

City of Valdez

*212 Chenega Ave.
Valdez, AK 99686*



Meeting Agenda - Final

Tuesday, December 1, 2020

7:00 PM

Regular Meeting

Council Chambers

City Council

REGULAR AGENDA - 7:00 PM

I. CALL TO ORDER

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

IV. APPROVAL OF MINUTES

1. [City Council Regular Meeting Minutes of November 17, 2020](#)

V. PUBLIC BUSINESS FROM THE FLOOR

VI. CONSENT AGENDA

1. [Appointment to Providence Valdez Medical Center Health Advisory Council \(Partial Term - Deborah Plant\)](#)
2. [Appointment to City Ports & Harbors Commission \(Partial Term - Monty Morgan\)](#)
3. [Approval of 1-Year Contract Extension to Gulf Coast, Inc. DBA Clean Alaska in the Amount of \\$142,740.00 for Janitorial Services](#)
4. [Approval of 1-Year Contract Extension to X-DLX Investments, Inc. in the Amount of \\$163,076.40 for Janitorial Services](#)
5. [Approval To Go Into Executive Session: City Manager Evaluation](#)

VII. NEW BUSINESS

1. [Discussion Item: COVID 19 Update](#)
2. [Appointment to City Permanent Fund Investment Committee \(Full Term - Multiple Applicants\)](#)
3. [Approval of the Advertising/Marketing Grant Program in an Amount Not to Exceed \\$500,000](#)
4. [Discussion Item: Government Finance Officers Association \(GFOA\) Distinguished Budget Award](#)

VIII. RESOLUTIONS

1. [#20-65 - Adopting the 2021 Budget for the City of Valdez and Appropriating Monies for that Budget](#)
2. [#20-66 - Establishing the 2021 Tax Calendar](#)

3. [#20-67 - Accepting the 2020-2021 EMPG Grant in the Amount of \\$25,000 from the Division of Homeland Security and Emergency Management and Approving as Expenditure](#)
4. [#20-68 - Authorizing the Continuance of the COVID-19 Local Government Disaster Declaration](#)

IX. REPORTS

1. [Procurement Report: Professional Services Agreement with RSA Engineering, Inc. for GMS Water Piping Replacement Design in the Amount of \\$56,313.80](#)

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

1. City Manager Report

1. [City Manager's Report 12-1-2020](#)

2. City Clerk Report

3. City Attorney Report

4. City Mayor Report

XI. COUNCIL BUSINESS FROM THE FLOOR

XII. EXECUTIVE SESSION

XIII. RETURN FROM EXECUTIVE SESSION

XIV. ADJOURNMENT

XV. APPENDIX

1. [Council Calendar - December 2020](#)
2. [City Boards & Commissions Vacancies - December 2020](#)



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Legislation Text

File #: 20-0561, **Version:** 1

ITEM TITLE:

City Council Regular Meeting Minutes of November 17, 2020

SUBMITTED BY: Clerk's Office

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Receive and file

SUMMARY STATEMENT:

Draft City Council regular meeting minutes of November 17, 2020 attached for Council review.

City of Valdez

212 Chenega Ave.
Valdez, AK 99686



Meeting Minutes - Draft

Wednesday, November 17, 2020

7:00 PM

Regular Meeting

Council Chambers

City Council

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

Mayor Pro Tempore Scheidt called the meeting to order at 7:04 p.m. in City Council Chambers.

II. PLEDGE OF ALLEGIANCE

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

III. ROLL CALL

Present: 7 - Mayor Pro Tempore Sharon Scheidt – *Meeting Chair*
Mayor Jeremy O'Neil (*via GoToMeeting*)
Council Member Ron Ruff (*via GoToMeeting*)
Council Member Susan Love
Council Member Jimmy Devens
Council Member Dennis Fleming (*via GoToMeeting*)
Council Member Alan Sorum (*via GoToMeeting*)

Also Present: 6 - City Manager Mark Detter
Assistant City Manager Roxanne Murphy (*via GoToMeeting*)
Assistant City Manager Nathan Duval
Deputy City Clerk Allie Ferko (*via GoToMeeting*)
Records Manager Shelley McMillen
City Attorney Jack Wakeland (*via GoToMeeting*)

IV. PUBLIC HEARINGS**1. 2021 City Budget Public Hearing**

No members of the public appeared to provide testimony during the 2021 City Budget Public Hearing.

V. APPROVAL OF MINUTES**1. City Council Regular Meeting Minutes of October 20, 2020**

The City Council regular meeting minutes of October 20, 2020 were approved as presented.

VI. PUBLIC APPEARANCES**1. Public Appearance: Huddle Alaska - Holly Spoth-Torres and Dr. William Hunter Holland RE: Meals Hill Master Plan**

Mr. Nick Farline, city PRC&S director, introduced Ms. Spoth-Torres and Dr. Holland.

Dr. Holland shared a snapshot of the findings from the stakeholder survey and interview process. He detailed the five themes used to identify what was most

important to community stakeholders. He shared how stakeholders stated they wanted Meals Hill to be used, with the general consensus being the desire for community access. Council Member Scheidt asked how information was gathered from visitors. Dr. Holland stated the survey had been shared with over 50 visitor organization social media pages both in Alaska and globally, in addition to other outreach methods.

Ms. Spoth-Torres discussed the Meals Hill Planning Committee's approach to the project. She stated the next step would be to pull together two to three alternative concepts to present in February for the community to review. She felt if community consensus was achieved, portions of the project could begin in the summer of 2021.

VII. PUBLIC BUSINESS FROM THE FLOOR

No members of the public chose to provide testimony.

VIII. CONSENT AGENDA

- 1. Approval of Liquor License Renewals: The Board Room; Growler Bay Brewing Co.; Valdez Brewing LLC**
- 2. Proclamation - 38th Annual Christmas Tree Lighting Ceremony**

MOTION: Council Member Love moved, seconded by Council Member Sorum to approve the Consent Agenda.

VOTE ON THE MOTION:

Yays: 7 - Mayor O'Neil, Council Member Ruff, Council Member Love, Council Member Scheidt, Council Member Devens, Council Member Fleming and Council Member Sorum

MOTION CARRIED.

IX. NEW BUSINESS

- 1. Discussion Item: COVID-19 Update**

Mr. Detter briefed Council on state and city case counts. Public Health Nurse Terri Lynch offered specifics of current numbers throughout the state. She explained Alaska had the 14th highest case rate in the nation. Ms. Lynch stated there are currently 184 local close contacts in quarantine due to the exposure in the K-12 school system. She confirmed community transmission was occurring in Valdez, and stressed the importance of avoiding crowds and wearing a mask. She provided details on how to properly quarantine.

Dr. Angela Alfaro, physician consultant to the Valdez Unified Command, requested the community remain cautious with their actions to protect the medical community as well as other at risk individuals. She encouraged patience when it comes to testing, as the medical community needed to remain strategic

when determining who needed to be tested and when testing needed to occur based upon symptoms and time of exposure. Chief Bart Hinkle, operations section chief for the Valdez Unified Command, and Dr. Alfaro provided a briefing on the upcoming drive through targeted testing program for recent close contacts. Dr. Kathy Todd reminded the community you could not test out of quarantine, and the purpose of quarantine was to prevent the potential asymptomatic or presymptomatic spread of the virus by those who had been exposed.

Council Member Devens requested information on the demographic within the school exposure quarantine cohort. Ms. Lynch confirmed most were minors. Council Member Love asked if there had been a notable trend in where exposures were occurring. Ms. Lynch stated small, social gatherings had been the main source of exposure, but she was most concerned about cases where she was unable to trace where transmission had occurred. Council Member Devens noted minors were more likely to be asymptomatic but were contagious.

Mr. Detter expressed Unified Command's desire to extend the mask mandate, and stressed the importance of being diligent in wearing masks. He shared his approach with face coverings in city buildings and with city staff. Mayor O'Neil stated the effectiveness of masking had become increasingly more obvious. He stated Valdez had maintained at a level more beneficial to its citizens, including the ability to keep businesses open, in comparison to communities without mask mandates. He expressed concern over the burden borne by the medical community during the pandemic, as well as the burden on first responders. He encouraged citizens to keep their bubble small, wear a mask, wash hands, and think seriously on how they could make the community more safe. Council Member Devens suggested a future work session with Council and Unified Command to further discuss the need for additional mandates or other measures based upon the current situation surrounding the pandemic.

Valdez Citizen Jim Shirrell requested clarification on what phase the community was currently in and if Valdez had community spread. Mr. Detter responded with phase three, with the possibility of increasing to phase four depending on how the situation developed over the next couple of weeks. Ms. Lynch confirmed community transmission was occurring in Valdez.

2. Public Health Mandate #003 - Amendment No 3, Extending Wearing Cloth Face Coverings

MAIN MOTION: Council Member Devens moved, seconded by Council Member Love to approve Public Health Mandate 003 - Amendment No 3.

Council Member Love asked if the layout of the mandate had been discussed by Unified Command. Mr. Detter stated the exemptions had not been discussed by Unified Command recently. He explained businesses and other organizations have the right to decline services to patrons if they refuse to wear a mask, regardless of exemptions. This includes city buildings. Accommodations can be

given instead, such as curbside pick-up, delivery, or service over the telephone. Chief Hinkle reviewed the history of the mandate and let Council know other communities were starting to eliminate exemptions in their mask mandates. He stated enforcement was easier with fewer exemptions.

Council Member Fleming asked why the effective date of Amendment No 3 was to January 6 instead of the normal month time period. Mr. Detter stated numbers did not appear to be changing in a way which would allow for the mandate to end in December. Council Member Fleming stated he supported the mandate, but expressed the desire to review the mask mandate every month. Mr. Detter explained he would continue to provide a COVID update at every meeting, but Unified Command did not feel it was beneficial to review the mandate until after the holidays as the local situation would be unlikely to change before that time.

Council Member Devens requested input from the local healthcare providers on the need to amend the exemptions in the mandate. Dr. Alfaro did not see a need to amend the exemptions. She stated the exemptions were appropriate and relevant. Council Member Love requested an increase in community education on the mask mandate. Dr. Todd suggested trying different types of masks to find the most comfortable option, as well as having others shop for those who were unable to wear a mask. She encouraged businesses to decline services to those not wearing masks.

MOTION TO AMEND: Council Member Fleming moved to amend Public Health Mandate 003 - Amendment No 3 to change the effective date to December 16, 2020.

MOTION TO AMEND FAILED DUE TO LACK OF A SECOND.

VOTE ON THE MAIN MOTION:

Yays: 7 - Mayor O'Neil, Council Member Ruff, Council Member Love, Council Member Scheidt, Council Member Devens, Council Member Fleming and Council Member Sorum

MOTION CARRIED.

3. Approval of State of Alaska Dept. of Transportation & Public Facilities Land Lease ADA-72348 Supplement No. 1 for the Valdez Airport

MOTION: Council Member Love moved, seconded by Council Member Devens, to approve the State of Alaska Department of Transportation & Public Facilities land lease ADA-72348 supplement no 1 for the Valdez Airport.

Ports & Harbor Director Jeremy Talbott stated it corrected the State's increase which had been added five years prior, and reflected the next five years.

VOTE ON THE MOTION:

Yays: 7 - Mayor O'Neil, Council Member Ruff, Council Member Love, Council Member Scheidt, Council Member Devens, Council Member Fleming and Council Member Sorum

MOTION CARRIED.

X. RESOLUTIONS**1. #20-60 - Supporting the Valdez Senior Center Transportation Grant Application**

MOTION: Council Member Devens moved, seconded by Council Member Fleming, to approve Resolution #20 - 60.

Valdez Senior Center (VSC) Director Deborah Plant summarized the VSC's gains in 2020 with the transportation grant. Council Member Devens asked how many rides on average the VSC provided to residents. Ms. Plant stated they had provided 5,531 rides in 2019, but those numbers had decreased in 2020 due to COVID-19. Mayor O'Neil thanked the VSC for being the lead agency for the Valdez transportation grant.

VOTE ON THE MOTION:

Yays: 7 - Mayor O'Neil, Council Member Ruff, Council Member Love, Council Member Scheidt, Council Member Devens, Council Member Fleming and Council Member Sorum

MOTION CARRIED.

2. #20-61 - Amending the FY20 City Budget by Accepting a Grant from the Prince William Sound Economic Development District in the Amount of \$25,095.76 and Authorizing the Expenditure

MOTION: Council Member Love moved, seconded by Council Member Devens, to approve Resolution #20-61.

Mr. Dettner provided background on the origin and purpose of the grant, including assisting local businesses with AK Cares Grant applications and other grant applications.

VOTE ON THE MOTION:

Yays: 7 - Mayor O'Neil, Council Member Ruff, Council Member Love, Council Member Scheidt, Council Member Devens, Council Member Fleming and Council Member Sorum

MOTION CARRIED.

3. #20-62 - Amending the 2020 City Budget by Accepting \$6,701.60 in Unbudgeted Revenues and Transferring \$6,701.60 to Police Scholarship Reserve Fund

MOTION: Council Member Ruff moved, seconded by Council Member Love, to approve Resolution #20-62.

Mr. Carlson explained the origin of the scholarship reserve fund and the purpose of the resolution. Council Member Devens expressed his appreciation for the fund.

VOTE ON THE MOTION:

Yays: 7 - Mayor O'Neil, Council Member Ruff, Council Member Love, Council Member Scheidt, Council Member Devens, Council Member Fleming and Council Member Sorum

MOTION CARRIED.

4. #20-63 - Establishing a Lease Rate for Communications Site Use at the Valdez Container Terminal

MOTION: Council Member Devens moved, seconded by Council Member Love, to approve Resolution #20-63.

Mr. Talbott explained the effort put into establishing fair market value. He stated the resolution would help offset some expenses incurred by maintaining the towers. Council Member Love complimented Ms. Jenessa Ables, city port operations manager, on her work to put together the comprehensive packet. Council Member Devens stated the rates appeared significantly closer to market value than they had been in the past.

Council Member Fleming requested clarification on how the final fee had been established. Mr. Talbott stated there were four different companies operating from the tower and confirmed each carrier would be paying \$20,000. Council Member Scheidt asked what triggered the review of the contract. Mr. Talbott said a review of all Ports & Harbor contracts was in the works to verify information and Council should expect similar contracts to be presented to them in the future. Council Member Scheidt asked the companies were aware of the increase. Mr. Talbott confirmed they were.

VOTE ON THE MOTION:

Yays: 7 - Mayor O'Neil, Council Member Ruff, Council Member Love, Council Member Scheidt, Council Member Devens, Council Member Fleming and Council Member Sorum

MOTION CARRIED.

5. #20-64 - Adopting Mayor's COVID 19 Economic Recovery Task Force Recommendations

MOTION: Council Member Devens moved, seconded by Council Member Love, to approve Resolution #20-64.

Mr. Detter briefed Council on information included in Attachment A of the

resolution. Council Member Scheidt thanked those involved in the task force for their effort.

VOTE ON THE MOTION:

Yays: 7 - Mayor O'Neil, Council Member Ruff, Council Member Love, Council Member Scheidt, Council Member Devens, Council Member Fleming and Council Member Sorum

MOTION CARRIED.

XI. REPORTS

1. **Report: Comprehensive Plan Update**
2. **Monthly Treasury Reports**
3. **Procurement Report: Contract with Professional Technical Services, Inc. in the Amount of \$99,266.00 for the City of Valdez Standard Specifications Update**

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

1. **City Manager Report**

Mr. Detter stated he would be working on project reports and would present them to Council at the next meeting.

2. **City Clerk Report**

Ms. Ferko briefed Council on commission vacancies. She stated 2021 Energy Assistance applications were currently being accepted with the deadline being December 31st. She also reminded the deadline to apply for special tax exemption programs was January 15, 2021.

3. **City Attorney Report**

Mr. Wakeland outlined projects and provided updates on cases his firm is working on behalf of the City, including escaped property.

4. **City Mayor Report**

Mayor Pro Tem Scheidt shared her excitement with RAVN Air's return to Valdez. She commended the City Parks & Recreation Department for their approach to the Tree Lighting Ceremony. She wished everyone a happy holiday.

XIII. COUNCIL BUSINESS FROM THE FLOOR

Council Member Love, Council Member Fleming, Council Member Ruff, and Mayor O'Neil thanked the Economic Recovery Task Force members for their efforts.

Multiple Council Members wished the citizens of Valdez a happy and safe holiday.

XVI. ADJOURNMENT

There being no further business, Mayor Pro Tempore Scheidt adjourned the meeting at 9:01 p.m.

DRAFT



Legislation Text

File #: 20-0562, **Version:** 1

ITEM TITLE:

Appointment to Providence Valdez Medical Center Health Advisory Council (Partial Term - Deborah Plant)

SUBMITTED BY: Allie Ferko, MMC, Deputy City Clerk

FISCAL NOTES:

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

RECOMMENDATION:

Appoint one applicant to the Providence Valdez Medical Center Health Advisory Council for a partial term expiring October 2022

SUMMARY STATEMENT:

One vacancy exists on the Providence Valdez Medical Center Health Advisory Council due to the passing of Dave Dengel.

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

- Deborah Plant

Application Form

Profile

Deborah

First Name

Plant

Last Name

vsdirector@valdezak.net

Email Address

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

PO Box 1392.

451 Resurrection Loop

Home Address

Suite or Apt

Valdez

City

AK

State

99686

Postal Code

Home: (559) 679-5077

Primary Phone

Business: (907) 835-5032

Alternate Phone

Valdez Senior Center

Employer

Executive Director

Occupation

Which Boards would you like to apply for?

Providence Valdez Medical Center Health Advisory Council: Submitted

Question applies to multiple boards

Required Time Commitment: All city board/committee members and commissioners are expected to (1) be present at most, if not all, board/committee 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, committee, or commission? Are you willing and able to commit to regular meetings plus work sessions every month for your full term?

Yes, I am aware of the time commitment and I am willing and able to commit to regular meetings plus work sessions for my full term.

How did you learn about this vacancy? *☒ Other

Question applies to multiple boards

This appointment term is for three years. Are you able to commit to serving for that full time period? *

☒ Yes

Interests & Experience

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

I'm interested in serving because this board's mission coincides with other boards I'm on. I'm committed to serving the needs of the community, especially for vulnerable and aging populations.

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

In addition to the attached resume, I'm currently the Executive Director of the Valdez Senior Center and am responsible for overseeing all aspects of operations for the center and independent living apartments. I volunteer regularly for the Valdez Food Bank and serve on the following boards: Connections to Care, Child Advocacy Center, SWAN, and the Valdez Food Bank. I believe my work and experience in Valdez for the past six years will assist me in serving on the PVMC Health Advisory Council.

[Deborah_Plant_2014_Resume.pdf](#)

Upload a Resume or Letter of Interest

DEBORAH PLANT

P.O. Box 882, Three Rivers, CA 93271
Cell 559-879-5077; Deborah.Plant86@gmail.com

EDUCATION

Saybrook Graduate School & Research Center
Master of Arts in Humanistic Psychology

California State University of Fresno
Bachelor of Arts in Social Sciences

College of the Sequoias
Associate of Arts in Liberal Arts

California Department of Rehabilitation In-service Trainings:

Violence in the Workplace
Informed Choice
Diversity in the Workplace
Strategies for Successful Employment Outcomes
Medical Aspects: Musculoskeletal/Thyroid
Caseload Management/Client Services Management
Medical Aspects: Major Mental Disorders
Plan Development
Case Assessment and Documentation
Introduction to Rehabilitation Counseling
Social Security Work Incentives; Ticket to Work
Mapping Rehabilitation Technology
Interviewing Skills
Customer Service Excellence
Communication & Conflict Resolution
Introduction to Employability
National Employment Team (NET) training
Disability Benefits 101
How to Engage the Employment/Business Community
Medical Aspects: Autism & Asperger's Spectrum Disorders
Batterer's Intervention Facilitator Training – 40 hours

COMMUNITY SERVICE

President of Central California Arts Foundation, a non-profit organization
Domestic Violence Advisory Council (DVAC)
Employment Coordinator for Department of Rehabilitation San Joaquin Valley District
Chairperson for Kern County Job Placement Circle Coordinating Committee
HIRE Executive and General Committees
HIRE Mayor's Luncheon Committee
HIRE Job Fair Committee
Department of Rehabilitation liaison for Bakersfield College WAIII Program
Bakersfield College DSP&S Advisory Board
Bakersfield College Workability III (WAIII) Advisory Board
Bakersfield College Health & Wellness Fair
Bakersfield College Career Days
Bakersfield High School Community and College Connections Transition Fair

**PROFESSIONAL
EXPERIENCE**

**Qualified Rehabilitation Professional/Senior Vocational Rehabilitation
Counselor at California Department of Rehabilitation, Bakersfield, California
(February 2002 – Present)**

Develop outreach activities and determine vocational rehabilitation potential and eligibility for services. Interview and counsel adults by evaluating their abilities, interests, talents, and personality characteristics in order to assist them reach their career goals. Provide personal, career, and educational counseling to individuals and groups to develop realistic academic and career goals. Provide guidance during the vocational rehabilitation process for individuals living with physical and/or mental disabilities, which are impediments to suitable employment. Analyze and interpret medical, psychological and vocational information for the purpose of developing a rehabilitation plan. Meet the special counseling needs of underrepresented rehabilitated individuals by implementing a comprehensive individualized plan for employment. Interact effectively with persons of diverse socio-economic and ethnic backgrounds. Identify consumer needs for additional services. Make referrals to other agencies for appropriate services. Arrange for vocational training, education, job placement, and medical care. Maintain liaison with community partners such as Bakersfield College, Career Services Center, and various community agencies. Act as liaison between the Sacramento Workforce Development Staff (WDS) and the District. Serve as a point-of-contact to local employers referred by WDS. Coordinate the implementation of the Job Placement Circle (JPC), created to bring employers and job seekers together in a friendly environment that fosters positive interaction. Appoint a JPC Coordinating Committee, a partnership of employers, state and local agencies, community partners and job developers with a mutual goal to assist individuals with disabilities to obtain and maintain employment while meeting the human resource needs of businesses. Act as liaison between Bakersfield College's Workability III (WAIII) program and the Department of Rehabilitation Bakersfield branch office. Extensive case management and documentation.

**Adjunct Counselor with Disabled Student Programs & Services, Extended
Opportunity Programs and Services, and general academic counseling at
Bakersfield College, Bakersfield, California (January 2009 – Present)**

Conduct interviews and promote student success through academic, career, and personal counseling services to students with and without disabilities. Develop and maintain individualized Student Educational Plans, Student Education Contracts and Educational Limitations documents. Analyze disability documents to determine eligibility for appropriate and reasonable academic accommodations. Discuss and prescribe reasonable accommodations to ensure student success and opportunity to participate on an equal basis with non-disabled students. Counsel and support students in resolution of personal, social, and disability-related issues determined to be barriers to academic success. Offer appropriate referrals to campus and community support services. Facilitate transition of high school students with disabilities. Maintain confidential student records. Use appropriate office, computer, and communications technology to accomplish job functions. Provide education and vocational counseling in all educational programs for Extended Opportunity Programs and Services and other counseling students. Assist undecided students with establishing appropriate educational goals. Conduct interviews and orient students through the matriculation process. Interpret assessment tests and/or reauthorize assessment testing. Compile graduation evaluation paperwork, repeat petitions, and Extended Opportunity Programs and Services reduced load verifications. Teach Student Development classes, and New Student, Probation, and Disqualification workshops. Perform other duties as necessary to achieve counseling goals and student success.



Legislation Text

File #: 20-0563, **Version:** 1

ITEM TITLE:

Appointment to City Ports & Harbors Commission (Partial Term - Monty Morgan)

SUBMITTED BY: Allie Ferko, MMC, Deputy City Clerk

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Appoint one applicant to the City Ports & Harbors Commission for a partial term expiring June 2022

SUMMARY STATEMENT:

One vacancy exists on the City Ports & Harbors Commission due to the passing of Steve Cotter.

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

- Monty Morgan

Application Form

Profile

Monty

First Name

Morgan

Last Name

montymorgan88@gmail.com

Email Address

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

Po box 34

1188 Mineral Ck Dr Box # 34

Home Address

Suite or Apt

Valdez

City

AK

State

99686

Postal Code

Home: (907) 835-4033

Primary Phone

Home: (907) 831-0645

Alternate Phone

Polar Tankers, Inc.

Employer

Marine Superintendent

Occupation

Which Boards would you like to apply for?

Ports & Harbors Commission: Submitted

Question applies to multiple boards

Required Time Commitment: All city board/committee members and commissioners are expected to (1) be present at most, if not all, board/committee 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, committee, 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

Interests & Experience

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

Served previously

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

28 years sailing experience and 15 years marine management

Upload a Resume or Letter of Interest



Legislation Text

File #: 20-0564, **Version:** 1

ITEM TITLE:

Approval of 1-Year Contract Extension to Gulf Coast, Inc. DBA Clean Alaska in the Amount of \$142,740.00 for Janitorial Services

SUBMITTED BY: Nathan Duval, Capital Facilities Director

FISCAL NOTES:

Expenditure Required: \$142,740.00

Unencumbered Balance: N/A

Funding Source: 001-4200-44230

RECOMMENDATION:

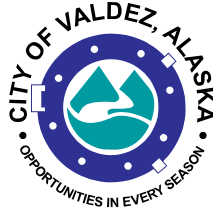
Approve the 1-year Contract Extension to Gulf Coast, Inc. DBA Clean Alaska in the Amount of \$142,740.00 for Janitorial Services

SUMMARY STATEMENT:

As presented in the 2021 budget and allowable by the terms of the contract, this is a one year extension to contract No. 1407.GC. The amendment will extend janitorial services through 2021 for the following locations: City Hall, Police Department, Council Chambers, Vehicle Maintenance Facility, Building Maintenance Facility, Baler Break Room, Baler Building, and the Mary Kevin Gilson Medical Center. The total cost of the 2021 agreement with Gulf Coast, Inc. DBA Clean Alaska is \$142,740.00. This is the final contract extension and will be rebid for 2022.

Additional services incorporated in this amendment include, but are not limited to:

- Increase frequency of vacuuming of Community Development offices
- Increase Mary Kevin Gilson Medical Center payment due to increased labor and material costs incurred with COVID-19 precautions



**City of Valdez
Contract Amendment #4**

THIS AMENDMENT between the CITY OF VALDEZ, ALASKA, (“City”) and GULF COAST, INC DBA CLEAN ALASKA (“Contractor”), is to the following AGREEMENT dated the 19th day of November, 2018:

Project: 2019 Janitorial Services

Contract No.: 2019 1407.GC

2020 1573.GC

2021 1699

Cost Code: 001-4200-44230

515-5260-44230 (Discontinued in 2021)

Contractor’s project manager under this agreement is Claudia Kipar.

City’s project manager is Stanley Porritt.

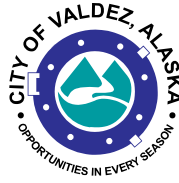
ARTICLE 1. Justification

The above referenced AGREEMENT requires modification due to the following requirements or conditions:

1. The term of the contract shall be extended for an additional period of one (1) year commencing January 1, 2021 and continuing through December 31, 2021 (“Final Extended Term”). The 2021 scope of work will be encumbered under Contract No. 1699.
2. Increase vacuuming of the Community Development offices from weekly to daily as per the specs outlined in the Community Development and Fire Department section of the Contract at an additional cost of \$620.00 a month, totaling \$7,440.00 annually.
3. Due to increased labor and material costs in response to COVID-19 precautions, increase the Mary Kevin Gilson Medical Center payment from \$49,500.00 by \$5,000.00 for a total of \$54,500.00.

ARTICLE 2. Scope of Work - Period of Performance

Scope of work and/or Period of Performance to the above referenced AGREEMENT shall be modified as specified in Appendix A and B, which is hereby incorporated by this reference.



ARTICLE 3. Compensation

Original amount of the AGREEMENT: \$125,400.00

Amount Changed by previously authorized Amendment: \$143,590.00

AGREEMENT Amount prior to this Amendment: \$268,990.00

Amount of this Amendment: \$142,740.00

New total AGREEMENT amount including this Amendment: \$411,730.00

ARTICLE 4. Extent of Agreement:

The above referenced AGREEMENT, including this and all previously authorized Amendments and appendices, represents the entire and integrated AGREEMENT between the City and the Contractor.

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 Contractor which does not otherwise exist without regard to this AMENDMENT.

All terms, conditions, and provisions of the above referenced AGREEMENT, to include all previously authorized Amendments, remain in full force and effect, except as specifically modified herein by this AMENDMENT.

Agreement for Services
Project: 2019 Janitorial Services
Contract No. 1699
Cost Code: 001-4200-44230
515-5260-44230



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

**GULF COAST, INC
DBA CLEAN ALASKA**

**CITY OF VALDEZ, ALASKA
APPROVED:**

Name of Company Rep Authorized to Sign

Jeremy O'Neil, Mayor

BY: _____

Date: _____

TITLE: _____

ATTEST:

DATE: _____

FEDERAL ID #: _____

Sheri L. Pierce, MMC, City Clerk

Date: _____

Signature of Company Secretary or Attest

Date: _____

Mark Detter, City Manager

Date: _____

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

RECOMMENDED:

Jon S. Wakeland

Nathan Duval, Capital Facilities Director

Date: _____

Date: _____



APPENDIX A
Scope of Work - Period of Performance

Bid Item #	Description	
		\$ Amount
1	City Hall Building	\$40,900.00
2	Police Department	\$9,100.00
3	Council Chambers	\$7,100.00
10	Vehicle Maintenance Facility	\$6,200.00
11	Building Maintenance Facility	\$6,900.00
12	Baler Break Room	\$5,700.00
18	Mary Kevin Gilson Medical Center	\$49,500.00
CO #1	Baler Building	\$4,900.00
	2020 Contract Amount	\$130,300.00
A#3	Add five day a week cleanings and once a week sanitizing of Police Department workout area and locker room to current schedule 4/27/20 – 08/31/20	\$8,390.00
A#3	A#3 Expired	<\$8,390.00>
A#4	Daily Vacuuming of Com Dev Offices	\$7,440.00
A#4	Increase Medical Clinic payment amount due to COVID expenses	\$5,000.00
	2021 Contract Amount	\$142,740.00

CITY OF VALDEZ
ALASKA

CONTRACT DOCUMENTS

Project: 2019 Janitorial Services
Contract Number: 1407
Cost Codes: 001-4200-44230
402-4300-43400
510-4600-43400
515-5260-44230

Date: September 28, 2018



City of Valdez
Capital Facilities and Engineering
300 Airport Road, Suite 201
P.O. Box 307
Valdez, Alaska 99686

Project Manager/Contract Administrator:
Stanley Porritt, Building Maintenance Supervisor



**City of Valdez
Contract Documents**

**Project: 2019 Janitorial Services
Contract Number: 1407**

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**City of Valdez
Invitation to Bid**

September 28, 2018:

**Project: 2019 Janitorial Services
Contract Number: 1407**

This project includes, but is not necessarily limited to:

Contract shall include providing all labor, materials, tools, equipment, transportation and supervision necessary to perform:

All Janitorial Services listed within the Building Frequencies, Standards & Specifications and Bid Schedule found in this contract.

The contractor needs to be aware that the separate bid items will be awarded in a manner most advantageous to the City of Valdez. This contract is renewable at the option of the city for two additional one-year terms.

Sealed bids will be accepted until 2:00pm local time on October 25, 2018, at the office of the Capital Facilities Director, 300 Airport Road, Suite 201, P. O. Box 307, Valdez, Alaska 99686. The bids will be publicly opened and read at that time.

A mandatory pre-bid conference will be held at the Capital Facilities Conference Room, 300 Airport Road, Suite 201, Valdez, Alaska on October 19, 2018 at 10:00 am.

Bid documents may be downloaded from the City of Valdez website at www.ci.valdez.ak.us; documents are located under “Bids” on the lower right hand side of the opening page. Bidders are encouraged to download, fill out, and return the Request for Addendum form located at the link listed above to ensure receipt of any addendum issued for this project.

Bid security in the amount of 5% of the total bid is required.

The City reserves the right to waive any irregularities or informalities in a bid and to reject any and all bids without cause.

Current minimum prevailing wage rates as published by the Alaska Department of Labor must be paid if required by law.

Requirements of the Alaska Employment Preference (AS 36.10) must be met.

The City of Valdez “Standard Specifications, Division 10 ‘Standard General Provisions’”, as modified and included in this procurement, applies to the project.



**City of Valdez
Instructions to Bidders**

**Project: 2019 Janitorial Services
Contract Number: 1407**

CAUTION:

Your bid may be rejected if it is not properly executed. Check that the following items have been accomplished to help assure a responsive bid. Please read sections 6 and 7 carefully.

1. Bid Form
 - A. The Bid Form has been executed and signed.
 - B. Addendum Acknowledgement Form has been executed and signed.
2. Bid Security or Bid Bond
 - A. An executed Bid Security (Bid Bond) in the amount indicated on the Invitation to Bid.
 - B. Verify that the Certificate showing the Corporate Principal on the form is executed if applicable.
3. Alaska Business License, a copy your current license must be included.
4. City of Valdez Business License, current copy.
5. Three letters of reference, narratives, and/or experience are to be included in your packet.
6. A bid may be rejected if it contains any alterations or erasures that are not initialed by the signer of the bid.

Note: Any certified checks may be held uncollected at the risk of bidders submitting them.

1. General

Bidders are requested to study and follow these instructions about the method and form for submitting bids to avoid having their bid rejected.

Bidders will find all required forms and documents contained within this assembly. Please notice under Section 7, Required Documents for Bid, as to which forms and documents are required for your bid to be considered.

2. Explanation to Bidders

Requests from bidders concerning interpretations or clarifications of the bid documents shall be made in writing to the project manager. Such requests shall arrive at least three working days prior to the date for opening bids. There needs to be sufficient time allowed for a reply to reach all bidders before the submission of the bids. Explanations made will be in the form of an addendum to the specifications or drawings and will be furnished to all bidders and receipt of the addendum must be acknowledged on the Addendum Form.



3. Site Conditions

Bidders are encouraged to visit the site to ascertain pertinent local conditions, location, accessibility, terrain, labor conditions, conditions of surrounding areas, and any other aspect that may impact the project.

4. Addenda Requirements

All bids must include the Addendum Acknowledgement Form. If addendums have been issued the bidder must state on the form all the addendums have been acknowledged. If no addendums were issued then the bidder is to write “NONE” on the form. The Addendum Acknowledgement Form shall be reviewed prior to acceptance of the bid.

5. Submissions of Bids

All bids, including any amendment or withdrawal, must be received at the address shown in the Invitation to Bid no later than the scheduled time of bid opening. Any bid, amendment or withdrawal that has not been actually received by the person opening the bid prior to the time of the scheduled bid opening will not be considered, and bid will be returned unopened. Conditioned or qualified bids unless requested will be considered nonresponsive.

Bids must be in a sealed envelope marked as follows:

BIDS FOR CITY OF VALDEZ
2019 JANITORIAL SERVICES
CONTRACT NO. 1407

CAPITAL FACILITIES DIRECTOR
CITY OF VALDEZ
300 AIRPORT ROAD, SUITE 201
P.O. BOX 307
VALDEZ, AK 99686

DATE OF BID OPENING: October 25, 2018

6. Preparation of Bids

Bids shall be submitted on the forms furnished, or copies thereof, and must be manually signed in ink. If erasures or other changes appear on the forms, the person signing the bid must initial each erasure or change.

The Bid Form will provide for quotation or price for all items. Bidders must quote on all items. Failure to do so may result in disqualification. Alternative bids will not be acceptable unless requested.

Modification by facsimile of bids already submitted will be considered if received before the bid opening time noted in the Invitation for Bid or the addenda. Modification by facsimile is at the risk of the bidder. The Owner makes no warranty as to telephone line or equipment availability or condition. All addenda must be acknowledged prior to the bid opening; facsimile acknowledgement is acceptable for all addenda issued as long as an original completed form was provided within your sealed bid. Facsimile modifications shall not reveal the total amount of the original or revised bid.

Facsimile number to use is (907) 835-5574.



7. Required Documents for Bid

The following listed documents are to be completed and submitted at the time of bidding. Deviation from these requirements will be grounds for rejection of the bid.

- A. Addenda Acknowledged Form, fully completed original (see Item 6 above also)
- B. Bid Schedule, fully completed original (see Item 6 above also)
- C. Bid Bond, original
- D. Copy of current Alaska Business License, Type 561720
- E. Copy of current City of Valdez Business Registration
- F. Bidder Qualifications: Three letters of reference, narrative and/or years of experience

8. Required Documents for Award of the Contract

The following documents must be executed prior to award of the contract and the initiation of work. Contractors are urged to expedite the completion of these documents. This will allow the contract award and notice to proceed to be issued expeditiously. These documents must be submitted within ten (10) working days after the date of notice of intent to award.

- A. Certificate of Insurance naming City of Valdez as an “Additional Insured”
- B. Certificate of good standing for a Corporation or LLC
- C. Non-collusion Affidavit
- D. Agreement (2 signed copies)
- E. City of Valdez Business Registration
- F. Executed W-9 Form

9. Bonding Requirements

- A. Bid Security (Bid Bond or Certified Check)

Bid Security is required and shall be in the form of a Certified Check for each bid or a Bid Bond prepared on the attached Bid Bond Form.

The Bid Bond must be executed by the bidder as principal and be executed by a surety company authorized to transact business in the State of Alaska. The Owner must approve the surety company.

The Bid Security shall be issued for five percent (5%) of the bid amount.

Bid Securities will be returned to all except the three lowest bidders. The remaining certified checks or bid bonds will be returned, after the Owner and the accepted bidder have executed the Contract. Failure of the Owner to return the certified checks or bid bonds in a timely manner will create no liability on the part of the Owner. If no award has been made within sixty (60) days after the bid opening, all bidders except the one who has received the notice of intent to award may request the return of their cash, check or bid bonds.



10. Bidder Qualifications

Before a bid is considered for award, the apparent low bidder may be requested to submit a statement of facts or proof in detail as to his previous experience in performing similar or comparable work, technical abilities, equipment, size, manpower and financial resources to complete and perform the work as outlined in the contract documents, plans and specifications.

11. Withdrawal of Bids

Bids may be withdrawn by written request received from the bidder prior to the bid opening time. Errors on the part of the bidder in preparing the bid, confers no right for the withdrawal of the bid after the bid has been opened.

12. Bidders Interested in More than One Bid

If any one party, by or in name of his or their agent, partner or other person, offers more than one bid, all such bids will be rejected. A party who quoted prices to a bidder is not disqualified from quoting prices to other bidders or from a bid directly for the work.

13. Rejection of Bids

The Owner reserves the right to reject any and all bids, when such rejection is in the interest of the Owner; to reject the bid of a bidder who previously failed to perform properly or to complete on time; and to reject the bid of a bidder who is not, in the opinion of the Owner in, in a position to perform the contract; or to waive any irregularities or informalities in a bid.

14. Hiring of Local Labor

The Owner encourages that every Contractor and Subcontractor, employ to the maximum extent practical and allowed by law, qualified people who regularly reside in the project area.

15. Local Bidder Preference

The Valdez City Code provides for a local bidder preference as follows:

Section 2.80.020 Definitions

“Local bidder” means a business who:

1. For a period of eighteen consecutive months immediately prior to the opening of a competitive city bid for which the bidder wishes to utilize the local bidder preference:
 - a. Has owned, rented, or leased real property within the city limits from which the business operates as verified by appropriate documentation;



- b. Has advertised a local mailing or street address and local phone number for the business in a manner reasonable accessible to city residents;
 - c. Has current state business licenses and city business registrations;
 - d. Has maintained year-round employment of one or more city resident(s);
2. Is not delinquent in the payment of any taxes, fees, assessments, or other charges owing the city.

Section 2.80.060D Competitive Procurement Procedure

Except where prohibited by state or federal grant requirements, a local bidder, as defined in Section 2.80.020, may be given consideration as low bidder where the offer is the lesser of ten percent or fifty thousand dollars in excess of the lowest offer received from a bidder having its place of business located outside of the city. The city may split the award between two or more suppliers in any manner the city deems to be in its best interest.

16. Award of Bid

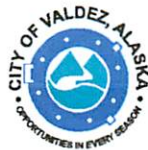
The bid, if awarded, will be awarded based on past performance, ability to perform service based on supplied narrative, letters of reference, and cost, as determined by the terms of the Valdez Municipal Code and these documents.

17. Pre-Bid Conference

Refer to Invitation to Bid for information regarding the pre-bid conference.

18. Pre-Award Conference

Before the award of the contract a Pre-Award Conference may be held between the Project Manager, the Contract Administrator, and the apparent low bidder(s).



**City of Valdez
Addendum Acknowledgement**

**Project: 2019 Janitorial Services
Contract Number: 1407**

The bidder acknowledges receipt of the following addenda and certifies that their contents have been considered in the preparation of this Bid. If there are no addendums please state NONE above your name.

Addendum Number	<u>N/A</u>	Dated	<u>10-25-18</u>	Initials	<u>C.K.</u>
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____

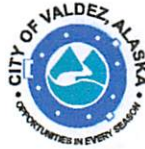
Gulf Coast Inc. dba Clean Alaska
Company Name

Claudia Kipar
Authorizing Name

10-23-2018
Date

Owner
Title

[Signature]
Signature



City of Valdez
Bid Schedule
Page 1 of 4

2019 Janitorial Services Contract
Contract Number: 1407

Item No.	Item Description (Yearly Lump Sum Price)	Quantity	Unit	Total Price for Item
1.	City Hall Building Includes: Administration, Clerks, HR, IT, Lobby, Community Development and Fire Dept. <u>fourty thousand - nine hundred</u> Dollars And <u>No</u> cents	Yearly	LS	40900,-
2.	Police Department <u>nine thousand - one hundred</u> Dollars And <u>No</u> cents	Yearly	LS	9100,-
3.	Council Chambers <u>seven thousand - one hundred</u> Dollars And <u>No</u> cents	Yearly	LS	7100,-
4.	Animal Shelter <u>eight thousand - two hundred</u> Dollars And <u>No</u> cents	Yearly	LS	8200,-
5.	Harbormaster Building and Facilities <u>tenthousand - eight hundred</u> Dollars And <u>No</u> cents	Yearly	LS	10800,-
6.	B-Float Comfort Station and New Harbor Comfort Station <u>nine thousand - six hundred</u> Dollars And <u>No</u> cents	Yearly	LS	9600,-
7.	The New Harbor Warehouse and Facilities <u>tenthousand - eight hundred</u> Dollars And <u>No</u> cents	Yearly	LS	10800,-

Handed in 10-23-18



City of Valdez
Bid Schedule
Page 2 of 4

8.	Library <u>eighty thousand eight hundred</u> Dollars And <u>NO</u> cents	Yearly	LS	18800,-
9.	Recreation Center <u>twenty-one thousand five hundred</u> Dollars And <u>NO</u> cents	Yearly	LS	21500,-
10.	Vehicle Maintenance Facility <u>six thousand two hundred</u> Dollars And <u>NO</u> cents	Yearly	LS	6200,-
11.	Building Maintenance Facility <u>six thousand nine hundred</u> Dollars And <u>NO</u> cents	Yearly	LS	6900,-
12.	Baler Break Room <u>five thousand seven hundred</u> Dollars And <u>NO</u> cents	Yearly	LS	5700,-
13.	Airport Terminal <u>fourty-one thousand five hundred</u> Dollars And <u>NO</u> cents	Yearly	LS	41500,-
14.	Capital Facilities, Finance, and Port Offices at Airport <u>six thousand nine hundred</u> Dollars And <u>NO</u> cents	Yearly	LS	6900,-
15.	Seasonal Comfort Stations (6) <u>ninety thousand nine hundred</u> Dollars And <u>NO</u> cents	Yearly	LS	19900,-

Monica L 10-23-18



City of Valdez
Bid Schedule
Page 3 of 4

16.	Seasonal Outhouses <u>Six thousand - eighthundred</u> Dollars And <u>No</u> cents	Yearly	LS	6800,-
17.	Goldfields Restrooms <u>Six thousand - eighthundred</u> Dollars And <u>No</u> cents	Yearly	LS	6800,-
18.	Mary Kevin Gilson Medical Clinic <u>fourty-nine thousand - five hundred</u> Dollars And <u>No</u> cents	Yearly	LS	49500,-
	Total Base Bid <u>two hundred - eighty-seven</u> (Items 1-18 only) <u>thousand \$ No/100</u>	Yearly	LS	287000,-
	Call-out charge per hour (Do NOT add this amount in the total bid amount)	LS	Hour	45,-

Claudia Lij 10-23-2018



City of Valdez
Bid Schedule
Page 4 of 4

Project: 2019 Janitorial Services
Contract Number: 1407

Total Base Bid Amount:

two hundred eighty seven thousand Dollars 00/100 Cents

(\$ 287,000.00)

I, Claudia Kipar, hereinafter called Bidder, an individual doing business as Gulf Coast Inc. dba Clean Alaska, (strike out inapplicable words:) a partnership, a corporation incorporated in the State of Alaska, a joint venture, hereby submits this bid and agrees: to hold this bid open for forty five (45) days, to accept the provisions of the Instruction to Bidders, to accomplish the work in accordance with the contract documents, plans, specifications, for the lump sum and unit price amounts as set forth in this bid schedule.

Respectfully submitted this 23 day of October, 2018

BIDDER:

Gulf Coast Inc. dba Clean Alaska
Company Name

Po-Box 761
Address

Valdez Ak. 99686
City, State, Zip Code

907-831-0620
Telephone Number

47-0897669
Federal I.D. or S.S.N.

Claudia Kipar
Authorizing Name

Owner
Title

[Signature]
Signature

claudia.k@live.com
Email Address

CORPORATE SEAL

ATTEST: [Signature]
Signature of Corporate Sec.

Claudia Kipar
Print Name



**City of Valdez
Bid Bond**

KNOW ALL MEN BY THERE PRESENTS, that we

(Insert full name and address or legal title of Contractor)

as Principal, hereinafter called the Principal, and

(Insert full name and address or legal title of Surety)

a corporation duly organized under the laws of the State of Alaska as surety, hereinafter called the Surety, are held and firmly bound unto

City of Valdez
P.O. Box 307
Valdez, Alaska 99686

as Obligee, hereinafter called the Obligee, in the sum of

Dollars (\$ _____),

For the payment of which sum well and truly to be made, the said Principal and the Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Whereas, the Principal has submitted a bid for

**Project: 2019 Janitorial Services
Contract Number: 1407**

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with Obligee in accordance with terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this _____ day or _____, 201_____

(Witness)

(Principal)

(Seal)

(Title)

(Witness)

(Surety)

(Seal)

(Title)

CNA SURETY

PO Box 5077 Sioux Falls SD 57117-5077

1-800-331-6053
Fax 1-605-335-0357
www.cnasurety.com

TO THE INSURED:

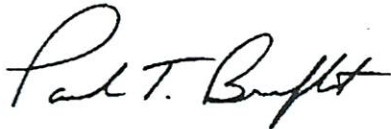
Enclosed is the JANITORIAL SERVICES BOND you requested. To protect you and your employees against unjustified allegations of dishonesty, the employee must be convicted before coverage will apply.

You have taken the first step toward protecting your subscribers from potential losses due to dishonest acts of your employees. To more completely protect your subscribers, you should make sure your business has the following controls over employees when working at a third-party's place of business or home.

1. Thorough BACKGROUND AND REFERENCE CHECKS before hiring.
2. On-site SUPERVISION of employees.
3. Adequate CONTROL OVER KEYS AND BUILDING ACCESS.
4. Unannounced INSPECTIONS of employees at work site.

With these controls and a bond, the likelihood of a loss to your subscribers is substantially reduced.

Sincerely,



Paul T. Bruflat
Senior Vice President

Enclosure





Western Surety Company

JANITORIAL SERVICE BOND

Bond No. 61188541

In consideration of an agreed premium, Western Surety Company, a South Dakota corporation, hereby agrees to indemnify Gulf Coast, Inc. DBA Clean Alaska
of PO Box 761, Valdez, AK 99686

(the "Obligee"), against loss of money or other property, real or personal, belonging to any and all subscribers (the "Subscriber") to its services, or in which the Subscriber has a pecuniary interest, or for which the Subscriber is legally liable, which the Subscriber shall sustain as the result of any fraudulent or dishonest act, as hereinafter defined, of an Employee or Employees of the Obligee acting alone or in collusion with others, and for which the Obligee is liable, the amount of indemnity on each of such Employees being One Hundred Thousand and 00/100
DOLLARS (\$100,000.00).

THE FOREGOING AGREEMENT IS SUBJECT TO THE FOLLOWING CONDITIONS AND LIMITATIONS:

TERM OF BOND:

SECTION 1. The term of this bond begins with the 26th day of October, 2011, at 12:00 o'clock night, standard time, at the address of the Obligee above given, and ends at 12:00 o'clock night, standard time, on the effective date of the cancellation of this bond in its entirety.

DISCOVERY PERIOD:

SECTION 2. Loss is covered under this bond only (a) if sustained through any act or acts committed by any Employee of Obligee while this bond is in force as to such Employee, and (b) if discovered prior to the expiration or sooner cancellation of this bond in its entirety as provided in Section 11, or from its cancellation or termination in its entirety in any other manner, whichever shall first happen.

DEFINITION OF EMPLOYEE:

SECTION 3. The word Employee or Employees, as used in this bond, shall be deemed to mean, respectively, one or more of the natural persons (except directors or trustees of the Obligee, if a corporation, who are not also officers or employees thereof in some other capacity) while in the regular service of the Obligee in the ordinary course of the Obligee's business during the term of this bond, and whom the Obligee compensates by salary or wages and has the right to govern and direct in the performance of such service, for whom a premium has been paid, and who are engaged in such service within any of the States of the United States of America, or within the District of Columbia, Puerto Rico, the Virgin Islands, or elsewhere for a limited period, but not to mean brokers, factors, commission merchants, consignees, contractors, or other agents or representatives of the same general character.

FRAUDULENT OR DISHONEST ACT:

SECTION 4. A FRAUDULENT OR DISHONEST ACT OF AN EMPLOYEE OF THE OBLIGEE SHALL MEAN AN ACT WHICH IS PUNISHABLE UNDER THE CRIMINAL CODE IN THE JURISDICTION WITHIN WHICH ACT OCCURRED, FOR WHICH SAID EMPLOYEE IS TRIED AND CONVICTED BY A COURT OF PROPER JURISDICTION.

MERGER OR CONSOLIDATION:

SECTION 5. If any natural persons shall be taken into the regular service of the Obligee through merger or consolidation with some other concern, the Obligee shall give the Surety written notice thereof and shall pay an additional premium on any increase in the number of Employees covered under this bond as a result of such merger or consolidation computed pro rata from the date of such merger or consolidation to the end of the current premium period.

NON-ACCUMULATION OF LIABILITY:

SECTION 6. Regardless of the number of years this bond shall continue in force and the number of premiums which shall be payable or paid, the liability of the Surety under this bond shall not be cumulative in amounts from year to year or from period to period.

LIMIT OF LIABILITY UNDER THIS BOND AND PRIOR INSURANCE:

SECTION 7. With respect to loss or losses caused by an Employee or which are chargeable to such Employee as provided in Section 4 and which occur partly under this bond and partly under other bonds or policies issued by the Surety to the Obligee or to any predecessor in interest of the Obligee and terminated or cancelled or allowed to expire and in which the period for discovery has not expired at the time any such loss or losses thereunder are discovered, the total liability of the Surety under this bond and under such other bonds or policies shall not exceed, in the aggregate, the amount carried under this bond on such loss or losses or the amount available to the Obligee under such other bonds or policies, as limited by the terms and conditions thereof, for any such loss or losses, if the latter amount be the larger.

DEDUCTIBLE:

SECTION 8. The Surety shall not be liable under this bond on account of any loss or losses through fraudulent or dishonest acts committed by any Employee of Obligee, unless the amount of such loss or losses, after deducting the net amount of all reimbursement and/or recovery, including any cash deposit taken by the Obligee, obtained or made by the Obligee or the Surety on account thereof, prior to payment by the Surety of such loss or losses, shall be in excess of ONE HUNDRED DOLLARS (\$100.00), and then for such excess only, but in no event for more than the amount of insurance carried on such Employee under this bond. If more than one Employee commits the fraudulent or dishonest act resulting in such loss or losses, said deductible amount shall apply to each Employee so involved.

Form 1375-10-2002

Placid U

SALVAGE:

SECTION 9. If the Obligor shall sustain any loss or losses covered by this bond which exceed the amount of coverage provided by this bond, the Obligor shall be entitled to all recoveries, except from suretyship, insurance, reinsurance, security or indemnity taken by or for the benefit of the Surety, by whomsoever made, on account of such loss or losses under this bond until fully reimbursed, less the actual cost of effecting the same; and less the amount of the deductible carried on the Employee causing such loss or losses; and any remainder shall be applied to the reimbursement of the Surety.

CANCELLATION AS TO ANY EMPLOYEE:

SECTION 10. This bond shall be deemed cancelled as to any Employee: (a) immediately upon discovery by the Obligor, or by any partner or officer thereof not in collusion with such Employee, of any fraudulent or dishonest act on the part of such Employee; or (b) at 12:00 o'clock night, standard time, upon the effective date specified in a written notice served upon the Obligor or sent by mail. Such date, if the notice be served, shall be not less than ten (10) days after such service, or, if sent by mail, not less than fifteen (15) days after the mailing. The mailing by Surety of notice, as aforesaid, to the Obligor at its principal office shall be sufficient proof of notice.

CANCELLATION AS TO BOND IN ITS ENTIRETY:

SECTION 11. This bond shall be deemed cancelled in its entirety at 12:00 o'clock night, standard time, upon the effective date specified in a written notice served by the Obligor upon the Surety or by the Surety upon the Obligor, or sent by mail. Such date, if the notice be served by the Surety, shall be not less than ten (10) days after such service, or if sent by the Surety by mail, not less than fifteen (15) days after the date of mailing. The mailing by the Surety of notice, as aforesaid, to the Obligor at its principal office shall be sufficient proof of notice. The Surety shall refund to the Obligor the unearned premium computed pro rata if this bond be cancelled at the instance of the Surety, or at short rates if cancelled or reduced at the instance of the Obligor.

PRIOR FRAUD, DISHONESTY OR CANCELLATION:

SECTION 12. No Employee, to the best of the knowledge of the Obligor, or of any partner or officer thereof not in collusion with such Employee, has committed any fraudulent or dishonest act in the service of the Obligor or otherwise. If prior to the issuance of this bond, any fidelity insurance in favor of the Obligor or any predecessor in interest of the Obligor and covering one or more of the Obligor's Employees shall have been cancelled as to any of such Employees by reason of (a) the discovery of any fraudulent or dishonest act on the part of such Employees, or (b) the giving of written notice of cancellation by the insurer issuing said fidelity insurance, whether the Surety or not, and if such Employees shall not have been reinstated under the coverage of said fidelity insurance or superseding fidelity insurance, the Surety shall not be liable under this bond on account of such Employees unless the Surety shall agree in writing to include such Employees within the coverage of this bond.

LOSS—NOTICE—PROOF—LEGAL PROCEEDINGS:

SECTION 13. At the earliest practical moment, and at all events not later than fifteen (15) days after discovery of any fraudulent or dishonest act on the part of any Employee by the Obligor, or by any partner or officer thereof not in collusion with such Employee, the Obligor shall give the Surety written notice thereof and within four (4) months after such discovery shall file with the Surety affirmative proof of loss, itemized and duly sworn to, and shall upon request of the Surety render every assistance, not pecuniary, to facilitate the investigation and adjustment of any loss. No suit to recover on account of loss under this bond shall be brought before the expiration of two (2) months from the filing of proof as aforesaid on account of such loss, nor after the expiration of twelve (12) months from the discovery as aforesaid of the fraudulent or dishonest act causing such loss. If any limitation in this bond for giving notice, filing claim or bringing suit is prohibited or made void by any law controlling the construction of this bond, such limitation shall be deemed to be amended so as to be equal to the minimum period of limitation permitted by such law.

TEMPORARY EMPLOYEES:

SECTION 14. The Obligor shall not at any time while this bond is in force direct any temporary employee(s) to any subscriber's premises unless such person(s) is/are accompanied by a foreman who is in the regular employ of the Obligor. For purposes of this restriction, any person who works less than the normal working hours established by his employer or otherwise fails to meet the definition of "Employee" above is considered a temporary employee.

EXCLUSIONS:

SECTION 15. This bond does not apply to loss that is an indirect result of any act or loss caused by or involving one (1) or more Employees, whether the result of a single act or series of acts, covered by this insurance including, but not limited to, loss resulting from:

- The Obligor's inability to realize income that would have been realized had there been no loss covered by this bond.
- Payment of damages of any type for which the Obligor is legally liable. Compensatory damages arising directly from a covered loss will be paid.
- Payment of costs, fees, or other expenses incurred by the Obligor in establishing either the existence or the amount of loss under this bond.

This bond does not apply to expenses related to any legal action.

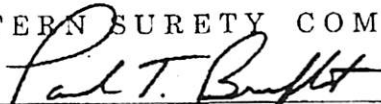
OTHER INSURANCE:

SECTION 16. This bond does not apply to loss recoverable or recovered under other insurance or indemnity. However, if the limit of the other insurance or indemnity is insufficient to cover the entire amount of the loss, this bond will apply to that part of the loss, other than that falling within any Deductible Amount, not recoverable or recovered under the other insurance or indemnity, but not for more than the amount of indemnity as stated above.

DATED October 26th, 2011

WESTERN SURETY COMPANY

By



Paul T. Bruffat, Senior Vice President

Premium \$384.00

CLEAN ALASKA
P. O. BOX 761
VALDEZ, AK 99686**Amount Due** \$384.00**Bond Detail**

Bond #	61188541	Bond Penalty	\$100,000.00
Company	Western Surety Company		
Effective Date	10/26/2018		
Anniversary Date	10/26/2019		
Description	AK Janitorial Service		

Agent InformationD M L Insurance Services, Inc.
4005 20th Ave., W., Ste. 132
Seattle, WA 98199
Phone : (206)838-9077**Messages**

We show 6 rated for premium purposes.
To ensure proper coverage, verify the
total number of employees and owners
covered & contact us with changes. Note:
After several years, we may have increased
our rates slightly.

Payment Instructions

- **Pay Online at ONLINEPAY.CNASURETY.COM**
- If paying by mail, please send payment 2 weeks prior to due date to ensure receipt
Make check payable to CNA Surety
Detach payment stub and return with payment

Note-Renewal documents will only be sent upon receipt of full payment

Handwritten signature: David G.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/27/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER DML Insurance Services 4005 20th Ave W Ste 132 Seattle WA 98199	CONTACT NAME:	
	PHONE (A/C, No, Ext): (206)838-9077 FAX (A/C, No): (206)838-9076	
INSURED Gulf Coast, Inc. Clean Alaska Po Box 761 Valdez AK 99686	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: American Fire & Casualty	
	INSURER B: American Fire & Casualty Company	
	INSURER C: Western Surety Company	
	INSURER D:	
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																					
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			BLA54630440	11/01/2017	11/01/2018	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$</td><td>1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Fa occurrence)</td><td>\$</td><td>1,000,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$</td><td>15,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$</td><td>1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$</td><td>2,000,000</td></tr><tr><td>PRODUCTS - COM/OP AGG</td><td>\$</td><td>2,000,000</td></tr><tr><td></td><td>\$</td><td></td></tr></table>	EACH OCCURRENCE	\$	1,000,000	DAMAGE TO RENTED PREMISES (Fa occurrence)	\$	1,000,000	MED EXP (Any one person)	\$	15,000	PERSONAL & ADV INJURY	\$	1,000,000	GENERAL AGGREGATE	\$	2,000,000	PRODUCTS - COM/OP AGG	\$	2,000,000		\$	
EACH OCCURRENCE	\$	1,000,000																										
DAMAGE TO RENTED PREMISES (Fa occurrence)	\$	1,000,000																										
MED EXP (Any one person)	\$	15,000																										
PERSONAL & ADV INJURY	\$	1,000,000																										
GENERAL AGGREGATE	\$	2,000,000																										
PRODUCTS - COM/OP AGG	\$	2,000,000																										
	\$																											
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						<table border="1"><tr><td>COMBINED SINGLE LIMIT (Fa accident)</td><td>\$</td><td></td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td><td></td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td><td></td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td><td></td></tr><tr><td></td><td>\$</td><td></td></tr></table>	COMBINED SINGLE LIMIT (Fa accident)	\$		BODILY INJURY (Per person)	\$		BODILY INJURY (Per accident)	\$		PROPERTY DAMAGE (Per accident)	\$			\$							
COMBINED SINGLE LIMIT (Fa accident)	\$																											
BODILY INJURY (Per person)	\$																											
BODILY INJURY (Per accident)	\$																											
PROPERTY DAMAGE (Per accident)	\$																											
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	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$</td><td></td></tr><tr><td>AGGREGATE</td><td>\$</td><td></td></tr><tr><td></td><td>\$</td><td></td></tr></table>	EACH OCCURRENCE	\$		AGGREGATE	\$			\$													
EACH OCCURRENCE	\$																											
AGGREGATE	\$																											
	\$																											
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A	17AWW95964	01/22/2017	01/22/2018	<table border="1"><tr><td><input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER</td><td></td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$</td><td>100,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td><td>100,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td><td>500,000</td></tr></table>	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER			E.L. EACH ACCIDENT	\$	100,000	E.L. DISEASE - EA EMPLOYEE	\$	100,000	E.L. DISEASE - POLICY LIMIT	\$	500,000									
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E.L. EACH ACCIDENT	\$	100,000																										
E.L. DISEASE - EA EMPLOYEE	\$	100,000																										
E.L. DISEASE - POLICY LIMIT	\$	500,000																										
C	Janitorial Services Bond			61188541	10/26/2017	10/26/2018	<table border="1"><tr><td>Bond Penalty Deductible: \$100</td><td></td><td>100,000</td></tr></table>	Bond Penalty Deductible: \$100		100,000																		
Bond Penalty Deductible: \$100		100,000																										

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
EVIDENCE OF INSURANCE

CERTIFICATE HOLDER **CANCELLATION** AI 667

City of Valdez PO Box 307 Valdez AK 99686	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Ben Mish</i>



**CITY OF VALDEZ, ALASKA
BUSINESS REGISTRATION #372**

This is to certify that

Gulf Coast Inc

NAME OF BUSINESS

Gulf Coast Inc

OWNER

PO Box 761
Valdez AK 99686

ADDRESS

is a registered business in compliance with Section 5.04 of the Valdez City Code.

Business Registrar
City of Valdez, Alaska

12/31/2018

Expiration Date

NOTE: BUSINESS REGISTRATIONS are required to be renewed yearly.

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

GULF COAST, INC

PO BOX 761 VALDEZ AK 99686

owned by

GULF COAST, INC.

is licensed by the department to conduct business for the period

October 13, 2016 through December 31, 2018
for the following line of business:

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.

Chris Hladick



Alaska

From: no.mail.dcced@alaska.gov
Subject: State of Alaska Order Confirmation
Date: Oct 3, 2018 at 2:09:22 PM
To: claudia.k@live.com

Alaska Department of Commerce, Community, and Economic Development
333 Wiloughby Ave
Juneau, AK 99811

Order Results

Profile Name: AK Dept of Commerce WEB
Transaction ID: 031018E3D-72C4974E-8802-42F5-9FE5-7E2066DBEA3F
Date/Time: 10/03/2018 02:09:19 PM
Transaction Type: SALE
Approval Message: APPROVAL
Approval Code: 056375
ECI:

Order Section

Card Number : *****4883
Amount : \$100.00USD

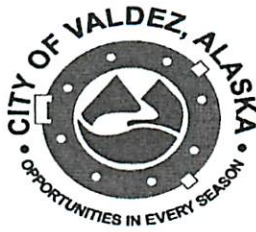
Billing Address

First Name : Claudia
Last name : Kipar
Postal Code : 99686
Phone : 9078310620
Email Address : claudia.k@live.com

If you have questions concerning your Business or Professional license, contact the Division at (907)465-2550.
For questions concerning your credit card transaction, contact Financial Services at (907)465-2593.

The information contained in this e-mail and in any attachments is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. This message has been scanned for known computer viruses.





**CITY OF VALDEZ, ALASKA
BUSINESS REGISTRATION #508**

This is to certify that

Clean Alaska

NAME OF BUSINESS

Gulf Coast inc

OWNER

PO Box 761
Valdez AK 99686

ADDRESS

is a registered business in compliance with Section 5.04 of the Valdez City Code.

Business Registrar
City of Valdez, Alaska

12/31/2018

Expiration Date

NOTE: BUSINESS REGISTRATIONS are required to be renewed yearly.

Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing

P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

CLEAN ALASKA

PO BOX 761 VALDEZ AK 99686

owned by

GULF COAST INC

is licensed by the department to conduct business for the period

October 13, 2016 through December 31, 2018

for the following line of business:

56 - Administrative, Support, Waste Management and Remediation 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.

Chris Hladick

From: no.mail.dcced@alaska.gov
Subject: State of Alaska Order Confirmation
Date: Oct 3, 2018 at 2:00:45 PM
To: claudia.k@live.com

Alaska Department of Commerce, Community, and Economic Development
333 Wiloughby Ave
Juneau, AK 99811

Order Results

Profile Name: AK Dept of Commerce WEB
Transaction ID: 031018A44-CFE7515F-A2D9-4638-B964-BC3AC4D7C7C5
Date/Time: 10/03/2018 02:00:43 PM
Transaction Type: SALE
Approval Message: APPROVAL
Approval Code: 027551
ECI:

Order Section

Card Number : *****4883
Amount : \$100.00USD

Billing Address

First Name : Claudia
Last name : Kipar
Postal Code : 99686
Phone : 9078310620
Email Address : claudia.k@live.com

If you have questions concerning your Business or Professional license, contact the Division at [\(907\)465-2550](tel:9074652550).
For questions concerning your credit card transaction, contact Financial Services at [\(907\)465-2593](tel:9074652593).

The information contained in this e-mail and in any attachments is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. This message has been scanned for known computer viruses.



GULF COAST, INC

Corporate Minute Book

2018

ALASKA



COUNCIL FOR
CORPORATIONS



2417 TONGASS AVE # 111-294
KETCHIKAN, AK 99901-5900

services@councilforcorps.com

Handwritten signature in blue ink.

State of Alaska
Department of Community and Economic Development
Division of Banking, Securities and Corporations

CERTIFICATE
OF
INCORPORATION
Business Corporation

The undersigned, as Commissioner of Community and Economic Development of the State of Alaska, hereby certifies that Articles of Incorporation of

GULF COAST, INC

have been received in this office and have been found to conform to law.

ACCORDINGLY, the undersigned, as Commissioner of Community and Economic Development, and by virtue of the authority vested in me by law, hereby issues this Certificate of Incorporation and attaches hereto the original copy of the Articles of Incorporation.

IN TESTIMONY WHEREOF, I execute this certificate and
affix the Great Seal of the State of Alaska on
SEPTEMBER 23, 2002

Deborah B. Sedwick

Deborah B. Sedwick
Commissioner of Community
and Economic Development

Acro CJ

Johnson Wax Professional

Presents this certificate to

Claudia Lopez

In recognition for completion of

Bloodborne Pathogens Procedures Training Program

**POWER
TOOLS**™
training series

Hand Up

Johnson wax
PROFESSIONAL

Gulf Cost Inc. dba. Clean Alaska

Po-Box: 761 Valdez AK. 99686

Claudia.k@live.com

Cell: (907)831-0620 Fax: (907)835-5030

Gulf Coast Inc. dba. Clean Alaska has been in Business from 2004.

Our current Contracts are with:

Copper Valley Telephone Corp.

City of Valdez

Facility Manager: Chris Mishmash

Attn: Stanley Porritt

Phone: (907)835-7700

Phone: (907)835-5411

North Pacific Fuel

Attn: Jonathan Anderson

Phone: (907)835-8850

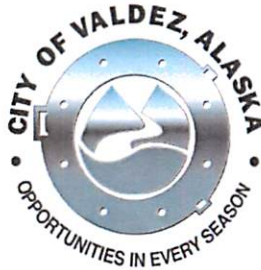
If you have any questions, feel free to contact us at any time. Our mission is to be in compliance at all times with our contracts to establish an excellent relationship with our contract holders. We understand the importance of good communication and plan to be in Valdez for the years to come. We want to continue to build our business to provide work for the people in Valdez and be an asset for the local economy. All our employees are trained in Blood borne Pathogens Procedures & HIPA trained \$ Background checks \$ Fingerprints. We are well versed in OSHA rules and regulations. Our employees have all gone through the appropriate training.

I, Claudia Kipar am certified to provide the training to employees as well. we are currently certified to enter the City of Valdez Police Station and City of Valdez Medical Clinic.

Thank you for your consideration.

Owner of Gulf Coast Inc. dba. Clean Alaska: Claudia Kipar





To Whom It May Concern,

This is a letter of reference for Claudia Kipar and her janitorial services business named Gulf Coast, Inc.

I am currently employed by the City and work in City Hall. My job responsibilities require me to work late and I, almost daily, come into contact with Ms. Kipar and her team as they clean the facility.

I have always found them to be professional, considerate, and hardworking. I have been pleased with the quality of their work in the Clerks Office spaces and City Council Chambers, with no significant complaints. In the rare instance I need to bring something to Ms. Kipar's attention, she handles the concern quickly and follows up with me afterwards regarding the resolution. She is also wonderful about asking questions and communicating with City staff regarding things her team finds, such as leaks or facility damage, while performing their duties.

Please take this letter as my recommendation to renew Ms. Kipar's janitorial contract with the City for the City Hall facility.

Please contact me at 834-3468 or aferko@valdezak.gov if you need additional information.

Sincerely,

Allie Ferko, CMC
Deputy City Clerk



P.O. Box 907
Valdez, AK 99686
(907) 835-8850 tel • (907) 835-4983 fax

Letter of Recommendation for Gulf Coast Inc.

I am writing to highly recommend Gulf Coast Inc. dba. Clean Alaska as a janitorial contractor. Gulf Coast has successfully provided Janitorial service for our department North Pacific Fuel. All our cleaning needs that have been contracted to do are done on scheduled days. Our Office is cleaned after hours, and I have felt comfortable with them being on the premises.

Ms. Kipar and her team are dedicated and professional. When asked to do extra cleaning in certain areas of the building, you can rest assured it will be done, even if it takes extra time.

Without reservation, I recommend Gulf Coast Inc. Service.

A handwritten signature in dark ink, appearing to read "Jon Cul".

V.I.P Nail Studio, LLC

P.O. Box 3064
valdez, Alaska 99686
907.831.0660

October 5, 2018

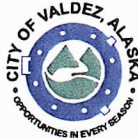
I highly recommend Gulf Coast Inc. for janitorial services. Over the years Gulf Coast has provided an exceptional service to my business, I am very pleased with the work performed at my salon

Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Melinda Smith', with a large, stylized flourish at the end.

Melinda Smith
Owner



**City of Valdez
Agreement Page 1 of 2**

**Project: 2019 Janitorial Services
Contract Number: 1407**

This agreement is made on the 19th day of November, 2018, by and between the City of Valdez, Alaska, hereinafter called the Owner and, acting through its Mayor, and Gulf Coast, Inc. doing business as an individual, partnership, a corporation (strike out inapplicable words) located in Valdez, Alaska, hereinafter called the Contractor.

The Contractor agrees to this Contract known as:

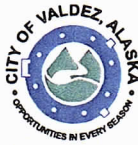
**Project: 2019 Janitorial Services
Contract Number: 1407**

Furthermore the Contractor agrees to accept as full and complete payment for all work to be done in this Contract for the lump sum and per unit prices as set forth in the Bid Form and Addendums in the Contract Documents for this project. The total amount of this Contract shall be: **One hundred twenty-five thousand, four hundred dollars and zero cents (\$125,400.00)**, for janitorial services at the City Hall Building (\$40,900.00), Police Department (\$9,100.00), Council Chambers (\$7,100.00), Vehicle Maintenance Facility (\$6,200.00), Building Maintenance Facility (\$6,900.00), Baler Break Room (\$5,700.00), and the Mary Kevin Gilson Medical Clinic (\$49,500.00).

The Contractor hereby agrees to commence work on this project January 1, 2019 and to complete all work in accordance with the contract documents and addendums by December 31, 2019. The City of Valdez reserves the right to extend this contract by one(1) year increments for two(2) years. Said contract documents are listed in the Table of Contents herein. All documents listed therein are by this reference made a part hereof.

The Owner agrees to pay the Contractor for the performance of the Contract, subject to additions and deductions, as provided in the City of Valdez Standard Specifications Section 10 Standard General Provisions of this of this Contract, and to make payments on account thereof as provided in the City of Valdez Standard Specifications Section 10 Standard General Provisions and City of Valdez City Code.

The contractor understands the monthly payments of the contract may be deducted by penalties based on performance of work. The Contractor will be advised of penalties prior to deductions.



**City of Valdez
Agreement Page 2 of 2**

**Project: 2019 Janitorial Services
Contract Number: 1407**

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

GULF COAST, INC.

Claudia Kipar
Signature

Claudia Kipar
Name

Owner
Title

11-9-2018
Date

Po-Box: 761
Mailing Address

Valdez AK 99686
City, State, Zip Code

574-39-1363
Federal I.D. or S.S.N.

Corporate Secretary

Attest: _____
Corporate Secretary

**CITY OF VALDEZ, ALASKA,
AUTHORIZED**

Jeremy O'Neil
Jeremy O'Neil, Mayor

11/19/2018
Date

Attested:

Sheri L. Pierce
Sheri L. Pierce, MMC, City Clerk

11/19/18
Date

Recommended:

Elke Doom
Elke Doom, City Manager

11/19/18
Date

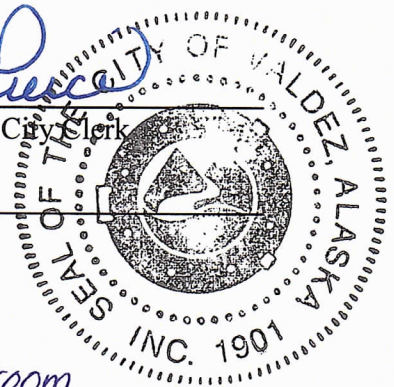
Nathan Duval
Nathan Duval, Capital Facilities Director

11-9-18
Date

Approved as to Form:

Brena, Bell & Clarkson, P.C.
Jon S. Wakeland

11/19/18
Date



City of Valdez Corporate Acknowledgement

Project: 2019 Janitorial Services
Contract Number: 1407

(To be filled in when Contract is executed in behalf of Corporation)

UNITED STATES OF AMERICA)
)SS.
STATE OF ALASKA)

The foregoing instrument was acknowledged before me this ____ day of _____, 20____.

(Name of Officer)	(Title of Officer)
-------------------	--------------------

(Name of Corporation)

(State of Incorporation) Corporation, on behalf of said Corporation.

Notary Public

My Commission Expires: _____

City of Valdez Non-Collusion Affidavit

Project: 2019 Janitorial Services
Contract Number: 1407

(to be executed prior to award)

UNITED STATES OF AMERICA)
)SS.
STATE OF ALASKA)

I, _____, of _____, being duly sworn, do depose and state:

I, or the firm, association of corporation of which I am a member, a bidder on the Contract to be awarded, by the City of Valdez, Alaska, for the construction of that certain construction project designated as:

Project: 2019 Janitorial Services
Contract Number: 1407

Located at Valdez, in the State of Alaska, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such Contract.

Signature

Subscribed and sworn to this _____ day of _____, 20____.

Notary Public

My Commission Expires:_____



**City of Valdez
Contract Release Page 1 of 2**

**Project: 2019 Janitorial Services
Contract Number: 1407**

The undersigned, _____
for itself, its successors in interest, assigns trustees, administrators, subcontractors, suppliers, and laborers do hereby release and forever discharge the CITY OF VALDEZ, ALASKA a municipal corporation, from all actions, causes of actions, suits, controversies, claims, damages and demands of every kind and nature, mature or to mature in the future, for and by reason of any matter, thing or claim arising out of the following Contract:

**Project: 2019 Janitorial Services
Contract Number: 1407**

The undersigned also intends hereby to discharge the City of Valdez from all liability for any and all damages or injuries presently undiscovered or unanticipated. The undersigned's intention hereby is to waive any right it may subsequently have to set aside this release under the doctrine of Witt v. Watkins, 579 P.2d 1065 (Alaska 1978).

The undersigned further agrees to defend, indemnify and hold harmless the City of Valdez against any claims, liens, or causes of action arising under or by virtue of this Contract, including, but not limited to, any claim that the undersigned, any successor in interest, assignee, trustee, administrator, subcontractor, supplier or laborer of the undersigned or any other person might make or claim that he could possibly make against the City of Valdez.

The undersigned certifies that he has not assigned any amounts payable under this Contract to anyone.

The undersigned hereby acknowledges receipt of the amount of \$_____ as full of final payment in consideration for all services, materials and labors rendered in connection with this Contract.

The undersigned hereby declares that the terms of this RELEASE have been completely read and are fully understood, and said terms are voluntarily accepted for the purpose of making a full and final release of any and all claims, disputed or otherwise, arising under or by virtue of this Contract.

City of Valdez
Contract Release Page 2 of 2

Project: 2019 Janitorial Services
Contract Number: 1407

IN WITNESS WHEREOF, I have hereunto set my hand and seal this ____ day of _____, 20____.

COMPANY

SIGNATURE

TITLE

STATE OF ALASKA)
)ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this _____ day of _____, 20____, before me, Notary Public in and for the State of Alaska, personally appeared _____ of _____, known to me to be its _____ and acknowledged to me that he has read this foregoing RELEASE and knew contents thereof to be true and correct to the best of his knowledge and belief, and that he signed the same freely and voluntarily for the uses and purposes therein mentioned, and that he was duly authorized to execute the foregoing document according to the Bylaws or by Resolutions of said corporation.

WITNESS my hand and notarial seal this _____ day of _____, 20_____.

Notary Public in and for Alaska
My Commission expires: _____



**City of Valdez
Special Provisions**

**Project: 2019 Janitorial Services
Contract Number: 1407**

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**City of Valdez
Special Provisions**

**Project: 2019 Janitorial Services
Contract Number: 1407**

SP 01 General Statement

The Special Provisions set forth conditions and requirements unique to this Project and are supplemental to, and supersede, the City of Valdez “Standard Specifications and Standard Details.”

SP 02 Scope of Work

Base Bid

The Scope of Work of the Base Bid of this Contract shall include providing all labor, materials, tools, equipment, transportation, supervision and facilities necessary to perform:

All Janitorial Services listed within the **Frequencies, Standards & Specifications** and **Bid Schedule** found in this contract.

The contractor needs to be aware that the separate bid items will be awarded in a manner most advantages out the City of Valdez.

Please reference City code 2.80.060 Competitive procurement procedure:

B. The City shall procure from the supplier or contractor whose offer is most advantageous to the city. This determination does not have to only consider price, but may also account for quality, date of delivery, or any other factor(s) deemed relevant by the city manager to the particular procurement.

SP 03 Time of Completion

The term of the contract shall be for twelve (12) months. The contract will commence on January 1, 2019 and end December 31, 2019. The contract is renewable at the option of the City of Valdez for two (2) additional one (1) year terms.

All work shall be in accordance with the Contract Documents according to the schedule set forth in the bid form. All work items listed in the bid for shall be completed according to the scheduled frequency unless written notification to change the schedule is received from the City.

Liquidated damages will be assessed in a sum equal to wasted staff hours and lost revenue for each calendar day that a scheduled work item is not performed, not to exceed two hundred dollars (\$200)



per calendar day. Special work items will be scheduled with the contractor at least two weeks in advance.

SP 04 Special Site Conditions

General

All work sites are facilities currently operated by the City. The contractor shall have visited each site prior to bidding the work to become familiar with special circumstances at each site. Work performed by the contractor shall be performed with as little disruption to activities of the employees and public as possible. The safety of the public shall always be the highest priority.

Smoking

Contractors shall inform their employees that there shall be no smoking in any City facility.

SP 05 Security Requirements

Several types of security systems are utilized at various City facilities. Contractors are required to acquaint themselves and their employees with the specific security measure in effect at each facility. All persons entering any City facility after normal closing hours shall have proper identifications, i.e. company id. Some facilities will have “manned” security personnel in conjunction with electronic security. In these areas, all security requirements must be strictly adhered to.

The contractor shall be required to furnish to the City Contract Administrator a cleaning schedule for each facility and a list of employees working at each facility. The list shall show the employee’s full name and list of City keys held in their possession, if applicable. This list shall be kept current with the Contract Administrator for the life of the contract.

City Building Keys: The contractor shall be responsible for safe keeping of any keys signed for through the life of the contract and shall be liable for any costs associated with re-keying a facility due to negligence. The Contract Administrator shall be notified immediately when keys are lost or non-functional.

Unsecured Facility Procedures: Contractor personnel are advised not to enter a facility upon arriving and discovering the entrance doors to be unsecured. The police shall be called immediately to investigate for unsafe or dangerous conditions that may exist at the building and pose life-threatening situations for contract employees. All doors (entry and office) must be closed and locked upon completion of service.

Unauthorized Entry: Only contract employees are to be allowed access into City facilities after normal working hours. Visitors, including spouses and children, shall not accompany contract employees into a City facility after normal working hours.



SP 06 Qualifications of Workers

All contract employees shall be experienced and capable to perform work in the required field.

The contractor agrees to provide at all times a competent foreman or supervisor for the life of this contract. The contractor's personnel shall, at all times, present a neat and clean appearance. All work listed within this contract shall be performed and all complaints shall be handled with due regard to the City of Valdez Public Relations. The contractor shall utilize competent employees in performing the work specified in this agreement. At the request of the City Contract Administrator, the contractor shall replace any incompetent, abusive, or disorderly person employed by the contractor. The City Contract Administrator may require removal from work site those contract employees who are deemed objectionable and whose continued employment on City premises is deemed contrary to the interest of the public or inconsistent with the best interest of the City.

SP 07 City's Contract Administrator

This bid form identifies the City Contract Administrator.

Incidents, altercations, or accidents involving the contractor's employees or City employees shall be reported to the Contract Administrator in a timely manner. The Administrator, at his/her discretion, may require a written report from the contractor describing the incident or accident.

Upon request or necessity the Contract Administrator will accompany the contractor to the work areas to further clarify or describe procedures or methods. The City of Valdez reserves the right to call periodic meetings with the contractor on an as needed basis to discuss and evaluate the performance of the contractor.

The Contract Administrator reserves the right to request at any time, that timesheets be provided listing employees, dates and times that services were rendered.

After hours emergencies shall be reported to the Valdez Police Departments, 835-4560 or 911. Emergencies or hazardous conditions during business hours shall be reported to the VPD as well as the Contract Administrator.

Hazardous conditions shall be immediately remedied or secured to prevent further damage and/or protect visitors from injury. It is the contractor's responsibility to provide close supervision of maintenance operations and management of the site. Examples of problems the contractor is expected to report immediately are: Vandalism of any kind to include graffiti, plumbing or electrical malfunctions, safety issues, etc. Any issues or suggestions that may arise shall be addressed to the Contract Administrator as soon as possible.



SP 08 Materials and Supplies

All paper supplies, trash bags, soaps, dispensers, batteries and air fresheners necessary to complete the contract shall be provided by the City of Valdez. The contractor is responsible for providing the necessary equipment, tools and cleaning solutions to complete this project. The contractor must supply the SDS sheets for all cleaning solutions used at each facility.

SP 09 Hazardous Waste Generation

Every effort to minimize or eliminate the generations of hazardous waste shall be used by the Contractor in the performance of the work of this Contract. Unless there is no substitute, no hazardous material shall be used in the performance of the work of this Contract.

SP 10 Coordination and Schedule

All work times shall be coordinated and approved by the Contract Administrator prior to commencing work. The specifications and standards listed in Section 90.02 Scope of Work shall be used to complete the rest of this contract. The contractor shall provide to the Contract Administrator with a scheduled time or services within ten (10) working days of the Notice of Intent to Award.

The City of Valdez follows the same holiday schedule as the State of Alaska. In 2019, these include New Years Day, Presidents Day, Martin Luther King Jr. Day, Seward's Day, Memorial Day, Independence Day, Labor Day, Alaska Day, Veteran's Day, Thanksgiving Day, ½ of Christmas Eve and Christmas Day.

SP 11 Site Preservation, Restoration, Cleanup and Environmental Reporting

Contractor shall be solely responsible for damage to public or private property caused by custodial operations. The contractor shall take all precautions necessary to control dust. Contractor shall notify the City of any claims of damage, and shall clean and restore any property so damaged at the sole expense of the Contractor. All spills or releases of any hazardous substance shall be reported to the appropriate governmental agency as well as notice to the City. Contractors shall be responsible for all associated clean-up costs and fines.

At all times during the work, keep the premises clean and orderly. Upon completion of the contract the contractor shall repair all damage caused by equipment and leave the worksite free of rubbish and excess materials of any kind.

SP 12 Permits

The Contractor shall obtain all licenses and permits that are required to do the work as set forth in the Scope of Work.



SP 13 Award of Contract

The award of the Basic Bid Contract for each item number will be made independently. The City of Valdez reserves the right to combine item numbers for award as deemed in the best interest of the City.

SP 14 Order of Award of Alternative Bids

Additive Alternate and/or Deductive Alternative Bids will be awarded, if any are awarded, in any order determined to be the most advantageous combination by the owner.

SP 15 Payment

Payments shall be in accordance with Section 10.07, Measurement and Payment of the CVSS. All invoices for payment must be submitted on a City of Valdez *Periodic Payment Request Form*. An electronic copy of this form (Excel Spreadsheet) will be made available for the contractor's use. All invoices must include the contract number. If these are not included, payment may be delayed. All invoices must reflect the information listed in the table below. Timely payment to the contractor is contingent upon the receipt of invoices by the Contract Administrator. Invoices are due to the City of Valdez, PO Box 307, Valdez, AK 99686 no less than thirty (30) days prior to due date. Billing for outside entities should be mailed directly to that specific entity. Payments may be withheld on account of defective work; damage to City property caused by contractor or their employees or subcontractors; unsatisfactory prosecution of work; failure to pay suppliers, subcontractors or wages promptly; or any other breach of conditions set forth in these documents. Monthly and final payments will be withheld until work is completed or conditions are corrected. This final payment schedule applies only if the contract has not been terminated by the City or breached by the contractor.

The City of Valdez requires that the contractor provide the following information quarterly with their invoice for payment:

1. Proof of unemployment tax clearance from the Department of labor and Workforce Development.
2. Proof of federal tax filings for business to show current
3. Proof of current insurance (must have proper coverage requirements set forth by the City, including worker's compensation coverage.)

Important Note: If the above required items are not submitted with the contractor's invoices for the months of April, July, September and December then payment will be withheld until these items are brought current. These items will be verified for release of payment.

Disbursement of money to a person, firm or corporation will be made only after all the various receivable accounts of the general government and any municipal utility or enterprise have been reviewed for outstanding balances owed, and the disbursement will be reduced by setting off the amount of any delinquent indebtedness due the city from such person, firm or corporation.



All contracts to which the city is a party which will or may involve the disbursement of city funds shall contain the following clause, or its substantial equivalent: “Disbursement of money by the City of Valdez hereunder shall subject to set-off pursuant to the provisions of the Valdez City Code.” Such contracts include, but are not limited to, oral contracts, employment contracts, construction contracts, purchasing contracts and contracts of any municipal utility or enterprise, including customer’s deposits.

SP 16 Penalty Terms of Contract

Damages or Losses

Any loss or damage to property in the building or to the building caused by the contractor or their employee shall be promptly repaired or replaced to the satisfaction of the City at the expense of the contractor. Failure on the part of the contractor to repair or replace lost or damaged property within twenty-four (24) hours conveys the undisputed authority of the City to call an independent contractor to repair or replace the lost or damaged property and to withhold the total sum for payment on the next billing statement. The City will provide an invoice, as proof of having incurred a financial obligation pursuant to this paragraph to the contractor. The contractor agrees to accept verbal notice by the City with respect to lost or damaged property and further agrees that twenty-four (24) hour limitation will commence at the time and date of verbal notification.

Joint Inspections

Representatives of both parties will conduct, as designated by the City, joint inspections of the City facilities to evaluate the completeness and quality of services rendered by the contractor. Date and time of inspections will be prescribed by the City. The City of Valdez reserves the right to call a joint inspection at any given time.

Facility Cleaning

Contractor authorizes the City to impose a financial penalty of (\$200.00) per discrepancy, if in the opinion of the City, the services rendered are unsatisfactory or incomplete. All service requirements are clearly listed in the Building Frequencies, Standards and Specifications documents. All items listed must be completed at each cleaning. The penalty will be executed by the City withholding the appropriate sum from the monthly payment. The penalty will not be imposed in a capricious manner or without tangible evidence as to incomplete or unsatisfactory services. Failure to correct deficiencies or problems of a repetitive nature shall be reason for withheld payment or termination of contract.

SP 17 City’s Right to Terminate Contract

The city may terminate the contract for default per the provisions set forth in Section 5.29 of Division 10 of the April 2003 COV Standards and Specifications.



SP 18 Frequencies, Standards and Specifications

The custodial specifications, standards and frequencies are to be considered the scope of work for this contract.

SP 19 Allowance/Markup on Change Orders

On self-performed work, in addition to the direct costs of labor and material incurred by the Contractor, the Contractor shall be entitled to an allowance/markup of ten percent (10%) of the direct cost of work for profit and overhead. On subcontracted work, Contractor shall be allowed a five percent (5%) allowance/markup of the Subcontractor's direct costs. These percentage allowances are inclusive of any management time required to prepare and process the change order. This allowance does not apply to owned or rented equipment.

If Work is performed by a Subcontractor, the Subcontractor actually performing the Work shall be entitled to those allowances for overhead and profit listed above plus an additional five percent (5%) for management and supervision of the additional work. Each subsequent higher tiered Subcontractor or Contractor shall be allowed no more than an additional five percent (5%) of the Subcontractor's direct costs. In no case shall total cumulative markup on direct costs exceed thirty percent (30%).

If lower markups are established via bid forms or negotiation, the lower markups shall apply to change orders.

The allowance made in accordance with the terms outlined above will be understood to be complete reimbursement and compensation for all project office and office staff, general office overhead, use of tools, and small equipment, overhead expenses, bond cost, insurance premiums, profits, indirect costs, delays impacts on the rest of the Work and losses of all kinds and other items of cost not specifically designated. No other reimbursement, compensation or payment will be made for time and material work.

Any allowance made by the Contractor to a Subcontractor, other than specified herein, shall be at the expense of the Contractor.

SP 20 No State Liability

The State of Alaska and its Department of Commerce, Community, and Economic Development are not liable for damages or claims from damages arising from Contactor's performance or activities under the terms of this Contract.

SP 21 Equal Employment Opportunity

The City is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, physical handicap,



sex, marital status, changes in marital status, pregnancy, or parenthood. The City shall post in a conspicuous place, available to employees and applicants for employment, a notice setting out this provision. Contractor and any Subcontractors are also bound these provisions.



City of Valdez
Building Frequencies, Standards and Specifications
2019 Janitorial Services
Contract Number: 1407

Frequencies

City Hall Building- Administration, Clerks, Lobby, Human Resources and IT Dept:
Services to be performed *once daily* Monday-Friday after 6:00 PM

Daily Services

1. Bathrooms-empty wastebaskets including sanitary napkin containers. Clean wastebaskets inside and out; reline. Clean, disinfect and sanitize countertops, mirrors and other hard surfaces with commercial grade cleanser. Scrub sinks, toilets, and urinals to include underside with commercial cleanser. Restock all soap and paper products. Replace batteries in paper towel dispensers if necessary. Remove rugs from floors if applicable, sweep and mop floors. **DO NOT REPLACE RUGS ON WET FLOOR SURFACE-WAIT UNTIL DRY.** Vacuum rugs prior to replacing.
2. Scrub down water fountains.
3. Offices-remove trash from wastebaskets, clean cans, and reline. Wipe down & sanitize hard surfaces such as counter tops or desks, if free of paperwork or personal effects.
4. Vacuum high traffic areas (main hallways, foyers); paying attention to wall edges, corners, under registers, and behind doors. Vacuum rugs prior to vacuuming main carpet, remove rugs, vacuum main carpet and replace rugs. Spot treat carpet and trim runners as needed.
5. Vacuum stairs leading to upstairs offices. Wipe down handrails with Virex or approved equal.
6. Clean all foyer windows (both sets) with Windex or similar cleaning solution; clean both sides of glass partition and other windows in the front office.
7. Wipe doorknobs, ADA buttons, handrails, and light switches with sanitizing agent.
8. Prevent urea/salt from accumulating in foyer during the winter season.
9. Outside- police exterior circumference of building for trash, cigarette butts, etc. Sweep sidewalks. Clean outside trash cans and ash urns.

Weekly Services

1. Vacuum offices, printer and printer room, storage area, and other low traffic areas to include elevator; paying attention to wall edges, corners and behind doors. Vacuum under desks after moving chairs and trash cans. Wipe down chair mats.
2. Vacuum elevator, wipe down buttons with Virex or approved equal.
3. Dust hard surfaces, window ledges, picture frames, etc. Wipe down walls and partitions in restrooms with Virex or approved equal.
4. Wipe down metal door frames, window sills & trim.



Community Development and Fire Department

Services to be performed **once daily** Monday-Friday after 6:00 pm

Special Note: The Fire Department must be cleaned before 11:00 pm

Daily Services

1. Bathrooms (men's room located in first bay of Fire Dept.)- Empty wastebaskets. Wipe down inside and outside of cans; reline. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces. Scrub bowls and undersides of sinks, toilets, and urinals; scrub shower (in men's room). Restock all soap and paper products. Replace batteries in paper towel dispenser if necessary. Sweep and mop floors. Wipe down doorknobs and light switches with sanitizing agent.
2. Vacuum high traffic areas (main hallways, foyer); paying attention to wall edges, corners, under registers, and behind doors. Vacuum rugs prior to vacuuming main carpet, remove rugs, vacuum main carpet and replace rugs. Spot clean carpet and trim runners as needed.
3. Offices- remove trash from receptacles, clean can and reline. This includes Fire Chief's office and upstairs in Fire Training Room.
4. Sweep and mop stairs leading to training room. Wipe down handrails with Virex or approved equal.
5. Clean and disinfect all countertop areas.
6. Wipe doorknobs, handrails and light switches with sanitizing agent.
7. Empty trash bin and ash urn outside of Fire Dept door and pick up any debris or trash in the area. Sweep sidewalk.
8. Prevent urea build-up in front of door during winter season.

Weekly Services

1. Clean all glass windows/partitions in hallways, or more often as needed.
2. Dust all picture frames, window ledges, heat registers, etc.
3. Vacuum office areas, paying attention to wall edges, corners, under registers, and behind doors. Vacuum under desks after moving chairs and trash cans. Clean chair mats.
4. Wipe down walls and cove base in bathrooms.



Police Department

Important: *Anyone that will be working in the Police Department must pass a background check prior to starting work. The background check approval is solely up to the discretion of the Valdez Police Department.*

Services to be performed 5 times per week: Sunday-Thursday

Daily Services

1. Bathrooms- Empty wastebaskets, clean inside and out, reline. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces. Scrub bowls and underside of sinks, toilets and urinals; scrub showers (basement). Restock all soap and paper products. Replace batteries in paper towel dispensers if necessary. Sweep and mop floors. Wipe doorknobs and light switches with sanitizing agent.
2. Scrub down drinking fountains.
3. Vacuum high traffic areas (main hallway, stairs, foyer); paying attention to wall edges, corners, under registers, and behind doors. Vacuum rugs prior to vacuuming main carpet, remove rugs, vacuum main carpet and replace rugs. Spot clean carpet and trim runners as needed.
4. Sweep and mop all vinyl floor surfaces in downstairs hall and break room. Remove any rugs or mats prior to sweeping. **DO NOT REPLACE RUGS ON WET SURFACE-WAIT UNTIL DRY.** Vacuum rugs prior to replacing.
5. Wipe doorknobs, handrails and light switches with sanitizing agent.

Special Note: An **additional** day of trash pickup **only** is required throughout the facility. This would be a sixth day of service. The date and time of this extra day of trash pickup must be coordinated with the Police Department to meet their needs.

Weekly Services

1. Clean all glass windows/partitions in hallways and overlooking foyer weekly or more often as needed.
2. Dust all picture frames, window ledges, heat registers, etc.
3. Vacuum low traffic areas, to include offices, paying attention to edges, corners, under registers and behind doors. Vacuum under desks after moving chairs and trash can. Clean chair mats.
4. Wipe down walls and cove base in all restrooms.



City Council Chambers

Services to be performed once daily Monday-Friday after 6:00 pm

Note: Cleanings cannot take place during City Council Meetings

Daily Services

1. Bathrooms- empty wastebaskets; clean cans inside and out; reline. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces. Scrub bowls of sinks, toilets and urinals. Restock all soap and paper products. Replace batteries in paper towel dispenser if necessary. Sweep and mop bathroom floors.
2. Sweep and mop foyer floors. Remove any mats/rugs prior to sweeping. **DO NOT REPLACE RUGS ON WET SURFACE- LET DRY.** Vacuum rugs prior to replacing.
3. Wipe down doorknobs, ADA buttons, and light switches with sanitizing agent.
4. Kitchen- remove trash and wipe down can- both inside and out; reline. Clean wall behind and around can area. Clean, disinfect and sanitize sink and countertop area. Wipe down faucet. Sweep and mop floor. Remove rugs/mats prior to sweeping. **DO NOT REPLACE RUGS ON WET SURFACE- LET DRY.** Vacuum rugs prior to replacing.
5. Remove trash from all other cans. Clean cans inside and out; reline. Wipe down walls in surrounding area.
6. Vacuum main floor area and behind council area. Vacuum foyer rug, mop floor. Prevent urea build up in front of doors and on mats.
7. Police exterior circumference of building. Remove trash and debris from sidewalks. Sweep sidewalk. Empty ash urns and clean.

Weekly Services

1. Dusting- includes all fixed and decorative desks/furniture, picture frames, window ledges, and heat registers.
2. Clean foyer windows/doors, or more often as needed.

Monthly Services

1. Vacuum chairs.



Animal Shelter

Services to be performed **3 times per week** (Monday, Wednesday and Friday) after 6:00 pm.

1. Hallway- Sweep and mop. Remove any rugs or mats prior to sweeping. DO NOT REPLACE RUGS ON WET SURFACE-WAIT UNTIL DRY. Vacuum rugs prior to replacing.
2. Cat Room- clean and disinfect countertop, including sink. Remove trash, wipe cans inside and out; reline. Sweep and mop.
Bi-Weekly: Sweep and mop under rolling cat condos.
3. Reception and Office Area- wipe down all hard surfaces. Remove trash, wipe cans inside and out; reline. Sweep and mop. Wipe down door knobs and light switches with sanitizing agent.
4. Break Room- wipe down all hard surfaces and sink. Remove trash, wipe cans inside and out; reline. Sweep and mop.
5. Puppy Palace Room- clean and sanitize sink and countertop areas. Remove trash, wipe cans inside and out; reline. Sweep and mop.
6. Bathroom- scrub and sanitize toilet, sink and underside of sink. Remove trash, wipe cans inside and out; reline. Replace any soap and paper products as needed. Replace batteries in paper towel dispenser if necessary. Sweep and mop bathroom floor.
7. Windows- clean lobby, cat room, office and glass door windows as needed.



Harbormaster Building – Upstairs Offices

Services performed: **June 1st-August 31st** cleanings are to take place **4 times per week**, before 7:00 a.m. or after 10:00 p.m.

September 1st-May 31st cleanings are to take place **two times per week** before 7:00 a.m. or after 5:00 p.m.

Daily Services

1. Bathroom- Empty wastebaskets; clean inside and outside of cans; reline. Clean, disinfect, and sanitize countertops, mirrors and other hard surfaces. Scrub bowls and underside of sinks and toilet. Restock all soap and paper products. Replace batteries in paper towel dispensers if necessary. Sweep and mop floors. Wipe down door knobs and light switches with sanitizing agent.
2. Vacuum main floor and all office areas. Spot treat carpet and trim runners as needed. Vacuum under desks after moving chairs and trash cans. Wipe down chair mats.
3. Clean, disinfect and sanitize walls and other hard surfaces such as counter tops and desks, if free of paperwork or personal effects. Wipe down doorknobs and light switches with sanitizing agent.

Weekly Services

1. Dust picture frames, heat registers, window ledges, etc.

Harbormaster Building – Downstairs Restrooms

January 1st-April 30th: Cleanings are to take place once daily in the mornings from 5:00 a.m.- 6:00 a.m.

May 1st – May 31st: Cleanings are to take place twice daily – Morning cleanings will be from 4:00 a.m.-5:00 a.m. and the second cleaning is to take place between the hours of 3:00 p.m. – 5:00 p.m.

June 1st – August 14th: There will be no cleanings required

August 15th – September 30th: Cleanings are to take place twice daily – Morning cleanings will be from 4:00 a.m.-5:00 a.m. and the second cleaning is to take place between the hours of 3:00 p.m. - 5:00 p.m.

October 1st – December 31st: Cleanings are to take place once daily in the mornings from 5:00 a.m. - 6:00 a.m.

Daily Services

1. Showers- With a hard bristle brush, scrub down walls and floor after removing duck boards. Remove hair from drains. Scrub seat areas. Rinse. Replace duck boards.
2. Toilet areas- clean, disinfect, and sanitize toilets, urinals and partitions.
3. Sinks- clean, disinfect and sanitize sinks, countertops, mirrors and wipe down surrounding wall area.
4. Restock all soap and paper products. Replace batteries in paper towel dispensers as needed.
5. Sweep and mop floor.
6. Clean and disinfect entry doors.
7. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls.
8. Wipe down seat benches in the main area of the restrooms.



B-Float Comfort Station and New Harbor Comfort Station

May 1st-May 31st: Cleanings are to take place **twice daily** – Morning cleanings will be from 5:00 a.m. - 6:00 a.m. and the second cleaning is to take place between the hours of 8:00 p.m. - 10:00 p.m.

June 1st- August 14th: There will be **no** cleanings required.

August 15th- September 30th: Cleanings are to take place **twice daily** – Morning cleanings will be from 5:00 a.m. – 6:00 a.m. and the second cleaning is to take place between the hours of 8:00 p.m. - 10:00 p.m.

Daily Services

1. Bathroom – empty wastebaskets; clean inside and outside of cans; reline.
2. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces.
3. Scrub toilet bowls, sinks, urinals, and the undersides of sinks and toilets.
4. Restock all soap and paper products. Replace batteries in paper towel dispensers as needed.
5. Sweep and mop floors.
6. Wipe down doorknobs and light switches with sanitizing agent.
7. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls.

New Harbor– Warehouse Office and Staff Restroom

Services performed: June 1st-August 31st cleanings are to take place **4 times per week**, before 7:00 a.m. or after 10:00 p.m.

September 1st-May 31st cleanings are to take place **two times per week** before 7:00 a.m. or after 5:00 p.m.

Daily Services

1. Bathroom- Empty wastebaskets; clean inside and outside of cans; reline. Clean, disinfect, and sanitize countertops, mirrors and other hard surfaces. Scrub bowls and underside of sinks and toilet. Restock all soap and paper products. Replace batteries in paper towel dispensers if necessary. Sweep and mop floors. Wipe down door knobs and light switches with sanitizing agent.
2. Office- Clean, disinfect and sanitize walls and other hard surfaces such as counter tops and desks, if free of paperwork or personal effects. Wipe down doorknobs and light switches with sanitizing agent.

Weekly Services

2. Dust picture frames, heat registers, window ledges, etc.

Warehouse- Public Laundry Area

Services performed daily before 7:00 a.m. or after 5:00 p.m.

Daily Services

1. Empty wastebaskets; clean inside and outside of cans; reline.
2. Clean, disinfect and sanitize walls and other hard surfaces such as counter tops.
3. Sweep and mop floors. Wipe down door knobs and light switches with sanitizing agent.



New Harbor– Warehouse- Public Restroom/Showers

January 1st-April 30th: *Cleanings are to take place once daily in the mornings from 5:00 a.m.- 6:00 a.m.*

May 1st – May 31st: *Cleanings are to take place twice daily – Morning cleanings will be from 4:00 a.m.-5:00 a.m. and the second cleaning is to take place between the hours of 3:00 p.m. – 5:00 p.m.*

June 1st – August 14th: *There will be no cleanings required*

August 15th – September 30th: *Cleanings are to take place twice daily – Morning cleanings will be from 4:00 a.m.-5:00 a.m. and the second cleaning is to take place between the hours of 3:00 p.m. - 5:00 p.m.*

October 1st – December 31st: *Cleanings are to take place once daily in the mornings from 5:00 a.m. - 6:00 a.m.*

Daily Services

1. Showers- With a hard bristle brush, scrub down walls and floor after removing duck boards. Remove hair from drains. Scrub seat areas. Rinse. Replace duck boards.
2. Toilet areas- clean, disinfect, and sanitize toilets, urinals and partitions.
3. Sinks- clean, disinfect and sanitize sinks, countertops, mirrors and wipe down surrounding wall area.
4. Restock all soap and paper products. Replace batteries in paper towel dispensers as needed.
5. Sweep and mop floor.
6. Clean and disinfect entry doors.
7. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls.
8. Wipe down seat benches in the main area of the restrooms.



Library

Services to be performed **once** daily, upon close of facility.

Daily Services

1. Bathrooms- Empty all wastebaskets; clean cans inside and out; reline. Clean, and sanitize mirrors, countertops and other hard surfaces such as light switches and door knobs. Scrub toilet bowls, urinals, sinks and the underside of sinks and toilets. Restock all soap and paper products. Replace batteries in paper towel dispenser as necessary. Sweep and mop floors.
2. Scrub down drinking fountain.
3. All entry door glass must be cleaned inside and out to remove fingerprints.
4. Clean and disinfect countertops, tables and desks, if free of personal effects.
5. Remove trash from all cans. Clean cans inside and out; reline. Wipe down walls adjacent to the trash can areas.
6. Vacuum high traffic areas (main hallways, foyer); paying attention to wall edges, corners, under registers, and behind doors. Vacuum rugs prior to vacuuming main carpet, remove rugs, vacuum main carpet and replace rugs. Spot clean carpet and trim runners as needed, downstairs, main floor or upstairs.
7. Sweep and mop stairs, paying special attention to edges and the ledges below the hand rails.
8. Police circumference of building for debris, trash, butts, and other items. Clean ash urns and empty. Sweep entry sidewalks and landings.

Weekly Services

1. Vacuum upper and lower levels **twice weekly**, including once on Sunday, to include study rooms, conference room and AV room on lower level, paying attention to edges, corners, behind doors and under registers. Vacuum under desks after moving chairs and trash cans.
2. Clean all glass partitions/windows on main floor and lower level or more often as needed.
3. Clean foyer windows weekly, or more often as needed.
4. Dust all window ledges, heat registers, picture frames, and other hard surfaces.
5. Wipe down bathroom walls and partitions.
6. Wipe down stairway handrails, light switches, door knobs and ADA buttons with sanitizing agent.

Yearly Services

1. Vacuum, clean and Scotch-Guard furniture.



Recreation Center

Services to be performed **once daily, after 8:30 p.m.**

1. Bathrooms- Empty all wastebaskets; clean cans inside and out; reline. Clean, disinfect, and sanitize countertops, mirrors and other hard surfaces. Scrub bowls and undersides of sinks, toilets, and urinals. Restock all soap and paper products. Sweep and mop floors. Wipe down door knobs and light switches with sanitizing agent.
2. Kitchen Area- Sweep and mop flooring, removing chairs first. Sweep and mop behind counter area. Wipe down and sanitize all kitchen countertop surfaces.
3. Vacuum all carpeted floors, paying attention to edges, corners, under registers, behind doors, and under gaming tables.
4. Wipe down baseboard heaters and window ledges throughout the facility.
5. Vacuum under desks after moving chairs and trash cans.
6. Spot clean carpet as needed and trim runners.
7. Wipe down all doorknobs, light switches and hand rails with sanitizing agent.
8. Sweep and mop dance floor, tiled entry and foyer, removing rugs prior to sweeping. **DO NOT REPLACE RUGS ON WET SURFACE-LET DRY.** Vacuum rugs prior to replacing.
9. Police circumference of building collecting debris, trash, etc. Remove trash from outside receptacle, clean cans and reline.
10. All entry door glass must be cleaned inside and out to remove finger prints.

Weekly Services

1. Dust all game tables, window ledges, picture frames, etc.
2. Clean all interior windows and window partitions, or **more often as needed.**
3. Sweep back entry.
4. Wipe and sanitize restroom stall partitions.

Vehicle Maintenance Facility

Services performed **twice weekly- Upon close of facility**

1. Empty wastebaskets in all areas; clean cans inside and out, reline.
2. Bathrooms located in break room and tool room area- empty wastebaskets; clean cans inside and out and reline. Clean, disinfect, and sanitize countertops, mirrors and other hard surfaces with sanitizing agent. Scrub bowls and sanitize undersides of sinks, toilets, and urinals. Restock all paper products. Sweep and mop floors. Wipe down doorknobs and light switches with sanitizing agent.
3. Sweep and mop floors in break room, both restrooms and upstairs office. Vacuum and remove any rugs from floor before sweeping. Do not replace rugs until floor has dried.
4. Sweep and mop stair leading to upstairs office.
5. Wash inside of windows overlooking shop floor as needed.



Building Maintenance Shop

Services to be performed twice weekly- Upon close of facility

Daily Services

1. Bathrooms (one located next to shop stairs and two located off the kitchen area) – Empty wastebaskets. Wipe down inside and outside of cans; reline. Clean, disinfect and sanitize countertops, mirrors and other hard surfaces. Scrub bowls and underside of sinks and toilets; scrub shower. Restock all paper products. Sweep and mop floors. Wipe down doorknobs and light switches with sanitizing agent.
2. Sweep and mop high traffic areas (main hallways, foyer and computer station area). Remove any mats/rugs prior to sweeping. **DO NOT REPLACE RUGS ON WET SURFACE- LET DRY.** Vacuum rugs prior to replacing.
3. Kitchen- remove trash and wipe down can- both inside and out; reline. Clean wall behind and around can area. Wipe down faucet. Sweep and mop floor. Remove rugs/mats prior to sweeping. **DO NOT REPLACE REGS ON WET SURFACE- LET DRY.** Vacuum rugs prior to replacing.
4. Prevent urea build-up in front of door during winter season.
5. Offices- remove trash from receptacles, clean can and reline. Wipe down and sanitize hard surfaces such as counter tops or desks, if free of paperwork or personal effects. This includes three offices, the computer station, and the conference room.
6. Clean and disinfect all countertop areas.
7. Empty ash urns and pick up any debris or trash in the area. Sweep sidewalk.
8. Wipe doorknobs, handrails, and light switches with sanitizing agent.
9. Empty cigarette and trash bins outside of building. Police general vicinity for trash and other debris.

Weekly Services

1. Clean all glass windows/partitions in hallways or more often as needed.
2. Dust all picture frames, window ledges, heat registers, angle cross supports, etc.
3. Sweep and mop or vacuum office floors. Remove rugs/mats prior to sweeping. **DO NOT REPLACE RUGS ON WET SURFACE- LET DRY.** Vacuum rugs prior to replacing.
4. Vacuum Conference Room paying attention to wall edges, corners, under registers, and behind doors. Vacuum under table after moving chairs and trash cans. Clean chair mats. Spot clean carpet as needed.
5. Wipe down walls and cove base in bathrooms.



Baler Break Room Building

Services to be performed twice weekly- Upon close of facility

1. Empty wastebaskets in all areas; clean cans inside and out, reline
2. Showers- Clean and disinfect stalls to include walls, floors, and curtains with sanitizing agent. Wipe down and sanitize shower seats, doorknobs and light switches.
3. Bathrooms- empty all wastebaskets; clean cans inside and out and reline. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces with appropriate cleaning agent. Scrub bowls and sanitize undersides of sinks, toilets, and urinals. Restock all paper products. Sweep and mop floors. Wipe down doorknobs and light switches with appropriate sanitizing agent.
4. Wipe down and sanitize kitchen countertops. Clean and scrub sink. Spot clean cabinets.
5. Sweep and mop floor. Vacuum and remove any rugs from floor before sweeping. Do not replace rugs until floor has dried.



Airport Terminal

*Services to be performed **daily**- Upon close of businesses located at facility*

Daily Services

1. Bathrooms- empty all trash receptacles to include sanitary napkin containers; clean trash receptacles inside and out, reline. Clean, disinfect and sanitize countertops, mirrors and other hard surfaces. Scrub bowls and underside of sinks, toilets, and urinals. Wipe down bathroom partitions. Restock all paper products. Sweep and mop floors. Remove trash from public area receptacles. Clean receptacles inside and out, reline. Wipe walls surrounding the receptacle area.
2. Scrub down water fountains.
3. Vacuum main public area and stairs leading to offices on second floor, paying attention to edges, corners, under registers and behind doors. Vacuum rugs prior to vacuuming main carpet, remove rugs, vacuum main carpet and replace rugs. Spot clean carpet and trim runners as needed.
4. Outside- Police 25' in each direction of all entry doors for trash, debris and cigarette butts, etc. Sweep sidewalk. Remove trash from receptacles and reline. Clean ash urns and empty.
5. Wipe doorknobs, handrails, and light switches with sanitizing agent.
6. Vacuum upstairs hallways paying attention to edges and corners, spot clean as necessary.
7. Upstairs restrooms- Empty all trash receptacles to include sanitary napkin containers; clean trash receptacles inside and out, reline. Clean, disinfect and sanitize countertops, mirrors and other hard surfaces. Scrub bowls and underside of sinks, toilets and urinals. Wipe down bathroom partitions. Restock all paper products and soap. Sweep and mop floors. Clean receptacles inside and out, reline. Wipe walls surrounding the receptacle area.
8. Public area between Ravn Air and Puddle Jumper's Bar- Vacuum all carpeted areas thoroughly paying close attention to edges and corners. Vacuum rugs prior to vacuuming main carpet, remove rugs, vacuum main carpet and replace rugs. Wipe down all tables, chairs and booths. Remove and dispose of all trash that is left in this area.

Weekly Services

1. Windows- Clean windows entry area or more often as needed. Clean all glass partitions in public areas, to include upstairs overview.
2. Dusting- this includes all window ledges, picture frames, woodwork, etc. (weekly or as needed) to include stairs, soda machines, information distribution center, etc.
3. Wipe down walls and cove base in upstairs restrooms, paying attention to dust collecting around heat registers.
4. Showers- Clean showers and fixtures with disinfectant.



Capital Facilities, Finance, and Port Offices at Airport

*Services to be performed **twice weekly (Sundays and Wednesdays)** - Upon close of facility*

1. Empty wastebaskets in all areas, clean cans inside and out, reline.
2. Vacuum offices, paying attention to corners, behind doors, and under tables and desks.
3. Wipe down kitchen area and break room, coffee station countertop, and sink. Toilet is not used in the main office.
4. Windows- clean all glass doors and partition windows
5. Wipe down and sanitize hard surfaces such as countertops, baseboard heaters, file cabinets, window ledges, or desks, *if free of paperwork or personal effects.*
6. **Once a week:** Mop main office bathroom floor.

Comfort Stations

Dock Point, Ruth Pond, Mendeltna, Oumalik, Shoup Bay Trailhead, John Kelsey

Municipal Dock (Total of 6 facilities)

*Services to be performed **twice daily** May 15-September 15 with the exception of the John Kelsey Municipal Dock, Ruth Pond and Dock Point locations, which will need to be cleaned twice daily from April 15th to September 30th.*

1. Sanitize and scrub down walls, floors, partitions, etc. with brush and appropriate cleansing agent.
2. Mop floors
3. Scrub bowls and sanitize undersides of sinks, toilets and urinals.
4. Remove trash from receptacle, clean inside and outside of can, reline
5. Wipe down mirrors
6. Restock all paper products and soap dispensers
7. Sanitize and wipe down all countertops, door handles and light switches with appropriate cleaning agent.



Outhouses

Alpine Woods Playgrounds (2 outhouses), Robe River Playground, Airport Park and Solomon Gulch Outhouse at Hatchery (5 facilities total)

*Services to be performed **twice weekly** from May 1 to October 15 with the exception of pre-scheduled park rentals to which 72 hour advanced notice will be given upon any cleaning schedule change to accommodate those reserved rental events. Solomon Gulch Outhouse to be cleaned **once daily** from June 1-September 15.*

1. Sanitize and scrub down walls, floors, doors, partitions, etc. with brush and appropriate cleansing agent.
2. Sweep and mop floors
3. Scrub and sanitize toilet pedestals
4. Remove trash from receptacles, clean inside and outside of can, reline
5. Restock all paper products
6. Sanitize and wipe down all countertops, door handles, and door frames with appropriate cleansing agent
7. Wipe down windows to ensure no debris is present.

Goldfields

*Services to be performed **once daily** from May 1- September 15 with the exception of pre-scheduled park rentals and/or game tournaments to which 72 hour advanced notice will be given upon any cleaning schedule change. Schedule will be Monday through Thursday once a day providing there are no tournaments. During tournaments, services will need to be provided **twice daily**. We will utilize a schedule of games if one is provided.*

1. Sanitize and scrub down walls, floors, partitions, etc. with brush and appropriate cleansing agent.
2. Mop floors
3. Scrub bowls and sanitize undersides of sinks, toilets, and urinals
4. Remove trash from receptacle, clean inside and outside of can, reline
5. Wipe down mirrors
6. Restock all paper products and soap dispensers
7. Sanitize and wipe down all countertops, door handles, and light switches with appropriate cleansing agent.
8. Wipe down windows to ensure no debris is present.



Special Services- Spring and Fall Cleanings

Carpet Shampooing

All facilities shall be shampooed according to contract specifications two (2) times per year in early May and late October with the exception of City Hall Lobby. Contractor is required to return to the facility the next day in order to ascertain which spots need additional treatment. Special Note: Contractor must use the product Folex, Fiver Care or Pre-Approved equal by the Contract Administrator when shampooing any carpets in “City Owned” facilities to keep the carpets from being damaged by harsh chemicals.

Window Washing

All facilities within this contract shall have both the exterior and interior windows washed two (2) times per year: Once in April and October.

Dusting

All facilities within this contract shall be thoroughly dusted (to include sills, baseboards, cove base, etc.) two (2) times per year in April and October to coincide with window washing and carpet shampooing.



Mary Kevin Gilson Medical Center

Services to be performed once daily Monday – Friday after 7:00 pm.

IMPORTANT NOTE: A minimum of six (6) man hours per daily cleaning is required to keep this facility up to healthcare standards. If this minimum requirement of labor hours is not met, then the contractor will be subject to fines or termination of contract.

Daily Services

1. Empty wastebaskets including sanitary napkins containers, clean inside and outside of receptacles. Collect all designated waste paper and trash, dispose of it in designated dumpsters. Do not remove sharps containers or red bio-hazard bags.
2. In Kitchen, clean all counters, sinks, appliances and spots on cabinets then disinfect with VIREX OR EQUIVALENT. Vacuum carpets and sweep floors. Floors are to be mopped with QUAT 128. Empty trash under sink. Wipe down the inside of the cabinet under the sink.
3. Exam rooms: Wipe down and clean doorknobs, light switches, countertops, sinks, cupboard fronts, chairs, cabinet tops and other surface tops. Once clean, disinfect with VIREX or EQUIVALENT. Clean exam tabletop, sides and fronts (**pull out footsteps and stirrups**) and disinfect with VIREX OR EQUIVALENT. Vacuum carpets and sweep floors. Mop floors with QUAT 128. Trip carpet runners as needed. Empty trash beside exam tabletop and under sink. Wipe down the inside of the cabinet under the sink.
4. In Sterilization Room, clean countertops and all hard surfaces, then disinfect with VIREX OR EQUIVALENT. Scrub floors with QUAT 128. Remove trash from under sink and behind door.
5. Clean and disinfect specimen door with VIREX OR EQUIVALENT in restrooms.
6. Scrub bathroom floors and mop with QUAT 128, wash all plumbing fixtures, urinals and water closets, then disinfect with VIREX OR EQUIVALENT. Damp wipe all dispensers and tiled portion of bathroom walls with VIREX OR EQUIVALENT.
7. Restock all paper products, deodorizers, towels and soap in bathrooms.
8. Vacuum all carpets, trimming carpet runners. Spot treat as needed.
9. Clean then disinfect all drinking fountains with VIREX OR EQUIVALENT.
10. Maintain lobby area by straightening chairs, magazines, toys; wipe down front doors and vacuum floor. Wipe down and disinfect all waiting room furniture. Clean windows in lobby.
11. Dust all visible surfaces of furniture, fixtures, and equipment, pictures, etc.
12. Vacuum foyer area between hospital and clinic doors, trimming carpet runners. Spot treat carpets as necessary.
13. Police sidewalks and parking areas, within a 25 foot radius of all exit doors, by collecting and removing all trash and other discarded materials- including cigarette butts. Clean under grates that may be built into concrete.
14. Removal of all finger marks and smudges from walls, woodwork and glass surfaces.

Weekly Services

1. Vacuum and clean all office chairs

Bi-Annual Services



1. Shampoo all carpets, to include foyer area between hospital and medical center. This service is to be performed on Friday evening or Saturday morning to allow for proper drying time. Must be scheduled and approved in advance.
2. Dust or vacuum window coverings such as blinds or drapes, etc, overhead pipes and moldings, etc, that must be reached by a ladder.
3. Wash exterior and interior windows and glass wind deflectors leaving no streaks or unwashed places. Wipe water spots from sills and frames. Use drop cloths as required to protect adjacent surfaces. Clean all fixtures and furniture. Washing windows shall coincide with bi-yearly carpet cleaning.
4. Wash walls in public and common areas and halls.

As Required

1. Remove spots and stains from carpets, rugs and tile. Remove all foreign matter (gum, smudges, etc.) from floors, handrails and furniture. Trim carpet runners.
2. Clean foyer and entry windows and doors, to include privacy glass partitions between lobby and office staff.
3. Dust light fixtures as appropriate for greatest light efficiency.

All contractor employees working in the clinic must pass a criminal history background check. The contractor is responsible for conducting and administering all background checks. Proof of authorization and clearance must be provided for each employee, upon request of the Contract Administrator. Additionally, all contractor employees must be trained in HIPAA policies/procedures. All new employees, through life of the contract, must have HIPAA training and criminal history background checks prior to start of work at this medical facility. Upon the award of contract, contractor must provide evidence of background checks for all current employees. Failure to provide background checks and HIPAA training to employees and documentation of such training to Contract Administrator before work starts in the Clinic will lead to the loss of the contract. A list of all employees must be kept on file with the Contract Administrator and be pre-approved.



Custodial Specifications and Standards

Waste and Trash Receptacles

Specifications- Empty all contents from trash and waste receptacles. Clean and sanitize all receptacles inside and out, install properly fitting liners. Scrub the walls and floor areas immediately surrounding the receptacles. Visually and manually police circumference of each facility looking for loose waste, cigarette butts, and trash. Remove and replace liners from exterior receptacles. Sweep and/or mop beneath receptacle and clean surrounding areas.

Standards- Properly cleaned receptacle shall be free of debris and waste residue or build-up. Walls, floors, corners, and surrounding areas of receptacles must be free of dirt, build-up or residue.

Ash Urns

Specifications- Empty all containers and wash clean with appropriate cleaning material to remove all stains and residue. Polish metal of containers.

Standards- Properly cleaned containers are free of debris, odors, deposits, smudges and unsightly conditions. They will display a bright, clean, and residue free appearance. There will be no cigarette butts or debris of any kind lying around the ground of the surrounding area.

Drinking Fountains

Specifications- All stains- including rust, lime, calcium and other foreign objects- will be completely removed from the fixture. Virex or a similar product shall be applied to the fountain to clean and sanitize the entire surface area. Bright work, including any exposed piping, will be cleaned with an appropriate cleaning agent. The drain holes will not be allowed to become clogged or discolored. After cleaning, the fountain will be wiped dry with a clean cloth. Areas immediately adjacent to the fountain will be cleaned also.

Standards- Properly cleaned and maintained fountains and associated surfaces will be free of streaks, discolorations, deposits, build-up, and all other unsanitary or unsightly conditions.

Carpet

Specifications- Vacuum all carpet surfaces with an industrial type commercial vacuum using attachments or “BacPac” style vacuum for corners and edgework. When soiled/stained; spot clean with appropriate cleanser for carpet type. Check spot the following day, treat again if needed. It may take several treatments to pull the spot from carpet. Trim runners with sharp knife or scissors to the normal surface height of the carpet. Damage done by contractor must be reported to the City of Valdez and corrected by the contractor at no cost to the City.

Standards- Properly vacuumed and spot-cleaned carpets are free of loose strands, soiled spots, dust, dirt, matted areas, and other unsightly blemishes. The surfaces will display a uniformly clean and bright appearance. Carpeted surfaces shall not display any dirt buildup in corners, edges, or under furniture and fixtures.

Carpet Shampooing

Specifications- Carpet shampooing shall be provided to all carpeted surfaces throughout City Facilities. All carpets shall be shampooed using a warm water extraction method, and when applicable, a scrubbing method. Carpet must be allowed to **thoroughly** dry before completely



vacuuming surfaces. Methods used to clean or dry surfaces that may lead to shrinkage are not allowable. Contractor will take care during extraction not to damage any surrounding furniture, cove base, wall fixtures or additional surfaces. All furniture will be replaced to its original location after drying is complete.

Standards- Properly cleaned carpet surfaces are free of soiled spots, stains, wet areas, rust, odors, matted surfaces, shrinkage, color runs, discolorations, and all other foreign matter.

Special Note: Contractor must use the product Folex, Fiver Care or Pre-Approved Equal by the Contract Administrator when shampooing any carpets in “City Owned” facilities to keep the carpets from being damaged by harsh chemicals.

The Contractor is responsible for any repair work or replacement costs due to damages associated with this service. The Contractor will contact the Contract Administrator to schedule this service in advance.

Pedimats, Rubbermats, Rugs, & Runners

Specifications- Where applicable, mats shall be removed from “cut-out” areas. Underneath surfaces shall be swept and mopped prior to mat replacement. Each section must be reinstalled in the same location from which it was removed.

Vinyl/Linoleum Surfaces

Specifications- Surfaces shall be swept to remove any sand, grit, dirt, dust or other debris. Airborne dust particles are to be kept at a low level when performing this service. Flooring surfaces must then be mopped with a solution of water and a neutral cleanser. For greasy spills use a slightly alkaline cleanser. Do not apply wax to floor surfaces.

Standards- Properly cleaned floor surfaces are free of dirt, sand, grit, stains, rust spots, mop strings, missed areas, scuff marks, or other unsightly appearances. Linoleum surfaces must display a uniform bright, clean and odor free appearance. Build-up in corners, edges and under fixtures is not allowable.

Dance Floor/Laminate Flooring

Specifications- Wood/Laminate floor surfaces must be swept to remove sand, grit, dirt, dust or other debris. Use a damp mop with water and a neutral cleanser. For greasy spills use a slightly alkaline cleanser. Do not apply wax to floor surfaces.

Standards- Properly maintained floor surfaces are free of dirt, sand, grits, dust, or any other debris or unsafe condition and appearance. Build-up in corners, edges, and under fixtures is not allowable.

Stairs and Landings

Specifications- Vacuum all stairs and landings with an industrial type canister or “BacPac” style cleaner for the removal of dirt, dust, lint, loose nap or other debris or foreign particles. All non-carpeted stairs will be mopped with water and a neutral cleanser. Handrails will be wiped with Virex or a similar product.

Standards- Stairs and landings must be cleaned for complete removal of debris, lint, dirt, sand, and other foreign objects.



Ice Melt/Urea Removal

Specifications- With a mixture of neutralizer/conditioner and a quality carpet cleanser use an extraction machine for the soiled and stained carpeted areas until no staining appears. This may take several extractions. Use a mixture of detergent and neutralizer as last rinse.

Standards- Carpets, rugs, and bare flooring shall have no staining, streaking, discoloration, or unsightly showing of ice melt or urea.

Restrooms

Specifications- Clean, sanitize and wipe dry the inside, outside, and underneath of all urinals, commodes, wash basins, bright work, toilet seats on both sides, under & around hinges, partitions, partition leg supports, plumbing fixtures, dispensers, doors, mirrors, and walls. Sanitize with Virex or similar approved product. Use stainless steel cleanser if applicable. Restock all soap and paper towel dispensers ensuring all products are of the proper size for the dispenser. Remove trash from receptacles, reline. Sweep floor surfaces to remove dirt, sand, grit, dust or other unsightly matter. Mop floors with cleansing agent that leaves no residue on floor surfaces. Flush floor drains (if applicable) with hot water.

Standards- Properly cleaned restrooms will be free of all odors, stains, discolorations and deposits. High sanitary conditions will be maintained.

Showers

Specifications- Scrub and wipe dry inside and outside of all shower stalls, floors, bright work, partitions, plumbing fixtures, and shower doors with a solution of water and non-abrasive cleanser. Use a stainless steel cleanser if applicable. Use Virex or approved equal to sanitize previously specified items. Drains are to be cleaned and any debris removed. Mats on shower floors shall be disinfected and sanitized.

Standards- Properly cleaned showers shall be free of all odors, stains, discoloration and deposits. High sanitary conditions shall be maintained. No offensive odors shall be detected from showers, mats or drains. There shall be no soap or grime build-up on shower walls, seats, mats, or partitions.

Glass Surfaces & Mirrors

Specifications- Cleanse all glass surfaces with a cleanser that contains ammonia. Wipe dry with lint free cloth or squeegee.

Standards- Glass surfaces and mirrors shall maintain a clean, streak free appearance free of lint, blemishes, and any other unsightly appearances.

Exterior Entrances

Specifications- The immediate area (25' radius) of all exterior entrance and exit doors shall be cleaned during regular custodial services. Sidewalk areas shall be swept with brooms to remove any other foreign matter. Where applicable, grates shall be removed from each "cut out" area and the underneath surfaces thoroughly cleaned. Walls in these areas are to be kept clean and free from residue.

Standards- Properly cleaned areas outside entrance and exit doors shall be free of all cigarette butts, trash, litter or any other foreign matter. Grate cut out areas shall be free of dirt, soiled spots, odors, discoloration, and other unsightly appearances.



Dusting-includes furniture, fixed surfaces, walls, blinds, etc.

Specifications- Dust all furniture and fixed surfaces with treated dust cloth. For painted wall surfaces, a non-treated dust cloth attached to a long handled tool shall be used to reach from baseboards to ceiling lines. Virex or similar agent shall be used to sanitize doorknobs, handrails, light switches, etc.

Standards- Properly cleaned and dusted surfaces shall show no signs of dust build-up or any residue accumulation on walls, light switches, doorknobs, handrails, etc.



Legislation Text

File #: 20-0565, **Version:** 1

ITEM TITLE:

Approval of 1-Year Contract Extension to X-DLX Investments, Inc. in the Amount of \$163,076.40 for Janitorial Services

SUBMITTED BY: Nathan Duval, Capital Facilities Director

FISCAL NOTES:

Expenditure Required: \$163,076.40

Unencumbered Balance: N/A

Funding Source: Various Department Budget Funding Sources

RECOMMENDATION:

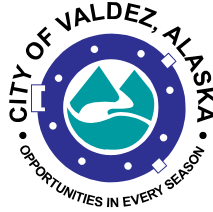
Approve the 1-Year Contract Extension to X-DLX Investments, Inc. in the Amount of \$163,076.40 for Janitorial Services

SUMMARY STATEMENT:

As presented in the 2021 budget and allowable by the terms of the contract, this is a one year extension to contract No. 1407.XDLX. The amendment will extend janitorial services through 2021 for the following locations: Animal Shelter, Harbormaster Building, B-Float Comfort Station, New Harbor Comfort Station, New Harbor Warehouse and Facilities, Library, Recreation Center; Airport Building, including Capital Facilities, Finance, Port Offices, and Economic Development; Seasonal Comfort Stations, Seasonal Outhouses, Goldfield Restrooms, and Allison Point Comfort Station. The total cost for the 2021 agreement with X-DLX Investments, Inc. is \$163,076.40. This is the final extension on the contract and will be rebid for 2022.

Additional services incorporated in this amendment include, but are not limited to:

- Increase frequency of cleaning of Recreation Center bathroom stall partitions
- Deduct amount paid for cleaning Allison Point Campground outhouses as the City no longer manages this facility.



**City of Valdez
Contract Amendment #4**

THIS AMENDMENT between the CITY OF VALDEZ, ALASKA, (“City”) and X-DLX INVESTMENTS, INC. (“Contractor”), is to the following AGREEMENT dated the 19th day of November, 2018:

Project: 2019 Janitorial Services

Contract No.: 2019 1407.XDLX

2020 1573.XDLX

2021 1700

Cost Codes: 001-4200-44230

510-4600-43400

402-4300-43400

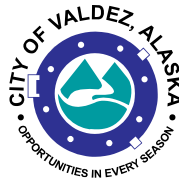
Contractor’s project manager under this agreement is Neil Dees.

City’s project manager is Stanley Porritt.

ARTICLE 1. Justification

The above referenced AGREEMENT requires modification due to the following requirements or conditions:

1. The term of the contract shall be extended for an additional period of one (1) year commencing January 1, 2021 and continuing through December 31, 2021 (“Final Extended Term”). The 2021 scope of work will be encumbered under Contract No. 1700.
2. Increase the wiping and sanitizing of restroom stall partitions at the Recreation Center from weekly to daily per the specs outlined in the Recreation Center section of the Contract at an additional cost of \$20 a cleaning, totaling \$6,260.00 annually.
3. Deduct Change Order #1 in the amount of \$3,699.20 for cleaning the Allison Point Campground outhouses as the City no longer manages the campground.



ARTICLE 2. Scope of Work - Period of Performance

Scope of work and/or Period of Performance to the above referenced AGREEMENT shall be modified as specified in Appendix A and B, which is hereby incorporated by this reference.

ARTICLE 3. Compensation

Original amount of the AGREEMENT: \$134,100.00

Amount Changed by previously authorized Amendment: \$195,395.75

AGREEMENT Amount prior to this Amendment: \$329,495.75

2021 Janitorial Services: \$166,775.60

LESS Allison Point Campground Cleaning: <\$3,699.20>

Amount of this Amendment: \$163,076.40

New total AGREEMENT amount including this Amendment: \$492,572.15

ARTICLE 4. Extent of Agreement:

The above referenced AGREEMENT, including this and all previously authorized Amendments and appendices, represents the entire and integrated AGREEMENT between the City and the Contractor.

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 Contractor which does not otherwise exist without regard to this AMENDMENT.

All terms, conditions, and provisions of the above referenced AGREEMENT, to include all previously authorized Amendments, remain in full force and effect, except as specifically modified herein by this AMENDMENT.

Agreement for Services
Project: 2019 Janitorial Services
Contract No. 1700
Cost Code: 001-4200-44230
510-4600-43400
402-4300-43400



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

X-DLX INVESTMENTS, INC

**CITY OF VALDEZ, ALASKA
APPROVED:**

Name of Company Rep Authorized to Sign

Jeremy O'Neil, Mayor

BY: _____

Date: _____

TITLE: _____

ATTEST:

DATE: _____

FEDERAL ID #: _____

Sheri L. Pierce, MMC, City Clerk

Date: _____

Signature of Company Secretary or Attest

Date: _____

Mark Detter, City Manager

Date: _____

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

RECOMMENDED:

Jon S. Wakeland

Nathan Duval, Capital Facilities Director

Date: _____

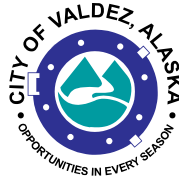
Date: _____



APPENDIX A
Scope of Work – Period of Performance
2020

Bid Item #	Description	2019 \$ Amount	Reason for 2020 Change	Additional \$ Amount	2020 \$Amount
4	Animal Shelter	\$7,800.00			\$7,800.00
5	Harbormaster Building and Facilities	\$8,500.00	Adding summer service	\$ 4,854.12	\$13,354.12
6	B-Float Comfort Station and New Harbor Comfort Station* (May & Aug. 15th - Sept. 30th only)	\$4,800.00	Adding summer service to B-Float	\$ 4,320.14	\$9,120.14
			Adding summer service to New Harbor Comfort Station	\$ 2,880.10	\$2,880.10
7	The New Harbor Warehouse and Facilities	\$8,500.00	Adding summer service	\$ 4,601.04	\$13,101.04
8	Library	\$16,400.00			\$16,400.00
9	Recreation Center	\$18,900.00			\$18,900.00
13	Airport Terminal	\$38,700.00			\$38,700.00
14	Capital Facilities, Finance and Port Offices at Airport	\$7,400.00	Adding 4 offices for a total of 22 offices	\$ 3,952.00	\$11,352.00
			Adding Conf Room	\$ 494.00	\$494.00
15	Seasonal Comfort Stations(6)** (May 15th - Sept. 15th only)	\$12,500.00			\$12,500.00
16	Seasonal Outhouses (5)	\$5,800.00			\$5,800.00
17	Goldfield Restrooms***	\$4,800.00			\$4,800.00
CO1	Allison Point Comfort Station**	\$3,699.20			\$3,699.20
		2019 Grand Total: \$137,799.20		2020 Addl Total: \$ 21,101.40	2020 Grand Total: \$158,900.60

Agreement for Services
 Project: 2019 Janitorial Services
 Contract No. 1700
 Cost Code: 001-4200-44230
 510-4600-43400
 402-4300-43400



Scope of Work – Period of Performance
2021

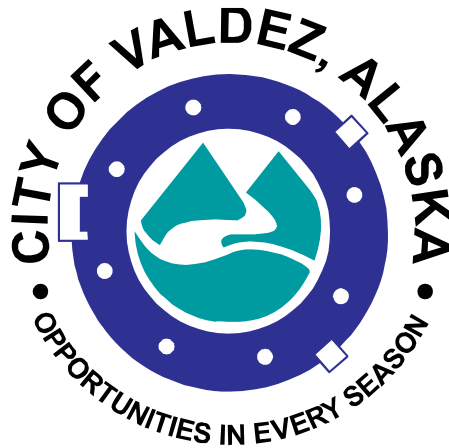
	2020 Contract Amount			\$158,900.60
	2021 Amendment Changes			
A3	Add Port Kitchen Add Extra COVID Cleaning and Harbor Bathrooms (4/15/20-08/30/20)			\$32,795.95
A3	Extra COVID Cleaning and Harbor Bathrooms Expired 8/30/20			<31,180.95>
A4	Increase Cleaning Rec Center Bathroom Stall Walls to Daily			\$6,260.00
A4	Remove Allison Point Campground			<3,699.20>
	2021 Contract Amount			\$163,076.40

CITY OF VALDEZ
ALASKA

CONTRACT DOCUMENTS

Project: 2019 Janitorial Services
Contract Number: 1407
Cost Codes: 001-4200-44230
402-4300-43400
510-4600-43400
515-5260-44230

Date: September 28, 2018



City of Valdez
Capital Facilities and Engineering
300 Airport Road, Suite 201
P.O. Box 307
Valdez, Alaska 99686

Project Manager/Contract Administrator:
Stanley Porritt, Building Maintenance Supervisor



**City of Valdez
Contract Documents**

**Project: 2019 Janitorial Services
Contract Number: 1407**

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Addenda - none_____	



**City of Valdez
Invitation to Bid**

September 28, 2018:

**Project: 2019 Janitorial Services
Contract Number: 1407**

This project includes, but is not necessarily limited to:

Contract shall include providing all labor, materials, tools, equipment, transportation and supervision necessary to perform:

All Janitorial Services listed within the Building Frequencies, Standards & Specifications and Bid Schedule found in this contract.

The contractor needs to be aware that the separate bid items will be awarded in a manner most advantageous to the City of Valdez. This contract is renewable at the option of the city for two additional one-year terms.

Sealed bids will be accepted until 2:00pm local time on October 25, 2018, at the office of the Capital Facilities Director, 300 Airport Road, Suite 201, P. O. Box 307, Valdez, Alaska 99686. The bids will be publicly opened and read at that time.

A mandatory pre-bid conference will be held at the Capital Facilities Conference Room, 300 Airport Road, Suite 201, Valdez, Alaska on October 19, 2018 at 10:00 am.

Bid documents may be downloaded from the City of Valdez website at www.ci.valdez.ak.us; documents are located under “Bids” on the lower right hand side of the opening page. Bidders are encouraged to download, fill out, and return the Request for Addendum form located at the link listed above to ensure receipt of any addendum issued for this project.

Bid security in the amount of 5% of the total bid is required.

The City reserves the right to waive any irregularities or informalities in a bid and to reject any and all bids without cause.

Current minimum prevailing wage rates as published by the Alaska Department of Labor must be paid if required by law.

Requirements of the Alaska Employment Preference (AS 36.10) must be met.

The City of Valdez “Standard Specifications, Division 10 ‘Standard General Provisions’”, as modified and included in this procurement, applies to the project.



**City of Valdez
Instructions to Bidders**

**Project: 2019 Janitorial Services
Contract Number: 1407**

CAUTION:

Your bid may be rejected if it is not properly executed. Check that the following items have been accomplished to help assure a responsive bid. Please read sections 6 and 7 carefully.

1. Bid Form
 - A. The Bid Form has been executed and signed.
 - B. Addendum Acknowledgement Form has been executed and signed.
2. Bid Security or Bid Bond
 - A. An executed Bid Security (Bid Bond) in the amount indicated on the Invitation to Bid.
 - B. Verify that the Certificate showing the Corporate Principal on the form is executed if applicable.
3. Alaska Business License, a copy your current license must be included.
4. City of Valdez Business License, current copy.
5. Three letters of reference, narratives, and/or experience are to be included in your packet.
6. A bid may be rejected if it contains any alterations or erasures that are not initialed by the signer of the bid.

Note: Any certified checks may be held uncollected at the risk of bidders submitting them.

1. General

Bidders are requested to study and follow these instructions about the method and form for submitting bids to avoid having their bid rejected.

Bidders will find all required forms and documents contained within this assembly. Please notice under Section 7, Required Documents for Bid, as to which forms and documents are required for your bid to be considered.

2. Explanation to Bidders

Requests from bidders concerning interpretations or clarifications of the bid documents shall be made in writing to the project manager. Such requests shall arrive at least three working days prior to the date for opening bids. There needs to be sufficient time allowed for a reply to reach all bidders before the submission of the bids. Explanations made will be in the form of an addendum to the specifications or drawings and will be furnished to all bidders and receipt of the addendum must be acknowledged on the Addendum Form.



3. Site Conditions

Bidders are encouraged to visit the site to ascertain pertinent local conditions, location, accessibility, terrain, labor conditions, conditions of surrounding areas, and any other aspect that may impact the project.

4. Addenda Requirements

All bids must include the Addendum Acknowledgement Form. If addendums have been issued the bidder must state on the form all the addendums have been acknowledged. If no addendums were issued then the bidder is to write “NONE” on the form. The Addendum Acknowledgement Form shall be reviewed prior to acceptance of the bid.

5. Submissions of Bids

All bids, including any amendment or withdrawal, must be received at the address shown in the Invitation to Bid no later than the scheduled time of bid opening. Any bid, amendment or withdrawal that has not been actually received by the person opening the bid prior to the time of the scheduled bid opening will not be considered, and bid will be returned unopened. Conditioned or qualified bids unless requested will be considered nonresponsive.

Bids must be in a sealed envelope marked as follows:

BIDS FOR CITY OF VALDEZ
2019 JANITORIAL SERVICES
CONTRACT NO. 1407

CAPITAL FACILITIES DIRECTOR
CITY OF VALDEZ
300 AIRPORT ROAD, SUITE 201
P.O. BOX 307
VALDEZ, AK 99686

DATE OF BID OPENING: October 25, 2018

6. Preparation of Bids

Bids shall be submitted on the forms furnished, or copies thereof, and must be manually signed in ink. If erasures or other changes appear on the forms, the person signing the bid must initial each erasure or change.

The Bid Form will provide for quotation or price for all items. Bidders must quote on all items. Failure to do so may result in disqualification. Alternative bids will not be acceptable unless requested.

Modification by facsimile of bids already submitted will be considered if received before the bid opening time noted in the Invitation for Bid or the addenda. Modification by facsimile is at the risk of the bidder. The Owner makes no warranty as to telephone line or equipment availability or condition. All addenda must be acknowledged prior to the bid opening; facsimile acknowledgement is acceptable for all addenda issued as long as an original completed form was provided within your sealed bid. Facsimile modifications shall not reveal the total amount of the original or revised bid.

Facsimile number to use is (907) 835-5574.



7. Required Documents for Bid

The following listed documents are to be completed and submitted at the time of bidding. Deviation from these requirements will be grounds for rejection of the bid.

- A. Addenda Acknowledged Form, fully completed original (see Item 6 above also)
- B. Bid Schedule, fully completed original (see Item 6 above also)
- C. Bid Bond, original
- D. Copy of current Alaska Business License, Type 561720
- E. Copy of current City of Valdez Business Registration
- F. Bidder Qualifications: Three letters of reference, narrative and/or years of experience

8. Required Documents for Award of the Contract

The following documents must be executed prior to award of the contract and the initiation of work. Contractors are urged to expedite the completion of these documents. This will allow the contract award and notice to proceed to be issued expeditiously. These documents must be submitted within ten (10) working days after the date of notice of intent to award.

- A. Certificate of Insurance naming City of Valdez as an “Additional Insured”
- B. Certificate of good standing for a Corporation or LLC
- C. Non-collusion Affidavit
- D. Agreement (2 signed copies)
- E. City of Valdez Business Registration
- F. Executed W-9 Form

9. Bonding Requirements

- A. Bid Security (Bid Bond or Certified Check)

Bid Security is required and shall be in the form of a Certified Check for each bid or a Bid Bond prepared on the attached Bid Bond Form.

The Bid Bond must be executed by the bidder as principal and be executed by a surety company authorized to transact business in the State of Alaska. The Owner must approve the surety company.

The Bid Security shall be issued for five percent (5%) of the bid amount.

Bid Securities will be returned to all except the three lowest bidders. The remaining certified checks or bid bonds will be returned, after the Owner and the accepted bidder have executed the Contract. Failure of the Owner to return the certified checks or bid bonds in a timely manner will create no liability on the part of the Owner. If no award has been made within sixty (60) days after the bid opening, all bidders except the one who has received the notice of intent to award may request the return of their cash, check or bid bonds.



10. Bidder Qualifications

Before a bid is considered for award, the apparent low bidder may be requested to submit a statement of facts or proof in detail as to his previous experience in performing similar or comparable work, technical abilities, equipment, size, manpower and financial resources to complete and perform the work as outlined in the contract documents, plans and specifications.

11. Withdrawal of Bids

Bids may be withdrawn by written request received from the bidder prior to the bid opening time. Errors on the part of the bidder in preparing the bid, confers no right for the withdrawal of the bid after the bid has been opened.

12. Bidders Interested in More than One Bid

If any one party, by or in name of his or their agent, partner or other person, offers more than one bid, all such bids will be rejected. A party who quoted prices to a bidder is not disqualified from quoting prices to other bidders or from a bid directly for the work.

13. Rejection of Bids

The Owner reserves the right to reject any and all bids, when such rejection is in the interest of the Owner; to reject the bid of a bidder who previously failed to perform properly or to complete on time; and to reject the bid of a bidder who is not, in the opinion of the Owner in, in a position to perform the contract; or to waive any irregularities or informalities in a bid.

14. Hiring of Local Labor

The Owner encourages that every Contractor and Subcontractor, employ to the maximum extent practical and allowed by law, qualified people who regularly reside in the project area.

15. Local Bidder Preference

The Valdez City Code provides for a local bidder preference as follows:

Section 2.80.020 Definitions

“Local bidder” means a business who:

1. For a period of eighteen consecutive months immediately prior to the opening of a competitive city bid for which the bidder wishes to utilize the local bidder preference:
 - a. Has owned, rented, or leased real property within the city limits from which the business operates as verified by appropriate documentation;



- b. Has advertised a local mailing or street address and local phone number for the business in a manner reasonable accessible to city residents;
 - c. Has current state business licenses and city business registrations;
 - d. Has maintained year-round employment of one or more city resident(s);
2. Is not delinquent in the payment of any taxes, fees, assessments, or other charges owing the city.

Section 2.80.060D Competitive Procurement Procedure

Except where prohibited by state or federal grant requirements, a local bidder, as defined in Section 2.80.020, may be given consideration as low bidder where the offer is the lesser of ten percent or fifty thousand dollars in excess of the lowest offer received from a bidder having its place of business located outside of the city. The city may split the award between two or more suppliers in any manner the city deems to be in its best interest.

16. Award of Bid

The bid, if awarded, will be awarded based on past performance, ability to perform service based on supplied narrative, letters of reference, and cost, as determined by the terms of the Valdez Municipal Code and these documents.

17. Pre-Bid Conference

Refer to Invitation to Bid for information regarding the pre-bid conference.

18. Pre-Award Conference

Before the award of the contract a Pre-Award Conference may be held between the Project Manager, the Contract Administrator, and the apparent low bidder(s).



**City of Valdez
Addendum Acknowledgement**

**Project: 2019 Janitorial Services
Contract Number: 1407**

The bidder acknowledges receipt of the following addenda and certifies that their contents have been considered in the preparation of this Bid. If there are no addendums please state NONE above your name.

Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____
Addendum Number	_____	Dated	_____	Initials	_____

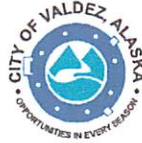
X-Dex Investments
Company Name

NGI Doe
Authorizing Name

10-25-18
Date

President
Title

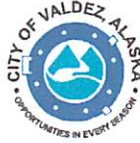
[Signature]
Signature



City of Valdez
Bid Schedule
Page 1 of 4

2019 Janitorial Services Contract
Contract Number: 1407

Item No.	Item Description (Yearly Lump Sum Price)	Quantity	Unit	Total Price for Item
1.	City Hall Building Includes: Administration, Clerks, HR, IT, Lobby, Community Development and Fire Dept. <u>Thirty Nine Thousand Eight Hundred</u> Dollars And <u>00</u> cents	Yearly	LS	39,800 ⁰⁰
2.	Police Department <u>Eleven Thousand Eight Hundred</u> Dollars And <u>00</u> cents	Yearly	LS	11,800 ⁰⁰
3.	Council Chambers <u>Eight Thousand Eight Hundred</u> Dollars And <u>00</u> cents	Yearly	LS	8,800 ⁰⁰
4.	Animal Shelter <u>Seven Thousand Eight Hundred</u> Dollars And <u>00</u> cents	Yearly	LS	7,800 ⁰⁰
5.	Harbormaster Building and Facilities <u>Eight Thousand Five Hundred</u> Dollars And <u>00</u> cents	Yearly	LS	8,500 ⁰⁰
6.	B-Float Comfort Station and New Harbor Comfort Station <u>Four Thousand Eight Hundred</u> Dollars And <u>00</u> cents	Yearly	LS	4,800 ⁰⁰
7.	The New Harbor Warehouse and Facilities <u>Eight Thousand Five Hundred</u> Dollars And <u>00</u> cents	Yearly	LS	8,500 ⁰⁰



City of Valdez
Bid Schedule
Page 2 of 4

8.	Library <u>Sixteen Thousand Five Hundred</u> Dollars And <u>0</u> cents	Yearly	LS	16,400 ⁰⁰
9.	Recreation Center <u>Eighteen Thousand Nine Hundred</u> Dollars And <u>0</u> cents	Yearly	LS	18,900 ⁰⁰
10.	Vehicle Maintenance Facility <u>Six Thousand Nine Hundred</u> Dollars And <u>0</u> cents	Yearly	LS	6,900 ⁰⁰
11.	Building Maintenance Facility <u>Four Thousand Seven Hundred</u> Dollars And <u>0</u> cents	Yearly	LS	4,700 ⁰⁰
12.	Baler Break Room <u>Five Thousand Nine Hundred</u> Dollars And <u>0</u> cents	Yearly	LS	5,900 ⁰⁰
13.	Airport Terminal <u>Thirty Eight Thousand Seven Hundred</u> Dollars And <u>0</u> cents	Yearly	LS	38,700 ⁰⁰
14.	Capital Facilities, Finance, and Port Offices at Airport <u>Seven Thousand Five Hundred</u> Dollars And <u>0</u> cents	Yearly	LS	7,400 ⁰⁰
15.	Seasonal Comfort Stations (6) <u>Twelve Thousand Five Hundred</u> Dollars And <u>0</u> cents	Yearly	LS	12,500 ⁰⁰



City of Valdez
Bid Schedule
Page 3 of 4

16.	Seasonal Outhouses <u>Five Thousand Eight Hundred</u> Dollars And <u>00</u> cents	Yearly	LS	5800 ⁰⁰	✓
17.	Goldfields Restrooms <u>Four Thousand Eight Hundred</u> Dollars And <u>00</u> cents	Yearly	LS	4800 ⁰⁰	✓
18.	Mary Kevin Gilson Medical Clinic <u>Sixty Eight Thousand</u> Dollars And <u>00</u> cents	Yearly	LS	68000 ⁰⁰	✓
	Total Base Bid (Items 1-18 only)	Yearly	LS	280,000 ⁰⁰	✓
	Call-out charge per hour (Do NOT add this amount in the total bid amount)	LS	Hour	68 ⁰⁰	✓



City of Valdez
Bid Schedule
Page 4 of 4

Project: 2019 Janitorial Services
Contract Number: 1407

Total Base Bid Amount:

Two Hundred Eighty Thousand Dollars 8 Cents

(\$ 280,000)

I, Neil Dees, hereinafter called Bidder, an individual doing business as X-Dex Insulation, (strike out inapplicable words:) a ~~partnership~~, a corporation incorporated in the State of Alaska, a joint venture, hereby submits this bid and agrees: to hold this bid open for forty five (45) days, to accept the provisions of the Instruction to Bidders, to accomplish the work in accordance with the contract documents, plans, specifications, for the lump sum and unit price amounts as set forth in this bid schedule.

Respectfully submitted this 25 day of October, 2018

BIDDER:

X-Dex Insulation

Company Name

PO Box 771

Address

Valdez AK 99686

City, State, Zip Code

907 831-2220

Telephone Number

27-1398939

Federal I.D. or S.S.N.

Neil Dees

Authorizing Name

President

Title

[Signature]

Signature

neildees@gmail.com

Email Address

CORPORATE SEAL

ATTEST: [Signature]

Signature of Corporate Sec.

Letizia Pineda Pineda

Print Name

af



**City of Valdez
Bid Bond**

KNOW ALL MEN BY THERE PRESENTS, that we

(Insert full name and address or legal title of Contractor)

as Principal, hereinafter called the Principal, and

(Insert full name and address or legal title of Surety)

a corporation duly organized under the laws of the State of Alaska as surety, hereinafter called the Surety, are held and firmly bound unto

City of Valdez
P.O. Box 307
Valdez, Alaska 99686

as Obligee, hereinafter called the Obligee, in the sum of

Dollars (\$ _____),

For the payment of which sum well and truly to be made, the said Principal and the Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Whereas, the Principal has submitted a bid for

**Project: 2019 Janitorial Services
Contract Number: 1407**

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with Obligee in accordance with terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this _____ day or _____, 201_____

(Witness)

(Principal) (Seal)

(Title)

(Witness)

(Surety) (Seal)

(Title)

Valdez Department of Community Development

City of Valdez, PO Box 307, Valdez, AK 99686

This is to certify that

X-DLX Investments Corporation

owned by

X-DXL Investments Corporation

PO Box 771, Valdez, AK 99686

Is licensed by the City of Valdez to conduct business for the period of
January 1, 2018 through December 31, 2018
for the following line of business:

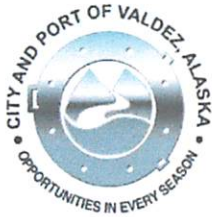
Business Type: 23 – Construction

56 – Administrative, Support, Waste Management and Remediation Services

This license shall not be taken as permission to do business
in the City 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.

License #691



Alaska Department of Commerce, Community, and Economic Development

Division of Corporations, Business and Professional Licensing
P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

X-DLX INVESTMENTS CORPORATION

PO BOX 771 VALDEZ AK 99686

owned by

X-DLX INVESTMENTS CORPORATION

is licensed by the department to conduct business for the period

November 21, 2017 through December 31, 2018
for the following line of business:

23 - Construction

56 - Administrative, Support, Waste Management and Remediation 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.

Mike Navarre

Department of Commerce, Community, and Economic Development
**CORPORATIONS, BUSINESS &
PROFESSIONAL LICENSING**

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LICENSE DETAILS

License #: 1047491

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Business Name: X-DLX INVESTMENTS CORPORATION

Status: ACTIVE

Business Type: CORPORATION

Issue Date: 01/12/2017

Expiration Date: 12/31/2018

Primary Line Of Business: 23 - Construction

Primary NAICS: 238990 - ALL OTHER SPECIALTY TRADE CONTRACTORS

Secondary Line Of Business: 56 - Administrative, Support, Waste Management and
Remediation Services

Secondary NAICS: 561720 - JANITORIAL SERVICES

Mailing Address: PO BOX 771, VALDEZ, AK 99686

Physical Address: 360 LOWE ST, VALDEZ, AK 99686

Owners

X-DLX INVESTMENTS CORPORATION

Endorsements

No Endorsements Found

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DEVELOPMENT](#) · [EMAIL THE WEBMASTER](#)

X-DLX INVESTMENTS
PO BOX 771
VALDEZ, ALASKA 99686

X-DLX Investments provides year-round (24 hour) facility maintenance services for businesses and organizations located in Valdez, Alaska.

Those services include Janitorial, Landscaping, Snow Removal Services and Specialty Cleaning.

Our janitorial client list includes **current active contracts** with The State of Alaska Department of Transportation, State of Alaska Multi-Service Courthouse, Petro Star Refinery, The Federal Bureau of Land Management, The Valdez Museum and Historical Society, The City of Valdez and UAA - Prince William Sound College

We received our first janitorial contract with the city of Valdez in 2011 and have provided continuing services for the last 7 years.

In addition, we provide facility maintenance services with **current active contracts** to US Postal Service Office, First National Bank, The Mormon Church, Safeway, Best Western Hotel, Valdez Fisheries, Soundview Apartments, Mountain Sky Hotel, Glacier Sound Hotel, The State of Alaska Department of Transportation facilities all the way to and including Thompson Pass.

We also have ongoing non-contractual relationships with Valdez ISD, local and non-local contractors and numerous other Valdez clients.

We are positioned and staffed to meet the current and future needs of the City of Valdez and their Janitorial requirements.

We thank you for the years of business and look forward to continuing our relationship.

A handwritten signature in blue ink, appearing to read 'Neil Dees', with a large, stylized flourish extending from the end of the signature.

President



THE STATE
of **ALASKA**

Juneau, Alaska

Department of Transportation and
Public Facilities

Valdez, Alaska 99785-1000

Phone: 907-269-2000

Fax: 907-269-2000

Website: www.alaska.gov

To Whom It May Concern:

Neil and Leticia Dees, owners of X-DLX Investments, were awarded the State of Alaska Department of Transportation and Public Facilities Janitorial Contract of 2016.

The contract allows for yearly renewal based on performance. X-DLX Investments are currently in their third renewal with this contract.

The buildings being serviced include those housing court rooms and numerous other offices containing extremely sensitive information. X-DLX Investments has consistently worked to maintain staffing in these areas that comply with these needs.

They have competently maintained cleanliness in high-use public areas and have remained very approachable and capably address varying needs that have arisen over the course of their time with us.

They are doing a good job maintaining our facilities and I believe they would adhere to any contract with the same quality of work and professionalism.

Feel free to contact me with any questions.
Cell - (907)200-2101
Work - (907)834-1015

Sincerely,

A handwritten signature in blue ink that reads "Matthew Ace".

Matthew Ace
Valdez Facilities Foreman

To Whom It May Concern:

Please use this letter as recommendation for X-DLX Investments. As Business Manager of the Valdez Museum, I have had the opportunity to work with this company for the last five years. They perform janitorial services for our facilities which are located in two different buildings. The quality and response of this business is superior to all! The employees are dedicated, trustworthy and skilled in all facets of maintaining clean, operational public facilities. I highly recommend this business. Please feel free to contact me for further information.

Sincerely,

Andrea Searles



Business Manager



ANDREA SEARLES
MUSEUM SERVICES MANAGER

P.O. Box 8 • 217 Egan Drive
Valdez, Alaska 99686

907.835.2764

907.835.5800

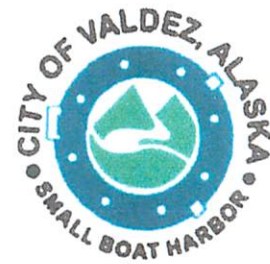
asearles@valdezmuseum.org

www.valdezmuseum.org

Valdez Museum & Historical Archive

P.O. Box 8 • 217 Egan Dr. Valdez, AK 99686 • P 907.835.2764 • F 907.835.5800

www.valdezmuseum.org



VALDEZ PORTS & HARBORS

To Whom It May Concern,

Neil and Leticia through their company X-DLX Investments have been providing quality janitorial services to the City of Valdez for seven years. They were awarded their first contract in 2011 and have been awarded renewal and/or new contracts every year since.

The City just exercised the second renewal option for the 2018 physical year in January. The quality of service and response to our everchanging requirements has propelled their company into the top tier of service providers to my department.

The City janitorial contract encompasses all city buildings and facilities. Neil and his team are responsible for 17 of those locations, 5 of which fall under my area of responsibility as Port and Harbor Director. Those include the Valdez Regional Airport, the Small Boat Harbor, Offices and Comfort Facilities, the B-Float facilities and the Kelsey Cruise Ship Dock facilities.

Some of these locations are open 365 days a year, others see extremely heavy use loads during the tourist season, while some areas under Federal Control and have special security requirements necessitating additional operational procedures.

Neil and his team have provided those services and special controls to meet our enhanced requirements 365 days of the year. Anytime we have presented them a task they have responded with a viable cost-effective solution

Janitorial can be an area of what I call the "steady drip" of complaints. Neil and Lety have resolved this problem by exceeding the job requirements listed in the contract and providing the level of service needed to eliminate issues. The quality controls they have in place and the attention to detail are their secret sauce.

I strongly recommend the services of Neil & Lety for ANY janitorial needs,

Please do not hesitate to contact me with any questions you may have,

A handwritten signature in black ink that reads "Jeremy Talbott".

Jeremy M. Talbott
Ports & Harbors Director
City of Valdez, Alaska
italbott@ci.valdez.ak.us
907-202-0016

Daniel Schally
c/o Valdez Court
Box 127
Valdez, Alaska 99686
907-835-2266

RE: X-DLX janitorial services

Dear Sir or Madam:

I write in my personal capacity to recommend the janitorial services provided by X-DLX.

Having worked in the Alaska State Office Building (the courthouse) in Valdez for over thirteen years, I have personally observed the janitorial services provided by more than one contractor, including X-DLX. Neil and Lety Dees and their employees at X-DLX have provided janitorial services for the courthouse for the last three years.

During their tenure X-DLX has consistently provided good quality janitorial services for our building, including snow removal from the parking lot and sidewalks around the building. Neil has been very responsive to any concerns expressed and he actively inquires of those of us who work in the building, about the quality of services that his team provides. In my experience, he will make himself personally available at almost any time of day or night to address any needs as they may arise.

The Alaska Court System and other state agencies housed in our building have particular confidentiality and security concerns. Neil has scrupulously ensured that those concerns have been fully respected. He often asks me if the court would object to the presence of certain individuals in our working spaces before he makes hiring decisions, and he has honored any concerns that we have expressed.

I have found the janitorial services provided by X-DLX to be professional and reliable, and I have enjoyed coming to know both Neil and Lety Dees. I recommend them without reservation.

Sincerely,

Daniel Schally

To Whom It May Concern,

Neil, Leticia and their company X-DLX Investments provide the janitorial services for the State of Alaska buildings in Valdez. They have been providing these services going on 4 years.


These include my office - Juvenile Probation, as well as the Superior Court and Clerks Office, the Attorneys Offices, DEC, DMV and others.

My office contains sensitive materials and requires controlled access to insure confidentiality of residents served. These requirements have been addressed by the management team and controls have been put in place to meet these needs.

I would highly recommend the services of Neil, Leticia and their staff for your maintenance needs, their level of communication, ability to meet special needs and their flexibility in scheduling has made ours a very comfortable relationship.

They are professional and provide a service beyond typical janitorial companies.

Feel free to contact me with any questions,



Julie Linnell

907-835-3148

907-360-5881



RE: Cleaning Services provided by X-DLX Investments Corp.

To whom it may concern:

This letter serves as a recommendation for the cleaning/ janitorial services of Neil and Leticia Dees. Their company has cleaned our office for the past year and a half. The work is always timely and well done. In addition to the quality of service they also provide an outstanding level of confidentiality and respect the personal workspace of the staff.

I highly recommend their services for any cleaning/ janitorial contract. Their work is done in a timely manner, they are incredibly reliable and very easy to work with.

Please feel free to contact my office with any questions.

Sincerely,

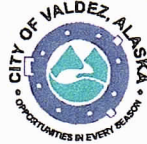
Rhonda R Williams

Operations and Maintenance Specialist

Department of the Interior

Bureau of Land Management

907.835.8652



**City of Valdez
Agreement Page 1 of 2**

**Project: 2019 Janitorial Services
Contract Number: 1407**

This agreement is made on the 19th day of November, 2018, by and between the City of Valdez, Alaska, hereinafter called the Owner and, acting through its Mayor, and X-DLX Investments, Inc. doing business as ~~an individual, partnership,~~ a corporation (strike out inapplicable words) located in Valdez, Alaska, hereinafter called the Contractor.

The Contractor agrees to this Contract known as:

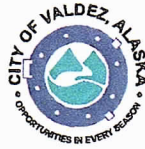
**Project: 2019 Janitorial Services
Contract Number: 1407**

Furthermore the Contractor agrees to accept as full and complete payment for all work to be done in this Contract for the lump sum and per unit prices as set forth in the Bid Form and Addendums in the Contract Documents for this project. The total amount of this Contract shall be: **One hundred thirty-four thousand, one hundred dollars and zero cents (\$134,100.00)**, for janitorial services at the Animal Shelter (\$7,800.00), Harbormaster Building and Facilities (\$8,500.00), B-float Comfort Station and New Harbor Comfort Station (\$4,800.00), The New Harbor Warehouse and Facilities (\$8,500.00), Library (\$16,400.00), Recreation Center (\$18,900.00), Airport Terminal (\$38,700.00), Capital Facilities, Finance and Port Offices at the Airport (\$7,400.00), Seasonal Comfort Stations (6) (\$12,500.00), Seasonal Outhouses (5) (\$5,800.00), and the Goldfield Restrooms (\$4,800.00).

The Contractor hereby agrees to commence work on this project January 1, 2019 and to complete all work in accordance with the contract documents and addendums by December 31, 2019. The City of Valdez reserves the right to extend this contract by one(1) year increments for two(2) years. Said contract documents are listed in the Table of Contents herein. All documents listed therein are by this reference made a part hereof.

The Owner agrees to pay the Contractor for the performance of the Contract, subject to additions and deductions, as provided in the City of Valdez Standard Specifications Section 10 Standard General Provisions of this of this Contract, and to make payments on account thereof as provided in the City of Valdez Standard Specifications Section 10 Standard General Provisions and City of Valdez City Code.

The contractor understands the monthly payments of the contract may be deducted by penalties based on performance of work. The Contractor will be advised of penalties prior to deductions.



City of Valdez
Agreement Page 2 of 2

Project: 2019 Janitorial Services
Contract Number: 1407

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

X-DLX INVESTMENTS, INC.

Signature

Name

Title

Date

Mailing Address

City, State, Zip Code

Federal I.D. or S.S.N.

Corporate Secretary

Attest:

Corporate Secretary

CITY OF VALDEZ, ALASKA,
AUTHORIZED

Jeremy O'Neil, Mayor

Date

Attested:

Sheri L. Pierce, MMC, City Clerk

Date

Recommended:

Elke Doom, City Manager

Date

Nathan Duval, Capital Facilities Director

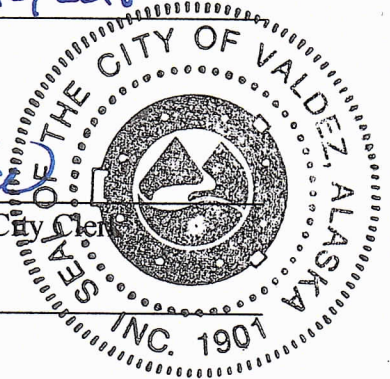
Date

Approved as to Form:

Brena, Bell & Clarkson, P.C.

Jon S. Wakeland

Date



City of Valdez Corporate Acknowledgement

Project: 2019 Janitorial Services
Contract Number: 1407

(To be filled in when Contract is executed in behalf of Corporation)

UNITED STATES OF AMERICA)
)SS.
STATE OF ALASKA)

The foregoing instrument was acknowledged before me this ____ day of _____, 20____.

_____ (Name of Officer)	_____ (Title of Officer)
----------------------------	-----------------------------

(Name of Corporation)

(State of Incorporation) Corporation, on behalf of said Corporation.

Notary Public

My Commission Expires: _____

City of Valdez Non-Collusion Affidavit

Project: 2019 Janitorial Services
Contract Number: 1407

(to be executed prior to award)

UNITED STATES OF AMERICA)
)SS.
STATE OF ALASKA)

I, _____, of _____, being duly sworn, do depose and state:

I, or the firm, association of corporation of which I am a member, a bidder on the Contract to be awarded, by the City of Valdez, Alaska, for the construction of that certain construction project designated as:

Project: 2019 Janitorial Services
Contract Number: 1407

Located at Valdez, in the State of Alaska, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such Contract.

Signature

Subscribed and sworn to this _____ day of _____, 20____.

Notary Public

My Commission Expires:_____



**City of Valdez
Contract Release Page 1 of 2**

**Project: 2019 Janitorial Services
Contract Number: 1407**

The undersigned, _____
for itself, its successors in interest, assigns trustees, administrators, subcontractors, suppliers, and laborers do hereby release and forever discharge the CITY OF VALDEZ, ALASKA a municipal corporation, from all actions, causes of actions, suits, controversies, claims, damages and demands of every kind and nature, mature or to mature in the future, for and by reason of any matter, thing or claim arising out of the following Contract:

**Project: 2019 Janitorial Services
Contract Number: 1407**

The undersigned also intends hereby to discharge the City of Valdez from all liability for any and all damages or injuries presently undiscovered or unanticipated. The undersigned's intention hereby is to waive any right it may subsequently have to set aside this release under the doctrine of Witt v. Watkins, 579 P.2d 1065 (Alaska 1978).

The undersigned further agrees to defend, indemnify and hold harmless the City of Valdez against any claims, liens, or causes of action arising under or by virtue of this Contract, including, but not limited to, any claim that the undersigned, any successor in interest, assignee, trustee, administrator, subcontractor, supplier or laborer of the undersigned or any other person might make or claim that he could possibly make against the City of Valdez.

The undersigned certifies that he has not assigned any amounts payable under this Contract to anyone.

The undersigned hereby acknowledges receipt of the amount of \$_____ as full of final payment in consideration for all services, materials and labors rendered in connection with this Contract.

The undersigned hereby declares that the terms of this RELEASE have been completely read and are fully understood, and said terms are voluntarily accepted for the purpose of making a full and final release of any and all claims, disputed or otherwise, arising under or by virtue of this Contract.

City of Valdez
Contract Release Page 2 of 2

Project: 2019 Janitorial Services
Contract Number: 1407

IN WITNESS WHEREOF, I have hereunto set my hand and seal this ____ day of _____, 20____.

COMPANY

SIGNATURE

TITLE

STATE OF ALASKA)
)ss.
THIRD JUDICIAL DISTRICT)

THIS IS TO CERTIFY that on this _____ day of _____, 20_____, before me, Notary Public in and for the State of Alaska, personally appeared _____ of _____, known to me to be its _____ and acknowledged to me that he has read this foregoing RELEASE and knew contents thereof to be true and correct to the best of his knowledge and belief, and that he signed the same freely and voluntarily for the uses and purposes therein mentioned, and that he was duly authorized to execute the foregoing document according to the Bylaws or by Resolutions of said corporation.

WITNESS my hand and notarial seal this _____ day of _____, 20____.

Notary Public in and for Alaska
My Commission expires: _____



**City of Valdez
Special Provisions**

**Project: 2019 Janitorial Services
Contract Number: 1407**

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**City of Valdez
Special Provisions**

**Project: 2019 Janitorial Services
Contract Number: 1407**

SP 01 General Statement

The Special Provisions set forth conditions and requirements unique to this Project and are supplemental to, and supersede, the City of Valdez “Standard Specifications and Standard Details.”

SP 02 Scope of Work

Base Bid

The Scope of Work of the Base Bid of this Contract shall include providing all labor, materials, tools, equipment, transportation, supervision and facilities necessary to perform:

All Janitorial Services listed within the **Frequencies, Standards & Specifications** and **Bid Schedule** found in this contract.

The contractor needs to be aware that the separate bid items will be awarded in a manner most advantages out the City of Valdez.

Please reference City code 2.80.060 Competitive procurement procedure:

B. The City shall procure from the supplier or contractor whose offer is most advantageous to the city. This determination does not have to only consider price, but may also account for quality, date of delivery, or any other factor(s) deemed relevant by the city manager to the particular procurement.

SP 03 Time of Completion

The term of the contract shall be for twelve (12) months. The contract will commence on January 1, 2019 and end December 31, 2019. The contract is renewable at the option of the City of Valdez for two (2) additional one (1) year terms.

All work shall be in accordance with the Contract Documents according to the schedule set forth in the bid form. All work items listed in the bid for shall be completed according to the scheduled frequency unless written notification to change the schedule is received from the City.

Liquidated damages will be assessed in a sum equal to wasted staff hours and lost revenue for each calendar day that a scheduled work item is not performed, not to exceed two hundred dollars (\$200)



per calendar day. Special work items will be scheduled with the contractor at least two weeks in advance.

SP 04 Special Site Conditions

General

All work sites are facilities currently operated by the City. The contractor shall have visited each site prior to bidding the work to become familiar with special circumstances at each site. Work performed by the contractor shall be performed with as little disruption to activities of the employees and public as possible. The safety of the public shall always be the highest priority.

Smoking

Contractors shall inform their employees that there shall be no smoking in any City facility.

SP 05 Security Requirements

Several types of security systems are utilized at various City facilities. Contractors are required to acquaint themselves and their employees with the specific security measure in effect at each facility. All persons entering any City facility after normal closing hours shall have proper identifications, i.e. company id. Some facilities will have “manned” security personnel in conjunction with electronic security. In these areas, all security requirements must be strictly adhered to.

The contractor shall be required to furnish to the City Contract Administrator a cleaning schedule for each facility and a list of employees working at each facility. The list shall show the employee’s full name and list of City keys held in their possession, if applicable. This list shall be kept current with the Contract Administrator for the life of the contract.

City Building Keys: The contractor shall be responsible for safe keeping of any keys signed for through the life of the contract and shall be liable for any costs associated with re-keying a facility due to negligence. The Contract Administrator shall be notified immediately when keys are lost or non-functional.

Unsecured Facility Procedures: Contractor personnel are advised not to enter a facility upon arriving and discovering the entrance doors to be unsecured. The police shall be called immediately to investigate for unsafe or dangerous conditions that may exist at the building and pose life-threatening situations for contract employees. All doors (entry and office) must be closed and locked upon completion of service.

Unauthorized Entry: Only contract employees are to be allowed access into City facilities after normal working hours. Visitors, including spouses and children, shall not accompany contract employees into a City facility after normal working hours.



SP 06 Qualifications of Workers

All contract employees shall be experienced and capable to perform work in the required field.

The contractor agrees to provide at all times a competent foreman or supervisor for the life of this contract. The contractors personnel shall, at all times, present a neat and clean appearance. All work listed within this contract shall be performed and all complaints shall be handled with due regard to the City of Valdez Public Relations. The contractor shall utilize competent employees in performing the work specified in this agreement. At the request of the City Contract Administrator, the contractor shall replace any incompetent, abusive, or disorderly person employed by the contractor. The City Contract Administrator may require removal from work site those contract employees who are deemed objectionable and whose continued employment on City premises is deemed contrary to the interest of the public or inconsistent with the best interest of the City.

SP 07 City's Contract Administrator

This bid form identifies the City Contract Administrator.

Incidents, altercations, or accidents involving the contractor's employees or City employees shall be reported to the Contract Administrator in a timely manner. The Administrator, at his/her discretion, may require a written report from the contractor describing the incident or accident.

Upon request or necessity the Contract Administrator will accompany the contractor to the work areas to further clarify or describe procedures or methods. The City of Valdez reserves the right to call periodic meetings with the contractor on an as needed basis to discuss and evaluate the performance of the contractor.

The Contract Administrator reserves the right to request at any time, that timesheets be provided listing employees, dates and times that services were rendered.

After hours emergencies shall be reported to the Valdez Police Departments, 835-4560 or 911. Emergencies or hazardous conditions during business hours shall be reported to the VPD as well as the Contract Administrator.

Hazardous conditions shall be immediately remedied or secured to prevent further damage and/or protect visitors from injury. It is the contractor's responsibility to provide close supervision of maintenance operations and management of the site. Examples of problems the contractor is expected to report immediately are: Vandalism of any kind to include graffiti, plumbing or electrical malfunctions, safety issues, etc. Any issues or suggestions that may arise shall be addressed to the Contract Administrator as soon as possible.



SP 08 Materials and Supplies

All paper supplies, trash bags, soaps, dispensers, batteries and air fresheners necessary to complete the contract shall be provided by the City of Valdez. The contractor is responsible for providing the necessary equipment, tools and cleaning solutions to complete this project. The contractor must supply the SDS sheets for all cleaning solutions used at each facility.

SP 09 Hazardous Waste Generation

Every effort to minimize or eliminate the generations of hazardous waste shall be used by the Contractor in the performance of the work of this Contract. Unless there is no substitute, no hazardous material shall be used in the performance of the work of this Contract.

SP 10 Coordination and Schedule

All work times shall be coordinated and approved by the Contract Administrator prior to commencing work. The specifications and standards listed in Section 90.02 Scope of Work shall be used to complete the rest of this contract. The contractor shall provide to the Contract Administrator with a scheduled time or services within ten (10) working days of the Notice of Intent to Award.

The City of Valdez follows the same holiday schedule as the State of Alaska. In 2019, these include New Years Day, Presidents Day, Martin Luther King Jr. Day, Seward's Day, Memorial Day, Independence Day, Labor Day, Alaska Day, Veteran's Day, Thanksgiving Day, ½ of Christmas Eve and Christmas Day.

SP 11 Site Preservation, Restoration, Cleanup and Environmental Reporting

Contractor shall be solely responsible for damage to public or private property caused by custodial operations. The contractor shall take all precautions necessary to control dust. Contractor shall notify the City of any claims of damage, and shall clean and restore any property so damaged at the sole expense of the Contractor. All spills or releases of any hazardous substance shall be reported to the appropriate governmental agency as well as notice to the City. Contractors shall be responsible for all associated clean-up costs and fines.

At all times during the work, keep the premises clean and orderly. Upon completion of the contract the contractor shall repair all damage caused by equipment and leave the worksite free of rubbish and excess materials of any kind.

SP 12 Permits

The Contractor shall obtain all licenses and permits that are required to do the work as set forth in the Scope of Work.



SP 13 Award of Contract

The award of the Basic Bid Contract for each item number will be made independently. The City of Valdez reserves the right to combine item numbers for award as deemed in the best interest of the City.

SP 14 Order of Award of Alternative Bids

Additive Alternate and/or Deductive Alternative Bids will be awarded, if any are awarded, in any order determined to be the most advantageous combination by the owner.

SP 15 Payment

Payments shall be in accordance with Section 10.07, Measurement and Payment of the CVSS. All invoices for payment must be submitted on a City of Valdez *Periodic Payment Request Form*. An electronic copy of this form (Excel Spreadsheet) will be made available for the contractor's use. All invoices must include the contract number. If these are not included, payment may be delayed. All invoices must reflect the information listed in the table below. Timely payment to the contractor is contingent upon the receipt of invoices by the Contract Administrator. Invoices are due to the City of Valdez, PO Box 307, Valdez, AK 99686 no less than thirty (30) days prior to due date. Billing for outside entities should be mailed directly to that specific entity. Payments may be withheld on account of defective work; damage to City property caused by contractor or their employees or subcontractors; unsatisfactory prosecution of work; failure to pay suppliers, subcontractors or wages promptly; or any other breach of conditions set forth in these documents. Monthly and final payments will be withheld until work is completed or conditions are corrected. This final payment schedule applies only if the contract has not been terminated by the City or breached by the contractor.

The City of Valdez requires that the contractor provide the following information quarterly with their invoice for payment:

1. Proof of unemployment tax clearance from the Department of labor and Workforce Development.
2. Proof of federal tax filings for business to show current
3. Proof of current insurance (must have proper coverage requirements set forth by the City, including worker's compensation coverage.)

Important Note: If the above required items are not submitted with the contractor's invoices for the months of April, July, September and December then payment will be withheld until these items are brought current. These items will be verified for release of payment.

Disbursement of money to a person, firm or corporation will be made only after all the various receivable accounts of the general government and any municipal utility or enterprise have been reviewed for outstanding balances owed, and the disbursement will be reduced by setting off the amount of any delinquent indebtedness due the city from such person, firm or corporation.



All contracts to which the city is a party which will or may involve the disbursement of city funds shall contain the following clause, or its substantial equivalent: “Disbursement of money by the City of Valdez hereunder shall subject to set-off pursuant to the provisions of the Valdez City Code.” Such contracts include, but are not limited to, oral contracts, employment contracts, construction contracts, purchasing contracts and contracts of any municipal utility or enterprise, including customer’s deposits.

SP 16 Penalty Terms of Contract

Damages or Losses

Any loss or damage to property in the building or to the building caused by the contractor or their employee shall be promptly repaired or replaced to the satisfaction of the City at the expense of the contractor. Failure on the part of the contractor to repair or replace lost or damaged property within twenty-four (24) hours conveys the undisputed authority of the City to call an independent contractor to repair or replace the lost or damaged property and to withhold the total sum for payment on the next billing statement. The City will provide an invoice, as proof of having incurred a financial obligation pursuant to this paragraph to the contractor. The contractor agrees to accept verbal notice by the City with respect to lost or damaged property and further agrees that twenty-four (24) hour limitation will commence at the time and date of verbal notification.

Joint Inspections

Representatives of both parties will conduct, as designated by the City, joint inspections of the City facilities to evaluate the completeness and quality of services rendered by the contractor. Date and time of inspections will be prescribed by the City. The City of Valdez reserves the right to call a joint inspection at any given time.

Facility Cleaning

Contractor authorizes the City to impose a financial penalty of (\$200.00) per discrepancy, if in the opinion of the City, the services rendered are unsatisfactory or incomplete. All service requirements are clearly listed in the Building Frequencies, Standards and Specifications documents. All items listed must be completed at each cleaning. The penalty will be executed by the City withholding the appropriate sum from the monthly payment. The penalty will not be imposed in a capricious manner or without tangible evidence as to incomplete or unsatisfactory services. Failure to correct deficiencies or problems of a repetitive nature shall be reason for withheld payment or termination of contract.

SP 17 City’s Right to Terminate Contract

The city may terminate the contract for default per the provisions set forth in Section 5.29 of Division 10 of the April 2003 COV Standards and Specifications.



SP 18 Frequencies, Standards and Specifications

The custodial specifications, standards and frequencies are to be considered the scope of work for this contract.

SP 19 Allowance/Markup on Change Orders

On self-performed work, in addition to the direct costs of labor and material incurred by the Contractor, the Contractor shall be entitled to an allowance/markup of ten percent (10%) of the direct cost of work for profit and overhead. On subcontracted work, Contractor shall be allowed a five percent (5%) allowance/markup of the Subcontractor's direct costs. These percentage allowances are inclusive of any management time required to prepare and process the change order. This allowance does not apply to owned or rented equipment.

If Work is performed by a Subcontractor, the Subcontractor actually performing the Work shall be entitled to those allowances for overhead and profit listed above plus an additional five percent (5%) for management and supervision of the additional work. Each subsequent higher tiered Subcontractor or Contractor shall be allowed no more than an additional five percent (5%) of the Subcontractor's direct costs. In no case shall total cumulative markup on direct costs exceed thirty percent (30%).

If lower markups are established via bid forms or negotiation, the lower markups shall apply to change orders.

The allowance made in accordance with the terms outlined above will be understood to be complete reimbursement and compensation for all project office and office staff, general office overhead, use of tools, and small equipment, overhead expenses, bond cost, insurance premiums, profits, indirect costs, delays impacts on the rest of the Work and losses of all kinds and other items of cost not specifically designated. No other reimbursement, compensation or payment will be made for time and material work.

Any allowance made by the Contractor to a Subcontractor, other than specified herein, shall be at the expense of the Contractor.

SP 20 No State Liability

The State of Alaska and its Department of Commerce, Community, and Economic Development are not liable for damages or claims from damages arising from Contactor's performance or activities under the terms of this Contract.

SP 21 Equal Employment Opportunity

The City is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, physical handicap,



sex, marital status, changes in marital status, pregnancy, or parenthood. The City shall post in a conspicuous place, available to employees and applicants for employment, a notice setting out this provision. Contractor and any Subcontractors are also bound these provisions.



City of Valdez
Building Frequencies, Standards and Specifications
2019 Janitorial Services
Contract Number: 1407

Frequencies

City Hall Building- Administration, Clerks, Lobby, Human Resources and IT Dept:
Services to be performed *once daily* Monday-Friday after 6:00 PM

Daily Services

1. Bathrooms-empty wastebaskets including sanitary napkin containers. Clean wastebaskets inside and out; reline. Clean, disinfect and sanitize countertops, mirrors and other hard surfaces with commercial grade cleanser. Scrub sinks, toilets, and urinals to include underside with commercial cleanser. Restock all soap and paper products. Replace batteries in paper towel dispensers if necessary. Remove rugs from floors if applicable, sweep and mop floors. **DO NOT REPLACE RUGS ON WET FLOOR SURFACE-WAIT UNTIL DRY.** Vacuum rugs prior to replacing.
2. Scrub down water fountains.
3. Offices-remove trash from wastebaskets, clean cans, and reline. Wipe down & sanitize hard surfaces such as counter tops or desks, if free of paperwork or personal effects.
4. Vacuum high traffic areas (main hallways, foyers); paying attention to wall edges, corners, under registers, and behind doors. Vacuum rugs prior to vacuuming main carpet, remove rugs, vacuum main carpet and replace rugs. Spot treat carpet and trim runners as needed.
5. Vacuum stairs leading to upstairs offices. Wipe down handrails with Virex or approved equal.
6. Clean all foyer windows (both sets) with Windex or similar cleaning solution; clean both sides of glass partition and other windows in the front office.
7. Wipe doorknobs, ADA buttons, handrails, and light switches with sanitizing agent.
8. Prevent urea/salt from accumulating in foyer during the winter season.
9. Outside- police exterior circumference of building for trash, cigarette butts, etc. Sweep sidewalks. Clean outside trash cans and ash urns.

Weekly Services

1. Vacuum offices, printer and printer room, storage area, and other low traffic areas to include elevator; paying attention to wall edges, corners and behind doors. Vacuum under desks after moving chairs and trash cans. Wipe down chair mats.
2. Vacuum elevator, wipe down buttons with Virex or approved equal.
3. Dust hard surfaces, window ledges, picture frames, etc. Wipe down walls and partitions in restrooms with Virex or approved equal.
4. Wipe down metal door frames, window sills & trim.



Community Development and Fire Department

Services to be performed **once daily** Monday-Friday after 6:00 pm

Special Note: The Fire Department must be cleaned before 11:00 pm

Daily Services

1. Bathrooms (men's room located in first bay of Fire Dept.)- Empty wastebaskets. Wipe down inside and outside of cans; reline. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces. Scrub bowls and undersides of sinks, toilets, and urinals; scrub shower (in men's room). Restock all soap and paper products. Replace batteries in paper towel dispenser if necessary. Sweep and mop floors. Wipe down doorknobs and light switches with sanitizing agent.
2. Vacuum high traffic areas (main hallways, foyer); paying attention to wall edges, corners, under registers, and behind doors. Vacuum rugs prior to vacuuming main carpet, remove rugs, vacuum main carpet and replace rugs. Spot clean carpet and trim runners as needed.
3. Offices- remove trash from receptacles, clean can and reline. This includes Fire Chief's office and upstairs in Fire Training Room.
4. Sweep and mop stairs leading to training room. Wipe down handrails with Virex or approved equal.
5. Clean and disinfect all countertop areas.
6. Wipe doorknobs, handrails and light switches with sanitizing agent.
7. Empty trash bin and ash urn outside of Fire Dept door and pick up any debris or trash in the area. Sweep sidewalk.
8. Prevent urea build-up in front of door during winter season.

Weekly Services

1. Clean all glass windows/partitions in hallways, or more often as needed.
2. Dust all picture frames, window ledges, heat registers, etc.
3. Vacuum office areas, paying attention to wall edges, corners, under registers, and behind doors. Vacuum under desks after moving chairs and trash cans. Clean chair mats.
4. Wipe down walls and cove base in bathrooms.



Police Department

Important: *Anyone that will be working in the Police Department must pass a background check prior to starting work. The background check approval is solely up to the discretion of the Valdez Police Department.*

Services to be performed 5 times per week: Sunday-Thursday

Daily Services

1. Bathrooms- Empty wastebaskets, clean inside and out, reline. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces. Scrub bowls and underside of sinks, toilets and urinals; scrub showers (basement). Restock all soap and paper products. Replace batteries in paper towel dispensers if necessary. Sweep and mop floors. Wipe doorknobs and light switches with sanitizing agent.
2. Scrub down drinking fountains.
3. Vacuum high traffic areas (main hallway, stairs, foyer); paying attention to wall edges, corners, under registers, and behind doors. Vacuum rugs prior to vacuuming main carpet, remove rugs, vacuum main carpet and replace rugs. Spot clean carpet and trim runners as needed.
4. Sweep and mop all vinyl floor surfaces in downstairs hall and break room. Remove any rugs or mats prior to sweeping. **DO NOT REPLACE RUGS ON WET SURFACE- WAIT UNTIL DRY.** Vacuum rugs prior to replacing.
5. Wipe doorknobs, handrails and light switches with sanitizing agent.

Special Note: An **additional** day of trash pickup **only** is required throughout the facility. This would be a sixth day of service. The date and time of this extra day of trash pickup must be coordinated with the Police Department to meet their needs.

Weekly Services

1. Clean all glass windows/partitions in hallways and overlooking foyer weekly or more often as needed.
2. Dust all picture frames, window ledges, heat registers, etc.
3. Vacuum low traffic areas, to include offices, paying attention to edges, corners, under registers and behind doors. Vacuum under desks after moving chairs and trash can. Clean chair mats.
4. Wipe down walls and cove base in all restrooms.



City Council Chambers

Services to be performed once daily Monday-Friday after 6:00 pm

Note: Cleanings cannot take place during City Council Meetings

Daily Services

1. Bathrooms- empty wastebaskets; clean cans inside and out; reline. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces. Scrub bowls of sinks, toilets and urinals. Restock all soap and paper products. Replace batteries in paper towel dispenser if necessary. Sweep and mop bathroom floors.
2. Sweep and mop foyer floors. Remove any mats/rugs prior to sweeping. **DO NOT REPLACE RUGS ON WET SURFACE- LET DRY.** Vacuum rugs prior to replacing.
3. Wipe down doorknobs, ADA buttons, and light switches with sanitizing agent.
4. Kitchen- remove trash and wipe down can- both inside and out; reline. Clean wall behind and around can area. Clean, disinfect and sanitize sink and countertop area. Wipe down faucet. Sweep and mop floor. Remove rugs/mats prior to sweeping. **DO NOT REPLACE RUGS ON WET SURFACE- LET DRY.** Vacuum rugs prior to replacing.
5. Remove trash from all other cans. Clean cans inside and out; reline. Wipe down walls in surrounding area.
6. Vacuum main floor area and behind council area. Vacuum foyer rug, mop floor. Prevent urea build up in front of doors and on mats.
7. Police exterior circumference of building. Remove trash and debris from sidewalks. Sweep sidewalk. Empty ash urns and clean.

Weekly Services

1. Dusting- includes all fixed and decorative desks/furniture, picture frames, window ledges, and heat registers.
2. Clean foyer windows/doors, or more often as needed.

Monthly Services

1. Vacuum chairs.



Animal Shelter

Services to be performed **3 times per week** (Monday, Wednesday and Friday) after 6:00 pm.

1. Hallway- Sweep and mop. Remove any rugs or mats prior to sweeping. DO NOT REPLACE RUGS ON WET SURFACE-WAIT UNTIL DRY. Vacuum rugs prior to replacing.
2. Cat Room- clean and disinfect countertop, including sink. Remove trash, wipe cans inside and out; reline. Sweep and mop.
Bi-Weekly: Sweep and mop under rolling cat condos.
3. Reception and Office Area- wipe down all hard surfaces. Remove trash, wipe cans inside and out; reline. Sweep and mop. Wipe down door knobs and light switches with sanitizing agent.
4. Break Room- wipe down all hard surfaces and sink. Remove trash, wipe cans inside and out; reline. Sweep and mop.
5. Puppy Palace Room- clean and sanitize sink and countertop areas. Remove trash, wipe cans inside and out; reline. Sweep and mop.
6. Bathroom- scrub and sanitize toilet, sink and underside of sink. Remove trash, wipe cans inside and out; reline. Replace any soap and paper products as needed. Replace batteries in paper towel dispenser if necessary. Sweep and mop bathroom floor.
7. Windows- clean lobby, cat room, office and glass door windows as needed.



Harbormaster Building – Upstairs Offices

Services performed: **June 1st-August 31st** cleanings are to take place **4 times per week**, before 7:00 a.m. or after 10:00 p.m.

September 1st-May 31st cleanings are to take place **two times per week** before 7:00 a.m. or after 5:00 p.m.

Daily Services

1. Bathroom- Empty wastebaskets; clean inside and outside of cans; reline. Clean, disinfect, and sanitize countertops, mirrors and other hard surfaces. Scrub bowls and underside of sinks and toilet. Restock all soap and paper products. Replace batteries in paper towel dispensers if necessary. Sweep and mop floors. Wipe down door knobs and light switches with sanitizing agent.
2. Vacuum main floor and all office areas. Spot treat carpet and trim runners as needed. Vacuum under desks after moving chairs and trash cans. Wipe down chair mats.
3. Clean, disinfect and sanitize walls and other hard surfaces such as counter tops and desks, if free of paperwork or personal effects. Wipe down doorknobs and light switches with sanitizing agent.

Weekly Services

1. Dust picture frames, heat registers, window ledges, etc.

Harbormaster Building – Downstairs Restrooms

January 1st-April 30th: Cleanings are to take place once daily in the mornings from 5:00 a.m.- 6:00 a.m.

May 1st – May 31st: Cleanings are to take place twice daily – Morning cleanings will be from 4:00 a.m.-5:00 a.m. and the second cleaning is to take place between the hours of 3:00 p.m. – 5:00 p.m.

June 1st – August 14th: There will be no cleanings required

August 15th – September 30th: Cleanings are to take place twice daily – Morning cleanings will be from 4:00 a.m.-5:00 a.m. and the second cleaning is to take place between the hours of 3:00 p.m. - 5:00 p.m.

October 1st – December 31st: Cleanings are to take place once daily in the mornings from 5:00 a.m. - 6:00 a.m.

Daily Services

1. Showers- With a hard bristle brush, scrub down walls and floor after removing duck boards. Remove hair from drains. Scrub seat areas. Rinse. Replace duck boards.
2. Toilet areas- clean, disinfect, and sanitize toilets, urinals and partitions.
3. Sinks- clean, disinfect and sanitize sinks, countertops, mirrors and wipe down surrounding wall area.
4. Restock all soap and paper products. Replace batteries in paper towel dispensers as needed.
5. Sweep and mop floor.
6. Clean and disinfect entry doors.
7. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls.
8. Wipe down seat benches in the main area of the restrooms.



B-Float Comfort Station and New Harbor Comfort Station

May 1st-May 31st: Cleanings are to take place **twice daily** – Morning cleanings will be from 5:00 a.m. - 6:00 a.m. and the second cleaning is to take place between the hours of 8:00 p.m. - 10:00 p.m.

June 1st- August 14th: There will be **no** cleanings required.

August 15th- September 30th: Cleanings are to take place **twice daily** – Morning cleanings will be from 5:00 a.m. – 6:00 a.m. and the second cleaning is to take place between the hours of 8:00 p.m. - 10:00 p.m.

Daily Services

1. Bathroom – empty wastebaskets; clean inside and outside of cans; reline.
2. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces.
3. Scrub toilet bowls, sinks, urinals, and the undersides of sinks and toilets.
4. Restock all soap and paper products. Replace batteries in paper towel dispensers as needed.
5. Sweep and mop floors.
6. Wipe down doorknobs and light switches with sanitizing agent.
7. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls.

New Harbor– Warehouse Office and Staff Restroom

Services performed: June 1st-August 31st cleanings are to take place **4 times per week**, before 7:00 a.m. or after 10:00 p.m.

September 1st-May 31st cleanings are to take place **two times per week** before 7:00 a.m. or after 5:00 p.m.

Daily Services

1. Bathroom- Empty wastebaskets; clean inside and outside of cans; reline. Clean, disinfect, and sanitize countertops, mirrors and other hard surfaces. Scrub bowls and underside of sinks and toilet. Restock all soap and paper products. Replace batteries in paper towel dispensers if necessary. Sweep and mop floors. Wipe down door knobs and light switches with sanitizing agent.
2. Office- Clean, disinfect and sanitize walls and other hard surfaces such as counter tops and desks, if free of paperwork or personal effects. Wipe down doorknobs and light switches with sanitizing agent.

Weekly Services

2. Dust picture frames, heat registers, window ledges, etc.

Warehouse- Public Laundry Area

Services performed daily before 7:00 a.m. or after 5:00 p.m.

Daily Services

1. Empty wastebaskets; clean inside and outside of cans; reline.
2. Clean, disinfect and sanitize walls and other hard surfaces such as counter tops.
3. Sweep and mop floors. Wipe down door knobs and light switches with sanitizing agent.



New Harbor– Warehouse- Public Restroom/showers

January 1st-April 30th: *Cleanings are to take place once daily in the mornings from 5:00 a.m.- 6:00 a.m.*

May 1st – May 31st: *Cleanings are to take place twice daily – Morning cleanings will be from 4:00 a.m.-5:00 a.m. and the second cleaning is to take place between the hours of 3:00 p.m. – 5:00 p.m.*

June 1st – August 14th: *There will be no cleanings required*

August 15th – September 30th: *Cleanings are to take place twice daily – Morning cleanings will be from 4:00 a.m.-5:00 a.m. and the second cleaning is to take place between the hours of 3:00 p.m. - 5:00 p.m.*

October 1st – December 31st: *Cleanings are to take place once daily in the mornings from 5:00 a.m. - 6:00 a.m.*

Daily Services

1. Showers- With a hard bristle brush, scrub down walls and floor after removing duck boards. Remove hair from drains. Scrub seat areas. Rinse. Replace duck boards.
2. Toilet areas- clean, disinfect, and sanitize toilets, urinals and partitions.
3. Sinks- clean, disinfect and sanitize sinks, countertops, mirrors and wipe down surrounding wall area.
4. Restock all soap and paper products. Replace batteries in paper towel dispensers as needed.
5. Sweep and mop floor.
6. Clean and disinfect entry doors.
7. Clean grates, dust air vents, wipe down hand dryers and the surrounding walls.
8. Wipe down seat benches in the main area of the restrooms.



Library

Services to be performed **once** daily, upon close of facility.

Daily Services

1. Bathrooms- Empty all wastebaskets; clean cans inside and out; reline. Clean, and sanitize mirrors, countertops and other hard surfaces such as light switches and door knobs. Scrub toilet bowls, urinals, sinks and the underside of sinks and toilets. Restock all soap and paper products. Replace batteries in paper towel dispenser as necessary. Sweep and mop floors.
2. Scrub down drinking fountain.
3. All entry door glass must be cleaned inside and out to remove fingerprints.
4. Clean and disinfect countertops, tables and desks, if free of personal effects.
5. Remove trash from all cans. Clean cans inside and out; reline. Wipe down walls adjacent to the trash can areas.
6. Vacuum high traffic areas (main hallways, foyer); paying attention to wall edges, corners, under registers, and behind doors. Vacuum rugs prior to vacuuming main carpet, remove rugs, vacuum main carpet and replace rugs. Spot clean carpet and trim runners as needed, downstairs, main floor or upstairs.
7. Sweep and mop stairs, paying special attention to edges and the ledges below the hand rails.
8. Police circumference of building for debris, trash, butts, and other items. Clean ash urns and empty. Sweep entry sidewalks and landings.

Weekly Services

1. Vacuum upper and lower levels **twice weekly**, including once on Sunday, to include study rooms, conference room and AV room on lower level, paying attention to edges, corners, behind doors and under registers. Vacuum under desks after moving chairs and trash cans.
2. Clean all glass partitions/windows on main floor and lower level or more often as needed.
3. Clean foyer windows weekly, or more often as needed.
4. Dust all window ledges, heat registers, picture frames, and other hard surfaces.
5. Wipe down bathroom walls and partitions.
6. Wipe down stairway handrails, light switches, door knobs and ADA buttons with sanitizing agent.

Yearly Services

1. Vacuum, clean and Scotch-Guard furniture.



Recreation Center

Services to be performed **once daily, after 8:30 p.m.**

1. Bathrooms- Empty all wastebaskets; clean cans inside and out; reline. Clean, disinfect, and sanitize countertops, mirrors and other hard surfaces. Scrub bowls and undersides of sinks, toilets, and urinals. Restock all soap and paper products. Sweep and mop floors. Wipe down door knobs and light switches with sanitizing agent.
2. Kitchen Area- Sweep and mop flooring, removing chairs first. Sweep and mop behind counter area. Wipe down and sanitize all kitchen countertop surfaces.
3. Vacuum all carpeted floors, paying attention to edges, corners, under registers, behind doors, and under gaming tables.
4. Wipe down baseboard heaters and window ledges throughout the facility.
5. Vacuum under desks after moving chairs and trash cans.
6. Spot clean carpet as needed and trim runners.
7. Wipe down all doorknobs, light switches and hand rails with sanitizing agent.
8. Sweep and mop dance floor, tiled entry and foyer, removing rugs prior to sweeping. **DO NOT REPLACE RUGS ON WET SURFACE-LET DRY.** Vacuum rugs prior to replacing.
9. Police circumference of building collecting debris, trash, etc. Remove trash from outside receptacle, clean cans and reline.
10. All entry door glass must be cleaned inside and out to remove finger prints.

Weekly Services

1. Dust all game tables, window ledges, picture frames, etc.
2. Clean all interior windows and window partitions, or **more often as needed.**
3. Sweep back entry.
4. Wipe and sanitize restroom stall partitions.

Vehicle Maintenance Facility

Services performed **twice weekly- Upon close of facility**

1. Empty wastebaskets in all areas; clean cans inside and out, reline.
2. Bathrooms located in break room and tool room area- empty wastebaskets; clean cans inside and out and reline. Clean, disinfect, and sanitize countertops, mirrors and other hard surfaces with sanitizing agent. Scrub bowls and sanitize undersides of sinks, toilets, and urinals. Restock all paper products. Sweep and mop floors. Wipe down doorknobs and light switches with sanitizing agent.
3. Sweep and mop floors in break room, both restrooms and upstairs office. Vacuum and remove any rugs from floor before sweeping. Do not replace rugs until floor has dried.
4. Sweep and mop stair leading to upstairs office.
5. Wash inside of windows overlooking shop floor as needed.



Building Maintenance Shop

Services to be performed twice weekly- Upon close of facility

Daily Services

1. Bathrooms (one located next to shop stairs and two located off the kitchen area) – Empty wastebaskets. Wipe down inside and outside of cans; reline. Clean, disinfect and sanitize countertops, mirrors and other hard surfaces. Scrub bowls and underside of sinks and toilets; scrub shower. Restock all paper products. Sweep and mop floors. Wipe down doorknobs and light switches with sanitizing agent.
2. Sweep and mop high traffic areas (main hallways, foyer and computer station area). Remove any mats/rugs prior to sweeping. **DO NOT REPLACE RUGS ON WET SURFACE- LET DRY.** Vacuum rugs prior to replacing.
3. Kitchen- remove trash and wipe down can- both inside and out; reline. Clean wall behind and around can area. Wipe down faucet. Sweep and mop floor. Remove rugs/mats prior to sweeping. **DO NOT REPLACE REGS ON WET SURFACE- LET DRY.** Vacuum rugs prior to replacing.
4. Prevent urea build-up in front of door during winter season.
5. Offices- remove trash from receptacles, clean can and reline. Wipe down and sanitize hard surfaces such as counter tops or desks, if free of paperwork or personal effects. This includes three offices, the computer station, and the conference room.
6. Clean and disinfect all countertop areas.
7. Empty ash urns and pick up any debris or trash in the area. Sweep sidewalk.
8. Wipe doorknobs, handrails, and light switches with sanitizing agent.
9. Empty cigarette and trash bins outside of building. Police general vicinity for trash and other debris.

Weekly Services

1. Clean all glass windows/partitions in hallways or more often as needed.
2. Dust all picture frames, window ledges, heat registers, angle cross supports, etc.
3. Sweep and mop or vacuum office floors. Remove rugs/mats prior to sweeping. **DO NOT REPLACE RUGS ON WET SURFACE- LET DRY.** Vacuum rugs prior to replacing.
4. Vacuum Conference Room paying attention to wall edges, corners, under registers, and behind doors. Vacuum under table after moving chairs and trash cans. Clean chair mats. Spot clean carpet as needed.
5. Wipe down walls and cove base in bathrooms.



Baler Break Room Building

Services to be performed twice weekly- Upon close of facility

1. Empty wastebaskets in all areas; clean cans inside and out, reline
2. Showers- Clean and disinfect stalls to include walls, floors, and curtains with sanitizing agent. Wipe down and sanitize shower seats, doorknobs and light switches.
3. Bathrooms- empty all wastebaskets; clean cans inside and out and reline. Clean, disinfect, and sanitize countertops, mirrors, and other hard surfaces with appropriate cleaning agent. Scrub bowls and sanitize undersides of sinks, toilets, and urinals. Restock all paper products. Sweep and mop floors. Wipe down doorknobs and light switches with appropriate sanitizing agent.
4. Wipe down and sanitize kitchen countertops. Clean and scrub sink. Spot clean cabinets.
5. Sweep and mop floor. Vacuum and remove any rugs from floor before sweeping. Do not replace rugs until floor has dried.



Airport Terminal

*Services to be performed **daily**- Upon close of businesses located at facility*

Daily Services

1. Bathrooms- empty all trash receptacles to include sanitary napkin containers; clean trash receptacles inside and out, reline. Clean, disinfect and sanitize countertops, mirrors and other hard surfaces. Scrub bowls and underside of sinks, toilets, and urinals. Wipe down bathroom partitions. Restock all paper products. Sweep and mop floors. Remove trash from public area receptacles. Clean receptacles inside and out, reline. Wipe walls surrounding the receptacle area.
2. Scrub down water fountains.
3. Vacuum main public area and stairs leading to offices on second floor, paying attention to edges, corners, under registers and behind doors. Vacuum rugs prior to vacuuming main carpet, remove rugs, vacuum main carpet and replace rugs. Spot clean carpet and trim runners as needed.
4. Outside- Police 25' in each direction of all entry doors for trash, debris and cigarette butts, etc. Sweep sidewalk. Remove trash from receptacles and reline. Clean ash urns and empty.
5. Wipe doorknobs, handrails, and light switches with sanitizing agent.
6. Vacuum upstairs hallways paying attention to edges and corners, spot clean as necessary.
7. Upstairs restrooms- Empty all trash receptacles to include sanitary napkin containers; clean trash receptacles inside and out, reline. Clean, disinfect and sanitize countertops, mirrors and other hard surfaces. Scrub bowls and underside of sinks, toilets and urinals. Wipe down bathroom partitions. Restock all paper products and soap. Sweep and mop floors. Clean receptacles inside and out, reline. Wipe walls surrounding the receptacle area.
8. Public area between Ravn Air and Puddle Jumper's Bar- Vacuum all carpeted areas thoroughly paying close attention to edges and corners. Vacuum rugs prior to vacuuming main carpet, remove rugs, vacuum main carpet and replace rugs. Wipe down all tables, chairs and booths. Remove and dispose of all trash that is left in this area.

Weekly Services

1. Windows- Clean windows entry area or more often as needed. Clean all glass partitions in public areas, to include upstairs overview.
2. Dusting- this includes all window ledges, picture frames, woodwork, etc. (weekly or as needed) to include stairs, soda machines, information distribution center, etc.
3. Wipe down walls and cove base in upstairs restrooms, paying attention to dust collecting around heat registers.
4. Showers- Clean showers and fixtures with disinfectant.



Capital Facilities, Finance, and Port Offices at Airport

*Services to be performed **twice weekly (Sundays and Wednesdays)** - Upon close of facility*

1. Empty wastebaskets in all areas, clean cans inside and out, reline.
2. Vacuum offices, paying attention to corners, behind doors, and under tables and desks.
3. Wipe down kitchen area and break room, coffee station countertop, and sink. Toilet is not used in the main office.
4. Windows- clean all glass doors and partition windows
5. Wipe down and sanitize hard surfaces such as countertops, baseboard heaters, file cabinets, window ledges, or desks, *if free of paperwork or personal effects.*
6. **Once a week:** Mop main office bathroom floor.

Comfort Stations

Dock Point, Ruth Pond, Mendeltna, Oumalik, Shoup Bay Trailhead, John Kelsey

Municipal Dock (Total of 6 facilities)

*Services to be performed **twice daily** May 15-September 15 with the exception of the John Kelsey Municipal Dock, Ruth Pond and Dock Point locations, which will need to be cleaned twice daily from April 15th to September 30th.*

1. Sanitize and scrub down walls, floors, partitions, etc. with brush and appropriate cleansing agent.
2. Mop floors
3. Scrub bowls and sanitize undersides of sinks, toilets and urinals.
4. Remove trash from receptacle, clean inside and outside of can, reline
5. Wipe down mirrors
6. Restock all paper products and soap dispensers
7. Sanitize and wipe down all countertops, door handles and light switches with appropriate cleaning agent.



Outhouses

Alpine Woods Playgrounds (2 outhouses), Robe River Playground, Airport Park and Solomon Gulch Outhouse at Hatchery (5 facilities total)

*Services to be performed **twice weekly** from May 1 to October 15 with the exception of pre-scheduled park rentals to which 72 hour advanced notice will be given upon any cleaning schedule change to accommodate those reserved rental events. Solomon Gulch Outhouse to be cleaned **once daily** from June 1-September 15.*

1. Sanitize and scrub down walls, floors, doors, partitions, etc. with brush and appropriate cleansing agent.
2. Sweep and mop floors
3. Scrub and sanitize toilet pedestals
4. Remove trash from receptacles, clean inside and outside of can, reline
5. Restock all paper products
6. Sanitize and wipe down all countertops, door handles, and door frames with appropriate cleansing agent
7. Wipe down windows to ensure no debris is present.

Goldfields

*Services to be performed **once daily** from May 1- September 15 with the exception of pre-scheduled park rentals and/or game tournaments to which 72 hour advanced notice will be given upon any cleaning schedule change. Schedule will be Monday through Thursday once a day providing there are no tournaments. During tournaments, services will need to be provided **twice daily**. We will utilize a schedule of games if one is provided.*

1. Sanitize and scrub down walls, floors, partitions, etc. with brush and appropriate cleansing agent.
2. Mop floors
3. Scrub bowls and sanitize undersides of sinks, toilets, and urinals
4. Remove trash from receptacle, clean inside and outside of can, reline
5. Wipe down mirrors
6. Restock all paper products and soap dispensers
7. Sanitize and wipe down all countertops, door handles, and light switches with appropriate cleansing agent.
8. Wipe down windows to ensure no debris is present.



Special Services- Spring and Fall Cleanings

Carpet Shampooing

All facilities shall be shampooed according to contract specifications two (2) times per year in early May and late October with the exception of City Hall Lobby. Contractor is required to return to the facility the next day in order to ascertain which spots need additional treatment. Special Note: Contractor must use the product Folex, Fiver Care or Pre-Approved equal by the Contract Administrator when shampooing any carpets in “City Owned” facilities to keep the carpets from being damaged by harsh chemicals.

Window Washing

All facilities within this contract shall have both the exterior and interior windows washed two (2) times per year: Once in April and October.

Dusting

All facilities within this contract shall be thoroughly dusted (to include sills, baseboards, cove base, etc.) two (2) times per year in April and October to coincide with window washing and carpet shampooing.



Mary Kevin Gilson Medical Center

Services to be performed once daily Monday – Friday after 7:00 pm.

IMPORTANT NOTE: A minimum of six (6) man hours per daily cleaning is required to keep this facility up to healthcare standards. If this minimum requirement of labor hours is not met, then the contractor will be subject to fines or termination of contract.

Daily Services

1. Empty wastebaskets including sanitary napkins containers, clean inside and outside of receptacles. Collect all designated waste paper and trash, dispose of it in designated dumpsters. Do not remove sharps containers or red bio-hazard bags.
2. In Kitchen, clean all counters, sinks, appliances and spots on cabinets then disinfect with VIREX OR EQUIVALENT. Vacuum carpets and sweep floors. Floors are to be mopped with QUAT 128. Empty trash under sink. Wipe down the inside of the cabinet under the sink.
3. Exam rooms: Wipe down and clean doorknobs, light switches, countertops, sinks, cupboard fronts, chairs, cabinet tops and other surface tops. Once clean, disinfect with VIREX or EQUIVALENT. Clean exam tabletop, sides and fronts (**pull out footsteps and stirrups**) and disinfect with VIREX OR EQUIVALENT. Vacuum carpets and sweep floors. Mop floors with QUAT 128. Trip carpet runners as needed. Empty trash beside exam tabletop and under sink. Wipe down the inside of the cabinet under the sink.
4. In Sterilization Room, clean countertops and all hard surfaces, then disinfect with VIREX OR EQUIVALENT. Scrub floors with QUAT 128. Remove trash from under sink and behind door.
5. Clean and disinfect specimen door with VIREX OR EQUIVALENT in restrooms.
6. Scrub bathroom floors and mop with QUAT 128, wash all plumbing fixtures, urinals and water closets, then disinfect with VIREX OR EQUIVALENT. Damp wipe all dispensers and tiled portion of bathroom walls with VIREX OR EQUIVALENT.
7. Restock all paper products, deodorizers, towels and soap in bathrooms.
8. Vacuum all carpets, trimming carpet runners. Spot treat as needed.
9. Clean then disinfect all drinking fountains with VIREX OR EQUIVALENT.
10. Maintain lobby area by straightening chairs, magazines, toys; wipe down front doors and vacuum floor. Wipe down and disinfect all waiting room furniture. Clean windows in lobby.
11. Dust all visible surfaces of furniture, fixtures, and equipment, pictures, etc.
12. Vacuum foyer area between hospital and clinic doors, trimming carpet runners. Spot treat carpets as necessary.
13. Police sidewalks and parking areas, within a 25 foot radius of all exit doors, by collecting and removing all trash and other discarded materials- including cigarette butts. Clean under grates that may be built into concrete.
14. Removal of all finger marks and smudges from walls, woodwork and glass surfaces.

Weekly Services

1. Vacuum and clean all office chairs

Bi-Annual Services



1. Shampoo all carpets, to include foyer area between hospital and medical center. This service is to be performed on Friday evening or Saturday morning to allow for proper drying time. Must be scheduled and approved in advance.
2. Dust or vacuum window coverings such as blinds or drapes, etc, overhead pipes and moldings, etc, that must be reached by a ladder.
3. Wash exterior and interior windows and glass wind deflectors leaving no streaks or unwashed places. Wipe water spots from sills and frames. Use drop cloths as required to protect adjacent surfaces. Clean all fixtures and furniture. Washing windows shall coincide with bi-yearly carpet cleaning.
4. Wash walls in public and common areas and halls.

As Required

1. Remove spots and stains from carpets, rugs and tile. Remove all foreign matter (gum, smudges, etc.) from floors, handrails and furniture. Trim carpet runners.
2. Clean foyer and entry windows and doors, to include privacy glass partitions between lobby and office staff.
3. Dust light fixtures as appropriate for greatest light efficiency.

All contractor employees working in the clinic must pass a criminal history background check. The contractor is responsible for conducting and administering all background checks. Proof of authorization and clearance must be provided for each employee, upon request of the Contract Administrator. Additionally, all contractor employees must be trained in HIPAA policies/procedures. All new employees, through life of the contract, must have HIPAA training and criminal history background checks prior to start of work at this medical facility. Upon the award of contract, contractor must provide evidence of background checks for all current employees. Failure to provide background checks and HIPAA training to employees and documentation of such training to Contract Administrator before work starts in the Clinic will lead to the loss of the contract. A list of all employees must be kept on file with the Contract Administrator and be pre-approved.



Custodial Specifications and Standards

Waste and Trash Receptacles

Specifications- Empty all contents from trash and waste receptacles. Clean and sanitize all receptacles inside and out, install properly fitting liners. Scrub the walls and floor areas immediately surrounding the receptacles. Visually and manually police circumference of each facility looking for loose waste, cigarette butts, and trash. Remove and replace liners from exterior receptacles. Sweep and/or mop beneath receptacle and clean surrounding areas.

Standards- Properly cleaned receptacle shall be free of debris and waste residue or build-up. Walls, floors, corners, and surrounding areas of receptacles must be free of dirt, build-up or residue.

Ash Urns

Specifications- Empty all containers and wash clean with appropriate cleaning material to remove all stains and residue. Polish metal of containers.

Standards- Properly cleaned containers are free of debris, odors, deposits, smudges and unsightly conditions. They will display a bright, clean, and residue free appearance. There will be no cigarette butts or debris of any kind lying around the ground of the surrounding area.

Drinking Fountains

Specifications- All stains- including rust, lime, calcium and other foreign objects- will be completely removed from the fixture. Virex or a similar product shall be applied to the fountain to clean and sanitize the entire surface area. Bright work, including any exposed piping, will be cleaned with an appropriate cleaning agent. The drain holes will not be allowed to become clogged or discolored. After cleaning, the fountain will be wiped dry with a clean cloth. Areas immediately adjacent to the fountain will be cleaned also.

Standards- Properly cleaned and maintained fountains and associated surfaces will be free of streaks, discolorations, deposits, build-up, and all other unsanitary or unsightly conditions.

Carpet

Specifications- Vacuum all carpet surfaces with an industrial type commercial vacuum using attachments or “BacPac” style vacuum for corners and edgework. When soiled/stained; spot clean with appropriate cleanser for carpet type. Check spot the following day, treat again if needed. It may take several treatments to pull the spot from carpet. Trim runners with sharp knife or scissors to the normal surface height of the carpet. Damage done by contractor must be reported to the City of Valdez and corrected by the contractor at no cost to the City.

Standards- Properly vacuumed and spot-cleaned carpets are free of loose strands, soiled spots, dust, dirt, matted areas, and other unsightly blemishes. The surfaces will display a uniformly clean and bright appearance. Carpeted surfaces shall not display any dirt buildup in corners, edges, or under furniture and fixtures.

Carpet Shampooing

Specifications- Carpet shampooing shall be provided to all carpeted surfaces throughout City Facilities. All carpets shall be shampooed using a warm water extraction method, and when applicable, a scrubbing method. Carpet must be allowed to **thoroughly** dry before completely



vacuuming surfaces. Methods used to clean or dry surfaces that may lead to shrinkage are not allowable. Contractor will take care during extraction not to damage any surrounding furniture, cove base, wall fixtures or additional surfaces. All furniture will be replaced to its original location after drying is complete.

Standards- Properly cleaned carpet surfaces are free of soiled spots, stains, wet areas, rust, odors, matted surfaces, shrinkage, color runs, discolorations, and all other foreign matter.

Special Note: Contractor must use the product Folex, Fiver Care or Pre-Approved Equal by the Contract Administrator when shampooing any carpets in “City Owned” facilities to keep the carpets from being damaged by harsh chemicals.

The Contractor is responsible for any repair work or replacement costs due to damages associated with this service. The Contractor will contact the Contract Administrator to schedule this service in advance.

Pedimats, Rubbermats, Rugs, & Runners

Specifications- Where applicable, mats shall be removed from “cut-out” areas. Underneath surfaces shall be swept and mopped prior to mat replacement. Each section must be reinstalled in the same location from which it was removed.

Vinyl/Linoleum Surfaces

Specifications- Surfaces shall be swept to remove any sand, grit, dirt, dust or other debris. Airborne dust particles are to be kept at a low level when performing this service. Flooring surfaces must then be mopped with a solution of water and a neutral cleanser. For greasy spills use a slightly alkaline cleanser. Do not apply wax to floor surfaces.

Standards- Properly cleaned floor surfaces are free of dirt, sand, grit, stains, rust spots, mop strings, missed areas, scuff marks, or other unsightly appearances. Linoleum surfaces must display a uniform bright, clean and odor free appearance. Build-up in corners, edges and under fixtures is not allowable.

Dance Floor/Laminate Flooring

Specifications- Wood/Laminate floor surfaces must be swept to remove sand, grit, dirt, dust or other debris. Use a damp mop with water and a neutral cleanser. For greasy spills use a slightly alkaline cleanser. Do not apply wax to floor surfaces.

Standards- Properly maintained floor surfaces are free of dirt, sand, grits, dust, or any other debris or unsafe condition and appearance. Build-up in corners, edges, and under fixtures is not allowable.

Stairs and Landings

Specifications- Vacuum all stairs and landings with an industrial type canister or “BacPac” style cleaner for the removal of dirt, dust, lint, loose nap or other debris or foreign particles. All non-carpeted stairs will be mopped with water and a neutral cleanser. Handrails will be wiped with Virex or a similar product.

Standards- Stairs and landings must be cleaned for complete removal of debris, lint, dirt, sand, and other foreign objects.



Ice Melt/Urea Removal

Specifications- With a mixture of neutralizer/conditioner and a quality carpet cleanser use an extraction machine for the soiled and stained carpeted areas until no staining appears. This may take several extractions. Use a mixture of detergent and neutralizer as last rinse.

Standards- Carpets, rugs, and bare flooring shall have no staining, streaking, discoloration, or unsightly showing of ice melt or urea.

Restrooms

Specifications- Clean, sanitize and wipe dry the inside, outside, and underneath of all urinals, commodes, wash basins, bright work, toilet seats on both sides, under & around hinges, partitions, partition leg supports, plumbing fixtures, dispensers, doors, mirrors, and walls. Sanitize with Virex or similar approved product. Use stainless steel cleanser if applicable. Restock all soap and paper towel dispensers ensuring all products are of the proper size for the dispenser. Remove trash from receptacles, reline. Sweep floor surfaces to remove dirt, sand, grit, dust or other unsightly matter. Mop floors with cleansing agent that leaves no residue on floor surfaces. Flush floor drains (if applicable) with hot water.

Standards- Properly cleaned restrooms will be free of all odors, stains, discolorations and deposits. High sanitary conditions will be maintained.

Showers

Specifications- Scrub and wipe dry inside and outside of all shower stalls, floors, bright work, partitions, plumbing fixtures, and shower doors with a solution of water and non-abrasive cleanser. Use a stainless steel cleanser if applicable. Use Virex or approved equal to sanitize previously specified items. Drains are to be cleaned and any debris removed. Mats on shower floors shall be disinfected and sanitized.

Standards- Properly cleaned showers shall be free of all odors, stains, discoloration and deposits. High sanitary conditions shall be maintained. No offensive odors shall be detected from showers, mats or drains. There shall be no soap or grime build-up on shower walls, seats, mats, or partitions.

Glass Surfaces & Mirrors

Specifications- Cleanse all glass surfaces with a cleanser that contains ammonia. Wipe dry with lint free cloth or squeegee.

Standards- Glass surfaces and mirrors shall maintain a clean, streak free appearance free of lint, blemishes, and any other unsightly appearances.

Exterior Entrances

Specifications- The immediate area (25' radius) of all exterior entrance and exit doors shall be cleaned during regular custodial services. Sidewalk areas shall be swept with brooms to remove any other foreign matter. Where applicable, grates shall be removed from each "cut out" area and the underneath surfaces thoroughly cleaned. Walls in these areas are to be kept clean and free from residue.

Standards- Properly cleaned areas outside entrance and exit doors shall be free of all cigarette butts, trash, litter or any other foreign matter. Grate cut out areas shall be free of dirt, soiled spots, odors, discoloration, and other unsightly appearances.



Dusting-includes furniture, fixed surfaces, walls, blinds, etc.

Specifications- Dust all furniture and fixed surfaces with treated dust cloth. For painted wall surfaces, a non-treated dust cloth attached to a long handled tool shall be used to reach from baseboards to ceiling lines. Virex or similar agent shall be used to sanitize doorknobs, handrails, light switches, etc.

Standards- Properly cleaned and dusted surfaces shall show no signs of dust build-up or any residue accumulation on walls, light switches, doorknobs, handrails, etc.



Legislation Text

File #: 20-0566, **Version:** 1

ITEM TITLE:

Approval To Go Into Executive Session: City Manager Evaluation

SUBMITTED BY: Sheri Pierce, MMC, City Clerk

FISCAL NOTES:

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

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

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

RECOMMENDATION:

[Click here to enter text.](#)

SUMMARY STATEMENT:

Alaska Statute AS 44.62.310 provides an exception to the Alaska Open Meetings law (AS 44.62.310) which allows the City Council to meet in executive session for the purpose of discussion related to:

1. Matters which involve litigation and where matters of which the immediate knowledge would clearly have an adverse effect upon the finances of the City.
2. Matters which by law, municipal charter, or ordinance are required to be confidential.

Any formal action related to the discussion requiring a motion and vote of the governing body must be done in open session.



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Legislation Text

File #: 20-0567, **Version:** 1

ITEM TITLE:

Discussion Item: COVID 19 Update

SUBMITTED BY: Mark Detter, City Manager

FISCAL NOTES:

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

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

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

RECOMMENDATION:

[Click here to enter text.](#)

SUMMARY STATEMENT:

Administration will provide an update on COVID 19 issues.



Legislation Text

File #: 20-0568, **Version:** 1

ITEM TITLE:

Appointment to City Permanent Fund Investment Committee (Full Term - Multiple Applicants)

SUBMITTED BY: Allie Ferko, MMC, Deputy City Clerk

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Appoint **one** applicant to the City Permanent Fund Investment Committee for a full term expiring November 2023

SUMMARY STATEMENT:

One vacancy exists on the City Permanent Fund Investment Committee due to normal term expiration.

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

- John Fannin
- Jim Shirrell

Council must select one candidate by paper ballot prior to making the motion to appoint. The City Clerk will provide procedural instructions during the meeting for this process.

Application Form

Profile

John

First Name

Fannin

Last Name

jdf.vdz@gmail.com

Email Address

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

PO Box 972

430 West Lowe St.

Home Address

Suite or Apt

Valdez

City

AK

State

99686

Postal Code

Mobile: (907) 461-7212

Primary Phone

Alternate Phone

Retired - Former VMT
Operations Manager

Employer

Engineer and Operation
Management.

Occupation

Which Boards would you like to apply for?

Permanent Fund Investment Committee: Submitted

Question applies to multiple boards

Required Time Commitment: All city board/committee members and commissioners are expected to (1) be present at most, if not all, board/committee 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, committee, or commission? Are you willing and able to commit to regular meetings plus work sessions every month for your full term?

Yes, may need to attend via zoom, teams or skype once or twice per year.

How did you learn about this vacancy? *☒ KVAK E-News

Question applies to multiple boards

This appointment term is for three years. Are you able to commit to serving for that full time period? *

☒ Yes

Interests & Experience

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

Committed to long term success of the community. Have always studied and successfully engaged in investing using long term strategy.

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

1988 - University of Alaska BS Civil Engineering 26 years with Alyeska Pipeline Service Company in numerous roles with increasing accountability. Accountabilities included expense and capital investment decisions to assure long term sustainability of operations. 12 to 15 years experience as a City of Valdez planning and zoning commissioner .

Upload a Resume or Letter of Interest



Application for Appointment to the Permanent Fund Investment Committee

Date: October 29, 2020 _____

Name: Jim Shirrell _____

Company or Organization: Retired _____

Physical Address: 726 N Snowtree, Valdez Alaska, 99686 _____

Mailing Address: PO Box 2319 Valdez Alaska, 99686 _____

Phone: 907-202-3715 _____

Please describe your qualifications to represent the Permanent Fund Investment Committee:

I am a 30+ year resident of Valdez.

I am an Active participant in the Valdez Permanent Fund Investment Committee (As Councilman, Public Committee Member and community member) since inception

I have been active in Valdez organizations and initiatives to advance economic growth and diversification; I bring experience in housing and small business as a Valdez banker (1989 – 1994), small business owner (Bed & Breakfast) and owner of commercial properties in Valdez. I have served on Valdez's Planning and Zoning Commission (1990- 1997). Served on Board of VCVB (1990 – 1997). Have served as a Task Force Member on the design and construction for the Valdez Medical Clinic, Valdez Hospital and community health care planning review culminating in the new MRI facility.

I am a current Member of Valdez Hospital Planning Task Force.

I am a current member of Valdez Economic Development Commission

I am a Member of the Valdez Museum & Historical Archive Association Board of Directors

I am / was a member of the now inactive Alaska Gasline Port Authority.

I am an Active participant in Valdez Economic Recovery Task Force (as community member)

I bring Knowledge of the social and economic factors that drive the Valdez economy and the competitive market place that we compete for business in. I bring experience in housing, finance, sourcing /contracting, negotiation and facilitation. I have working relationships with many of the businesses and leaders in Valdez

Education:

MBA – Willamette University, Atkinson Graduate School, with focus on Finance & Investment.

Employment includes:

15 years with Alyeska Pipeline Service Company holding positions of Business Analyst, Commercial Buyer of Industrial goods and chemicals & fuel, Contract Analyst and Strategic Sourcing Manager for Alyeska’s Ships Escort / Response Vessel System (SERVS).

4 years as Contract Administrator for TECK Alaska (Red Dog Mine) involving sourcing & management of operating and project contracts

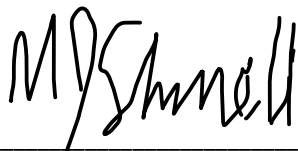
8 years as Lending Officer (Consumer, Commercial & RE Mortgages) & Manager for First National Bank of Alaska’s Valdez Branch

Please describe what resources you can bring to the Permanent Fund Investment Committee.

Historically the Fund has been managed as a public endowment fund to maximize return with a conservative risk portfolio appropriate for a public fund. As an endowment fund the intent is to grow the fund to a principle balance that will enable the fund to make regular withdrawals from invested capital to replace declining oil tax revenues in support of ongoing City operations.

The Valdez Permanent Fund Committee performs an advisory function to the Valdez City Council. As a committee member I bring long term organizational knowledge of the fund and Investment knowledge from employment, education and Investment & market knowledge accrued from fund experience.

Signature:



Date: October 29, 2020



Legislation Text

File #: 20-0569, **Version:** 1

ITEM TITLE:

Approval of the Advertising/Marketing Grant Program in an Amount Not to Exceed \$500,000

SUBMITTED BY: Martha Barberio, Economic Development Director

FISCAL NOTES:

Expenditure Required: 500,000

Unencumbered Balance: 500,000

Funding Source: Mayor's COVID 19 Economic Recovery Task Force Fund

RECOMMENDATION:

Approve and File

SUMMARY STATEMENT:

This advertising/marketing grant was one of the recommendations from the Mayor's Task Force for Economic Recovery. This was discussed by City Council at the Mayor's Task Force for Economic Recovery work session on November 12, 2020. Attached is the fillable application which includes the description and scoring sheet. This grant has also been seen and approved by the Economic Development Commission. This commission will also oversee the implementation of this grant.



Valdez 2021 Advertising/ Marketing Grant Program Description

Local businesses are an important part of a community's identity. Whether it is the jobs they create, the uniqueness they add, or the services they provide, they truly are the heartbeat of our community.

Because of the hardship that Covid-19 has put on our local businesses, the City of Valdez is launching and funding an Advertising/Marketing Grant program to positively impact businesses in 2021.

The Advertising/Marketing Grant Program is another way The City of Valdez is looking to support local small businesses as they recover from the impacts of COVID-19 with the ultimate goal of strengthening our community, one business at a time.

- All tourism-related small businesses are eligible for the grants. (see definition below in the ELIGIBLE BUSINESSES section)
- Grants will be issued up to \$5,000 total per business. There is a participation match requirement of 25% to be provided by the applying business.
- **Examples:** Applicants will receive 75% of what they spend (up to \$5,000)

Marketing Plan Total	Business Match 25%	Reimbursement
\$6,250	\$1,250	\$5,000
\$5,000	\$1,000	\$4,000
\$3,500	\$ 875	\$2,625

- Grants will be awarded in the first quarter of 2021.

2021 program goals are:

- To assist tourism-related small businesses who actively market to visitors with advertising/marketing expenses, during the Covid-19 pandemic.
- Increase tourism advertising/marketing for small businesses and allowing them the choice of using the marketing platform(s) that best suits their business needs.
- Grant funds can be used for memberships in tourism and travel related organizations.
- To help businesses continue to market and advertise their business, while expanding the entire reach of the Valdez community, to visitors within the state of Alaska and beyond.

Eligible Businesses:

Tourism related businesses who meet the following criteria:

- Are a registered and active business prior to March 2020.
- Have their main base of operations in the City of Valdez.
- Participated in direct advertising or marketing of their product/service to perspective travelers to Valdez in 2019 and 2020.
- Primary source of revenue is from travelers to Valdez.

Ineligible Businesses:

Non-profit organizations who currently obtain funding from the City of Valdez.

Guidelines:

Grants will not be granted retroactively. All projects must be approved before any work begins. Receipts must be provided for grant reimbursement. All projects must impact the 2021 summer or winter visitor seasons. A grant recipient must receive 80 points from the scoring committee to be eligible for funding.

Eligible Costs (with appropriate documentation):

- Publications (i.e.: guide books, newspapers, or other print advertising source)
- Radio or television advertising
- Digital marketing (i.e.: social media, pay per click, retargeting, paid search, or web ads)
- Alaska Travel Industry Association, or other Destination Marketing Associations and advertising programs that these organizations offer.
- Attendance to meetings or conventions where the business can show that participation will directly impact their revenues.

Ineligible Costs:

- Monies spent prior to application approval or notification of award.
- Marketing costs not specifically listed in the grant application.
- Operating expenses
- Inventory

Selection Criteria:

- Must be registered business in Valdez in 2020 & 2021.
- Extra points for collaboration with other local businesses on marketing plans.
- COVID CONSCIOUS BUSINESS PROGRAM designation.
- Maximum grant award \$5,000
- Grants will require a 25% match from the applicant.

Marketing Plan Total	Business Match 25%	Reimbursement
\$6,250	\$1,250	\$5,000
\$5,000	\$1,000	\$4,000
\$3,500	\$ 875	\$2,625

- Grants will be awarded in 1st quarter 2021
- Applicants will be required to provide a clear outline/plan for spending.
- Marketing funding must impact 2021 operations.
- Applicant's outline/plan must demonstrate a clear benefit to the business as well as the community as a whole.
- Must be a tourism or tourism related business who collects a significant portion of their income from visitors to Valdez.

Applications are due to the Economic Development Department no later than 5:00pm on Monday, January 11, 2021. Applications received after due date shall not be considered.

Please note: Depending on available funding for the grant program, awarded matching grants may be less than the full amount requested in the project application.

Eligible projects will be scored by the Economic Diversification Commission during their regular January 2021 meeting utilizing the score sheet on page four of this document. **Projects will be given higher priority if they collaborate with other local businesses and/or have a COVID Conscious Business designation.**

The Economic Diversification Commission will have final funding approval.

Once grant projects are approved, City staff will mail an award letter which includes a "Notice to Proceed" for the project. The Notice to Proceed document must be signed by the grant recipient and returned to the City Economic Development Director before marketing efforts begins.

Grant reimbursement process:

Once the eligible costs have been completed, applicants shall notify the City through completion of a grant reimbursement request package. The applicant must submit documentation to the City as outlined in the reimbursement package, including associated receipts and invoices for verification of eligible costs, the appropriate business W-9, and proof of payment.

After reviewing the accuracy of receipts and/or invoices for the eligible costs, and upon verification that the eligible costs have been completed in accordance with the grant award scope, the City will reimburse the applicant the matching grant amount within 30 days. **Only those costs included in the original grant award will be eligible for reimbursement.**



Valdez 2021 Advertising/ Marketing Grant Program Grant Application

Business Name: _____

Contact for Grant Communications: _____

Mailing Address: _____

Email Address: _____

Phone #: _____ Alternate Phone #: _____

Signature of Applicant/Business Representative: _____

Date: _____ Printed Name: _____

If you need any assistance completing this form, please contact the Economic Development Department (EDD) at ###-####, or EMAIL. EDD willing to help you complete this form, help brainstorm ideas and most of all help your business succeed.

Income Source: What percentage of your direct income comes from tourism or tourism related business?

_____ %

COVID Conscious: Is your business currently a City of Valdez certified COVID Conscious Business? *(If you are interested in applying to be a COVID Conscious Business please contact Roxanne Murphy at ###-###, EMAIL.)*

YES _____

NO _____

Additional points will be awarded if your promotion(s) will include COVID Conscious messaging. Will you promotion include COVID Conscious messaging?

YES _____

NO _____



Valdez 2021 Advertising/ Marketing Grant Program

Grant Application

Collaboration: The City of Valdez is encouraging that marketing and advertising proposals show collaboration between one or more businesses. Does your plan include businesses other than your own?

YES _____ NO _____

If yes, please list the businesses directly participating in the proposed promotion(s). Please include a contact name and phone number for each business.:

Benefits to the Community:

Please describe how your marketing and advertising project(s) may benefit the community of Valdez outside of the participating business/businesses.

(Please attached additional pages if necessary)

Project(s) description:

Please describe the project(s) you are requesting funding for. Include an explanation what steps you will be taking to implement the plan. *For Example: How will you be advertising? Is there a membership you are purchasing?*

(Please attached additional pages if necessary)



Valdez 2021 Advertising/ Marketing Grant Program Grant Application

Timing of Implementation:

Please outline the timing for implementing your project(s). *For Example: When will you be placing your advertising/marketing? When do you expect the revenues to positively impact your business? Will it impact your 2021 operation season?*

(Please attached additional pages if necessary)

Budget:

Please describe the budget for your project(s), breakdown the program(s) into detailed line items.

Item Description: _____	Amount: \$ _____
Item Description: _____	Amount: \$ _____
Item Description: _____	Amount: \$ _____
Item Description: _____	Amount: \$ _____
Item Description: _____	Amount: \$ _____

TOTAL PROJECT COST: \$ _____

Less Funding Contributed/Matched by Business: \$ _____

Total Advertising/Marketing Grand Reimbursement Request: \$ _____

(Please attached additional pages if necessary)

Depending on available funding for the grant program, awarded matching grants may be less than the full amount requested in this project application. Could and would you proceed with this project if you are awarded less than the full matching grant amount requested?

YES _____

NO _____



**Valdez 2021 Advertising/ Marketing Grant Program
Grant Application**

Completed grants are to be submitted by January 11, 2021 to:

City of Valdez, Economic Development Department

Email: mbarberio@valdezak.gov

Drop off:

City of Valdez
Attn: Economic Development Department
212 Chenega St.
Valdez, AK 99686



Valdez 2021 Advertising/ Marketing Grant Program Score Sheet for Evaluation of Grant Applications

Applicants Name: _____

Project Description: _____

Requested Matching Grant Amount: _____

A grant recipient must receive 75 points from the scoring committee to be eligible for funding.

Please score this project in terms of:

Guideline Requirements:

Score: _____/50

- Tourism or tourism related business must collect a portion of their direct income from visitors to Valdez. Select the appropriate portion from below.
- Tourism or tourism related business must collect a significant portion of their income from visitors to Valdez
- Portion of income from visitors _____ % of income from visitors

60+%	50 points
40-59%	40 points
25-39%	30 points

Community Benefit:

Score: _____/30

- Is the applicant a designated COVID CONSCIOUS BUSINESS? (10 pts)
- Is there collaboration between businesses? (10)
- Has applicant demonstrated benefit to the community? (10)

Implementation:

Score: _____/20

- Is there a clear need and plan for spending? (10)
- Does the timeline make sense for project implementation for 2021 tourist season? (5)
- Will funding impact business operations for the 2021 season? (5)

**** 5 bonus points for COVID CONSCIOUS messaging

Score _____/5

Evaluator Name: _____

Total: _____/100

Date: _____

Overall Evaluator Comments:

SAMPLE



Legislation Text

File #: 20-0570, **Version:** 1

ITEM TITLE:

Discussion Item: Government Finance Officers Association (GFOA) Distinguished Budget Award

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:

- This agenda item begins a series of discussions for Council consideration during regular agendas. The purpose is to engage Council on a variety of Financial Planning topics in an incremental manner over time, and in preparation of items for formal approval (such as fund balance policies, Permanent Fund use and planning, biennial budgeting, ongoing reporting, etc.)
- The first topic is a review of the ***GFOA Distinguished Budget Award***, which the City received for its 2020 budget.
- The attached document includes a “checklist” of award criteria, which is a useful guide to the City’s strengths and weaknesses. It also contains reviewer comments which staff believes are helpful to our efforts toward continuous improvement.
- Pursuit of this award was one of the objectives of establishing the ***Budget and Financial Analyst*** position in 2017. Management recognizes the outstanding efforts of Jordan Nelson in this achievement, and in all of the related technical and procedural improvements to the City’s budgeting and planning processes.

October 8, 2020

Jordan Nelson
Budget and Financial Planning Analyst
City of Valdez
212 Chenega
Valdez, AK 99686

Dear Mr. Nelson:

We are pleased to inform you, based on the examination of your budget document by a panel of independent reviewers, that your budget document has been awarded the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA) for the current fiscal period. This award is the highest form of recognition in governmental budgeting. Its attainment represents a significant achievement by your organization.

The Distinguished Budget Presentation Award is valid for one year. To continue your participation in the program, it will be necessary to submit your next annual budget document to GFOA within 90 days of the proposed budget's submission to the legislature or within 90 days of the budget's final adoption. A Distinguished Budget Program application is posted on GFOA's website. This application must be completed and accompany your next submission. (See numbers 12 and 13 on page 2 of the application for fee information and submission instructions.)

Each program participant is provided with confidential comments and suggestions for possible improvements to the budget document. Your comments are enclosed. We urge you to carefully consider the suggestions offered by our reviewers as you prepare your next budget.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award. Enclosed is a Certificate of Recognition for Budget Preparation for:

Finance Department

Continuing participants will find a brass medallion enclosed with these results. First-time recipients will receive an award plaque that will be mailed separately and should arrive within eight to ten weeks. Also enclosed is a camera-ready reproduction of the award for inclusion in your next budget. If you reproduce the camera-ready image in your next budget, it should be accompanied by a statement indicating continued compliance with program criteria.

The following standardized text should be used:

Jordan Nelson

October 8, 2020

Page 2

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of Valdez, Alaska**, for its Annual Budget for the fiscal year beginning **January 1, 2020**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

A press release is enclosed.

Upon request, GFOA can provide a video from its Executive Director congratulating your specific entity for winning the Budget Award.

We appreciate your participation in this program, and we sincerely hope that your example will encourage others in their efforts to achieve and maintain excellence in governmental budgeting. The most current list of award recipients can be found on GFOA's website at www.gfoa.org. If we can be of further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine
Technical Services Center

Enclosure



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Valdez
Alaska**

For the Fiscal Year Beginning

January 1, 2020

Christopher P. Morill

Executive Director

FOR IMMEDIATE RELEASE

October 8, 2020

For more information, contact:

Technical Services Center

Phone: (312) 977-9700

Fax: (312) 977-4806

E-mail: budgetawards@gfoa.org

(Chicago, Illinois)--Government Finance Officers Association is pleased to announce that **City of Valdez, Alaska**, has received GFOA's Distinguished Budget Presentation Award for its budget.

The award represents a significant achievement by the entity. It reflects the commitment of the governing body and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the entity had to satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well an entity's budget serves as:

- n a policy document
- n a financial plan
- n an operations guide
- n a communications device

Budget documents must be rated "proficient" in all four categories, and in the fourteen mandatory criteria within those categories, to receive the award.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for having achieved the award. This has been presented to **Finance Department**.

There are over 1,600 participants in the Budget Awards Program. The most recent Budget Award recipients, along with their corresponding budget documents, are posted quarterly on GFOA's website. Award recipients have pioneered efforts to improve the quality of budgeting and provide an excellent example for other governments throughout North America.

Government Finance Officers Association (GFOA) advances excellence in government finance by providing best practices, professional development, resources and practical research for more than 20,500 members and the communities they serve.

BUDGET REVIEW COMPOSITE RATING FORM
GFOA Distinguished Budget Presentation Awards Program

Agency: **Valdez, AK**

Fiscal Year beginning: **January 2020**

Document number: **B9942506**

At least 2 of the three reviewers must rate the document "proficient" or "outstanding" on all four overall categories and all mandatory criteria in order for the document to receive the award

Information Not Present (1)			Does Not Satisfy (2)			Proficient (3)			Outstanding (4)			
R1	R2	R3	R1	R2	R3	R1	R2	R3	R1	R2	R3	
												Introduction and Overview
					✓	✓	✓	✓				* C1 Table of contents (mandatory)
					✓	✓	✓	✓				P1 Strategic goals & strategies
					✓	✓	✓	✓				P2 Short-term organization-wide factors influencing decisions
					✓	✓	✓	✓		✓		* P3 Priorities and issues (mandatory)
					✓	✓	✓	✓				* C2 Budget overview (mandatory)
												Financial Structure, Policy, and Process
							✓	✓	✓			* O1 Organizational chart (mandatory)
							✓	✓	✓			F1 Fund descriptions and fund structure
						✓	✓	✓	✓			O2 Department/fund relationship
						✓	✓	✓	✓			F2 Basis of budgeting
						✓	✓	✓		✓		* P4 Financial policies (mandatory)
						✓	✓	✓				* P5 Budget process (mandatory)
												Financial Summaries
							✓	✓	✓			* F3 Consolidated financial schedule (mandatory)
						✓	✓	✓				* F4 Three (four) year consolidated & fund financial schedules (mandatory)
						✓	✓	✓				* F5 Fund balance (mandatory)
				✓	✓	✓	✓	✓				* F6 Revenues (mandatory)
						✓	✓	✓				F7 Long-range financial plans
												Capital & Debt
			✓		✓	✓	✓	✓				* F8 Capital expenditures (mandatory)
					✓	✓	✓	✓				F9 Impact of capital investments on operating budget
						✓	✓	✓				* F10 Debt (mandatory)
												Departmental Information
					✓	✓	✓	✓				* O3 Position summary schedule (mandatory)
					✓	✓	✓	✓				* O4 Department descriptions (mandatory)
				✓	✓	✓	✓	✓				O5 Unit goals and objectives
						✓	✓	✓				O6 Performance measures
												Document-wide Criteria
					✓	✓	✓	✓				C3 Statistical/supplemental section
					✓	✓	✓	✓				C4 Glossary
					✓	✓	✓	✓				C5 Charts and graphs
						✓	✓	✓				C6 Understandability and usability
												Overall
						✓	✓	✓				Overall as a policy document
						✓	✓	✓				Overall as a financial plan
						✓	✓	✓				Overall as a operations guide
						✓	✓	✓				Overall as a communications device

- N Special Capital recognition (three "outstanding ratings on F8 and F9)
- N Special Performance Measure recognition (three "outstanding" ratings on O6)

Name of Entity: **City of Valdez**
Reviewer ID **R 203**
Fiscal Year:

State/Province: **AK**
Document Number **B9942506**
Record Number **224322001**

Introduction and Overview

- C1. **Mandatory:** The document shall include a table of contents that makes it easier to locate information in the document. **3 – proficient – The budget document includes an innovative good table of contents. Consider including links to sections of the document.**
- P1. The document should include a coherent statement of organization-wide, strategic goals and strategies that address long-term concerns and issues. **3 – proficient – The budget includes a good statement of organization wide policy goals for the city.**
- P2. The document should describe the entity's short-term factors that influence the decisions made in the development of the budget for the upcoming year. **3 – proficient – The budget describes the challenges, and goals of the city for the budget period and beyond.**
- P3. **Mandatory:** The document shall include a budget message that articulates priorities and issues for the upcoming year. The message should describe significant changes in priorities from the current year and explain the factors that led to those changes. The message may take one of several forms (*e.g., transmittal letter, budget summary section*). **3 – proficient – The document includes a good budget message and summary with information that was focused on a variety of issues and connected the elements of the budget together.**
- C2. **Mandatory:** The document should provide an overview of significant budgetary items and trends. An overview should be presented within the budget document either in a separate section (*e.g., executive summary*) or integrated within the transmittal letter or as a separate budget-in-brief document. **3 – proficient - The budget includes summary information that compliments the message and leads into the rest of the document.**

Financial Structure, Policy, and Process

- O1. **Mandatory:** The document shall include an organization chart(s) for the entire entity. **4 – outstanding – The document includes an entity wide organization chart. The chart includes lots of good information.**
- F1. The document should include and describe all funds that are subject to appropriation **4 – outstanding – The document describes and illustrates the funds and fund structure.**
- O2. The document should provide narrative, tables, schedules, or matrices to show the relationship between functional units, major funds, and non-major funds in the aggregate. **3 – proficient – The document includes good information that makes the relationship between the financial structure and the organizational structure clear.**
- F2. The document shall explain the basis of budgeting for all funds, whether cash, modified accrual, or some other statutory basis. **3 – proficient – The budget describes the basis of budgeting and contrast it to the accounting / reporting basis clearly.**
- P4. **Mandatory:** The document should include a coherent statement of entity-wide long-term financial policies. **3 – proficient – the budget includes descriptions of the financial policies.**
- P5. **Mandatory:** The document shall describe the process for preparing, reviewing, and adopting the budget for the coming fiscal year. It also should describe the procedures for amending the budget after adoption. **3 – proficient – the budget describes the process and includes charts and a schedule to visually illustrate the budget process.**

Financial Summaries

- F3. **Mandatory:** The document shall present a summary of major revenues and expenditures, as well as other financing sources and uses, to provide an overview of the total resources budgeted by the organization. **4 – outstanding – the budget provides a good financial summary of revenues and expenditures by major revenues and major expenditures for the city as a whole. The financial plan for the city is very clear as a result of the combining funds schedule.**

- F4. **Mandatory:** The document must include summaries of revenues and other financing sources, and of expenditures and other financing uses for the prior year actual, the current year budget and / or estimated current year actual, and the proposed budget year. **3 – proficient - the budget includes good financial histories in the context of the financial schedules.**
- F5. **Mandatory:** The document shall include projected changes in fund balances, as defined by the entity in the document, for appropriated governmental funds included in the budget presentation (fund equity if no governmental funds are included in the document). **3 – proficient - the budget includes illustrations of the fund balances including a good analysis of the uses and expectations for fund balances.**
- F6. **Mandatory:** The document shall describe major revenue, explain the underlying assumptions for the revenue estimates, and discuss significant revenue trends. **3 – proficient – the budget includes good descriptions, discussions and an analysis of the major revenues.**
- F7. The document should explain long-range plans and its affect upon the budget and the budget process. **3 – proficient - The budget includes a discussion about long-range financial plans for operating budget. Consider including additional forecasts, trends or other data reflective of the more city operating budgets.**

Capital & Debt

- F8. **Mandatory:** The document should include budgeted capital expenditures, whether authorized in the operating budget or in a separate capital budget. **3 – proficient – A discussion about the capital needs and plans for the city is included, including good descriptions of planned, major capital projects.**
- F9. The document should describe if and to what extent significant nonrecurring capital expenditures will affect the entity's current and future operating budget and the services that the entity provides. **2 – does not satisfy – the budget document should include stronger references to operating impacts of major capital improvements on future operating budgets.**
- F10. **Mandatory:** The document shall include financial data on current debt obligations, describe the relationship between current debt levels and legal debt limits, and explain the effects of existing debt levels on current operations. **3 – proficient – The budget describes the debt management plan for the city. Be sure to include debt service schedules.**

Departmental Information

- O3. **Mandatory:** A schedule or summary table of personnel or position counts for prior, current and budgeted years shall be provided. **3 – proficient – A personnel summary for the organization as a whole is included in the document along with descriptions of the personnel issues and changes contemplated.**
- O4. **Mandatory:** The document shall describe activities, services or functions carried out by organizational units. **3 – proficient – the budget includes good descriptions for each of the major operating units in the budget.**
- O5. The document should include clearly stated goals and objectives of organizational units (*e.g., departments, divisions, units or programs*). **3 – proficient – The organizational unit goals are included in the budget.**
- O6. The document should provide objective measures of progress toward accomplishing the government's mission as well as goals and objectives for specific units and programs. **2 – does not satisfy – The budget should include stronger performance information and performance indicators for the city.**

Document-wide Criteria

- C3. The document should include statistical and supplemental data that describe the organization, its community, and population. It should also furnish other pertinent background information related to the services provided. **3 – proficient – good and relevant statistical and supplemental information is included in the document.**
- C4. A glossary should be included for any terminology (including abbreviations and acronyms) that is not readily understandable to a reasonably informed lay reader. **3 – proficient – a glossary of terms unique to budgeting and to the city's budget is included.**

- C5. Charts and graphs should be used, where appropriate, to highlight financial and statistical information. Narrative interpretation should be provided when the messages conveyed by the graphs are not self-evident. **3 – proficient – The document includes good charts and graphs to help provide understanding of the budget.**
- C6. The document should be produced and formatted in such a way as to enhance its understanding by the average reader. It should be attractive, consistent, and oriented to the reader's needs. **3 – proficient – The budget looks good and is easy to follow.**

A nice job!

Introduction and Overview

- C1. **Mandatory:** The document shall include a table of contents that makes it easier to locate information in the document. **The rating for this section is proficient. It meets the criterion established.**
- P1. **The document should include a coherent statement of organization-wide, strategic goals and strategies that address long-term concerns and issues. Proficient.** The document provides the necessary information on the strategic and organizational wide goals.
- P2. **The document should describe the entity's short-term factors that influence the decisions made in the development of the budget for the upcoming year.** Short-term goals are discussed. This information could be expanded to departments.
- P3. **Mandatory:** The document shall include a budget message that articulates priorities and issues for the upcoming year. The message should describe significant changes in priorities from the current year and explain the factors that led to those changes. The message may take one of several forms (*e.g., transmittal letter, budget summary section*). **Proficient.** The document message immediate needs as well as economic factors.
- C2. **Mandatory:** The document should provide an overview of significant budgetary items and trends. An overview should be either presented within the budget document in a separate section (*e.g., executive summary*) or integrated within the transmittal letter or as a separate budget-in-brief document. **Proficient.** The document provides a basic understanding, it is essential to have an accurate understanding of City resources. This section can be improved.

Financial Structure, Policy, and Process

- O1. **Mandatory:** The document shall include an organization chart(s) for the entire entity. **Proficient.** The document includes an informative organizational chart that supports the structure of your organization.
- F1. **The document should include and describe all funds that are subject to appropriation. Proficient** the document includes summary and numerical information to describe the funds that are subject to appropriation
- O2. **The document should provide narrative, tables, schedules, or matrices to show the relationship between functional units, major funds, and nonmajor funds in the aggregate. Proficient.** The relationships between the funds are included.
- F2. **The document shall explain the basis of budgeting for all funds, whether cash, modified accrual, or some other statutory basis. Proficient.** The basis of budgeting is included.
- P4. **Mandatory:** The document should include a coherent statement of entity-wide long-term financial policies. **Proficient.** The financial policies and operational policies are included.
- P5. **Mandatory:** The document shall describe the process for preparing, reviewing, and adopting the budget for the coming fiscal year. It also should describe the procedures for amending the budget after adoption. **Proficient.** The process for reviewing and adopting the budget is included.

Financial Summaries

- F3. **Mandatory:** The document shall present a summary of major revenues and expenditures, as well as other financing sources and uses, to provide an overview of the total resources budgeted by the organization. **Proficient rating.** The document provides adequate information on revenue and expenditures.
- F4. **Mandatory:** The document must include summaries of revenues and other financing sources and of expenditures and other financing uses for the prior year actual, the current year budget and/or estimated current year actual, and the proposed budget year. **Proficient.** Financial summaries are included.

- F5. **Mandatory:** The document shall include projected changes in fund balances, as defined by the entity in the document, for appropriated governmental funds included in the budget presentation (fund equity if no governmental funds are included in the document). Proficient rating. Information is provided on the fund balances changes.
- F6. **Mandatory:** The document shall describe major revenue sources, explain the underlying assumptions for the revenue estimates, and discuss significant revenue trends. Proficient rating. The document includes information on the revenue trends and past historical comparative data.
- F7. **The document should explain long-range financial plans and its affect upon the budget and the budget process.** The long-range plans are discussed in a paragraph. Long range financial plans should include substantive discussions of long-range financial plans. While the budget provides the basic paragraph on long-term planning it needs to include fundamental information that would enhance understanding of how future financial situations would guide the budget development. This needs additional work.

Capital & Debt

- F8. **Mandatory:** The document should include budgeted capital expenditures, whether authorized in the operating budget or in a separate capital budget. The capital plan is included in this document.
- F9. **The document should describe if and to what extent significant nonrecurring capital expenditures will affect the entity's current and future operating budget and the services that the entity provides.** Make sure that any issues that affect the CIP including personnel, maintenance, etc. are added to this criterion.
- F10. **Mandatory:** The document shall include financial data on current debt obligations, describe the relationship between current debt levels and legal debt limits, and explain the effects of existing debt levels on current operations. Proficient. Information on debt is included and meets the criterion.

Departmental Information

- O3. **Mandatory:** A schedule or summary table of personnel or position counts for prior, current, and budgeted years shall be provided. Proficient. The schedules that show the FTE and related personnel issues are included in this submission.
- O4. **Mandatory:** The document shall describe activities, services or functions carried out by organizational units. **Proficient.** The departmental activities and functions are included in different sections throughout the document. This information could be expanded.
- O5. **The document should include clearly stated goals and objectives of organizational units (e.g., departments, divisions, offices, or programs).** Proficient. The goals are discussed.
- O6. **The document should provide objective measures of progress toward accomplishing the government's mission as well as goals and objectives for specific units and programs.** Although there are work load indicators the document fails to include specific quantitative measures that reflect programmatic goals and objectives. How are the long-term goals of the City being met? How do the measures connect with the strategic planning?

Document-wide Criteria

- C3. **The document should include statistical and supplemental data that describe the organization, its community, and population.** It should also furnish other pertinent background information related to the services provided. Proficient rating. The statistical information is included.
- C4. **A glossary should be included for any terminology (including abbreviations and acronyms) that is not readily understandable to a reasonably informed lay reader.** Proficient rating. The glossary is included.
- C5. **Charts and graphs are used, where appropriate, to highlight financial and statistical information.** Narrative interpretation should be provided when the messages conveyed by the graphs are not self-evident. Proficient rating.

- C6. **The document should be produced and formatted in such a way as to enhance its understanding by the average reader. It should be attractive, consistent, and oriented to the reader's needs.** The document is formatted nicely.

This document meets the criteria for the Distinguished Budget Presentation Award. I am happy to recommend Valdez AK as a recipient of the Distinguished Budget Presentation Award. Congratulations.

Name of Entity: City of Valdez
Reviewer ID V302
Fiscal Year: 2020

State/Province: AK
Document Number B9942506
Record Number

Introduction and Overview

- C1. **Mandatory:** The document shall include a table of contents that makes it easier to locate information in the document. **Proficient.** **COMMENT:** *All the components are provided that relate to this mandatory section. Suggest adding hyperlinks to the Table Of Contents page in addition to the bookmarks that have been added to the PDF file. This assists with online users that may not be aware of how to show or use the PDF bookmarks when reviewing the document over an internet browser.*
- P1. The document should include a coherent statement of organization-wide, strategic goals and strategies that address long-term concerns and issues. **Does not satisfy criterion.** **COMMENT:** *Although pages 4 to 7 make mention to long-range goals there is no coherent statement of organization-wide strategic goals that address long-term concerns and issues. Consider developing four to six organization-wide goals that will point the City in the long-range direction that addresses these long-term concerns and issues. Fort Myers, Florida, for example developed a strategic plan with the following goals: Economic Prosperity and a Growing Economy, Safe and Livable Neighborhoods, Financially Sound City Providing Exceptional Municipal Services, and Vibrant Downtown on the River/Midtown. These goals than become the foundation to which short-term goals and objectives are set to.*
- P2. The document should describe the entity's short-term factors that influence the decisions made in the development of the budget for the upcoming year. **Does not satisfy criterion.** **COMMENT:** *Same as P1, there is mention to short-term factors on pages 4 to 7 but it is not clear how these influenced the budget and what impact they have on the long-range goals.*
- P3. **Mandatory:** The document shall include a budget message that articulates priorities and issues for the upcoming year. The message should describe significant changes in priorities from the current year and explain the factors that led to those changes. The message may take one of several forms (e.g., transmittal letter, budget summary section). **Proficient.** **COMMENT:** *All the components are provided that relate to this mandatory section.*
- C2. **Mandatory:** The document should provide an overview of significant budgetary items and trends. An overview should be presented within the budget document either in a separate section (e.g., executive summary) or integrated within the transmittal letter or as a separate budget-in-brief document. **Proficient.** **COMMENT:** *All the components are provided that relate to this mandatory section.*

Financial Structure, Policy, and Process

- O1. **Mandatory:** The document shall include an organization chart(s) for the entire entity. **Proficient.** **COMMENT:** *All the components are provided that relate to this mandatory section. Although the organization chart includes the necessary information it also includes additional information that clutters the chart and renders it difficult to follow. Suggest including a simplified organizational chart in addition to the current one in which it excludes the financial budgetary information and FTEs. Focusing only on the major funds and departments of the City.*
- F1. The document should include and describe all funds that are subject to appropriation. **Proficient.** **COMMENT:** *All the components are provided.*
- O2. The document should provide narrative, tables, schedules, or matrices to show the relationship between functional units, major funds, and nonmajor funds in the aggregate. **Proficient.** **COMMENT:** *All the components are provided.*
- F2. The document shall explain the basis of budgeting for all funds, whether cash, modified accrual, or some other statutory basis. **Proficient.** **COMMENT:** *All the components are provided.*
- P4. **Mandatory:** The document should include a coherent statement of entity-wide long-term financial policies. **Proficient.** **COMMENT:** *All the components are provided that relate to this mandatory section. See comment made for P1.*

- P5. **Mandatory:** The document shall describe the process for preparing, reviewing, and adopting the budget for the coming fiscal year. It also should describe the procedures for amending the budget after adoption. **Proficient.** **COMMENT:** *All the components are provided that relate to this mandatory section.*

Financial Summaries

- F3. **Mandatory:** The document shall present a summary of major revenues and expenditures, as well as other financing sources and uses, to provide an overview of the total resources budgeted by the organization. **Proficient.** **COMMENT:** *All the components are provided that relate to this mandatory section.*
- F4. **Mandatory:** The document must include summaries of revenues and other financing sources, and of expenditures and other financing uses for the prior year actual, the current year budget and/or estimated current year actual, and the proposed budget year. **Proficient.** **COMMENT:** *All the components are provided that relate to this mandatory section. Consider including projected financial information beyond the proposed budget year, providing a trend for two to three years into the future.*
- F5. **Mandatory:** The document shall include projected changes in fund balances, as defined by the entity in the document, for appropriated governmental funds included in the budget presentation (fund equity if no governmental funds are included in the document). **Proficient.** **COMMENT:** *All the components are provided that relate to this mandatory section. Considering labeling the tables on page 20 and 21 to clearly identify these relate to the proposed budget year. Neither currently include the fiscal year, requiring the reader to assume it relates to the proposed budget year.*
- F6. **Mandatory:** The document shall describe major revenue sources, explain the underlying assumptions for the revenue estimates, and discuss significant revenue trends. **Proficient.** **COMMENT:** *All the components are provided that relate to this mandatory section. Good use of charts and descriptions to meet this mandatory requirement.*
- F7. The document should explain long-range financial plans and its affect upon the budget and the budget process. **Does not satisfy criterion.** **COMMENT:** *See comment made for P1.*

Capital & Debt

- F8. **Mandatory:** The document should include budgeted capital expenditures, whether authorized in the operating budget or in a separate capital budget. **Proficient.** **COMMENT:** *All the components are provided that relate to this mandatory section.*
- F9. The document should describe if and to what extent significant nonrecurring capital expenditures will affect the entity's current and future operating budget and the services that the entity provides. **Does not satisfy criterion.** **COMMENT:** *Although pages 30 to 41 do provide some good information related to capital expenditures, I was unable to determine to what extent any of the capital expenditures will affect the City's current and future operating budgets. Consider including a table that summarizes the impact of capital expenditures on the operating budget, providing a summary of the projected amounts. This would improve the user's ability to quickly see the operating impact, if any, of capital expenditures.*
- F10. **Mandatory:** The document shall include financial data on current debt obligations, describe the relationship between current debt levels and legal debt limits, and explain the effects of existing debt levels on current operations. **Proficient.** **COMMENT:** *All the components are provided that relate to this mandatory section. Consider a chart or two to provide a visual illustration of the City's Legal Debt limitation versus the outstanding Debt.*

Departmental Information

- O3. **Mandatory:** A schedule or summary table of personnel or position counts for prior, current and budgeted years shall be provided. **Proficient.** **COMMENT:** *All the components are provided that relate to this mandatory section.*
- O4. **Mandatory:** The document shall describe activities, services or functions carried out by organizational units. **Does not satisfy criterion.** **COMMENT:** *The noted pages provided in the location guide, pages 44 to 53, do not provide a clear description of what each organizational unit's activities, services or functions are. These pages only provide financial and statistical information for the organizational unit. Pages 54 to 107 seems to provide a bit more descriptions to what each organizational unit is by at least providing a mission statement*

a long with responsibilities. Consider including a paragraph for each unit that explains what activities, services or functions they provide.

- O5. The document should include clearly stated goals and objectives of organizational units (*e.g., departments, divisions, offices or programs*). **Proficient. COMMENT: All the components are provided. Consider identifying how each organizational unit's goals links to the overall organizational goals.**
- O6. The document should provide objective measures of progress toward accomplishing the government's mission as well as goals and objectives for specific units and programs. **Does not satisfy criterion. COMMENT: Similarly, to the consideration provided in O5, consider developing performance measures for each unit that will help the organization achieve the overall organizational goals and objectives. These measures should demonstrate how the unit is performing towards their goals and objectives.**

Document-wide Criteria

- C3. The document should include statistical and supplemental data that describe the organization, its community, and population. It should also furnish other pertinent background information related to the services provided. **Does not satisfy criterion. COMMENT: Consider including the statistical and supplemental data; demographics illustrating items such as gender and age as well as health and educational facilities located in the municipality, population, recreational facilities, major industry and business, etc. Having a chapter on community information is important to provide context to the budget. The budget document should be more than just about the numbers, it should provide residents with information and context to why certain budgetary decisions were made and it should also provide potential residents with information on why they would invest or move to Valdez.**
- C4. A glossary should be included for any terminology (including abbreviations and acronyms) that is not readily understandable to a reasonably informed lay reader. **Proficient.**
- C5. Charts and graphs should be used, where appropriate, to highlight financial and statistical information. Narrative interpretation should be provided when the messages conveyed by the graphs are not self-evident. **Proficient. COMMENT: All the components are provided.**
- C6. The document should be produced and formatted in such a way as to enhance its understanding by the average reader. It should be attractive, consistent, and oriented to the reader's needs. **Does not satisfy criterion. COMMENT: Consider reviewing the document and provide more consistency in quality and style throughout the document. In addition, consider using a consistent style and colors for the charts and graphs to enhance reader appeal.**

As this is the first submission, I commend you and your staff on the work putting this document and the budget together. The process is about continuous improvement and I am confident that you will also find this to be the case over the years.

Although I have provided an overall proficient rating, I would strongly encourage reviewing GFOA's various best practice guides for developing a budget document. I would also suggest reviewing what other City's have developed and use those components that meet your needs. In Alaska, Wasilla have demonstrated success in their budget document with 18 years of submitting their document to GFOA.



Legislation Text

File #: RES 20-0065, **Version:** 1

ITEM TITLE:

#20-65 - Adopting the 2021 Budget for the City of Valdez and Appropriating Monies for that Budget

SUBMITTED BY: Brian Carlson, Finance Director

FISCAL NOTES:

Expenditure Required: \$62,067,075

Unencumbered Balance: \$62,067,075

Funding Source: \$56,281,262 in estimated new revenues; \$5,785,813 from unassigned fund balances

RECOMMENDATION:

Approve

SUMMARY STATEMENT:

- This resolution formally adopts the 2021 operating budget
- Staff anticipates having the final 2021 budget document posted and distributed by end of December
- Next budgeting tasks are to set appropriations for capital projects, carry forward funds from 2020, and cleanup and repurposing of various project and reserve accounts. These items will be discussed in February and March, and formalized via resolution as a revision to the 2021 budget.
- Finance staff will also be drafting formal Fund Balance Policies for Council consideration and will strive to present those documents and related appropriations concurrent with the projects-budgeting process, concluding in late-winter or early spring.

CITY OF VALDEZ, ALASKA

RESOLUTION #20-65

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, ADOPTING THE 2021 BUDGET FOR THE CITY OF VALDEZ, ALASKA AND APPROPRIATING MONIES FOR THAT BUDGET

WHEREAS, the City Manager has prepared a proposed 2021 budget for the City of Valdez, Alaska, according to Section 6.2 of the City Charter; and

WHEREAS, the City Council has reviewed the budget as presented and made various revisions thereto; and

WHEREAS, a notice of public hearing was published and held as required by Section 6.3 of the City Charter; and

WHEREAS, the City Council has determined that the 2021 budget shall be finalized as the official financial plan for the City for 2021.

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

Section 1. The 2021 budget as prepared by the City Manager, revised by the City Council, presented for Public Hearing, and summarized in Attachment A, is hereby adopted as the 2021 spending plan for the City of Valdez.

Section 2. \$62,067,075 in new authorizations are hereby appropriated as set forth in the 2021 budget document for the respective departments and Funds for the 2021 fiscal year, with \$56,281,262 in new revenues recognized to fund the 2021 budget appropriation.

Section 3. Inter-fund transfers of \$15,718,199 are recognized between Funds as indicated in the 2021 budget document.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, this 1st day of December, 2020.

CITY OF VALDEZ, ALASKA

Jeremy O'Neil, Mayor

ATTEST:

Sheri L. Pierce, MMC, City Clerk

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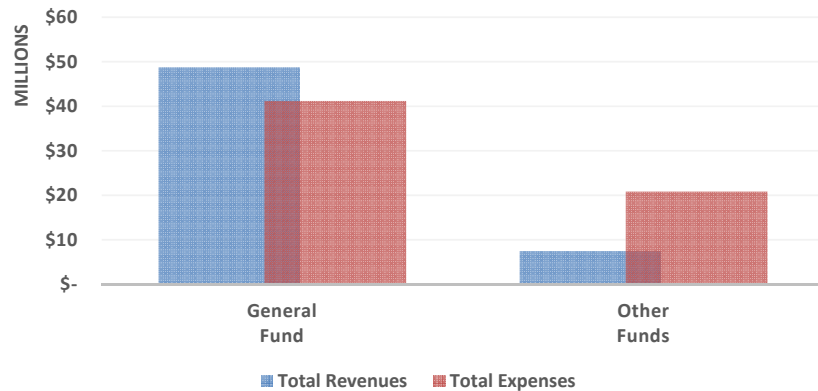
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Financial Schedule by Division

All Values in Millions

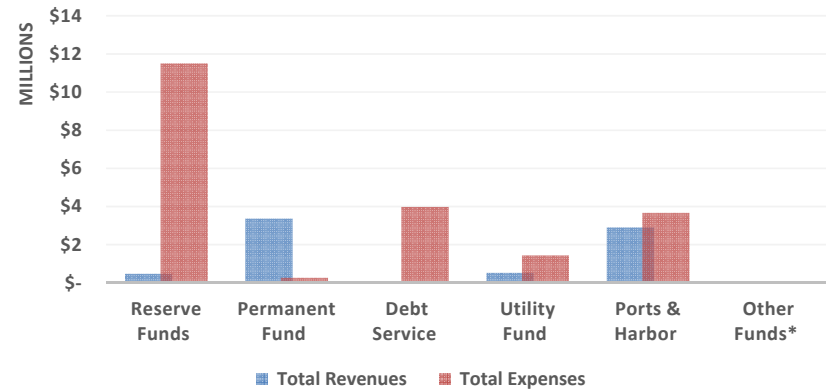
	General Fund	Reserve Funds	Capital Projects	Permanent Fund	Debt Service	Utility Fund	Ports & Harbor	Other Funds*	Grand Total
Beginning Fund Balance	42.4	51.0	32.9	224.9	3.8	2.1	5.3	16.5	378.8
Property Taxes	44.6	-	-	-	-	-	-	-	-
Other	4.2	0.5	0.2	3.4	0.0	0.5	2.9	0.0	11.7
Total Revenues	48.8	0.5	0.2	3.4	0.0	0.5	2.9	0.0	56.3
Transfer In (Out)	(6.7)	10.2	-	(3.1)	0.2	-	-	(0.5)	-
Operating Subsidy	(1.7)	-	-	-	-	0.9	0.8	-	-
Net of Transfer/Subsidy	(8.4)	10.2	-	(3.1)	0.2	0.9	0.8	(0.5)	-
Division									
Administration	8.7	8.6	-	0.3	4.0	-	-	-	21.6
Support	13.7	-	-	-	-	-	-	-	13.7
Facilities, Fleet & Infrastructure	8.2	2.8	-	-	-	1.4	-	-	12.4
Public Safety	7.0	0.1	-	-	-	-	-	-	7.1
Ports & Harbor	-	-	-	-	-	-	3.7	-	3.7
Parks, Recreation & Cultural Services	3.6	-	-	-	-	-	-	-	3.6
Total Expenses	41.2	11.5	-	0.3	4.0	1.4	3.7	-	62.1
Net Increase (Reduction)	(0.8)	(0.8)	0.2	-	(3.8)	-	0.0	(0.5)	(5.8)
Ending Fund Balance	41.5	50.2	33.1	224.9	0.0	2.1	5.3	16.0	373.1

Revenue and Expense: All Funds



Indicates Major Fund

Revenue and Expense: Other Funds Detail



*Other Funds include: MKG Medical Clinic, Health Insurance, VHIA, PVMC, Counselling Center, and Museum

Financial Schedule by Category

All Values in Millions

	General Fund	Reserve Funds	Capital Projects	Permanent Fund	Debt Service	Utility Fund	Ports & Harbor	Other Funds*	Grand Total
Beginning Fund Balance	42.4	51.0	32.9	224.9	3.8	2.1	5.3	16.5	378.8
Property Taxes	44.6	-	-	-	-	-	-	-	-
Other	<u>4.2</u>	<u>0.5</u>	<u>0.2</u>	<u>3.4</u>	<u>0.0</u>	<u>0.5</u>	<u>2.9</u>	<u>0.0</u>	<u>11.7</u>
Total Revenues	48.8	0.5	0.2	3.4	0.0	0.5	2.9	0.0	56.3
Transfer In (Out)	(6.7)	10.2	-	(3.1)	0.2	-	-	(0.5)	-
Operating Subsidy	<u>(1.7)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.9</u>	<u>0.8</u>	<u>-</u>	<u>-</u>
Net of Transfer/Subsidy	(8.4)	10.2	-	(3.1)	0.2	0.9	0.8	(0.5)	-
Expense Category									
FTE Payroll	16.0	-	-	-	-	0.8	1.6	-	18.3
Education	11.7	-	-	-	-	-	-	-	11.7
Other Operating	3.2	7.8	-	0.0	-	0.1	0.4	-	11.5
Contracts	3.4	-	-	0.3	0.0	0.1	0.5	-	4.2
Debt Service	-	-	-	-	4.0	-	-	-	4.0
Equipment	-	3.7	-	-	-	-	-	-	3.7
Other Personnel	2.5	-	-	-	-	0.1	0.5	-	3.0
Utilities	0.8	-	-	-	-	0.4	0.7	-	1.9
CSO	1.8	-	-	-	-	-	-	-	1.8
Legal	1.7	-	-	-	-	-	-	-	1.7
Events	0.2	-	-	-	-	-	-	-	0.2
Projects	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenses	41.2	11.5	-	0.3	4.0	1.4	3.7	-	62.1
Net Increase (Reduction)	<u>(0.8)</u>	<u>(0.8)</u>	<u>0.2</u>	<u>-</u>	<u>(3.8)</u>	<u>-</u>	<u>0.0</u>	<u>(0.5)</u>	<u>(5.8)</u>
Ending Fund Balance	41.5	50.2	33.1	224.9	0.0	2.1	5.3	16.0	373.1

*Other Funds include: MKG Medical Clinic, Health Insurance, VHIA, PVMC, Counselling Center, and Museum

General Fund Summary

	Actual	Estimate			Adopted Budget	
	2017	2018	2019	2020	2020	2021
Revenue	(47,158,196)	(49,044,833)	(50,451,368)	(49,123,370)	(47,599,550)	(48,801,900)
Taxes	(44,303,752)	(44,428,588)	(45,131,839)	(45,024,741)	(44,494,300)	(45,020,300)
State Shared Revenue	(231,160)	(1,769,885)	(1,603,267)	(1,492,418)	(277,300)	(1,482,000)
PILT	(751,532)	(774,549)	(799,172)	(785,102)	(737,800)	(766,000)
Service Charges and Sales	(476,433)	(487,944)	(491,839)	(255,239)	(423,700)	(488,500)
Misc Revenue	(762,358)	(925,485)	(1,736,704)	(1,037,560)	(1,059,450)	(452,100)
Federal and State Grants	(393,449)	(420,325)	(418,500)	(392,800)	(387,800)	(388,100)
Utilities	(166,333)	(159,739)	(161,075)	(88,529)	(151,200)	(146,500)
Recreational Activities	(46,488)	(43,520)	(64,465)	(30,482)	(33,300)	(28,800)
Fines and Forfeitures	(11,592)	(14,918)	(18,485)	(3,078)	(21,100)	(21,100)
Licenses and Permits	(15,100)	(19,880)	(11,350)	(13,420)	(13,600)	(8,500)
Extraordinary	-	-	(14,671)	-	-	-
Grand Total	(47,158,196)	(49,044,833)	(50,451,368)	(49,123,370)	(47,599,550)	(48,801,900)

General Fund Summary

	Actual	Estimate			Adopted Budget	
	2017	2018	2019	2020	2020	2021
Expense	33,436,481	34,775,171	36,664,523	39,470,142	40,467,303	41,203,868
FTE Payroll	12,378,281	12,859,003	14,334,633	15,090,004	15,253,085	15,977,128
Education	10,486,453	10,288,338	10,478,000	10,612,843	10,612,843	11,718,998
Contracts	2,434,324	2,088,535	2,565,896	3,821,923	3,916,212	3,390,802
Other Operating	2,365,990	2,291,134	2,640,245	2,944,301	3,178,016	3,171,177
Other Personnel	1,522,744	1,600,405	1,595,794	1,634,678	2,174,918	2,453,938
CSO	2,471,473	2,647,099	2,657,467	2,806,783	2,678,288	1,800,545
Legal	1,050,060	1,996,911	1,479,214	1,650,000	1,650,000	1,650,000
Utilities	727,112	781,348	678,454	809,610	810,410	834,450
Events	45	222,398	234,820	100,000	193,530	206,830
Extraordinary	-	-				
Grand Total	33,436,481	34,775,171	36,664,523	39,470,142	40,467,303	41,203,868

Airport Fund Summary

	Actual		Estimate	Adopted Budget		
	2017	2018	2019	2020	2020	2021
Revenue	(130,674)	(131,033)	(152,444)	(84,657)	(128,435)	(121,706)
Property Rentals	(122,918)	(99,373)	(118,892)	(70,790)	(112,035)	(115,554)
Administration	(7,070)	(15,512)	(33,063)	(13,216)	(15,700)	(5,500)
Services	(652)	(16,149)	(489)	(652)	(700)	(652)
Service Charges and Sales			-			-
Other	(35)	-	-	-	-	-
Grand Total	(130,674)	(131,033)	(152,444)	(84,657)	(128,435)	(121,706)

	Actual		Estimate	Adopted Budget		
	2017	2018	2019	2020	2020	2021
Expense	244,388	289,357	165,451	423,356	404,902	426,590
FTE Payroll	71,856	101,044	52,166	177,787	174,966	184,000
Utilities	80,783	93,869	47,677	122,330	110,000	127,000
Other Operating	52,840	56,552	46,597	61,663	62,952	59,834
Contracts	37,801	37,703	18,129	58,296	55,420	54,092
Other Personnel	1,109	189	882	3,280	1,564	1,665
Grand Total	244,388	289,357	165,451	423,356	404,902	426,590

Profit (Loss)	(113,714)	(158,324)	(13,007)	(338,699)	(276,467)	(304,884)
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	Actual		Estimate	Adopted Budget		
	2017	2018	2019	2020	2020	2021
Operating Subsidy	197,993	249,153	264,798	276,467	276,467	304,884
Contribution to Fund Balance	84,279	90,829	251,791	(62,232)	(0)	(0)

Port Fund Summary

	Actual		Estimate	Adopted Budget		
	2017	2018	2019	2020	2020	2021
Revenue	(862,732)	(755,767)	(1,384,748)	(776,469)	(828,927)	(846,307)
VCT Dock Services	(367,206)	(389,897)	(466,935)	(403,950)	(372,825)	(363,625)
VCT Upland Services	(336,362)	(166,169)	(597,004)	(162,310)	(229,200)	(240,100)
Leases and Agreements	(64,522)	(60,600)	(70,800)	(64,800)	(64,800)	(96,000)
Security	(33,938)	(33,890)	(118,885)	(92,080)	(92,600)	(90,600)
Kelsey Dock Services	(44,837)	(68,755)	(58,163)	(15,653)	(36,980)	(35,680)
Administration	(15,249)	(36,455)	(72,765)	(37,376)	(32,222)	(20,022)
Events	(618)	-	(197)	(300)	(300)	(280)
Other	-	-	-	-	-	-
Grand Total	(862,732)	(755,767)	(1,384,748)	(776,469)	(828,927)	(846,307)

	Actual		Estimate	Adopted Budget		
	2017	2018	2019	2020	2020	2021
Expense	791,312	835,534	1,132,576	1,073,926	1,160,106	1,322,571
FTE Payroll	296,994	410,802	452,736	504,650	499,289	542,975
Utilities	263,311	200,674	296,649	221,000	316,000	315,000
Other Personnel	75,585	80,031	97,341	141,949	132,787	210,921
Other Operating	125,273	103,815	161,252	167,193	175,750	149,326
Contracts	30,149	40,211	124,598	39,134	36,280	104,349
Grand Total	791,312	835,534	1,132,576	1,073,926	1,160,106	1,322,571

Profit (Loss)	71,419	(79,767)	252,173	(297,457)	(331,179)	(476,264)
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	Actual		Estimate	Adopted Budget		
	2017	2018	2019	2020	2020	2021
Operating Subsidy	179,051	180,033	352,772	331,179	331,179	476,264
Contribution to Fund Balance	250,470	100,266	604,945	33,722	(0)	0

Harbor Fund Summary

	Actual		Estimate	Adopted Budget		
	2017	2018	2019	2020	2020	2021
Revenue	(1,539,682)	(2,074,140)	(1,950,784)	(1,915,601)	(2,100,148)	(1,940,401)
Wet Slips	(897,418)	(1,063,849)	(1,008,724)	(1,139,092)	(1,269,915)	(1,167,194)
Taxes	(239,997)	(535,593)	(439,637)	(315,248)	(341,418)	(346,179)
Upland	(181,082)	(229,730)	(211,259)	(205,151)	(215,302)	(206,807)
Utilities	(164,343)	(174,427)	(173,815)	(170,995)	(198,080)	(167,750)
Services	(19,785)	(24,760)	(30,928)	(41,345)	(26,000)	(29,207)
Administration	(36,520)	(45,187)	(86,286)	(42,807)	(48,233)	(22,264)
Other	(537)	(592)	(136)	(963)	(1,200)	(1,000)
Property Rentals	-	-	-	-	-	-
Grand Total	(1,539,682)	(2,074,140)	(1,950,784)	(1,915,601)	(2,100,148)	(1,940,401)

	Actual		Estimate	Adopted Budget		
	2017	2018	2019	2020	2020	2021
Expense	1,039,700	1,168,858	1,850,209	1,633,567	1,784,035	1,919,213
FTE Payroll	558,099	658,051	785,690	748,334	770,985	823,824
Contracts	80,744	68,535	476,260	180,080	200,563	361,128
Other Personnel	135,238	114,135	213,946	256,435	294,968	306,641
Utilities	190,522	196,951	194,235	224,028	272,000	234,051
Other Operating	75,096	131,186	180,078	224,690	245,518	193,569
Grand Total	1,039,700	1,168,858	1,850,209	1,633,567	1,784,035	1,919,213

Profit (Loss)	499,982	905,282	100,576	282,034	316,113	21,188
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	Actual		Estimate	Adopted Budget		
	2017	2018	2019	2020	2020	2021
Operating Subsidy	(0)	14,070		183,887	183,887	(0)
Transfer	(373,050)	(500,000)	(453,479)	(500,000)	(500,000)	(0)
Contribution to Fund Balance	126,932	419,351	(352,903)	(34,079)	0	21,188

Utility Fund Summary

	Actual	Estimate			Adopted Budget	
	2017	2018	2019	2020	2020	2021
Revenue	(557,317)	(546,503)	(606,701)	(539,760)	(542,400)	(528,700)
Service Charges and Sales	(543,475)	(517,654)	(531,235)	(509,813)	(513,400)	(517,700)
Interest	(13,842)	(28,849)	(75,466)	(29,947)	(29,000)	(11,000)
Grand Total	(557,317)	(546,503)	(606,701)	(539,760)	(542,400)	(528,700)

	Actual	Estimate			Adopted Budget	
	2017	2018	2019	2020	2020	2021
Expense	1,282,814	1,292,656	1,254,365	1,391,932	1,395,451	1,444,162
FTE Payroll	666,075	695,189	743,863	750,116	750,115	805,985
Utilities	425,433	408,600	343,977	420,000	420,000	430,000
Other Operating	104,050	96,032	96,819	90,977	90,977	100,887
Contracts	44,860	44,472	24,607	84,300	84,300	53,900
Other Personnel	42,395	48,364	45,098	46,539	50,059	53,390
Grand Total	1,282,814	1,292,656	1,254,365	1,391,932	1,395,451	1,444,162

Profit (Loss)	(725,497)	(746,154)	(647,664)	(852,172)	(853,051)	(915,462)
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	Actual	Estimate			Adopted Budget	
	2017	2018	2019	2020	2020	2021
Operating Subsidy	782,811	757,030	828,381	853,051	853,051	915,462
Contribution to Fund Balance	57,314	10,876	180,717	879	(0)	0

Clinic Fund Summary

	Actual		Estimate	Adopted Budget		
	2017	2018	2019	2020	2020	2021*
Revenue	(145,747)	(128,343)	(82,609)	(130,262)	(145,300)	-
Interest	(3,260)	(6,878)	(8,110)	(6,830)	(3,300)	-
Rental Income	(142,486)	(121,465)	(74,499)	(123,431)	(142,000)	-

	Actual		Estimate	Adopted Budget		
	2017	2018	2019	2020	2020	2021*
Expense	90,522	84,636	28,465	83,676	83,676	-
Contracts	58,011	56,014	22,605	53,436	50,156	-
FTE Payroll	-	-	-	-	-	-
Other Operating	5,844	5,547	2,227	3,790	7,070	-
Other Personnel	-	-	-	-	-	-
Utilities	26,667	23,075	3,633	26,450	26,450	-

***Fund Closed**

Permanent Fund Summary

	Actual	Estimate			Adopted Budget	
	2017	2018	2019	2020	2020	2021
Revenue	(25,459,262)	9,445,803	(19,670)	(3,195,600)	(3,195,600)	(3,372,248)
Interest	(25,459,262)	9,445,803	(19,670)	(3,195,600)	(3,195,600)	(3,372,248)

	Actual	Estimate			Adopted Budget	
	2017	2018	2019	2020	2020	2021
Expense	248,246	245,125	97,524	260,350	305,000	265,000
Contracts	247,481	244,727	97,344	260,000	300,000	260,000
Other Operating	765	397	180	350	5,000	5,000

Reserve Fund Summary

	Actual		Estimate	Adopted Budget		
	2017	2018	2019	2020	2020	2021
Revenue	(1,047,104)	(952,573)	(1,439,807)	(615,320)	(615,320)	(480,000)
Administration	(887,921)	(348,046)		(90,320)	(90,320)	(240,000)
Interest	(159,183)	(604,527)	(1,439,807)	(525,000)	(525,000)	(240,000)
Grand Total	(1,047,104)	(952,573)	(1,439,807)	(615,320)	(615,320)	(480,000)

	Actual		Estimate	Adopted Budget		
	2017	2018	2019	2020	2020	2021
Expense	6,404,086	3,244,886	6,862,360	12,226,165	8,968,583	11,504,334
Other Operating	2,487,298	1,739,538	1,211,151	3,285,622	6,176,222	7,839,098
Equipment	2,390,384	1,445,453	2,137,020	2,263,361	2,113,361	3,665,236
FTE Payroll	4,365					
Projects	1,522,039	59,895	3,514,188	6,677,181	679,000	-
Other Personnel	-					
Grand Total	6,404,086	3,244,886	6,862,360	12,226,165	8,968,583	11,504,334

Reserve Funds Detail

	Actual	Estimate			Adopted Budget	
	2017	2018	2019	2020	2020	2021
Expense	6,404,086	3,244,886	6,862,360	12,226,165	8,968,583	11,504,334
Other Operating	2,487,298	1,739,538	1,211,151	3,285,622	6,176,222	7,839,098
COVID-19 Economic Recovery Task	-	-	-	-	-	3,281,850
Permanent Fund Reserve	-	-	-	-	2,890,600	3,107,248
Energy Assistance Program	693,759	682,459	710,605	700,000	700,000	600,000
Leave Liability Reserve	423,313	311,159	164,692	350,000	350,000	270,000
Budget Variance Reserve	-	-	-	-	-	250,000
Physicians Assistance	-	-	165,320	90,320	90,320	240,000
Nuisance Abatement Program	1,500	73,252	97,135	96,000	96,000	90,000
Qaniq Challenge	13,246	-	-	-	-	-
Council Contingency	34,000	53,317	56,490	-	-	-
Major Mainence Reserve	641	-	-	-	-	-
Flood Mitigation Maintenanace	221,868	9,839	-	-	-	-
Emergency Preparedness	-	12,857	-	-	-	-
High Water CY	222,365	-	-	-	-	-
School Budgetary Stabilization	-	-	-	-	-	-
Incident Mgmt Reserve	-	-	-	-	-	-
Major Maintenance Reserve	417	-	-	-	-	-
Master Planning	403,590	223,807	-	-	-	-
Overtime - Incident	-	-	-	-	-	-
Land Development	223,735	-	-	-	-	-
Emergency Prepardness	22,236	-	-	-	-	-
Overtime - Prepardness	175	-	-	-	-	-
Landfill Closure Reserve	-	-	-	2,049,302	2,049,302	-
PVMC Reserve Transfer	-	-	-	-	-	-
Special Events Reserve	(415)	-	-	-	-	-
Revenue Reserve	-	-	-	-	-	-
Temp Wages - Prepardness	46,651	-	-	-	-	-
Dike Repairs	136,000	360,252	16,909	-	-	-
Beautification Commitee	33,299	12,597	-	-	-	-
Temporary Wages - Incident	-	-	-	-	-	-
LEPC Grant	3,933	-	-	-	-	-
LEPC Grant Expense	6,984	-	-	-	-	-

Reserve Funds Detail

	Actual	Estimate			Adopted Budget	
	2017	2018	2019	2020	2020	2021
Equipment	2,390,384	1,445,453	2,137,020	2,263,361	2,113,361	3,665,236
Major Equipment Reserve	2,023,819	1,445,453	1,596,999	1,305,532	1,405,532	2,807,723
Technology Reserve	366,565	-	540,021	957,829	707,829	857,513
Temp Wages	-	-	-	-	-	-
Projects	1,522,039	59,895	3,514,188	6,677,181	679,000	-
COV Properties Conc/Asph Repair	-	-	-	-	-	-
Road and Sidewalk repairs	15,472	59,895	150,549	-	-	-
Projects Planning Reserve	-	-	-	-	-	-
COV Properties Conc/Asph Repair	-	-	-	50,000	50,000	-
Sewer & Lift Station Repairs	15,278	-	-	35,000	35,000	-
Harbor Major Maint & Replace	-	-	396,670	500,000	500,000	-
Major Maintenance Reserve	1,491,288	-	2,966,969	6,092,181	94,000	-
FTE Payroll	4,365	-	-	-	-	-
Salaries and Wages	45	-	-	-	-	-
Benefits	86	-	-	-	-	-
Salaries and Wages - Incident	-	-	-	-	-	-
Benefits - Incident	-	-	-	-	-	-
Benefits - Preparedness	4,235	-	-	-	-	-
Grand Total	6,404,086	3,244,886	6,862,360	12,226,165	8,968,583	11,504,334

Debt Service Fund Summary

	Actual	Estimate			Adopted Budget	
	2017	2018	2019	2020	2020	2021
Revenue	(1,609,113)	(2,032,268)	(1,921,625)	(369,367)	(908,034)	(15,000)
Debt Service	(1,609,113)	(2,032,268)	(1,921,625)	(369,367)	(908,034)	(15,000)

	Actual	Estimate			Adopted Budget	
	2017	2018	2019	2020	2020	2021
Expense	4,109,230	1,791,651	2,699,926	3,968,121	4,394,551	3,981,536
Debt Service	4,109,230	1,791,651	2,699,926	3,968,121	4,394,551	3,976,536
Contracts	-	-	-	-	-	5,000

Housing Fund Summary

	Actual	Estimate			Adopted Budget	
	2017	2018	2019	2020	2020	2021
Revenue	(23,099)	(36,607)	(79,168)	(40,000)	(40,000)	(25,000)
Interest	(23,099)	(36,607)	(79,168)	(40,000)	(40,000)	(25,000)

	Actual	Estimate			Adopted Budget	
	2017	2018	2019	2020	2020	2021
Expense	-	-	-	-	-	-
FTE Payroll	-	-	-	-	-	-
Other Personnel	-	-	-	-	-	-
Other Operating	-	-	-	-	-	-
Contracts	-	-	-	-	-	-

Capital Projects Fund Summary

	Actual		Estimate	Adopted Budget		
	2017	2018	2019	2020	2020	2021
Revenue	(3,239,703)	(3,699,119)	(812,971)	(1,095,848)	(300,800)	(150,000)
Interest	(238,029)	(348,599)	(812,971)	(300,800)	(300,800)	(150,000)
Administration	(3,001,674)	(3,350,521)				
Misc Revenue			-	(795,048)	-	

	Actual		Estimate	Adopted Budget		
	2017	2018	2019	2020	2020	2021
Expense	22,729,525	24,980,910	9,220,157	(1,333,394)	-	-
FTE Payroll	-					
Other Personnel	-					
Other Operating	-					
Projects	22,729,525	24,980,910	9,220,157	(1,333,394)	-	

FUND NAME	General Fund
DEPT NAME	All
REV/EXP	REV

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
001-0000-31100	Real Property Taxes - Current	(43,842,159)	(43,926,013)	(44,639,079)	(44,801,096)	(44,000,000)	(44,600,000)
001-0000-31126	Real Property Prior Years	-	-	-	-	-	-
001-0000-31400	Hotel & Motel Tax	(398,262)	(445,299)	(427,353)	(140,000)	(450,000)	(350,000)
001-0000-31410	Hotel & Motel Tax Penalty & In	(1,043)	-	(100)	(1,500)	(1,500)	(300)
001-0000-31600	Telephone & Electric Coop Tax	(202,890)	(207,247)	(209,109)	(209,108)	(202,300)	(207,000)
001-0000-31700	Cruise Ship Passenger Tax	-	(1,710)	-	(61,845)	(2,800)	(30,000)
001-0000-31900	Penalty & Interest on Delinque	(58,759)	(55,566)	(65,308)	(20,300)	(40,000)	(40,000)
001-0000-31920	P&I TAPS Supplemental 07-09	-	-	(14,671)	-	-	-
001-0000-31950	Reimbursement of Foreclosure	(3,529)	-	-	-	-	-
001-0000-32100	City Business Licenses	-	-	-	-	-	-
001-0000-32110	Liquor Licenses	(10,800)	(16,700)	(8,300)	(10,800)	(10,800)	(5,800)
001-0000-32200	Other Licenses	(2,351)	(125)	300	(100)	(100)	-
001-0000-32210	Building Permits	(1,659)	(2,775)	(2,970)	(2,280)	(2,300)	(2,300)
001-0000-32212	Septic Reviews	-	-	-	-	-	-
001-0000-33302	PILT - Federal	(741,041)	(763,562)	(787,968)	(779,854)	(732,300)	(760,000)
001-0000-33416	Jail Grant	(363,249)	(390,875)	(398,000)	(365,100)	(365,100)	(365,100)
001-0000-33417	Misc Library Grants	-	-	-	-	-	-
001-0000-33418	Library Consortium Grant	(13,500)	(13,500)	(13,500)	(13,500)	(13,500)	(13,500)
001-0000-33419	Library Grant	(7,000)	(7,000)	(7,000)	(7,000)	(7,000)	(7,000)
001-0000-33420	Litter Prevention Grant (ALPAR	(2,200)	(2,200)	-	(2,200)	(2,200)	-
001-0000-33430	SOA DNR Forestry Grant	(7,500)	(6,750)		(5,000)	-	(2,500)
001-0000-33550	State Revenue Sharing Program	-	(325,083)	(130,272)	(75,000)	(75,000)	(75,000)
001-0000-33592	National Forest Receipts	(28,270)	(1,237,555)	(1,263,887)	(1,208,310)	-	(1,200,000)
001-0000-33620	PILT - North Pacific Rim Housi	(4,984)	(6,718)	(7,487)	(2,100)	(2,100)	(2,100)

FUND NAME	General Fund
DEPT NAME	All
REV/EXP	REV

		2017	2018	2019	2020	2020	2021
001-0000-33640	PILT - Alaska Housing Finance	(1,949)	-	-	-	-	-
001-0000-33920	Harbor Residential Surcharge	(3,558)	(4,268)	(3,716)	(3,148)	(3,400)	(3,900)
001-0000-34020	Civic Center Rental Fees	(45,279)	(41,090)	(48,756)	(5,553)	(40,000)	(40,000)
001-0000-34034	Civic Center Catering	(16,578)	(25,684)	(23,219)	(1,902)	(24,000)	(24,000)
001-0000-34036	Civic Center Movies	(94,723)	(93,673)	(103,052)	(37,906)	(90,000)	(90,000)
001-0000-34038	Civic Center Concessions	(72,602)	(72,124)	(73,538)	(28,226)	(65,000)	(65,000)
001-0000-34040	Fuel	-	-	-	-	-	-
001-0000-34100	Ordinance Violations	(8,016)	(10,359)	(12,829)	(1,991)	(16,100)	(16,100)
001-0000-34122	Appraisal Reimbursement	(1,500)	(4,500)	(4,500)	-	-	-
001-0000-34130	Planning & Zoning Application	-	-	-	-	-	-
001-0000-34132	Land Lease Application Fee	-	-	-	-	-	-
001-0000-34133	Copy Sales (BlueLine Only)	(731)	(516)	(881)	(442)	(600)	(600)
001-0000-34136	Gravel Sales	(45,908)	(18,600)	(12,000)	(9,600)	(13,500)	(13,500)
001-0000-34160	Other Services & Sales	(26)	-	(55)	-	-	-
001-0000-34204	Police Donations	-	(100)	(274)	(10)	-	-
001-0000-34206	Inmate Medical Payments	-	-	-	(7,290)	-	-
001-0000-34210	Police Misc Revenue	(80)	(50)	(10)	(20)	(100)	-
001-0000-34212	Police Fingerprint/Pictures	(2,780)	(2,571)	(2,530)	(1,880)	(2,300)	(2,300)
001-0000-34214	Vehicle Inspection Fee	-	-	-	-	-	-
001-0000-34216	Police Process Service	-	(130)	-	-	-	-
001-0000-34218	911 Surcharge	(27,498)	4,438	-	-	-	-
001-0000-34220	Fire Misc Training Revenue	(540)	(300)	(460)	-	-	-
001-0000-34222	EMS - Seat Belt Citation	-	-	(15)	-	-	-
001-0000-34430	Dumpsters	(50,405)	(57,129)	(55,316)	(51,200)	(51,200)	(51,200)
001-0000-34434	Port Refuse VCT Domestic	(240)	-	-	-	-	-

FUND NAME	General Fund
DEPT NAME	All
REV/EXP	REV

		2017	2018	2019	2020	2020	2021
001-0000-34438	Port Refuse City Dock	-	-	-	-	-	-
001-0000-34442	Solid Waste Revenue	(115,464)	(102,610)	(105,383)	(37,329)	(100,000)	(95,300)
001-0000-34444	Recycling	(224)	-	(376)	-	-	-
001-0000-34515	Ambulance Service	(20,774)	(40,966)	(44,856)	(9,132)	(30,200)	(30,200)
001-0000-34544	Animal Shelt Engraving	(1,020)	(1,040)	(1,020)	(360)	(1,100)	(1,000)
001-0000-34550	Animal Adoption Fees	(3,280)	(3,920)	(3,530)	(2,040)	(3,400)	(3,800)
001-0000-34551	Animal Boarding	(19,543)	(6,450)	3	-	-	-
001-0000-34552	Animal Fines/Impounds	(1,595)	(2,677)	(2,825)	(330)	(2,000)	(2,000)
001-0000-34553	Animal Cremations	(1,990)	(2,500)	(2,960)	(2,600)	(2,600)	(2,600)
001-0000-34554	Animal Licenses	(290)	(280)	(380)	(240)	(400)	(400)
001-0000-34556	Animal Maintenance Fees	(885)	(1,070)	(1,113)	(50)	(1,200)	(1,200)
001-0000-34702	Glacier Campground Revenue	-	-	-	-	-	-
001-0000-34704	Alison Point Camping Fees	-	(4,159)	(29,855)	(1,200)	(1,200)	(1,200)
001-0000-34706	Parks & Rec - Rental Fees	-	-	-	-	-	-
001-0000-34708	Park & Recraetion Special Even	-	-	-	-	-	-
001-0000-34710	Park & Recraetion Misc.	-	-	-	-	-	-
001-0000-34713	Teen Center Snak Bar/Vending	(3,347)	(2,395)	(8,199)	(5,000)	(5,000)	(5,000)
001-0000-34714	Teen Center Rentals	(3,937)	(6,361)	(3,234)	(720)	(3,500)	(2,500)
001-0000-34715	Park & Recreation Revenue	(25,974)	(17,128)	(10,697)	(10,600)	(10,600)	(10,600)
001-0000-34716	Teen Council Revenue	-	(80)	(880)	-	-	-
001-0000-34720	Pool Revenue	(13,230)	(13,133)	(11,357)	(12,892)	(13,000)	(9,500)
001-0000-34722	Ski Hill Revenue	-	(265)	(245)	(70)	-	-
001-0000-34725	Valdez Cemetery Fees	-	-	-	-	-	-
001-0000-34760	Library Sales	(3,237)	(1,748)	(2,998)	(588)	(3,200)	(2,800)
001-0000-34766	Library Donations	(10,049)	(8,642)	(10,362)	(6,000)	(6,000)	(6,000)

FUND NAME	General Fund
DEPT NAME	All
REV/EXP	REV

	2017	2018	2019	2020	2020	2021
001-0000-34950 Misc Sales	(30)	(1)	(740)	-	-	-
001-0000-34952 Civic Center Misc.	(1,060)	-	-	-	-	-
001-0000-35120 Library Fines	(1,982)	(1,883)	(2,816)	(758)	(3,000)	(3,000)
001-0000-35200 PVMC Reserve Transfer	-	-	-	-	-	-
001-0000-35510 Bremner Street Assessments	(3,128)	-	-	-	-	-
001-0000-35520 Harbor Area LID (Water/ Sewer)	-	-	-	-	-	-
001-0000-36110 Interest Income	(644,284)	(839,509)	(1,570,601)	(944,430)	(1,050,000)	(442,500)
001-0000-36140 Interest Charges on A/R and Ci	(2,038)	719	(2,078)	(1,500)	(1,500)	(1,900)
001-0000-36200 Property Rentals	(144,752)	(172,082)	(166,736)	(147,700)	(147,700)	(212,700)
001-0000-36210 Equipment Rental	-	-	-	-	-	-
001-0000-36440 Animal Control Donations/ Misc	(1,063)	(125)	(245)	(10)	(250)	-
001-0000-39200 Land Sales	-	-	-	-	-	-
001-0000-39210 Sale of Equipment	-	-	-	-	-	-
001-0000-39352 PY Property Tax Adj	-	-	-	-	-	-
001-0000-39500 Revenue/Expense Clearing	(3,164)	(900)	230,710	-	-	-
001-0000-39510 Other Misc Revenue	(1,765)	(7,121)	(2,970)	(60)	-	-
001-0000-39520 Reimbursements of Expenditure	(67,531)	(73,180)	(379,823)	(85,000)	-	-
001-0000-39600 Recovery of Written Off Accoun	(1,220)	(233)	(521)	(500)	(500)	(500)
001-0000-39610 Cash Over/Short	267	238	573	-	-	-
Grand Total	(47,158,196)	(49,044,833)	(50,451,368)	(49,123,370)	(47,599,550)	(48,801,900)

FUND NAME	General Fund
DEPT NAME	Administration
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
001-5100-41100	Salaries and Wages	403,136	269,559	318,447	308,172	308,172	312,531
001-5100-41150	Temporary Wages	-	-	-	-	-	-
001-5100-41200	Overtime	133	922	956	1,658	1,658	-
001-5100-41300	Benefits	128,525	142,302	157,208	170,946	170,946	171,464
001-5100-41550	Wellness Program	14,833	17,457	15,605	22,000	20,000	-
001-5100-43200	Professional Fees & Services	-	-	1,000	-	-	-
001-5100-43400	Contractual Services	-	1,212	-	14,500	150,000	-
001-5100-45300	Communications/Postage	39,487	26,983	30,470	34,000	34,000	34,000
001-5100-45400	Advertising & Promotion	23,747	24,455	14,970	18,000	24,000	24,000
001-5100-45500	Reproduction & Copying	11,143	8,088	7,697	13,000	13,000	13,000
001-5100-45800	Travel & Transportation	13,990	12,026	13,264	20,000	26,000	28,000
001-5100-45900	Training	1,333	1,050	1,331	3,000	3,000	4,000
001-5100-46100	Office Supplies	14,332	10,224	12,697	13,000	15,000	15,000
001-5100-46120	Operating Supplies	1,162	421	-	-	-	-
001-5100-46200	Heating	47,154	61,174	47,184	68,500	68,500	-
001-5100-46220	Electricity	115,256	115,345	97,958	110,000	110,000	-
001-5100-46260	Vehicle & Equipment Fuels	63	(1,220)	-	-	-	-
001-5100-46400	Dues & Subscriptions	440	613	1,426	2,000	2,000	3,000
001-5100-46500	Clothing	-	150	217	225	225	225
001-5100-47300	Other Capital Equipment	5,715	-	-	-	-	-
001-5100-47430	Office/Capital Expense	4,149	-	-	2,500	2,500	2,500
001-5100-48500	Contingencies	463	150	500	15,000	15,000	50,000
Grand Total		825,062	690,909	720,930	816,501	964,000	657,720

FUND NAME	General Fund
DEPT NAME	Animal Control
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
001-3400-41100	Salaries and Wages	153,294	166,949	181,962	213,000	190,248	206,237
001-3400-41150	Temporary Wages	23,863	19,864	22,859	21,679	20,679	23,867
001-3400-41200	Overtime	8,188	12,315	11,377	13,000	13,577	15,523
001-3400-41300	Benefits	96,296	111,373	122,050	149,207	149,207	155,051
001-3400-43200	Professional Fees & Services	1,219	1,506	619	3,500	8,775	6,175
001-3400-43400	Contractual Services	2,232	99	517	7,800	4,000	1,000
001-3400-43404	Volunteer Services	1,021	2,577	102	1,500	1,500	1,500
001-3400-43424	Permits	-	-	-	-	-	-
001-3400-45300	Communications/Postage	3,078	2,366	2,578	3,950	3,950	4,790
001-3400-45400	Advertising & Promotion	4,542	3,892	5,139	4,200	7,700	8,300
001-3400-45500	Printing	770	1,503	2,225	5,800	5,800	3,535
001-3400-45800	Travel & Transportation	4,502	8,290	9,157	500	10,600	7,800
001-3400-45900	Training	850	1,175	1,005	1,000	2,900	7,300
001-3400-46120	Operating Supplies	20,681	21,835	22,974	24,100	24,100	22,650
001-3400-46200	Heating	27,140	25,229	23,117	28,500	28,500	-
001-3400-46220	Electricity	16,308	17,400	12,899	17,500	17,500	-
001-3400-46260	Vehicle & Equipment Fuels	2,571	4,131	3,855	4,500	5,000	5,000
001-3400-46400	Dues & Subscriptions	195	385	351	490	490	490
001-3400-46420	Public Awareness	-	170	-	-	-	-
001-3400-46500	Clothing	2,292	3,105	2,958	3,000	3,000	3,500
001-3400-47300	Other Capital Equipment	-	-	25,840	13,487	15,900	-
001-3400-47430	Office/Capital Expense	10,338	7,599	10,571	2,700	3,000	10,320
Grand Total		379,378	411,763	462,153	519,413	516,426	483,037

FUND NAME	General Fund
DEPT NAME	Building Maintenance
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
001-4200-41100	Salaries and Wages	468,400	515,486	554,642	595,398	595,398	658,188
001-4200-41150	Temporary Wages	31,567	81,943	53,349	40,000	76,796	78,739
001-4200-41200	Overtime	27,788	30,212	35,774	30,000	41,997	45,101
001-4200-41300	Benefits	333,461	399,759	430,359	443,705	443,705	459,476
001-4200-43400	Contractual Services	199,840	215,007	260,516	150,000	221,354	172,965
001-4200-43424	Permits	50	-	-	-	-	-
001-4200-44110	Water						450
001-4200-44230	Janitorial Services	183,540	183,717	172,036	191,575	191,575	283,175
001-4200-44420	Equipment Rental	170	841	2,494	3,100	3,100	3,100
001-4200-45300	Communications/Postage	19,080	22,206	19,954	19,890	19,890	12,700
001-4200-45400	Advertising & Promotion	-	-	-	-	-	-
001-4200-45500	Reproduction & Copying	2,182	2,725	2,859	3,200	3,200	700
001-4200-45800	Travel & Transportation	4,071	6,464	8,801	800	13,000	11,400
001-4200-45900	Training	8,559	7,328	16,000	10,000	19,300	17,150
001-4200-46100	Office Supplies	1,921	1,901	2,072	2,500	2,500	2,500
001-4200-46120	Operating Supplies	130,189	168,538	178,180	175,000	185,503	176,010
001-4200-46200	Heating	22,620	29,712	23,803	22,960	22,960	396,500
001-4200-46220	Electricity	15,058	14,475	12,591	15,450	15,450	388,500
001-4200-46260	Vehicle & Equipment Fuels	11,711	13,871	13,208	12,000	15,600	13,500
001-4200-46400	Dues & Subscriptions	1,346	1,951	1,638	1,900	1,900	1,900
001-4200-46500	Clothing	2,704	4,884	3,239	4,075	4,075	4,075
001-4200-46700	Parts & Supplies for Equipment	14,371	14,700	14,846	15,000	15,000	20,000
001-4200-46950	Miscellaneous Supplies	-	-	-	-	-	-
001-4200-47300	Other Capital Equipment	15,809	-	-	-	-	-
001-4200-47430	Office/Capital Expense	18,585	31,894	30,955	20,000	31,500	27,500
001-4200-48500	Contingencies	-	-	-			
Grand Total		1,513,021	1,747,613	1,837,317	1,756,553	1,923,802	2,773,629

FUND NAME	General Fund
DEPT NAME	City Clerk
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
001-5350-41100	Salaries and Wages	324,229	330,376	345,686	362,179	362,179	400,747
001-5350-41150	Temporary Wages	10,912	4,499	6,471	-	-	-
001-5350-41200	Overtime	3,983	3,795	3,899	8,891	8,891	7,640
001-5350-41300	Benefits	212,551	206,939	245,262	243,839	243,839	256,070
001-5350-43200	Professional Fees & Services	1,611	2,335	1,235	3,000	3,000	3,000
001-5350-43350	Elections	7,160	8,103	14,095	16,000	16,000	16,000
001-5350-43400	Contractual Services	7,510	7,510	7,510	7,510	7,510	7,510
001-5350-45300	Communications/Postage	2,378	1,240	1,358	1,900	1,900	1,900
001-5350-45400	Advertising & Promotion	-	-	1,492	2,000	2,000	2,000
001-5350-45500	Reproduction & Copying	-	-	-	-	-	-
001-5350-45800	Travel & Transportation	16,657	17,344	19,481	18,000	18,000	18,000
001-5350-45900	Training	5,044	4,944	6,904	6,000	6,000	6,000
001-5350-46100	Office Supplies	823	2,179	1,046	2,600	2,600	2,600
001-5350-46400	Dues & Subscriptions	1,314	1,058	1,454	1,500	1,500	1,500
001-5350-46500	Clothing	150	200	346	250	250	250
001-5350-46950	Records Management	4,284	791	3,438	5,000	5,000	5,000
001-5350-47300	Other Capital Equipment	-	8,385	-	-	-	-
001-5350-47430	Office/Capital Expense	989	-	765	-	-	-
Grand Total		599,597	599,698	660,441	678,669	678,669	728,217

FUND NAME	General Fund
DEPT NAME	City Council
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
001-5300-43200	Professional Fees & Services	164,395	165,433	166,193	172,000	172,000	172,000
001-5300-43302	Professional Fees: Gas Line De	1,120	-	-	10,000	10,000	10,000
001-5300-43400	Contractual Services	-	-	-	-	-	-
001-5300-45300	Communications/Postage	3,940	4,144	3,948	3,500	3,500	3,500
001-5300-45400	Advertising & Promotion	56,491	47,383	52,575	55,500	55,500	55,500
001-5300-45800	Travel & Transportation	11,337	13,670	24,469	20,000	20,000	20,000
001-5300-45900	Training	1,859	1,475	2,725	5,000	5,000	5,000
001-5300-46100	Office Supplies	986	491	464	1,500	1,500	1,500
001-5300-46200	Heating	2,950	3,551	3,618	3,000	3,000	-
001-5300-46220	Electricity	-	-	-	-	-	-
001-5300-46400	Dues & Subscriptions	6,447	7,331	5,386	7,500	7,500	7,500
001-5300-46500	Clothing	-	-	-	1,000	1,000	1,000
001-5300-46950	Stipened	6,300	11,725	12,750	15,600	11,250	18,000
001-5300-47300	Other Capital Equipment	-	-	-	-	-	-
001-5300-47430	Office/Capital Expense	-	-	-	-	-	-
001-5300-48500	Contingencies	13,351	4,346	47,247	60,000	60,000	60,000
Grand Total		269,176	259,548	319,377	354,600	350,250	354,000

FUND NAME	General Fund
DEPT NAME	Civic Center
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
001-6400-41100	Salaries and Wages	219,106	219,988	235,693	273,136	273,136	284,052
001-6400-41150	Temporary Wages	54,562	45,599	46,878	82,042	82,042	82,062
001-6400-41200	Overtime	6,681	5,803	6,396	10,307	10,307	4,527
001-6400-41300	Benefits	158,810	175,948	184,542	217,325	217,325	219,114
001-6400-43200	Professional Fees & Services	1,278	1,712	1,745	2,784	2,784	2,784
001-6400-43400	Contractual Services	9,324	2,055	367	6,800	6,800	6,800
001-6400-43424	Permits	-	-	-	-	-	-
001-6400-44320	Building & Grounds Maintenan	-	-	-	-	-	-
001-6400-44410	Lease Expense	-	-	-	-	-	-
001-6400-44425	Movie Rental & Freight	47,191	49,619	47,468	55,620	55,620	55,620
001-6400-45300	Communications/Postage	7,515	8,049	8,307	10,882	10,882	10,882
001-6400-45400	Advertising & Promotion	5,910	3,300	1,765	5,665	5,665	5,665
001-6400-45500	Reproduction & Copying	1,775	1,745	1,722	1,925	1,925	1,925
001-6400-45800	Travel & Transportation	-	-	940	2,500	2,500	5,500
001-6400-45900	Training	1,233	465	237	1,200	1,200	1,200
001-6400-46100	Office Supplies	937	851	369	1,191	1,191	1,191
001-6400-46120	Operating Supplies	17,641	12,532	19,324	17,505	17,505	25,005
001-6400-46200	Heating	42,800	52,624	48,478	60,000	60,000	-
001-6400-46220	Electricity	72,543	80,204	71,485	85,000	85,000	-
001-6400-46350	Concessions	40,570	35,582	37,350	32,445	32,445	37,445
001-6400-46400	Dues & Subscriptions	212	743	120	580	580	580
001-6400-46500	Clothing	491	345	391	700	700	700
001-6400-46700	Parts & Supplies for Equipment	1,732	1,071	1,055	1,133	1,133	1,133
001-6400-47300	Other Capital Equipment	6,139	-	4,255	-	-	9,500
001-6400-47430	Office/Capital Expense	3,235	4,832	4,823	15,600	15,600	28,500
001-6400-49550	Civic Events Ins Clearing		-	-	-	-	-
Grand Total		699,683	703,070	723,709	884,339	884,339	784,186

FUND NAME	General Fund
DEPT NAME	Community Development
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
001-5500-41100	Salaries and Wages	400,627	457,401	540,467	590,152	590,152	602,677
001-5500-41150	Temporary Wages	9,642	32,283	1,002	6,420	6,420	7,234
001-5500-41200	Overtime	6,401	2,940	1,822	3,960	3,960	4,684
001-5500-41300	Benefits	246,306	305,458	372,195	374,912	374,912	377,798
001-5500-43200	Professional Fees & Services	59,651	34,640	165,160	274,980	268,900	70,000
001-5500-43310	ACMP Special Project Grant	-	-	-	-	-	-
001-5500-43400	Contractual Services	51,338	57,365	27,959	600,877	585,000	365,000
001-5500-43402	Contractual Cadastral Survey	-	-	-	-	-	-
001-5500-43424	Permits	-	-	-	-	-	-
001-5500-44410	Lease Expense	-	-	-	-	-	-
001-5500-45300	Communications/Postage	1,731	874	1,511	1,200	1,800	4,260
001-5500-45400	Advertising & Promotion	10,086	2,854	1,580	3,000	8,600	10,300
001-5500-45500	Reproduction & Copying	3,152	2,714	6,687	6,000	5,000	6,000
001-5500-45800	Travel & Transportation	20,018	20,381	27,148	8,000	41,000	42,000
001-5500-45900	Training	10,536	4,457	9,074	4,000	20,000	33,400
001-5500-46100	Office Supplies	1,638	1,303	657	900	1,300	1,200
001-5500-46120	Operating Supplies	15,946	5,010	4,131	9,000	12,000	10,000
001-5500-46260	Vehicle & Equipment Fuels	427	528	554	500	650	550
001-5500-46400	Dues & Subscriptions	2,294	962	831	1,850	1,200	3,820
001-5500-46500	Clothing	618	351	77	600	800	800
001-5500-46700	Parts & Supplies for Equipment	-	-	-	-	-	-
001-5500-46950	Unreimbursed Grant Expense	-	-	-	-	-	-
001-5500-47300	Other Capital Equipment	-	-	-	-	-	-
001-5500-47430	Office/Capital Expense	-	-	-	-	-	-
001-5500-49520	Marine First Responder Grant	-	-	-	-	-	-
Grand Total		840,412	929,520	1,160,855	1,886,352	1,921,695	1,539,723

FUND NAME	General Fund
DEPT NAME	CSO
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
001-0150-48600	Dual Credit Program	60,936	70,000	70,000	170,000	110,000	-
001-0500-48600	Prince William Sound College	810,000	750,000	820,000	888,675	820,000	-
001-0700-48600	Valdez Arts Council	15,000	15,000	15,000	15,000	15,000	7,500
001-0710-48600	Valdez Youth Court			7,700	-	-	
001-0730-48600	Valdez Adventure Alliance	150,000	83,450	77,675	80,000	80,000	80,000
001-0740-48600	SWAN				40,463	40,643	40,400
001-0750-48600	Day Care Program			91,030	90,000	90,000	95,000
001-0760-48600	Valdez Torpedoes Swim Club				6,000	6,000	
001-0810-48600	Valdez Conv. and Vis. Bureau	446,245	446,245	446,245	458,245	458,245	446,245
001-0820-48600	Valdez Senior Center	264,000	489,000	265,000	265,000	265,000	300,000
001-0830-48600	Advocates for Victims of Violence	45,000	45,000	45,000	45,000	45,000	45,000
001-0840-48600	Valdez Fisheries Dvlp. Assoc.	110,000	110,000	214,417	110,000	110,000	110,000
001-0850-48600	Connecting Ties	-	62,904	32,000	50,000	50,000	100,000
001-0855-48600	KCHU	5,000	-	-	10,000	10,000	
001-0860-48600	Food Bank	45,292	35,000	35,000	40,000	40,000	40,000
001-0870-48600	Copper River Basin Child Adv Ct	10,400	10,900	10,900	10,900	10,900	11,400
001-0880-48600	Avalanche Center	52,500	52,500	52,500	52,500	52,500	50,000
001-0890-48600	Valdez Imagination Library	2,100	2,100	-	-	-	
001-6800-48600	Valdez Museum	455,000	475,000	475,000	475,000	475,000	475,000
Grand Total		2,471,473	2,647,099	2,657,467	2,806,783	2,678,288	1,800,545

FUND NAME	General Fund
DEPT NAME	Economic Development
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
001-5400-41100	Salaries and Wages	61,601	150,102	165,486	193,921	193,921	202,488
001-5400-41150	Temporary Wages		1,603	1,566	19,290	19,290	9,838
001-5400-41200	Overtime	580	4,217	1,441	337	1,543	-
001-5400-41300	Benefits	32,898	91,466	107,057	123,763	123,763	126,411
001-5400-43400	Contractual Services	96,621	11,836	41,865	75,000	45,000	60,000
001-5400-45300	Communications/Postage	1,027	1,243	3,482	3,000	4,740	2,000
001-5400-45400	Advertising & Promotion	1,087	103	19,337	25,000	28,000	50,000
001-5400-45500	Reproduction & Copying	255	-	1,023	2,000	2,000	5,000
001-5400-45800	Travel & Transportation	17,298	18,566	11,132	809	18,000	10,000
001-5400-45900	Training	3,830	5,748	1,950	4,000	3,000	5,000
001-5400-46100	Office Supplies	1,089	2,472	126	100	250	500
001-5400-46120	Operating Supplies	6,133	5,634	15,989	25,000	31,000	30,000
001-5400-46260	Vehicle & Equipment Fuels	354	196	-	100	1,000	500
001-5400-46400	Dues & Subscriptions	620	899	1,185	2,500	1,000	4,000
001-5400-46500	Clothing	50	314	303	300	275	300
001-5400-46950	Events	45	222,398	234,820	100,000	193,530	206,830
001-5400-47430	Office/Capital Expense	-	15,449	741	100,000	117,000	20,000
001-5400-48500	Contingencies	330	-	-	5,000	5,000	5,000
Grand Total		223,818	532,247	607,503	680,119	788,311	737,866

FUND NAME	General Fund
DEPT NAME	Education
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
001-0100-48600	Contributions	10,486,453	10,288,338	10,478,000	10,612,843	10,612,843	10,788,998
001-0100-48610	Dual Credit Program						110,000
001-0100-48620	Contributions - PWSC						820,000
Grand Total		10,486,453	10,288,338	10,478,000	10,612,843	10,612,843	11,718,998

FUND NAME	General Fund
DEPT NAME	Engineering
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
001-5780-41100	Salaries and Wages	337,377	326,075	515,332	573,454	573,454	628,187
001-5780-41150	Temporary Wages	-	-	-	-	-	7,500
001-5780-41200	Overtime	15,038	12,005	14,316	25,345	25,345	25,865
001-5780-41300	Benefits	211,830	213,916	313,397	385,939	385,939	405,523
001-5780-43200	Professional Fees & Services	-	-	-	5,000	-	5,000
001-5780-43400	Contractual Services	108,626	43,949	169,595	277,751	100,000	75,000
001-5780-43424	Permits	-	-	-	-	-	-
001-5780-44410	Lease Expense	-	-	-	-	-	-
001-5780-45300	Communications/Postage	4,604	4,150	6,853	7,200	7,200	6,000
001-5780-45400	Advertising & Promotion	415	-	-	-	-	-
001-5780-45500	Reproduction & Copying	7,468	3,821	4,630	5,660	5,660	2,220
001-5780-45800	Travel & Transportation	2,413	1,504	1,042	8,700	8,700	8,700
001-5780-45900	Training	1,819	467	6,866	5,700	5,700	5,700
001-5780-46100	Office Supplies	1,346	1,098	1,089	2,500	2,500	2,500
001-5780-46120	Operating Supplies	501	6,435	6,601	3,200	3,200	3,200
001-5780-46260	Vehicle & Equipment Fuels	2,238	1,992	3,370	5,500	5,500	5,500
001-5780-46400	Dues & Subscriptions	440	501	834	1,000	1,000	1,500
001-5780-46500	Clothing	1,550	1,655	1,982	2,400	2,400	2,400
001-5780-47300	Other Capital Equipment	-	-	-	-	-	-
001-5780-47430	Capital Equipment	-	-	-	-	-	-
Grand Total		695,664	617,570	1,045,907	1,309,348	1,126,597	1,184,795

FUND NAME	General Fund
DEPT NAME	Finance
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
001-5200-41100	Salaries and Wages	422,701	444,001	439,230	457,192	469,939	452,829
001-5200-41150	Temporary Wages	-	-	-	-	-	3,634
001-5200-41200	Overtime	5,305	1,894	3,666	14,000	6,779	8,154
001-5200-41300	Benefits	254,732	297,525	302,617	284,740	298,766	297,590
001-5200-43200	Professional Fees & Services	110,888	101,911	103,355	90,000	84,000	105,751
001-5200-43212	Professional fees 07-09 TAPS	-	-	-	-	-	-
001-5200-43400	Contractual Services	253,429	48,467	96,311	96,544	84,500	115,500
001-5200-45300	Communications/Postage	1,220	838	701	876	880	835
001-5200-45400	Advertising & Promotion	2,582	252	-	6,000	6,000	10,000
001-5200-45500	Reproduction & Copying	3,599	7,089	3,406	3,700	3,500	1,000
001-5200-45800	Travel & Transportation	845	542	4,991	8,400	8,400	9,516
001-5200-45900	Training	9,627	1,279	2,013	1,500	5,945	8,194
001-5200-46120	Operating Supplies	2,372	7,008	2,428	6,000	6,163	6,300
001-5200-46400	Dues & Subscriptions	634	595	574	880	990	735
001-5200-46500	Clothing	-	363	-	300	300	300
001-5200-47300	Other Capital Equipment	-	-	-	-	-	-
001-5200-47430	Office/Capital Expense	1,403	-	-	-	-	-
Grand Total		1,069,337	911,763	959,292	970,132	976,162	1,020,337

FUND NAME	General Fund
DEPT NAME	Fire/EMS
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
001-3200-41100	Salaries and Wages	836,614	866,153	898,917	942,638	942,638	958,336
001-3200-41150	Temporary Wages	33,070	50,688	49,366	44,500	49,019	169,092
001-3200-41200	Overtime	102,213	97,580	96,458	85,000	102,609	96,332
001-3200-41201	Overtime Homeland Security	-	-	-	-	-	-
001-3200-41300	Benefits	550,941	622,137	689,382	657,728	657,728	674,053
001-3200-43200	Professional Fees & Services	6,401	19,599	28,915	33,500	36,000	141,870
001-3200-43400	Contractual Services	7,203	21,600	19,910	5,500	121,500	5,000
001-3200-43404	Volunteer Services	19,338	35,290	40,754	44,000	44,000	46,000
001-3200-43424	Permits	-	-	-	-	-	-
001-3200-44310	Vehicle Maintenance	2,788	254	463	1,900	1,000	2,000
001-3200-44410	Lease Expense	-	-	-	-	-	-
001-3200-45300	Communications/Postage	5,283	4,306	4,426	7,900	7,900	6,800
001-3200-45400	Advertising & Promotion	-	315	2,864	2,500	3,000	3,000
001-3200-45500	Printing	3,658	2,888	3,450	5,000	5,000	500
001-3200-45800	Travel & Transportation	35,885	38,237	33,454	28,000	35,000	35,000
001-3200-45900	Training	22,420	23,654	23,608	15,000	34,000	46,000
001-3200-45910	DNR Fire Assist Training Grant	7,500	6,750	2,633	5,000	-	-
001-3200-46100	Office Supplies	672	407	811	1,200	800	1,000
001-3200-46120	Operating Supplies	87,487	100,597	104,543	94,500	94,500	95,000
001-3200-46200	Heating	9,247	11,930	11,321	10,000	10,000	-
001-3200-46220	Electricity	6,444	5,812	5,064	7,000	7,000	-
001-3200-46260	Vehicle & Equipment Fuels	12,769	16,206	12,599	10,000	10,000	10,000
001-3200-46400	Dues & Subscriptions	2,180	2,422	2,455	2,400	2,450	2,500
001-3200-46420	Public Awareness	1,793	1,505	2,019	1,900	3,500	3,500
001-3200-46500	Clothing	4,692	4,057	5,030	7,500	7,500	8,000
001-3200-46700	Parts & Supplies for Equipment	349	224	-	-	-	-
001-3200-46950	Misc Supplies	395	1,185	8,146	5,500	10,000	10,000
001-3200-47300	Other Capital Equipment	41,200	24,679	7,675	24,000	24,500	5,500
001-3200-47430	Office/Capital Expense	24,320	6,538	7,253	15,000	24,500	9,000
Grand Total		1,824,861	1,965,011	2,061,516	2,057,166	2,234,144	2,328,483

FUND NAME	General Fund
DEPT NAME	Hospital
REV/EXP	EXP

	2017	2018	2019	2020	2020	2021
	Actual	Actual	Actual	Estimate	Budget	Budget
001-0200-41100 Salaries and Wages	-					
001-0200-41150 Temporary Wages	-					
001-0200-41200 Overtime	-					
001-0200-41300 Benefits	-					
001-0200-43400 Contractual Services	-					
001-0200-44225 Rural Snow Removal	-					
001-0200-45300 Communications/Postage	-					
001-0200-45800 Travel & Transportation	-					
001-0200-45900 Training	-					
001-0200-46120 Operating Supplies	-					
001-0200-46950 PVMC Partnership Program	20,000					
001-0200-47300 Other Capital Equipment	-					
001-0200-48600 Contributions	130,000	130,000	130,000	170,000	170,000	215,000
Grand Total	150,000	130,000	130,000	170,000	170,000	215,000

FUND NAME	General Fund
DEPT NAME	Human Resources
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
001-5150-41100	Salaries and Wages	184,101	186,107	152,293	176,464	176,464	184,581
001-5150-41200	Overtime	208	1,002	-	1,000	2,956	1,428
001-5150-41300	Benefits	102,660	113,092	91,818	107,742	107,742	109,931
001-5150-41550	Wellness Program				-	-	20,000
001-5150-43200	Professional Fees & Services	7,039	6,062	5,069	5,200	9,000	9,000
001-5150-43400	Contractual Services	-	10,595	22,955	5,000	5,000	-
001-5150-45300	Communications/Postage	441	747	1,228	1,320	1,000	2,320
001-5150-45400	Advertising & Promotion	-	18	-	1,000	1,000	1,000
001-5150-45500	Reproduction & Copying	-	-	-	-	-	-
001-5150-45800	Travel & Transportation	1,277	4,637	2,429	3,000	27,040	22,000
001-5150-45900	Training	11,393	549	17,159	8,500	13,160	11,800
001-5150-46100	Office Supplies	1,897	3,946	978	3,000	3,000	3,000
001-5150-46120	Operating Supplies	4,061	-	-	-	-	-
001-5150-46400	Dues & Subscriptions	199	587	209	1,210	1,210	1,245
001-5150-46500	Clothing	-	90	120	100	100	100
001-5150-46950	Recruitment	37,798	39,318	13,961	4,500	30,000	25,000
001-5150-47300	Other Capital Equipment	-	-	-	-	-	-
001-5150-47500	Employee Recognition	3,390	3,856	3,199	7,000	7,000	7,000
001-5150-48500	Contingencies	5,633	4,617	4,770	5,000	5,000	5,000
Grand Total		360,096	375,224	316,187	330,036	389,673	403,405

FUND NAME	General Fund
DEPT NAME	Information Services
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
001-5050-41100	Salaries and Wages	425,359	284,075	366,616	404,052	475,355	493,256
001-5050-41150	Temporary Wages	-	-	-	-	-	-
001-5050-41200	Overtime	120	1,576	18	-	-	-
001-5050-41300	Benefits	250,957	168,917	237,601	223,593	286,658	292,466
001-5050-43400	Contractual Services	94,304	180,645	23,655	15,000	21,000	60,000
001-5050-45300	Communications/Postage	113,720	109,459	323,554	280,000	292,780	276,280
001-5050-45400	Advertising & Promotion	-	-	42	50	50	50
001-5050-45800	Travel & Transportation	6,972	4,533	15,704	1,983	26,220	27,800
001-5050-45900	Training	12,319	15,192	21,501	970	20,000	25,000
001-5050-46110	Data Processing	6,352	1,035	5,116	12,700	10,000	7,000
001-5050-46120	Operating Supplies	4,155	1,175	704	1,500	2,300	2,300
001-5050-46260	Vehicle & Equipment Fuels	181	250	183	180	300	250
001-5050-46500	Clothing	248	312	1,445	1,500	1,500	1,000
001-5050-46700	Parts & Supplies for Equipment	7,367	12,853	14,815	10,000	11,000	13,000
001-5050-47300	Other Capital Equipment	-	-	-	-	-	-
001-5050-47430	Office/Capital Expense	-	-	600	1,600	2,000	2,000
001-5050-48500	Contingencies	-	-	5,630	150	6,000	6,000
Grand Total		922,054	780,022	1,017,185	953,278	1,155,163	1,206,402

FUND NAME	General Fund
DEPT NAME	Insurance
REV/EXP	EXP

	2017	2018	2019	2020	2020	2021
	Actual	Actual	Actual	Estimate	Budget	Budget
001-5700-43200 Professional Fees & Services	15,000	33,000	36,000	36,000	36,000	36,000
001-5700-45200 Insurance	190,609	209,281	271,662	343,403	292,000	364,564
001-5700-45210 Insurance Contingencies	23,234	8,639	5,658	50,000	15,000	15,000
Grand Total	228,843	250,920	313,319	429,403	343,000	415,564

FUND NAME	General Fund
DEPT NAME	Law
REV/EXP	EXP

	2017	2018	2019	2020	2020	2021
	Actual	Actual	Actual	Estimate	Budget	Budget
001-5600-43200 Professional Fees & Services	1,050,060	1,996,911	1,479,214	1,650,000	1,650,000	1,650,000
001-5600-49525 TAPS Settlement Payment	-					
Grand Total	1,050,060	1,996,911	1,479,214	1,650,000	1,650,000	1,650,000

FUND NAME	General Fund
DEPT NAME	Law Enforcement
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
001-3500-41100	Salaries and Wages	1,008,177	1,052,445	1,171,951	1,200,000	1,214,721	1,311,866
001-3500-41150	Temporary Wages	-	-	-	-	-	-
001-3500-41200	Overtime	98,026	95,174	95,905	120,000	135,123	131,099
001-3500-41300	Benefits	589,159	669,526	800,895	777,000	777,019	807,480
001-3500-43200	Professional Fees & Services	4,866	2,398	14,000	12,500	15,500	15,500
001-3500-43308	K-9 Maintenance	-	-	-	-	-	-
001-3500-43400	Contractual Services	4,963	6,398	13,272	12,500	20,600	66,300
001-3500-43424	Permits	-	-	-	-	-	-
001-3500-45300	Communications/Postage	14,046	19,238	21,639	23,000	24,800	25,220
001-3500-45400	Advertising & Promotion	9,526	7,911	5,905	6,500	8,375	8,375
001-3500-45500	Reproduction & Copying	5,707	3,406	3,968	6,600	6,600	4,500
001-3500-45800	Travel & Transportation	24,910	21,744	28,015	15,000	35,500	38,500
001-3500-45900	Training	9,436	20,241	31,261	12,000	27,900	48,435
001-3500-46120	Operating Supplies	38,633	33,443	41,545	35,000	38,550	51,550
001-3500-46260	Vehicle & Equipment Fuels	26,704	32,587	30,191	30,000	30,000	30,000
001-3500-46400	Dues & Subscriptions	1,605	2,061	1,657	1,965	1,965	4,865
001-3500-46500	Clothing	10,049	8,848	9,564	10,000	10,000	10,400
001-3500-46950	Miscellaneous Supplies	1,405	2,934	9,050	15,000	15,000	15,000
001-3500-47300	Other Capital Equipment	3,838	13,232	-	4,000	5,000	5,000
001-3500-47430	Office/Capital Expense	-	332	-	25,000	25,000	-
Grand Total		1,851,050	1,991,918	2,278,819	2,306,065	2,391,653	2,574,089

FUND NAME	General Fund
DEPT NAME	Library
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
001-6100-41100	Salaries and Wages	218,323	255,942	286,515	304,838	304,838	325,825
001-6100-41150	Temporary Wages	6,541	7,348	6,168	3,000	7,800	6,500
001-6100-41200	Overtime	956	436	667	500	911	1,048
001-6100-41300	Benefits	117,316	141,269	178,072	222,395	222,395	228,715
001-6100-43400	Contractual Services	9,016	9,260	9,587	9,722	9,800	10,000
001-6100-43424	Permits	-	-	-	-	-	-
001-6100-45300	Communications/Postage	6,661	6,236	5,995	6,200	6,200	6,860
001-6100-45400	Advertising & Promotion	910	1,310	1,343	1,750	1,750	1,750
001-6100-45500	Reproduction & Copying	2,782	2,149	2,141	3,900	3,900	3,900
001-6100-45800	Travel & Transportation	1,859	1,413	3,979	384	2,500	1,000
001-6100-45900	Training	716	218	728	1,000	1,500	1,500
001-6100-46100	Office Supplies	4,454	6,094	3,254	4,100	4,100	4,100
001-6100-46120	Operating Supplies	35,961	35,680	38,493	35,000	35,000	37,000
001-6100-46200	Heating	21,001	30,034	22,768	18,000	18,000	-
001-6100-46220	Electricity	31,991	30,826	28,469	32,000	32,000	-
001-6100-46400	Dues & Subscriptions	375	375	375	375	375	500
001-6100-46500	Clothing	210	215	122	350	350	350
001-6100-47300	Other Capital Equipment	-	11,015	-	7,000	10,000	-
001-6100-47430	Office/Capital Expense	-	-	-	-	-	-
Grand Total		459,072	539,819	588,676	650,514	661,419	629,048

FUND NAME	General Fund
DEPT NAME	Park Maintenance
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
001-6500-41100	Salaries and Wages	108,876	102,112	158,169	216,013	216,013	242,609
001-6500-41150	Temporary Wages	98,019	80,295	98,561	114,575	108,175	136,486
001-6500-41200	Overtime	9,124	8,230	8,278	11,373	11,373	11,346
001-6500-41300	Benefits	107,128	83,495	128,016	168,085	168,085	186,601
001-6500-43400	Contractual Services	174,346	180,795	196,917	219,800	219,800	188,361
001-6500-43404	Volunteer Services	38	118	-	500	3,000	1,000
001-6500-44320	Building & Grounds Maintenanc	30,482	53,729	76,457	43,500	43,500	47,500
001-6500-44420	Equipment Rental	4,114	4,770	7,189	8,095	8,000	7,000
001-6500-45300	Communications/Postage	500	190	212	1,500	1,500	300
001-6500-45400	Advertising & Promotion	5,001	-	594	2,500	2,500	2,000
001-6500-45550	Reproduction & Copying	-	2,000	-	900	900	900
001-6500-45800	Travel & Transportation	993	-	-	-	2,200	2,800
001-6500-45900	Training	486	-	464	-	1,200	2,200
001-6500-46100	Office Supplies	589	93	525	1,100	600	3,600
001-6500-46120	Operating Supplies	25,685	20,697	29,786	25,000	25,000	26,500
001-6500-46200	Heating	7,176	7,986	879	8,000	8,000	-
001-6500-46220	Electricity	2,791	2,790	2,745	4,500	4,500	-
001-6500-46260	Vehicle & Equipment Fuels	7,546	8,373	8,490	7,500	8,500	7,000
001-6500-46400	Dues & Subscriptions	-	-	-	-	-	-
001-6500-46500	Clothing	3,677	2,447	2,611	1,700	1,700	2,500
001-6500-46700	Parts & Supplies for Equipment	1,443	2,418	1,697	4,500	5,000	5,000
001-6500-47300	Other Capital Equipment	36,772	47,918	14,061	-	-	19,700
001-6500-47430	Office/Capital Expense	2,690	7,720	1,316	10,000	10,000	10,000
Grand Total		627,475	616,177	736,966	849,141	849,547	903,402

FUND NAME	General Fund
DEPT NAME	Parks & Recreation
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
001-6200-41100	Salaries and Wages	328,126	304,287	322,576	312,000	320,316	317,282
001-6200-41150	Temporary Wages	267,014	234,480	198,861	200,000	362,275	421,378
001-6200-41200	Overtime	13,913	6,100	2,093	2,500	5,951	5,580
001-6200-41300	Benefits	232,974	231,168	255,159	250,000	267,694	272,856
001-6200-43400	Contractual Services	51,241	5,540	41,137	92,220	22,370	98,365
001-6200-43404	Volunteer Services	343	60	227	600	1,200	900
001-6200-43424	Permits	325	400	400	400	400	400
001-6200-44410	Lease Expense	-	-	-	-	-	-
001-6200-44420	Equipment Rental	2,179	2,093	906	500	1,000	1,000
001-6200-45300	Communications/Postage	10,030	10,275	13,137	13,500	13,590	13,370
001-6200-45400	Advertising & Promotion	11,434	11,646	12,837	22,000	24,000	30,480
001-6200-45500	Reproduction & Copying	5,324	8,709	6,690	4,000	4,875	1,500
001-6200-45800	Travel & Transportation	4,631	14,760	10,907	1,500	10,000	11,500
001-6200-45900	Training	6,877	8,981	2,390	7,000	10,000	11,800
001-6200-46100	Office Supplies	4,011	4,410	1,421	3,000	4,890	4,000
001-6200-46120	Operating Supplies	37,618	61,806	61,103	56,000	57,680	58,810
001-6200-46200	Heating	12,743	15,591	18,582	14,700	13,500	-
001-6200-46220	Electricity	14,880	15,335	15,907	15,500	15,500	-
001-6200-46260	Vehicle & Equipment Fuels	161	476	3,039	500	5,150	5,100
001-6200-46350	Concessions	3,086	3,444	8,988	3,200	7,000	7,000
001-6200-46400	Dues & Subscriptions	1,914	1,579	650	1,600	2,120	3,285
001-6200-46500	Clothing	4,414	6,266	4,524	4,000	4,790	4,440
001-6200-46950	Teen Council Expense	135	-	-	-	-	-
001-6200-47300	Other Capital Equipment	9,572	9,178	8,836	6,180	6,180	-
001-6200-47430	Office/Capital Expense	13,646	4,882	14,144	8,000	10,800	5,000
001-6200-47500	Events	156,341		-			
Grand Total		1,192,929	961,467	1,004,513	1,018,900	1,171,281	1,274,046

FUND NAME	General Fund
DEPT NAME	Public Safety
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
001-3150-41100	Salaries and Wages	620,279	597,973	622,175	701,159	673,107	730,829
001-3150-41150	Temporary Wages	3,195	-	11,963	-	-	-
001-3150-41200	Overtime	70,618	109,363	77,600	83,756	86,067	90,807
001-3150-41300	Benefits	393,157	448,858	473,436	471,337	483,331	502,552
001-3150-43200	Professional Fees & Services	4,982	825	3,314	9,860	9,860	10,640
001-3150-43400	Contractual Services	2,668	2,942	3,769	6,000	15,565	5,887
001-3150-43424	Permits	-	-	-	-	-	-
001-3150-44320	Building & Grounds Maintenan	-	-	-	-	-	-
001-3150-45300	Communications/Postage	13,604	15,047	11,796	16,800	176,800	178,332
001-3150-45400	Advertising & Promotion	1,624	2,119	2,400	2,900	2,900	3,050
001-3150-45800	Travel & Transportation	19,620	19,030	18,422	20,084	33,280	29,500
001-3150-45900	Training	6,747	5,489	5,153	4,610	8,480	10,175
001-3150-46100	Office Supplies	1,030	598	1,662	2,100	2,100	3,200
001-3150-46120	Operating Supplies	24,970	25,919	27,265	28,550	28,550	30,770
001-3150-46400	Dues & Subscriptions	662	331	335	435	435	435
001-3150-46500	Clothing	2,799	1,883	2,853	4,000	4,000	4,900
001-3150-46700	Parts & Supplies for Equipment	-	-	-	-	-	-
001-3150-47400	Other Capital Equipment	-	-	17,801	-	-	-
001-3150-47430	Office/Capital Expense	-	-	3,313	-	-	4,000
Grand Total		1,165,954	1,230,375	1,283,257	1,351,591	1,524,475	1,605,076

FUND NAME	General Fund
DEPT NAME	Solid Waste
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
001-7300-41100	Salaries and Wages	432,676	425,819	442,501	450,051	450,051	487,952
001-7300-41150	Temporary Wages	34,656	38,349	35,662	41,787	41,787	43,568
001-7300-41200	Overtime	81,700	78,611	86,350	100,504	100,504	106,089
001-7300-41300	Benefits	329,246	365,743	385,821	362,570	362,570	378,000
001-7300-43200	Professional Fees & Services	-	-	-	-	-	-
001-7300-43400	Contractual Services	265,924	289,409	344,005	700,000	759,520	619,719
001-7300-43424	Permits	3,528	5,000	5,000	5,000	5,000	5,000
001-7300-44420	Equipment Rental	-	-	-	-	-	-
001-7300-45300	Communications/Postage	5,374	5,313	9,421	7,035	7,035	11,535
001-7300-45400	Advertising & Promotion	-	-	-	500	1,000	250
001-7300-45500	Reproduction & Copying	-	-	-	-	-	600
001-7300-45800	Travel & Transportation	4,912	3,762	8,201	11,024	11,024	11,554
001-7300-45900	Training	6,884	2,925	267	4,125	4,125	3,875
001-7300-46100	Office Supplies	300	267	225	300	300	300
001-7300-46120	Operating Supplies	73,370	123,224	71,470	87,500	87,500	66,500
001-7300-46200	Heating	5,104	9,303	9,199	7,000	9,000	-
001-7300-46220	Electricity	44,464	40,513	32,838	45,000	45,000	-
001-7300-46260	Vehicle & Equipment Fuels	44,885	43,015	52,562	50,000	50,000	50,000
001-7300-46400	Dues & Subscriptions	1,323	1,390	1,354	2,540	2,540	1,560
001-7300-46500	Clothing	4,278	4,557	3,713	4,923	4,923	4,923
001-7300-46700	Parts & Supplies for Equipment	18,737	17,447	10,816	15,000	17,000	10,000
001-7300-46950	Miscellaneous Supplies	14,079	9,601	19,635	28,000	28,000	25,000
001-7300-47300	Other Capital Equipment	-	-	5,695	-	-	-
001-7300-47430	Office/Capital Expense	4,016	33,150	49,650	23,400	23,400	23,500
Grand Total		1,375,454	1,497,399	1,574,385	1,946,259	2,010,279	1,849,924

FUND NAME	General Fund
DEPT NAME	Streets/Shop
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
001-4400-41100	Salaries and Wages	636,009	643,272	647,016	683,880	683,880	738,544
001-4400-41150	Temporary Wages	16,057	20,357	32,069	30,495	30,495	30,707
001-4400-41200	Overtime	63,002	70,159	69,855	101,410	101,410	104,575
001-4400-41300	Benefits	440,325	471,988	494,073	497,479	497,479	516,964
001-4400-43200	Professional Fees & Services	-	-	-	-	-	-
001-4400-43400	Contractual Services	22,518	16,784	13,793	47,000	47,000	36,000
001-4400-43424	Permits	9,984	9,915	9,364	10,145	10,145	10,750
001-4400-44225	Rural Snow Removal	480,748	370,201	497,159	579,000	579,000	579,000
001-4400-44420	Equipment Rental	2,134	3,000	3,000	3,000	3,000	2,500
001-4400-45300	Communications/Postage	18,628	16,797	25,016	21,000	21,000	21,000
001-4400-45400	Advertising & Promotion	670	540	717	725	725	725
001-4400-45500	Reproduction & Copying	874	1,125	-	4,840	4,840	1,500
001-4400-45800	Travel & Transportation	5,236	5,688	284	2,000	10,400	10,400
001-4400-45900	Training	800	40	240	1,000	5,750	4,750
001-4400-46100	Office Supplies	432	850	474	850	850	850
001-4400-46120	Operating Supplies	134,526	134,069	147,783	142,000	142,000	139,000
001-4400-46200	Heating	125,496	126,516	112,493	145,000	145,000	-
001-4400-46220	Electricity	36,971	41,367	33,211	43,000	43,000	-
001-4400-46225	Street Lights	46,974	43,630	43,845	49,000	49,000	49,000
001-4400-46260	Vehicle & Equipment Fuels	9,672	11,557	10,123	12,000	12,000	11,500
001-4400-46400	Dues & Subscriptions	485	505	517	512	512	512
001-4400-46500	Clothing	3,000	2,665	3,918	4,300	4,300	4,600
001-4400-46700	Parts & Supplies for Equipment	93,138	105,201	102,585	103,500	103,500	103,500
001-4400-47300	Other Capital Equipment	7,880	-	-	-	-	-
001-4400-47430	Office/Capital Expense	-	4,565	-	-	-	-
Grand Total		2,155,559	2,100,791	2,247,535	2,482,136	2,495,286	2,366,377

FUND NAME	Airport Fund
DEPT NAME	Airport
REV/EXP	REV

	2017	2018	2019	2020	2020	2021
	Actual	Actual	Actual	Estimate	Budget	Budget
510-0000-34132 Land Lease Application Fee - A	-	-	-	-	-	-
510-0000-34134 Airport Vending Leases	(652)	(16,149)	(489)	(652)	(700)	(652)
510-0000-34160 Other Services & Sales	(35)	-	-	-	-	-
510-0000-34950 Airport Misc.	-	-	-	-	-	-
510-0000-36110 Interest Income	(4,622)	(11,967)	(31,595)	(13,000)	(13,000)	(5,000)
510-0000-36140 Interest Charges on A/R and Ci	(2,448)	(3,545)	(1,468)	(216)	(2,700)	(500)
510-0000-36200 Property Rentals	(122,918)	(99,373)	(118,892)	(70,790)	(112,035)	(115,554)
510-0000-39510 Other Misc Revenue	-	-	-	-	-	-
Grand Total	(130,674)	(131,033)	(152,444)	(84,657)	(128,435)	(121,706)

FUND NAME	Airport Fund
DEPT NAME	Airport
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
510-4600-41100	Salaries and Wages	44,944	59,774	31,939	106,000	103,179	109,975
510-4600-41150	Temporary Wages	-	-	-	780	-	-
510-4600-41200	Overtime	1,109	189	882	2,500	1,564	1,665
510-4600-41201	Overtime Homeland Security	-	-	-	-	-	-
510-4600-41300	Benefits	26,913	41,271	20,227	71,787	71,787	74,025
510-4600-41301	Benefits-Homeland Security	-	-	-	-	-	-
510-4600-43200	Professional Fees & Services	-	-	-	-	-	-
510-4600-43400	Contractual Services	35,242	36,019	17,332	55,686	52,420	51,592
510-4600-43424	Permits	-	-	-	-	-	-
510-4600-44320	Building & Grounds Maintenan	2,558	1,684	797	2,610	3,000	2,500
510-4600-44400	Rent	36,237	40,828	44,139	44,139	41,381	44,139
510-4600-44420	Equipment Rental	-	290	-	400	850	-
510-4600-45300	Communications/Postage	1,418	1,580	609	1,500	1,500	1,500
510-4600-45500	Reproduction & Copying	928	-	-	3,000	3,000	-
510-4600-46120	Operating Supplies	9,041	6,134	975	5,000	6,250	3,700
510-4600-46200	Heating	34,110	43,983	22,896	62,330	50,000	62,000
510-4600-46220	Electricity	46,673	49,886	24,781	60,000	60,000	65,000
510-4600-46260	Vehicle & Equipment Fuels	3,198	3,634	874	2,500	5,000	5,000
510-4600-47300	Other Capital Equipment	-	-	-	-	-	-
510-5700-45200	Insurance	2,018	4,085	-	5,124	4,971	5,495
Grand Total		244,388	289,357	165,451	423,356	404,902	426,590

FUND NAME	Port Fund
DEPT NAME	Port
REV/EXP	REV

	2017	2018	2019	2020	2020	2021
	Actual	Actual	Actual	Estimate	Budget	Budget
401-0000-33118 emote Thermal Imaging Project	-	-	-	-	-	-
401-0000-33120 Do Not Use (See 333-120 Port T	-	-				
401-0000-34210 Unarmed Security Guard	(3,348)	(450)	(44,025)	(500)	(47,000)	(45,000)
401-0000-34220 Armed Security Guard	(30,590)	(33,440)	(74,860)	(91,580)	(45,600)	(45,600)
401-0000-36200 Property Rentals	-	(5,400)	(15,600)	(7,200)	(7,200)	(7,200)
401-0000-36204 KD Plaza Rentals	(618)	-	(197)	(300)	(300)	(280)
401-0000-36220 VCT Use Agreement	(35,722)	(28,800)	(28,800)	(28,800)	(28,800)	(60,000)
401-0000-36224 Warehouse Rent	(28,800)	(26,400)	(26,400)	(28,800)	(28,800)	(28,800)
401-0000-36226 Tideland Lease	-	-	-	-	-	-
401-0000-36228 VCT Water Connect	(270)	(430)	(565)	(350)	(375)	(375)
401-0000-36332 KD Dockage	(42,986)	(65,311)	(53,326)	(14,890)	(35,000)	(35,000)
401-0000-36334 KD Dockage Discount 20%	-	31	-	-	-	-
401-0000-36336 KD Dockage Waiver	-	-	-	-	-	-
401-0000-36340 VCT Wharfage	(253,263)	(184,119)	(214,528)	(203,000)	(185,000)	(175,800)
401-0000-36344 VCT Wharefage - Wood Chips	-	-	-	-	-	-
401-0000-36346 VCT Wharfage -HazMat	(49,566)	(28,581)	(27,869)	(25,000)	(25,000)	(25,000)
401-0000-36352 VCT Wharfage Waiver	-	-	-	-	-	-
401-0000-36354 KD Wharfage	-	-	-	(56)	-	-
401-0000-36356 KD Wharefage Waiver	-	-	-	-	-	-
401-0000-36358 VCT Electricity Billed	(34,205)	(31,264)	(36,723)	(36,000)	(32,900)	(35,000)
401-0000-36360 VCT Parking with Electric	(243,160)	(61,380)	(434,220)	(36,160)	(137,000)	(137,000)
401-0000-36368 VCT Pulp Logs Storage	-	-	-	-	-	-
401-0000-36370 VCT Long Term Storage	-	-	-	-	-	-
401-0000-36372 VCT Water Connect Waiver	-	-	-	-	-	-
401-0000-36378 VCT Fuel	(1,853)	-	-	-	-	-
401-0000-36380 VCT Fuel Waiver	-	-	-	-	-	-
401-0000-36384 KD Fuel Waiver	-	-	-	-	-	-
401-0000-36386 Port Lease NPI	-	-	-	-	-	-
401-0000-36390 VCT Apparatus	(99)	-	-	-	-	-
401-0000-39510 Other Misc Revenue - Port	(7,758)	(3,805)	(2,970)	(3,485)	(2,200)	(2,000)
401-0000-39520 Reimbursements of Expenditure	-	-	-	-	-	-
Grand Total	(862,732)	(755,767)	(1,384,748)	(776,469)	(828,927)	(846,307)

FUND NAME	Port Fund
DEPT NAME	Port
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
401-4500-41100	Salaries and Wages	175,743	232,595	247,013	293,000	287,639	307,147
401-4500-41101	Wages Homland Sec	-	-	-	-	-	-
401-4500-41150	Temporary Wages	39,286	27,022	34,405	69,000	62,858	92,877
401-4500-41200	Overtime	21,259	28,274	41,218	60,000	34,472	81,070
401-4500-41201	Overtime Homeland Security	-	-	-	-	-	-
401-4500-41300	Benefits	121,252	178,208	205,723	211,650	211,650	235,828
401-4500-41301	Benefits-Homeland Security	-	-	-	-	-	-
401-4500-43200	Professional Fees & Services	-	-	104,860	750	-	15,469
401-4500-43400	Contractual Services	19,165	22,900	10,980	26,384	23,980	65,380
401-4500-43424	Permits	-	-	-	-	-	-
401-4500-44225	Rural Snow Removal	-	-	-	-	-	-
401-4500-44310	Vehicle Maintenance	189	40	341	240	500	500
401-4500-44320	Building & Grounds Maintenan	10,983	17,311	8,757	12,000	12,300	23,500
401-4500-45300	Communications/Postage	7,814	10,978	14,432	17,100	16,431	17,996
401-4500-45400	Advertising & Promotion	1,745	1,082	2,294	3,507	2,750	2,500
401-4500-45500	Reproduction & Copying	3,173	1,459	2,483	3,000	3,000	700
401-4500-45800	Travel & Transportation	9,256	15,941	11,289	4,500	16,200	21,200
401-4500-45900	Training	3,601	5,011	7,135	3,955	8,500	7,800
401-4500-46100	Office Supplies	387	321	436	1,202	1,202	1,202
401-4500-46120	Operating Supplies	13,080	25,998	45,389	30,280	30,280	28,240
401-4500-46200	Heating	2,066	33	976	1,000	1,000	-
401-4500-46220	Electricity	261,245	200,641	295,673	220,000	315,000	315,000
401-4500-46260	Vehicle & Equipment Fuels	2,677	2,371	3,050	5,000	5,000	6,000
401-4500-46400	Dues & Subscriptions	1,396	2,001	2,144	3,347	7,347	4,564
401-4500-46500	Clothing	787	1,783	1,150	1,147	3,410	3,410
401-4500-46700	Parts & Supplies for Equipment	656	1,301	1,046	4,600	765	4,600
401-4500-46950	Miscellaneous Supplies	-	-	-	-	-	-
401-4500-47300	Other Capital Equipment	-	2,845	429	8,170	8,170	7,875
401-4500-47430	Office/Capital Expense	3,829	6,653	8,723	12,690	17,690	3,590
401-4500-54000	Misc. Marketing	3,833	17,406	44,780	41,070	54,070	37,600
401-5700-45200	Insurance	87,889	33,360	37,850	40,334	35,892	38,523
Grand Total		791,312	835,534	1,132,576	1,073,926	1,160,106	1,322,571

FUND NAME	Harbor Fund
DEPT NAME	Harbor
REV/EXP	REV

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
402-0000-34000	Berth Rental	(530,511)	(684,852)	(724,105)	(880,896)	(906,851)	(923,966)
402-0000-34002	Transient Berth Fees	(366,907)	(378,997)	(284,619)	(258,196)	(363,064)	(243,228)
402-0000-34004	Grid Use	(1,147)	(943)	(1,794)	(1,150)	(1,600)	(1,250)
402-0000-34006	Boat Lift Fees	(70,155)	(86,818)	(77,028)	(80,095)	(75,525)	(78,524)
402-0000-34008	Shower Fees	(9,604)	(10,054)	(15,248)	(16,123)	(12,000)	(12,760)
402-0000-34010	Electricity	(160,123)	(170,387)	(169,515)	(170,975)	(192,860)	(167,750)
402-0000-34012	Electric Installation Fees	(4,220)	(4,040)	(4,300)	(20)	(5,220)	-
402-0000-34024	Slip Listing Fee	(13,814)	(16,494)	(10,060)	(8,450)	(9,300)	(8,100)
402-0000-34030	Launch Fees	(20,153)	(22,523)	(22,407)	(18,875)	(21,000)	(21,000)
402-0000-34032	Hoist and Crane Fees	(10,830)	(17,600)	(16,940)	(15,880)	(21,000)	(15,312)
402-0000-34040	Boat Storage	(64,302)	(79,007)	(75,996)	(74,811)	(75,024)	(73,529)
402-0000-34050	Maintenance Pad Fee	(14,495)	(22,840)	(17,095)	(14,340)	(21,153)	(17,192)
402-0000-34160	Other Services & Sales	(108)	-	-	-	-	-
402-0000-34950	Other Harbor Revenue	(10,181)	(14,706)	(15,680)	(25,222)	(14,000)	(16,447)
402-0000-36110	Interest Income	(18,670)	(26,988)	(70,771)	(32,895)	(36,000)	(11,000)
402-0000-36140	Harbor A/R Int/ Late Charges	(4,036)	(1,705)	(5,456)	(1,462)	(2,933)	(3,164)
402-0000-36226	Tideland Lease	-	-	-	-	-	-
402-0000-36240	Waterfront Commercial Work P	-	-	-	-	-	-
402-0000-39100	Recvd from General Fund	-	-	-	-	-	-
402-0000-39510	Harbormaster Convention Reve	-	-	-	-	-	-
402-0000-39520	Reimbursment of Expenditures	(19)	-	-	-	-	-
402-0000-39530	Restitutions/Insurance Settlem	-	-	-	-	-	-
402-0000-39600	Recovery of Written Off Accoun	(460)	(592)	(136)	(963)	(1,200)	(1,000)
402-0000-39610	Cash Over/Short	50	-	-	-	-	-
402-0000-39955	Other Misc Revenue	-	-	-	-	-	-
402-3340-33530	Raw Fish Tax	(200,438)	(512,449)	(409,339)	(308,530)	(308,530)	(314,831)
402-3340-33540	Shared Fisheries Business Tax	(39,559)	(23,144)	(30,297)	(6,718)	(32,888)	(31,348)
Grand Total		(1,539,682)	(2,074,140)	(1,950,784)	(1,915,601)	(2,100,148)	(1,940,401)

FUND NAME	Harbor Fund
DEPT NAME	Harbor
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
402-4300-41100	Salaries and Wages	319,135	367,136	434,461	442,668	432,152	471,958
402-4300-41150	Temporary Wages	98,854	84,688	170,050	218,924	222,028	233,180
402-4300-41200	Overtime	18,755	14,524	29,170	23,365	31,941	27,507
402-4300-41300	Benefits	238,964	290,916	351,229	305,666	338,833	351,866
402-4300-43200	Professional Fees & Services	-	-	391,074	5,596	-	83,848
402-4300-43400	Contractual Services	57,423	41,703	55,225	99,908	120,955	201,280
402-4300-43404	Volunteer Services	-	-	-	-	-	-
402-4300-43424	Permits	-	-	-	-	-	-
402-4300-44110	Water	-	-	-	-	-	-
402-4300-44120	Sewer	-	-	-	-	-	-
402-4300-44225	Rural Snow Removal	-	-	-	-	-	-
402-4300-44310	Vehicle Maintenance	103	48	19	155	500	500
402-4300-44320	Building & Grounds Maintenance	23,321	26,832	29,961	74,576	79,608	76,000
402-4300-44420	Equipment Rental	535	466	582	500	500	1,500
402-4300-45210	Insurance Contingencies	-	3,295	-	-	-	-
402-4300-45300	Communications/Postage	8,118	14,261	12,056	23,413	27,381	19,000
402-4300-45400	Advertising & Promotion	2,138	16,428	16,122	18,580	20,500	5,200
402-4300-45500	Reproduction & Copying	3,140	3,688	4,539	8,166	10,000	6,000
402-4300-45650	Harbormaster Conference	-	-	-	3,608	15,000	12,000
402-4300-45800	Travel & Transportation	10,169	6,719	5,891	2,808	17,000	18,000
402-4300-45900	Training	4,529	4,747	4,213	5,737	16,450	16,450
402-4300-46100	Office Supplies	2,728	4,230	6,601	6,248	7,000	9,350
402-4300-46120	Operating Supplies	8,563	17,244	21,323	34,862	36,275	32,068
402-4300-46200	Heating	7,002	13,916	11,758	15,418	22,000	17,000
402-4300-46220	Electricity	183,520	183,035	182,477	208,610	250,000	217,051
402-4300-46260	Vehicle & Equipment Fuels	3,967	4,543	4,757	5,380	7,000	7,000
402-4300-46400	Dues & Subscriptions	1,249	959	2,010	2,308	4,250	5,304
402-4300-46500	Clothing	1,683	2,498	2,611	3,293	3,300	6,200
402-4300-46610	Hazmat Supplies	1,740	652	973	2,532	3,000	6,000
402-4300-46700	Parts & Supplies for Equipment	18,273	31,889	30,259	40,285	35,285	32,755
402-4300-46950	Miscellaneous Supplies	-	-	-	-	-	-
402-4300-47300	Other Capital Equipment	-	-	40,463	15,000	15,000	6,500
402-4300-47430	Office/Capital Expense	4,416	-	8,074	18,501	18,501	4,911
402-4300-48600	Contributions		-	-	-	-	
402-5700-45200	Insurance	21,376	34,443	34,310	47,460	49,576	50,785
402-5700-48500	Contingencies - Harbor Ins	-		-	-	-	
Grand Total		1,039,700	1,168,858	1,850,209	1,633,567	1,784,035	1,919,213

FUND NAME	Utility Fund
DEPT NAME	All
REV/EXP	REV

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
403-0000-33594	PERS Legislative Relief	-	-				
403-0000-34014	Water/ Meter Fees	(6,703)	(2,603)	(2,540)	(750)	(2,500)	(1,500)
403-0000-34016	Water Service Fee	(264,775)	(241,602)	(256,887)	(230,000)	(230,000)	(249,000)
403-0000-34030	Wastewater Clean Up Fees	-	-	-	-	-	-
403-0000-34110	VCT Water Service	(4,332)	(74)	(4,817)	(341)	(2,000)	(2,000)
403-0000-34111	VCT Water Waiver	-	-	-	-	-	-
403-0000-34160	Other Services & Sales	-	-	-	-	-	-
403-0000-34220	City Dock Water	(345)	(5)	(279)	(22)	(200)	(200)
403-0000-34221	City Dock Water Waiver	-	-	-	-	-	-
403-0000-34410	Sewer Connect Fees	(1,500)	(100)	(1,500)	(200)	(200)	(200)
403-0000-34420	Sewer User Fees	(265,589)	(273,330)	(265,212)	(278,500)	(278,500)	(264,800)
403-0000-36110	Interest Income	(12,498)	(27,418)	(73,680)	(29,327)	(28,000)	(10,000)
403-0000-36140	Interest Charges on A/R and Ci	(1,344)	(1,431)	(1,786)	(620)	(1,000)	(1,000)
403-0000-39510	Other Misc Revenue	-	61	-	-	-	-
403-0000-39520	Reimbursment of Expenditures	(232)	-	-	-	-	-
403-0050-39100	Transfer from General Fund	(782,811)	(757,030)	(828,381)	(853,051)	(853,051)	(915,462)
403-0050-39125	Transfer from Capital Facility	-	-				
403-0050-39140	Transfer from Reserve Fund	-	-				
Grand Total		(1,340,128)	(1,303,533)	(1,435,082)	(1,392,811)	(1,395,451)	(1,444,162)

FUND NAME	Utility Fund
DEPT NAME	Sewer
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
403-5700-45200	Insurance	6,013	7,264		-	-	1,608
403-7200-41100	Salaries and Wages	203,551	206,719	217,857	225,829	225,829	246,681
403-7200-41150	Temporary Wages	-	-	-	-	-	-
403-7200-41200	Overtime	13,901	16,695	16,327	15,350	15,350	16,965
403-7200-41300	Benefits	129,484	140,873	154,080	148,784	148,784	156,532
403-7200-43200	Professional Fees & Services	400	100	400	500	500	100
403-7200-43400	Contractual Services	30,360	28,521	14,166	37,000	37,000	37,000
403-7200-43424	Permits	1,930	5,220	7,920	7,920	7,920	7,920
403-7200-44310	Vehicle Maintenance	-	-	-	-	-	-
403-7200-44320	Building & Grounds Maintenanc	1,437	889	1,466	1,500	1,500	1,500
403-7200-44420	Equipment Rental	-	-	-	-	-	-
403-7200-45300	Communications/Postage	10,808	9,924	10,099	11,050	11,050	11,050
403-7200-45400	Advertising & Promotion	200	200	200	200	200	200
403-7200-45500	Reproduction & Copying	-	-	-	-	-	-
403-7200-45800	Travel & Transportation	3,233	4,639	1,721	2,500	5,320	5,320
403-7200-45900	Training	1,650	1,830	443	1,000	1,700	1,700
403-7200-46100	Office Supplies	100	73	100	100	100	100
403-7200-46120	Operating Supplies	11,828	12,558	12,580	12,600	12,600	12,600
403-7200-46200	Heating	210	655	2,546	3,000	3,000	3,000
403-7200-46220	Electricity	117,702	119,067	101,811	120,000	120,000	130,000
403-7200-46260	Vehicle & Equipment Fuels	3,660	4,798	4,912	5,000	5,000	5,000
403-7200-46400	Dues & Subscriptions	204	106	106	212	212	212
403-7200-46500	Clothing	1,400	1,395	1,800	2,000	2,000	2,000
403-7200-46700	Parts & Supplies for Equipment	9,570	8,013	9,862	9,900	9,900	10,000
403-7200-47300	Other Capital Equipment	-	-	-	-	-	-
403-7200-47430	Office/Capital Expense	-	-	-	-	-	-
Grand Total		547,640	569,542	558,395	604,445	607,965	649,488

FUND NAME	Utility Fund
DEPT NAME	Water
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
403-5700-45200	Insurance	6,013	7,264	12,783	-	-	7,602
403-7100-41100	Salaries and Wages	203,553	206,721	217,858	226,728	226,728	246,681
403-7100-41150	Temporary Wages	-	-	-	-	-	-
403-7100-41200	Overtime	13,901	16,696	16,304	15,649	15,649	16,965
403-7100-41300	Benefits	129,486	140,875	154,068	148,775	148,774	156,091
403-7100-43200	Professional Fees & Services	200	400	300	300	300	300
403-7100-43400	Contractual Services	12,464	14,561	8,275	45,000	45,000	15,000
403-7100-43424	Permits	1,768	1,873	2,382	2,582	2,582	2,582
403-7100-44310	Vehicle Maintenance	-	-	-	-	-	-
403-7100-44320	Building & Grounds Maintenanc	-	-	-	-	-	-
403-7100-44420	Equipment Rental	-	-	-	-	-	-
403-7100-45300	Communications/Postage	9,480	9,610	8,451	11,625	11,625	11,625
403-7100-45400	Advertising & Promotion	273	225	239	250	250	250
403-7100-45500	Reproduction & Copying	625	588	578	3,852	650	1,250
403-7100-45800	Travel & Transportation	5,149	3,362	4,688	5,930	5,930	5,930
403-7100-45900	Training	1,375	2,100	2,225	2,240	2,240	2,240
403-7100-46100	Office Supplies	100	78	-	100	100	100
403-7100-46120	Operating Supplies	25,978	11,869	9,974	8,798	12,000	12,000
403-7100-46200	Heating	4,113	7,682	4,019	7,000	7,000	7,000
403-7100-46220	Electricity	303,408	281,195	235,601	290,000	290,000	290,000
403-7100-46260	Vehicle & Equipment Fuels	3,660	4,798	4,912	5,000	5,000	5,000
403-7100-46400	Dues & Subscriptions	683	683	711	758	758	758
403-7100-46500	Clothing	900	858	773	900	900	1,300
403-7100-46700	Parts & Supplies for Equipment	12,044	11,678	11,826	12,000	12,000	12,000
403-7100-47300	Other Capital Equipment	-	-	-	-	-	-
403-7100-47430	Office/Capital Expense	-	-	-	-	-	-
Grand Total		735,174	723,114	695,970	787,487	787,486	794,674

FUND NAME	Gilson Med Clinic Fund
DEPT NAME	Gilson Medical Clinic
REV/EXP	REV

	2017	2018	2019	2020	2020	2021
	Actual	Actual	Actual	Estimate	Budget	Budget
515-0000-36110 Interest Gilson Medical Clinic	(2,914)	(5,882)	(7,653)	(6,422)	(2,900)	-
515-0000-36140 Interest Charges on AR	(347)	(996)	(457)	(408)	(400)	-
515-0000-36200 Property Rentals	(142,486)	(121,465)	(74,499)	(123,431)	(142,000)	-
Grand Total	(145,747)	(128,343)	(82,609)	(130,262)	(145,300)	-

FUND NAME	Gilson Med Clinic Fund
DEPT NAME	Gilson Medical Clinic
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
515-5260-41100	Salaries and Wages	-	-	-	-	-	-
515-5260-41150	Temporary Wages	-	-	-	-	-	-
515-5260-41200	Overtime	-	-	-	-	-	-
515-5260-41300	Benefits	-	-	-	-	-	-
515-5260-43200	Professional Fees & Services	-	-	-	-	-	-
515-5260-43400	Contractual Services	-	-	-	-	-	-
515-5260-44110	Water	337	349	172	450	450	-
515-5260-44225	Rural Snow Removal	-	-	-	-	-	-
515-5260-44230	Janitorial Services	58,011	56,014	22,605	53,436	50,156	-
515-5260-44320	Building & Grounds Maintenan	-	-	-	-	-	-
515-5260-45300	Communications/Postage	-	-	-	-	-	-
515-5260-46120	Operating Supplies	5,844	5,547	2,227	3,790	7,070	-
515-5260-46200	Heating	11,303	9,510	1,181	12,000	12,000	-
515-5260-46220	Electricity	15,027	13,215	2,280	14,000	14,000	-
515-5260-46260	Vehicle & Equipment Fuels	-	-	-	-	-	-
515-5260-46500	Clothing	-	-	-	-	-	-
515-5260-46700	Parts & Supplies for Equipment	-	-	-	-	-	-
Grand Total		90,522	84,636	28,465	83,676	83,676	-

FUND NAME	Permanent Fund
DEPT NAME	All
REV/EXP	REV

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
607-0000-36110	Interest Income	(33,552)	(3,728)	(19,670)	(3,195,600)	(3,195,600)	(3,372,248)
607-1001-36110	Realized Gains - APCM	(744,446)	(470,322)				
607-1001-36130	Gains/Losses APCM	(119,629)	547,554				
607-1001-36132	Gains/Losses Museum	-	-				
607-1001-36400	Museum Donations Endowmen	-	-				
607-1002-36110	Realized Earnings - Baird	(655,963)	(794,067)				
607-1002-36130	Unrealized Gains - Baird	(401,634)	577,615				
607-1003-36110	Realized Gains - Vanguard	(1,338,675)	(3,058,753)				
607-1003-36112	Realized Gains- Vanguard Int'l	(332,535)	(1,196,740)				
607-1003-36114	Realized Gains- Vanguard Int'l	(163,678)	(1,803,384)				
607-1003-36116	Realized Gains TIPS	(475)	-				
607-1003-36130	Gains/Losses Vanguard	(6,692,023)	5,077,382				
607-1003-36132	Gains/Losses Vanguard Int'l Va	(3,613,283)	3,601,997				
607-1003-36134	Gains/Losses Vanguard Int'l Gr	(5,733,779)	3,862,540				
607-1003-36136	Gains/losses TIPS	-	-				
607-1004-36110	Realized Gains - Morgan Stanle	(277,404)	(278,743)				
607-1004-36111	Vanguard Ext Index Realized	-	-				
607-1004-36114	Realized Gains/Loss RBC	(232,900)	(722,595)				
607-1004-36116	Realized Mid Cap Vanguard	(226,875)	(453,694)				
607-1004-36120	Unrealized - Morgan Stanley	(501,467)	(492,166)				
607-1004-36130	Gains/Losses Dreyfus	-	-				
607-1004-36131	Vanguard Extd Index Unrealized	-	-				
607-1004-36134	Unrealized Gain/Loss RBC	(425,555)	2,220,582				
607-1004-36136	Unrealized Gain/Loss Mid Cap v	(1,549,704)	1,750,889				
607-1005-36111	Realized Gains Loss - Brandes	(610,392)	(335,808)				

FUND NAME	Permanent Fund
DEPT NAME	All
REV/EXP	REV

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
607-1005-36130	Unrealized Gains/Losses Brande	(339,192)	1,871,828				
607-1006-36110	Realized earnings - UBS-TPF	(426,092)	(423,857)				
607-1006-36130	Unrealized Revenue	(142,333)	(214,205)				
607-1007-36110	Realizaed Gain/Loss Standish	(266,705)	-				
607-1007-36130	Unrealized Gain/Loss Standish	(630,974)	183,481				
Grand Total		(25,459,262)	9,445,803	(19,670)	(3,195,600)	(3,195,600)	(3,372,248)

FUND NAME	Permanent Fund
DEPT NAME	All
REV/EXP	EXP

	2017	2018	2019	2020	2020	2021
	Actual	Actual	Actual	Estimate	Budget	Budget
607-1050-43200 Professional Fees & Services	247,481	244,727	97,344	260,000	300,000	260,000
607-1050-46950 Misc Meetings Exp	765	397	180	350	5,000	5,000
Grand Total	248,246	245,125	97,524	260,350	305,000	265,000

FUND NAME	Debt Service Fund
DEPT NAME	All
REV/EXP	REV

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
205-0000-33580	School Debt Repayment	(90,307)	(95,732)	(51,233)	(36,700)	(46,039)	-
205-0000-33581	Mid-School Bond Repayment	(1,117,610)	(1,543,846)	(1,353,231)	(172,000)	(764,495)	-
205-0000-33582	Harbor Debt Repayment	(210,050)	(214,250)	-	-	-	-
205-0000-36110	Interest Income	(191,146)	(178,440)	(517,161)	(160,667)	(97,500)	(15,000)
205-0050-39100	Transfer from General Fund	(41,833)					(152,000)
Grand Total		(1,650,946)	(2,032,268)	(1,921,625)	(369,367)	(908,034)	(167,000)

FUND NAME	Debt Service Fund
DEPT NAME	All
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
205-2050-43200	Professional Services	-			-	-	5,000
205-2050-47110	Principal	2,220,876	941,264	1,861,658	2,847,058	2,209,893	2,937,464
205-2050-47113	Prepayment and Defeasance				-	-	
205-2050-47120	Interest	1,888,354	850,387	838,268	1,121,063	2,184,658	1,039,072
Grand Total		4,109,230	1,791,651	2,699,926	3,968,121	4,394,551	3,981,536

FUND NAME	VHIA Fund
DEPT NAME	All
REV/EXP	REV

	2017	2018	2019	2020	2020	2021
	Actual	Actual	Actual	Estimate	Budget	Budget
360-0000-36110 Interest Income	(23,099)	(36,607)	(79,168)	(40,000)	(40,000)	(25,000)
360-0050-39100 Transfer from General Fund	-	-	-			
Grand Total	(23,099)	(36,607)	(79,168)	(40,000)	(40,000)	(25,000)

FUND NAME	VHIA Fund
DEPT NAME	All
REV/EXP	EXP

	2017	2018	2019	2020	2020	2021
	Actual	Actual	Actual	Estimate	Budget	Budget
360-0050-49111 Transfer out to Reserve	500,000	-	-	-	-	-
360-5450-41100 Salaries and Wages	-	-	-	-	-	-
360-5450-41300 Benefits	-	-	-	-	-	-
360-5450-43400 Contractual Services	-	-	-	-	-	-
360-5450-45400 Advertising & Promotion	-	-	-	-	-	-
360-5450-45800 Travel & Transportation	-	-	-	-	-	-
360-5450-46950 Weatherization Program	-	-	-	-	-	-
360-5450-48500 Contingency/Program Funding	-	-	-	-	-	-
Grand Total	500,000	-	-	-	-	-

FUND NAME	Capital Project Fund
DEPT NAME	All
REV/EXP	REV

	2017	2018	2019	2020	2020	2021
	Actual	Actual	Actual	Estimate	Budget	Budget
310-0000-32214 Plan Fees	-	-				
310-0000-33101 EPA Grant	-	-				
310-0000-33103 Federal Disaster Assistance	-	-				
310-0000-33109 Homeland Security Grant	-	-				
310-0000-33117 Misc. Federal Grants	-	6,720				
310-0000-33405 AVV Shelter Grant	-	-				
310-0000-33410 DEC Wastewater	-	-				
310-0000-33415 Flood Control Grant	-	-				
310-0000-33421 Loop Road Water Well Grant	-	-				
310-0000-33423 Misc State Grants	-	-				
310-0000-33425 Old City Dock Capital Grant	-	-				
310-0000-33426 Old City Dock Wear Deck Repair	-	-				
310-0000-33431 Sport Fish Program Grant	-	-				
310-0000-33432 Sr. Citizen Waterline Grant	-	-				
310-0000-33433 State TRAAK Grant	-	-				
310-0000-33434 Street Overlay & Improvement	-	-				
310-0000-33435 Street Overlay & Reconstructio	-	-				
310-0000-33436 VCT Maintenance	-	-				
310-0000-33437 Water Supply Grant	-	-				
310-0000-33438 West SBH Building Grant	-	-				
310-0000-33595 Other State Shared Revenue	-	-				
310-0000-34122 Environmental Study Reimburs	-	-				
310-0000-34160 Other Services & Sales	-	-				
310-0000-36110 Interest Income	(231,241)	(343,626)	(810,453)	(300,000)	(300,000)	(150,000)
310-0000-36130 Gains/Losses on Investments	-	-				

FUND NAME	Capital Project Fund
DEPT NAME	All
REV/EXP	REV

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
310-0000-36140	Interest Charges on AR	(6,788)	(4,972)	(2,518)	(800)	(800)	-
310-0000-36150	Other Financing Sources	-	-				
310-0000-36406	Disaster Donations	-	-				
310-0000-39106	Transfers from Port Fund	-	-				
310-0000-39111	Transfers from Capital Project	-	-				
310-0000-39215	Sale of Fixed Assets	-	-				
310-0000-39220	Land Sales Corbin Creek	-	-				
310-0000-39250	Land Sales Richardson Business	-	-				
310-0000-39510	Other Misc Revenue	-	-				
310-0000-39520	Reimbursements of Expenditure	(1,800)	-				
310-0050-39100	Transfer from General Fund	(14,672,506)	(8,430,055)	(16,780,701)	-	-	
310-0050-39115	Transfer from Clinic Fund	-	-	-	-	-	
310-0050-39118	Transfers from Airport Fund	-	-	-	-	-	
310-0050-39130	Transfer from Debt Service	-	-	-	-	-	
310-0050-39140	Transfer from Reserve Fund	(250,000)	-	-	-	-	
310-0310-39100	Transfers from general Fund	-	-				
310-0310-39118	Transfers from Airport Fund	-	-				
310-1042-33130	EPA GRant Homestead Road	-	-				
310-1042-34138	Homestead Road Special Assmr	(4,950)	(5,441)				
310-1950-33128	Street Lights EEC Block Grant	-	-				
310-2160-33440	Alpine Woods Sewer Grant	-	-				
310-2517-33467	WWTP Outfall ADEC grant	-	-				
310-2517-39367	WWTP ACWF Loan	-	-				
310-3200-33201	Rasmuson Senior Center Grant	-	-				
310-3400-33432	Sr. Citizen Waterline Grant	-	-				

FUND NAME	Capital Project Fund
DEPT NAME	All
REV/EXP	REV

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
310-3400-33434	Street Overlay & Improvement	-	-				
310-3400-33435	Street Overlay & Reconstructio	-	-				
310-3400-33436	VCT Maintenance	-	-				
310-3400-33437	Water Supply Grant	-	-				
310-3400-33438	West SBH Building Grant	-	-				
310-4253-39195	Transfers from Museum	-	-				
310-5800-33610	Centennial Celebration Revenue	-	-				
310-5810-36420	Donations & Contributions	-	-				
310-5835-33429	SBH Maintenance & Improveme	-	-				
310-6400-33100	US Economic Dev Adminstrator	-	-				
310-6400-33102	Federal Hwy Administration-Cit	-	-				
310-6400-33424	New Cruise Ship Dock Grant	-	-				
310-6441-33406	CED Grant SBH Gangway & Floa	-	-				
310-6441-33428	SBH - Maintenance (Deferred) C	-	-				
310-6441-33429	SBH Maintenance & Improveme	-	-				
310-6441-33439	SBH Water Distribution Grant	-	-				
310-6441-39600	Unrealized PY Deferred State	-	-				
310-6450-33445	SBH Expansion and Uplands	(255,409)	-				
310-6450-33451	SBH 14-RR-015	-	-				
310-6450-34122	New Harbor Planning	-	-				
310-6450-36114	Interest Income New Harbor Bo	(4,700)	(30)	-	-	-	
310-6450-39358	Debt New Harbor	-	-				
310-6450-39360	Premium on New Harbor Bond	-	-				
310-6452-33446	Valdez Boat Harbor 13-DC-588	-	-				
310-6902-33115	VCT-Homeland Security Grant	-	-				

FUND NAME	Capital Project Fund
DEPT NAME	All
REV/EXP	REV

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
310-6905-33122	NOAA Tsunami rediness progra	-	-				
310-6905-33444	Emergency Warning System	-	-				
310-6920-33446	ROV Robot Grant	-	-				
310-8060-33415	Flood Mitigation 11-DC-365	-	-				
310-8060-33442	Emergency Watershed Protecti	(971,564)	(50,625)				
310-8210-33112	05 Homeland Security & Law	-	-				
310-8210-33114	06 Homeland Security & Law	-	-				
310-8210-33116	06 Homeland Security Emerg Re	-	-				
310-8220-33110	05 Homeland Security & Fire	-	-				
310-8500-34132	Land Sales Application Fees	-	-				
310-8500-39200	Land Sales	-	-				
310-8500-39210	Land Sales Airport Ind Pk Sub	-	-				
310-8500-39220	Land Sales Corbin Creek	-	-				
310-8500-39240	Land Sales Old Town	-	-				
310-8500-39250	Land Sales Richardson Business	-	-				
310-8550-39230	Land Sales Cottonwood/ ASCS 7	-	-				
310-9001-33122	USFS Visitor Information Cntr	-	-				
310-9100-34170	Valdez Senior Citizen Revenue	-	-				
310-9160-33124	Senior Center Block Grant	-	-				
310-9162-33462	Senior Cen Carport 13-DC-257	-	-				
310-9164-33464	Senior Center Atrium 13-DC-206	-	-				

FUND NAME	Capital Project Fund
DEPT NAME	All
REV/EXP	REV

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
310-9164-33465	Senior Center Facility Upgrade	(19,004)	(11,250)				
310-9164-33466	Senior Center Canopies Grant	(6,000)	(76,550)				
310-9195-36410	PVMC Reserve Transfer	(1,550,000)	(1,000,000)				
310-9200-33618	City Economic Development Sti	-	-				
310-9280-33414	Fisheries Economic Developmer	-	-				
310-9300-33104	Harborview Alternative Use Stu	-	-				
310-9300-36111	Interest-Hospital Bonds	-	-	-	-	-	
310-9305-33106	Harborview Demolition 04	-	-				
310-9305-33107	Harborview Demolition 05	-	-				
310-9305-33108	Harborview Demolition 06	-	-				
310-9310-33411	Denali Commission	-	-				
310-9507-36114	Interest Income - School Bond	(208)	-	-	-	-	
310-9507-39358	Debt School Bond LT PAR	-	-				
310-9507-39360	Premium on LT School Debt	-	-				
312-6400-33100	Federal EDA Grant	-	-				
312-6400-33424	SOA legislative Grant	-	-				
312-6400-33426	Uplands Imp SOA FY09 DCCED	-	-				
312-6400-33448	Kelsey Dock Impr 10-DC-030	-	-				
312-6400-33449	Kelsey Dock Imp 10-DC-029	-	-				
312-6400-33450	City Dock Info & Interpretive	(85,590)	(648,701)				
312-6400-33460	Dock Impr 15-RR-008	(102,450)	(1,564,644)				
312-6400-36400	City Contributions	-	-				
315-0050-36411	Transfer from Reserve		-	-	-	-	
315-0310-36411	Contribution from PVMC		-	-	(795,048)	-	
Grand Total		(18,162,209)	(12,129,174)	(17,593,672)	(1,095,848)	(300,800)	(150,000)

FUND NAME	Capital Project Fund
DEPT NAME	All
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
310-0050-49100	Transfer to General Fund	-	-	1,250,238	-	-	-
310-0050-49106	Transfer to Port	-	-	-	-	-	-
310-0050-49118	Transfer to Airport Fund	-	-	-	-	-	-
310-0050-49130	Transfer to Debit Service Fund	-	-	-	-	-	-
310-0050-49140	Transfer to Reserve Fund	1,432,844	3,080,000	8,311,660	651,269	-	-
310-0200-58200	Project Contingency	-	-	-	-	-	-
310-0201-58201	Unexpected EPA Grant	-	-	-	-	-	-
310-0520-58000	Air National Guard Memorial	-	29,099	-	(5,901)	-	-
310-1001-55000	Various Engineering Services	-	-	-	-	-	-
310-1010-58000	Airport Waterline	-	-	-	-	-	-
310-1011-55000	Robe River Asphalt Repair	-	-	-	-	-	-
310-1015-58000	Robe Lake Subdivision Parking	-	-	-	-	-	-
310-1040-55000	Asphalt Paving (Blry & Hmst)	-	-	-	-	-	-
310-1042-49530	EPA GRant Homestead Road	-	-	-	-	-	-
310-1042-58000	Homestead Road Improvement	-	-	-	-	-	-
310-1042-58010	Homestead d Special Assessmei	-	-	-	-	-	-
310-1100-55000	Street Maintenance	-	-	-	-	-	-
310-1100-58000	STRE Pavement Mgt PH I	-	-	1,484,056	3,000,000	-	-
310-1120-58000	Backup Generator on Hanagita	15,458					
310-1120-58000	Wellhouse 2 & 3 Backup Gen	15,458	165,588	-	(3,598)	-	-
310-1130-58000	Roof Replacements	179,440	1,942,812	64,864	(20,413)	-	-
310-1140-58000	East Pioneer Reconstruction	183,883	-	-	(2,212)	-	-
310-1142-58000	East Pioneer Enhancements	-	-	-	-	-	-
310-1150-58000	Egan Drive Beautification	582,807	-	-	-	-	-
310-1152-55000	City Wide Crack Sealing	-	-	-	-	-	-

FUND NAME	Capital Project Fund
DEPT NAME	All
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
310-1153-55000	City Streets Storm Drains	-	-	-	-	-	-
310-1154-58000	Survey & Design Gravel Road Up	-	-	-	-	-	-
310-1260-49542	Flood Mit SOA FY09 DCCED	-	-	-	-	-	-
310-1525-58000	Salcha Way Bike Path Construct	-	-	-	-	-	-
310-1632-55000	Fire Station -Assesment	12,994	4,500	-	(26)	-	-
310-1633-55000	City Wide Storage Facility -	-	-	-	(25,000)	-	-
310-1634-58000	New Fire Station	-	85,855	456,901	-	-	-
310-1920-58000	Electric Extend Glacier Camp	-	-	-	-	-	-
310-1950-49528	Street Lights EEC Block Grant	-	-	-	-	-	-
310-1950-58000	Street Lights	-	-	-	-	-	-
310-1960-58000	Weather Station	-	-	-	-	-	-
310-2160-49540	SOA FY08 Legislative Grant	-	-	-	-	-	-
310-2160-58000	Alpine Woods Sewer Project	121,699	1,793	2,606	-	-	-
310-2400-58000	STP Pump & Motor Replacemer	-	-	-	-	-	-
310-2420-41100	Salaries and Wages	-	-	-	-	-	-
310-2420-41300	Benefits	-	-	-	-	-	-
310-2420-58000	STP Sludge Removal	-	-	-	-	-	-
310-2421-58000	STP Aeration Improvements	-	-	-	-	-	-
310-2430-58000	STP SCADA Controls Upgrades	-	-	-	-	-	-
310-2515-41200	STP Outfall Design OT	-	-	-	-	-	-
310-2515-41300	STP Outfall Design	-	-	-	-	-	-
310-2515-58000	STP Outfall Design	-	-	-	-	-	-
310-2517-49500	WWTP Outfall ACWF loan	-	-	-	-	-	-
310-2517-49567	WWTP Outfall ADEC grant	-	-	-	-	-	-
310-2521-58000	Liftstation Valves Resurface	-	-	-	-	-	-

FUND NAME	Capital Project Fund
DEPT NAME	All
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
310-2530-58000	Sewer Lift Station Design	-	-	-	-	-	-
310-2532-58000	STP Generator Project	28,832	100,498	-	(4,989)	-	-
310-2534-58000	Water/Sewer master plan	-	-	-	-	-	-
310-2535-58000	Water/Sewer Extension - New L	-	-	-	-	-	-
310-2536-58000	Sewer Force Main Assesment	-	-	158,450	-	-	-
310-2537-55000	North Tank Mineral Creek	1,427,586	-	-	(10,506)	-	-
310-2538-58000	WASE WATE New Well #5	-	-	-	-	-	-
310-2650-46950	Unreimbursed Grant Expense-E	-	-	-	-	-	-
310-3101-58000	Design Water System Connectic	-	-	-	-	-	-
310-4005-58000	Perform Energy Saving Audit	-	-	-	-	-	-
310-4010-58000	City Buildings Roofs	-	-	-	-	-	-
310-4030-58000	City Hall Space Issues	-	-	-	-	-	-
310-4032-58000	City Hall Generator Replacemnt	-	-	-	-	-	-
310-4034-58000	City Hall Weatherization	-	-	-	-	-	-
310-4050-58000	City Buildings - Mobile Genera	91,543	22,435	-	(21,818)	-	-
310-4060-58000	Food Bank Storage Building	-	-	-	-	-	-
310-4115-58000	City Building Energy Efficient	-	-	-	-	-	-
310-4202-58000	Overhead Garage Door Replace	-	-	-	-	-	-
310-4250-58000	Museum Roof Replacement	-	-	-	-	-	-
310-4251-58000	Museum Painting	-	-	-	-	-	-
310-4252-58000	Museum Carpet Replacement	-	-	-	-	-	-
310-4253-58000	MUSE New Museum	-	-	-	-	-	-
310-4253-58000	Museum Expansion	-	-	-	-	-	-
310-4253-58010	Museum Annnex Fire Suppressi	-	-	-	-	-	-
310-4260-58000	Library Roof Replacement	-	-	-	-	-	-

FUND NAME	Capital Project Fund
DEPT NAME	All
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
310-4280-58000	Police Department Carpet	-	-	-	-	-	-
310-4281-58000	Jail Facility ADA Plumbing	-	-	-	-	-	-
310-4341-58000	Baler Replace Doors	-	-	-	-	-	-
310-4342-58000	Baler Facility/Other Imprv	-	-	-	-	-	-
310-4350-58000	HVAC Control Systems	-	-	-	-	-	-
310-4360-58000	HVAC Upgrade	-	-	-	-	-	-
310-4450-58000	Dock Point Restrooms	-	-	-	-	-	-
310-4530-58000	MKG Medical Clinic Pipes	11,583	9,910	27,068	-	-	-
310-4555-58000	SBH - Office HVAC Heat Upgrad	-	-	-	-	-	-
310-4601-58000	Civic Cntr Paint/Restain Ext	-	-	-	-	-	-
310-4603-58000	Civic Center Light Improv	-	-	-	-	-	-
310-4605-58000	Civic Center Isolation Valv Re	-	-	-	-	-	-
310-4608-58000	Civic Center Digit Movie Upgra	-	-	-	-	-	-
310-4640-58000	Civic Center ADA Parking	-	-	-	-	-	-
310-4642-58000	Civic Center ADA Restroom Upg	-	-	-	-	-	-
310-4644-58000	Civic Center Emerg Generator	-	-	-	-	-	-
310-4711-58000	Airport Roof Replacement	-	-	-	-	-	-
310-4716-58000	Airport plumbing and restroom	561,639	168,732	-	-	-	-
310-4800-58000	ARCCS - TV Upgrade	-	-	-	-	-	-
310-5011-58000	Trails Maintenance	-	-	-	-	-	-
310-5020-58000	Ice Rink	-	-	-	-	-	-
310-5055-41150	Temporary Wages	-	-	-	-	-	-
310-5055-41200	Overtime	-	-	-	-	-	-
310-5055-41300	Benefits	-	-	-	-	-	-
310-5055-58000	Alpine Woods E. Restroom Repl	-	-	-	-	-	-

FUND NAME	Capital Project Fund
DEPT NAME	All
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
310-5240-58000	Senior Center Bike Path Access	-	-	-	-	-	-
310-5250-58000	Wildlife Viewing Area	-	-	-	-	-	-
310-5251-58000	Richardson Hwy Bike Path	-	-	-	-	-	-
310-5400-55000	Cemetery	-	-	-	-	-	-
310-5400-58000	PARK CEME Expansion	-	-	19,200	672,500	-	-
310-5450-55000	Original Cemetery Restoration	-	-	-	-	-	-
310-5460-58000	Cemetery Columbarium	-	-	-	-	-	-
310-5510-55000	Robe River Park ADA Improvem	-	-	-	-	-	-
310-5511-41150	Temporary Wages	-	-	-	-	-	-
310-5511-41300	Benefits	-	-	-	-	-	-
310-5511-58000	RR Park Basketball Court	-	-	-	-	-	-
310-5520-58000	Meyring Park (north) Upgrades	54,989	-	-	(232,259)	-	-
310-5521-41150	Temporary Wages	-	-	-	-	-	-
310-5521-41300	Benefits	-	-	-	-	-	-
310-5521-58000	Meyring Basketball	-	-	-	-	-	-
310-5526-58000	Gold Fields Structure Replace	-	-	-	-	-	-
310-5530-58000	Cottonwood Subdivision Neight	-	-	-	-	-	-
310-5601-58000	Blk Gold Pk Basketball Crt	-	-	-	-	-	-
310-5605-58000	Black Gold Parkstrip Playgroun	-	-	-	-	-	-
310-5608-58000	Black Gold Demolition	-	-	-	-	-	-
310-5720-58000	Allison Point Maint & Improverr	-	-	-	-	-	-
310-5721-58000	Allison Point Restrooms	-	-	-	-	-	-
310-5730-58000	Sea Otter Restoration	-	-	-	-	-	-
310-5735-58000	Salmonberry Ski Hill	-	-	-	-	-	-
310-5800-54251	Museum Painting	-	-	-	-	-	-

FUND NAME	Capital Project Fund
DEPT NAME	All
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
310-5800-54350	HVAC Control Systems	-	-	-	-	-	-
310-5800-54420	ADA Improvements	-	-	-	-	-	-
310-5800-54522	New Clinic	-	-	-	-	-	-
310-5800-55000	Gold Rush Centennial	-	-	-	-	-	-
310-5800-55510	Robe River Park ADA Improvem	-	-	-	-	-	-
310-5800-55520	Meyring Park ADA Improvemen	-	-	-	-	-	-
310-5800-55530	Cottonwood Subdivision Neight	-	-	-	-	-	-
310-5800-55605	Black Gold Parkstrip Playgroun	-	-	-	-	-	-
310-5800-58060	Glacier Stream Flood Control	-	-	-	-	-	-
310-5800-58620	Network Upgrades	-	-	-	-	-	-
310-5810-55000	Statehood Celebration Taskforc	-	-	-	-	-	-
310-5822-41100	Salaries and Wages	-	-	-	-	-	-
310-5830-16200	Other Improvements	-	-	-	-	-	-
310-5830-41100	Salaries and Wages	-	-	-	-	-	-
310-5832-59302	Harborview Demolition Phase II	-	-	-	-	-	-
310-5833-59303	Harborview Demolition Phase II	-	-	-	-	-	-
310-6060-41150	Temporary Wages	-	-	-	-	-	-
310-6060-41300	Benefits	-	-	-	-	-	-
310-6060-58000	SBH Economic Development	-	-	-	-	-	-
310-6061-58000	SBH Uplands Treatment Buildin	-	-	-	75,000	-	-
310-6062-41150	Temporary Wages	-	-	-	-	-	-
310-6062-41200	Overtime	-	-	-	-	-	-
310-6062-41300	Benefits	-	-	-	-	-	-
310-6062-58000	SBH Uplands Boardwalk	-	-	-	-	-	-
310-6063-58000	SBH Emergency Alarm System	-	-	-	-	-	-

FUND NAME	Capital Project Fund
DEPT NAME	All
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
310-6064-58000	SBH Safety Ladders	-	-	-	-	-	-
310-6065-58000	SBH H-K Dock & Electrical Upgr	-	-	-	-	-	-
310-6068-58000	HARB SBH LED Light Upgr	-	8,753	111,307	(224,265)	-	-
310-6068-58000	SBH Grid Steps	-					
310-6072-58000	SBH Sea Wall Dock Replacemen	-	-	-	-	-	-
310-6400-55400	Contingencies	-	-	-	-	-	-
310-6400-58000	BUIL KELS Ph II Yellow Buildin	-	-	18,697	(1,255,740)	-	-
310-6400-58000	City Dock & Uplands Improvem	-					
310-6400-58010	Other Improvements Grants	-	-	-	-	-	-
310-6441-58000	HARB SBH H-K Repl	-	-	-	300,000	-	-
310-6441-58000	SBH Float Replac Design B-G	-					
310-6441-58010	SBH Maintenance & Improveme	-	-	-	-	-	-
310-6442-58000	SBH Dredging	15,038	504,223	-	(18,330)	-	-
310-6446-58000	High Mast Light	-	-	-	-	-	-
310-6448-58000	SBH Life Rings	-	-	-	-	-	-
310-6450-47600	Cost of Issuance - New Harbor	-	-	-	-	-	-
310-6450-49545	SBH Expansion and Uplands	510,819	-	-	-	-	-
310-6450-49551	SBH 14-RR-015	-	-	-	-	-	-
310-6450-58000	New Harbor Planning	11,417,386	18,029,771	5,203,260	(864)	-	-
310-6450-58010	New Harbor GO 2015	360,412	128,211	237,025	864	-	-
310-6450-58443	New Harbor 09-DC-112	-	-	-	-	-	-
310-6450-58444	New Harbor 09-DC-266	-	-	-	-	-	-
310-6452-49546	Valdez Boat Harbor 13-DC-588	-	-	-	-	-	-
310-6601-58000	SBH Tour Boat Dock Waterline	-	-	-	-	-	-
310-6800-58000	PORT CONT LED Light Upgr	-	15,773	322,093	(115,134)	-	-

FUND NAME	Capital Project Fund
DEPT NAME	All
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
310-6800-58000	VCT Maintenance	-					
310-6802-58000	VCT Replace Lighting & Electri	-	-	-	-	-	-
310-6803-58000	VCT Anode System	-	-	-	-	-	-
310-6804-58000	VCT Water Main	-	-	-	-	-	-
310-6806-58000	VCT Dock & Trans Ramp Surface	-	-	-	-	-	-
310-6835-58000	VCT Gate & Jersey Barriers	-	-	-	-	-	-
310-6902-58000	Port Communication Security	-	-	-	-	-	-
310-6905-41300	Benefits	-	-	-	-	-	-
310-6905-49522	NOAA Tsunami rediness progra	-	-	-	-	-	-
310-6905-58000	Siren Notification System	-	-	-	-	-	-
310-6905-58010	Siren Notification CITY's Mone	-	-	-	-	-	-
310-6920-49546	ROV Robot Grant	-	-	-	-	-	-
310-7101-58000	Porcupine Street Avalanche Mit	-	-	-	-	-	-
310-7102-58000	Avalanche Mitigation Yellow Zo	-	-	-	-	-	-
310-8000-58000	Land Disposal & Miscellaneous	-	-	-	-	-	-
310-8010-58000	Updated City Asbuilts	-	-	-	-	-	-
310-8050-58000	Alpine Woods Lowe River Flood	-	-	-	-	-	-
310-8055-58000	Alpine Woods Dike Repair	-	-	-	-	-	-
310-8060-49542	Emergency Watershed Protectio	1,943,129	50,625	-	-	-	-
310-8060-58000	Flood Mitigation Project	198,296	100,000	1,053	-	-	-
310-8060-58001	Flood Mitigation (City Cont)	-	-	-	(37,199)	-	-
310-8061-58000	Mineral Creek Kicker Dike Desi	58,186	7,917	-	-	-	-
310-8062-58000	Glacier Streem Downstream De	53,739	-	-	(73)	-	-
310-8063-58000	Glacier Stream Upstream Desig	39,360	24,266	-	(24)	-	-
310-8064-58000	South Lowe River Kicker Dike	1,813,824	-	-	(32,588)	-	-

FUND NAME	Capital Project Fund
DEPT NAME	All
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
310-8065-58000	Watershed Match	647,710	16,875	-	(2,480)	-	-
310-8100-58000	Land Purchase (3Bears/Tesoro)	-	-	-	-	-	-
310-8150-58000	Corbin Creek Subdivision Devel	-	-	-	-	-	-
310-8153-58000	Corbin Creek Subdivision Phase	-	-	-	-	-	-
310-8154-58000	Corbin Creek Subdivision Phase	-	-	-	-	-	-
310-8155-58000	Corbin Creek Subdivision Phase	-	-	-	-	-	-
310-8158-58000	Corbin Creek Waterline	-	-	-	-	-	-
310-8160-58000	Meals Hill Development	-	-	-	200,000	-	-
310-8165-58000	Whalen Ave Improvements	105,180	-	-	-	-	-
310-8170-58000	Sawmill Road Extension to Atig	-	-	-	-	-	-
310-8175-58000	Aleutian Village Improvements	-	-	-	-	-	-
310-8180-58000	Airport Industrial Park Extend	-	-	-	-	-	-
310-8190-58000	Airport Industrial Subd WaterS	-	-	-	-	-	-
310-8200-58000	Civil Air Patrol Sewer Exten	-	-	-	-	-	-
310-8210-46402	WMD 2004 Police	-	-	-	-	-	-
310-8210-46403	WMD 2004 Civil Defense	-	-	-	-	-	-
310-8210-46414	2006 Law Enforcement Terroris	-	-	-	-	-	-
310-8210-46416	2006 Emergency Response	-	-	-	-	-	-
310-8210-46511	05 Homeland Security Law	-	-	-	-	-	-
310-8210-46612	Hazmat Supplies-Police	-	-	-	-	-	-
310-8220-41300	Benefits	-	-	-	-	-	-
310-8220-46000	Other Capital Equipment/Office	-	-	-	-	-	-
310-8220-46401	WMD 2004 Fire	-	-	-	-	-	-
310-8220-46501	05 Homeland Security Fire	-	-	-	-	-	-
310-8220-46611	Hazmat Supplies-Fire	-	-	-	-	-	-

FUND NAME	Capital Project Fund
DEPT NAME	All
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
310-8364-41100	Salaries and Wages	-	-	-	-	-	-
310-8364-41200	Overtime	-	-	-	-	-	-
310-8364-41300	Benefits	-	-	-	-	-	-
310-8364-58000	Disaster Expenses	-	-	-	-	-	-
310-8365-57000	Oil Spill Clean-up	-	-	-	-	-	-
310-8400-58000	Suveying of Municipal Land Ent	-	-	-	-	-	-
310-8500-58500	Old Town Site Phase I	-	-	-	-	-	-
310-8550-58550	Cottonwood ASLS 79117	-	-	-	-	-	-
310-8601-55000	Accounting & Financial Softwar	-	-	-	-	-	-
310-8620-55000	Network Upgrades	-	-	-	-	-	-
310-8855-58000	Baler Water/ Fire Protect	-	-	-	-	-	-
310-8860-55000	Baler Facility - Soil Stockpil	-	-	-	-	-	-
310-8865-58000	Waste Oil Tank install	-	-	-	-	-	-
310-8870-55000	New Landfill Preparation	-	-	-	-	-	-
310-9000-55000	VCVB Improvements (Excess Re	-	-	-	-	-	-
310-9001-48600	Contributions	-	-	-	-	-	-
310-9001-58000	Visitor Center Building	-	-	-	-	-	-
310-9101-55000	Senior Center Carport and Dra	-	-	-	-	-	-
310-9155-55000	Senior Center Carpet	-	-	-	-	-	-
310-9160-49524	Senior Center Block Grant	-	-	-	-	-	-
310-9160-58000	Senior Cntr Roof Repair Inv De	-	-	-	-	-	-
310-9162-49562	Senior Cen Carport 13-DC-257	-	-	-	-	-	-
310-9164-49564	Senior Center Atrium 13-DC-206	-	-	-	-	-	-
310-9164-49565	Senior Center Facility Upgrade	38,008	11,250	-	-	-	-
310-9164-49566	Senior Center Canopies Grant	12,000	76,550	6,000	(61,450)	-	-

FUND NAME	Capital Project Fund
DEPT NAME	All
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
310-9180-55000	Senior Center Fire Alarm Upgra	-	-	-	-	-	-
310-9190-58000	Assisted Living Facility Plan	-	-	-	-	-	-
310-9192-58000	Medical Campus Expansion MR	-	-	-	-	-	-
310-9195-58000	Hospital Parking Lot Improveme	-	-	-	-	-	-
310-9196-58000	Hospital Oxygen Generator Relc	-	-	-	-	-	-
310-9197-58000	Hospital Copper Pipe Replacem	-	-	-	-	-	-
310-9210-41150	Temporary Wages	-	-	-	-	-	-
310-9210-41200	Overtime	-	-	-	-	-	-
310-9210-41300	Benefits	-	-	-	-	-	-
310-9210-55000	City Economic Development Sti	-	-	-	-	-	-
310-9250-58000	Stamp Mill	-	-	-	-	-	-
310-9260-58000	BUIL Parks Building Maint Shar	-	-	-	(280,000)	-	-
310-9260-58000	King Salmon Pond	-	-	-	-	-	-
310-9262-58000	Ruth Pond Restoration	-	-	-	-	-	-
310-9280-55000	Fisheries Economic Developme	-	-	-	-	-	-
310-9300-58000	New Hospital	-	-	-	-	-	-
310-9305-41100	Salaries and Wages	-	-	-	-	-	-
310-9305-58000	Other Improvements	-	-	-	-	-	-
310-9305-58001	Harborview Demolition Phase I	-	-	-	-	-	-
310-9305-58002	Harborview Demolition Phase II	-	-	-	-	-	-
310-9305-58003	Harborview Demolition Phase II	-	-	-	-	-	-
310-9310-58000	MKG Medical Clinic Backup Gen	-	-	105,578	(27,138)	-	-
310-9502-58000	VHS HVAC Replacement	141,502	-	-	-	-	-
310-9503-55000	High School Fire Alarm	-	-	-	-	-	-
310-9504-58000	VHS Library Windows & Carpet	-	-	-	(100,000)	-	-

FUND NAME	Capital Project Fund
DEPT NAME	All
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
310-9505-58000	Valdez Schools Planning	-	-	-	-	-	-
310-9506-55000	School Condition Reports & App	-	-	-	-	-	-
310-9506-58000	VHS Gym Floor Replacement	925,110	-	-	(2,608)	-	-
310-9507-47600	Cost of Issuance - School bond	-	-	-	-	-	-
310-9507-58000	New Middle School	527,213	-	-	-	-	-
310-9508-55000	Herman Hutchens Fire Alarm	-	-	-	-	-	-
310-9509-58000	HHES Exterior Upgrade	11,210	1,719,582	65,372	(67,214)	-	-
310-9511-58000	HHES HVAC/Boiler REplacement	-	-	-	-	-	-
310-9512-41300	Benefits	-	-	-	-	-	-
310-9512-58000	New City Maintenance Building	-	-	-	-	-	-
310-9513-58000	BUIL KELS Ph II Parks Storage	-	-	227,522	(3,288,269)	-	-
310-9513-58000	HHES Lower Roof Repairs	-	-	-	-	-	-
310-9514-58000	Valdez City Schools ADA	178,032	945,285	-	(506,708)	-	-

FUND NAME	Capital Project Fund
DEPT NAME	All
REV/EXP	EXP

		2017	2018	2019	2020	2020	2021
		Actual	Actual	Actual	Estimate	Budget	Budget
310-9515-58000	BUILD Warehouse I Exterior	-	-	-	(30,000)	-	-
310-9520-58000	VHS Swimming Pool Mechanica	-	-	-	-	-	-
310-9570-58000	HS Parking ADA Improvements	-	-	-	-	-	-
310-9572-41200	Overtime	-	-	-	-	-	-
310-9572-41300	Benefits	-	-	-	-	-	-
310-9574-58000	HHES/VHS Gym Lighting	-	-	-	-	-	-
310-9590-58000	Skateboard & In Line Skate Par	-	-	-	-	-	-
310-9591-58000	Valdez City Schools Cameras	257,422	-	-	-	-	-
310-9600-58000	Snow Storage	-	-	-	-	-	-
310-9610-58000	Police Shooting Range Reloc	-	-	-	-	-	-
310-9611-58000	Trap Range Relocation	-	-	-	-	-	-
312-6400-49500	Federal EDA Grant Expense	-					
312-6400-49510	SOA Legislative Grant Exp	-					
312-6400-49526	Uplands Imp SOA FY09 DCCED	-					
312-6400-49548	Kelsey Dock Improve 10-DC-03C	-					
312-6400-49549	K Dock Info & Inter 10-DC-029	-					
312-6400-49550	City Dock Info & Interpretive	85,590					
312-6400-49560	Dock Improv 15-RR-008	102,450					
312-6400-55400	Contingencies	-					
312-6400-58000	City Contribution Exp	-					
312-6400-58200	Kelsey Dock Phase II		19,897				
312-6420-58000	City Dock Waterline & Lift	-					
315-0310-55000	PVMC Major Maintenance		3,735	9,799	928,255	-	-
315-0310-58000	PVMC CIP Projects		786,978	699,307	(133,207)	-	-
Grand Total		24,162,369	28,060,910	18,782,055	(682,125)	-	-

Reserve Fund	Adopted
Revenue Appropriations	Budget
PVMC Transfer for Physicians	(240,000)
Interest Income	(240,000)
Total	(480,000)

Reserve Fund	Adopted
Expense Appropriations	Budget
COVID-19 Economic Recovery Task Force	3,281,850
Permanent Fund Reserve	3,107,248
Major Equipment Reserve	2,807,723
Technology Reserve	857,513
Energy Assistance Program	600,000
Leave Liability Reserve	270,000
Budget Variance Reserve	250,000
Physicians Assistance	240,000
Nuisance Abatement Program	90,000
Total	11,504,334

Transfer from	Transfer to	Amount
General Fund	Reserve Fund	10,220,935
General Fund	Utility Fund	915,462
General Fund	Port Fund	476,264
General Fund	Airport Fund	304,884
General Fund	Debt Service Fund	152,000
MKG Clinic Fund	General Fund	541,406
Permanent Fund	General Fund	3,107,248
Total		15,718,199

Fund Name	Appropriations from Fund Balance	Amount
Debt Service	Scheduled Debt Service	3,814,536
Reserve Fund	Major Equipment Reserve	1,043,399
General Fund	COVID-19 Economic Recovery Task Force	822,859
MKG Clinic	Close Fund, Appropriate to Reserve	541,406
Total		6,222,200



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Legislation Text

File #: RES 20-0066, **Version:** 1

ITEM TITLE:

#20-66 - Establishing the 2021 Tax Calendar

SUBMITTED BY: Brian Carlson, Finance Director

FISCAL NOTES:

Expenditure Required: n/a

Unencumbered Balance: n/a

Funding Source: n/a

RECOMMENDATION:

Approve

SUMMARY STATEMENT:

The City's tax calendar is established annually via resolution per Title 3 of Municipal Code.

CITY OF VALDEZ, ALASKA

RESOLUTION #20-66

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, ESTABLISHING THE TAX CALENDAR FOR THE 2021 TAX YEAR

WHEREAS, Title 3 of the Valdez City Code requires that the City Council establish a tax calendar for real and personal property taxes.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, that that the 2021 Tax Calendar, presented as *Attachment A*, is established and adopted for the 2021 tax year.

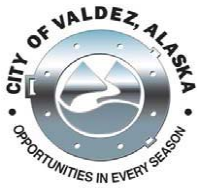
PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, this 1st day of December, 2020.

CITY OF VALDEZ, ALASKA

Jeremy O'Neil, Mayor

ATTEST:

Sheri L. Pierce, MMC, City Clerk



Attachment A: 2021 Tax Calendar

Prepared by: Brian Carlson, Finance Director

Contact: bcarlson@valdezak.gov; 907.834.3475

ITEM	DATE	CODE REF	NOTES
Assessment Date	Friday, January 01, 2021	3.12.070(B)	
Due Date for Property Tax Exemption Requests	Friday, January 15, 2021	3.12.030	
Completion of Annual Assessment Roll	Friday, February 19, 2021	3.12.070(C)	The assessor shall complete the listings for the annual assessment roll of all real property within the city before March 1st, or other such date as may be established by the city council each year.
Mailing of Assessment Notices	Monday, March 1, 2021	3.12.100(A)	The assessor shall give to every person named in the assessment roll a notice of assessment, showing the assessed value of his property, at least thirty days before the equalization hearings.
Advertising Notice of Assessment	Wednesday, March 03, 2021	3.12.100(B)	When valuation notices have been mailed, the assessor shall cause notice that the assessment rolls have been completed to be published in a newspaper of general circulation once each week for two successive weeks.
	Wednesday, March 10, 2021	3.12.100(B)	
Deadline for Appeals to Board of Equalization	Thursday, April 1, 2021	3.12.110(B)	A written appeal, specifying the grounds for the appeal, shall be filed with the board of equalization within thirty days after the date on which the assessor's notice of assessment was given to the person appealing.
Board of Equalization Meeting	Tuesday, April 20, 2021	3.12.120	Stand-alone BOE meeting.
Delivery of Assessment Roll to City Council	Wednesday, May 5, 2021	3.12.160	Council meeting moved to Wed to accommodate elections
Setting of Mill Levy by Resolution	Wednesday, May 5, 2021	3.12.060	The rate of levy of tax and the date when taxes shall become delinquent shall be fixed by resolution of the city council, and the levy for school and municipal purposes shall be separately made and fixed, but the aggregate thereof shall not exceed two percent of the assessed value of the property assessed
Mailing of Tax Statement for Oil & Gas Properties	Friday, May 28, 2021		
Deadline for Oil & Gas Property Tax Payment	Wednesday, June 30, 2021		
Mailing of Tax Statements for non-Oil & Gas Properties	Thursday, July 1, 2021	3.12.180	By July 1st, the city shall mail tax statements setting out the levy, dates when taxes are payable and delinquent, and penalties and interest.
Taxes Due and Payable	Thursday, July 1, 2021		
May Be Paid in Full without Penalty or Interest on or Before:	Monday, August 16, 2021		
<u>For Installment Payments:</u>			
First-Half Due Date	Monday, August 16, 2021		Penalty equals 8% of current-year unpaid balance. Interest is charged monthly at 8% per annum.
Second-Half Due Date	Friday, October 15, 2021		



Legislation Text

File #: RES 20-0067, **Version:** 1

ITEM TITLE:

#20-67 - Accepting the 2020-2021 EMPG Grant in the Amount of \$25,000 from the Division of Homeland Security and Emergency Management and Approving as Expenditure

SUBMITTED BY: Bart Hinkle, Chief of Police

FISCAL NOTES:

Expenditure Required: \$25,000

Unencumbered Balance: \$25,000

Funding Source: EMPG Grand Revenue 350-5400-33117

RECOMMENDATION:

Approve

SUMMARY STATEMENT:

- This resolution proposes the acceptance of a \$25,000 Alaska Department of Homeland Security Grant for emergency management personnel costs
- The resolution specifies a revenue account and a corresponding expense account
- The grant stipulates a \$25,000 match from the City of Valdez
- The match is specified in section three, which reallocates previously appropriated Law Enforcement department salaries and benefits to an “activity code”, which is an accounting convention that enables the City to demonstrate satisfaction of the grant-match requirement

CITY OF VALDEZ, ALASKA

RESOLUTION NO. 20-67

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VALDEZ, ALASKA, AMENDING THE 2020-2021 BUDGET IN THE EMERGENCY PREPAREDNESS FUND BY ACCEPTING A GRANT FROM THE ALASKA DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT IN THE AMOUNT OF \$25,000 AND INCREASING THE APPROPRIATION IN THE EMERGENCY PREPAREDNESS ACCOUNT IN THE AMOUNT OF \$25,000 FOR THE EMERGENCY MANAGEMENT PERFORMANCE GRANT

WHEREAS, the Alaska Division of Homeland Security and Emergency Management has awarded a grant to the City of Valdez through the Emergency Management Performance Grant (EMPG) to enhance our capabilities to respond to all hazards; and

WHEREAS, the city was notified of the EMPG award totaling \$25,000 plus required \$25,000 match and intends to utilize these grant funds for salary and benefits for a single point of contact to coordinate Emergency Management in the City.

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

Section 1. The City authorizes the acceptance of additional revenue for the EMPG Grant (350-5400-33117) in the amount of \$25,000.

Section 2. The City increases the appropriation for the EMPG Grant Salaries and Wages (350-5400-41100) in the amount of \$25,000.

Section 3. The City authorizes the 50% required match by reducing Salaries and Wages (001-3500-41100) by \$17,500 and increasing EMPG match (001-3500-41100.3675) by \$17,500; and by reducing Benefits (001-3500-41300) by \$7,500 and increasing the EMPG match (001-3500-41300.3675) by \$7,500.

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF VALDEZ ALASKA, this 1st day of December, 2021.

CITY OF VALDEZ, ALASKA

Jeremy O'Neil, Mayor

ATTEST:

Sheri L. Pierce, MMC, City Clerk



Legislation Text

File #: RES 20-0068, **Version:** 1

ITEM TITLE:

#20-68 - Authorizing the Continuance of the COVID-19 Local Government Disaster Declaration

SUBMITTED BY: Sheri Pierce, MMC, City Clerk

FISCAL NOTES:

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

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

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

RECOMMENDATION:

[Click here to enter text.](#)

SUMMARY STATEMENT:

AS 26.23.140 allows for the continuation of a local disaster declaration for a period of more than seven (7) days by the consensus of the local governing authority.

Because of the ongoing nature of the COVID-19 pandemic emergency, the declaration dated March 17, 2020 shall remain in effect until January 6, 2021, or until COVID-19 is no longer declared a federal or state emergency, whichever occurs first.

CITY OF VALDEZ, ALASKA

RESOLUTION NO. 20-68

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VALDEZ,
ALASKA, AUTHORIZING THE CONTINUANCE OF THE COVID-19
LOCAL GOVERNMENT DISASTER DECLARATION

WHEREAS, on March 11, 2020, the State of Alaska declared a public health emergency in response to an anticipated outbreak of the COVID-19 in Alaska; and

WHEREAS, on March 17, 2020, the City of Valdez declared a local government disaster in preparation of an outbreak of the COVID-19 in the community; and

WHEREAS, while the potential extent and effect of COVID-19 cannot yet be known, it remains vital for the City of Valdez to be prepared and take all needed precautions throughout the entire timeframe of the emergency related to COVID-19; and

WHEREAS, AS 26.23.140 allows for the continuation of a local emergency declaration for a period of more than seven (7) days by the consent of the local governing authority.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Valdez, Alaska, that:

Section 1. Because of the ongoing nature of the emergency, the declaration of emergency dated March 17, 2020, shall remain in effect until January 6, 2021, or until COVID-19 is no longer declared a federal or state emergency, whichever occurs first.

Section 2. The provisions of Chapter 2.80 – Procurement Policy, may be waived until January 6, 2021, or until COVID-19 is no longer declared a federal or state emergency, whichever occurs first.

PASSED AND APPROVED this 1st day of December, 2020.

CITY OF VALDEZ, ALASKA

Jeremy O'Neil, Mayor

ATTEST:

Sheri L. Pierce, MMC, City Clerk



Legislation Text

File #: 20-0571, **Version:** 1

ITEM TITLE:

Procurement Report: Professional Services Agreement with RSA Engineering, Inc. for GMS Water Piping Replacement Design in the Amount of \$56,313.80.

SUBMITTED BY: Scott Benda, Senior Project Manager

FISCAL NOTES:

Expenditure Required: \$56,313.80
Unencumbered Balance: \$1,353,184.55
Funding Source: 310-9507-58000

RECOMMENDATION:

Receive and file

SUMMARY STATEMENT:

This design PSA will provide bid ready contract documents, bidding assistance and construction administrative services to replace the defective water piping at the Gilson Middle School.

The middle school has experienced numerous leaks in multiple locations since opening in the fall of '14 with the majority of the issues arising within the last year. The Charlotte brand of CPVC waterlines has become known for being defective. Charlotte is currently the subject of a class action lawsuit for the failures.

The project is currently in design and will be bid this spring for construction to take place during the summer break with completion by the start of school in August '21.

The period of performance ends November 15, 2021.

RSA is the design firm of record for the original GMS project and is designing the piping replacement at the elementary and high school. The intent is to bid and execute this project concurrently with the aforementioned projects and use the remaining middle school bond proceeds to fund the work.

This report filed per City Procurement Code 2.80.040.



**City of Valdez
Agreement for Professional Services**

THIS AGREEMENT between the CITY OF VALDEZ, ALASKA, (“City”) and RSA ENGINEERING, INC. (“Consultant”) is effective on the 1st day of November, 2020.

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

**Project: GMS Water Piping Replacement Design
Project No: 20-310-9507
Contract No.: 1693
Cost Code: 310-9507-58000**

Consultant’s project manager under this agreement is Brian Pekar.

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

City’s project manager is Scott Benda.

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 within 360 days of the 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: GMS Water Piping Replacement Design
Project No. 20-310-9507
Contract No. 1693
Cost Code: 310-9507-58000



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.

RSA ENGINEERING, INC.


Authorized Signature

Roger Weese

Printed name

Date: 11/10/2020

Title: President

FEDERAL ID #: 92-0117797

670 W. Fireweed Lane, Suite 200

Mailing Address

Anchorage, AK 99503


City, State, Zip Code


Signature of Company Secretary or Attest

Date: 11/10/2020

CITY OF VALDEZ, ALASKA

APPROVED:


Mark Detter, City Manager

City Manager

Date: 11-17-20

ATTEST:


Sheri L. Pierce MMC, City Clerk

Date: 11/17/2020

RECOMMENDED:


Nathan Duval, Capital Facilities Director

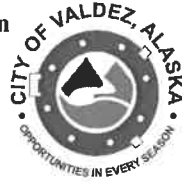
Date: 11-17-20

APPROVED AS TO FORM:

Brena, Bell & Walker, P.C.


Jon S. Wakeland

Date: 11/10/2020



Appendix A Scope of Work

BASIC SERVICES

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

- Design to replace domestic cold water, hot water and hot water recirculation piping with polypropylene piping.
- Provide 65% design development & 100% construction documents for bidding.
- Provide ROM cost estimate at 65%.
- Provide construction administration services including submittal review, DCVR review/response, review of O&M's, and preparation of record drawings based upon contractor redlines.
- Provide construction phase services including one rough-in inspection and one substantial completion inspection.

The scope of work is more specifically described in the attached proposal dated October 27, 2020 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 and shall not exceed \$56,313.80 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).

October 27, 2020

City of Valdez
P.O. Box 307
Valdez, AK 99686

ATTENTION: Scott Benda

Dear Scott,

**REFERENCE: Valdez Middle School
Domestic Water Piping Replacement**

RSA Engineering is pleased to offer a fee proposal for mechanical engineering services for the referenced project. We have based our scope of work on the following assumptions:

- The design scope will include replacement of the domestic cold water, hot water, and hot water recirculation piping in the school portion of the building with polypropylene piping. The piping will be replaced to the existing fixtures. We have architectural sub consultant, Bettisworth North to provide design for wall and ceiling demolition and repair where piping is not accessible.
- We will provide two design submittals, 65% Design Development and 100% Construction Documents for Bidding. We will provide technical specifications in CSI format with each submittal. We will provide one copy of design documents at each milestone submittal to allow others to produce the required number of copies necessary for distribution.
- We will provide a rough order of magnitude cost estimate with the 65% submittal. We have a sub consultant, Estimations Inc to provide cost estimate for project.
- In Office Construction administration (C/A) services include submittal review, DCVR review/response, review of operation and maintenance manuals and preparation of record drawings based upon contractor generated redline mark-ups.
- On-site Construction phase services includes 2 mechanical inspections; one rough-in inspection and one inspection at the project substantial completion. We have assumed one day charter flight in the proposal.

Exclusions:

- Travel delays are not included in our fee for site visits outside of Anchorage. Travel delays will be billed up to 8 hours per day of actual time including reimbursable expenses incurred.
- Permit fees for State Fire Marshall permitting is not included in our fee proposal.
- Electrical, Hazardous materials and structural consulting services are not included in our proposal at this time. If these services are desired in the future, we propose to negotiate costs for the work at that time.

October 27, 2020

RSA proposes the following lump sum fee for this project:

<u>Project Deliverables</u>	<u>Mechanical</u>	<u>Sub-Consultants</u>	<u>Travel Costs</u>
65% Design Development	\$7,610.00	\$14,589.30	\$0.00
100% Construction Documents	\$4,160.00	\$4,704.70	\$0.00
Bid Phase	\$920.00	\$3,638.80	\$0.00
In-Office C/A	\$5,640.00	\$8,715.00	\$0.00
Site Inspections	\$4,320.00	\$0.00	\$2,016.00
Subtotal:	\$22,650.00	\$31,647.80	\$2,016.00

GRAND TOTAL: \$56,313.80

Please review and advise if this proposal is acceptable by signing below and returning a copy to our office as our notice to proceed. We look forward to working with you on this project.

Sincerely,



Brian Pekar, P.E.
Associate Principal Engineer

bpp/hhm
20-0522/P20-294

Accepted for the City of Valdez



Fee Proposal

October 15, 2020

Brian Pekar
RSA Engineering, Inc.
670 W Fireweek Lane #200
Anchorage, AK 99503

Re: Valdez MS Domestic Water Piping Replacement

Brian

We can provided you with cost estimating services for this project for the fees, outlined below. We have based our proposal on scope provided in your email of 14Oct20..

Please Allow 1-2 week for us to develop each submittal.

Item	Admin Rate	\$100.00	Estimator \$90.00	Sr Estimator \$180.00	Totals			
65% Estimate								
Piping		\$0	12	\$1,080	4	\$720	16	\$1,800
Architectural Repairs		\$0	24	\$2,160	4	\$720	28	\$2,880
Meetings, Printing, Revisions	1	\$100		\$0	3	\$540	4	\$640
Total Fees	1	\$100	36	\$3,240	11	\$1,980	48	\$5,320

Sincerely,

Jay Lavoie

Memorandum – Fee Proposal

BETTISWORTH^{NORTH}

Date: October 21, 2020
To: Brian Pekar
From: Dale Smythe
Project No.: TBD
Subject: COV VMS Domestic Water Replacement r1

Dear Brian,

Thank you for the opportunity to provide you the attached fee proposal for the City of Valdez, Valdez Middle School Domestic Water Pipe Replacement project. We have outlined the phases and associated fees to accomplish the work in the attached pdf file. Generally, our assumption and services are outlined below.

Services Provided: Construction Documents (65%-95%)
Bidding Services
Construction Assistance (T+M)

Type of Agreement: Lump Sum
Time and Material (T&M)

Assumed Delivery Method: Design Bid

Construction Documents: Considering the limited scope of design and the repair nature of the work our fee is based on reuse of original drawings with scope specific notation and graphics for use during bidding to confirm requirements with bidders and during construction to enforce contractor requirement to match original conditions of repaired elements. All existing finishes, fire related separations and element layouts are to be maintained and repaired to match original condition. Specifications support will include assistance on Div 0+1 for contractor requirements and a section for "patch, match and repair".

Bidding Services: Limited time is accounted for to respond to questions. Upload to web-based service is not included but can be provided.

212 FRONT STREET SUITE 200 FAIRBANKS, ALASKA 99701
PHONE» (907) 456-5780 FAX» (907) 451-8522

2600 DENALI STREET SUITE 710 ANCHORAGE, ALASKA 99503
PHONE» (907) 561-5780 FAX» (907) 562-5780

WWW.BETTISWORTHNORTH.COM

Construction Assistance: This will be provided as needed on a time and material basis, we would expect general question on information location within original documents and substitutions on finish products if originals aren't available. To be reviewed and confirmed with owner. Assumed fee includes review of finish submittals, questions during construction, limited meeting assistance and one site visit at substantial completion.

Post Occupancy Services: Not anticipated

Anticipated Project Schedule:

Submit Proposal to Owner: 10/21/20

NTP: 10/28/20

65% Submittal: 11/18/20

65% Owner review completed 12/4/20

65% Estimate Completed: 12/4/20

100% submittal to owner: 12/18/20

No permit fees, travel or printing cost is anticipated or included.

As outlined in the attached breakdown we propose to provide these services:

Construction Documents:	\$7,943 (65% Milestone)
	\$4,277 (95% Milestone)

Total Design:	\$12,220
---------------	-----------------

Bidding Services:	\$3,308
-------------------	----------------

<u>Estimated CA (T+M)</u>	<u>\$8,300</u>
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Total Lump sum fee:	\$23,828
---------------------	-----------------

All other services including support during construction assumed to be time and material with reimbursable expenses.

Thank you and please let us know if you have questions.

Dale Smythe AIA

Project Manager/Senior Architect

Bettisworth North Architecture / Planning / Landscape / Interiors

Anchorage, Alaska

Betisworth North Architects and Planners
Professional Services Fee Proposal
Date: October 19, 2020

Owner: City of Valdez
Project: VMS Domestic Water Replacement
Phases: CD

Professional Services Summary

	Betisworth North Architects and Planners			Subconsultants	Markups	Totals by Phase
	Investigative Services	Design Services	Bidding and Construction Services			
Predesign and Planning	\$0			\$0	\$0	\$0
Concept Design		\$0		\$0	\$0	\$0
Schematic Design		\$0		\$0	\$0	\$0
Design Development		\$0		\$0	\$0	\$0
Construction Documents		\$12,220		\$0	\$0	\$12,220
Sub Total Design Fee	\$0	\$12,220		\$0	\$0	\$12,220
Bidding Services			\$3,308	\$0	\$0	\$3,308
Construction Services			\$8,300	\$0	\$0	\$8,300
Post Construction Services			\$0	\$0	\$0	\$0
Subtotal Bidding, Construction Services, and Post Construction			\$11,608	\$0	\$0	\$11,608
Professional Services Fees and Direct Costs						
BNAP						\$23,828
Subconsultants						\$0
Total Markups						\$0
BNAP Markup Applied to Direct Expenses						10.00%
BNAP Markup Applied to Sub Direct Labor						10.00%
Total Fees and mark ups						\$23,828

Bettsworth North Architects and Planners Professional Services Fee Proposal Date: October 19, 2020													Owner: City of Valdez Project: VMS Domestic Water Replacement CD												
Task Labor Task Description	Hours												Totals												
	Principal	Project Manager	Senior Architect	Architect	Design Tech II	Design Tech I	Senior LS Architect	LS Architect	LA Design Tech I	Senior Int Designer	Int Designer	Int. Design Tech		Drafter I	Project Assistant	Admin Assistant									
Architectural Tasks																									
Attend Prebid Meeting		2			4																				
Prepare addenda		2			2																				
Answer bidders questions		2																							
Conformed drawings					4																				
Prepare bidding solicitations		4																							
Attend bid opening		2																							
Contractor negotiations																									
Subtotal Hours		12			10																				
Architecture Tasks Subtotal		\$2,208			\$1,100										\$3,308										
Interiors Tasks																									
Prepare addenda																									
Answer bidders questions																									
Conformed drawings																									
Subtotal Hours																									
Interior Tasks Subtotal																									
Landscape Tasks																									
Prepare addenda																									
Answer bidders questions																									
Conformed drawings																									
Subtotal Hours																									
Landscape Tasks Subtotal																									
Task Subtotal Hours		12			10																				
Billing Rate		\$184.00		\$150.00	\$135.00	\$110.00	\$100.00	\$184.00	\$135.00	\$100.00	\$145.00	\$110.00	\$100.00	\$77.00	\$75.00										
Task Subtotal Labor Fee		\$2,208			\$1,100										\$3,308										
Other Direct Costs	Number	Unit	Rate	Sets	Amount	Subcontractants										Fees	ODC's								
Air Fare: locations		total r/t				Firms																			
Meals and Lodging		days				Civil																			
Auto Rental		days				Struct																			
Parking		days	\$16.00			Mechanical																			
		Units				Electrical																			
		Units				Cost																			
Reproduction Expenses						Geotech																			
B/W plots (plotter)		sheets	\$5.00			Survey																			
Color plots (plotter)		sheets	\$15.00			HazMat																			
Printed full size sheets (printing company)		sheets	\$2.00			LEED																			
Printed half size sheets (printing company)		sheets	\$1.50			Emergency																			
Copies - Letter Size		sheets	\$0.10																						
Copies - 11x17 Size		per set	\$0.20																						
Scanning sheets		sheets	\$5.75																						
Long Distance Phone and Fax		each	\$60.00																						
Postage/express pouch		months	\$50.00																						
		months	\$50.00																						
BNAP ODC Subtotal						Subcontractants Total																			
BNAP Markup	10%					BNAP Markup on Sub DC										10.00%									
Task Total																\$3,308									

Bellsworth North Architects and Planners
Professional Services Fee Proposal
Date: October 19, 2020

Owner: City of Valdez
Project: VMS Domestic Water Replacement
CD

Task Labor	Task Description	Hours												Fees	ODC's
		Principal	Project Manager	Senior Architect	Architect	Design Tech II	Design Tech I	Senior LS Architect	LS Architect	LA Design Tech I	Senior Int Designer	Int Designer	Int Design Tech		
Construction Services	Architectural Tasks														
	Submittal Review - Office		4			20									
	RFIs and DCVRs		4			16									
	Product procurement assistance														
	Subcontractor proposal review assistance														
	Site Observation														
	Pay request review														
	Construction process meetings														
	Inspections/Site Visits with reports														
	Near or Final Inspection		12			2									
Interiors Tasks	Record documents from Contractors As-built					4									
	Review Contractors O&M manuals														
	Project Close Out														
	Subtotal Hours		20			42									
	Architecture Tasks Subtotal					\$4,620									\$8,300
	Submittal Review - Office														
	RFIs and DCVRs														
	Inspections/Site Visits														
	FPE assistance (if not part of FPE package)														
	Substantial Inspection														
Landscape Tasks	Final Inspection														
	Record documents from Contractors As-built														
	Subtotal Hours														
	Interiors Tasks Subtotal														
	Submittal Review - Office														
	RFIs and DCVRs														
	Inspections/Site Visits														
	Record documents from Contractors As-built														
	Subtotal Hours														
	Landscape Tasks Subtotal														
Other Direct Costs	Task Subtotal Hours		20			42									
	Billing Rate		\$228.00			\$184.00									
	Task Subtotal Labor Fee					\$3,680									\$8,300
	Number														
	Unit														
	Rate														
	Sets														
	Amount														
	Firms														
	Subcontractors														
BNAP ODC Subtotal	All Fees: construction location														
	Meals and Lodging														
	Auto Rental														
	Parking														
	Reproduction Expenses														
	B/W plots (plotter)														
	Color plots (plotter)														
	Printed full size sheets (printing company)														
	Printed half size sheets (printing company)														
	Copies - Letter Size														
BNAP Markup	Long Distance Phone and Fax														
	Postage/express pouch														
	Subtotal														
	BNAP Markup														
	10%														
	Subcontractants Total														
	BNAP Markup on Sub DC														
	10.00%														
	Task Total														\$8,300



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:

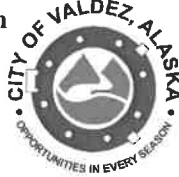
No member of or delegate to Congress, United States Commissioner or other officials of federal, state or local government shall be admitted to any share or part of this Agreement or any benefit to arise therefrom. The Consultant warrants that it has not employed or retained any organization or person, 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.

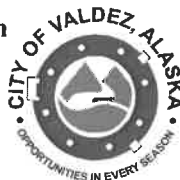
The Consultant binds itself, its partners, its Subconsultants, assigns and legal representatives to this Agreement and to the successors, assigns and legal representatives of the City with respect to all covenants of this Agreement.

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.

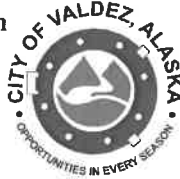
In addition, all claims by the Consultant for additional compensation or an extension of the time for performance of any dispute regarding a question of fact or interpretation of this Agreement shall be presented in writing by the Consultant to the City's Project Manager within the next sixty (60) days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

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.

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.

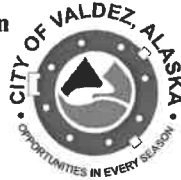
XVI. Governing Laws:

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.

Agreement for Professional Services
Project: GMS Water Piping Replacement Design
Project No. 20-310-9507
Contract No. 1693
Cost Code: 310-9507-58000



City of Valdez
Contract Release Page 1 of 2

The undersigned, _____ for itself, its owners, partners, successors in interest, assigns trustees, administrators, subcontractors, suppliers, and laborers do hereby release and forever discharge the CITY OF VALDEZ, ALASKA a municipal corporation, as set forth herein related to or arising out of the following described contract ("Contract"):

Project: GMS Water Piping Replacement Design
Project Number: 20-310-9507 / Contract Number: 1693

The undersigned hereby acknowledges receipt of the amount of \$_____ as full and final payment in consideration for all services, materials and labors rendered in connection with the Contract.

The undersigned hereby waives and releases any right or claim of lien, any state or federal statutory bond right, any private bond right, any claim for payment under the Contract, and any rights under any similar ordinance, rule, or statute related to claim or payment rights for itself, its owners, directors, officers, its successors in interest, assigns, agents, attorneys, trustees, administrators, subcontractors, suppliers, and laborers.

The undersigned certifies that no amounts payable under the Contract have been assigned to anyone.

The undersigned agrees that this Release is not executed as a result of financial disadvantage. No promise or inducement has been offered or made except as set forth in the above Contract. Accordingly, the undersigned voluntarily waives any and all rights to void this Release or any of its provisions, due to economic or business distress and/or compulsion. The undersigned represents that it is familiar with and has had the opportunity for its attorneys to explain the meaning of decisions of the Alaska Supreme Court applicable to this Release including, but not limited to, *Petroleum Sales, Ltd. v. Mapco of Alaska, Inc.*, 687 P.2d 923 (Alaska 1984); *Totem Marine T. & B. v. Alyeska Pipeline, et. al.*, 584 P.2d 15 (Alaska 1978); and *Witt v. Watkins*, 579 P.2d 1065 (Alaska 1978).

The undersigned hereby declares that the terms of this Release have been completely read and are fully understood, and said terms are voluntarily accepted for the purpose of making a full and final release of any and all payment claims, disputed or otherwise, arising under or by virtue of the Contract. The undersigned represents and warrants that it has the full and complete legal authority to enter into this Release, that the individuals executing this Release have the legal authority to do so, and that this Release shall be binding and enforceable upon it and its representatives, successors, and assigns, in accordance with its terms upon execution. The signature of the undersigned is an acknowledgement that the person signing has the authority to bind the party to this Release.



Legislation Text

File #: 20-0572, **Version:** 1

ITEM TITLE:

City Manager's Report 12-1-2020

SUBMITTED BY: Mark Detter, City Manager

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Receive and File.

SUMMARY STATEMENT:

The past two weeks my activities have included:

- Serving as Unified Command Incident Commander.
- Working on self-evaluation.
- Working on Business Recovery Grant.
- Attended Economic Diversification Commission meeting.
- Attended CPAC meeting on Comp Plan.
- Took Friday, November 17th as Admin Day and took off Thanksgiving and day after Thanksgiving as City holidays.

The next two weeks will include:

- Working with State of Alaska Small Business Development Center to finalize contract for administration of Business Recovery Grant and preparing FAQs and forms for small business recovery grant.
- Monitoring implementation of Mayor's COVID-19 Economic Recovery Recommendations.
- Working with Assistant City Manager's preparing RFQ for Hospital Expansion Master Plan.

A few issues that will occupy December.

-Peter Pan Seafoods is closing a transaction on the sale of their processing plant. The Ports and Harbor Commission and Planning Commission will need to approve new lease agreements and

Council will be considering such lease agreements at December 15th meeting. All of these lease updates are in preparation of closing the transaction by December 31st. Peter Pan has stated the transaction should not impact operations.

-The community survey for the Comprehensive Plan will be available on the City of Valdez web site at the beginning of December and be available until the Holidays.



City of Valdez

212 Chenega Ave.
Valdez, AK 99686

Legislation Text

File #: 20-0573, **Version:** 1

ITEM TITLE:

Council Calendar - December 2020

SUBMITTED BY: Allie Ferko, MMC, Deputy City Clerk

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Receive and file

SUMMARY STATEMENT:

Council calendar for December 2020 attached for reference.

December

2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 7pm - Council Regular Meeting	2 5:30pm – Library Board Meeting	3	4	5
6	7 7pm – Ports & Harbors Commission Meeting	8 6:30pm - PVMCHAC Meeting (@ PVMC) 7pm – Parks & Rec Commission Meeting (moved to 12/17)	9 7pm – Planning & Zoning Commission City Hall Front Office Open Until 7pm for Energy Assistance Registration	10 6pm - Council Work Session (Personnel Regulations)	11	12
13	14 6:30pm – School Board Meeting	15 7pm – Council Regular Meeting	16 Noon – Flood Task Force Meeting 7pm – Economic Diversification Commission Meeting	17 6:30pm – VMHA Board Meeting (@ Museum) 6pm – Parks & Rec Commission Work Session 7pm – Parks & Rec Commission Meeting	18	19
20	21 7pm – Ports & Harbors Commission Meeting	22	23 6:30pm – Hospital Expansion Task Force Meeting (@ PVMC) 7pm – Planning & Zoning Commission Meeting	24 HOLIDAY	25 HOLIDAY	26
27	28 6:30pm – School Board Meeting	29	30 City Hall Front Office Open Until 7pm for Energy Assistance Registration	31	JAN 1 HOLIDAY	

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 11.24.2020

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



Legislation Text

File #: 20-0574, **Version:** 1

ITEM TITLE:

City Boards & Commissions Vacancies - December 2020

SUBMITTED BY: Allie Ferko, MMC, Deputy City Clerk

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Receive and file

SUMMARY STATEMENT:

Current Vacancies

- City Parks & Recreation Commission
 - One vacancy to serve a full term expiring October 2023.
- City Library Board
 - One vacancy to serve a partial term expiring August 2022.

How to Apply for Current Vacancies

- To read the current vacancy announcements and learn more about each board and commission, visit www.valdezak.gov/boardsandcommissions <<http://www.valdezak.gov/boardsandcommissions>> or view posted announcements at City Hall.
- Online applications may be submitted through the City's boards and commissions application portal at www.valdezak.gov/boardsandcommissions <<http://www.valdezak.gov/boardsandcommissions>>.
- Paper applications are available at City Hall and can be submitted by email to aferko@valdezak.gov <<mailto:aferko@valdezak.gov>> or dropped off at the front desk of City Hall.
- Deadline for application submissions for current vacancies is December 29th at 5pm for appointment by City

Council on January 5th.

Upcoming Vacancies

- January 2021
 - Valdez Museum & Historical Archive Board of Directors
 - Four vacancies to each serve full terms expiring January 2024.
 - *Applications for VMHA Board vacancies will be due January 26th at 5pm for appointment by City Council on February 2nd.*