptable behaviors during the period of step reduction.

8.603 Restoration of Salary.

The salary step(s) shall be restored when, upon review, it is determined that the unacceptable behavior has been corrected.

8.7 Transfer:

An employee may be transferred to a different section or department for just cause. A transfer may or may not also include a demotion.

8.8 Demotion:

For just cause, an employee may be demoted in position status and/or pay status. An employee demoted for disciplinary reasons shall be placed in Step A of the lower range unless otherwise determined by the City Manager

8.9 Suspensions:

8.901 General.

An employee may be suspended for just cause without pay for a period of not over four full workweeks for disciplinary reasons. Further disciplinary action may be cause for dismissal.

8.902 Special Rules for Exempt Employees.

Suspension of employees exempt from overtime pay requirements shall be subject to the following provisions:

A. Suspensions of less than one (1) full workweek shall be paid except as set forth in subsection B. However, a deduction equivalent to the paid suspension may be taken from the amount of the accrued paid leave the exempt employee has accumulated.

B. If the suspension of an exempt employee results from the violation of a safety rule or rule of major significance intended to protect life and property, the suspension may be without pay even if it is less than a full workweek.

C. All other unpaid suspensions of exempt employees must be for a full workweek or some multiple of a full workweek.

8.10 Dismissal:

An employee may be dismissed from employment for just cause. Except in a case involving a hazard, or when the best interests of the city will not be served, two weeks' notice of dismissal will be given the employee.

8.11 Non-Disciplinary Termination:

City employees may be terminated when it is necessary to reduce the number of employees because of lack of funds or work or when related persons are employed in violation of Section 4.102. Two weeks written notice shall be provided. Terminations under this section are not subject to grievance review or arbitration.

Section 9. ~~Grievance and Arbitration~~ Procedures

9.1 General Policy:

9.101 Sole and Exclusive Remedy. Employees shall have the right individually, as a group, or through a designated representative, to present grievances, and shall be free from restraint, interference, discrimination, or reprisal in this regard. Grievances shall be presented through the established lines of authority. It is the policy of the City to require its employees to utilize an exclusive, final, and binding mechanism for the adjustment of any and all workplace controversies, including controversies concerning the meaning or application of the provisions of the Personnel Regulations.

9.102 Representation. The employee may select a fellow employee, supervisor or other representative to assist in the presentation of a grievance or appeal.

9.2 Grievance Defined:

A grievance is a contention that a specific action or specific failure to act by the City violates a specific right established by constitutional guarantee, statutory law, common law, or the city's Personnel Regulations. The substance of a performance evaluation report, or placement on investigative administrative leave status are among the types of administrative actions not included within the definition of "grievance."

9.3 General Grievance Procedure:

An employee with a grievance regarding working conditions or qualifying employment policies may initiate the grievance process at the appropriate supervisory level as set forth in subsection (A) subject to the limitations set forth in subsection (B):

(A) Procedures.

1. The employee shall present the grievance to the immediate supervisor within five working days of becoming aware of the action or matter being grieved. If the immediate supervisor is not available, the employee will be allowed up to an additional five (5) working days for their supervisor to become available. If the supervisor is not available within this time, the employee will present the grievance to the next supervisor in the chain of command.
2. The supervisor and the employee shall attempt to informally resolve the grievance within five working days of the presentation of the grievance. If the resolution of the grievance is not acceptable to the employee, then;
3. The employee shall, within five working days of the informal discussion, present the grievance, including the relief sought, in writing to the department head.
4. The department head shall respond to the grievance in writing within ten working days of personal receipt of the grievance. If the decision of the department head is not acceptable to the employee, then;
5. The employee shall have the option to present the grievance to the City Manager within five working days of the department head's decision, to include a written statement explaining why the decision is not acceptable.
6. The City Manager shall respond to the grievance within 15 working days of personal receipt of the grievance. The decision must be in writing and include the City Manager's findings, conclusions, and disposition of the grievance.
7. The City Manager may designate an officer to investigate the grievance and recommend to the City Manager findings, conclusions, and the disposition of the grievance. At the City Manager's discretion, the officer may be a department head; the assistant City Manager or an independent officer experienced in personnel matters.
8. If the City Manager is the immediate supervisor or the primary decision maker in the matter being grieved, the employee within five working days of the decision may request an independent grievance review officer (GRO) to review the grievance. The request shall include a written statement explaining why the decision is not acceptable. The GRO shall respond to the grievance within 15 working days from the time the GRO is appointed. The City attorney shall provide a list of 3 Grievance Review Officers. The employee may strike one and the City Manager may strike one. The remaining Grievance Review Officer shall be the one appointed. Upon

concurrence by both the employee and the City Manager, the City Clerk may serve as the GRO.

9. If the employee fails to meet the time limits set out in this grievance procedure, the grievance will not be considered further.
10. If the City fails to meet the time limits set out in this grievance procedure, the employee may advance the grievance to the next step in the procedure.
11. The parties may agree to extend the time limits at any step of this procedure. Any agreement to extend the time limits must be in writing signed by both parties.

B. Limitations

1. This section shall be used for all qualifying employment related matters except those actions that result in a dismissal, demotion, or suspension without pay (see Section 9.4).
2. Temporary, Limited Seasonal, and Limited Part-time employees may not use this section.
3. The decision of the City Manager or when applicable, the GRO, shall be final and binding.

9.4 Dismissal, Demotion, or Suspensions Without Pay:

Only employees with regular status who are dismissed, demoted in pay, or suspended without pay may pursue the following grievance procedure:

- A. The employee shall, within five working days of receipt of written notification of the action, file a written grievance with the City Manager setting forth the reasons for the grievance and stating the relief sought. If the employee fails to file a written grievance within that period, the grievance will not be considered further. If the City Manager is the immediate supervisor or the primary decision maker in the matter being grieved, the employee within the same five working days referenced above may request that an independent grievance review officer (GRO) be appointed by the City Attorney. The request shall include a written statement explaining why the decision is not acceptable. The GRO shall respond to the grievance within 15 working days from the time the GRO is retained. The City attorney shall provide a list of 3 individuals. The employee may strike one and the City Manager may strike one. The remaining individual shall be the one GRO appointed. Upon concurrence by both the employee and the City Manager, the City Clerk may serve as the GRO.
- B. If the City Manager considers the grievance the City Manager may designate an officer to investigate the grievance and recommend to the City Manager findings,

conclusions, and the disposition of the grievance. At the City Manager's sole discretion, the officer may be a department head, the assistant City Manager, or an independent officer experienced in personnel matters.

- C. The City Manager or GRO, whichever is considering the grievance, shall respond to the grievance within 15 working days of personal receipt of the grievance. The decision must be in writing and include the City Manager's or GRO's findings, conclusions, and disposition of the grievance. The City Manager or GRO may recommend a lesser form of discipline.
- ~~D. If the decision of the City Manager is not acceptable to the employee, the employee may within 5 working days of receipt of the decision, file a written request with the City Manager to submit the grievance to binding arbitration.~~
- ~~E. If the City Manager is the immediate supervisor or the primary decision maker in the matter being grieved, the employee within five working days may request that an independent grievance review officer (GRO) be appointed by the City Attorney. The request shall include a written statement explaining why the decision is not acceptable. The GRO shall respond to the grievance within 15 working days from the time the GRO is retained. The City attorney shall provide a list of 3 individuals. The employee may strike one and the City Manager may strike one. The remaining individual shall be the one GRO appointed. Upon concurrence by both the employee and the City Manager, the City Clerk may serve as the GRO.~~
- ~~F. If the decision of the GRO is not acceptable to the employee, the employee may within 5 working days of receipt of the decision, file a written request with the City Manager to submit the grievance to binding arbitration.~~
- D.H. The parties may agree to extend the time limits at any step of this procedure. Any agreement to extend the time limits must be in writing signed by both parties.
- E. The decision of the City Manager or when applicable, the GRO, shall be final and binding.

9.5 Arbitration:

~~The employee(s), within five working days of receiving the City Manager's decision, or alternatively, the grievance review officer's decision, may file with the City Manager a notice of intent to submit the grievance to binding arbitration.~~

9.501 Procedure:

~~The following procedure shall be followed:~~

- A. ~~The employee shall within five working days of filing the notice of intent to arbitrate, notify the American Arbitration Association, which shall appoint a single neutral arbitrator from within the State of Alaska to hear and determine the case unless the grievant and the city mutually agree to another arbitrator or a panel of three (3) arbitrators.~~
- B. ~~The arbitration proceedings shall be governed by the Uniform Arbitration Act (AS 09.43), the Expedited Employment Arbitration Rules of the American Arbitration Association Employment Dispute Resolution Rules, and the city laws and regulations. Conflicts shall be governed by reference to these authorities in this order: (i) City of Valdez laws and regulations; (ii) Expedited Employment Arbitration Employment Dispute Resolution Rules of the American Arbitration Association; (iii) Uniform Arbitration Act.~~
- C. ~~The arbitrator shall promptly hear and decide the case. Both parties shall be permitted to present any evidence and to cross-examine witnesses. Either party may be represented by an attorney.~~
- D. ~~The arbitrator shall have no right to amend, modify, nullify, or ignore provisions of the aforementioned governing authorities and shall consider and decide only the specific issue(s) submitted and has no authority to decide issues not submitted.~~
- E. ~~The standard of review to be applied by the arbitrator shall be whether the decision, action, or inaction of the City was reasonable in view of the City's responsibilities and obligations, both fiscal and political, as a public entity deriving its powers from and existing to serve the purposes of the people. The arbitrator's decision shall not be based on whether the decision, action or inaction of the city was "the best" or "fairest" decision, action, or inaction, but rather, in order for the grievant to prevail, the arbitrator must find that the City's decision, action or inaction was unreasonable in view of the city's responsibilities and obligations outlined above, the City Charter, the City code, or these Personnel Regulations.~~
- F. ~~The arbitrator's decision must determine who the losing party is. Upon such determination, the arbitrator may assess the arbitrator's fee and costs against the losing party or otherwise apportion the costs between the parties as deemed reasonable in the arbitrator's sole discretion. Costs relating to attorney's fees and those associated with any witnesses, including expert witnesses, will be assessed against the party who incurred them.~~

The Employee Relations Team (ERT) held our regular meeting on Thursday November 8th and discussed the ongoing arbitration conversation. Many members of the ERT were present at the work session with City Council and appreciated the opportunity for Council to hear from the ERT. The Employee Relations Team members remain committed to the opinion that arbitration *should not* be removed as a final and binding appeal option during an employee dispute.

As discussed in the legal memorandum provided by the city attorneys, eliminating arbitration will not eliminate employee claims. Instead those claims will be directed into a court of law. Sending employee claims into a court of law can mean a more expensive and lengthy process with the potential of additional delays to a resolution caused by the appeal process.

The arbitration section of our current personnel regulations provides the City with a more efficient option for the resolution of any disputes with a professionally trained and non-biased outside arbitrator.

It is our understanding that the arbitration process has only been used a handful of times and, as stated by the Human Resources Director during the work session, is common in union, partial union and non-union municipalities around Alaska.

We appreciate the steps that have been taken to begin the process of revising the entire personnel regulations document but believe that individual changes to the regulations would be premature. Instead, we should continue in the process of updating the entire personnel regulations document. The ERT Chair and Chair Pro tem are currently assisting in the initial revisions by the HR department and the entire ERT is ready to review the draft revisions when they are completed.

It is the opinion of the ERT that proper training for supervisors in handling disciplinary actions will be the most effective to reduce employee disputes that are escalated to the level of binding arbitration. The online training currently required for employees covers the subjects of sexual harassment, controlled substance abuse and workplace violence. The further training options that are currently being pursued by our Human Resources Department are a good step towards preventing arbitration in the future and should be fully implemented before this change to the regulations is considered. We hope to see management and disciplinary training for executive staff and supervisors, as well as separate training for all employees to ensure that everyone understands the personnel regulations and disciplinary processes.



Legislation Text

File #: 18-0337, **Version:** 1

ITEM TITLE:

Ports & Harbor Staff Report - Forwarded to City Council

SUBMITTED BY: Jenessa Ables, Port Operations Manager

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Receive and file.

SUMMARY STATEMENT:

Attached:

- Ports & Harbor Director and Staff Report
- RFQ Comprehensive Waterfront Master Plan *and Addendum 1*
- Old Town Abandoned Equipment Letter and Photos

Ports & Harbor Director and Staff Report

September 28, 2018



© Jeremy Talbott

General

Comprehensive Waterfront Master Plan RFQ (Attached)

- **Posted Sept. 19th**
- **Closing Oct. 15th**

Ports & Harbors Budget

- **Submitted to City Finance Department for review. Sept. 14th**
- **Reviewed by City Manager Sept. 25th**
- **City Council Discussion October 31st**

Port Operations

- **Twice annual munitions move was completed September 25. Thank you to stevedores, Port staff and Police Department for their professionalism and service throughout this operation.**
- **Port is continuing to hone public outreach efforts regarding 2019 cruise ship schedule.**

Port Projects

- **VCT Security Gate project is still ongoing. Permanent fencing will go in October 3rd and IT is working to convert the user database as seamlessly as possible.**
- **Capital Facilities will be putting the Kelsey Dock re-decking project out to bid shortly.**
- **The Port of Valdez has been awarded federal Port Security Grant Program funding in the amount of \$326,000+ for security cameras at the Valdez Container Terminal and John Thomas Kelsey Municipal Dock and uplands. The grant requires a 25% match of City funds and will appear on a City Council agenda in October for finalization. The project is slated to take place in 2019 and must be complete by September 1, 2020.**

Port Ransomware 2018

-
- VCT TWIC registration is still out of commission. Estimated date of recovery not yet provided by IT.
 - Port is still operating without billing software and has no visibility of customer account information. For a handful of customers in dire need, invoices are being created in Word Document software and then will need to be re-entered and reconciled in billing software once up and running.
 - Port still does not have any access to files, including subleases, operating agreements, historical drawings, or other reference materials. Please be patient.
 - Port lost all Outlook Contact information during the ransomware event and it will not be recovered. In the event any issue appears unaddressed, please reach out to staff with contact info.
 - Port Maintenance is still operating without computers, hindering documentation and coordination efforts. Port Administrative Assistant is working diligently to compile maintenance statistics and costs for presentation to City Council during budget review.

Port Travel & Training

- Jeremy and Jenessa will be attending the Alaska Travel Industry Association convention in Fairbanks October 8-11 where Viking, Holland America, and other cruise lines will be in attendance.
- Jenessa will be attending her final training with the International Association of Maritime Port Executives October 17-18. Completion provides certificate of Accredited Maritime Port Executive.

Harbor Operations

- Harbor is starting to ramp down for the season. However, with the weather having been so nice this past month, we still do see people out using the launch ramp and cleaning fish.
- Winterization of the Harbor is on schedule. The water will likely be turned off at the Tour Dock and H-K Floats by October 15.
- Our upland yard is starting to fill up for winter storage and we still have about 10 boats that have yet to haul out for the season.

Harbor Ransomware 2018

- Harbor re-iterates Port information regarding operating without billing software. We do not have access to customer account information but are in the slow process of transferring all customer billing to word documents to hopefully have July and August's billing out by the end of September/early October. All of our customers have been very understanding, but we know we need to get invoicing out so no one is hit with the last 6 months on top of annual moorage in January. We are hopeful to have new marine software up and running no later than the end of November. (At least we finally have computers to work from!!)
- Harbor as well as the Port still does not have any access to files or other reference materials and the same applies to our Outlook Contact information.

Harbor Travel & Training

- Jeremy Attended the Pacific Coast Congress of Harbormasters and Port Administrators Conference in Homer, Alaska Sept. 10th - 14th.
- AJ will be attending the annual AAHPA (Alaska Association of Harbormasters & Port Administrators) conference in Seward from Oct. 8-12.
- Sarah will be out of the office from Oct. 16-27th. Please contact her prior to this should you need anything before her absence.

Harbor Construction

- New Harbor is coming along nicely. If you haven't been over to see some of the newly installed floats, please schedule with myself, Jeremy and Ron for a tour.
- On September 26th, we did the final walk through for the upland buildings. Nate Duvall, Ron Rozak, Stan Porritt, Dave (F&W Representative), Jay Yunker, Jeremy Talbott and myself were all present. After all was said and done, we gave the contractors back a punch list of about two dozen corrective actions that needed to take place. If you would like specifics on those items, please let Jeremy or myself know.



City of Valdez

Request for Qualifications

Date: September 19, 2018

Project: Comprehensive Waterfront Master Plan

Project Number: 18-PH002

Overview

The purpose of this document is to solicit qualifications from professional consultants to develop project engineering, economic feasibility, conceptual plans, cost estimating, and related professional services for the development of a Comprehensive Waterfront Master Plan for the City of Valdez.

Primary areas of focus and detail will include;

- *The existing Small Boat Harbor uplands*
- *North Harbor Drive*
- *New Commercial Boat Harbor Uplands.*
- *Sea Otter Property at the end of South Harbor Drive.*
- *The Valdez Container Terminal*
- *The old Valdez Town Site.*
- *Economic feasibility for a Marine Industrial Trade Park, and Marine Dry Stacking Facility*

Recognizing often-times competing interests between industry, and tourism or between long-time residents, newcomers, and tourists, the selected firm will be challenged through the master planning process, to balance said interests for the betterment and long-term viability of the community.

Through the master planning process, the City seeks to identify opportunities to improve commercial fisheries and other water-dependent use so industries that currently exist on the waterfront area may continue and expand into the future; encourage uses and activities enhancing the Valdez waterfront. The City seeks to enhance the pedestrian and bicycle connectivity of the waterfront to the City's other distinct commercial area - downtown main streets.

Project Goals

The Waterfront Master Plan will support the vision and implementation strategies from community, staff, and stakeholder input. Additionally, the finished project will include an Action Plan with strategies to achieve said priorities.

The Waterfront master plan shall examine what forms of new development might occur in the future in keeping with the community character and environmental conditions. The City of Valdez needs to ensure the long-term viability of commercial fishing enterprise, commercial business, parking and infrastructure of the working waterfront; including affordable slips and docking space, water access (depth), freight vehicle access, loading, storage, wharf condition, maintenance and repair, support diverse economic opportunities and increasing visitor traffic to the waterfront to benefit the City.

Preserving public access to the waterfront is a key component of City future planning goals. The waterfront is the gateway to Prince William Sound and steps are needed to preserve and improve the economic and aesthetic conditions of these areas.

Requirements for Statement of Qualifications

Requirements for Statement of Qualifications

The firm that submits a statement of qualifications must be licensed to do business in the State of Alaska, and all responsible personnel must have appropriate Alaskan licenses to conduct the tasks identified in the proposal. The City of Valdez assumes no obligation by accepting a proposal. The City of Valdez may or may not choose to interview the top ranked firms before selecting the best firm for price negotiations. The statement of qualifications shall be evaluated on the following:

- A detailed description of at least three similar ocean community Waterfront Master Planning projects (with references and photographs) that your firm has accomplished in the past ten years. Alaskan projects will be given higher consideration. Consultant's experience.*
- A list of personnel that will be working on the project with license numbers, contact numbers, project histories, and resumes. Project manager and team general experience and qualifications.*

- *A detailed description of the project manager and team member's individual experience and experience working together on previous similar projects. Project manager and team specific experience.*
- *A detailed description of how the firm anticipates accomplishing the project listing personnel and specific activities. Project understanding and approach.*

Selection Process

The Ports and Harbor Director will evaluate submissions and determine the firm most advantageous to the City based upon the criteria set forth below. The City reserves the right to divide the project scopes or otherwise award to firms however it deems to be most advantageous in accordance with City procurement requirements.

Scope of Work and Tasks

Scope includes development of a waterfront master plan, cost estimation, economic feasibility for key elements and action plan strategies. The selected consultant will work closely with the Ports & Harbor Commission and appointed Waterfront Planning Committee, formed by the City Council, community stakeholder groups, and local businesses. The selected consultant will work with the stakeholder groups and help build consensus-based solutions to identified challenges.

The Consultant will conduct the following minimum tasks:

- *Project Meetings.*
 - *The Consultant is expected to meet regularly with project staff and partners to discuss project progress and direction.*
- *Public Engagement and Communications.*
 - *The community engagement process requires that the Consultant actively collaborate in public outreach and engagement. The Consultant is expected to work with the project team, staff, and local business and industry.*
- *Existing Document Review.*
 - *The Consultant will research and develop materials for the Plan, including but not limited to: - A baseline review of existing plans and relevant information, including the existing Comprehensive Plan and previous Waterfront Master Plans, codes and policies, demographic and census data, and other information relevant to the required plan elements.*

The City strongly encourages bidders to expand on these tasks, to provide detail on how they are to be accomplished. Proposals should recommend which tasks require greater emphasis, and suggest additional tasks not identified in this RFQ that may be necessary or beneficial.

Deliverables (After award of Contract)

- *Load Capacity Ratings for the John Thomas Municipal Dock and the Valdez Container Dock Float and bridges.*
- *Fourteen (14) hard copies of the draft Waterfront Master Plan;*
- *Fourteen (14) hard copies of the final Waterfront Master Plan;*
- *Digital copies of final Waterfront Master Plan (in PDF and MS Word);*
- *Digital copies (in an agreed upon format) of all presentation and meeting material which will be posted on the City of Valdez webpage;*
- *Meeting summaries for all meetings and workshops, including written records of all public comments;*
- *GIS layers/shape files of all completed mapping work;*
- *Digital copies (in an agreed upon format) of all photographs and graphic renderings created for both the Waterfront Master plan, and/or during the Master Planning Process.*

Submissions and Inquiries

Valdez encourages disadvantaged, minority and women-owned consultant firms to respond.

Statement of Qualifications are limited to 12 pages, excluding dividers and front and back covers.

Submit Six (6) hard copies and one electronic copy of your Statement of Qualifications to:

City of Valdez, Ports & Harbor Director

Jeremy Talbott

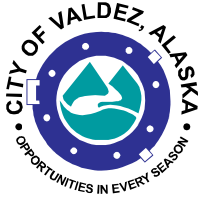
PO Box 307

Valdez, AK 99686

jtalbott@valdezak.gov

Proposals will be accepted until 4:0pm local time, October 15, 2018.

Any questions regarding this project should be directed to Jeremy Talbott, Ports & Harbor Director, at jtalbott@valdezak.gov



CITY OF VALDEZ
Project Title: Comprehensive Waterfront Master Plan
Project No.: 18-PH002

TO: All Recipients

DATE: September 24, 2018

SUBJECT: Addendum No.1

This two (2) page Addendum makes the following changes and/or clarifications to the RFQ:

Questions:

Question #1: Does the 12-page proposal limit include a cover letter and resumes? We had anticipated providing brief introductions to team members in the main body of the proposal and appending full resumes.

- **Response:** *The twelve (12) pages encompass the body of the proposal. Cover letter, dividers, front and back covers do not count toward the 12 pages. You are welcome to add full resumes in an appendix but must be limited to one page per individual. Please be concise and use the 12 pages to illustrate how your firm can provide value to the City of Valdez.*

Question #2: Please clarify what you would like to see in response to these two bullet points, particularly the highlighted criteria.

- *A list of personnel that will be working on the project with license numbers, contact numbers, project histories, and resumes. Project manager and team general experience and qualifications.*
- *A detailed description of the project manager and team member's individual experience and experience working together on previous similar projects. Project manager and team specific experience.*

Does the first refer to general professional experience/qualifications while the second is calling for experience working together on specific waterfront planning projects?

In the first item, is "team" experience intended to mean individual members or the firms that make up our team?

- **Response:** *Correct. We are looking for individual credentials followed by examples of similar master planning efforts. We are looking to select the best team with a proven track record of successful waterfront master planning. We would like to see examples of where your teams have triumphed and made significant impacts to communities after plan implementation. "Team" may incorporate in-house members and outside consultants as needed.*

For the Project manager we are looking for you to identify the single point of contact for the project. Who will interface with the City and public on this effort?

Question #3: Will individual sections be weighted for evaluation?

- **Response:** *No, each proposal will be evaluated in its entirety and the overall impression and qualifications will be the basis for selection.*

End of Addendum

September 10, 2018

Rochelle Rollenhagen
Director, Community Development
City of Valdez
PO Box 307
Valdez Alaska 99686

RE: Equipment Parked in Tidal Zone at Old Town.

Ms. Rollenhagen,

I am writing to you today in regards to the heavy equipment parked in the active tidal zone, at the Old Valdez Town Site, between Alaska Avenue and Broadway Avenue, West of McKinley Street. It seems inappropriate to have this equipment parked and stored in the active tidal zone.

The equipment consists of two large tanker trailers (appear to be fuel tanker trailers), two older excavators, older front end loader and other heavy equipment parts and trailers. In moving the equipment to its current location the native tidal zone vegetation has been disturbed. The older equipment appears to be leaking or oozing grease and petroleum products, seeping from some of the equipment, wheel axials and some of the hydraulic lines on the equipment appear to be wrapped with rags.

I observed the equipment which appeared that it was being unloaded from a landing craft on July 6, 2018. I believe it was the vessel Helenka B. I took a number of photos from that date and have visited the site weekly since then. It appears that there is activity at the site and observed today that some of the equipment has been moved, rearranged, over that past week.

I file this letter of concern and complaint in regards to this equipment parked in its current location, not only in the active tidal zone, but also for the disrespect to the historical significance, so close to those who lost their lives, so very near this spot on March 27, 1964.

I have attached photos, taken on the date I believe the equipment arrived (July 6, 2018) and to date. Also information on the Helenka B, owned by Alaskan Coastal Freight.

Thank you,



Jim Gifford
PO Box 1253
Valdez, Alaska 99686



20180706_125042 July 6, 2018, Helenka B in background



20180706_125046 July 6, 2018, Helenka B in background



20180811_150918



20180811_150107



20180910_094145 September 9, 2018



Legislation Text

File #: 18-0346, **Version:** 1

ITEM TITLE:

September 2018 New Boat Harbor Report

SUBMITTED BY: Nathan Duval, Capital Facilities Director

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 Current Status of the New Boat Harbor Project Through September, 2018.

SEPTEMBER 2018

VALDEZ NEW BOAT HARBOR

CONSTRUCTION

Phase 2 Uplands Facilities and Inner Harbor Facilities

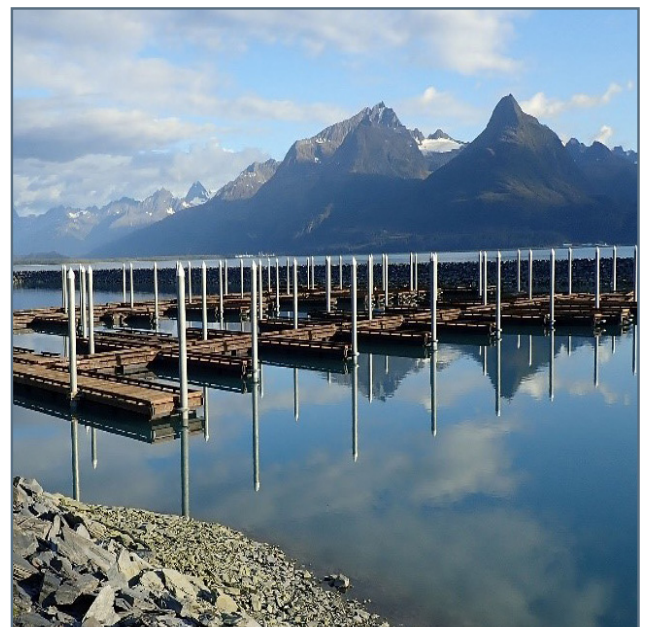
Uplands facilities work is nearly finished. The City and the Contractor performed the Architectural Substantial Completion inspection for the buildings and issued a short Punchlist with items to be corrected. The Contractor is preparing the request for Electrical and Mechanical inspections anticipated during late October. The asphalt pavement was striped and landscape boulders were placed.

Pacific Pile and Marine (PPM) continued breaking high spots (pinnacles) of bedrock and dredging the Drive-Down basin until the hydraulic hammer broke; repair parts are not readily available. Based on the anticipated deliver of parts and successful repair, dredging should finish in mid-October. Surveys indicate 3000 CY of rock (three barge loads) remains to be broken and dredged.

PPM has installed all the piling, head floats, the four mains (T, U, V, W) and associated stall floats, and two gangways for the west two-thirds of the Mooring Basin. Drive-down float modules, transfer bridge and related items stored in the Seattle area are scheduled to be loaded on a barge and towed to Valdez by mid-October. Drive-down floats will be assembled and staged in the water. After the remaining bedrock is removed and confirmed with survey, piling for the drive-down bridge and float will be installed, the drive-down floats will be placed and the 140-foot bridge will be set in place.

PROJECT ACHIEVEMENTS

- Drove piling and installed 80% of floats and two gangways for the Mooring Basin
- Dredged 90% of the bedrock at the Drive-down Float (East) basin
- Performed Architectural Substantial Completion for buildings
- Submitted Rock Anchor Pile Installation Plan for drive-down bridge mooring frame



Floats installed in west portion of Mooring Basin (9/18/18)

SEPTEMBER 2018 PROJECT UPDATE (CONT.)

DESIGN TEAM - CONSTRUCTION SUPPORT

R&M continued reviewing some submittals, including Rock Anchor Pile Installation Plan, responded to Requests for Information (RFIs), clarifications of construction documents and conflicts in the field, performed Special Inspections and observations of site work, observations of dredging and placing riprap, inspections and documentation of drilling and driving mooring piling and installation of floats.

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. The USACE is reportedly working toward fiscal closeout of their contract with WMC. Arcadis and the City will continue coordinating with USACE for closeout of the City's contract with USACE.

FUTURE MILESTONES

- Commission and test the Bilge Treatment equipment
- Perform Substantial Completion inspections for building electrical and mechanical systems
- Install architectural concrete panels, directional sign, flagpole, picnic canopies
- Start installing electrical and mechanical systems on the installed head, main and stall floats
- Finish breaking and dredging bedrock and surveying the Drive-Down Float Basin
- Install piling for drive-down bridge abutment and mooring frame
- Closeout City's contract with USACE for the dredging and breakwater work



Aerial view after installing 80% of the floats in the Mooring Basin. Piling and floats delivered on the large barge (right of center) were unloaded with crane and installed with piling driven by equipment on smaller barge (tied behind). Dredge equipment and bottom dump barge are located at east (right) end of the Uplands and the Drive-Down Float Basin. (J Talbott, 10/01/18)

PROJECT TEAM

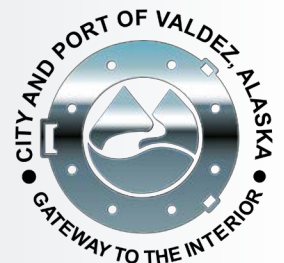
Nate Duval, Capital Facilities Project Manager, City of Valdez || 907.835.5478 ext. 1

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

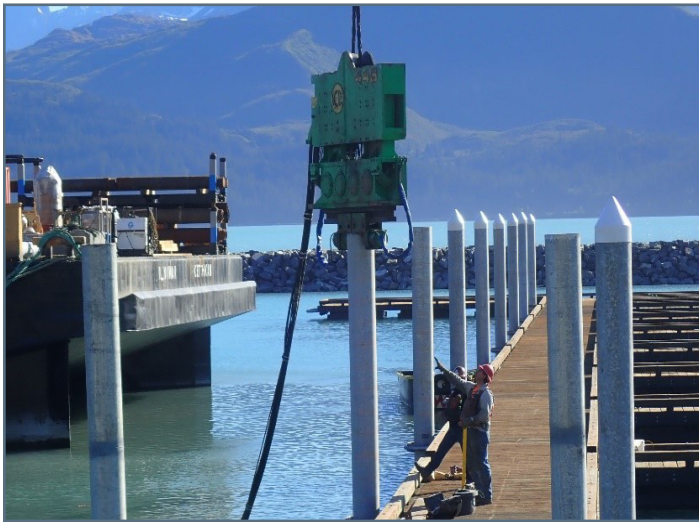




Loading rock on barge for placing on sides of Drive-down basin



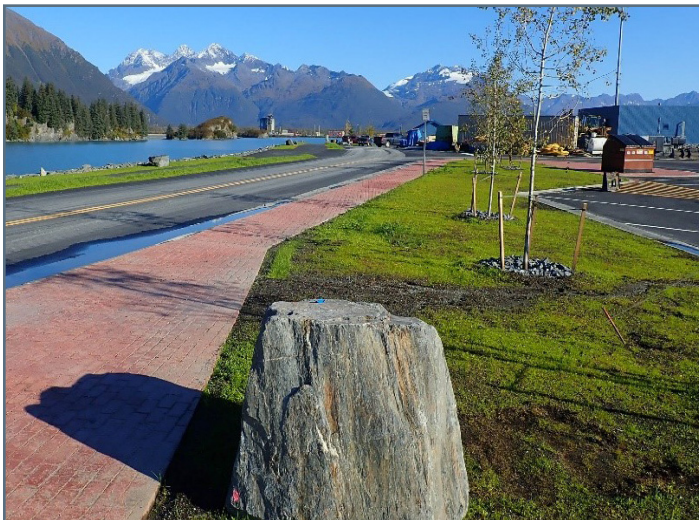
Head float stringers prior to overlapping, bolting and decking



Vibratory hammer almost finished driving piling to proper depth



Drilling into bedrock to install piling for Gangway #2



Grass, trees and boulders installed along brick imprinted sidewalk



Landscaping on east side of Warehouse Building

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/Site Furnishings													
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 reflect PPM's August 2018 schedule and PPM's recent communications about potential changes; PPM's September update was not available for this report.

** WMC finished dredging and breakwater; contract closeout continues. *** Contract requires Phase 2 work to be completed by October 1, 2019.

BUDGET SUMMARY

Description	Original Budget	Revised Budget	Committed	Expenditures 9/30/18	% Spent	Estimate at Completion
DESIGN	\$ 2,451,971	\$ 3,659,047	\$ 3,659,047	\$ 3,266,298	89%	\$ 3,659,047
Design	\$ 1,851,971	\$ 2,215,983	\$ 2,215,983	\$ 2,231,917	101%	\$ 2,231,917
Design Team Services During Construction	\$ 600,000	\$ 1,443,064	\$ 1,443,064	\$ 1,034,381	72%	\$ 1,427,130
PROJECT MANAGEMENT	\$ 2,340,548	\$ 2,919,405	\$ 2,919,405	\$ 2,593,533	89%	\$ 2,919,405
Project Management	\$ 1,740,548	\$ 2,547,868	\$ 2,547,868	\$ 2,221,996	87%	\$ 2,547,868
Inspection/Testing	\$ 600,000	\$ 371,537	\$ 371,537	\$ 371,537	100%	\$ 371,537
USACE CONSTRUCTION - CITY PORTION	\$ 9,345,453	\$ 7,645,453	\$ 7,525,453	\$ 5,141,258	67%	\$ 7,525,453
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%	\$ 380,000
CITY CONSTRUCTION	\$ 39,023,904	\$ 44,715,844	\$ 44,638,679	\$ 37,140,213	83%	\$ 44,715,844
Phase 1 Uplands	\$ 19,013,040	\$ 19,191,437	\$ 19,191,437	\$ 19,191,437	100%	\$ 19,191,437
Phase 2 Base/Drivedown Floats, Uplands Fac.	\$ 8,976,100	\$ 25,067,928	\$ 25,067,928	\$ 17,631,563	70%	\$ 25,067,928
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	\$ 252,312	81%	\$ 311,579
CCTV/Security/Head End Equipment	\$ 80,000	\$ 80,000	\$ 2,834	\$ -	0%	\$ 80,000
ADMINISTRATION	\$ 60,000	\$ 100,000	\$ 99,245	\$ 92,165	92%	\$ 100,000
FFE	\$ 100,000	\$ 100,000	\$ -	\$ -	0%	\$ 100,000
CONTINGENCY (@ 15% original budget)	\$ 7,998,281	\$ 2,180,408				\$ 2,300,408
TOTAL CITY FUNDED	\$ 61,320,158	\$ 61,320,158	\$ 58,841,829	\$ 48,233,468	79%	\$ 61,320,158
USACE FUNDED**	\$ 21,277,761	\$ 21,277,761	\$ 21,277,761	\$ 20,558,716	97%	\$ 21,277,761
TOTAL CITY/USACE FUNDING	\$ 82,597,919	\$ 82,597,919	\$ 80,119,590	\$ 68,792,183	83%	\$ 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.



Legislation Text

File #: 18-0347, **Version:** 1

ITEM TITLE:

Parks, Recreation and Cultural Services Operational Report

SUBMITTED BY: Nicholas Farline, PRCS Director

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

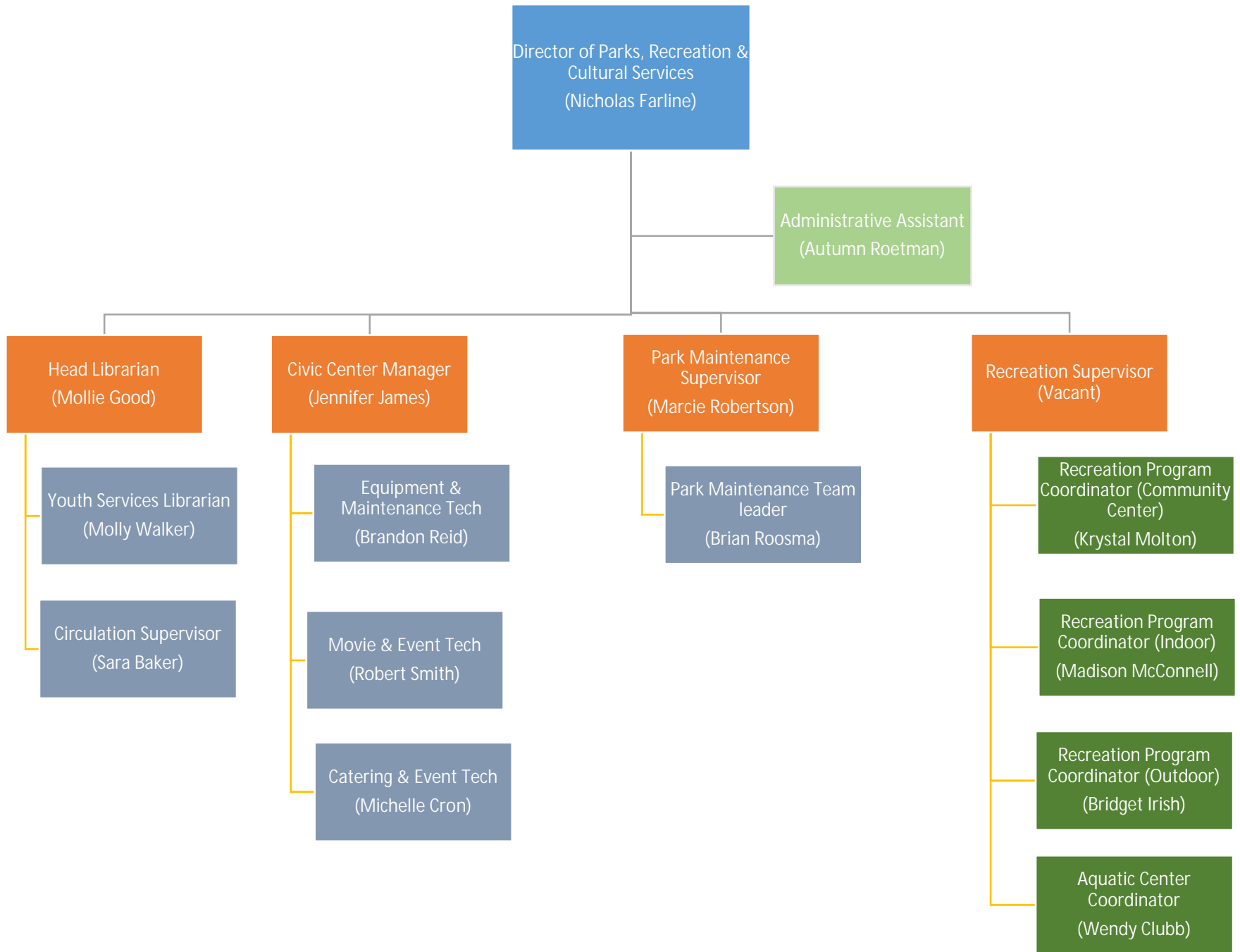
Receive and file

SUMMARY STATEMENT:

The Parks, Recreation and Cultural Services (PR&CS) Department has a new Director that started August 20th, 2018. In addition to the new hire of a director there has been several operational changes. The former Teen Center has been reopened as a Community Center. This changed the layout of the center, hours of operations, age group accessing the community center and the program offering. PR&CS has also re-organized staff under the Recreation Department in an attempt to address staff strengths, new programming opportunities identified through the commission and the community. Please see attachment (1).

The re-organization of the Events Coordinator from PR&CS to under Economic development has effected in-part the operational priorities of PR&CS. PR&CS will continue to be supportive to community events and CSO's, but will now primarily focus on addressing high quality, safe, meaningful, educational and FUN programming for the citizens of Valdez.

In an attempt to maintain transparency to council and the community about PR&CS, suggested by way of the director, a quarterly report about programming results including participation counts, outcome based data results, and selective qualitative responses from participants will be presented. If council has input on what they would like to hear during these reports please let Nicholas Farline know at either nfarline@valdezak.gov <<mailto:nfarline@valdezak.gov>> or 835-2531.





City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Legislation Text

File #: 18-0348, **Version:** 1

ITEM TITLE:

City Council Calendars - October & November 2018

SUBMITTED BY: Allie Ferko, CMC, Deputy City Clerk

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Receive and file

SUMMARY STATEMENT:

City Council calendars for October and November 2018 attached for Council reference.

October

2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 7pm - Ports & Harbor Commission	2 7pm - City Council Meeting	3 Noon – City Permanent Fund Committee Meeting 7pm – Economic Diversification Commission	4	5 11am – Mayor, CM, & Clerk Standing Meeting	6 10am-1pm Flu Shot Clinic & Exercise @ VHS
7	8 6:30 pm - School Board	9 5:30pm - Library Board Meeting (@ Library) 6:30pm – PVMC HAC Meeting (@ Hospital) 7pm – Parks and Rec Commission	10 7pm - Planning & Zoning Commission	11 6pm – Town Hall Meeting Regarding Future of Yellow Warehouse	12 11am – Mayor, CM, & Clerk Standing Meeting	13
14 6pm- Training on Parliamentary Procedure & Holding Effective Meetings 7pm – Ports & Harbor Commission	15	16 7pm - City Council Meeting	17 7pm – Comprehensive Plan Advisory Committee Meeting 7pm – Economic Diversification Commission	18 HOLIDAY - ALASKA DAY 6pm – VMHA Board Meeting (@ Museum)	19 11am – Mayor, CM, & Clerk Standing Meeting 6pm - Council Work Session (2019 Budget)	20
21 6:30 pm - School Board	22	23 Noon - Flood Task Force Meeting 6pm - Council Work Session (2019 Budget)	24 7pm - Planning & Zoning Commission	25 6pm - Council Work Session (2019 Budget)	26 11am – Mayor, CM, & Clerk Standing Meeting	27
28 Noon – Beautification Task Force Meeting	29	30	31 6pm - Council Work Session (2019 Budget)			

Note 1: This calendar is subject to change. Contact the City Clerk's Office for the most up-to-date information.

Note 2: Strike-thru indicates cancellation of standing meeting.

Updated 10.10.18

November

2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5 6pm Council Work Session (2019 Budget) 7pm Ports & Harbor Commission	6 Election Day GET OUT AND VOTE!	7 6pm Budget Public Hearing 7pm City Council Meeting	8 7pm Economic Diversification Commission	9 11am – Mayor, CM, & Clerk Standing Meeting	10
11	12 HOLIDAY 6:30 pm School Board	13 5:30pm – Library Board Meeting (@ Library) 6:30pm – PVMC HAC Meeting (@ Hospital) 7pm Parks and Rec Commission	14 7pm Planning & Zoning Commission	15	16 11am – Mayor, CM, & Clerk Standing Meeting	17
18	19 7pm Ports & Harbor Commission	20 7pm City Council Meeting	21 7pm Economic Diversification Commission	22 HOLIDAY 6pm – VMHA Board Meeting (@ Museum)	23 11am – Mayor, CM, & Clerk Standing Meeting	24
25	26 Noon – Beautification Task Force Meeting 6:30 pm School Board	27 Noon – City Permanent Fund Committee Meeting	28 7pm Planning & Zoning Commission	29	30 11am – Mayor, CM, & Clerk Standing Meeting	

Note 1: This calendar is subject to change. Contact the City Clerk's Office for the most up-to-date information.

Note 2: Strike-thru indicates cancellation of standing meeting.

Updated 10.10.18