



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Meeting Agenda

City Council

Tuesday, September 17, 2019

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. [City Council Special Meeting Minutes of September 11, 2019](#)

Attachments: [DRAFT City Council Special Meeting Minutes 091119](#)

V. PUBLIC BUSINESS FROM THE FLOOR

VI. CONSENT AGENDA

1. [Appointment to City Library Board \(One-Year Term\)](#)

Attachments: [Odencrans Library Board Application 2019](#)

2. [Appointment to Economic Diversification Commission \(Three-Year Term\)](#)

Attachments: [Wade Economic Diversification Commission Application 2019](#)

VII. UNFINISHED BUSINESS

1. [#19-38 - Authorizing a Lease with the Valdez Community Garden for a .69 Acre Portion of Medical Park Subdivision \(Postponed from September 3, 2019 Regular Meeting\)](#)

Attachments: [Community Garden Resolution](#)
[Community Garden Aerial Photo](#)
[Community Garden Area Map](#)
[Community Garden Articles of Non Profit Incorporation](#)
[Community Garden Land Lease Application](#)
[Community Garden Total Area Site Plan \(.69 acres\)](#)

VIII. NEW BUSINESS

1. [Appointment to City Library Board \(Three-year Term\)](#)

Attachments: [Addy Library Board Application 2019](#)
[Copeland Library Board Application 2019](#)
2. [Approval of Professional Services Agreement with Day Engineering for the Sewer Force Main Replacement Design in the amount of \\$586,300.](#)

Attachments: [Professional Service Agreement - Sewer Force Main Replacement Design](#)

3. [Approval of Woodside Housing Development Request for Proposals](#)

Attachments: [Woodside Housing Development RFP](#)
4. [Discussion Item: Potential Property Purchase for Childcare Services](#)

IX. RESOLUTIONS

1. [#19-46 - Amending the 2019 City Budget by Transferring \\$104,417 from Reserve to General Fund / Community Service Organizations for the Robe Lake VFDA / Army Corps Project](#)

Sponsors: City Council

Attachments: [Resolution 2019 Budget VFDA Robe Lake Project](#)

X. REPORTS

1. [Change Order Report: Change Order No. 3 with Prosser-Dagg Construction for the VHS Concrete Replacement Project.](#)

Attachments: [Executed VHS Concrete Replacement - CO #3](#)
[VHS Concrete Replacement- Change Order Log](#)

2. [Report: 2020 Budget Personnel Request Update](#)

Attachments: [Training Officer / EMS Coordinator Draft Job Description](#)
[2020 FTE Request Estimated Cost for Training Office/EMS Coordinator](#)
[Emergency Manager Draft Job Description](#)

3. [Monthly Treasury Report - July, 2019](#)

Sponsors: City Council

Attachments: [2019-07 TREASURY](#)

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. [Council Calendars - September & October 2019](#)

Attachments: [Council Calendar - September 2019](#)
[Council Calendar - October 2019](#)



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Legislation Text

File #: 19-0383, **Version:** 1

ITEM TITLE:

City Council Special Meeting Minutes of September 11, 2019

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 special meeting minutes of September 11, 2019 are attached for Council review.

City of Valdez

212 Chenega Ave.
Valdez, AK 99686



Meeting Minutes - Draft

Wednesday, September 11, 2019

12:00 PM

Special Meeting (Certification of Special Municipal Election
Results)
Council Chambers

City Council

SPECIAL MEETING AGENDA - 12:00 PM**I. CALL TO ORDER**

Mayor O'Neil called the meeting to order at 12:16 p.m. in Valdez City Council Chambers.

The meeting began late due to a delay in the arrival of all four council members to establish a quorum.

II. ROLL CALL

Present: 4 - Mayor Jeremy O'Neil
Council Member Christopher Moulton
Council Member Darren Reese
Council Member Dennis Fleming


Excused: 3 - Council Member Ron Ruff
Council Member Sharon Scheidt
Council Member Alan Sorum

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

III. NEW BUSINESS**1. Certification of Results of September 10, 2019 Special Municipal Election**

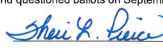
MOTION: Council Member Moulton moved, seconded by Council Member Fleming, to approve certification of results of the September 10, 2019 special municipal election. The motion carried by the following vote after the following discussion occurred.


Ms. Pierce provided a verbal report on the 2019 Valdez Special Municipal Election, including voter turnout, activities of election board, questioned ballots, and the results of the election.

 CERTIFICATE OF SPECIAL ELECTION SEPTEMBER 10, 2019					
PROPOSITION NO. 1	PREC. #1	PREC. #2	PREC. #3	ABSENTEE/ QUESTION	TOTAL
YES	98	41	56	52	247
NO	14	11	28	17	70

I, Sheri L. Pierce, City Clerk of the City of Valdez, Alaska, do hereby certify this to be the true results of ballots cast at the Municipal Special Election of September 10, 2019 following the count of regular ballots on September 10, 2019, and the count of absentee and questioned ballots on September 11, 2019.

Dated: September 11, 2019


Sheri L. Pierce, MMC, City Clerk



Council held a brief discussion regarding the need for the State of Alaska Division of Elections to closely review the voter rolls for Valdez, as some citizens listed have either passed away or no longer reside in city limits. Ms. Pierce stated municipal clerks across the state share the same concern with the voter rolls and would follow up again with the Division of Elections during the upcoming Alaska Association of Municipal Clerks conference.

VOTE ON THE MOTION:

Yays: 4 - Mayor O'Neil, Council Member Moulton, Council Member Reese and Council Member Fleming

Excused: 3 - Council Member Ruff, Council Member Scheidt and Council Member Sorum

IV. ADJOURNMENT

There being no further business, Mayor O'Neil adjourned the meeting at 12:20 p.m.



Legislation Text

File #: 19-0384, **Version:** 1

ITEM TITLE:

Appointment to City Library Board (One-Year Term)

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 term on the City Library Board

SUMMARY STATEMENT:

A vacancy exists on the City Library Board due to term expiration (one-year term).

The City Clerk's Office conducted two rounds of advertising for the one-year term vacancy and received one application:

- Breanna Odencrans

Application Form

Profile

Breanna

First Name

Odencrans

Last Name

Email Address

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

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

City of Valdez

Employer

Rec Center Attendant

Occupation

Which Boards would you like to apply for?

Library Board: On Agenda

Question applies to multiple boards

Required Time Commitment: All city board members and commissioners are expected to (1) be present at most, if not all, board or commission meetings and (2) review agenda materials prior to arriving for the meeting to be best prepared for discussion and decision making. Are you aware of the time commitment involved in serving on this particular board or commission? Are you willing and able to commit to regular meetings plus work sessions every month for your full term?

I am aware of the time commitment involved in serving on the Library Board. I am willing and able to commit to meetings and work sessions every month.

How did you learn about this vacancy? *

☒ Word of Mouth

Question applies to Library Board

There are two term length options available for appointments in 2019. Are you applying for the one year term (one vacancy) or three year term (one vacancy)? *

☒ One Year Term

Interests & Experience

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

I am interested in serving on the Library Board because I have a special interest in libraries and would like to serve my community.

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

I am a Valdez High School graduate and interested in becoming more active in my community.

Upload a Resume or Letter of Interest



Legislation Text

File #: 19-0385, **Version:** 1

ITEM TITLE:

Appointment to Economic Diversification Commission (Three-Year Term)

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 three-year term on the City Economic Diversification Commission

SUMMARY STATEMENT:

Three vacancies exist on the City Economic Diversification Commission due to term expiration.

The City Clerk's Office advertised the vacancies and received one application:

- Rhonda Wade (Industry sector: Retail)

Members of the commission shall be diversified to the maximum extent possible and appointed to represent specific industry sectors of the economy. No two members may be appointed to serve concurrently from the same industry sector. Appointees representing the following industry sectors will be considered to fill the current vacancies: (1) accommodations, (2) winter tours & attractions, (3) retail, (4) healthcare, (5) utilities (6) oil & gas, (7) professional services - attorney, engineer, banker, real estate, news media, etc., (8) seafood processing, (9) sport fisheries, (10) commercial fisheries, and (11) summer tours & attractions.

The City Clerk's office will continue to advertise for the remaining two vacancies.

Application Form

Profile

Rhonda

First Name

Wade

Last Name

Email Address

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

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Self

Employer

Contractor

Occupation

Which Boards would you like to apply for?

Economic Diversification Commission: On Agenda

Planning & Zoning Commission: Submitted

Question applies to multiple boards

Required Time Commitment: All city board members and commissioners are expected to (1) be present at most, if not all, board or commission meetings and (2) review agenda materials prior to arriving for the meeting to be best prepared for discussion and decision making. Are you aware of the time commitment involved in serving on this particular board or commission? Are you willing and able to commit to regular meetings plus work sessions every month for your full term?

Yes

How did you learn about this vacancy? *

- ☒ City Website
☒ I am a Current Board/Commission Member

Interests & Experience

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

My grandparents moved to Valdez with my mother in 1959. Valdez has been our family's home ever since. We have developed businesses, purchased land/properties, created job opportunities and served on various councils/commissions. Valdez is a unique and beautiful environment with a lot of potential. My interest in serving on the P&Z and ED Commission stems from a desire to help develop Valdez in to an even better community not only for it's current residents but for those to come.

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

Please see enclosed resume.

Question applies to Economic Diversification Commission

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

☒ Retail

Question applies to Economic Diversification Commission

Please describe your qualifications to represent your selected industry sector.

Please see enclosed resume.

Question applies to Economic Diversification Commission

Please describe your vision for the economic future of Valdez.

To grow & develop responsibly and efficiently.

[resumesrh.pdf](#)

Upload a Resume or Letter of Interest

**Rhonda L. Wade
SR Box 20
Valdez, Alaska 99686**

DOB 8/25/69

Phone (907)835-4375

Mobile (907)831-0001

Fax (907)835-5996

Qualifications: Over 25 years experience in the commercial diving industry concentrating on tankers and support fleet for the Trans Alaska Pipeline, Port Valdez as well as a background in media/broadcast production and residential construction including equipment operator.

EDUCATION

Auburn Academy, Auburn, Washington

Walla Walla College, Walla Walla, Washington

Prince William Sound Community College, Valdez, Alaska

University of Alaska Anchorage

CURRENT POSITIONS

President/Technician - R&R Testing Services, Inc

Manager/Field Supervisor - R&R Diving Services

Residential Contractor, Manager & Equipment Operator - Nordic Village Supply/Nordic Supply LLC

Assistant Manager - Orca Bay Trading Post

Location Scout & Production Coordinator

Martial Arts & Self Defense Instructor - Valdez Martial Arts

MAJOR in the 49th Military Police Brigade - Alaska State Defense Force

Director/Instructor - Alaska On Target (Non-profit firearms training club)

EXPERIENCE

1986-Present Works for R&R Diving Services as a supervisor, diver and tender. R&R is responsible for diving operations in support of the Trans Alaska Pipeline's fleet of tankers, tugs and support vessels. Additionally, R&R has responded to numerous incidents throughout the Prince William Sound area including the EXXON VALDEZ disaster. Projects frequently involve boat salvage & repair, inspections and safety support, as well as stunt and security work for film production companies. Duties have included diving, organizing and supervising crews and assisting in general management of R&R Diving.

1989-Present Co-founder of R&R Testing Services and serves as current president. Performs office functions and works as a field technician administering alcohol and drug screening tests to tanker & tug crews, commercial boat operators and others.

1989-Present Works for Nordic Village Supply as heavy equipment operator for winter snow removal and as a residential contractor holding a Residential Endorsement.

2003-Present Member of the 49th Military Police Brigade, Alaska State Defense Force holding the rank of Major. The mission of the Alaska State Defense Force is to maintain an organized, trained military force, capable of timely and effective response to state emergencies, or, on other occasions deemed appropriate by the Governor, to provide military assistance to civil and military authorities in the preservation of life, property, and public safety. As a member of this unit, training has included special weapons tactics with the Valdez Police Department as well as joint sessions with the Alaska National Guard.

1990-Present Martial arts instructor with experience in competition, public and private training of traditional martial arts as well as self defense and awareness classes. Owner of Valdez Martial Arts.

1995-1999 Worked part-time for the Prince William Sound Community College media department. This department taught classes relating to television production and broadcast communications as well as produced a live news and information show for local television. Initially worked as a staff assistant & videographer gathering information, interviewing and operating studio equipment. Subsequently, took over management of the production department. Duties included producing, directing, editing and anchoring the news show and occasionally assisting in the instruction of production classes.

2009-Present Director and primary instructor of Alaska On Target which is a non-profit firearms training and education club. www.alaskaontarget.com

1992-Present Freelance location scout who has worked with numerous production companies as a production assistant, assistant to art director, photographer, stunt-double, safety, security, first aid and consultant. Assignments have included organizing local crews, locating and gathering equipment required, familiarizing cast and crew with local area and providing safety support & security for various projects as well as assisting in production.

Major Television, Film & Print Credits

-Rescue 911 - Arnold Shapiro Productions	-Extreme Ski Movies- John Sandy Productions
-Toyota 4-Runner Commercial	-NORTH - Castle Rock Entertainment
-Miller Beer Commercial - HKM Productions	-UNCIVILIZED - Chrysalis Productions
-DETAILS Magazine- Conde Nast Publications	-ON DEADLY GROUND - Warner Bros. Studios
-Mountain Dew - Propaganda Films	-Isuzu Print Campaign
-Fisherman's Friend Cough Drops - David Sussan & Co.	-Life in Alaska Documentary - RSA Independent
	-Pepsi-Sierra Mist Commercial - HSI Productions

SPECIALIZED TRAINING & CERTIFICATIONS

Open Water Scuba(NAUI)
Commercial Scuba Diver(CSD)
CSD I - Search and Recovery
CSD II - Team Supervisor
CSD III - U/W Burning
Community CPR & First Aid
Helicopter Egress - Water
F/V Oil Spill Response - Near-shore
Visual Inspector of High Pressure Cylinders
International Martial Arts Federation Certificates of 1st, 2nd, 3rd & 4th Degree Black Belt
Taekwondo Martial Arts Instructor-Jack Hwang Institute of Taekwondo & Self Defense
Awareness & Defense Tactics for Emergency Response
Tactical Firearms Training & Concealed Weapons Permit
Aviation Ground School & Flight Training
Alco-Sensor III Instructor, Alco-Sensor IV Technician and Drug Screening Technician
NRA Certified Firearms Instructor & Range Safety Officer
General Contractor w/Residential Endorsement licensed in the State of Alaska
DHS Community Emergency Response Team (CERT) IS-317 - Certified

MEMBER

National Association of Commercial Scuba Divers

Association of Diving Contractors International (cert. #5429)

International Martial Arts Federation

49th Military Police Brigade, Alaska State Defense Force

National Rifle Association



Legislation Text

File #: RES 19-0038, **Version:** 1

ITEM TITLE:

#19-38 - Authorizing a Lease with the Valdez Community Garden for a .69 Acre Portion of Medical Park Subdivision (Postponed from September 3, 2019 Regular Meeting)

SUBMITTED BY: Nicole LeRoy, Planning Technician

FISCAL NOTES:

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

RECOMMENDATION:

Approve Resolution #19-38 authorizing a lease with the Valdez Community Garden for a .69 acre portion of Medical Park Subdivision

SUMMARY STATEMENT:

On May 16, 2016, the City of Valdez approved a three year land use permit with the Valdez Community Garden, a local incorporated non-profit organization, for a 1.67 acre portion of Medical Park Subdivision for use and maintenance of the community garden. Their permit expired on May 16, 2019 and the Valdez Community Garden applied to lease a .69 acre portion of Medical Park Subdivision again for a five year term (see attached application) on May 16, 2019. The adjusted .69 acres (approximately 30,000 square feet) more accurately represents the actual land area the garden is utilizing.

Per Valdez Municipal Code 4.08.060, "no application for lease shall be considered unless the land desired to be leased is zoned to permit the use to which the applicant intends to put the land." The parcel where the community garden is located is in the public lands district. Per Valdez Municipal Code 17.12.050 (D), within the public lands district, "commercial farming, stock raising, truck gardening, tree nurseries and greenhouses, agriculture, aquaculture and horticulture including necessary accessory buildings and the storage of required equipment to be used on the land" requires a conditional use permit. Pursuant to this, the Valdez Community Garden applied for, and was granted, conditional use permit 16-01 in 2016. This conditional use permit was a three year permit for the duration of the lease and expired on May 16, 2019.

The Planning Department received a new conditional use permit application 19-04 on April 24, 2019. The Planning and Zoning Commission granted the Valdez Community Garden a new conditional use permit on June 26, 2019 to bring the proposed use into compliance with the permitted uses in the

public lands district.

On May 16, 2019, the Valdez Community Garden applied to lease the land again for \$5.00 annually. Per Valdez Municipal Code Section 4.08.030 - Fair rental value to be used for leases - Exceptions, "the city may lease city lands for less than the fair rental value to any state or federal agency or political subdivision, a public utility, a nonprofit organization, or to a new industry on terms advantageous to the public welfare of the city if the council, by motion passed by not less than six councilmen, determines the lease to be in the best interest of the public." Due to the requested discounted rent, the approval of this lease requires an affirmative vote of not less than six City Council members.

It should be noted that the original agreement between the City and the Valdez Community Garden was a "land use permit." Land use permits were used by former staff in place of leases for some parcels. However, they are not a legal mechanism within Valdez Municipal Code to authorize use of City land. Council approval of this resolution will remedy this violation and allow staff to execute a new lease agreement with the Valdez Community Garden for use of the site.

In 2016, the City covered the Community Garden under the City's general liability insurance under their former land use permit. We generally require all lessees to have \$1,000,000 general liability coverage for third party property damage and bodily harm. However, staff consulted with the City's insurance representative and City attorney, and decided that the use could be covered under the City's insurance policy, waiving that requirement.

On July 10, 2019 the Planning and Zoning Commission voted to approve a recommendation to City Council to authorize a lease with the Valdez Community Garden.

On August 6th, 2019 staff brought this resolution before City Council who elected to postpone a decision until verbiage could be included in the resolution that provided for the termination of the lease by the City at any time with thirty (30 days) written notice to Lessee. Staff has brought this item back to Council and included this condition in the authorizing resolution.

The term of lease shall be for five years, commencing May 16, 2019 and terminating on May 16, 2024. The use of the site will be for the maintenance and operation of the Valdez Community Garden (Karen Davey Stewart Community Garden.) The Valdez Community Garden will be required to meet all conditions of conditional use permit 19-04, approved by the Planning and Zoning Commission on June 26, 2019. They will also be required to apply for any permits required for development at their leased location. Pending Council approval of this resolution, Planning Department staff will work with the City Attorney and the Valdez Community Garden to execute a new lease agreement.

On August 20, 2019 City Council postponed this resolution as only five members of Council were present at the meeting. On September 3, 2019 City Council postponed this resolution as only five members of Council were present at the meeting.

CITY OF VALDEZ, ALASKA

RESOLUTION #19-38

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, AUTHORIZING A LEASE WITH THE VALDEZ COMMUNITY GARDENS FOR A .69 ACRE PORTION OF MEDICAL PARK SUBDIVISION FOR THE OPERATION OF THE KAREN DAVEY STEWART MEMORIAL COMMUNITY GARDEN

WHEREAS, on November 17, 2015 the Parks & Recreation Commission approved a recommendation supporting the use of this property for a community garden; and

WHEREAS, on November 24, 2015 the Planning & Zoning Commission approved a recommendation supporting the use of this property for a community garden; and

WHEREAS, to be consistent with zoning requirements the Planning & Zoning Commission approved Conditional Use Permit 16-01 for the Karen Davey Stewart Memorial Community Garden on March 23, 2016; and

WHEREAS, on May 16, 2016, City Council passed Resolution 16-19 approving a three year term land use permit for a portion of Medical Park Subdivision with the Valdez Community Gardens (Karen Davey Stewart Memorial Community Garden); and

WHEREAS, Conditional Use Permit 16-01 expired on May 16, 2019; and

WHEREAS, the Valdez Community Garden's Land Use Permit expired on May 16, 2019, and the Valdez Community Gardens wishes to continue to lease the property; and

WHEREAS, to be consistent with zoning requirements, the Planning & Zoning Commission approved Conditional Use Permit 19-04 for the Karen Davey Stewart Memorial Community Garden on June 26th, 2019; and

WHEREAS, on July 10th, 2019 the Planning and Zoning Commission approved a recommendation to authorize a new lease with the Valdez Community Garden for the operation of the community garden at a .69 acre portion of Medical Park Subdivision; and

WHEREAS, on August 6th, 2019 the Valdez City Council expressed interest in a clause being included in the lease agreement that provided for the termination of the lease by the City at any time with thirty (30) days written notice to Lessee.

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

- Section 1. The City Manager or their designee is authorized to negotiate a new lease for a .69 acre portion of Medical Park Subdivision with the Valdez Community Gardens (Karen Davey Stewart Memorial Community Garden)
- Section 2. The term of this lease will be for five years. This lease can be terminated by the City of Valdez at any time for any reason with a maximum of thirty (30) days written notice to Lessee.
- Section 3. The rental fee shall be \$5.00 annually.
- Section 4. The use of the property is for the maintenance and operation of the Valdez Community Garden
- Section 5. In conformance with Valdez Municipal Code Section 4.08.160 this lease shall not become effective until public notice has been given for at least thirty days. This resolution shall be posed twice in a newspaper in the city and shall be posted on the official city bulletin board and two other public places in the city for thirty days prior to the effective date of the lease.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, this 17th day of September, 2019.

CITY OF VALDEZ, ALASKA

Jeremy O'Neil, Mayor

ATTEST:

Sheri L. Pierce, MMC, City Clerk

Valdez Community Garden Area



*The flood zones shown reference the January 3, 2019 FIRM & FIS issued by FEMA and adopted for use in VMC 15.30.030.

All features associated with this map are subject to the COV disclaimer for accuracy and use.

Date: 6/20/2019



THE STATE
of **ALASKA**

Department of Commerce, Community, and Economic Development
Division of Corporations, Business, and Professional Licensing
PO Box 110806, Juneau, AK 99811-0806
(907) 465-2550 • Email: corporations@alaska.gov
Website: Corporations.Alaska.gov

AK Entity #: 10039012
Date Filed: 06/03/2016
State of Alaska, DCCED

FOR DIVISION USE ONLY

Articles of Incorporation
Domestic Nonprofit Corporation

Web-6/3/2016 4:10:12 PM

1 - Entity Name

Legal Name: Valdez Community Gardens

2 - Purpose

To help people in Valdez Alaska to create a garden for growing fruits, vegetables and flowers during the summer months.

3 - NAICS Code

813410 - CIVIC AND SOCIAL ORGANIZATIONS

4 - Registered Agent

Name: Linda Overduyn

Mailing Address: 348 Lowe Street, 348 Lowe Street, Valdez, AK 99686

Physical Address: 911 Meals Avenue.(Medical Park Sub), Valdez, AK 99686

5 - Entity Addresses

Mailing Address: P.O.Box 2870, P.O.Box 2870, Valdez, AK 99686

Physical Address: 348 Lowe Street, Valdez, AK 99686

6 - Officials

Name	Address	% Owned	Titles
Linda Overduyn	P.O.Box 2870, Valdez, AK 99686	N/A	Director
Kristina Rodriguez	P.O.Box 2870, Valdez, AK 99686	N/A	Director
John Engels	P.O.Box 2870, Valdez, AK 99686	N/A	Director
Linda Overduyn		N/A	Incorporator
Kristina Rodriguez		N/A	Incorporator
John Engels		N/A	Incorporator

Name of person completing this online application

I certify under penalty of perjury under the Uniform Electronic Transaction Act and the laws of the State of Alaska that the information provided in this application is true and correct, and further certify that by submitting this electronic filing I am contractually authorized by the Incorporator(s) listed above to act on behalf of this entity.

Name: Linda Overduyn

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business, and Professional Licensing

PO Box 110806, Juneau, AK 99811-0806

This is to certify that

VALDEZ COMMUNITY GARDENS

911 MEALS AVENUE.(MEDICAL PARK SUB), 9074613075, VALDEZ, AK 99686-4075

owned by

VALDEZ COMMUNITY GARDENS

is license by the department to conduct business for the period

January 10, 2019 to December 31, 2020
for the following line of business:

11 - Agriculture, Forestry, Fishing and Hunting; 81 - Services

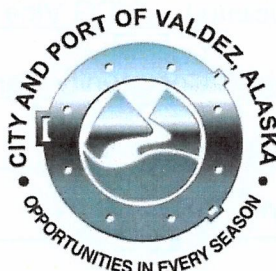


This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.
It is not transferable or assignable.

Julie Anderson
Commissioner

VALDEZ COMMUNITY GARDENS
P.O.BOX 423
VALDEZ, AK 99686-9075



CITY OF VALDEZ
APPLICATION FOR LEASE OF CITY OWNED LAND

Application Fee: \$50.00 (Non-refundable)

FEE WAIVED FOR 2017 PER RES# 12-72

This form is to be completed by an individual or an organization proposing to lease City-owned land. Complete in full and to the best of your knowledge. Please explain any omissions and use additional pages where appropriate. If requested, proprietary and financial information of applicants that is so marked will be kept confidential.

The completed application shall be returned to the Valdez Community & Economic Development Department located in City Hall along with the Application fee.

A deposit of \$3,000 will be required prior to the City initiating any required appraisal or land survey. The deposit will be used to offset the cost of the appraisal and land survey. If additional funds are necessary, the applicant will be billed as part of the lease. If there is a balance, it will be applied to the first year's lease payment. This deposit will be the cumulative amount of any required appraisal, land survey or Phase I environmental analysis according to the following schedule:

- | | |
|--|---------|
| * If a survey and/or appraisal are required: | \$3,000 |
| * If a Phase I Environmental Analysis only is required: | \$3,000 |
| * If a survey or appraisal and Environmental Analysis are required:
(Required on all industrial land) | \$5,000 |

1. Name of Individual Completing Application Form:

Name: Jo Byrd, VCG President Phone: 907-831-0997
Daytime/ Message

Mailing Address: PO Box 423, Valdez, AK 99686

2. If other individual(s) or an organization(s) will be a party to this application, indicate below. Attach additional pages as needed:

a) Name Kristina Duffy Phone: 907-831-2013

Mailing Address PO Box 423, Valdez AK 99686

Relationship to other applicant(s) VCG Vice President

b) Organization's name Valdez Community Garden

Address PO Box 423, Valdez AK 99686

Primary Contact: Jo Byrd

Title: Community Garden President

Daytime Phone #: 907-831-0997

3. TYPE OF ORGANIZATION: (Check one)

Individuals

General Partnership_____

Limited Partnership_____

Other _____

Business Corporation_____

Non-Profit Corporation XX

Non-Profit Association_____

If non-profit, has IRS Tax Exempt Status been obtained? Yes X No

If yes, attach letter of determination.

Note: Please submit, as appropriate, the following items with this application:

1. Current Alaska business license;
2. Designation of signatory authority to act for organization of other individuals;
3. Certificate and articles of incorporation;
4. Partnership agreement and amendments;
5. Charter/by-laws for non-profits;
6. Most recent annual financial statement;

4. Legal Description AFFECTED BY APPLICATION:

Located in Township _____ Range _____ Section, _____ Meridian

Lot/ Block/ Tract/ Subd.	Plat #
--------------------------	--------

Other Description Medical Park Subdivision , next to Dog Park

Tax # 81-2832086 No. of Acres 0.69

5. DESCRIBE PROPOSAL. ATTACH NARRATIVE FOR FURTHER

DESCRIPTION AND A SITE PLAN (the description should include the use; value and nature of improvements to be constructed; the type of construction; and, the estimated dates for construction to commence and be completed).

To help educate & share garden knowledge with the community of Valdez in a drug-free, safe zone where they can enjoy their self grown fruits/veggies/flowers, participate in

a healthy outdoor activity, and help grow a true sense of community togetherness.

6. WHAT IS THE TERM OF THE LEASE DESIRED?

5 years @ \$ 5⁰⁰ per year

7. IF THE REQUEST FOR A LEASE AT LESS THAN FAIR MARKET VALUE, PROVIDE JUSTIFICATION.

The garden is a non-profit entity that extends community & home garden info to both participants & non-participating city residents including free "HOW TO" classes. Our goal is to teach low cost subsistence gardening & encourage healthy food & living.

8. PLEASE STATE WHY YOU BELIEVE IT WOULD BE IN THE "BEST INTEREST OF THE CITY" TO APPROVE YOUR PROPOSAL AND PROCESS YOUR APPLICATION.

A community garden fosters new & positive friendships with locals & builds community spirit. It also encourages healthy, outdoor activities that all are welcome to participate in. It provides a healthy, low-cost, sustainable food source option for individuals, employers encouraging well-being, & entities seeking to improve opportunities & services offered locally (i.e student education, food bank services)

9. CURRENT STATUS OF LAND. DESCRIBE ANY EXISTING IMPROVEMENTS, PROVIDE PHOTOGRAPHS IF POSSIBLE.

Garden plots laid out in 2016 are not well developed & delineated. For the first time since it's launch the community garden spots are FULLY occupied by recurrent members & NEW members. A small movable shed has been added to store garden tools/equip. Flowers, veggies, & herbs are successfully grown each year.

10. HAS APPLICANT PREVIOUSLY PURCHASED OR LEASED CITY LAND OR RESOURCES? XX YES NO. IF YES, PROVIDE LEGAL DESCRIPTION, TYPE OR PURCHASE OR LEASE, AND STATUS.

3 year CUP #16-01

11. IF APPLICANT IS A BUSINESS OPERATION, LIST PRESENT BUSINESS ACTIVITIES.

We are a non-profit (corporation) garden where items are
grown for private use & is not sold commercially.

12. IF REQUIRED, ARE YOU PREPARED TO SPEND FUNDS FOR THE FOLLOWING:

YES	NO	
<u> </u>	<u> X </u>	a) Performance bond
<u> X </u>	<u> </u>	b) Damage deposit
<u> </u>	<u> X </u>	c) General liability insurance
<u> </u>	<u> X </u>	d) Worker's compensation insurance
<u> </u>	<u> X </u>	e) Survey and platting
<u> </u>	<u> X </u>	f) Appraisal fee
<u> </u>	<u> X </u>	g) Closing fees, which may include title insurance, document preparation, escrow closing, and recording
<u> X </u>	<u> </u>	h) Any federal, state and local permits required
<u> X </u>	<u> </u>	I) Maintenance costs (present or future)

13. LIST THREE (3) CREDIT OR BUSINESS REFERENCES:

Name	Address	Phone #
<u>Providence Valdez Medical Center 911 Meals</u>		<u>907-835-2249</u>
<u>Valdez Food Bank</u>		
<u>Valdez Clinic. 1001 Meals , Valdez</u>		<u>907-835-4811</u>

14. HAS APPLICANT, OR AFFILIATED ENTITY, EVER FILED A PETITION FOR BANKRUPTCY, BEEN ADJUDGED BANKRUPT OR MADE AN ASSIGNMENT FOR THE BENEFIT OF CREDITORS?

No

15. IS APPLICANT, OR AFFILIATED ENTITY, NOW IN DEFAULT ON ANY OBLIGATION TO, OR SUBJECT TO ANY UNSATISFIED JUDGEMENT OF LIEN? YES XX NO IF YES, EXPLAIN:

COMPLETE THE FOLLOWING APPLICANT QUALIFICATION STATEMENT
FOR EACH INDIVIDUAL APPLICANT OR ORGANIZATION.
ATTACH ADDITIONAL STATEMENTS IF NEEDED.

APPLICANT QUALIFICATION STATEMENT

I, E. Jo Byrd, VCG President
(Individual Name)

I, Kristina Duffy, VCG Vice-President
(Individual Name)

I, E. Jo Byrd On Behalf of Valdez Community Garden
(Representative's Name) (Organization's Name)

PO Box 423 / Medical Park Subdivision
(Address)

Valdez, AK 99686
(City, State) (Zip)

do hereby swear and affirm for myself as applicant or as representative for the
organization noted above that:

The Applicant is a citizen of the United States, over the age of nineteen;
and

If a group, association or corporation, is authorized to conduct business
Under the laws of the State of Alaska; and


Has not failed to pay a deposit or payment due the City in relation to
City-owned real property in the previous five (5) years; and

Is not currently in breach or default on any contract or lease for real
Property transactions in which the City has an interest; and

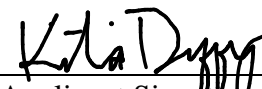
Has not failed to perform under or is not in default of a contract with the
City; and

Is not delinquent in any tax payment to the City.

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE
TO MY KNOWLEDGE.

 5/5/19
Applicant Signature Date

E. Jo Byrd
Print Name

 5/5/19
Applicant Signature Date

Kristina Duffy
Print Name

Comdev/data/forms/LandLease&SalesForms/AppforLeaseofCityLand



Legislation Text

File #: 19-0386, **Version:** 1

ITEM TITLE:

Appointment to City Library Board (Three-year Term)

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 three-year term on the City Library Board

SUMMARY STATEMENT:

One vacancy exists on the City Library Board due to term expiration (three-year term).

The City Clerk's Office conducted two rounds of advertising for the three-year term vacancy and received two applications:

- Santina Addy
- Michele Copeland

Application Form

Profile

Santina

First Name

Addy

Last Name

Email Address

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

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

City of Valdez - Valdez Police
Dept

Employer

Public Safety Tech

Occupation

Which Boards would you like to apply for?

Library Board: On Agenda

Question applies to multiple boards

Required Time Commitment: All city board members and commissioners are expected to (1) be present at most, if not all, board or commission meetings and (2) review agenda materials prior to arriving for the meeting to be best prepared for discussion and decision making. Are you aware of the time commitment involved in serving on this particular board or commission? Are you willing and able to commit to regular meetings plus work sessions every month for your full term?

Yes

How did you learn about this vacancy? *

- ☒ Word of Mouth
☒ I am a Current Board/Commission Member

Question applies to Library Board

There are two term length options available for appointments in 2019. Are you applying for the one year term (one vacancy) or three year term (one vacancy)? *

☒ Three Year Term

Interests & Experience

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

I have been part of the City Library Board and would like to continue to serve my community.

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

I'm an avid reader and regular Library Board user. I have also been on the City Library Board for many years and am very familiar with the roles and responsibilities of the board. I unfortunately will be on shift on September 17th and will be unable to attend the Council meeting. However, anyone is welcome to contact me if they have questions about my background and service on the board.

Upload a Resume or Letter of Interest

Application Form

Profile

Michele

First Name

Copeland

Last Name

Email Address

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

Home Address

Suite or Apt

City

State

Postal Code

Primary Phone

Alternate Phone

Providence Valdez Medical
Center

Employer

Medical Technologist

Occupation

Which Boards would you like to apply for?

Library Board: On Agenda

Question applies to multiple boards

Required Time Commitment: All city board members and commissioners are expected to (1) be present at most, if not all, board or commission meetings and (2) review agenda materials prior to arriving for the meeting to be best prepared for discussion and decision making. Are you aware of the time commitment involved in serving on this particular board or commission? Are you willing and able to commit to regular meetings plus work sessions every month for your full term?

I am aware of the time commitment and preparation needed for discussions and board meetings. I am willing to meet this expectation to the best of my ability.

How did you learn about this vacancy? *☒ Social Media

There are two term length options available for appointments in 2019. Are you applying for the one year term (one vacancy) or three year term (one vacancy)? *

☒ Three Year Term

Interests & Experience

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

I have a love of books and would like to share that love with the community. I am also interested in participating in more community geared activities

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 of Science in Clinical Laboratory Science. I currently work as a Medical Technologist at the hospital. The projects I worked on for my degree involved a lot of research and reading. I have volunteered a little at the animal shelter.

[LibraryBoard.docx](#)

Upload a Resume or Letter of Interest

To whom it may concern,

My name is Michele Copeland and I am writing to express my interest in becoming a member of the City of Valdez Library Board.

I moved to Valdez in June of 2015 to accept a position as a Medical Technologist for the Providence Valdez Medical Center Laboratory. I have a BS in Clinical Laboratory Science from Weber State University, Ogden, Utah. I have enjoyed living in Valdez the past four years and look forward to many more years living in Valdez.

I am interested in serving on the Library Board to share my love of reading and listening to books while creating ties to the community. I grew up in Southern California during a time when having a television with good reception was difficult. I therefore used books to explore the world. I look forward to the opportunity to create and plan activities centered around books for entertainment and education.

Thank you for your consideration to serve on the Library Board.

Regards,

Michele Copeland.



Legislation Text

File #: 19-0387, **Version:** 1

ITEM TITLE:

Approval of Professional Services Agreement with Day Engineering for the Sewer Force Main Replacement Design in the amount of \$586,300.

SUBMITTED BY: Lindy Vititow, Capital Facilities Project Manager II

FISCAL NOTES:

Expenditure Required: \$586,300
Unencumbered Balance: \$2,000,000
Funding Source: 310-2536-58000

RECOMMENDATION:

Approval of Professional Services Agreement with Day Engineering for the Sewer Force Main Replacement Design in the amount of \$586,300.

SUMMARY STATEMENT:

Project Background: The current force main system (Transite AC, 16 & 18-inch force main) was constructed in approximately 1970. The pipeline out of town begins at Lift Station 1, just off of Richardson Highway across from E. Pioneer Drive. The pump station moves sewage approximately 3.5 miles to the wastewater pond system for treatment. The current force main's route is within the utility corridor that runs through the tide flats south and east of the Richardson Highway and then parallels the west side of Mineral Creek Loop Road until it reaches the City's wastewater pond system. The system has experienced spot failures and is located within an environmentally sensitive part of Valdez. The intent of this project is to replace the system prior to significant failures and prep the system for any potential future expansion.

Project Procurement: A Request for Proposals was posted for this project on June 18, 2019. The solicitation posted for nineteen working days. Three proposals were received and all three firms were interviewed. During the interview process, Day Engineering was chosen by the interview committee for their value to the city, similar project experience, design ideas, understanding the current sewer force main and its' ancillary systems, and understanding of operational needs.

Scope of Work: The Sewer Force Main Replacement project will focus primarily on modifications and upgrades at Lift Station #1 (adjacent the Animal Shelter), the replacement of the primary sewer force main from Lift Station #1 to the sewage ponds, and tie-ins at Lift Stations 3 & 4 along loop road. The design process consist of the following four phases:

Phase I - Feasibility (determine routing and feasibility of proposed alternatives)

Phase II - Preliminary Design and Permitting

Phase III - Final Design and Grant Submittals

Phase IV - Construction

Terms of Contract: This PSA will be for Phase I and II only. Phase I will begin upon approval of this contract and be completed on or before May 2020. Phase II will begin June 2020 and be completed on or before September 2021. Phases III and IV will be presented for approval once design and permitting reach a point of preliminary acceptance with the various governing agencies and will run concurrently with the final stages of Phase II. It is anticipated that construction will begin in 2021 or 2022. Please see attachment for more detailed project information & schedule.



**City of Valdez
Agreement for Professional Services**

THIS AGREEMENT between the CITY OF VALDEZ, ALASKA, (“City”) and Dean Day DBA Day Engineering (“Consultant”) is effective on the ____ day of _____ 2019.

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

**Project: Sewer Force Main Replacement
Project No: 18-310-2536
Contract No.: 1537
Cost Code: 310-2536-58000**

Consultant’s project manager under this agreement is Dean Day.

Consultant’s project manager may not be changed without the written consent of the City.

City’s project manager is Lindy Vititow.

ARTICLE 1. Scope of Work

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

ARTICLE 2. Compensation

2.1 Compensation shall be paid in accordance with the Basis of Compensation Schedule attached hereto as Appendix B and incorporated herein by reference.

ARTICLE 3. Period of Performance

3.1 The Consultant agrees to commence work under this agreement only as authorized by and in accordance with written notice to proceed and to complete the work in accordance with the Scope of Work (Appendix A).

3.2 The period of performance under this agreement shall end and Consultant shall have completed all work under this agreement on or before September 9, 2021. Work to begin after issuing a written Notice to Proceed. Work shall proceed in accordance with the schedule set forth in Appendix A.



ARTICLE 4. Subconsultants

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

ARTICLE 5. Insurance

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

<u>Type of Insurance</u>	<u>Limits of Liability</u>	
	<u>Each Occurrence</u>	<u>Aggregate</u>
Workers' Compensation	Statutory	Statutory
Employers' General	\$ 100,000	\$ 300,000
Commercial General Liability*	\$1,000,000	\$2,000,000
Comprehensive Automobile Liability	\$ 100,000	\$ 300,000
Professional Liability*	\$1,000,000	\$2,000,000

*(including Broad Form Property Damage Coverage and Completed Operations Coverage)

ARTICLE 6. Appendices

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

<u>Appendix</u>	<u>Title</u>
A	Scope of Work
B	Basis of Compensation
C	General Conditions

Agreement for Professional Services
Project: Sewer Force Main Replacement
Project No. 18-310-2536
Contract No. 1537
Cost Code: 310-2536-58000



IN WITNESS WHEREOF, the parties to this presence have executed this CONTRACT in two (2) counterparts, each of which shall be deemed an original, in the year and day first mentioned above.

DEAN DAY DBA DAY ENGINEERING

BY: _____

DATE: _____

TITLE: _____

FEDERAL ID #: _____

Mailing Address

City, State, Zip Code

Signature of Company Secretary or Attest

Date: _____

**CITY OF VALDEZ, ALASKA
APPROVED:**

Jeremy O'Neil, Mayor

Date: _____

ATTEST:

Sheri L. Pierce, MMC, City Clerk

Date: _____

Roxanne Murphy, Interim City Manager

Date: _____

RECOMMENDED:

Nathan Duval, Capital Facilities Director

Date: _____

**APPROVED AS TO FORM:
Brena, Bell & Walker, P.C.**

Jon S. Wakeland

Date: _____

Agreement for Professional Services
Project: Sewer Force Main Replacement
Project No. 18-310-2536
Contract No. 1537
Cost Code: 310-2536-58000



Appendix A Scope of Work

BASIC SERVICES

Provide all engineering and support services necessary to provide the City of Valdez:

The scope of work is more specifically described in the attached proposal dated September 6, 2019 which is incorporated herein by reference.

Appendix B Basis of Compensation

On completion of work and submission of invoices, the City shall pay to consultant the compensation as follows:

Payment shall be made based on the proposed fee for Phase I and Phase II only and shall not exceed \$586,300.00 per the proposal attached to Appendix A of this Agreement, without prior authorization by the City as required in Section V of the General Conditions (Appendix C).



PO BOX 651 • EUREKA, NEVADA 89316 • (775) 293-1743
5 EAST PARK STREET • FALLON, NEVADA 89406 • (775) 423-9090

September 6, 2019

Nathan Duval, Capital Facilities Director
City of Valdez Capital Facilities
300 Airport Road, Suite 201
P.O. Box 307
Valdez, Alaska 99686

RE: Sewer Force Main Replacement Design
SUBJ: Cost Proposal for Engineering

Dear Mr. Duval:

We are pleased to give the following cost proposal for the feasibility, preliminary design and permitting, final design and grant submittals, and construction engineering of sewer improvements within the City of Valdez. Work includes, but is not limited to: the design, planning, surveying, engineering, all permitting, and special inspections required for the installation of a new secondary force main system between Lift Station 1 and the waste water treatment plant, related ancillary utilities, required structure modifications/ and or replacement of Lift Station 1, 3, and 4. Public communication, grant application assistance, and all other related professional services required for this project will also be included.

We anticipate involvement in the following areas:

1. Lift Station # 1 Replacement (by the animal control facility).
2. Lift Station # 1 Force Main Replacement from the animal control facility to the wastewater treatment plant (by the baler).
3. Lift Station # 3 Force Main Replacement (on Mineral Creek Loop) which currently ties into the Lift Station # 1 Force Main.
4. Lift Station # 4 Analysis for additional load from Lift Station # 3. Possible Replacement of Lift Station # 4 or slip lining of Lift Station # 3 pipe inside old Lift Station # 1 pipe to wastewater treatment plant.

Scope of Work:

This project will be broken down into four phases as follows:

Phase I – Feasibility

Research needed for required permitting and the likelihood of obtaining permits, land ownerships – right-of-way, land purchase costs, dewatering costs, and construction costs for the different routing and locations for the facilities. Public notifications and meetings. Decide on location and routing using the research.

Phase II – Preliminary Design and Permitting

Proceed with actual permitting, obtaining land ownerships – right-of-way, land purchases, dewatering permits / plans, construction estimates, preliminary alignment and facility sizing, grant driven (USDA Rural Development preliminary engineering report, for example) engineering reports, geotechnical, and facility studies, using decisions made in Phase 1.

Phase III – Final Design and Grant Submittals

We are uncertain of a solid cost at this point given the options. We are offering a rough estimate of cost for this phase which will be refined when Phase I and II are completed. Final permitting, obtaining land ownerships – right-of-way, land purchases, dewatering permits / plans, agency reviews and approvals, bid ready construction plans and specifications, bid assistance, pre-bid meetings, project visits, addendums, obtain available grants / loans if available.

Phase IV– Construction

We are uncertain of a solid cost at this point given the options. We are offering a rough estimate of cost for this phase which will be refined when Phase I and II are completed. Pre-construction, submittal review, construction scheduling, full-time project inspection, construction meetings, special inspections, public notifications and meetings, project close-out.

Preliminary Project Schedule:

September 2019 – Meet with the City of Valdez key personnel to go over potential routing solutions

September 2019 – October 2019 (weather permitting) – Surveying and maps of possible routes showing property ownership

October 2019 – March 2020 – Make preliminary contacts and written requests with all permitting and funding agencies gather potential funding application information

March 2020 – April 2020 - Public hearings / website advertising/ meetings with the City of Valdez to finalize scope and route selection

April 2020 – June 2020 – Preliminary engineering reports, applications / approvals to funding agencies, surveying, preliminary design, and detailed measurements of selected route. Work with City on construction budgeting.

June 2020 – September 2021 – Permitting of selected route, final funding agency applications and approvals/ denials.

September 2021 – February 2022 – Final design, ADEC approvals, prepare bid for advertising per City of Valdez policies, and funding agency guidelines

February 2022 – March 2022 – Bid and contractor selection

April 2022 – October 2022 – Construction

November 2022 – March 2023 – Project Close-Out with City, ADEC and all permitting agencies

Engineering Cost Proposal:

PHASE 1 – FEASIBILITY

DAY ENGINEERING IN-HOUSE	\$ 100,000
Wrangell Mountain Surveying +15%	\$ 108,700
Shannon & Wilson Geotechnical + 15%	\$ 4,500
DOWL Permitting+ 15%	<u>\$ 31,800</u>
PHASE 1 TOTAL	\$ 245,000

PHASE 2 – PRELIMINARY DESIGN AND PERMITTING

DAY ENGINEERING IN-HOUSE	\$ 150,000
Wrangell Mountain Surveying + 15%	\$ 28,800
Shannon & Wilson Geotechnical + 15%	\$ 88,500
DOWL Permitting + 15%	<u>\$ 74,000</u>
PHASE 2 TOTAL	\$ 341,300

***Note Phase III will not be awarded in this contract**

PHASE III– FINAL DESIGN AND GRANT SUBMITTALS – ROUGH ESTIMATE ONLY

DAY ENGINEERING IN-HOUSE	\$ 400,000
Wrangell Mountain Surveying + 15%	\$ 28,800
DOWL Permitting + 15%	\$ 5,900
Building Architect, Mechanical, Electrical	<u>\$ 50,000</u>
PHASE 3 TOTAL	\$ 484,700

***Note Phase IV will not be awarded in this contract**

PHASE IV – CONSTRUCTION (Including Full-Time Inspection & Testing) – ROUGH ESTIMATE ONLY

DAY ENGINEERING IN-HOUSE	\$ 452,500
Wrangell Mountain Surveying / Inspection+ 15%	\$ 862,500
DOWL + 15%	\$ 5,900
Building Architect, Mechanical, Electrical	<u>\$ 20,000</u>
PHASE 4 TOTAL	\$ 1,340,900

SCHEDULE OF RATES AND CHARGES FOR DAY ENGINEERING SERVICES

<u>ENGINEERING & GENERAL SUPERVISION</u> <u>HOURLY</u>	<u>RATE PER</u>
Principal or Officer of Firm	\$ 165.00
Project Engineer	\$ 125.00
Field or Design Engineer	\$ 100.00
Draftsman	\$ 80.00
Field or Office Assistant	\$ 60.00
Sub-consultants	\$ Cost
plus 15%	

<u>CONSTRUCTION INSPECTION</u>	<u>RATE PER HOUR</u>
Resident Engineer	\$ 125.00
Resident Inspector	\$ 100.00

REIMBURSABLE EXPENSES

1. Travel from office at \$0.50 per mile, or as actual out-of-pocket cost plus time at above rates both ways
2. Actual cost of subsistence and lodging
3. Actual cost of long distance telephone calls, telegrams, express charges, and posting other than ordinary first-class
4. Actual cost of materials required for the job and used in surveying, drafting, and allied activities including printing/ production costs
5. Actual cost of special tests and services of special consultants.

Wrangell Mountain Technical Services 2019 Price Sheet for Services

All services are \$150 per hour except those items with additional fees.

Surveying: \$150/hour

Topographic Surveys

Boundary Surveys and Platting

Construction Surveys

Bathymetric Surveys

As-Builts

Elevation Certificates

Aerial Drone Mapping Additional Fee \$100/hour

Underground utility Ground Penetrating Radar in the works

Engineering: \$150/hour

Designs of Parking Areas

Designs of Water, Sewer, Storm Drains

Designs of Roads

Designs of Drainages

Designs of On-site Water and Wastewater Systems (Septic)

Test Holes if I provide the Backhoe Additional Fee \$100/hour

Inspections: \$150/hour plus

General Construction Inspection

Concrete Non-Destructive Strength Testing (Rebound Hammer)

Anchor Bolt Drilling and Grouting Inspections

Compaction Testing (soils and asphalt)

Residential Home Inspections

Concrete Field Testing (ACI Concrete Field Testing Certified)

Concrete Cylinders Breaks Additional Fee per Cylinder \$50/Cylinder

Shipping and Delivery per shipment \$100

Underwater Inspections Additional Fee \$150/hour

Aerial Drone Inspections Additional Fee \$100/hour

Underwater Drone Inspection Additional Fee \$100/hour
(preliminary)

Soil Proctors Additional Fee \$100/Sample

Travel:

I maintain a work trailer in Valdez therefore I do not charge per diem, lodging or planned travel to Valdez.

Unplanned travel to Valdez could be charged trip time from current work location and the return.

This does not apply to other parts of Alaska. Travel, Per diem and Lodging applies out of the Valdez or Chitina area.

SHANNON & WILSON, INC.
2019 HOURLY BILLING RATE SCHEDULE
ANCHORAGE OFFICE

Principal	\$225.00
Senior Associate	180.00
Associate	170.00
Sr. Professional III	160.00
Sr. Professional II	135.00
Sr. Professional I	120.00
Professional IV	110.00
Professional III	97.00
Professional II	85.00
Professional I	80.00
Senior Technician	90.00
Technician III	85.00
Technician II	75.00
Technician I	65.00
Office Services IV	95.00
Admin Assistant II	85.00
Admin Assistant T	60.00

Job specific reimbursable costs to be invoiced at cost plus 10%. No markup will be added on travel or travel related expenses. These rates do not include overtime surcharges as applicable by Alaska State law.

DOWL
Abbreviated 2019 Hourly Billing Rate Schedule
Anchorage Office

Environmental Specialist X	\$225
Environmental Specialist V	\$150
Environmental Specialist IV	\$140
Environmental Specialist III	\$120
Environmental Specialist II	\$105
GIS Technician	\$75
GIS Specialist	\$90
GIS Coordinator	\$140
Graphics Designer	\$105
Cultural Resources Specialist V	\$165
Cultural Resources Specialist III	\$115
Cultural Resources Specialist II	\$105
Administrative Assistant	\$85
Administrative Manager	\$95
CAD Drafter V	\$120
CAD Drafter IV	\$110
CAD Drafter III	\$100
CAD Drafter II	\$90
CAD Drafter I	\$75
Accounting Technician	\$85
Accounting Manager	\$155

Reimbursable expenses

DOWL's Professional Services Fee Schedule is subject to adjustment each year or at the end of a contract period, whichever is appropriate. Should adjustments be anticipated or required, such adjustments will not affect existing contracts without prior agreement between Client and DOWL. Straight-time rates are given. Multiply by 1.5 for overtime rates. Overtime rates will be applied at the rate prescribed by applicable state law.

Direct reimbursable expenses such as travel, freight, subcontractors, and request beyond those requests considered reasonable by the Project Manager for phone/fax/postage, office supplies, reproduction and photography, and laboratory analysis will be billed at cost plus the negotiated markup.

In-house equipment usage charges or specialized software/equipment that are not separately stated on the fee schedule will be negotiated at rates deemed fair and reasonable. Late charges will be assessed on the unpaid balance of all accounts not paid within 30 days of the billing date, at a rate of 1.0 percent per month (12% per year).

Unless otherwise specified contractually, per diem will be billed when travel is more than 50 miles from the office during a meal allowance period of three or more consecutive hours or involves an overnight stay. The three meal allowance periods are breakfast (midnight to 10 am), lunch (10 am – 3 pm) and dinner (3 pm to midnight).

CITY OF VALDEZ - NEW SEWER FORCE MAIN REPLACEMENT - Phase 1
DAY ENGINEERING

Phase I - FEASIBILITY

Task	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20
Wetland delineation									
Eagle nest survey									
Alternative analysis									
Pre-application meetings									
Heritage Resource search									
Utility locates									
Survey									
Right-of-way									
Land acquisition costs									
Public notification & meetings									
Review subsurface information									
Dewatering guidance									
Dewatering costs									
Rough construction costs									

* Darkened boxes represent task work in progress

CITY OF VALDEZ - NEW SEWER FORCE MAIN REPLACEMENT - Phase 2
DAY ENGINEERING

Phase 2 - PRELIMINARY DESIGN AND PERMITTING

Task	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21
Permitting review by agencies																
Utility Locates /Traffic Control																
Geotechnical Exploration																
Soil Laboratory Testing																
Geotechnical Reports																
Public notification & meetings																
Preliminary design																
Survey /land acquisitions																
Dewatering plans /permits																
Construction estimates																
USDA RD report for grants																
Grant contacts /prelim apps																

* Darkened boxes represent task work in progress



Appendix C General Conditions

I. Definitions:

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

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

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

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

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

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

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

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

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

Subconsultant: Any person, firm, corporation, joint venture, partnership or other entity engaged through or by Consultant.



II. Information and Services from Others:

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

The City may, at its election, or in response to a request from the Consultant, furnish information or services from other Consultants. If, in the Consultant's opinion, such information or services are inadequate, the Consultant must notify the City of the specific service or material deemed inadequate and the extent of the inadequacy prior to use in the performance of this Agreement. Unless so notified by the Consultant, the City may assume the information or services provided are adequate.

III. Indemnification

To the fullest extent permitted by law, the Consultant shall indemnify, defend, and hold harmless the City from and against any claim of, or damages, losses, expenses and liability (including but not limited to fees and charges of engineers, architects, attorneys, and other professionals, and court, mediation and/or arbitration costs) for negligent acts, errors, and omissions of the Consultant, Subconsultant, persons or organizations directly or indirectly employed or engaged by Consultant or Subconsultant under this Agreement. The Consultant is not required to indemnify, defend, or hold harmless the City for a claim of, or liability for the independent negligent acts, errors, and omissions of the City. If there is a claim of, or liability for a joint negligent act, error, or omission of the Consultant and the City, the indemnification, defense, and hold harmless obligation of this provision shall be apportioned on a comparative fault basis. In this provision, "Consultant" and "City" include the employees, agents, and contractors who are directly responsible, respectively, to each. In this provision, "independent negligent acts, errors, and omissions" means negligence other than in the City's selection, administration, monitoring, or controlling of the Consultant, or in approving or accepting the Consultant's work.

IV. Insurance:

All of the insurance coverages listed in Article 5 shall be purchased by the Consultant. The City shall be made an additional insured on the Consultants Commercial General Liability policy in connection with the activities related to this contract. The Consultant shall purchase and maintain the Article 5 insurance coverages with limits not less than those specified for the duration of the Agreement. The professional liability insurance shall be maintained in force for one year following the date of final payment for the work performed herein. The amount of the contract may be renegotiated if the insurance premiums for the following year are raised over those in force when the contract was let. Should the professional liability insurance become unavailable during the one year period following the date of final payment, the insurance coverage may be renegotiated between the owner and the Consultant.



Insurance coverage shall provide for negligent acts, errors or omissions which the Consultant, employees of the Consultant or Subconsultant may make which produce loss or liability to the Owner and for the protection against loss which results from reliance on the Consultant's products, reports or a combination thereof. Failure to comply with the provision for maintaining the insurance in effect for one year following the date of final payment may be cause for the Owner to refrain from dealing with the Consultant in the future.

V. Payments:

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

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

All progress invoices shall be prepared as a percentage of the work is completed except contracts performed on "time and expenses" basis which invoiced amounts shall not exceed the actual charges to the invoice date.

Under no circumstances will City pay for charges in excess of any lump-sum or not-to-exceed contract amount incurred prior to written authorization by City for an increase in the contract amount. Written request for an increase in the contract amount shall be given to City with sufficient notice to allow City to issue formal approval prior to the incurring of excess charges without delay to the work.

On "time and expenses" contract amounts, compensation for work included in the Scope of Work shall be for direct labor costs and the actual cost of reimbursable expenses. Direct labor costs shall be as shown on the current Standard Labor Rates for the Consultant, a copy of which is attached as Appendix D, times a factor of n/a, for services rendered by principals and employees of the firm. Reimbursable expenses mean the actual expenses incurred directly or indirectly in connection with the Project for: transportation and subsistence incidental thereto; obtaining bids or proposals from contractor(s); furnishing and maintaining field office facilities; toll telephone calls and telegrams; reproduction of reports, drawings, specifications, and similar project-related items and, if authorized in advance by City, overtime work requiring higher than regular rates. Reimbursable expenses shall also include the amount billed to Consultant by Subconsultant employed by consultant for such Subconsultants' services and reimbursable expenses times a factor of 1.05.

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



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

VI. Changes:

Changes in the Scope of Work or of services may only be made by written amendment signed by both City and Consultant.

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

VII. Audits and Records:

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

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

VIII. Inspections:

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

IX. Termination or Suspension:

This Agreement may be terminated by either party upon ten (10) day's written notice if the other party fails substantially to perform in accordance with its terms through no fault of the party initiating the termination (default termination). If the City terminates this



Agreement, the City will pay the Consultant a sum equal to the percentage of work completed that can be substantiated by the Consultant and the City. If the City becomes aware of any fault or defect in the work of the Consultant or nonconformance with this Agreement, the City will give prompt written notice thereof to the consultant. Should the Consultant's services remain in nonconformance with this Agreement, the percentage of total compensation attributable to the nonconforming work may be withheld.

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

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

X. Officials Not to Benefit:

No member of or delegate to Congress, United States Commissioner or other officials of federal, state or local government shall be admitted to any share or part of this Agreement or any benefit to arise therefrom. The Consultant warrants that it has not employed or retained any organization or person, other than a bona fide employee working for the Consultant, to solicit or secure this Agreement and that it has not paid or agreed to pay any consideration contingent upon or resulting from this Agreement.

XI. Independent Consultant:

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

XII. Ownership of Work Products:

Work products produced under this Agreement, except items which have preexisting copyrights, are the property of the City. Payments to the Consultant for services hereunder includes full compensation for all work products, field notes, interim work, reports, and other materials produced by the Consultant and its Subconsultants pertaining to this Agreement. Any re-use the City might make of these work products shall be at the City's own



risk and the Consultant shall not incur any liability for the City's re-use of the work products on any project for which they were not intended.

XIII. Subconsultants, Successors and Assigns:

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

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

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

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

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

The Consultant shall include provisions appropriate to effectuate the purposes of this Appendix C in all subcontracts executed to perform services under this Agreement in which subcontract amount exceeds \$40,000.

XIV. Claims and Disputes:

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

In addition, all claims by the Consultant for additional compensation or an extension of the time for performance of any dispute regarding a question of fact or interpretation of this Agreement shall be presented in writing by the Consultant to the City's Project Manager within the next sixty (60) days unless the Project Manager agrees in writing to an extension of time for good cause shown. Good cause shown includes time for the Consultant



to prepare the claim, and the City's Project Manager will grant an extension of not more than sixty (60) days for preparation of the claim. The Consultant agrees that unless these written notices are provided, the Consultant shall not be entitled to additional time or compensation for such act, event or condition. The Consultant shall in any case continue diligent performance under this Agreement. The Consultant shall in any case continue to expeditiously accomplish disputed services pending future resolution of the Consultant's claim unless notified by the City to stop work on the disputed matter.

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

- The provisions of this Agreement that apply to the claim and under which it is made.
- The specific relief requested including any additional compensation claimed and the basis upon which it was calculated and/or the additional time requested and the basis upon which it was calculated.
- The claim will be acknowledged in writing by the City's Project Manager. If the claim is not disposed of within sixty (60) days of acknowledgement, provided additional time is not granted in writing by the City's Contract Officer, the claim will be decided by the City's Contract Officer. The Contract Officer reserves the right to make a written request to the Consultant at any time for additional information that the Consultant may possess to support the claims(s). The Consultant agrees to provide the City such additional information within thirty (30) days of receipt for such a request. The City's Contract Officer will allow a reasonable time extension for good cause if presented in writing prior to the expiration of the thirty (30) days. Failure to furnish such additional information constitutes a waiver of claim.
- The Consultant will be furnished a written, signed copy of the Contract Officer's decision within ninety (90) days of receipt of all necessary information from the Contractor upon which to base the decision. The Contract Officer's decision is final and conclusive unless, within thirty (30) days of receipt of the decision, the Consultant delivers a notice of appeal to the City Manager. The notice of appeal shall include specific exceptions to the City's decision including specific provision of this Agreement which the Consultant intends to rely upon on appeal. General assertions that the City's decision is contrary to law or to fact are not sufficient.



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

-

All of the insurance coverages listed in Article 5 shall be purchased by the Consultant. The City shall be made an additional insured on the Consultants Commercial General Liability policy in connection with the activities related to this contract. The Consultant shall purchase and maintain the Article 5 insurance coverages with limits not less than those specified for the duration of the Agreement. The professional liability insurance shall be maintained in force for one year following the date of final payment for the work performed herein. The amount of the contract may be renegotiated if the insurance premiums for the following year are raised over those in force when the contract was let. Should the professional liability insurance become unavailable during the one year period following the date of final payment, the insurance coverage may be renegotiated between the owner and the Consultant. Insurance coverage shall provide for negligent acts, errors or omissions which the Consultant, employees of the Consultant or Subconsultant may make which produce loss or liability to the Owner and for the protection against loss which results from reliance on the Consultant's products, reports or a combination thereof. Failure to comply with the provision for maintaining the insurance in effect for one year following the date of final payment may be cause for the Owner to refrain from dealing with the Consultant in the future.XV. Extent of Agreement:

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

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

This Agreement may be changed only by written amendment executed by both the City and the Consultant.

All communications that affect this Agreement must be made or confirmed in writing.

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

Agreement for Professional Services
Project: Sewer Force Main Replacement
Project No. 18-310-2536
Contract No. 1537
Cost Code: 310-2536-58000



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

XVI. Governing Laws:

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

XVII. Minimum Wages:

Minimum wages as determined by the Department of Labor shall be paid to all persons performing work on this Contract.



Legislation Text

File #: 19-0388, **Version:** 1

ITEM TITLE:

Woodside Housing Development Request for Proposals

SUBMITTED BY: Roxanne Murphy, Interim City Manager

FISCAL NOTES:

Expenditure Required: None at this time.

Unencumbered Balance: None at this time.

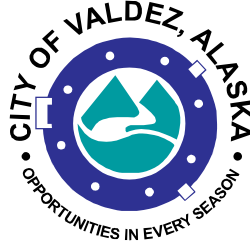
Funding Source: None at this time.

RECOMMENDATION:

Staff recommends Council approval of the Woodside Housing Development Request for Proposals.

SUMMARY STATEMENT:

During the Sept. 3 City Council meeting, Council directed Administration to deliver the Woodside Housing Development Request for Proposals document for Council consideration and potential approval. The baseline RFP is attached. The RFP that would be published will include maps and other general information that were not ready at the time of this agenda bill submission since the Economic Development Director is currently out of the office on medical leave. If Council approves this RFP, all related documents would be located and added and the RFP would be published through approved measures. Administration and staff would manage the RFP process and selection, and presentation to Council, until the Economic Development Director returns to office, possibly in November.



DRAFT City of Valdez, Alaska **Request for Proposals**

Project: Valdez Woodside Subdivision Housing Development Proposals

INTRODUCTION

The City of Valdez (City) seeks to partner with an organization to develop available parcels of City owned land for the purpose of increasing housing stock in the community. The City invites developers/contractors to submit written proposals to develop all or a portion of the Woodside property within the City limits. The tracts are parcels of developable land that have existing road access and utilities to the property line. The parcels are generally bounded by Hanagita Street to the north, Copper Avenue to the west, and Woodside and Pacific avenues to the south and east.

The property is undeveloped, semi forested and is also adjacent to a parcel which is home to an eagle's nest. The parcel is currently used as a snow storage lot and a portion of the parcel must be maintained to continue that purpose. The City is interested in obtaining development proposals for all or a portion of these properties that will help with housing needs and increase the city's tax base.

Detailed property descriptions, maps, reports, and other relevant data are attached to this solicitation in Appendix 'A'.

PROPERTY LOCATION

The property consists of two approximately two-acre parcels, one of which is platted and subdivided. The property is located in the city core. A map showing the location of the parcel of property is included in the attached paperwork, along with additional property information and reports. The current platting of these parcels is negotiable and may be revised to meet project objectives. The City is willing to assist successful proposers in navigating the replatting process (see Valdez municipal Code Title 16).

PROPERTY ZONING

The two properties (all parcels) are zoned multi-family residential (R-C) use, which allows the Valdez City Council to consider all potential valid housing uses (see Valdez Municipal Code Title 17.18 "R-C MULTIPLE-FAMILY RESIDENTIAL DISTRICT").

PREFERRED PROPERTY USE

The City has not identified a specific, or mix of multiple housing uses for this site, and is open to consider all valid proposals. In the past, discussion of potential land uses have included mixed high and low density multi-family residential development as well as single family residential development. The City will consider proposals for any housing uses. Consideration will be given for uses within the current zoning or a proposed rezoning, if necessary. Proposals should address necessary preservation of the eagle's nest and the City of Valdez snow lot. The property is potentially eligible for grant funding that the City of Valdez would apply for if affordable housing is developed, which could help with reducing the total cost of development. The City is also interested in negotiating incentives for this housing development, which include, but are not limited to: Expediting permit processes, waiving fees, offering land at low to no cost, and hooking up water and sewer at low to no cost.

REQUIRED PROPOSAL ELEMENTS

The proposal must at a minimum address the following items:

- Proposed developer name, address, contact information and key personnel in the proposed project.
- Previous experience and qualifications.
- Summary overview of the proposed development, the outcomes, and the short term and long term benefits to the community.
- Proposed purchase price, including terms and conditions for all or portion of the property of interest.
- Project and Financial References of at least three of the projects identified above.
- Detailed Action Plan:
 1. Rough Order of Magnitude Construction Cost Estimate
 2. Project Schedule beginning with signed partnership agreement through construction
 3. Site Preparation and Utility Development
 4. Site Plan, including access to and through the site and subdivision requirements.
 5. Describe any proposed phases and the basis or time line for implementing subsequent phases.
 6. Any proposed incentives or assistance that the developer would request from the City of Valdez as part of the development. Please specify type, duration, and yearly amount of incentive or assistance proposed as part of the development.
 7. A draft of a development/partnership agreement between the City and the developer.

EVALUATION AND SELECTION PROCESS

Proposals will be evaluated and ranked and top candidates will be selected by the Economic Diversification Commission. The City Council may interview the candidates. The selection will be based on a combination of the criteria included in the Required Proposal Elements section of this RFP and interviews and/or presentations. The City Council may request top candidates to make a public presentation to the community. The City intends to negotiate a contract with the firm it solely determines will provide the best overall value and expertise on this project. Following the contract negotiation, the City will issue an Intent to Award letter to all proposers.

TENTATIVE SELECTION SCHEDULE

- Request for proposals posted TBD, 2019
- Proposals due by 5:00p.m. TBD, 2019,
- Proposals reviewed through TBD, 2019
- Interviews, if conducted, during TBD 2019
- Recommendation to City Council by TBD 2019
- City Council considers final proposal
(Timeline is subject to change depending on responses.)

SUBMITTAL REQUIREMENTS

Developers/contractors interested in submitting a proposal to acquire and develop this site shall submit a response to the RFP by 5 p.m. A.D.T, on TBD, 2019. The proposals may be delivered electronically to the Economic Development Director (E-mail: MBarberio@Valdezak.gov) with "Valdez Land Development Proposal" listed in the subject line. One hard copy along with the electronic copy for proper formatting and print effects must also be furnished. The hard copy can arrive within a week of the deadline inasmuch as the electronic version is received prior to the submission deadline.

If the document is exceedingly large, please contact the Economic Development Director to establish an alternative means to submit the document (via Dropbox or other similar system). Proposals can also be submitted by mail to the address below. If mailed, please mail one hard copy and a one digital version in a sealed envelope bearing the caption on the envelope, "Valdez Land Development Proposal" To

City of Valdez Attn: Martha Barberio
212 Chenega Ave.
Valdez, Alaska 99686-0307

ADDITIONAL SUBMITTAL INFORMATION

- * All questions regarding the land and this solicitation must be reduced to writing by TBD, 2019, and e-mailed to MBarberio@Valdezak.gov. Staff will respond as quickly as possible and post on the City "bids" website. To receive solicitation updates please complete the request for planholders form and return to the email above. Any costs incurred in responding to this request are at the proposer's sole risk and will not be reimbursed by the City. This RFP does not in any way commit the City to reimburse recipients of this RFP for any of the costs of preparing and submitting a proposal for these services. Furthermore, this RFP does not obligate the City to accept or contract for any services expressed or implied.
- The City reserves the right to: (1) Modify or otherwise alter any or all of the requirements herein. In the event of any modifications, all selected respondents will be given an equal opportunity to modify their proposals in the specific areas that are requested. (2) Reject any proposal not adhering to any and all requirements set forth in this RFP. (3) Reject any or all responses received. The City reserves the right to terminate this RFP at any time.

⁴ Released TBD, 2019
RFP for Housing Development – Valdez, Alaska

- The City reserves the right to waive informalities, and to make a selection as deemed in its own best interest. The City reserves the right to reject any and/or all proposals which they deem to be not in the best interests of the City and to proceed with the next proposer or to utilize an entirely different process.
- All proposals and other materials become the property of the City and may be returned only at the option of the City. Detailed costs, price, and financial reference information provided will be held confidential.



Legislation Text

File #: 19-0389, **Version:** 1

ITEM TITLE:

Potential Property Purchase Discussion for Childcare Services

SUBMITTED BY: Roxanne Murphy, Interim City Manager

FISCAL NOTES:

Expenditure Required: None at this time.

Unencumbered Balance: None at this time.

Funding Source: None at this time.

RECOMMENDATION:

Provide Direction to Administration regarding the willingness to explore properties for the city to purchase for childcare expansion. Direction can also be provided regarding the process to reach a potential purchase and sale agreement.

SUMMARY STATEMENT:

Childcare services need to expand in our Valdez Community. During this discussion, the Council will be able to direct Administration regarding if they are interested in the city purchasing property to help with childcare expansion and the process that Council would like to follow to negotiate a potential purchase and sale agreement. Any final purchase and sale agreement would be added to the public City Council agenda to allow community members to voice support or opposition. The discussion at this point will be if and how the Council wants Administration to proceed with the matter at this time.



Legislation Text

File #: RES 19-0046, **Version:** 1

ITEM TITLE:

#19-46 - Amending the 2019 City Budget by transferring \$104,417 from Reserve to General Fund / Community Service Organizations for the Robe Lake VFDA / Army Corps Project

SUBMITTED BY: Brian Carlson, Finance Director

FISCAL NOTES:

Expenditure Required: \$104,417

Unencumbered Balance: \$104,417

Funding Source: 350-0250-55000; Reserve / VFDA Robe Lake ACOE

RECOMMENDATION:

Approve

SUMMARY STATEMENT:

- The original 2019 budget included an additional \$104K for CSO / Valdez Fisheries for a proposed project at Robe Lake.
- Staff moved these funds into a Reserve account via resolution 19-0023, upon learning that the project might not commence until 2020.
- VFDA has since learned that the project will commence in 2019, and has therefore requested that funds be returned to the 2019 CSO budget.
- Additional information from Lori Plaster, Administrative Coordinator:

In March 2019, VFDA requested the city council delay the CSO grant disbursement in the amount of \$104,417 until the Army Corp of Engineers conducted its evaluation of the Robe Lake rehabilitation project for potential project funding under its Section 206 Ecosystem Restoration Program. In June, we received communication from the COE stating that unfortunately, they did not receive funding for any "new" projects. VFDA intends to now move forward with the selection of a project contractor this October with the anticipation of work to begin in 2020. At this time we are requesting to have the COV's Finance Dept. disburse the full amount of the grant funding to VFDA.

- Attachment: Resolution 2019 Budget VFDA Robe Lake Project

CITY OF VALDEZ, ALASKA

RESOLUTION #19-46

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, AMENDING THE 2019 CITY BUDGET BY TRANSFERRING \$104,417 FROM RESERVE TO GENERAL FUND / CSO / VALDEZ FISHERIES FOR THE FISHERIES ROBE LAKE PROJECT.

WHEREAS, The Valdez Fisheries Development Association (VFDA) was granted an additional \$104,417 in the 2019 Community Service Organization (CSO) budget for the Robe Lake project; and

WHEREAS, the grant was subsequently moved into Reserve to accommodate a delay in the project timeline; and

WHEREAS, the grantee has provided a revised project timeline and is now requesting use of the granted funds; and

WHEREAS, budget amendments must be formally appropriated via Budget Amendment Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, that the 2019 City Budget is revised as follows:

Section 1: VFDA Robe Lake ACE, 350.0250.55000, is reduced by \$104,417

Section 2: Reserve Fund transfer to General Fund, 350.0050.49100, is increased by \$104,417.

Section 3: General Fund transfer from Reserve Fund, 001.0050.39140, is increased by \$104,417.

Section 4: Community Service Organization / Valdez Fisheries, 001.0840.48600, is increased by \$104,417.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, this 17th day of September, 2019.

City of Valdez, Alaska

Jeremy O'Neil, Mayor

ATTEST:

Sheri L. Pierce, MMC, City Clerk



Legislation Text

File #: 19-0390, **Version:** 1

ITEM TITLE:

Change Order Report: Change Order No. 3 with Prosser-Dagg Construction for the VHS Concrete Replacement Project.

SUBMITTED BY: Melissa Ross, Capital Facilities Project Manager

FISCAL NOTES:

Expenditure Required: \$27,663.18

Unencumbered Balance: \$877.27

Funding Source: 350-0310-55000.1806

RECOMMENDATION:

Receive and File

SUMMARY STATEMENT:

Estimated quantities for Change Order #2 were established prior to completion of demolition of the parking lot. The project required more materials for leveling course and subgrade because of as-found conditions that weren't accounted for during the original design. Other minor adjustments to unit price quantities are included with this change order. This is the final change order on the contract and the project is financially complete.

This report is filed per City Procurement Code 2.80.050.



CHANGE ORDER
CITY OF VALDEZ

TO: Prosser-Dagg Construction Co. LLC
10355 E. Palmer-Wasilla HWY
STE 120B
Palmer, AK 99645

DATE ISSUED 08-26-2019
CHANGE ORDER NO 03
COST CODE NO 350-0310-55000.1806
PROJECT NO. 18-350-1806

PROJECT: VHS Concrete Replacement

CONTRACT NO. 1474

Distribute to _____
Engineering _____
Owner _____
Contractor X _____
Other _____

You are directed to make the changes in this CONTRACT as follows:

The bid quantities have been adjusted to quantify actual used materials during construction. The project has been completed and this is for close out purposes. Quantities have been surveyed or otherwise verified.

Justification:

Estimated quantities for Change Order #2 were established prior to completion of demolition of the parking lot. The project required more materials for leveling course and subgrade because of as-found conditions that weren't accounted for during the original design. Other minor adjustments to unit price quantities are included with this change order.

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

The original CONTRACT sum was.....	\$	343,275.00
Change by previously authorized Change Order(s).....	\$	69,917.50
The CONTRACT sum prior to this Change Order was.....	\$	413,192.50
The CONTRACT sum will be increased by this Change Order...	\$	27,663.18
New CONTRACT sum including this Change Order will be.....	\$	440,855.68

CONTRACT time will be unchanged. The date of Substantial Completion as of the date of this Change Order therefore is July 31, 2019.

PROSSER-DAGG CONSTRUCTION CO. LLC

By: *Bill D. Turner*

Date: 8/26/2019

CORPORATE SEAL

Attest: _____

Corporate Secretary

AUTHORIZED BY:

CITY OF VALDEZ

By: *Roxanne Murphy*

Roxanne Murphy, Interim City Manager

Date: 8/29/19

RECOMMENDED:

By: *Nathan Duval*

Nathan Duval, Capital Facilities Director

Date: 8-29-19

VHS Concrete Replacement - contract no. 1474

DOCUMENT	DESCRIPTION	AMOUNT	
Original Contract		\$	343,275.00
Change Order #1	East VHS entrance footing and MS glycol line repair in sidewalk	\$	15,000.00 \$ 358,275.00
Change Order #2	Quantity Adjustments - D1, Concrete, Asphalt, & Sub Base - Sidewalks	\$	54,917.50 \$ 413,192.50
Change Order #3	Quantity Adjustments - D1, Sub Base - Parking lot	\$	27,663.18 \$ 440,855.68
TOTAL		\$	440,855.68
			28.4%



Legislation Text

File #: 19-0391, **Version:** 1

ITEM TITLE:

Report: 2020 Budget Personnel Request Update

SUBMITTED BY: Rhea Cragun, Human Resource Director

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Receive and file

SUMMARY STATEMENT:

For the 2020 budget there are two personnel requests:

1. Training Officer/EMS Coordinator, Reporting to the Fire Department

This is a full time (1.00 FTE) non FLSA exempt position; Salary Range 18; reporting directly to the Fire Chief.

Estimated overall cost: \$221,025

Summary of anticipated duties (See attached draft Job Description):

Will oversee and direct the department's training and EMS programs. Acts as department safety officer and infectious control officer. Analyzes, plans, designs, implements and administers Emergency Medical Services (EMS) programs as well as other department-wide and community oriented programs, including Advanced Life Support (ALS), Basic Life Support (BLS), Continuous Quality Improvement (CQI).

Justification:

- The ability to deliver standardized and effective training across all shifts and to all the

volunteer members.

- Ability to achieve a higher level of Emergency Medical Services (EMS) care as well as management of the overall program.
- In 2019, the State of Alaska Department of Health and Social Services adopted new regulations relating to EMS certification levels, which includes:
 - New training requirements,
 - Standing orders for the delivery of EMS,
 - Expanded scope of medical practices,
 - Requirements for Medical Directors,
- These new regulations are being implemented over the next four years; begin in September of 2019.
- It is critical that we have a qualified person involved throughout this process that can oversee the changes, while establishing new standing orders and expanded scope ensuring our compliance at every level
- Ongoing EMS training will ensure:
 - Meet the requirements for applicable Federal Grants
 - Maintain State EMS Certification
 - Standardized performance to reduce risk of injury or other harm during an event.
- Redistributes Training Officer and the EMS Coordinator duties and responsibilities to a single point of contact rather than dispersed among the Captains and Chief thus improving constancy of training and performance.

2. Emergency Manager, Management will determine the optimal structure of the position for objectives and recruitment/retention (whether as a contract or FTE)

Estimated cost: \$200,000

Summary of anticipated duties (See attached draft Job Description):

The Emergency Manager will direct emergency preparedness activities, ensure procedures and policies are current, and make evacuation decisions during an emergency in the absence of the facility manager.

Justification:

- This position will oversee the creation, implementation, and training of the City's continuity plan.
- Will direct emergency preparedness activities, ensure procedures and policies are current.
- Reviews and analyzes existing emergency preparedness and evacuation plans; makes recommendations for modifications to improve safety, efficiency, and effectiveness the plans.
- Identifies various potential hazards and risks that may arise in the event of an emergency; develops plans to mitigate or manage those risks.
- Plans, coordinates, and facilitates safety and evacuation meetings and drills as required.

Training Officer/EMS Coordinator

SUMMARY: Under general supervision of the Fire Chief, directs the Fire Training Program, in accordance with Department policy and appropriate local, State, and Federal laws, regulations, and standards; coordinate and provide training for VFD members as needed. Analyzes, plans, designs, implements and administers Emergency Medical Services (EMS) programs as well as other department-wide and community oriented programs, including Advanced Life Support (ALS), Basic Life Support (BLS), Continuous Quality Improvement (CQI), problem resolution and certification and recertification of both EMS instructors and providers. Serves as the department's safety officer and infectious control officer as outlined in NFPA 1500. Serve as the Fire Department Training Officer/EMS Coordinator for the City of Valdez Fire Department; review changes in fire and emergency services laws, rules, regulations and policies; update training content and provides related training liaison as required.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

PRIMARY DUTIES AND RESPONSIBILITIES:

- Creates implements and coordinates the training program with the Fire Chief and the shift Captains.
- Is training program administrator responsible for all program development, ensuring consistent delivery of department training programs.
- Monitors and evaluates the competency of all department members both individually and as a team.
- Performs Quality Assurance reviews of EMS documentation and care delivered as set forth by Alaska Department of Health Services guidelines.
- Evaluates EMS data, identifying methods of providing effective emergency medical care, identifying methods to correct complex medical issues and patient care delivery situations and designing quality assurance programs to measure program outcome and effectiveness.
- Conducts research and analysis of current and future EMS issues and trends to ensure quality medical services. Assists in accomplishing established overall organizational goals through program management, provider and system evaluation and quality assurance.
- Plans, organizes and develops lesson plans for BLS and ALS training programs.
- Conducts and evaluates EMS training activities and classroom instruction sessions including Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), CPR and Emergency Medical Technician programs.
- Serves as a liaison between the Fire Department and hospital, medical direction authorities and other agencies regarding EMS activities, procedures and policies.
- Plan, prepare and present Firefighter and EMS training; utilize appropriate training techniques, adult learning concepts and facilitation skills.
- Assure training course is taught according to lesson plan and as scheduled; maintain a roster of those attending training; maintain an adequate inventory of audio-visual and other classroom materials.
- Prepare, edit, update and coordinate production of training materials; develop specialized training materials and sessions.
- Responsible for maintaining personnel training records and other documentation of employee qualifications.
- Maintain training skills and certification through participation in applicable educational opportunities.
- Operate, clean and inspect emergency, fire, rescue, medical and life saving tools, equipment and facilities.
- Respond to emergencies and perform firefighting, rescue and emergency medical duties and may serve as an officer during emergencies.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of:

Training Officer/EMS Coordinator

- State, City and Federal statutes, rules, codes and regulations.
- Fire Department policies and procedures.
- Firefighting and emergency services techniques and procedures, and related safety and legal issues.
- Methods and techniques to develop and present training programs.
- Theories, principles and techniques used to facilitate adult learning.
- Project planning and execution of principles and methods
- Medical/legal issues related to delivery of Fire and EMS
- Microsoft Office suite

Skill in:

- Presenting technical training classes
- Establishing and maintaining cooperative working relationships with public safety and emergency services agencies.
- Planning, organizing, and presenting technical training classes.
- Develop computer based training programs
- Plan, coordinate and execute large public events or training programs
- Develop and implement long and short-range goals and objectives
- Represent the Fire Department at meetings with Local, State and Regional fire and medical direction authorities
- Coordinate medical follow-up, as needed, with infectious disease exposures
- Proficiently coordinate training and instruction in various areas, such as ACLS, PALS, PEPP, CPR, FFI, FFII and other certification courses
- Proficiently perform computerized word processing, comprehension, summarizing and writing/editing; use of database, spreadsheet and word processing applications
- Handle multiple projects simultaneously and use good judgment in prioritizing work assignments
- Attend or conduct various meetings as needed
- Establish and maintain effective working relationships with management, co-workers and outside agency representatives
- Complete required OSHA/Safety Training as required

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

Work is performed in internal and external environments with exposure to inclement weather and varying temperatures. May be exposed to hazardous materials, dangerous machinery and potential physical harm when responding to fire and rescue emergencies. Must maintain a level of physical fitness to meet Department standards.

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent.

Must possess and maintain a valid Alaska driver's license with no major driving citations.

Certification as a provider in the following areas is required: Cardiopulmonary Resuscitation (CPR), Advanced Cardiac Life Support (ACLS), Pediatric Life Support (PALS), and/or Pediatric Education for Pre-Hospital Professionals (PEPP).

IFSAC or Pro Board Firefighter I, IFSAC or Pro Board Fire Fighter II, IFSAC or Pro Board Instructor I.

Must be able to obtain and maintain instructor certifications for the above within one year of the date of hire

Preferred Qualifications:

State of Alaska Emergency Medical Technician III

State of Alaska Fire Service Instructor (AK or IFSAC)

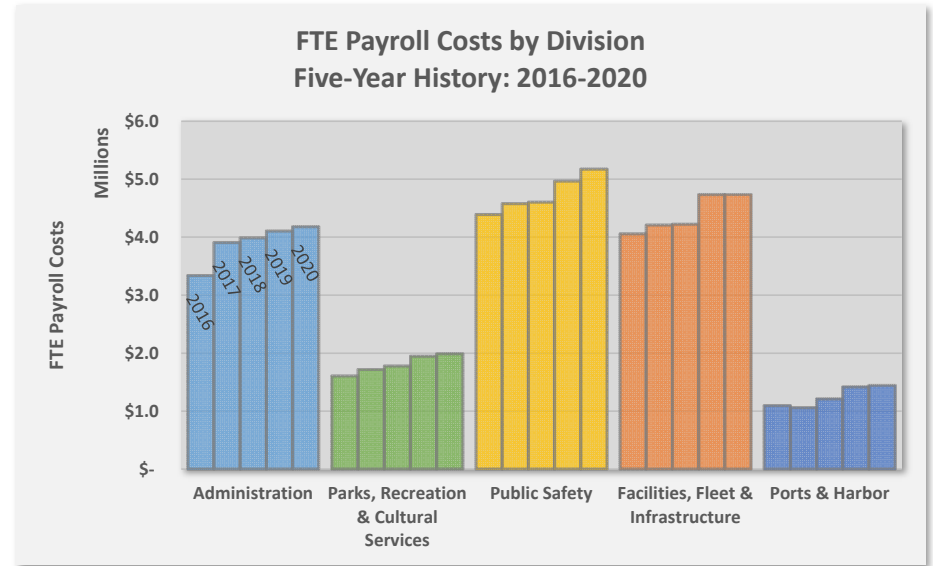
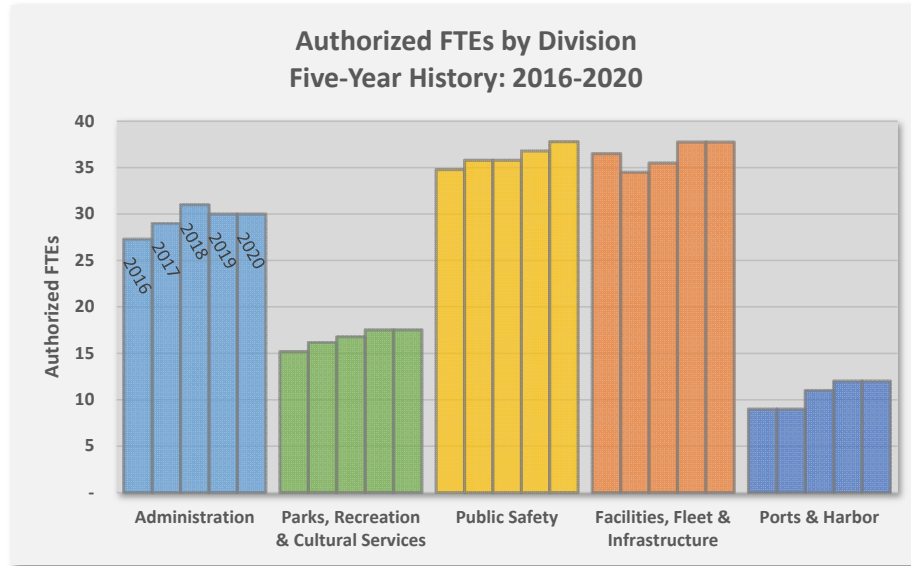
State of Alaska Emergency Medical Technician Instructor

State of Alaska Certified Fire Investigator (AK or IFSAC).

2020 FTE Request	FTE Allocation	FTE Payroll Impact	Other Expenses	Offsets	Total Budgetary Impact
FIRE/EMS					
TRAINING OFFICER/EMS COORD	1.00	131,706	89,319	-	221,026
Grand Total	1.00	131,706	89,319	-	221,026

Operational Objective

Oversee and direct department's training and EMS program



2020 FTE Request Detail	FTE Allocation	Salary	Benefits	IT Related	PW Related	Cap. Facilities	Other Personnel Exp	Other Operating Exp	Offsets	Net Budgetary Impact
FIRE/EMS										
TRAINING OFFICER/EMS COORD	1.00	79,808.75	51,897.21	2,000	62,000	-	14,689	10,630	-	221,025
Grand Total	1.00	79,809	51,897	2,000	62,000	-	14,689	10,630	-	221,025

Emergency Manager

SUMMARY: The Emergency Manager will direct emergency preparedness activities, ensure procedures and policies are current, and make evacuation decisions during an emergency in the absence of the facility manager.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

PRIMARY DUTIES AND RESPONSIBILITIES:

- Reviews and analyzes existing emergency preparedness and evacuation plans; makes recommendations for modifications to improve safety, efficiency, and effectiveness the plans.
- Identifies various potential hazards and risks that may arise in the event of an emergency; develops plans to mitigate or manage those risks.
- Plans, coordinates, and facilitates safety and evacuation meetings and drills as required.
- Develops, distributes, and maintains emergency communication protocols and documentation, which may include emergency contact trees, emergency response hierarchy, and other records.
- Ensures that relevant policies and procedures are current and in compliance with applicable regulatory requirements.
- Drafts emergency preparedness plan(s) for facility, ensuring OSHA and EPA requirements, national and local fire protection codes, and industry requirements are addressed and implemented. When applicable, submits plans to appropriate regulatory agencies in a timely manner.
- Monitors and assesses work environment for situations requiring activation of emergency procedures.
- Directs emergency efforts, collaborating with facility manager regarding partial or complete evacuations and evacuating employees as needed or in the absence of facility manager.
- Reviews emergency preparedness plans with employees and supervisors; provides updates when employee responsibilities or assigned actions change.
- Regularly inspects evacuation paths, ensuring exits and exit access are clear and free of obstructions.
- Oversees the operational and financial aspects of emergency preparedness and disaster management.
- Performs other related duties as assigned.

Skill in:

- Current, thorough understanding of applicable safety rules and guidelines.
- Excellent verbal and written communication skills.
- Ability to remain calm under pressure.
- Strong leadership skills.
- Ability to anticipate hazards and problems and respond effectively.
- Excellent interpersonal skills.
- Proficient in Microsoft Office Suite or related software.

Emergency Manager

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- Primarily office environment
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Business, Emergency Management, or related field and at least two years of experience in an emergency management field, such as law enforcement, fire safety, or military service, preferred; or equivalent education and experience
- Certified Emergency Manager (CEM), Certified Business Continuity Professional (CBCP), or related certification preferred.

DRAFT



Legislation Text

File #: 19-0392, **Version:** 1

ITEM TITLE:

Monthly Treasury Report - July, 2019

SUBMITTED BY: Brian Carlson, Finance Director

FISCAL NOTES:

Expenditure Required: n/a

Unencumbered Balance: n/a

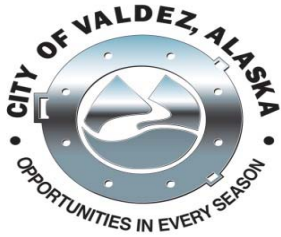
Funding Source: n/a

RECOMMENDATION:

Receive and file

SUMMARY STATEMENT:

Monthly treasury report, per City code

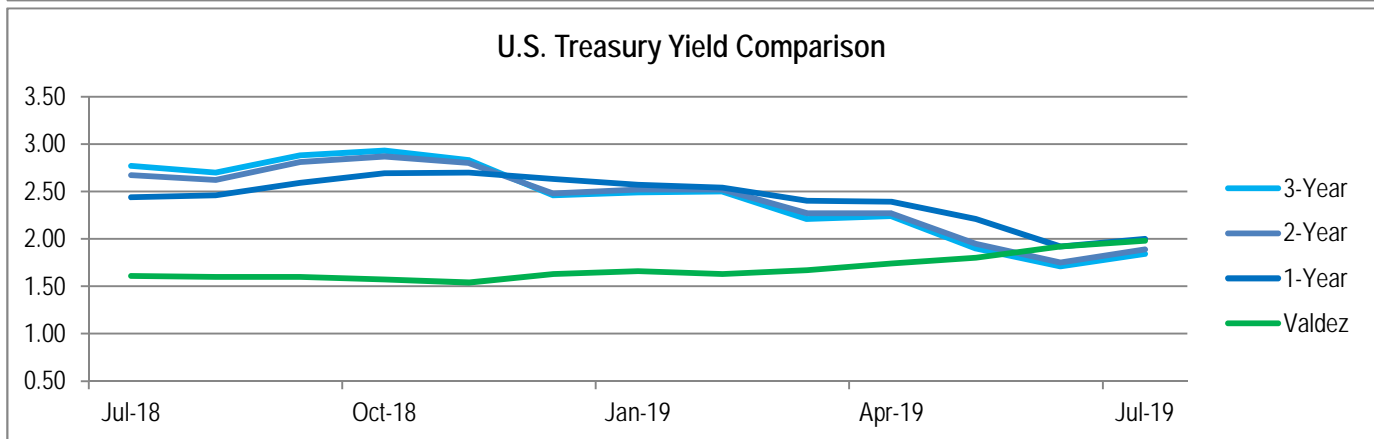
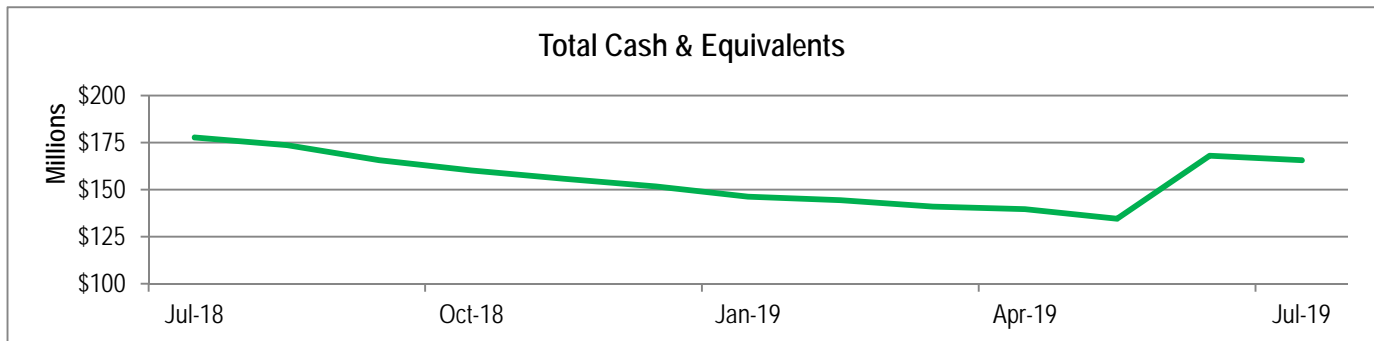


MONTHLY TREASURY REPORT

Period Ending: July 31, 2019

Prepared By: Jordan Nelson, Financial Analyst

		Begin			End		
		<u>Balance</u>	<u>Debits</u>	<u>Credits</u>	<u>Balance</u>	<u>Yield</u>	<u>Notes</u>
Central Treasury		158,907,315	11,825,923	(14,667,606)	156,065,633	1.95%	
Central Treasury	Wells Fargo	109,469,844	54,806	(130,000)	109,394,650	1.80%	
Money Market	Wells Fargo	48,800,000	2,723,581	(4,900,000)	46,623,581	2.29%	
Checking	Wells Fargo	641,188	7,646,971	(8,238,007)	50,153	0.00%	
Payroll	Wells Fargo	(3,717)	1,400,565	(1,399,599)	(2,751)	0.00%	
Restricted		9,621,455	0	(8,801)	9,612,654	1.64%	
Debt Service	Wells Fargo	9,613,305	-	(8,801)	9,604,504	1.64%	
Police	Wells Fargo	8,150	0	-	8,151	0.00%	
Total		168,528,770	11,825,924	(14,676,406)	165,678,287	1.93%	





City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Legislation Text

File #: 19-0393, **Version:** 1

ITEM TITLE:

Council Calendars - September & October 2019

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 September and October 2019 attached for reference.

September

2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 HOLIDAY 7pm – Ports & Harbor Commission	3 Absentee Voting @ City Hall for Special Election Noon-4pm Permanent Fund Committee Meeting (@ PWSC) 5:30pm City Council Work Session (City Permanent Fund) 7pm City Council Meeting	4 Absentee Voting @ City Hall for Special Election 6pm City Council Work Session (Council 2020 Budget Priorities)	5 Absentee Voting @ City Hall for Special Election	6 Absentee Voting @ City Hall for Special Election	7
8	9 Absentee Voting @ City Hall for Special Election 6:30 pm – School Board	10 VALDEZ SPECIAL MUNICIPAL ELECTION DAY (7am – 8pm) 5:30pm – Library Board Meeting (@ Library) 6:30pm – PVMC HAC Meeting (@ Hospital)	11 Noon – Council Special Meeting to Certify Election 7pm – Planning & Zoning	12 6pm Public Presentation - Maritime Tsunami Hazards Presentation (@PWSC)	13	14
15	16 7pm – Ports & Harbor Commission	17 7pm City Council Meeting	18 7pm – Economic Diversification Commission	19 6:30pm – VMHA Board Meeting (@ Museum) 7pm – Parks and Rec Commission	20	21
22	23 6:30 pm – School Board	24 6pm Council Work Session (Waterfront Master Plan)	25 7pm – Planning & Zoning	26	27	28
29	30 Noon – Beautification Task Force Noon – Flood Mitigation Task Force 6pm City Council Budget Work Session #1					

Note 1: This calendar is subject to change. Contact the City Clerk's Office for the most up-to-date information. Strike-thru indicates cancellation of standing meeting.

Updated 09.12.19

Note 2: Unless otherwise notated, all meetings and events listed on this calendar are held in City Council Chambers.

Note 3: City Clerk out of office for official travel 9/12-9/22; Interim City Manager out of the office for scheduled leave 9/23-9/27.

Note 1: This calendar is subject to change. Contact the City Clerk’s Office for the most up-to-date information. Strike-thru indicates cancellation of standing meeting.
Note 2: Unless otherwise notated, all meetings and events listed on this calendar are held in City Council Chambers.
Note 3: City Clerk out of office for official travel 9/12-9/22; Interim City Manager out of the office for scheduled leave 9/23-9/27.

Updated 09.12.19

October

2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 7pm City Council Meeting	2	3 6pm City Council Budget Work Session #2	4	5
6	7 6pm City Council Budget Work Session #3 7pm – Ports & Harbor Commission	8 5:30pm – Library Board Meeting (@ Library) 6:30pm – PVMC HAC Meeting (@ Hospital) 7pm – Parks and Rec Commission	9 7pm – Planning & Zoning	10 6pm City Council Budget Work Session #4	11	12
13	14 6:30 pm – School Board	15 7pm City Council Meeting	16 7pm – Economic Diversification Commission	17 6:30pm – VMHA Board Meeting (@ Museum) 6pm City Council Budget Work Session #5	18 HOLIDAY	19
20	21 6pm City Council Budget Work Session #6	22 7pm – Ports & Harbor Commission	23 7pm – Planning & Zoning	24	25	26
27	28 Noon – Beautification Task Force 6:30 pm – School Board	29	30	31		

Note 1: This calendar is subject to change. Contact the City Clerk's Office for the most up-to-date information. Strike-thru indicates cancellation of standing meeting.

Updated 09.12.19

Note 2: Unless otherwise notated, all meetings and events listed on this calendar are held in City Council Chambers.

Note 3: Alaska Municipal League (and associated organizations) Conference is scheduled November 16-22. Second regular Council meeting in November likely to be moved due to AML.