

# **City of Valdez**

*212 Chenega Ave.  
Valdez, AK 99686*



## **Meeting Agenda - Final**

**Tuesday, September 29, 2020**

**6:00 PM**

**Work Session (Preliminary Space Planning for the Former Fire  
Station 1)**

**Council Chambers**

**City Council**

**WORK SESSION AGENDA - 6:00 pm**

1. [City Hall Space Utilization Options](#)
2. [City Council Chambers Remodel Design Concept](#)
3. [Discussion Regarding Disposition of Foreclosed Properties](#)



## Legislation Text

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**File #:** 20-0443, **Version:** 1

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**ITEM TITLE:**

City Hall Space Utilization Options

**SUBMITTED BY:** Nathan Duval, Capital Facilities Director

**FISCAL NOTES:**

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

**RECOMMENDATION:**

Receive & File

**SUMMARY STATEMENT:**

Capital Facilities will discuss options for the utilization of the soon-to-be vacated fire station. Discussion will walk through available alternatives, rough order of magnitude costs, and context within the greater Citywide long range Capital Improvement Plan.

Options for the fire station presented include:

**Option A:** Convert Fire Station into storage (Recommended) Cost range \$250-600K

- Opportunity to renovate restrooms for ADA and update office spaces to create functional space

**Option B:** New City Hall expansion Cost range \$10-15 Million

- Opportunity to renovate existing City Hall (1983)
- Opportunity to incorporate Council Chambers into addition

**Option C:** Convert Fire Station into City Hall expansion Cost range \$7-12 Million

**Option D:** Do nothing

The attached Power Point will be the basis for discussion. Previous facility inspections conducted during new fire station programming and the 2009 Citywide facility review are also included for background. Additional materials may be presented in person as needed.



# City Hall Space Analysis

- Meeting objectives
  - Achieve consensus on path forward with soon-to-be vacated fire station at City Hall
  - Identify additional City Hall objectives/desires
    - Chambers
    - Exterior appearance
    - Efficiency
    - Finishes updates
  - Begin considering long term space / project impacts relative to vertical infrastructure

Jeremy Talbott





# Major CIP Projects

Below is a list of projects that have been identified, requested, and or discussed that represent significant future financial outlays

- Pavement Management (Phases 2-8)
- Sewer Force Main Replacement
- 10 Mile Flood Project
- Housing (Infrastructure Support)
- Senior Center Expansion
- New Museum
- Waterfront Masterplan Projects – Near Term
  - Old Harbor Rebuild (H-K, Launch Ramp, Uplands, Utilities)
  - New Harbor Build-out (Uplands, Fuel Float)
  - Sea Otter
- VCT Upgrades / Repairs
- Elementary School Renovation
- High School Renovation
- City Hall Programming
- Utilities Expansion
- Meals Hill
- Parks & Rec Masterplan Projects
  - TBD
- Yellow Building
- Additional Aging Civic Infrastructure
- Hospital Expansion
- Child Care Facility

Jeremy Talbott



# Major CIP Projects (Vertical)

Below is a list of projects that have been identified, requested, and or discussed that represent significant future financial outlays

- Elementary School Renovation
- High School Renovation
- New Museum
- Harbormaster's Office
- Senior Center Expansion
- Hospital Expansion
- Child Care Facility
- Recreation Center
- City Hall
- City Wide Storage

*Jeremy Talbott*





# City Hall Options To Consider

Option A: Convert Fire Station into storage (Recommended)

Cost range \$250-600K

- Opportunity to renovate restrooms for ADA and update office spaces to create functional space

Option B: New City Hall expansion

Cost range \$10-15 Million

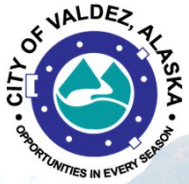
- Opportunity to renovate existing City Hall (1983)
- Opportunity to incorporate Council Chambers into addition

Option C: Convert Fire Station into City Hall expansion

Cost range \$7-12 Million

Option D: Do nothing

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# Pros & Cons – Option A

## Option A

### Pros:

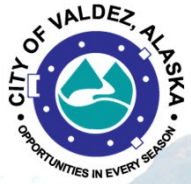
- Minimal financial outlay
- Addresses indoor storage need
- Interim solution until target reached for City Hall expansion
- Continue to utilize Airport investment
- Minimal employee/operational disruption
- Operational efficiencies
- Scope is scaleable

### Cons:

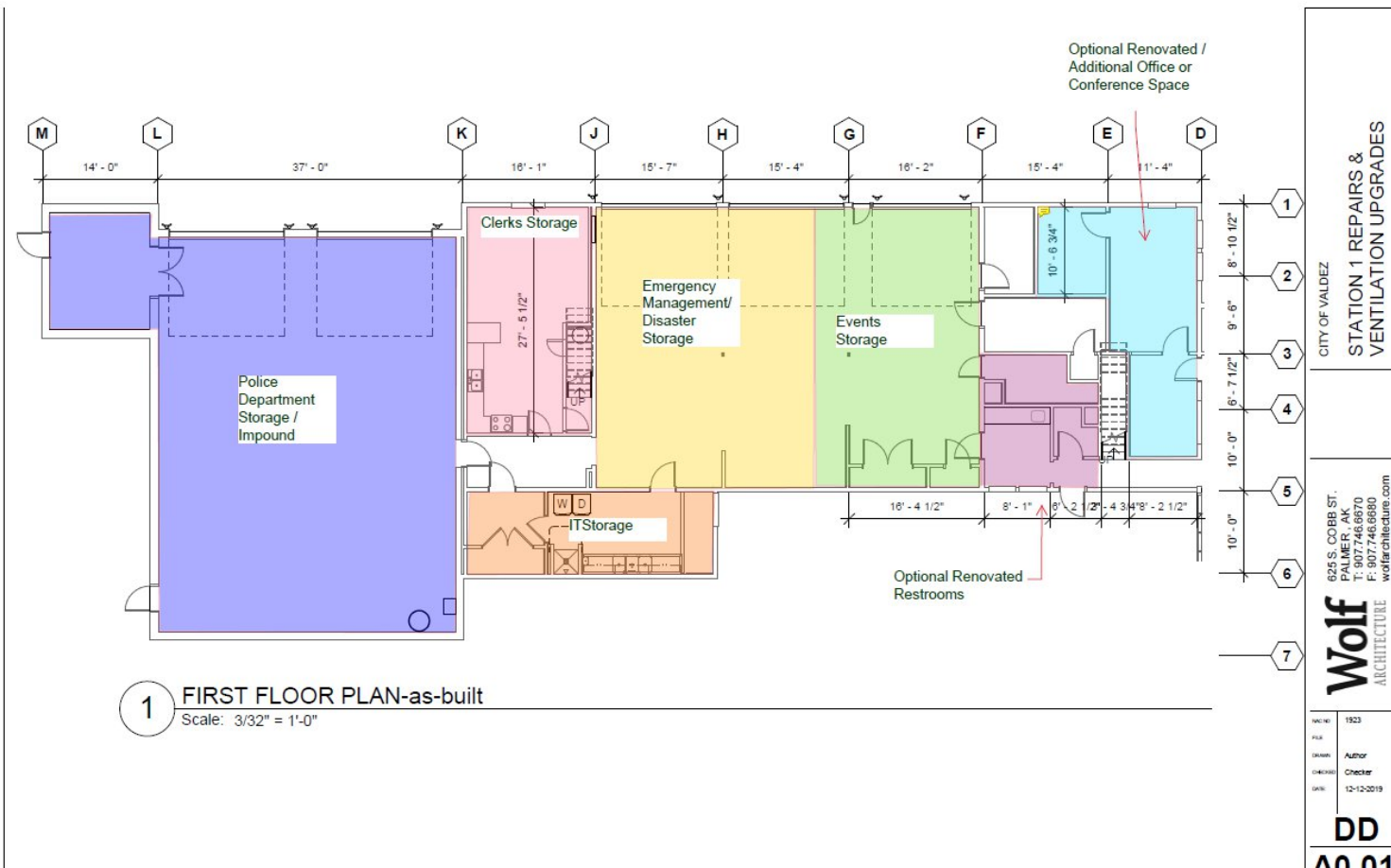
- Employees at multiple facilities
- Minimal upgrades to aged infrastructure
- Doesn't address City Hall deficiencies

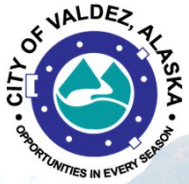
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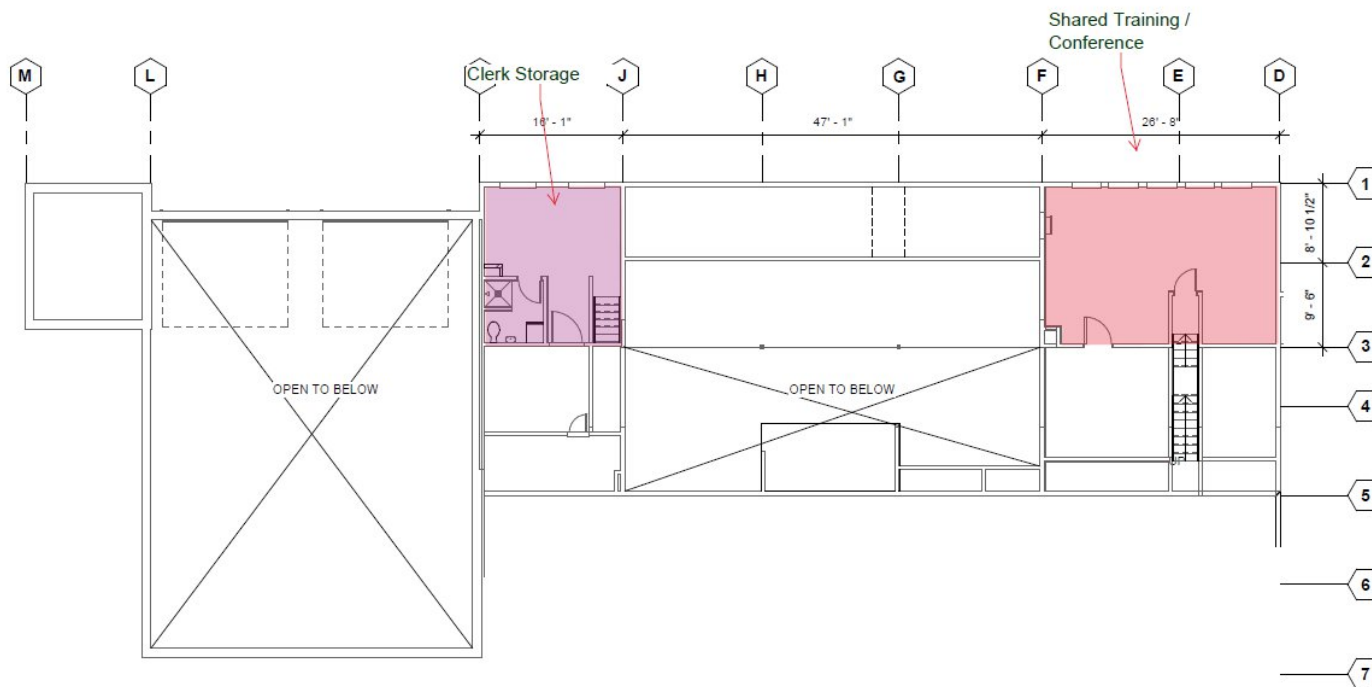


# Schematic - Option A





# Schematic - Option A



1 SECOND FLOOR PLAN--as built  
Scale: 3/32" = 1'-0"

CITY OF VALDEZ  
STATION 1 REPAIRS &  
VENTILATION UPGRADES

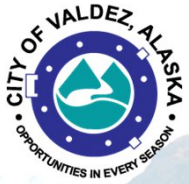
625 S. COBB ST.  
PALMER, AK  
T: 907.746.6670  
F: 907.746.6680  
wolfarchitecture.com

**Wolf**  
ARCHITECTURE

DATE: 12-13-2019  
CHECKED: Author  
DATE: 12-13-2019

DD  
33





# Pros & Cons – Option B

## Option B

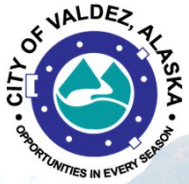
### Pros:

- Most City employees under one roof
- Operational efficiencies
- Energy efficiencies / replaces obsolete infrastructure
- Longer term solution (40-50 yr facility)
- Ability to lease more space at airport

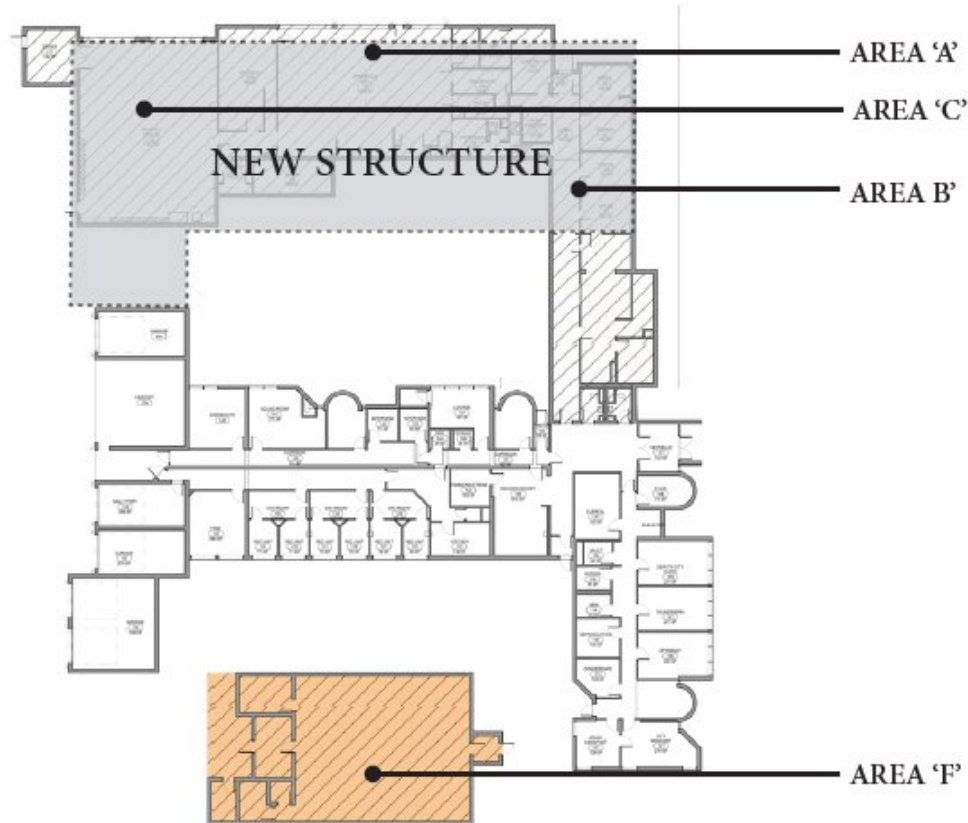
### Cons:

- Significant financial outlay
- Does not address indoor storage need
- Significant employee/operational disruption
  - Need for temporary Planning Dept. home
- Vacant Airport space (minimal cost savings, few lease requests)

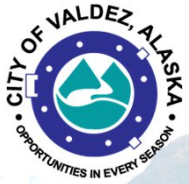
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# Pros & Cons – Option B



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# Pros & Cons – Option C

## Option C

### Pros:

- Most City employees under one roof
- Operational efficiencies
- Ability to lease more space at airport

### Cons:

- Significant financial outlay
- Does not address indoor storage need
- Significant employee/operational disruption
  - Need for temporary Planning Dept. home
- Vacant Airport space (minimal cost savings, few lease requests)
- Does not adequately address long term aging infrastructure
- Less energy efficient

Jeremy Talbott



VALDEZ CITY HALL CAMPUS FIRE STATION 1  
REPURPOSING ALTERNATIVES REPORT  
March 29, 2019

VALDEZ FIRE STATION 1

The Valdez Fire Department occupies approximately 7,695 square feet (s.f.) at the 212 Chenega Ave. City Hall Campus. The space is occupied by emergency apparatus, training, storage, administration and associated support needs in what is known as Station 1. 5,500 s.f. of the Station is housed in an original structure, designed and built by the Army Corp of Engineers in 1966 (Area A). This story and one-half, wood-framed building was part of a larger 8,316 s.f. City Hall Complex that now also houses the Valdez Community Development (Planning) Department (Area B).

In 1978 an additional 2,188 s.f. was added to the Station structure (Area C), providing two apparatus bays and a hose/training tower along with repurposing of existing space to accommodate a relocated Chief's Office, Library, Storage and Training Rm. At some time, Dormitory and Dayroom areas were infilled into and replaced a Vehicle Bay. Later still, a Decontamination Room was added.

The original 1966 structure is of wood-frame construction with concrete stem wall and slab. The 1978 addition is of pre-cast, 'tilt-up' style concrete construction with steel ceiling joists and concrete slab and perimeter stem wall. While the City Hall complex currently housing the bulk of Administration offices, along with the Valdez Police Department, has a fire suppression system, neither the Fire nor Community Development Department structures are similarly protected. In addition, the original building is deficient in numerous structural, mechanical and code-compliant ways that impact the costs and value of further rehabilitation.

OTHER DEPARTMENTAL CONSIDERATIONS

Currently, City departments occupy 4,028 s.f. of off-campus space on the second floor of the Valdez Airport. Those departments include:

- Capital Facilities 2,388 s.f.
- Finance 1,367 s.f.
- Economic Development 273 s.f.

Valdez Police Department (Area D) vehicle bays are undersized to store department vehicles. At least 4 of the 7 available bays are used for storage or other purposes. The bay originally intended for prisoner transfers is now used for laundry and maintenance purposes.

Valdez City Council Chamber (Area F) is a 2,644 s.f. wood-framed structure that was repurposed from its original use as a post office. An interior renovation of the facility of unknown date included construction of a dais, drop ceiling and lighting, and new finishes. Seismic upgrades were also done at that time.

As the functions of Fire Station 1 are relocated to a new station, formerly occupied areas in the existing structure may be available for occupancy by other departments or uses. This document proposes possible repurposing scenarios and their anticipated construction and energy use costs. In addition, structural, mechanical and electrical assessments are included and should be thoroughly reviewed while considering alternatives.

#### REPURPOSING SCENARIOS (refer to attached diagrams):

- Option 1A—Renovate/upgrade existing Area A & C
- Option 1B—Renovate/upgrade existing Areas A, B & C
- Option 2—Limited renovation of Area A
- Option 3A—Demolish existing Areas A, B & C; Build replacement structure
- Option 3B—Demolish existing Areas A, B & C; Build replacement structure; limited renovation of Area F

#### OPTIONS 1A & B—

Intent—relocate existing Capital Facilities, Finance and Economic Development Departments to renovated Area A and/or Area C; repurpose Area B for PD vehicle storage (or other).

#### Scope—

- Consider/complete structural upgrades (see Structural assessment)
- Demolish all non-bearing partitions, mechanical/ plumbing, electrical systems
- Remediate hazardous materials
- Install new interior wall, ceiling and floor assemblies to suit floorplan (Areas A, B & C)
- Install wet based automatic fire protection system.
- Replace all existing plumbing fixtures, piping and plumbing equipment building wide to accommodate the new floor plan.
- Install new hydronic heating system.
- Install a new boiler system and listed fuel delivery piping
- Install a new variable air volume air handling system with DX cooling coil.
- Install Direct Digital Controls in accordance to COV standards.
- Provide new LED lighting
- replace all interior electrical distribution panels, feeders and appurtenances
- replace all data communication system with new, and provide dedicated IT communications room
- provide new fire alarm system
- provide new access control, security & surveillance system per COV standards
- replace exterior lights with LED

#### OPTION 2—

Intent—Leave “as-is” option; provide minimal work to clean & repaint; abate known mold in Decon Room.

- Remediate hazardous materials
- Clean and repaint Areas A & C; remove all FD related equipment and systems
- Complete necessary repairs on existing mechanical/heating/ventilation equipment

#### OPTION 3 A&B—

Intent—Demolish original 1966 facility (Areas A & B) and 1978 fire tower addition (Area C); design and construct new Administrative office building and vehicle storage space; refinish Council Chambers.

#### Scope—

- Demolish and haul away existing structures; remove utilities/services as required to accommodate new facility
- Design & construct new Administrative Office Building to fill current and future COV needs (approximately 17,000 s.f.)
- Install modern, efficient, digitally-controlled, heating, ventilating and exhaust systems
- Provide fire detection, alerting and suppression system
- Provide data communication system to serve building and tie into existing COV systems
- Provide new access control, security & surveillance system per COV standards
- Demolish/reinstall existing floor and wall finishes (Area F)
- Repair and reinforce ceiling grid, install new ACT tiles, install new LED lighting (Area F)

#### PROJECTED TOTAL PROJECT COSTS—

OPTION 1A	\$5,017,004
OPTION 1B	\$6,143,390
OPTION 2	\$407,197
OPTION 3A	\$11,978,400
OPTION 3B	\$12,495,900

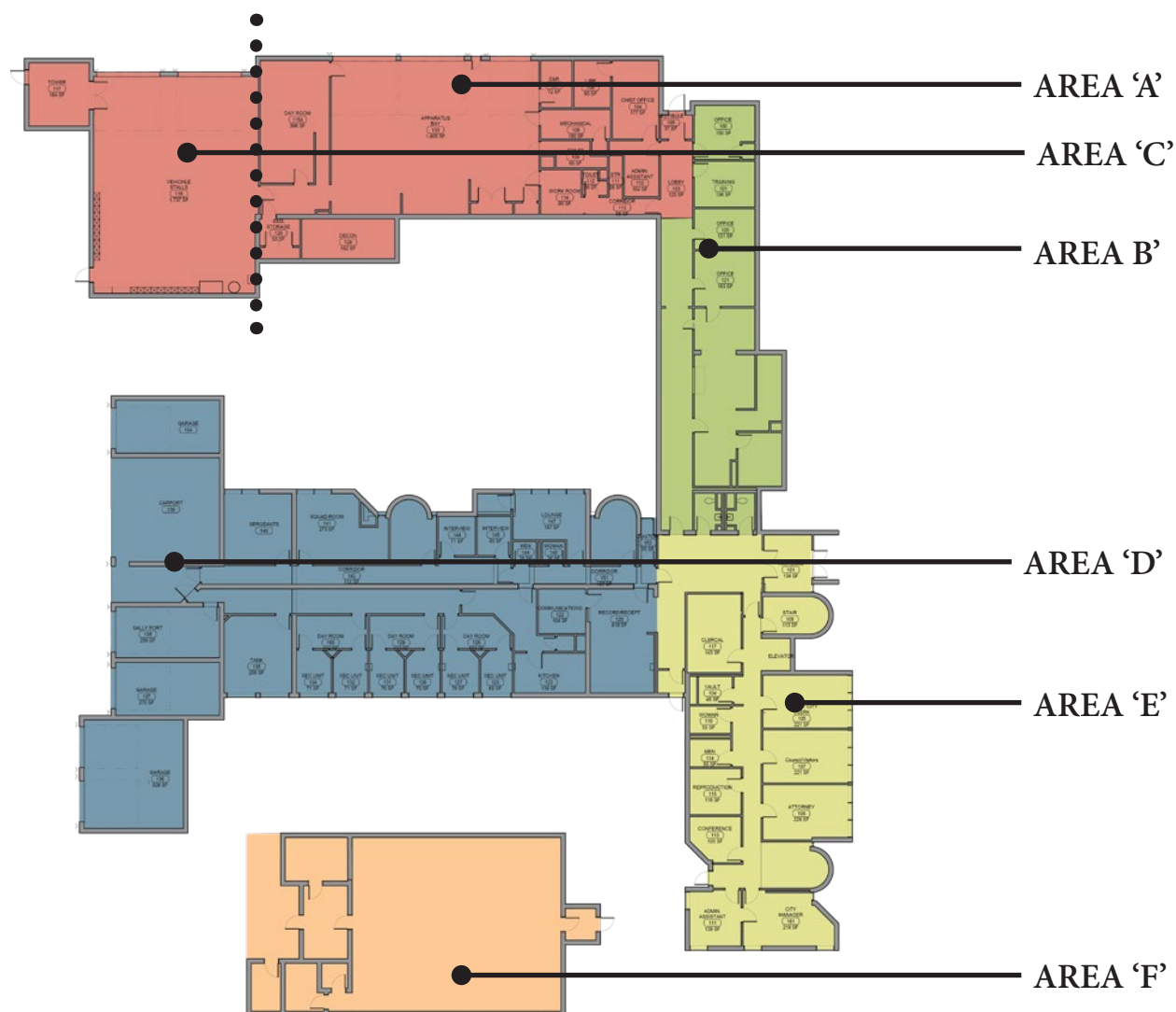
(refer to attached Rough Construction Cost spreadsheet)

PROJECTED ENERGY COSTS—(refer to attached Rough Energy Cost spreadsheet)



# VALDEZ CITY HALL CAMPUS

## REPURPOSING STUDY EXISTING



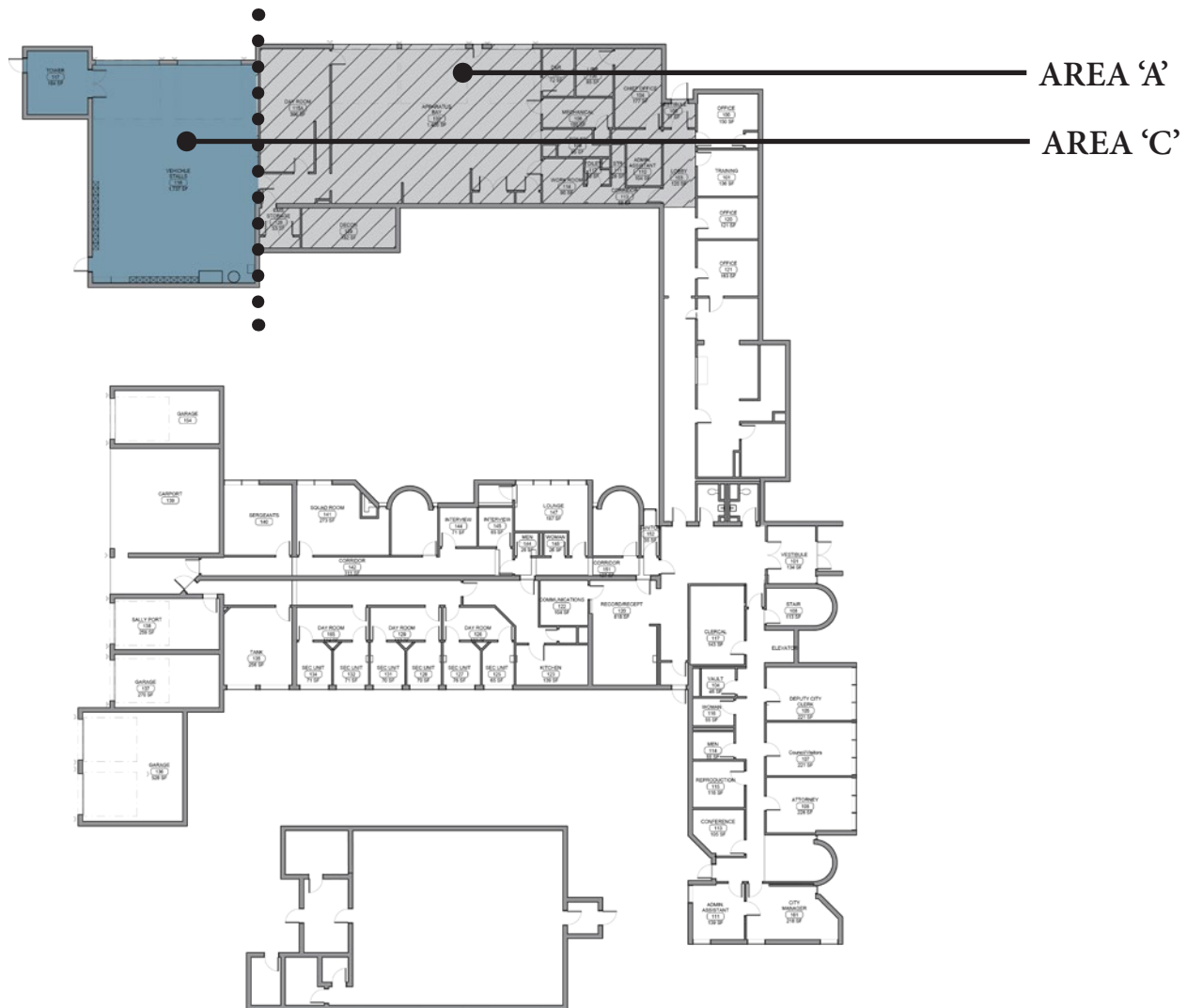
- FIRE DEPARTMENT
- COMMUNITY DEVELOPMENT
- CITY HALL OFFICES
- POLICE DEPARTMENT
- CITY COUNCIL CHAMBERS
- OFF-CAMPUS DEPARTMENTS
- DEMOLISHED/REFINISHED



# VALDEZ CITY HALL CAMPUS

## REPURPOSING STUDY

OPTION 1A



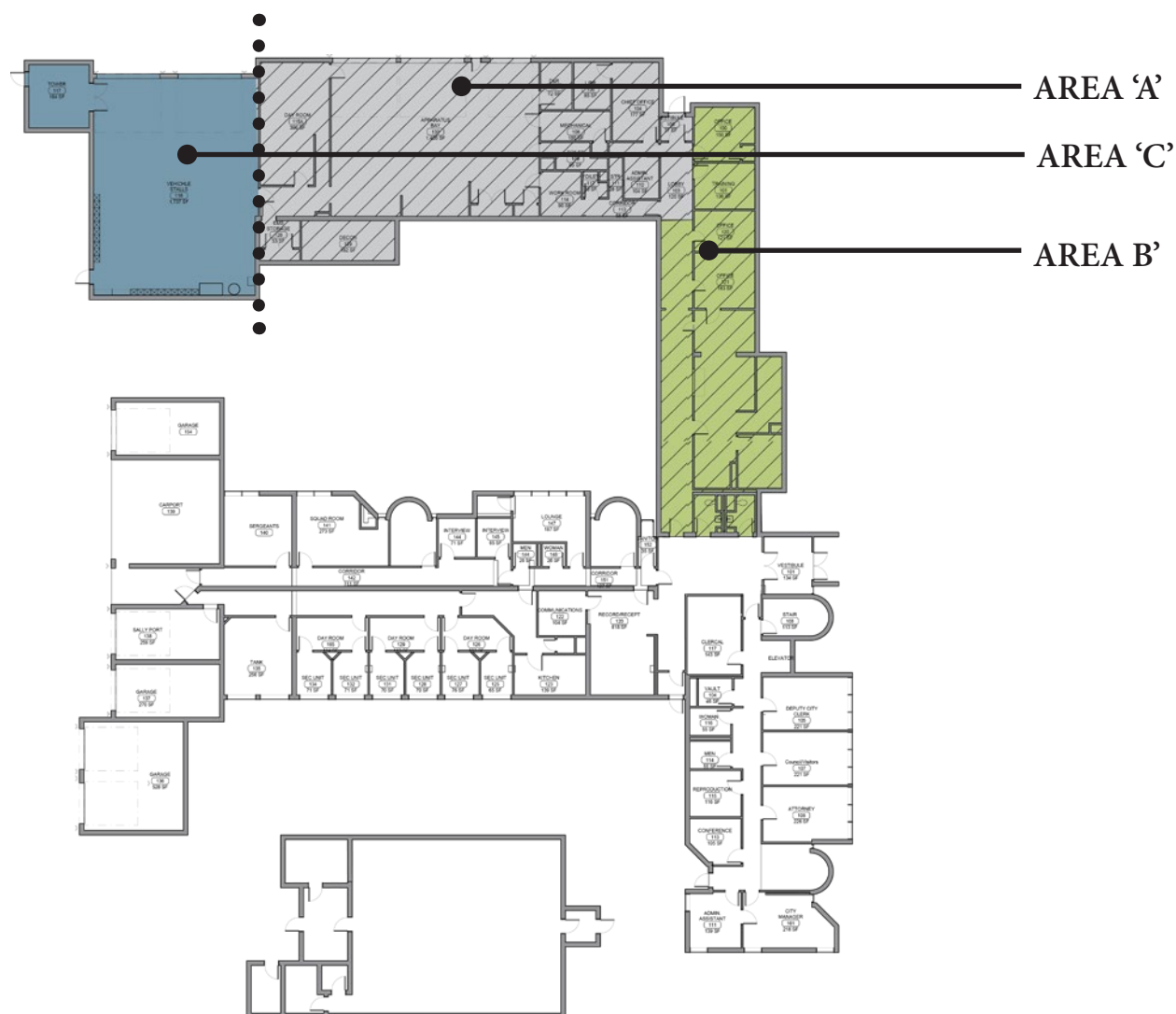
- FIRE DEPARTMENT
- COMMUNITY DEVELOPMENT
- CITY HALL OFFICES
- POLICE DEPARTMENT
- CITY COUNCIL CHAMBERS
- OFF-CAMPUS DEPARTMENTS
- DEMOLISHED/REFINISHED



# VALDEZ CITY HALL CAMPUS

## REPURPOSING STUDY

OPTION 1B

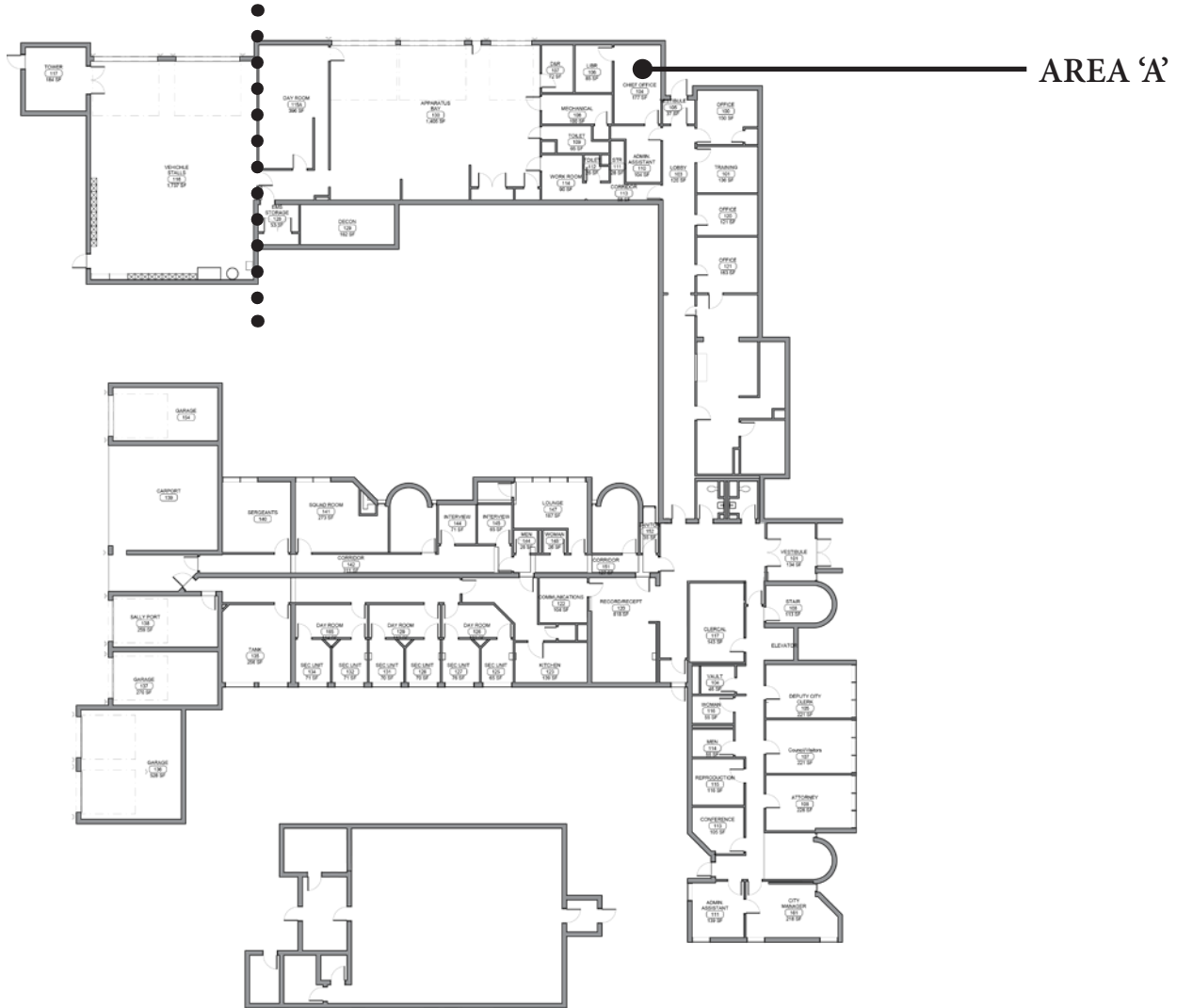









- FIRE DEPARTMENT
- COMMUNITY DEVELOPMENT
- CITY HALL OFFICES
- POLICE DEPARTMENT
- CITY COUNCIL CHAMBERS
- OFF-CAMPUS DEPARTMENTS
- DEMOLISHED/REFINISHED



# REPURPOSING STUDY

## OPTION 2

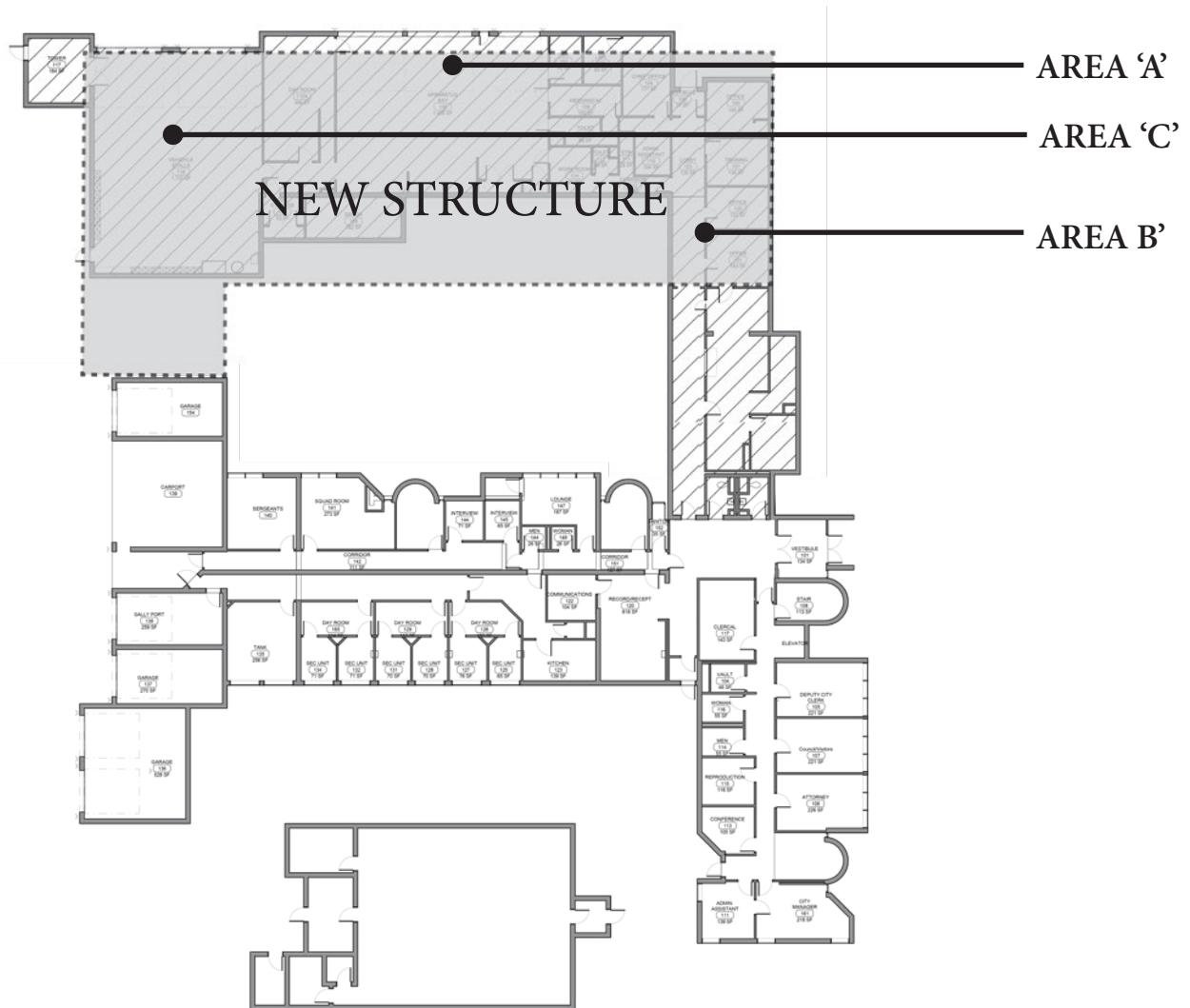


- |   |                        |
|---|------------------------|
|  | FIRE DEPARTMENT        |
|  | COMMUNITY DEVELOPMENT  |
|  | CITY HALL OFFICES      |
|  | POLICE DEPARTMENT      |
|  | CITY COUNCIL CHAMBERS  |
|  | OFF-CAMPUS DEPARTMENTS |
|  | DEMOLISHED/REFINISHED  |



# VALDEZ CITY HALL CAMPUS

## REPURPOSING STUDY OPTION 3A



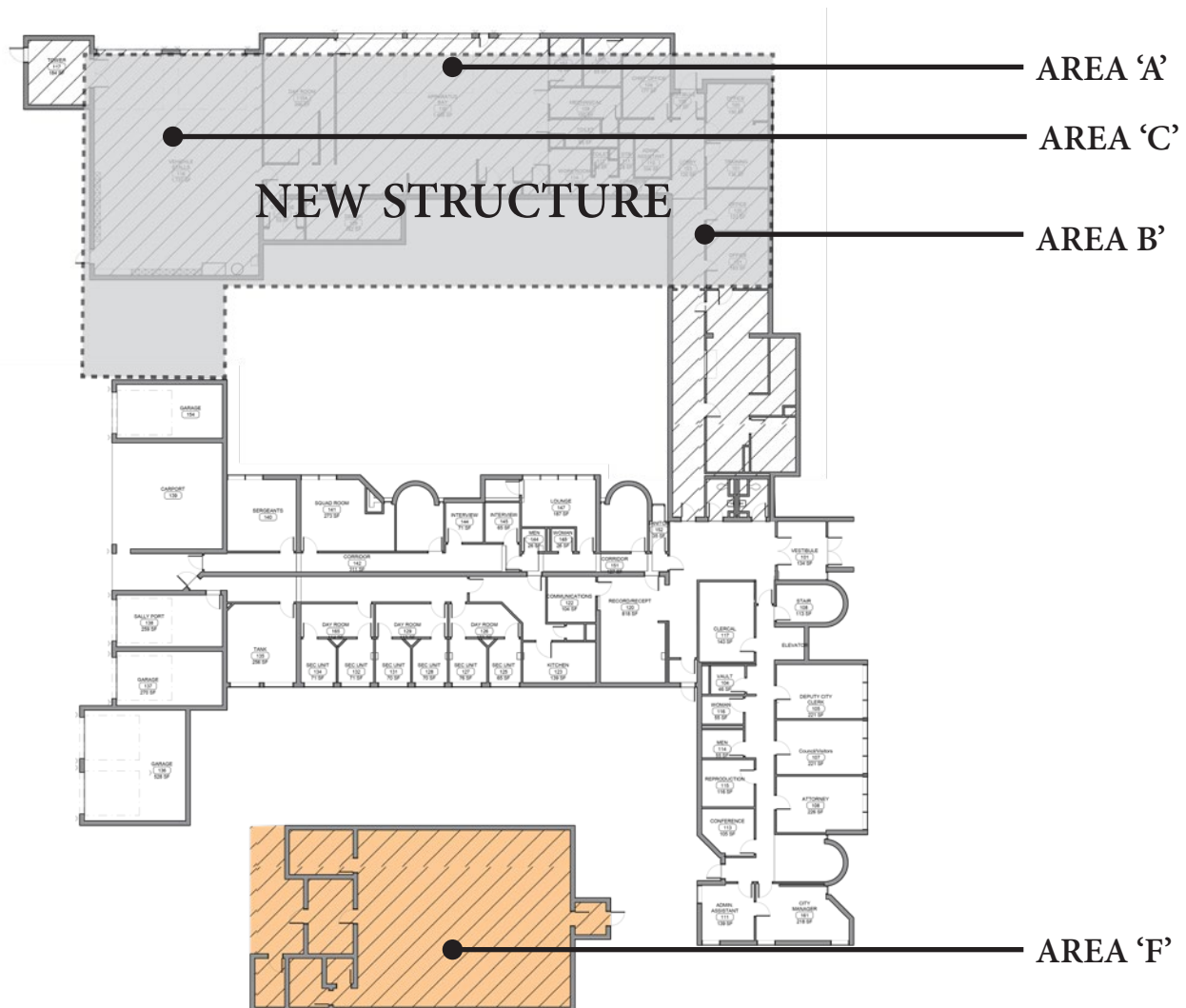
- FIRE DEPARTMENT
- COMMUNITY DEVELOPMENT
- CITY HALL OFFICES
- POLICE DEPARTMENT
- CITY COUNCIL CHAMBERS
- OFF-CAMPUS DEPARTMENTS
- DEMOLISHED/REFINISHED



# VALDEZ CITY HALL CAMPUS

## REPURPOSING STUDY

### OPTION 3B



- FIRE DEPARTMENT
- COMMUNITY DEVELOPMENT
- CITY HALL OFFICES
- POLICE DEPARTMENT
- CITY COUNCIL CHAMBERS
- OFF-CAMPUS DEPARTMENTS
- DEMOLISHED/REFINISHED

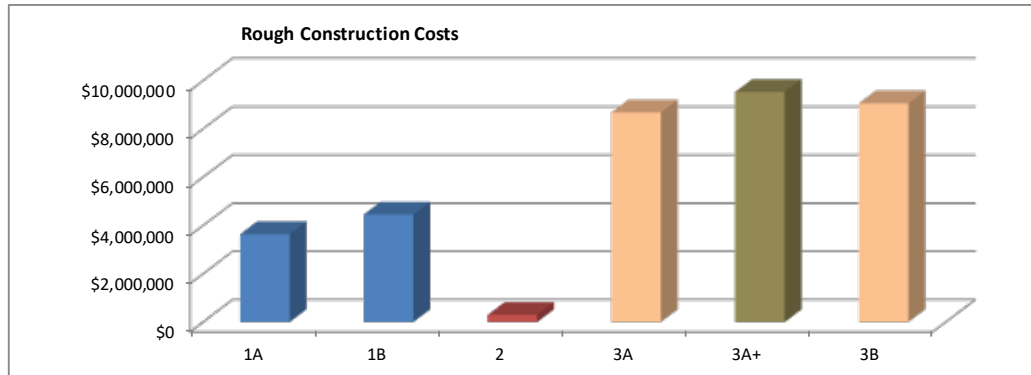




City of Valdez  
Phase 2  
Rough Construction Costs

3.29.2019

Option	Description	SF	\$/SF	Haz-Mat1	Demolition	Const. Cost2	Project Costs3	Notes
1A	Reno Fire Hall	7,695	\$298.00	\$95,000		\$3,635,510	\$5,017,004	Replaced M/E, Upgrade Struct.
1B	Reno Fire Hall and Comm. Development	10,434	\$298.00	\$95,000		\$4,451,732	\$6,143,390	Replaced M/E, Upgrade Struct.
2	Existing, Remain As-Is (includes Comm. Dev.)	7,695	\$26.00	\$95,000		\$295,070	\$407,197	Clean, remediate haz-mat, paint
3A	New Admin Building, 3 floors	17,000	\$500.00		\$180,000	\$8,680,000	\$11,978,400	New code standard construction
3A+	New Admin Building, 3 floors (High efficiency)	17,000	\$550.00		\$180,000	\$9,530,000	\$13,151,400	New high efficiency construction
3B	New Admin Building, 3 floors + City Chambers	17,000	\$500.00		\$180,000	\$9,055,000	\$12,495,900	New code standard + Int Reno at Chambers



Notes:

- 1) Hazardous material remediation limited to known mold issue in Decontamination Rm.
- 2) Cost of construction based on rough averages for the type of building occupancy, Valdez rates, and construction type. Renovations assume LED lighting, Mech upgrades to oil-fired equipment, fire protection. New construction assumes Mech/Elect built to current standard codes.
- 3) Includes construction, design, solicitation, project management, testing, contingencies & escalation.

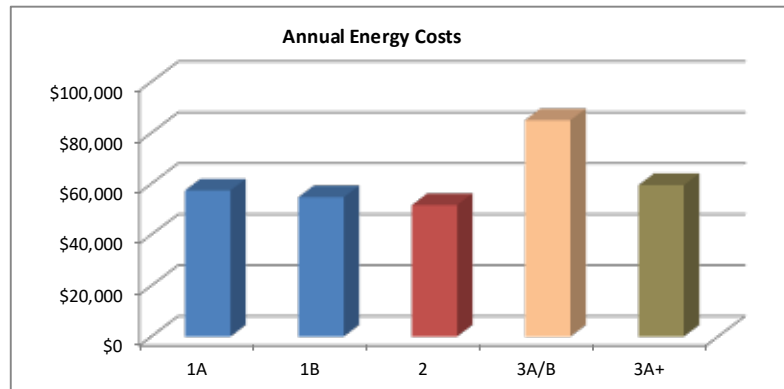
**Wolf**  
ARCHITECTURE

City of Valdez  
Phase 2  
Annual Energy Costs

3.29.2019

Option	Description	SF	\$/SF	Ann. Cost	Notes	5 year	10 year	30 year
1A	Reno Fire Hall	10,434	\$5.50	\$57,387	Replaced M/E but increased ventilation	\$ 286,935	\$ 573,870	\$ 1,721,610
1B	Reno Fire Hall and Comm. Development	10,434	\$5.25	\$54,779	Replaced M/E but increased ventilation	\$ 273,893	\$ 547,785	\$ 1,643,355
2	Existing, Remain As-Is (includes Comm. Dev.)	10,434	\$4.95	\$51,648	Existing actual costs	\$ 258,242	\$ 516,483	\$ 1,549,449
3A/B	New Admin Building, 3 floors	17,000	\$5.00	\$85,000	New code standard construction	\$ 425,000	\$ 850,000	\$ 2,550,000
3A+	New Admin Building, 3 floors (High efficiency)	17,000	\$3.50	\$59,500	New high efficiency construction	\$ 297,500	\$ 595,000	\$ 1,785,000

Note: These energy costs are based on rough averages for the type of building occupancy, Valdez utility rates, and construction type. Renovations assume LED lighting, Mech upgrades to oil-fired equipment. New construction assumes Mech/Elect built to current standard codes.



**Wolf**  
ARCHITECTURE

Nathan Duvall  
Capital Facilities Director  
City of Valdez

May 17, 2019

Mr. Duvall—

Attached is a cursory Structural condition report provided by PND and a Mechanical Investigation Report by RSA documenting deficiencies and hazards present at the existing Fire Station and Planning Department facility at 212 Chenega. In addition, I reference a 2009 Facility Analysis Report recommending demolishing and replacement of the “Old City Hall” facility and numerous upgrades and additions to the Fire Station not yet completed.

These reports add to previously and newly identified code (life safety, occupational safety & health, accessibility/gender bias) and emergency services standard procedure problems present at the Station. Recent USGS mapping shows the current site subject to tsunami inundation discouraging use as an essential facility, emergency operations center or backup dispatch.

The existing Valdez Fire Station 1, at a minimum, requires considerable remedies—well beyond the commonly discussed mold remediation and a diesel exhaust system—to be considered compliant for ongoing occupancy as a public fire station. Given the construction type, mechanical and space requirements and overall site condition/location, it is neither economical nor practical to address these issues at the present site.

The age, condition, structural and functional issues present at Station 1 put emergency personnel, city staff, and the served public and property at increased risk. Recruitment and morale of paid and volunteer staff is observably impeded by these conditions. Public use of the facility—whether for touring or training is discouraged.

It is, therefore, our advisement to the Council to proceed with relocating the facility, as planned, to the selected site with sufficient areas to meet current and future equipment, housing, storage and training needs necessary to continue serving and protecting the Valdez community.

Sincerely,

Gary S. Wolf, AIA

## 3.2 Structural System

### 3.2.1 Scope of Structural Evaluation

The scope of the structural evaluation was performed from an inspection of the existing drawings for the buildings. As most structural members cannot be examined from a visual inspection a study of available plans is used to perform the evaluation. The findings which follow within this report are based on the examination of a partial set of plans which are dated April 1966.

### 3.2.2 Description of existing structures

The focus of the evaluation is on the original wood-framed fire station consisting of apparatus bays and offices with a second floor mezzanine. Plans for both structural and architectural were combined into a few sheets of drawings.

The original building is essentially a wood stick-framed structure. The floor is a concrete slab on-grade. The mezzanine is constructed of 2x12 wood joists. The roof consists of 2x12 wood rafters spanning approximately 18-feet. The walls are constructed of 2x6 wood studs with 3/8" plywood sheathing. There is no information on the plans for lateral design such as shear wall and diaphragm nailing.

### 3.2.3 Relevant Structural Codes

This structure is currently an emergency facility which requires higher levels of safety for snow, wind and seismic loads. Loads are amplified by importance factors for an emergency facility. We understand that it may be repurposed for storage or warehouse use which would use an importance factors of 1.0.

Snow loads in Valdez have been incrementally increased over the last 20-years. The local code for ground snow load is now 160 psf. The minimum flat roof snow load should be around 138 psf.

The floor loads for the mezzanine should be 40 psf for the residential areas and 100 psf for the fan room.

Seismic and wind design criteria was not indicated on the drawings. For evaluation of existing buildings, ASCE 41-13 "*Seismic Evaluation and Retrofit of Existing Buildings*" is used. This code uses bench mark code years to establish whether a building needs to be evaluated for seismic safety. The benchmark code for wood-framed buildings is 1976. This building predates that code by 10-years and therefore should be evaluated for seismic performance.

### 3.2.4 Structural Deficiencies

From our examination of the building and plans we have identified some structural deficiencies. More specific evaluation seismic evaluation is warranted. The following items have been identified as deficient based on this evaluation.

#### 3.2.4.1 Roof Framing

Based upon our calculations, the current roof rafters are good for somewhere in the range of 50-60 psf depending upon the grade and species of wood used. This is less than half of the required snow loads in Valdez.

The mezzanine fan room floor joists should also be checked for the weight of the mechanical equipment.

#### 3.2.4.2 Lateral Loads

Even without an evaluation using the ASCE 41-13 code, it is evident from the 3/8" plywood sheathing that this building is deficient for the high seismic loads in Valdez. This is primarily due to the code under which the building was designed. A seismic evaluation should be performed before the building is repurposed.

### 3.2.5 Conclusions and Recommendations

Due to the age of the facility and the codes under which it was designed, structural remediation is needed before this building is repurposed. The roof snow load capacity is a serious concern and could pose a risk to occupants.

Some of the lateral deficiencies are serious enough that corrective measures may need to be taken. Any retrofit for lateral loads should be done in accordance with the ASCE 41-13 code.

October 6, 2016

Arcadis U.S., Inc.  
880 H Street, Suite 101  
Anchorage, AK 99501

ATTENTION: Matt Yeomans

Dear Matt,

**REFERENCE: Valdez Fire Station  
Mechanical Site Investigation Report**

As requested, RSA engineering traveled to Valdez September 27, 2016 to investigate reported HVAC issues at the City Fire Station and the needs of Fire Department personnel. Accompanying this inspection were Matt Yeomans from Arcadis, Tracy Raynor and Mike Weber from the Valdez Fire Department, and Brad Sontag from the City of Valdez Building Maintenance. At the time of this inspection there was no precipitation, temperature was approximately 54°F and winds were calm.

**Noted issues and recommendations:**

A. Issue: Significant black mold is present behind fiberglass reinforced wall paneling, above ceiling in the truss work and within walls.

I. Observations:

- a. This mold was visually apparent largely in the bio-hazard/decontamination. Some discoloration was apparent in the three vehicle bay and adjacent boiler room walls. Discoloration of the walls appeared to also be due to water damage.
- b. It was reported by the fire department personnel that there are significant leaks in the roofing system which allows moisture into the walls and attic spaces.
- c. The ventilation systems serving the apparatus bay are typical for the occupancy and are not a contributing factor to mold growth.
- d. The heat recovery ventilator (HRV) dedicated to the bio-hazard/decontamination room is out of service.
- e. Testing of bulk material samples from the bio-hazard/decontamination area was performed by White Environmental Consultants February 23<sup>rd</sup> 2016, the lab results indicated moderate to high *Stachybotrys* and *Chaetomium* mold growth.

II. Recommendations:

- a. Water infiltration into the attic space and walls is the major contributing factor with this mold issue. Additional HVAC equipment or upgrades to the existing equipment will not solve this issue. It is recommended that the roof be repaired and the mold affected building materials be demolished and replaced.
- b. If the bio-hazard/decontamination is to be occupied, the existing HRV unit should be repaired or replaced to return it to operating condition.

B. Issue: Air quality in sleeping quarters located upstairs of the residential area is reported to be poor, causing respiratory issues with the occupying personnel.

I. Observations:

- a. The existing air handler (AHU-1) serving the administration and residential areas of the fire department area is located in the attic space adjacent to the training area. This unit is original to the building and beyond its useful life.
- b. The air handler (AHU-1) outside air damper was in the closed position at the time of this inspection, and no fresh air was being delivered to the served areas. Investigation of the direct digital control (DDC) of the unit indicated that AHU-1 was



under command to provide significant outside air both for ventilation and cooling, but the damper remained closed. DDC notes from the time of inspection follow:

1. Supply air temperature reset setpoint: 53.5 °F.
  2. Space temperature: 73.5 °F.
  3. Supply air temperature: 78.3 °F.
  4. Outside air temperature: 53.8 °F.
- c. AHU-1 has a single return air opening at the wall of the stairwell serving the training area. This return air opening is extremely close (within 8') to the main supply air opening within the same stairwell. It is apparent that this air handler is short circuiting and supplying little ventilation to the connected areas. The net result of the closed outside air damper and short circuiting of the unit is only a small amount of indoor air is being re-circulated throughout the area. It should be noted that the return air grill is near the vehicle bay and exhaust fumes may be drawn into the air handler return grill.
- d. Supply air to the residential area is provided from AHU-1. The supply air ductwork from this air handler to the residential area is a single 8" branch supply air duct routed over head in the three vehicle bay area. This supply duct has a small inline booster fan installed to overcome the pressure losses associated with extended duct run and increase the overall air flow to the residential space.
- e. The 8" residential area supply duct terminates at two supply registers, one in the ceiling of the kitchen/lounge and one in the sleeping quarters area. The adjustable face damper on the sleeping quarter grill has been closed completely off by the occupants. The grill to the kitchen/lounge remains open and was observed to be supplying significant air volume.
- f. No return air ductwork is present from the residential area, resulting in positive pressurization the residential area. This is desirable to mitigate direct migration of diesel fumes to the residential area from the adjacent vehicle bays, however may be a contributing factor for diesel fumes migration back into the AHU-1 return duct.
- g. An investigation of airborne mold spores in the kitchen/lounge area was performed by White Environmental Consultants May 20<sup>th</sup> 2015, the investigation reported "The air quality at the time of the inspection was acceptable, with no discernable amounts of fungal spores present in the sampling locations."
- II. Recommendations:
- a. If within budget, AHU-1 and supply ductwork should be demolished and replaced with a new unit and the supply ductwork re-routed to supply directly to individual occupied spaces to avoid short-circuiting and maintain space pressurization to mitigate odor migration.
  - b. If the unit is to remain, the AHU-1 controls should be troubleshot and repaired to re-establish control of the damper actuators and provide outside air mixing with the return air stream.
  - c. AHU-1 supply air to the residential quarters should remain in place supplying air to the kitchen/lounge area on the 1<sup>st</sup> floor. The supply air ductwork to the 2<sup>nd</sup> floor sleeping quarters should be capped.
  - d. It is recommended a new residential type heat recovery ventilator be supplied and installed in the attic space adjacent to the sleeping quarters. This unit will be utilized to supply 100% fresh outside air to the sleeping quarters and will exhaust air from the lounge/kitchen area below. In addition to providing only clean, fresh air to the sleeping space, it will serve to pressurize the space relative to the kitchen/lounge and the adjacent vehicle bays to mitigate direct diesel fume migration into the residential area. The AHU outside air and exhaust air duct terminations will be out the exterior wall above the residential sleeping quarters windows. A small soffit may be required overhead to conceal duct routing, and the condensate from the unit will be drained to the kitchen sink tailpiece below.

- e. As a betterment for the residential HRV installation, a small heating coil can be provided on the outside air duct to temper the air entering the space to give the occupants temperature control of the sleeping quarter space during the heating months.
- C. Issue: Vehicle exhaust systems are not functioning automatically to exhaust diesel fumes when engines are run within the vehicle bays.
- I. Observations:
    - a. Both the two vehicle and three vehicle bay exhaust fans are in working order and are suitably size for general area exhaust operation. Both fans are manually controlled by a wall timers to be operated by the fire station personnel when needed.
    - b. There is no makeup air into either vehicle bay.
  - II. Recommendations:
    - a. All vehicle bay doors should be fit with optical eyes to trigger automatic operation of the vehicle bay exhaust systems for an adjustable amount of time. The vehicle optical eyes shall be selected and installed to trigger the exhaust fans only upon the crossing of a vehicle, and not upon personnel or other similar brief interruptions.
    - b. Both the three vehicle bay and the two vehicle bays should be fit with Carbon Monoxide (CO) and Nitrogen Dioxide gas (NO<sub>2</sub>) gas detectors with sensors located near to the exhaust outlets of the stationary vehicles. This CO/NO<sub>2</sub> sensor will serve to trigger the exhaust systems upon detection if the vehicles are run without opening the doors or leaving the bays. A CO/NO<sub>2</sub> detector is required in vehicle parking bays per current mechanical code.
    - c. New air openings with motorized insulated dampers into each vehicle bay should be installed to provide for makeup air during fan operation. The motorized dampers will be interlocked to open upon exhaust fan operation.

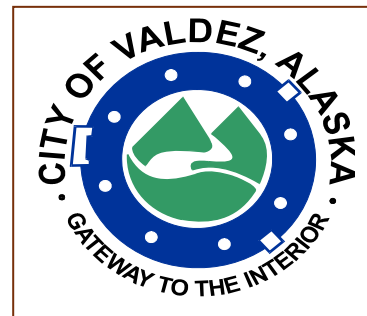
If you have any questions concerning the above, please do not hesitate to call me.

Sincerely,



Tyler T. Gray, PE  
Project Engineer

ttg/hhm  
16-xxxx/L6192



[December 7, 2009]

# [Facility Analysis Report - Draft]

City of Valdez

Prepared by [McCool Carlson Green Architects]



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## **[1. EXECUTIVE SUMMARY]**

### **Introduction**

The City of Valdez (COV) issued a Request for Proposal for City Facilities Analysis in a qualification based selection process. In March 2009, COV issued Notice to Proceed to McCool Carlson Green Architects (MCG) for design services to complete this analysis. Following some scope clarification correspondence the broader goals were identified as:

1. Interview City Departments
2. Tour existing city facilities
3. Develop recommendations and costs in two categories
  - a. Deferred Maintenance List
  - b. Operational Deficiencies List
4. Provide a collaborative process for inclusion of the Steering Committee, City Departments, and City Council

Planning efforts of this scale typically outline the broader impacts of the facility conditions, department needs, and approximate estimated costs. This was a “high level” analysis; meaning that the intention of this effort was to identify an overall needs analysis with cursory detail to establish an Order of Magnitude. The Facility Analysis Report can be used to prioritize future projects that can be developed for completion.

Deliverables for this effort include the Facility Analysis Report and Reference Drawings.

### **Process**

MCG started the process by outlining an overall schedule to include Department Interviews, Facility Analysis, Needs Assessment, Issue Development, City Council Collaboration, and Review/Feedback/Refinement. The first part of the Process was a meeting with the department heads and follow-up Department Interviews over a 3-day effort. MCG visited with all the city departments in June 2009 including:

- Community and Economic Development
- Public Works
- Finance
- Police & Public Safety Support
- Port
- Harbor
- Fire
- Library
- Information Technology
- Administration
- Parks, Recreation & Cultural Services
- Capital Facilities
- City Clerk

The interviews were well attended. Following each department interview MCG was lead on a tour of the respective facility where additional information was conveyed about program efficiencies, deficiencies, needs, and physical facility conditions. The departments are housed in various facilities around the city, refer to figure 1. During the facility tours MCG completed a cursory Facility Analysis where observation of the existing facility condition was conducted and documented. A thorough Facility Survey will need to be completed as part of the next phase of project development.



Figure 1 – City Facility and Department Locations Site Plan

The next part of the process is the Needs Assessment. This effort looks closely at the existing department areas and develops a Program Space Requirements tool that totals existing building

areas related to space types and required space area that is not yet available. The programming tool provided the basis of space needs for each department; refer to figure 2 for a sample of this document and Appendix A for a complete list of Department

Valdez City Facilities Master Plan									
Program Space Requirements									
Building Key									
4 Community Development									
Name/Type of Space	Required Program Area (sq ft)	Existing Program Space				Renovation			
		Room #	Room #	Room #	Room #	Needs Renovation?	Not Renovated Area (sq ft)		
4.01 Public Counter / Line View	500				(500)				0
4.02 Administrative Assistant	120				(120)				0
4.03 Director Office	160				(160)				0
4.04 Planning Technician	120				(120)				0
4.05 Planning Technician - GIS	170				(170)				0
4.06 Building Inspector	120				(120)				0
4.07 Workroom & Breakroom	260				(260)				0
4.08 File / Library Storage	120				(120)				0
4.09 Event Storage	80				(80)				0
4.10 Conference Room	280				(280)				0
4.11 Property Assessor	170				(170)				0
4.12									0
4.13									0
4.14									0
4.15									0
4.16									0
4.17									0
4.18									0
<b>Net Space Needs Subtotal:</b>	<b>1,590</b>				<b>(1,590)</b>				<b>0</b>

Figure 2 – Department Program Requirements



Program Requirements. These program area sheets were validated and refined through the steering committee, department feedback, comparative space analysis (including space standards from AIA, GSA, and CEFPI), and practical planning experience.

The other tool used in the needs assessment is the Space Attribute Sheets. This important tool collects and describes programmatic attributes on each of the Departments into a reference format. They are tools for articulating the Department relationships and characteristics; refer to Figure 3. Major categories include:

- Activities and Space usage; defines what activities occur in the department
- Existing Space characteristics; this allows a quick reference to what we learned in the interviews and facility assessment
- Spatial Relationships; provides information of space adjacencies
- Furniture, Fixtures and Equipment; provides feedback on what FF&E equipment should be accommodated in the department.
- Finishes; provides guidance on what type of finishes are ideal and what to avoid
- Communication sand technology
- Utility and Services
- Additional Considerations

4.0 Community & Economic Development Attribute Sheet			
Area/Department:		Community and Economic Development	
Occupants:	Staff: 5	Part time: 1	Growth: 1
Director: Tika Von Hergen			
<b>ACTIVITIES &amp; SPACE USAGE</b>			
Department:	Strong public interaction, building permits, building inspections, city land management & sales, subdivision development, commercial development, GIS system & Mapping, planning & zoning support, business registration		
Admin/Operational:	Filing (need to maintain hardcopies), drawing size standing work-surface, public counter, drawing & file photocopies, oversized printers and scanners		
Community:	Event Planning		
<b>EXISTING SPACE DEFICIENCIES</b>			
	<ul style="list-style-type: none"> <li>Storage space</li> <li>Office space</li> <li>Small group meeting space</li> <li>Conference space</li> <li>Sufficient Public Counter space for division of privacy</li> <li>Accessibility to second level office/workroom</li> <li>Break room</li> </ul>		
<b>EXISTING INFRASTRUCTURE, MECHANICAL AND ELECTRICAL DEFICIENCIES</b>			
	<ul style="list-style-type: none"> <li>Power outlets quantity and overloaded circuits</li> <li>Lighting: need more efficient lighting with high quality optics and control</li> <li>Data room</li> <li>Ventilation system needs evaluated</li> <li>Heating system needs commissioning</li> <li>Environmental control</li> <li>Upgrade code deficiencies</li> </ul>		
<b>EXISTING FINISH, SYSTEMS, AND EQUIPMENT DEFICIENCIES</b>			
	<ul style="list-style-type: none"> <li>Carpets</li> <li>Paint</li> <li>Windows need replaced: high levels of air infiltration</li> </ul>		
<b>SPATIAL RELATIONSHIPS</b>			
Adjacent: Direct	Central location in city so public can conveniently access services, Capital Facilities Dept. users		
Nearby: Indirect	Planning Technician and GIS need visual access to the public counter, Finance Department, Parks & Recreation Department, Public Works Department		
Distant: Separated			
<b>FURNITURE, FIXTURES &amp; EQUIPMENT</b>			
Fixed Casework:	Public Counter		
Furniture (Movable):	Office furniture and filing		

Figure 3 – Department Attribute Sheets (sample)

These attribute sheets were reviewed with the same scrutiny as the validation process of the program requirement sheets. Refer to Appendix B for a complete listing of all the Department Attribute Sheets.

At this point in the process enough core material was available to begin to form some clear direction on progress. The Issue Development portion of the process was a crucial step in tailoring our collaborative efforts. The two big ideas that surfaced were (1) Deferred Maintenance List where development issues focused on a “fix what you have” approach and (2) Operational Deficiency List where development issues focused on solving department deficiencies and improving needs of the program.

**Deferred Maintenance List** started by evaluation of the existing facilities and assessing the magnitude of the problem in terms of “maintenance vs. replacement”. Most of the City Facilities are in the 30 to 40+ year range, some nearing the end of their serviceable life. Providing ongoing maintenance to aging facilities and addressing the major backlog of deferred maintenance is the first line of defense and a more equitable fiscal solution to a

facility replacement option. Other opportunities available with providing ongoing major maintenance projects include (1) reducing energy consumption by upgrading roofs, wall envelopes and windows further reducing the operational “bottom-line”, (2) providing repairs that reduce costs related to collateral damage of system failures, (3) address any Life Safety systems/issues, and (4) protect the large capital and operational expenses of City services. The resulting findings and recommendations are detailed in Section 3 of this report.

As part of the issue development process related to the **Operational Deficiencies List** we identified a few useful strategies to help focus our efforts and craft solid solutions. We looked at space requirements related to the departments, improving the functionality and productivity of the departments, capitalizing on existing space efficiencies and arrangements, and a broad planning perspective on the more ideal arrangements to improve city services. The resulting findings and recommendations are detailed in Section 3 of this report.

City Council Collaboration was another important strategy to make the process transparent and open for comment and direction by Council. Involvement at a more rigorous level with the Council was important to build consensus around the many issues, needs, concerns, and costs that are typically involved in an analysis of this size. MCG presented to the City Council on three separate occasions to provide information on the process, make project updates, and elicit feedback and direction.

The first meeting on July 20, 2009 was a project introduction where we discussed the Facility Analysis goals, provided an overarching schedule, introduced an analysis of the existing city facilities, and outlined the city departments’ needs assessment.

The second meeting on September 9, 2009 provided a project update. The meeting focused on two areas: the Deferred Maintenance List and Operational Deficiency List. The first part of the city council work session looked closely at the deferred maintenance and costs of the existing city facilities. The second part looked at a comprehensive list of deficiencies in 16 areas relating to city departments including:

- improving department deficiencies
- capitalizing on existing space
- providing an objective look at facilities and departments
- organizing the scale of the Master Plan
- Providing all the options for consideration

Following discussion with the Council the focus was directed in two areas:

1. Issue 1: Department improvements for Maintenance, Public Works, Parks & Rec., Port Administration
2. Issue 2: Department improvements for Community & Economic Development, Capital Facilities, IT, Fire, Police, Clerk, Finance, Administration

The third meeting on October 20<sup>th</sup>, 2009 updated the costs on the deferred maintenance issues, focused on refinements to the directives from last Council meetings, and presented

the last deficiency issues (left from last meeting due to time constraints). The bulk of the meeting focused on the presentation of solutions related to City departments in the “Shop”/Annex Building and City Hall as well as opportunities with available facilities and development property. The meeting concluded with a lively debate on the magnitude of the issues, costs, and priorities. MCG was directed to complete the draft report as closure to the Facility Analysis effort.

Through the facility assessment effort a Review/Feedback/Refinement process was used to keep the transparency and consensus at the forefront. Content was provided/presented to the Steering Committee for review and dissemination with the City Departments for further feedback on a constituent review basis. Costs were provided with each of the issues to provide a fiscal sign post and help to weigh the cost-benefit for each solution. It is important to understand that the costs estimated have the following exclusions:

- Costs are estimated on a \$/square foot basis for public bidding using Davis Bacon wages
- Cost/SF are adjusted based on building type and scope of work
- Costs are based on recent data from cost estimated locally and escalated costs for your location from other recent estimates
- These are order of magnitude costs (“Ball-Park”) and costs will need to be validated by a professional cost estimator at the next stage of development
- Costs shown are the total estimate project costs that include construction, contingency, administration, design, etc.
- Costs are escalated to 2010 construction season and will need to be adjusted depending on intended deployment of Capital Improvements projects

To elaborate on the cost/SF, MCG used a number of resources to establish reasonable costs per square foot numbers as a basis for this evaluation.

1. Bid prices from the public low bid contract for construction of a new warehouse building for the Prince William Sound College Campus. These numbers were from spring 2009. The price was about \$300 SF
2. We utilized recommendations from a professional estimator who has worked regionally in Alaska for 20+ years (Estimations Inc.). They gave specific recommendations for Valdez including:
  - a. New warehouse-type construction at \$350 /SF (includes a 140% adjustment factor for project costs)
  - b. New office-type construction at \$490 /SF (includes a 140% adjustment factor for project costs)
  - c. Remodel warehouse-type construction at \$224 /SF (includes a 140% adjustment factor for project costs)
  - d. Remodel office-type construction at \$308 /SF (includes a 140% adjustment factor for project costs)
3. Some of the estimate efforts were broken down by scope of work that looked more closely at the specific anticipated work and commensurate dollar/costing reflecting the effort.
4. Historical perspective, The Valdez Hospital at 63,500 SF costs roughly \$25M to construct in 2004 (project costs). If we escalate that cost at the market rate escalation

at 6% a year (not accounting for the upswing years where escalation was at 8-9%) the costs for that hospital would be around \$550/SF which seems about right for a building type as complicated as a hospital.

The Steering Committee, City Departments and City Council provided important feedback for this initial “High Level” Facility Analysis. It’s crucial to remember that this effort is intended at establishing an Order of Magnitude and the specificity of final design solutions and costs need important involvement as the priorities move projects to the next level of development.

### **Data Resources**

Collateral benefits of this analysis have produced information that will be useful for the City in their master planning efforts. One asset is a series of preliminary as-built drawings of the existing city facilities. MCG used drawings provided by the city of various dates and condition, made site visits to the facilities to validate each space use & general layout, and created electronic drawings as planning tools to analyze existing areas. These backgrounds were used to help identify scalable solutions throughout the planning process and can be used at the next level of development as the projects move forward.

This document serves a good starting point for understanding the City Departments’ programs that are compiled in the Program Space Requirements and Attribute Sheets. It also serves as a comprehensive perspective of the City Departments, facility needs assessment, and related costs.

### **Synergy**

The real value of completing both lists of deficiencies concurrently can be characterized with the following valuable results. “Lower operating costs” can become a life-cycle value for the city by saving costs annually with more energy efficient buildings that are upgraded through major maintenance and renewal projects.

“Maintenance Offset” is the improvement of the facility through renewal and capital improvement projects that help reduce the continual maintenance of the older facility inventory; which the city owned facilities are, for the most part, 30-40 years old... reaching an important tipping point on the maintenance vs. replacement discussion. By providing comprehensive major maintenance and capital improvement projects on a facility the yearly maintenance is reduced or eliminated, depending on the building system.

“Productivity” represents the largest capital investment by any organization. If the facilities are well organized, optimized, and provided with good environmental quality then the personnel in those facilities will be more productive, motivated, efficient, and tend to less absenteeism; which is a marked measurable asset for the city and the tax payers.

## **Recommendations**

The following are MCG's recommendations for a project priority based on Facility and Department deficiencies. It is understandable that these recommendations may be reordered by the City of Valdez as needs, priorities, and available funding are factored into project selection.

1. Hanagita Warehouse Replacement Project Parks & Recreation Workshop Renovation or Relocation Project
2. "Shop Building"/Museum Annex Renewal Project – Renovation and Warehouse Construction
3. Harbor Master Office Renewal Project
4. City Hall Renewal Project – Renovation and Addition for Multiple City Departments
5. Airport Major Maintenance Project
6. Public Works Service Improvements Project
7. Remote Fire Stations Major Maintenance and Addition Project
8. Teen Center Major Maintenance and Remodel Project
9. Civic Center Maintenance and Minor Renovation Project
10. Port Administration Maintenance Project
11. Library Maintenance Project
12. Baler Facility Minor Service Improvements Project





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## [2. ANALYSIS AND COSTS]

### **Overview**

The following information is identified in two categories (1) Deferred Maintenance List and (2) Operational Deficiencies List. Each list item details general information, specific observations, benefits/tradeoffs (where applicable), and costs.

For the **Deferred Maintenance List** MCG visited the following facilities:

1. Hanagita Warehouse
2. “Shop Building” / Museum Annex
3. Harbor Master Office
4. City Hall
5. Airport
6. Public Works
7. Remote Fire Stations (in lieu of visit was discussion with Maintenance & Department)
8. Teen Center
9. Civic Center
10. Port Administration
11. Library
12. Baler Facility (in lieu of visit was discussion with Maintenance & Department)
13. Sewer Treatment Plant (in lieu of visit was discussion with Maintenance & Department)

The approach was to evaluate the building into three categories:

- Poor: replacement likely to be more cost effective than maintenance improvements
- Marginal: major maintenance improvements may exceed replacement costs
- Adequate: usable structure requiring some necessary maintenance improvements

The sequence that the facilities are presented indicate an order of importance based on an MCG analysis of the building conditions. This order may be rearranged based on the City’s ultimate priorities with consideration of needs and available funds.

## **Deferred Maintenance List**



### **1. Hanagita Warehouse – Evaluated as Poor**

The Hanagita Warehouse is part of the Public Works Department that provides the department with critical storage of equipment needed to perform necessary services. Presently, the warehouse is beyond its serviceable life and needs to be replaced with a facility about 1.5 times its size. The cost to replace this facility is approximately \$2.2 million.



### **2. “Shop Building”/Museum Annex – Evaluated as Marginal**

The “Shop Building”/Museum Annex facility houses the Maintenance Department and Park & Rec. workshops and the Museum Annex. The Maintenance shop provides services for over 50 buildings and 96 structures owned by the City of Valdez. This department responds to the daily operational needs of all facilities, executes the preventive maintenance program and assists with items on the Major Maintenance schedule. Parks

and Rec. shop provides the backbone of work areas and storage to provide for the ground and trail maintenance. The current “Shop Building”/Museum Annex is nearing the end of its serviceable life; large improvements will be required to meet code requirements. The current facility has inefficient lighting, a leaky roof, inadequate plumbing and drainage and inadequate power. The facility does not currently have a working heating and environmental control system or a dust collection system in the Parks and Rec. shop area. The exterior walls are energy-inefficient. The approximate cost for upgrade/repair is \$2.5 million.

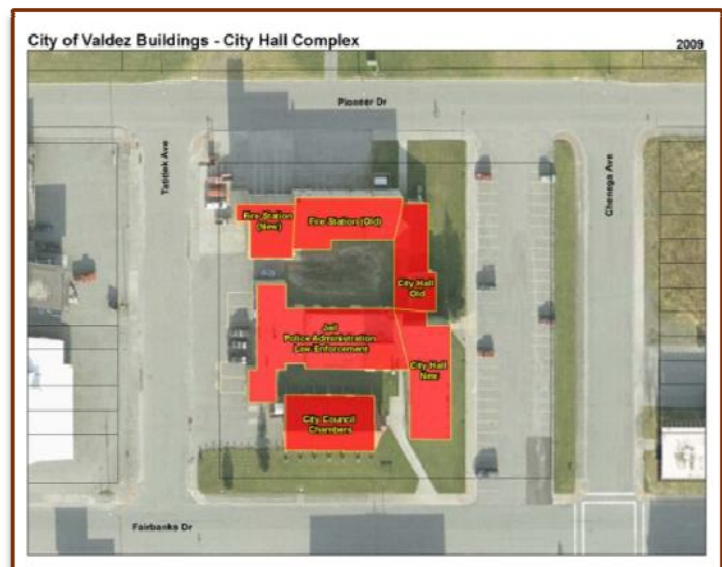


### 3. Harbor Master Office – Evaluated as Marginal

The Harbor Master Office Building is part of the Ports & Harbor Department that facilitates harbor/dock functions, tracking of vessels and manages the Small Boat Harbor. The structure may pose Life Safety issues as the roof and exterior walls should be evaluated for seismic consideration and snow loads. Inefficient lighting should be upgraded to include high-quality optics and control. Heating could be made more energy efficient with an environmental control upgrade. Finishes are worn and in need of replacement. The estimated cost of addressing these items is \$400,000.

### 4. City Hall – Evaluated as Adequate

The City Hall is responsible for the overall supervision and coordination of City operations. Energy efficiency upgrades should be made to the heating and ventilation, roof, lighting, power and windows. There is seasonal water in the basement, finishes are worn out and need replacement, acoustical separation is needed between offices and the current power supply overloads the circuits. The ventilation system should be evaluated and the heating system needs commissioning. The estimated cost of addressing these items is \$8 million.







## 5. Airport – Evaluated as Adequate

The Airport is part of the Ports & Harbor Department and currently also houses the Capital Facilities Engineering Department. Upgrades are needed to bring the facility up to code. The roofing and fire alarm system need to be replaced. Interior finishes need to be replaced. Energy consumption could be reduced by upgrading the insulation in the roof & exterior walls, addressing inefficient lighting, environmental control and ventilation system issues. Total estimated cost of these items is \$8.9 million.



## 6. Public Works – Evaluated as Adequate

Public Works complex includes Office/Vehicle Shop, Sand Storage Building, Storage Building, and Covered Vehicle Equipment Area. The office area needs ventilation separation from the shop building; currently the air contaminants from the repair shop are

leaking into the office causing indoor air quality in the office that is uninhabitable. The office area also needs better acoustic separation from the shop. The office area is on the second floor and no disabled access is currently available. The estimated cost to address the Office and Vehicle Shop is \$900,000



## **7. Remote Fire Stations – Evaluated as Adequate (based on correspondence)**

The facility assessment of the Remote Fire Stations is based on discussions with Maintenance and the Fire Department. According to these discussions there is a drive/ramp failure at the exterior and the septic system is in need of replacement. The sites are in need of emergency generators and the finishes are worn and need replacing. The estimated repair cost for both remote stations is \$300,000.





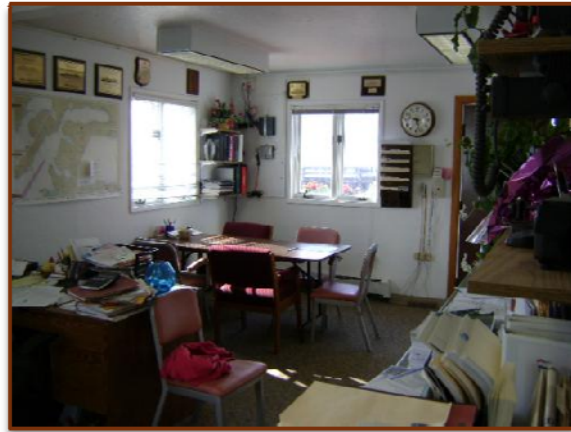
### 8. Teen Center –Evaluated as Adequate

The Teen Center operates under the Parks, Recreation & Cultural Services Department. It provides community recreation and services for all ages. Energy efficiency upgrades need to be made to the lighting and control. Also, the windows currently allow high levels of air infiltration and should be replaced. The heating and ventilation system needs evaluation commissioning. The roof and worn out finishes like carpet, paint and ceilings needs replacement. Total estimated cost of these items is \$1.3 million.



### 9. Civic Center – Evaluated as Adequate

The Civic Center operates under the Parks, Recreation & Cultural Services Department providing civic and cultural services. The current facility is in good shape; a routine finish maintenance schedule should be prepared to accommodate finishes that will eventually need to be replaced. The roof and ventilation system should be evaluated and commissioned. The fire alarm needs repair/replacement. Mechanical valves are leaking and should be evaluated. The sprinkler system is in need of repair. These items cost an estimated total of \$2.1 million.



## 10. Port Administration – Evaluated as Adequate

The Port Administration is part of the Ports & Harbor Department and manages the Valdez Container Terminal, Kelsey Dock and Airport Building. The lighting is inefficient and needs upgrading to include high-quality optics and control. The ventilation system needs evaluation and the heating system needs commissioning. Environmental control would provide energy efficiency and fresh paint and carpet would improve aesthetics. The estimated cost of these items is \$100,000.



## 11. Library – Evaluated as Adequate

The Library is part of the Parks, Recreation & Cultural Services Department. It is a consortium library combining public and library media resources. The overall facility is in good condition. Repairs should be made to the roof and leaks showing at the walls. Estimated total cost for these items is \$500,000.

## 12 & 13. Baler Facility & Sewer Treatment Plant – Evaluated as Adequate

The facility assessment of the Baler Facility and Sewer Treatment Plant are based on discussions with Maintenance and Department. According to these discussions the facility does not have deferred maintenance issues at this time.

## **Operational Deficiencies List**

For the Operational Deficiencies List MCG initially identified 16 issues for consideration that addressed improving department deficiencies, capitalizing on existing space, and looking objectively at the department(s) functionality. The initial list included:

**1. “Shop Building”/Museum Annex (Ferry Terminal/Hazlet Property)**

Issues: The “Shop Building”/Museum Annex at Ferry Terminal/Hazlet intersection is in marginal condition, does not appear compatible with the current redevelopment of the City Dock area, and is restricting development of property to the west due to ROW issues relating to road access.

**2. Capital Facilities**

Issues: Capital Facilities has operational inefficiencies since they are not co-located adjacent to Community and Economic Development; need department interaction for improved efficiency.

**3. Community & Economic Development**

Issues: Community and Economic Development has inadequate space for personnel, record storage, conference space, and accessibility issues to a second floor area.

**4. City Hall Offices**

Issues: City Hall Offices need conference and Itinerant areas for meetings and shared use offices for Finance, Administration, Clerk, city attorney, and auditor. Provide minor remodel for privacy and acoustic deficiencies at Finance and Administration.

**5. Police**

Issues: Police Department needs a larger evidence storage area and evidence processing area to respond to the immediate and growing needs related to this function. A juvenile holding area is needed to meet Title 47 that requires separate holding areas for persons under 18. Also the department has requested additional vehicle bays.

**6. Fire Department**

Issues: Fire Department requested additional space to accommodate a Women’s sleeping quarters (responding to a gender diverse department) and additional area for training room, storage for equipment and gear related to multiple use/rescue requirements serviced by the department, and vehicle/apparatus bays.

**7. Multiple Departments**

Issues: Multiple Departments have space and adjacency needs at City Hall; including CED, IT, Facilities Engineering, and Fire.

**8. Hanagita Warehouse**

Issues: Hanagita Warehouse is at the end of its serviceable life.

**9. Harbor Master Office**

Issues: Harbor Master needs space improvements and accommodation for storage/shop space, additional space areas for current personnel & customer service, accessibility issues to the second level, and functional issues related to the size of the waste oil facility.

**10. Port Management Office**

Issues: Port Management Office seems incompatible with the redevelopment direction of the City Dock area.

**11. Public Works - Sand Storage & Covered Equipment Storage**

Issues: Public Works Sand Storage building is at the end of its serviceable life, the existing covered Heavy Equipment Area is too small.

**12. Teen Center**

Issues: Teen Center has exceeded its available area for storage and there are some supervision issues at the main entry that may need to be addressed.

**13. Civic Center**

Issues: Civic Center has a great deal of storage needs due to the varying activities that need to be accommodated; currently storage is being accommodated in various locations that are taking over other necessary program areas. The largest need is for additional equipment and catering storage.

**14. Baler Facility**

Issues: Baler Facility needs area for covered storage for vehicles.

**15. Sewer Treatment**

Issues: Sewer Treatment Facility has no current operational deficiencies.

**16. Remote Fire Stations**

Issues: Fire stations at Rope River and Alpine Woods are remote and need areas added for Community Center meetings, polling center for elections, and provisions for emergency shelters.

These 16 issues and various solutions were reviewed by the Steering Committee and presented to the City Council in a work session for feedback and direction. At the conclusion of the meeting direction was given by Council as follows:

The Operational Deficiencies were refined into two issues:

- Issue 1: Department improvements for Maintenance, Public Works, Parks & Rec., Port Administration

- Issue 2: Department improvements for Community & Economic Development, Capital Facilities, IT, Fire, Police, Clerk, Finance, Administration

Next in this report is a refinement of those issues that include diagrams, scope and costs. The refined scope includes:

### **Issue 1**

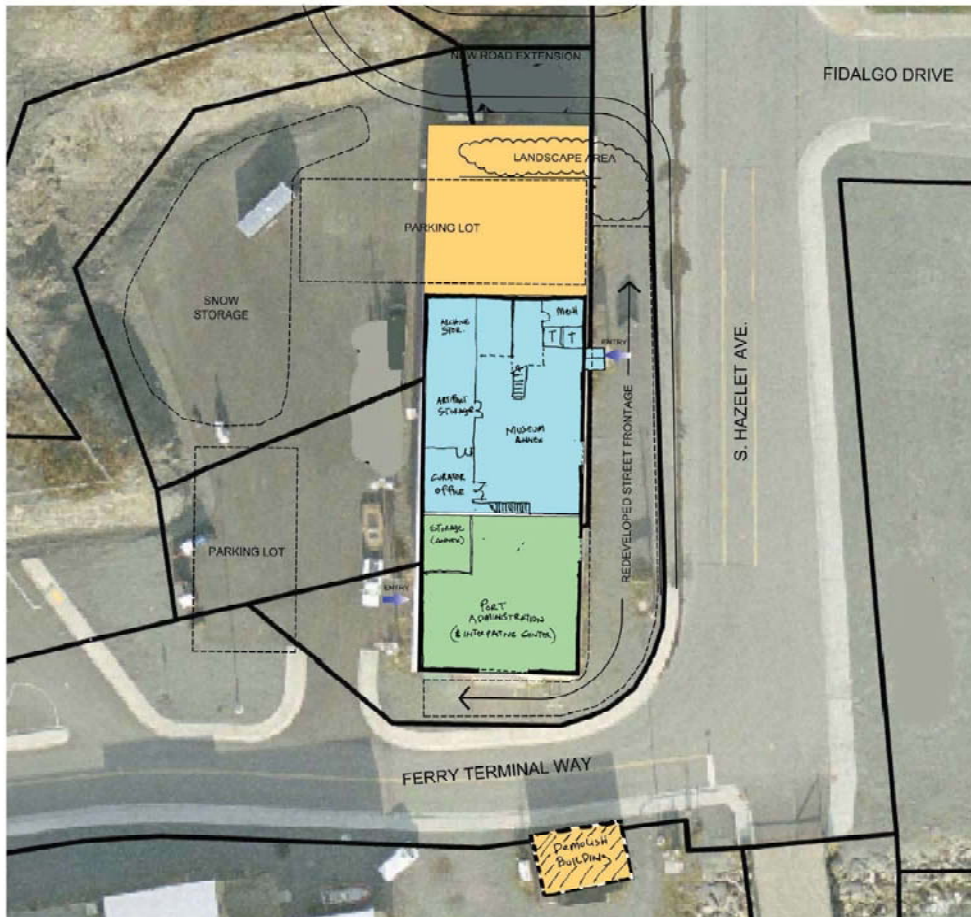
1. Provide Department Improvements for Maintenance, Public Works, Parks & Rec., Port Administration with the following options:
  - a. Provide building and site improvements at the “Shop Building”/Museum Annex to accommodate Port Administration and the Museum. Build a new building on property acquired across the street from Public Works to house Maintenance workshop, Park and Recreation workshop, and Storage Warehouse (to replace the Hanagita warehouse being demolished)
  - b. Provide building remodel/addition and site improvements at the “Shop Building”/Museum Annex to accommodate Port Administration, Museum, and Interpretive Center. Purchase an existing shop building (on Loop Road) to house Maintenance workshop. Build a new building on the same site to house Park and Recreation workshop, and Storage Warehouse (to replace the Hanagita warehouse being demolished).

### **Issue 2**

2. Provide Department improvements for Community & Economic Development (CED), Capital Facilities, IT, Fire, Police, Clerk, Finance, Administration with the following options:
  - a. Move CED and Capital Facilities to the Airport and remodel the existing available space to accommodate the needs of the departments. At City Hall, provide remodel and addition to accommodate remaining departments.
  - b. Demolish “old” city hall, provide a new 2-story addition, and remodel the remaining City Hall areas in to accommodate the needs of the departments.



## Issue 1A – “Shop Building”/Museum Annex



Site & Floor Plan – Issue 1A & 1B

Project scope includes:

1. Provide new road and intersection at Fidalgo Dr. and S. Hazelet Ave. for access to future development of property.
2. Demolish Maintenance Shop portion of building; 3,600 sf; preserve Museum Annex; investigate providing a new entry to the museum from the North to move the parking and entry off the street side of the building.
3. Move Museum parking from east area to north of building.
4. Re-develop south and east street frontage similar to City Dock redevelopment.
5. Complete exterior wall upgrades and new finish.
6. Move Maintenance and Parks & Rec. to a new facility.
7. Relocate Port Administration to the “Shop Building” in the Parks and Rec shop area and remodel into office areas.
8. Reconcile property lines and re-platt.
9. Demolish existing Port Building and redevelop site similar to City Dock redevelopment.

**Cost is \$2.1 million.**

## Issue 1A (continued) – New Warehouse



Site & Floor Plan – Issue 1A

Project scope includes:

1. Purchase available property along Egan Dr. across the street from Public Works.
2. Build New Building for Maintenance, Parks & Rec. and Storage: Maintenance is 7,000 sf with 5,000 sf floor plate and 2,000 sf in a mezzanine; Parks and Rec is 5,700 sf ; Warehouse is 5,000 sf with 4,000 sf as a floor plate and 1,000 sf in a mezzanine.
3. Develop the remainder of the site for Shop lay-down, equipment storage and City snow storage area.
4. City procured an appraisal for the property which amounted to \$280,000

**Cost is \$6.5 million.**



### Issue 1A (continued)– Hanagita Warehouse



Site Plan – Issue 1A

Project scope includes:

1. Demolish existing warehouse.
2. Prepare entire site for use as snow storage area.

**Cost is \$150,000.**

### Issue 1A (continued) – Overall Costs

1. Move Maintenance & Parks & Rec.; Remodel & Demolish portions of “Shop Building”; Demolish Port Building: \$2.1 million.
2. Build new building for Maintenance, Parks & Rec, and Storage Warehouse; purchase land across from Public Works: \$6.5 million; Cost for Land is \$280,000.
3. Demolish Hanagita: \$150,000.

**Total Cost is \$8,730,000 with Land Purchase.**

## **Issue 1B – Purchase Existing Shop Building & Construct New Warehouse**



Site & Floor Plan – Issue 1B

Project scope includes:

1. Purchase existing property and building on Loop Road. Relocate building maintenance to 6,000 sf existing building.
2. Complete site improvements for buildings and equipment yards.
3. Build combination Warehouse/Shop for Parks and Rec. and City Storage: Parks and Rec is 5,700 sf and Warehouse is 5,000 sf with 4,000 sf as a floor plate and 1,000 sf in a Mezzanine.
4. Purchase land along W. Egan Dr./Clark Ave., across from Public Works, for future development/expansion potential of City facilities/services.

**Cost not including property acquisition is \$3.8 million.**



**Issue 1B (continued)** - also includes the scope identified for the “Shop Building” and Hanagita Warehouse building identified in Issue 1A. This main difference between Issue 1A and 1B is that 1B is utilizing the opportunity of purchasing an existing building.



**Cost to make improvements to the “Shop Building”/Museum Annex is \$2.1 million.**

**Cost to demolish the Hanagita Warehouse is \$150,000.**

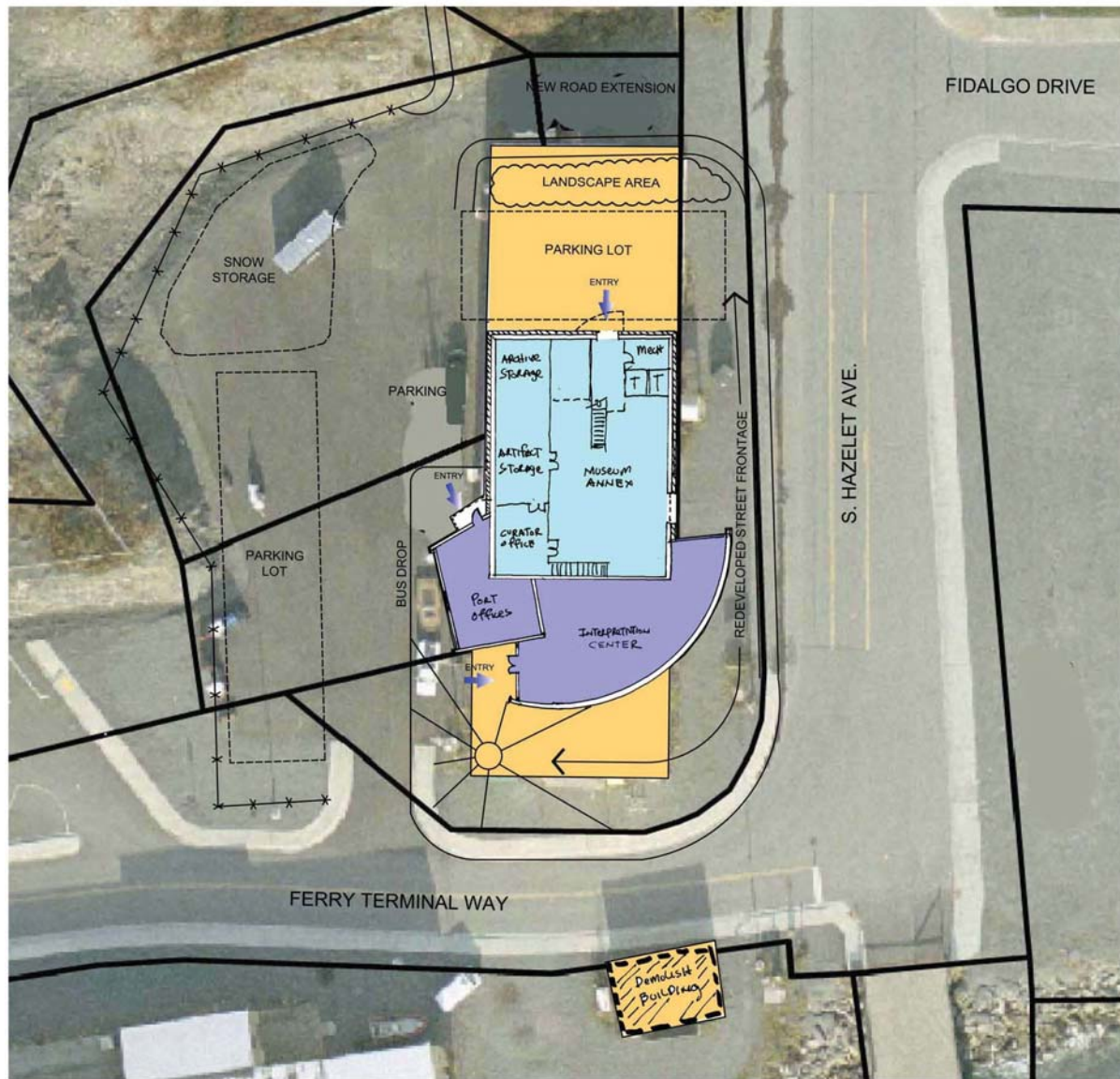
#### **Issue 1B (continued) – Overall Costs**

1. Move Maintenance and Parks & Rec.; Remodel and Demolish portions of “Shop Building”; Demolish Port Building: \$2.1 million.
2. Purchase existing warehouse and land for Maintenance and build new building for Parks & Rec, and Storage Warehouse: Cost for new building is \$3.8 million.
3. The city had an appraisal done for the building and property on “Loop road” and the amount was \$500,000; This amount needs further validation since it seems on the low end considering the property amount and existing building.
4. Demolish Hanagita: \$150,000.

**Total Cost with building purchase is \$6, 560,000.**



## Issue 1A & 1B – “Shop Building”/Museum Annex & Interpretive Center Option



Site Plan – Issue 1A & 1B – Interpretive Center Option

An optional idea was developed that could be adapted for both Issues 1A and 1B. The basic concept is to add an Interpretive Center program to the “Shop Building”/Museum Annex Renewal Project.

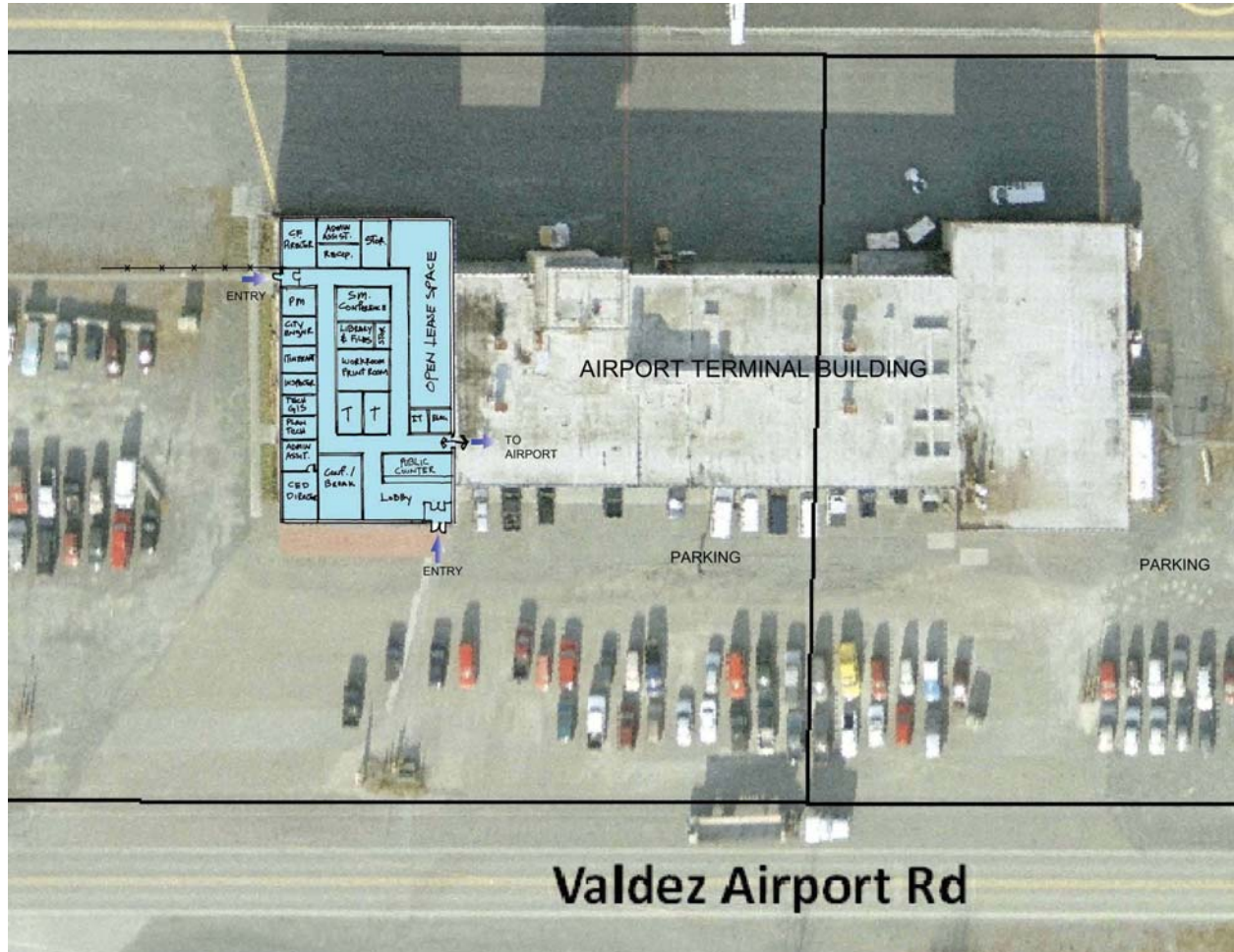
Project scope includes:

1. Move Maintenance and Parks & Rec.
2. Provide new road and intersection at Fidalgo Dr. and S. Hazelet Ave. for access to future development property.
3. Demolish 3,600 sf maintenance portion of building. Demolish North and South Portion of Building; preserve Museum Annex.
4. Move museum parking from east area to north of building.
5. Redevelop East St. frontage similar to City Dock redevelopment.
6. Complete exterior wall upgrades and new finish.

7. Reconcile property lines and replatt.
8. Build a 1,540 sf addition onto Museum Annex for Port Administration and 3,000 sf Interpretation Center.
9. Realign street corner at Ferry Terminal Way for large vehicle transportation.
10. Demolish existing Port Building and improve quality of building and site similar to City Dock redevelopment.

**Cost is \$3.4 million.** This cost includes additional scope for adding a new building addition for and Interpretive Center and Port offices as opposed to just remodeling the existing building

## Issue 2A – Airport



Site Plan – Issue 2A

Project scope includes:

1. Remodel existing airport area (“Whitney”) to include 2,500 sf for Community and Economic Development and 2,500 sf for Capital Facilities.

**Cost is \$1.9 million.**



## Issue 2A (continued)– City Hall



Floor Plan Level 1 – Issue 2A

Project scope includes:

1. Remodel 1,600 sf of the existing City Hall for IT program and shared conference room.
2. Remodel 1,900 sf of the Fire Station to accommodate Storage and Ancillary needs.
3. Provide addition of 1384 sf for Fire Station Office, Dorm Rooms and Storage needs.
4. Remodel Police area to provide Juvenile Holding area and Laundry Room.
5. Remodel and reallocation of space from Vehicle Stalls will make room for larger apparatus vehicles.
6. Reallocation of space in the remodel of the North part of City Hall will free up space for Administration and Clerk Dept. to accommodate Conference space and Itinerant Office space.
7. Demolish existing Dorm and Toilet for additional Storage area for Fire Dept.
8. Move Office from Training Room making it more dedicated program space.



Floor Plan Level 2– Issue 2A

9. Provide new Fan Room in existing space.
10. Provide remodel for Finance to accommodate privacy issues.
11. Infill 2-story volume at Entry Lobby for Evidence Processing and Storage for the Police Dept.

**Cost is \$ 2.3 million.**

#### **Issue 2A (continued) – Overall Costs**

1. Remodel Airport for CED and Capital Facilities: \$1.9 million.
2. Remodel and Addition to City Hall: \$2.3 million.

**Total cost is \$4.2 million.**



## Issue 2B – City Hall



Floor Plan Level 1 – Issue 2B

Project scope includes:

1. Demolish “Old City Hall” and build a 9,728 sf, two-story addition.
2. Addition includes complete program for Community and Economic Development, Capital Facilities and IT.
3. Remodel Fire Department to allow for large vehicles in the Vehicle Stalls and to optimize Office, Storage and Shower configurations.
4. Remodel Police area for inclusion of Juvenile Holding Area and Laundry facility.
5. Reallocation of space in the remodel of North part of City Hall will free up space for Administration and Clerk Dept. and accommodate Conference and Itinerant Office space.



Floor Plan Level 2 – Issue 2B

6. Addition on Level 2 includes IT, Fire and Police Areas.
7. Remodel Fire for Storage Needs.
8. Remodel Finance.

**Cost is \$5.9 million.**

#### **Issue 2B (continued) – Overall Costs**

1. Remodel and demolition for City Hall: \$900,000.
2. Addition to City Hall: \$5 million.

**Total cost is \$5.9 million.**





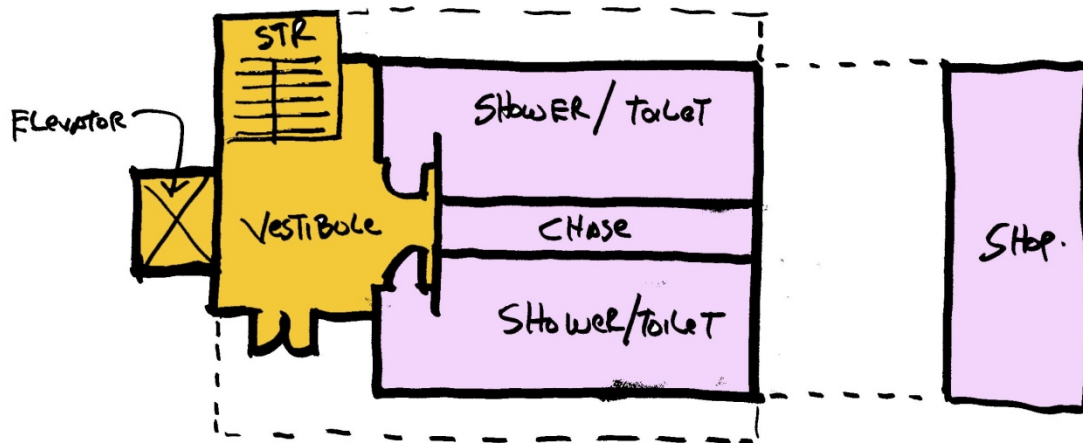
### **Other Operational Deficiencies**

The remaining Operational Deficiencies present to the City Council are comprised of “Stand Alone” projects of a small scale and include:

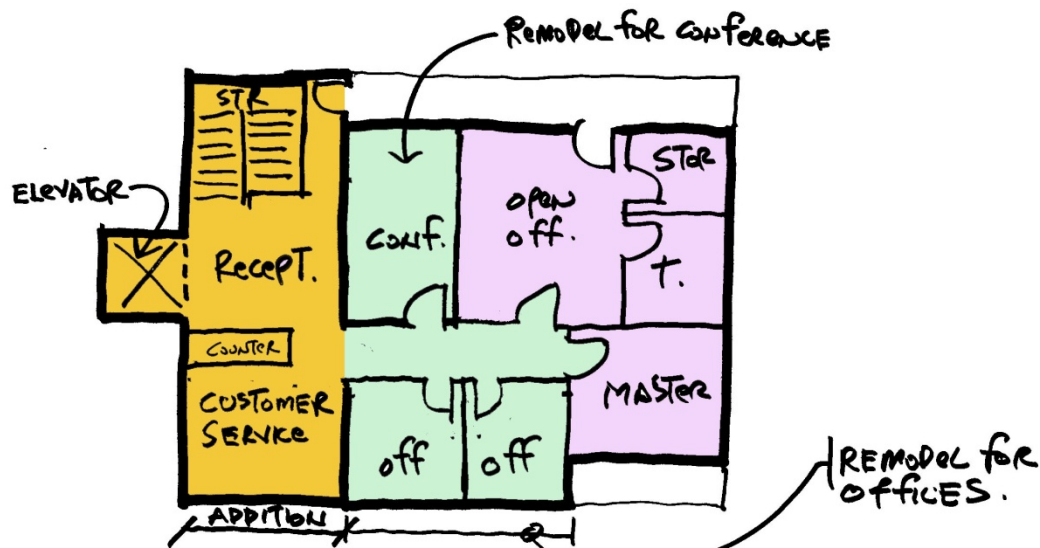
- Harbor Master Office – Remodel/Addition and Shop Building
- Public Works - Sand Storage Building
- Teen Center - Remodel and Storage
- Civic Center – Storage
- Baler Facility - Covered Equipment Storage
- Remote Fire Stations - Community Center Addition



## Harbor Master Office – Remodel/Addition



FLOOR PLAN - LEVEL 1

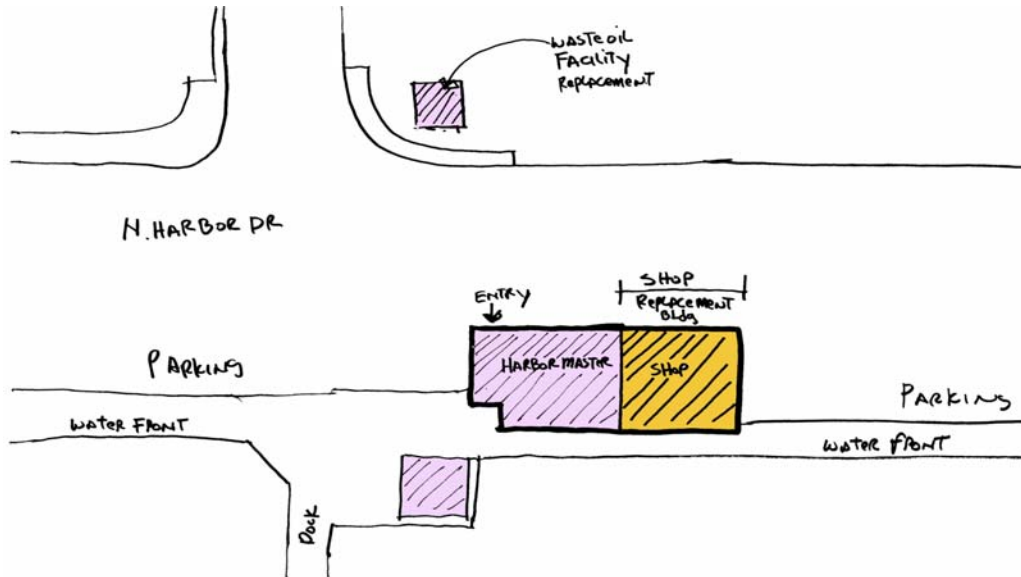


FLOOR PLAN - LEVEL 2

Project scope includes:

1. Remodel existing area, 640 sf: \$700,000.
2. Build a 1,000 sf addition: \$500,000.
3. Provide elevator as the current building does not adequately accommodate all public access on the second floor; improvements need to be made to meet ADA/ANSI requirements: \$50,000.

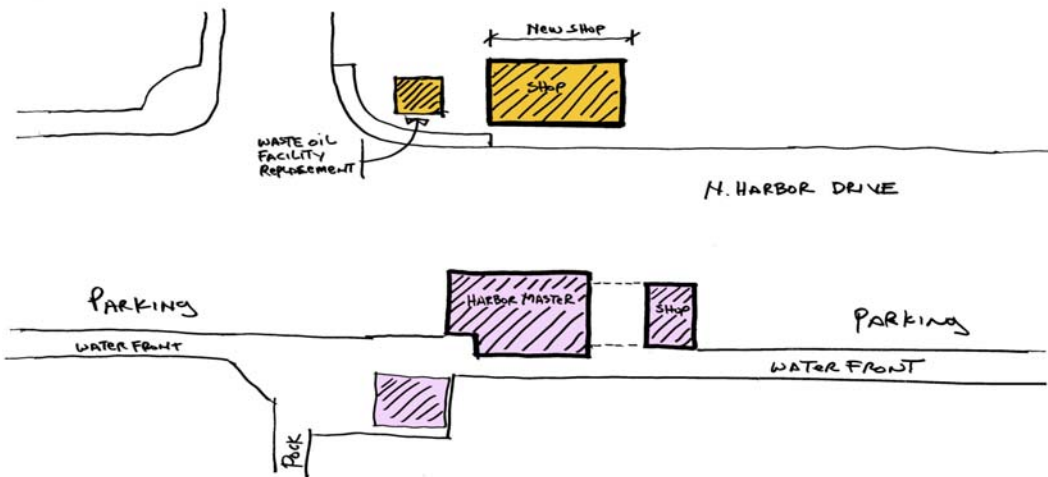
### Harbor Master Office (continued) – Shop Building - Option A



Project scope includes:

1. Demolish existing lean to and build a new 1000 sf shop: \$550,000.
2. Build larger 300 sf Waste Oil facility: \$150,000.

### Harbor Master Office (continued) – Shop Building - Option B

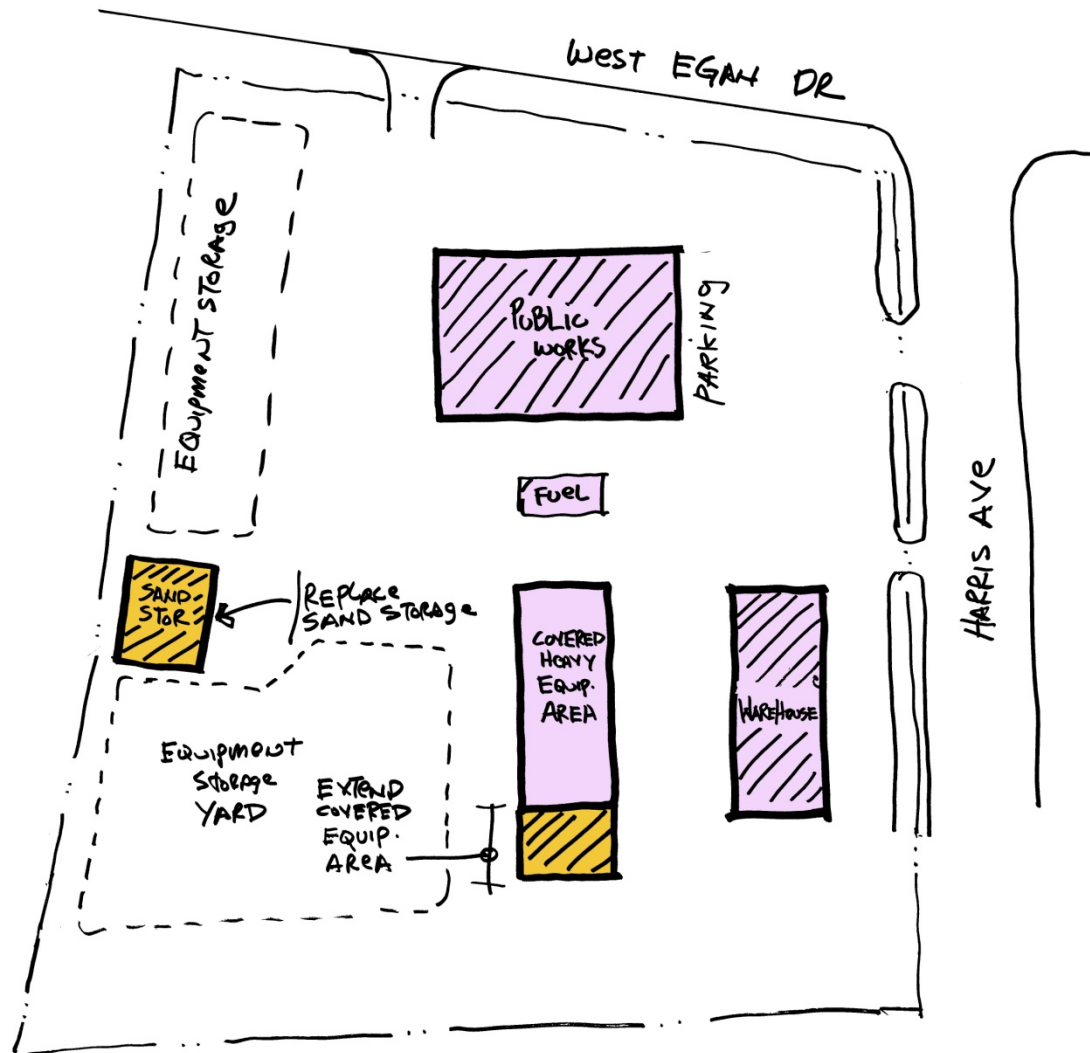


Project scope includes:

1. Build new 1000 sf shop across the street adjacent to the Waster Oil facility: \$500,000.
2. Build larger 300 sf Waste Oil facility: \$150,000.

**Total cost is \$2.2 million.**

## Public Works – Sand Storage Building

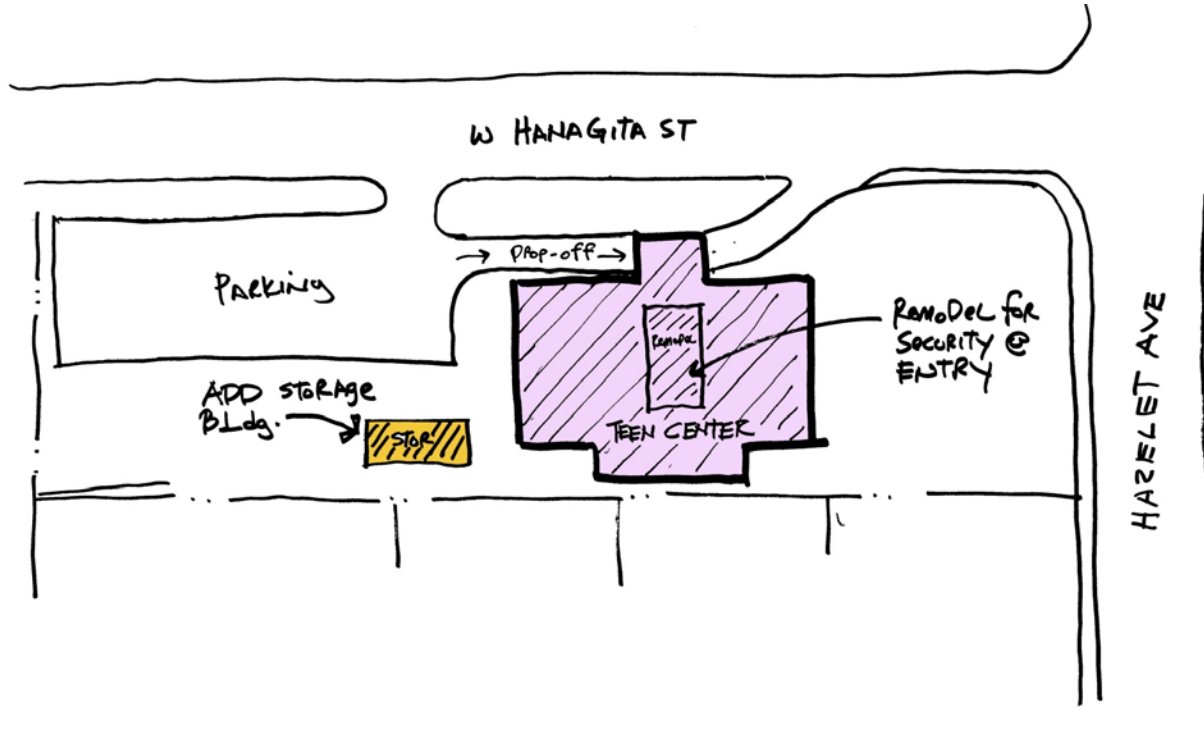


Project scope includes:

1. Replace existing Sand Storage building, 1200 sf: \$420,000.
2. Extend covered equipment area 1200 sf and provide ancillary remodel in the main warehouse: \$420,000.

**Total cost is \$840,000.**

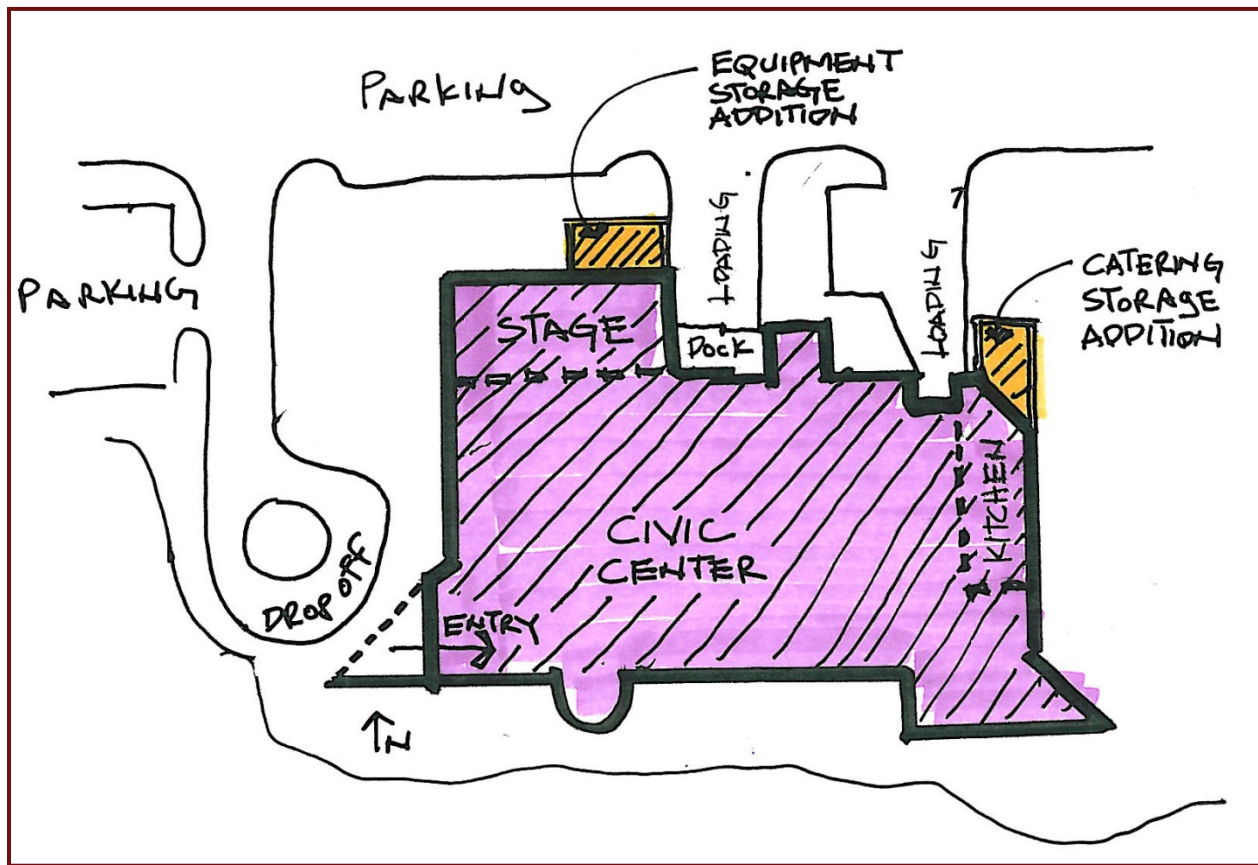
## Teen Center – Remodel and Storage



Project scope includes:

1. Provide onsite 600 sf storage building: \$100,000.
2. Remodel main office adjacent to entry for supervision and control, 1000 sf: \$300,000.

**Total cost is \$840,000.**



### **Civic Center – Storage**

Project scope includes:

1. Provide addition to the Civic Center for Equipment and Catering storage building:

**Total cost is \$420,000.**

### **Baler Facility – Covered Equipment Storage**

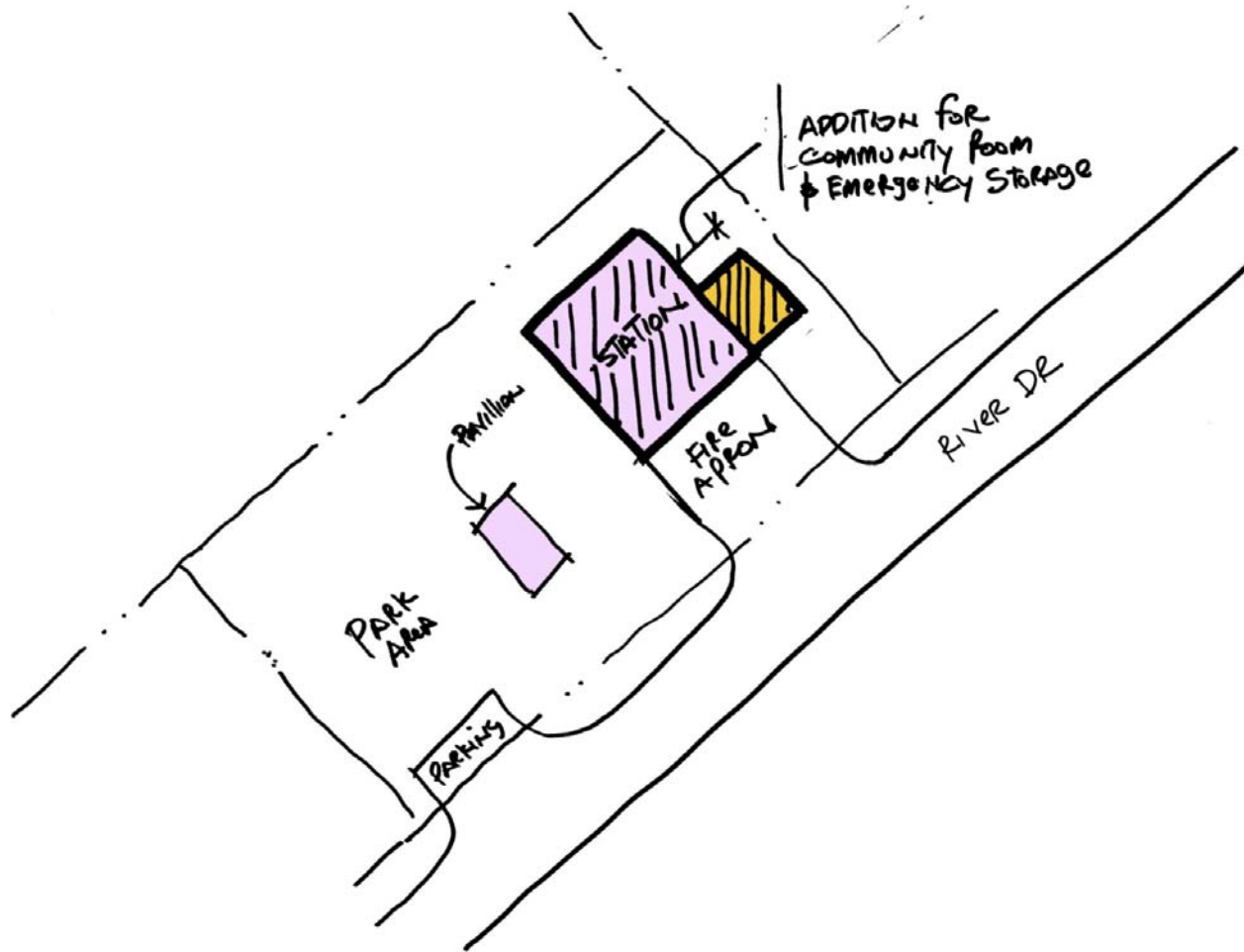
Project scope includes:

1. Build a 1,200 sf covered storage area for vehicles

**Total cost is \$120,000.**



## Remote Fire Stations – Community Center



### For Both Stations:

Project scope includes:

1. Provide an addition to each fire station; to include a community meeting room, kitchenette, polling center during elections, provisions for emergency shelters, and storage area at 600 SF per station.

**Total cost is \$600,000 (This is for both stations).**



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### **[3. Summary Cost Matrix]**







## Overall Facility Site Plan



Issue Cost Summary						
Site Location and/or Building	Deferred Maintenance		Capital Improvements (additions, remodels, demolition)		Totals	
Issue 1A		Estimate		Estimate		Estimate
"Shop Building"		\$ 2,450,327		\$ 2,105,544		\$ 4,555,871
New Shop Building; Egan Dr (1)		\$ -		\$ 6,195,000		\$ 6,195,000
Appraisal for Egan Land		\$ -		\$ 280,000		\$ 280,000
Hanagita Warehouse Demo		\$ -		\$ 139,524		\$ 139,524
Subtotal		\$ 2,450,327		\$ 8,720,068		\$ 11,170,395
Issue 1B						
"Shop Building"		\$ 2,450,327		\$ 2,105,544		\$ 4,555,871
New Shop Building; Loop (2) (8)		\$ -		\$ 3,821,104		\$ 3,821,104
Existing property/warehouse appraisal (5)		\$ -		\$ 500,000		\$ 500,000
Hanagita Warehouse Demo		\$ -		\$ 139,524		\$ 139,524
Subtotal		\$ 2,450,327		\$ 6,566,172		\$ 9,016,499
Issue 2A						
Airport - Remodel		\$ -		\$ 1,921,920		\$ 1,921,920
Airport - Deferred Maintenance (6)		\$ 7,089,510		\$ -		\$ 7,089,510
City Hall		\$ 6,493,447		\$ 2,281,384		\$ 8,774,831
Subtotal		\$ 13,582,957		\$ 4,203,304		\$ 17,786,261
Issue 2B						
City Hall		\$ 6,493,447		\$ 5,890,339		\$ 12,383,786
Subtotal		\$ 6,493,447		\$ 5,890,339		\$ 12,383,786

Facility Cost Summary						
Site Location and/or Building	Deferred Maintenance		Capital Improvements (additions, remodels, demolition)		Totals	
		Estimate		Estimate		Estimate
Hanagita Warehouse (3) (4)		\$ -		\$ 2,226,840		\$ 2,226,840
"Shop Building" (3)		\$ 2,450,327		\$ -		\$ 2,450,327

## Cost Summary Matrix

City of Valdez Facility Assessment  
McCool Carlson Green Architects  
Anchorage, Alaska  
06-Dec-09

Harbor Master		\$ 399,225		\$ 2,253,726		\$ 2,652,950
City Hall (3)		\$ 8,038,210		\$ -		\$ 8,038,210
Airport		\$ 8,889,581		\$ -		\$ 8,889,581
Teen Center		\$ 1,308,143		\$ 322,574		\$ 1,630,717
Public Works		\$ 996,962		\$ 840,000		\$ 1,836,962
Civic Center		\$ 2,097,088		\$ 420,000		\$ 2,517,088
Port Administration		\$ 90,374		\$ -		\$ 90,374
Remote Fire Stations (7)		\$ 304,640		\$ 588,000		\$ 892,640
Baler Facility (8)		\$ -		\$ 120,000		\$ 120,000
Library		\$ 507,360		\$ -		\$ 507,360
Subtotal		\$25,081,910		\$ 6,771,140		31,853,050

**Footnotes**

(1) New Shop Building is the Property on Egan Dr. across from Public Works

(2) New Property is the on "Loop" Road; with an existing warehouse

(3) Refer to costs in the Issue Cost Summary to develop cost options

(4) Deferred Maintenance is not warranted, recommend replacement; option to remain using the current facility

(5) Appraisal needs validated; this seems low for the building and property

(6) Work could be completed under a future project effort

(7) Costs are for both stations

(8) Facility does not require deferred maintenance at this time

General cost information						
New Warehouse/Shop Space						
PWSCC Bid 2009	GSF	bid price	cost/sf	soft cost x	Project cost/sf	
Floor plate	3,200	1,233,000	385	1.4	539	
w/mezzanines	5,120	1,233,000	241	1.4	337	
Cost estimator quote			250	1.4	350	
New Space / Office or Public						
	construction cost/s	soft cost x	total Project cost			
Cost estimator quote	350	1.4	490			
Remodel Space / Office or Public						
	construction cost/s	soft cost x	total Project cost			
Cost estimator quote	220	1.4	308			
Remodel Warehouse Space						
	construction cost/s	soft cost x	total Project cost			
Cost estimator quote	160	1.4	224			









# Vadez City Facilities Master Plan

## Program Space Requirements

### Building Key

## 1 Administration

Name/Type of Space:	Required Program Area (sf)	Existing Program Space			Renovation	
		Bldg	Room #	Net Area (sf)	Additional Area Needed	Needs Remodeling? Net Renovated Area (sf)
1.01 Executive Administrative Assistant	140			140	-	n
1.02 Assistant City Manager & HR Manager	160			160	-	n
1.03 City Manager	215			215	-	n
1.04 Conference Rm/Itinerant (shared W/ Clerk)	-				-	-
1.05					-	-
1.06					-	-
1.07					-	-
1.08					-	-
1.09					-	-
1.10					-	-
1.11					-	-
1.12					-	-
1.13					-	-
1.14					-	-
1.15					-	-
1.16					-	-
1.17					-	-
1.18					-	-
<b>Net Space Needs Subtotal:</b>	<b>515</b>			<b>515</b>	<b>-</b>	<b>-</b>
<b>Grossing Factor</b>	<b>140%</b>				<b>140%</b>	<b>140%</b>
<b>Gross Area Needs</b>	<b>721</b>				<b>-</b>	<b>-</b>

# Vadez City Facilities Master Plan

## Program Space Requirements

Building Key

### 2 Finance

Name/Type of Space:	Required Program Area (sf)	Existing Program Space			Renovation	
		Bldg	Room #	Net Area (sf)	Additional Area Needed	Needs Renovation? Area (sf)
2.01 Lobby/Waiting	310			310	-	-
2.02 Front Desk/Reception	188			188	-	-
2.03 Accounting Clerk	120			117	3	-
2.04 Cost Accountant	120			117	3	-
2.05 Accounts Receivable Manager	120			100	20	-
2.06 Controller	120			118	2	-
2.07 Child Care Administrator	120			70	50	-
2.08 Conference/Break/Itinerant Room	280				280	-
2.09 Finance Director	220			200	20	-
2.10 File Storage	120			81	39	-
2.11 Work & Print Room	120				120	-
2.12					-	-
2.13					-	-
2.14					-	-
2.15					-	-
2.16					-	-
2.17					-	-
2.18					-	-
<b>Net Space Needs Subtotal:</b>	<b>1,838</b>			<b>1,301</b>	<b>537</b>	<b>-</b>
Grossing Factor	140%				140%	140%
<b>Gross Area Needs</b>	<b>2,573</b>				<b>752</b>	<b>-</b>

# Vadez City Facilities Master Plan

## Program Space Requirements

### Building Key

### 3 Police

Name/Type of Space:	Required Program Area (sf)	Existing Program Space			Renovation	
		Bldg	Room #	Net Area (sf)	Additional Area Needed	Needs Renovation? Net Renovated Area (sf)
3.01 Evidence Storage	116			116	-	y 116
3.02 Dark Room	98			98	-	y 98
3.03 Workroom	151			151	-	y 151
3.04 Public Service Tech & Storage	276			276	-	y 276
3.05 Sally Port	255			255	-	Y 255
3.06 Storage	271			271	-	Y 271
3.07 Laundry	136			136	-	y 136
3.08 Existing Area Remaining (1)	10,080			10,080	-	-
3.09 2 vehicle bays 20x30 (2)	-			-	-	-
3.10						-
3.11						-
3.12						-
3.13						-
3.14						-
3.15						-
3.16						-
3.17						-
3.18						-
<b>Net Space Needs Subtotal:</b>	<b>11,383</b>			<b>11,383</b>	<b>-</b>	<b>1,303</b>
<b>Grossing Factor</b>	<b>100%</b>				<b>140%</b>	<b>100%</b>
<b>Gross Area Needs</b>	<b>11,383</b>				<b>-</b>	<b>1,303</b>

- (1) Building Area indicated include gross area; grossing factor does not need to be applied  
 (2) Area for vehicle impound could be accommodated off-site in a fenced area about 1200-200 SF

# Vadez City Facilities Master Plan

## Program Space Requirements

### Building Key

## 4 Community Development

Name/Type of Space:	Required Program Area (sf)	Existing Program Space			Renovation	
		Bldg	Room #	Net Area (sf)	Additional Area Needed	Needs Renovation? Net Renovated Area (sf)
4.01 Public Counter / File View	250			50	200	y 50
4.02 Administrative Assistant	120			70	50	y 70
4.03 Director Office	220			120	100	y 120
4.04 Planning Technician	120			139	(19)	y 139
4.05 Planning Technician - GIS	120			70	50	y 70
4.06 Building Inspector	120				120	-
4.07 Workroom & Printroom	280				280	-
4.08 File / Library Storage	120			70	50	y 70
4.09 Event Storage	80				80	-
4.10 Conference Room (Share w/ IT)	280				280	-
4.11 Second Floor; 448 SF (1)	-			-	-	-
4.12				-	-	-
4.13				-	-	-
4.14				-	-	-
4.15				-	-	-
4.16				-	-	-
4.17				-	-	-
4.18				-	-	-
<b>Net Space Needs Subtotal:</b>	<b>1,710</b>			<b>519</b>	<b>1,191</b>	<b>519</b>
<b>Grossing Factor</b>	<b>140%</b>				<b>140%</b>	<b>140%</b>
<b>Gross Area Needs</b>	<b>2,394</b>				<b>1,667</b>	<b>727</b>

(1) The existing second floor is not accessible and should not be used for office space; recommend reallocating space to Mechanical Usage

# Vadez City Facilities Master Plan

## Program Space Requirements

Building Key

### 5 Information Technology

Name/Type of Space:	Required Program Area (sf)	Existing Program Space			Renovation	
		Bldg	Room #	Net Area (sf)	Additional Area Needed	Needs Renovation? Net Renovated Area (sf)
5.01 IT Systems Manager	120			140	(20)	-
5.02 IT Specialist	120			100	20	-
5.03 IT Specialist	120			100	20	-
5.04 Director	180				180	-
5.05 Workroom	120			173	(53)	-
5.06 Storage	160				160	-
5.07 MTC	220				220	-
5.08 ITC	80			135	(55)	-
5.09 ITC	80				80	-
5.10 Conference Room (shared with CED)	-				-	-
5.11	-			-	-	-
5.12				-	-	-
5.13				-	-	-
5.14				-	-	-
5.15				-	-	-
5.16				-	-	-
5.17				-	-	-
5.18				-	-	-
<b>Net Space Needs Subtotal:</b>	<b>1,200</b>			<b>648</b>	<b>552</b>	<b>-</b>
<b>Grossing Factor</b>	<b>140%</b>				<b>140%</b>	<b>140%</b>
<b>Gross Area Needs</b>	<b>1,680</b>				<b>773</b>	<b>-</b>



# Vadez City Facilities Master Plan

## Program Space Requirements

### Building Key

## 6 Fire

Name/Type of Space:	Required Program Area (sf)	Existing Program Space			Renovation	
		Bldg	Room #	Net Area (sf)	Additional Area Needed	Needs Renovation? Area (sf)
6.01 Existing Gross Area (2)	6,718			6,718	-	y 1,680
6.02 Sleeping Quarters	165			-	165	-
6.03 Sleeping Quarters	165			-	165	-
6.04 Sleeping Quarters	165			-	165	-
6.05 Work Room/Training	750			-	750	-
6.06 General Storage	200			-	200	-
6.07 2 Apparatus Bays @ 50x30: 3000 SF (1)				-	-	-
6.08 Office	120			-	120	-
6.09 Air Fill & Storage	100			-	100	-
6.10 Backcountry Storage	100			-	100	-
6.11 Swift Water Storage	100			-	100	-
6.12 EMS Storage	100			-	100	-
6.13				-	-	-
6.14				-	-	-
6.15				-	-	-
6.16				-	-	-
6.17				-	-	-
6.18				-	-	-
<b>Net Space Needs Subtotal:</b>	<b>8,683</b>			6,718	1,965	1,680
Grossing Factor	120%				120%	100%
<b>Gross Area Needs</b>	<b>10,420</b>				<b>2,358</b>	<b>1,680</b>

- (1) Further research validating equipment needs and space usage based on regional comparison of population and services needs completed  
 (2) Area needs as-built validation

# Vadez City Facilities Master Plan

## Program Space Requirements

### Building Key

## 7 Street Maintenance Shop

Name/Type of Space:	Required Program Area (sf)	Existing Program Space			Renovation	
		Bldg	Room #	Net Area (sf)	Additional Area Needed	Needs Renovation? Net Renovated Area (sf)
7.01 Parts Storage	1,278			1,278	-	y 1,278
7.02 Existing area remianing (1)	6,582			6,582	-	-
7.03 Sand Storage Replacement Bldg (2)	1,200			-	1,200	-
7.04 Expand Covered Equipment Storage	1,200			-	1,200	-
7.05 Hanigita Warehouse Replacement (existing is 3000 SF)	5,000			3,000	2,000	-
7.06					-	-
7.07					-	-
7.08					-	-
7.09					-	-
7.10					-	-
7.11					-	-
7.12					-	-
7.13					-	-
7.14					-	-
7.15					-	-
7.16					-	-
7.17					-	-
7.18					-	-
<b>Net Space Needs Subtotal:</b>	<b>15,260</b>			<b>10,860</b>	<b>4,400</b>	<b>1,278</b>
Grossing Factor	100%			100%	100%	100%
<b>Gross Area Needs</b>	<b>15,260</b>			<b>4,400</b>	<b>1,278</b>	

- (1) Builing Area indicated include gross area; grossing factor does not need to be applied  
 (2) The existing 800 SF building would be demolished

# Vadez City Facilities Master Plan

## Program Space Requirements

### Building Key

## 8 City Clerk

Name/Type of Space:	Required Program Area (sf)	Existing Program Space			Renovation	
		Bldg	Room #	Net Area (sf)	Additional Area Needed	Needs Renovation? Net Renovated Area (sf)
8.01 Clerks Office	220			217	3	-
8.02 Deputy Clerk	210			210	-	-
8.03 Records Center	1,000			700	300	-
8.04 Itinerant Office	120			100	20	-
8.05 Workroom/Printroom	220			114	106	114
8.06 Media room	80				80	-
8.07 Vault	80			50	30	50
8.08 Conference Room/Itinerant Office	280			200	80	200
8.09					-	-
8.10					-	-
8.11					-	-
8.12					-	-
8.13					-	-
8.14					-	-
8.15					-	-
8.16					-	-
8.17					-	-
8.18					-	-
<b>Net Space Needs Subtotal:</b>	<b>2,210</b>			<b>1,591</b>	<b>619</b>	<b>364</b>
<b>Grossing Factor</b>	<b>140%</b>				<b>140%</b>	<b>140%</b>
<b>Gross Area Needs</b>	<b>3,094</b>				<b>867</b>	<b>510</b>

# Vadez City Facilities Master Plan

## Program Space Requirements

Building Key

### 9 Capital Facilities - Engineering

Name/Type of Space:	Required Program Area (sf)	Existing Program Space			Renovation	
		Bldg	Room #	Net Area (sf)	Additional Area Needed	Needs Renovation? Net Renovated Area (sf)
9.01 Director	220			120	100	y 120
9.02 Administration Assistant	120			140	(20)	y 140
9.03 Project Manager	150			192	(42)	-
9.04 City Engineer	150			224	(74)	-
9.05 Conference / Breakroom	350			350	-	-
9.06 Print & Supply room	160			176	(16)	-
9.07 Storage - Project files	250			-	250	-
9.08 Waiting	150			192	(42)	-
9.09 Seasonal / Itinerant	150				150	-
9.10					-	-
9.11					-	-
9.12					-	-
9.13					-	-
9.14					-	-
9.15					-	-
9.16					-	-
9.17					-	-
9.18					-	-
<b>Net Space Needs Subtotal:</b>	<b>1,700</b>			<b>1,394</b>	<b>306</b>	<b>260</b>
Grossing Factor	140%				140%	140%
<b>Gross Area Needs</b>	<b>2,380</b>				<b>428</b>	<b>364</b>

# Vadez City Facilities Master Plan

## Program Space Requirements

### Building Key

## 10 Capital Facilities - Maintenance

Name/Type of Space:	Required Program Area (sf)	Existing Program Space			Renovation	
		Bldg	Room #	Net Area (sf)	Additional Area Needed	Needs Renovation? Area (sf)
10.01 Tool Storage	400			366	34	-
10.02 Equipment Storage	600			597	3	-
10.03 Carpentry shop	500			548	(48)	-
10.04 Metal Shop	500			-	500	-
10.05 Flammable Storage	80			-	80	-
10.06 Paint Booth	80			-	80	-
10.07 Workshop/Vehicle Bay	1,800			1,731	69	-
10.08 Gear/Locker Storage & Break room	200			234	(34)	-
10.09 Office	120			-	120	-
10.10 Mechanical & electrical space (GF)	-			-	-	-
10.11 Toilet Area w/ shower (GF)	-			-	-	-
10.12 Material Storage (Mezzanine)	1,600			1,669	(69)	-
10.13	-			-	-	-
10.14	-			-	-	-
10.15	-			-	-	-
10.16	-			-	-	-
10.17	-			-	-	-
10.18	-			-	-	-
<b>Net Space Needs Subtotal:</b>	<b>5,880</b>			<b>5,145</b>	<b>735</b>	<b>-</b>
Grossing Factor	120%				120%	140%
<b>Gross Area Needs (1)</b>	<b>7,056</b>				<b>882</b>	<b>-</b>

(1) shop building should plan for a 5000SF floor plate with the difference in a mezzanine storage area



# Vadez City Facilities Master Plan

## Program Space Requirements

### Building Key

## 11 Parks, Rec., & Cultural - Shop

		Existing Program Space			Renovation		
Name/Type of Space:		Bldg	Room #	Net Area (sf)	Additional Area Needed	Needs Renovation?	Net Renovated Area (sf)
11.01	Tool Storage & Metal Shop			229	271		-
11.02	Material Storage			340	60		-
11.03	Carpentry shop			232	168		-
11.04	Flamable Storage			-	80		-
11.05	Paint Booth			-	80		-
11.06	Workshop			1,638	162		-
11.07	Gear/Locker Storage & Breakroom			360	(160)		-
11.08	Equipment storage			-	400		-
11.09	Office			-	120		-
11.10	Vehicle Equipment Bay			807	(7)		-
11.11	Mechanical & electrical space (GF)			-	-		-
11.12	Toilet Area w/ shower (GF)			-	-		-
11.13					-		-
11.14					-		-
11.15					-		-
11.16					-		-
11.17					-		-
11.18					-		-
Net Space Needs Subtotal:				3,606	1,174		-
Grossing Factor					140%		140%
Gross Area Needs					1,644		-

# Vadez City Facilities Master Plan

## Program Space Requirements

### Building Key

## 12 Parks, Rec., & Cultural - Library

Name/Type of Space:	Required Program Area (sf)	Existing Program Space			Renovation	
		Bldg	Room #	Net Area (sf)	Additional Area Needed	Needs Renovation? Area (sf)
12.01 Existing Gross Area (1)	13,290			13,290	-	-
12.02					-	-
12.03					-	-
12.04					-	-
12.05					-	-
12.06					-	-
12.07					-	-
12.08					-	-
12.09					-	-
12.10					-	-
12.11					-	-
12.12					-	-
12.13					-	-
12.14					-	-
12.15					-	-
12.16					-	-
12.17					-	-
12.18					-	-
<b>Net Space Needs Subtotal:</b>	<b>13,290</b>			<b>13,290</b>	<b>-</b>	<b>-</b>
Grossing Factor	100%				100%	140%
<b>Gross Area Needs</b>	<b>13,290</b>					<b>-</b>

(1) Building Area indicated include gross area: grossing factor does not need to be applied

# Vadez City Facilities Master Plan

## Program Space Requirements

### Building Key

## 13 Parks, Rec., & Cultural - Teen Center

Name/Type of Space:	Required Program Area (sf)	Existing Program Space			Renovation	
		Bldg	Room #	Net Area (sf)	Additional Area Needed	Needs Renovation? Area (sf)
13.01 Existing Gross Area (1)	6,188			6,188	-	500
13.02 Storage Building	500				500	-
13.03					-	-
13.04					-	-
13.05					-	-
13.06					-	-
13.07					-	-
13.08					-	-
13.09					-	-
13.10					-	-
13.11					-	-
13.12					-	-
13.13					-	-
13.14					-	-
13.15					-	-
13.16					-	-
13.17					-	-
13.18					-	-
<b>Net Space Needs Subtotal:</b>	<b>6,688</b>			<b>6,188</b>	<b>500</b>	<b>500</b>
Grossing Factor	100%				100%	100%
<b>Gross Area Needs</b>	<b>6,688</b>				<b>500</b>	<b>500</b>

(1) Buiiling Area indicated include gross area; grossing factor does not need to be applied

# Vadez City Facilities Master Plan

## Program Space Requirements

### Building Key

## 14 Parks, Rec., & Cultural - Civic Center

Name/Type of Space:		Required Program Area (sf)	Existing Program Space			Renovation		
			Bldg	Room #	Net Area (sf)	Additional Area Needed	Needs Renovation?	Net Renovated Area (sf)
14.01	Existing Gross Area (1, 2)	31,392			31,392	-	y	1,000
14.02	Theatrical Storage	500				500		-
14.03	Catering Storage	500				500		-
14.04						-		
14.05						-		
14.06						-		
14.07						-		
14.08						-		
14.09						-		
14.10						-		
14.11						-		
14.12						-		
14.13						-		
14.14						-		
14.15						-		
14.16						-		
14.17						-		
14.18						-		
Net Space Needs Subtotal:		32,392			31,392	1,000		1,000
Grossing Factor		100%				120%		100%
Gross Area Needs		32,392				1,200		1,000

- (1) Building Area indicated include gross area: grossing factor does not need to be applied  
 (2) Office area needs to be remodeled to accommodate personnelle and functional efficiencies

# Vadez City Facilities Master Plan

## Program Space Requirements

### Building Key

## 15 Port & Harbor - Harbor Master

Name/Type of Space:	Required Program Area (sf)	Existing Program Space			Renovation	
		Bldg	Room #	Net Area (sf)	Additional Area Needed	Needs Renovation? Net Renovated Area (sf)
15.01 Reception Waiting	200			94	106	y 94
15.02 Customer Service, 2 stations	160			97	63	y 97
15.03 Office Manager	120			96	24	y 96
15.04 Marine Equipment Operator	120			80	40	y 80
15.05 Harbormaster	160			131	29	y 131
15.06 Conference/Break Room	220			-	220	-
15.07 Equipment Storage	120			80	40	y 80
15.08 Staff Toilet	70			70	-	y 70
15.09 Public toilets, men & women w/ showers	800			660	140	y 660
15.10 Shop & Service Building	1,000			320	680	y 320
15.11 Disposal Building	800			-	800	-
15.12 Seasonal/Itinerant	120			-	120	-
15.13					-	-
15.14					-	-
15.15					-	-
15.16					-	-
15.17					-	-
15.18					-	-
<b>Net Space Needs Subtotal:</b>	<b>3,890</b>			<b>1,628</b>	<b>2,262</b>	<b>1,628</b>
Grossing Factor	140%				140%	140%
<b>Gross Area Needs</b>	<b>5,446</b>				<b>3,167</b>	<b>2,279</b>

# Vadez City Facilities Master Plan

## Program Space Requirements

### Building Key

### 16 Port & Harbor - Port

Name/Type of Space:	Required Program Area (sf)	Existing Program Space			Renovation	
		Bldg	Room #	Net Area (sf)	Additional Area Needed	Needs Renovation? y
16.01 Existing Gross Area	750			750	-	750
16.02 Internal Hallway	100				100	-
16.03 Storage/Work Room	250				250	-
16.04					-	-
16.05					-	-
16.06					-	-
16.07					-	-
16.08					-	-
16.09					-	-
16.10					-	-
16.11					-	-
16.12					-	-
16.13					-	-
16.14					-	-
16.15					-	-
16.16					-	-
16.17					-	-
16.18					-	-
<b>Net Space Needs Subtotal:</b>	<b>1,100</b>			<b>750</b>	<b>350</b>	<b>750</b>
Grossing Factor	140%				140%	100%
<b>Gross Area Needs</b>	<b>1,540</b>				<b>490</b>	<b>750</b>





## 1.0

### Administration Attribute Sheet

Area/Department:	Administration		
Location	City Hall		
Occupants:	Staff: 3	Part time: 0	Growth: 0
City Manager	John Hozey		

#### ACTIVITIES & SPACE USAGE

Department	Responsible for the overall supervision & coordination of City operations, for personnel, providing general direction & support, and coordinating the activities of various departments in accomplishing specific tasks.
Admin/Operational	Filing and office related functions, conferencing, and confidentiality. The Administrative Assistant is the contact for personnel files, worker's compensation, and employment verification
Community	

#### EXISTING SPACE DEFICIENCIES

	<ul style="list-style-type: none"> <li>Conference room</li> </ul>
--	---

#### EXISTING INFRASTRUCTURE, MECHANICAL AND ELECTRICAL DEFICIENCIES

	<ul style="list-style-type: none"> <li>Need acoustic separation between offices</li> <li>Power outlets quantity and overloaded circuits</li> <li>Lighting; need more efficient lighting with high-quality optics and control</li> <li>Ventilation system needs evaluated</li> <li>Heating system needs commissioning</li> <li>Environmental control</li> <li>Upgrade code deficiencies</li> </ul>
--	---

#### EXISTING FINISH, SYSTEMS, AND EQUIPMENT DEFICIENCIES

	<ul style="list-style-type: none"> <li>Finishes need replaced (Carpet, paint, ceilings, etc)</li> <li>Windows need replaced; high levels of air infiltration</li> </ul>
--	---

#### SPATIAL RELATIONSHIPS

Adjacent: Direct	City Clerk Department, Council Chambers
Nearby: Indirect	
Distant: Separated	

#### FURNITURE, FIXTURES & EQUIPMENT

Fixed Casework	
Furniture (Movable)	Office furniture and filing
Fixtures & Equipment	
Other Considerations	

#### FINISHES

Floor	Carpet and resilient surface; where appropriate
Ceiling	Suspended acoustic ceiling suitable for office related functions
Walls	Gypsum/paint
Other Considerations	Marker and Tack-boards

---

**COMMUNICATIONS & TECHNOLOGY**

Voice & Intercom	
Data Ports	
Audio	
Visual	
Equipment/Devices	
Other Considerations	

**UTILITIES & SERVICES**

Electrical	
Lighting	
HVAC	
Plumbing	
Acoustical	
Special Utilities/Services	
Other Considerations	

**WINDOWS & VISION PANELS**

Operable? (Y/N)

Shades? (Y/N)

Exterior	Office spaces need windows	Y	Y
Interior			
Other Considerations			

**SPECIAL/ADDITIONAL CONSIDERATIONS**


## 2.0

### Finance Attribute Sheet

Area/Department:	Finance		
Location	City Hall		
Occupants:	Staff: 6	Part time:1	Growth:
Director	Walter Sapp		

#### ACTIVITIES & SPACE USAGE

Department	Responsible for the collection, receipt and custody of the tax monies; accounting and tracking of items of value owned by the City; paying accounts receivables/debts due from the city; Front Desk responsibility that provides greeting and routing for the city hall complex; Childcare coordinator (grant position)
Admin/Operational	Filing and office related functions, conferencing, routing of visitors to city departments
Community	

#### EXISTING SPACE DEFICIENCIES

	<ul style="list-style-type: none"> <li>• Conference room <ul style="list-style-type: none"> <li>○ Child Care Program conferencing for privacy issues</li> <li>○ Assessor Itinerant space</li> <li>○ Auditor Itinerant space</li> <li>○ Break room</li> </ul> </li> <li>• Storage room</li> <li>• Work and copy/printer room</li> </ul>
--	--

#### EXISTING INFRASTRUCTURE, MECHANICAL AND ELECTRICAL DEFICIENCIES

	<ul style="list-style-type: none"> <li>• Power outlets quantity and overloaded circuits</li> <li>• Lighting; need more efficient lighting with high-quality optics and control</li> <li>• Ventilation system needs evaluated</li> <li>• Heating system needs commissioning</li> <li>• Environmental control</li> <li>• Upgrade code deficiencies</li> </ul>
--	---

#### EXISTING FINISH, SYSTEMS, AND EQUIPMENT DEFICIENCIES

	<ul style="list-style-type: none"> <li>• Carpet</li> <li>• Paint</li> <li>• Windows need replaced; high levels of air infiltration</li> </ul>
--	---

#### SPATIAL RELATIONSHIPS

Adjacent: Direct	Community and Economic Development/GIS interface frequently
Nearby: Indirect	Administration/Human Resources and IT interface with this department regularly
Distant: Separated	

#### FURNITURE, FIXTURES & EQUIPMENT

Fixed Casework	Public Counter
Furniture (Movable)	Office furniture and filing
Fixtures & Equipment	
Other Considerations	

**FINISHES**

Floor	carpet
Ceiling	Suspended acoustic ceiling suitable for office related functions
Walls	Gypsum/paint
Other Considerations	Marker and Tack-boards

**COMMUNICATIONS & TECHNOLOGY**

Voice & Intercom	
Data Ports	
Audio	
Visual	
Equipment/Devices	
Other Considerations	

**UTILITIES & SERVICES**

Electrical	
Lighting	
HVAC	
Plumbing	
Acoustical	
Special Utilities/Services	
Other Considerations	

**WINDOWS & VISION PANELS**

Operable? (Y/N)

Shades? (Y/N)

Exterior	Office spaces need windows	Y	Y
Interior			
Other Considerations			

**SPECIAL/ADDITIONAL CONSIDERATIONS**

1. Property Assessment	Consideration to an additional office to accommodate this service; this staff would be accommodated by CEDD
2.	

### 3.0

## Police Attribute Sheet

Area/Department:	Police		
Location	City Hall		
Occupants/Staff:	Officers: 10 Public Safety Technicians /administration: 8 Chief: 1	Part time: 0	Growth: 0
Director	Bill Comer		

#### ACTIVITIES & SPACE USAGE

Department	Public safety, primary law enforcement response dispatch, correction services (processing and jail), criminal investigative services, court officer services, 911 systems, RMS systems, OTRACK correctional systems; AFFIS automated fingerprint scanner
Admin/Operational	Filing and office related functions, conferencing, 911 systems, RMS systems, OTRACK correctional systems; AFFIS automated fingerprint scanner
Community	

#### EXISTING SPACE DEFICIENCIES

	<ul style="list-style-type: none"><li>• Evidence room</li><li>• Evidence Preparation and Processing area</li><li>• Juvenile holding area; to meet Title 47</li><li>• Laundry area adjacent to Jail holding cells</li><li>• Vehicle Garage areas of sufficient size</li><li>• Impound Yard</li></ul>
--	---

#### EXISTING INFRASTRUCTURE, MECHANICAL AND ELECTRICAL DEFICIENCIES

	<ul style="list-style-type: none"><li>• Basement leaks, seasonally</li><li>• Data/IT support demands are increasing</li><li>• Lighting; need more efficient lighting with high-quality optics and control</li><li>• Ventilation system needs evaluated</li><li>• Heating system needs commissioning</li><li>• Environmental control</li><li>• Upgrade code deficiencies</li></ul>
--	---

#### EXISTING FINISH, SYSTEMS, AND EQUIPMENT DEFICIENCIES

	<ul style="list-style-type: none"><li>• Carpet</li><li>• Paint</li><li>• Windows need replaced; high levels of air infiltration</li></ul>
--	---

#### SPATIAL RELATIONSHIPS

Adjacent: Direct	IT and Finance Departments
Nearby: Indirect	
Distant: Separated	

#### FURNITURE, FIXTURES & EQUIPMENT

Fixed Casework	
Furniture (Movable)	Office furniture and filing
Fixtures & Equipment	



Other Considerations	
----------------------	--

#### FINISHES

Floor	carpet
Ceiling	Suspended acoustic ceiling suitable for office related functions
Walls	Gypsum/paint
Other Considerations	Marker and Tack-boards

#### COMMUNICATIONS & TECHNOLOGY

Voice & Intercom	
Data Ports	
Audio	
Visual	
Equipment/Devices	
Other Considerations	

#### UTILITIES & SERVICES

Electrical	
Lighting	
HVAC	
Plumbing	
Acoustical	
Special Utilities/Services	
Other Considerations	

#### WINDOWS & VISION PANELS

Operable? (Y/N)

Shades? (Y/N)

Exterior	Office spaces need windows	Y	Y
Interior			
Other Considerations			

#### SPECIAL/ADDITIONAL CONSIDERATIONS

1.	
2.	

## 4.0

### Community & Economic Development Attribute Sheet

Area/Department:	Community and Economic Development		
Location	City Hall		
Occupants:	Staff: 5	Part time:1	Growth: 1
Director	Lisa Von Bargaen		

#### ACTIVITIES & SPACE USAGE

Department	Strong Public Interaction, building permits, building inspections, city land management & sale, subdivision development, commercial development, GIS system & Mapping, planning & zoning support, business registration
Admin/Operational	Filing (need to maintain hardcopies), drawing size standing work-surface, public counter, drawing & file photocopies, oversized printers and scanners
Community	Event Planning

#### EXISTING SPACE DEFICIENCIES

	<ul style="list-style-type: none"> <li>• Storage space</li> <li>• Office space</li> <li>• Small group meeting space</li> <li>• Conference space</li> <li>• Sufficient Public Counter space for division of privacy</li> <li>• Accessibility to second level office/workroom</li> <li>• Break room</li> </ul>
--	--

#### EXISTING INFRASTRUCTURE, MECHANICAL AND ELECTRICAL DEFICIENCIES

	<ul style="list-style-type: none"> <li>• Power outlets quantity and overloaded circuits</li> <li>• Lighting; need more efficient lighting with high-quality optics and control</li> <li>• Data room</li> <li>• Ventilation system needs evaluated</li> <li>• Heating system needs commissioning</li> <li>• Environmental control</li> <li>• Upgrade code deficiencies</li> </ul>
--	--

#### EXISTING FINISH, SYSTEMS, AND EQUIPMENT DEFICIENCIES

	<ul style="list-style-type: none"> <li>• Carpet</li> <li>• Paint</li> <li>• Windows need replaced; high levels of air infiltration</li> </ul>
--	---

#### SPATIAL RELATIONSHIPS

Adjacent: Direct	Central location in city so public can conveniently access services, Capital Facilities Department
Nearby: Indirect	Planning Technician and GIS need visual access to the public counter, Finance Department, Parks & Recreation Department, Public Works Department
Distant: Separated	

#### FURNITURE, FIXTURES & EQUIPMENT

Fixed Casework	Public Counter
----------------	----------------

Furniture (Movable)	Office furniture and filing
Fixtures & Equipment	Oversized printers and scanners for processing of drawings, flat files for drawings
Other Considerations	

#### FINISHES

Floor	carpet
Ceiling	Suspended acoustic ceiling suitable for office related functions
Walls	Gypsum/paint
Other Considerations	Marker and Tack-boards

#### COMMUNICATIONS & TECHNOLOGY

Voice & Intercom	
Data Ports	
Audio	
Visual	
Equipment/Devices	
Other Considerations	

#### UTILITIES & SERVICES

Electrical	
Lighting	
HVAC	
Plumbing	
Acoustical	
Special Utilities/Services	
Other Considerations	

#### WINDOWS & VISION PANELS

Operable? (Y/N)

Shades? (Y/N)

Exterior	Office spaces need windows	Y	Y
Interior			
Other Considerations			

#### SPECIAL/ADDITIONAL CONSIDERATIONS

1. Property Assessment	Consideration to an additional office to accommodate this service
2.	

## 5.0 Information Technology Attribute Sheet

Area/Department:	Information Technology		
Location	City Hall		
Occupants:	Staff: 4	Part time: 0	Growth: 1
Director	Chris Farmer		

### ACTIVITIES & SPACE USAGE

Department	Provides leadership and coordination of technology initiatives within the City government. The department manages the day-to-day information technology support for all systems and applications used by the internal departments.
Admin/Operational	Filing and office related functions, computer repair, troubleshooting/technical support, software/systems management
Community	

### EXISTING SPACE DEFICIENCIES

	<ul style="list-style-type: none"> <li>• Main Telecommunication Room (MTC) Improvements</li> <li>• Intermediate Telecommunication Rooms (2) added to the facility</li> <li>• Workroom</li> <li>• Storage room</li> </ul>
--	--

### EXISTING INFRASTRUCTURE, MECHANICAL AND ELECTRICAL DEFICIENCIES

	<ul style="list-style-type: none"> <li>• Power outlets quantity and overloaded circuits</li> <li>• Lighting; need more efficient lighting with high-quality optics and control</li> <li>• Ventilation system needs evaluated</li> <li>• MTC needs a DX cooling unit</li> <li>• Heating system needs commissioning</li> <li>• Environmental control</li> <li>• Upgrade code deficiencies</li> </ul>
--	--

### EXISTING FINISH, SYSTEMS, AND EQUIPMENT DEFICIENCIES

	<ul style="list-style-type: none"> <li>• Carpet</li> <li>• Paint</li> <li>• Windows need replaced; high levels of air infiltration</li> </ul>
--	---

### SPATIAL RELATIONSHIPS

Adjacent: Direct	
Nearby: Indirect	City Departments
Distant: Separated	

### FURNITURE, FIXTURES & EQUIPMENT

Fixed Casework	
Furniture (Movable)	Office furniture and filing
Fixtures & Equipment	Server and computer equipment
Other Considerations	

### FINISHES

Floor	Carpet and resilient surface; where appropriate
Ceiling	Suspended acoustic ceiling suitable for office related functions

Walls	Gypsum/paint
Other Considerations	Marker and Tack-boards

#### COMMUNICATIONS & TECHNOLOGY

Voice & Intercom	
Data Ports	
Audio	
Visual	
Equipment/Devices	
Other Considerations	

#### UTILITIES & SERVICES

Electrical	
Lighting	
HVAC	
Plumbing	
Acoustical	
Special Utilities/Services	
Other Considerations	

#### WINDOWS & VISION PANELS

Operable? (Y/N)

Shades? (Y/N)

Exterior	Office spaces need windows	Y	Y
Interior			
Other Considerations			

#### SPECIAL/ADDITIONAL CONSIDERATIONS

1. Growth	Growing demand to utilize software to improve city services will require additional personnel to manage the systems

## 6.0

### Fire Attribute Sheet

Area/Department:	Fire		
Location	City Hall		
Occupants:	Staff: 10 total Chief: 1 Captain: 3 Lieutenants: 3 Engineers: 3	Part time:1	Volunteers: 43
Chief	George Keeney		

#### ACTIVITIES & SPACE USAGE

Department	Responsible to all emergencies for fire response, fire prevention, emergency medical response, mountain rescue response & training, high angle rescue & training, glacier rescue & training, hazardous materials response & training. Other training activities that need support include Fire Academy and EMS to EMT3.
Admin/Operational	24 hour living conditions, accommodation for sleeping, multiple drilling & training exercises, administrative activities
Community	Basic First Aid Training

#### EXISTING SPACE DEFICIENCIES

	<ul style="list-style-type: none"> <li>• Large Training Conference/Classroom ; accommodating 50+ people</li> <li>• Private individual sleeping quarters to accommodate a teams of 3 people; with ability to accommodate gender diverse arrangements</li> <li>• Large Vehicle parking bay for apparatus trucks</li> <li>• Storage room</li> <li>• Work and copy/printer room</li> <li>• Remote fire stations (3) need the addition of a training room and emergency preparedness training area</li> </ul>
--	--

#### EXISTING INFRASTRUCTURE, MECHANICAL AND ELECTRICAL DEFICIENCIES

	<ul style="list-style-type: none"> <li>• Power outlets quantity and overloaded circuits</li> <li>• Lighting; need more efficient lighting with high-quality optics and control</li> <li>• Ventilation system needs evaluated</li> <li>• Heating system needs commissioning</li> <li>• Environmental control</li> <li>• Upgrade code deficiencies</li> <li>• Second floor does not accommodate accessibility access</li> <li>• Exhaust system in apparatus bays needs upgraded</li> </ul>
--	--

#### EXISTING FINISH, SYSTEMS, AND EQUIPMENT DEFICIENCIES

	<ul style="list-style-type: none"> <li>• Finish replacement</li> <li>• Windows need replaced; high levels of air infiltration</li> <li>• Overhead doors are not weather proof</li> </ul>
--	--

#### SPATIAL RELATIONSHIPS

Adjacent: Direct	
Nearby: Indirect	Police Department
Distant: Separated	



**FURNITURE, FIXTURES & EQUIPMENT**

Fixed Casework	
Furniture (Movable)	Office furniture and filing
Fixtures & Equipment	(need feedback)
Other Considerations	

**FINISHES**

Floor	Carpet, resilient surface, and concrete; depending on use
Ceiling	Suspended acoustic ceiling suitable for office related functions, no ceiling utility areas
Walls	Gypsum/paint
Other Considerations	

**COMMUNICATIONS & TECHNOLOGY**

Voice & Intercom	
Data Ports	
Audio	
Visual	
Equipment/Devices	
Other Considerations	

**UTILITIES & SERVICES**

Electrical	
Lighting	
HVAC	
Plumbing	
Acoustical	
Special Utilities/Services	
Other Considerations	

**WINDOWS & VISION PANELS**

Operable? (Y/N)

Shades? (Y/N)

Exterior	Office spaces need windows	Y	Y
Interior			
Other Considerations			

**SPECIAL/ADDITIONAL CONSIDERATIONS**

1. Training	Requirements pending for confined space rescue & training
2. Software	EMS requirements for state wide reports on call outs
3. Community Training	Requirements pending for public training of emergency preparedness

## 7.0

### Public Works Attribute Sheet

Area/Department:	Public Works		
Location	Public Works Building		
Occupants:	Staff: 19	Part time:1 and 2 seasonal (winter)	Growth: 0
Director	Larry Weaver		

#### ACTIVITIES & SPACE USAGE

Department	Provides service maintenance to all city vehicles and equipment, responsible for Water, Sewer/Solid Waste, and Street services and maintenance
Admin/Operational	Service areas for vehicle maintenance, tool & part storage, office functions for operations, machine tooling, Equipment storage areas, vehicle storage areas
Community	Snow removal

#### EXISTING SPACE DEFICIENCIES

	<ul style="list-style-type: none"> <li>Expand covered snow removal vehicle storage by 2 bays (30')</li> <li>Hanigita Warehouse is beyond its useful life and needs replaced with a facility about 1.5 times its size; 6000 SF.</li> <li>Sand Storage building needs replaced</li> <li>Need covered equipment area, on site, for various sizes of equipment that is damaged by snow exposure.</li> <li>Parts Storage on Mezzanine needs space separation from the shop</li> <li>Mezzanine does not meet accessibility requirements; would need to add an elevator</li> <li>Bailer facility needs additional covered storage areas for vehicles</li> </ul>
--	--

#### EXISTING INFRASTRUCTURE, MECHANICAL AND ELECTRICAL DEFICIENCIES

	<ul style="list-style-type: none"> <li>Office area needs ventilation separation from the shop; currently air contaminants from repairs are leaking into the office making the area uninhabitable.</li> <li>Office and shop need more isolated acoustic separation</li> <li>Ventilation system needs evaluated</li> <li>Upgrade code deficiencies</li> </ul>
--	---

#### EXISTING FINISH, SYSTEMS, AND EQUIPMENT DEFICIENCIES

	<ul style="list-style-type: none"> <li>Paint</li> </ul>
--	---

#### SPATIAL RELATIONSHIPS

Adjacent: Direct	Co-location with Facilities warehouse/shop and Park & Recreation Shop could improve sharing of equipment and resources.
Nearby: Indirect	
Distant: Separated	

#### FURNITURE, FIXTURES & EQUIPMENT

Fixed Casework	
Furniture (Movable)	
Fixtures & Equipment	Maintenance service equipment and accessories

Other Considerations	
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#### FINISHES

Floor	Concrete and resilient surface for durability and maintenance
Ceiling	Utility spaces need no ceiling, office spaces need good acoustic ceiling
Walls	Gypsum/paint
Other Considerations	Marker and Tack-boards

#### COMMUNICATIONS & TECHNOLOGY

Voice & Intercom	
Data Ports	
Audio	
Visual	
Equipment/Devices	
Other Considerations	

#### UTILITIES & SERVICES

Electrical	
Lighting	
HVAC	
Plumbing	
Acoustical	
Special Utilities/Services	
Other Considerations	

#### WINDOWS & VISION PANELS

Operable? (Y/N)

Shades? (Y/N)

Exterior	Office spaces need windows	Y	Y
Interior			
Other Considerations			

#### SPECIAL/ADDITIONAL CONSIDERATIONS

1.	
2.	

## 8.0

### City Clerk Attribute Sheet

Area/Department:	City Clerk		
Location	City Hall		
Occupants:	Staff: 2	Part time: 1	Growth: 0
City Manager	Sheri Pierce		

#### ACTIVITIES & SPACE USAGE

Department	Responsible for city records management including sensitive/fragile documents, ordinance drafting, city contracts, public information about the City, mail sorting, elections
Admin/Operational	Filing and office related functions, records management, liaison & direct assistant to the City Council, legal work & coordination, archiving
Community	Education, field complaints, elections

#### EXISTING SPACE DEFICIENCIES

	<ul style="list-style-type: none"><li>• Records Center needs enlarged</li><li>• Itinerant office</li><li>• Work room</li><li>• Vault</li><li>• Conference room (shared)</li></ul>
--	---

#### EXISTING INFRASTRUCTURE, MECHANICAL AND ELECTRICAL DEFICIENCIES

	<ul style="list-style-type: none"><li>• Power outlets quantity and overloaded circuits</li><li>• Lighting; need more efficient lighting with high-quality optics and control</li><li>• Ventilation system needs evaluated</li><li>• Heating system needs commissioning</li><li>• Environmental control<ul style="list-style-type: none"><li>○ Records</li></ul></li><li>• Upgrade code deficiencies</li><li>• Current Records area need special restrictions for structural loading on the existing mezzanine of the Council Chambers</li></ul>
--	---

#### EXISTING FINISH, SYSTEMS, AND EQUIPMENT DEFICIENCIES

	<ul style="list-style-type: none"><li>• Finishes need replaced (Carpet, paint, ceilings, etc)</li><li>• Windows need replaced; high levels of air infiltration</li></ul>
--	--

#### SPATIAL RELATIONSHIPS

Adjacent: Direct	City Manager – Administration
Nearby: Indirect	
Distant: Separated	

#### FURNITURE, FIXTURES & EQUIPMENT

Fixed Casework	
Furniture (Movable)	Office furniture and filing
Fixtures & Equipment	
Other Considerations	

#### FINISHES

Floor	Carpet and resilient surface; where appropriate
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Ceiling	Suspended acoustic ceiling suitable for office related functions
Walls	Gypsum/paint
Other Considerations	Marker and Tack-boards

#### COMMUNICATIONS & TECHNOLOGY

Voice & Intercom	
Data Ports	
Audio	
Visual	
Equipment/Devices	
Other Considerations	

#### UTILITIES & SERVICES

Electrical	
Lighting	
HVAC	
Plumbing	
Acoustical	
Special Utilities/Services	
Other Considerations	

#### WINDOWS & VISION PANELS

Operable? (Y/N)

Shades? (Y/N)

Exterior	Office spaces need windows	Y	Y
Interior			
Other Considerations			

#### SPECIAL/ADDITIONAL CONSIDERATIONS


## 9.0

### Capital Facilities - Engineering Attribute Sheet

Area/Department:	Capital Facilities - Engineering		
Location	Airport		
Occupants:	Staff: 4	Part time: 0	Growth: 1-2
Director	Jack McCay		

#### ACTIVITIES & SPACE USAGE

Department	Capital Facilities is an incorporation of Engineering and Building maintenance, providing oversight to capital investment projects, major maintenance, hospital maintenance, and general building upkeep
Admin/Operational	Providing project management to include cost estimation, pre-project planning, scope definition, grant writing, design management, designing, bidding, construction inspection, and project closeout. Administrative support and project oversight is provided for projects built in the City of Valdez Right-of-Way, along with engineering and project management expertise which may be requested
Community	

#### EXISTING SPACE DEFICIENCIES

	<ul style="list-style-type: none"> <li>Engineering needs to be collocated with Community Development and Economic Development</li> <li>Director's office with internal conference area; co-located to the Capital Facilities Administrative Assistant</li> </ul>
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#### EXISTING INFRASTRUCTURE, MECHANICAL AND ELECTRICAL DEFICIENCIES

	<ul style="list-style-type: none"> <li>(Refer to Airport Attribute Sheet)</li> </ul>
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#### EXISTING FINISH, SYSTEMS, AND EQUIPMENT DEFICIENCIES

	<ul style="list-style-type: none"> <li>(Refer to Airport Attribute Sheet)</li> </ul>
--	--

#### SPATIAL RELATIONSHIPS

Adjacent: Direct	Community and Economic Development
Nearby: Indirect	Building Maintenance
Distant: Separated	

#### FURNITURE, FIXTURES & EQUIPMENT

Fixed Casework	
Furniture (Movable)	Office furniture and filing
Fixtures & Equipment	
Other Considerations	

#### FINISHES

Floor	Finished concrete or resilient surface; where appropriate
Ceiling	Suspended acoustic ceiling suitable for office related functions
Walls	Gypsum/paint
Other Considerations	Marker and Tack-boards

**COMMUNICATIONS & TECHNOLOGY**

Voice & Intercom	Teleconferencing phone system
Data Ports	
Audio	
Visual	Projection
Equipment/Devices	
Other Considerations	

**UTILITIES & SERVICES**

Electrical	
Lighting	
HVAC	
Plumbing	
Acoustical	
Special Utilities/Services	
Other Considerations	

**WINDOWS & VISION PANELS**

Operable? (Y/N)

Shades? (Y/N)

Exterior	Office spaces need windows	Y	Y
Interior			
Other Considerations			

**SPECIAL/ADDITIONAL CONSIDERATIONS**

Growth	Potential for in the future for needing additional staff as Construction Inspectors (1-2)
Privacy	Sound isolation for all offices



## 10.0

### Capital Facilities - Maintenance Attribute Sheet

Area/Department:	Capital Facilities – Maintenance		
Location	Maintenance Shop/Parks, Rec., & Cultural Building		
Occupants:	Staff: 6	Part time: 0	Growth: 1
Director	Jack McCay		

#### ACTIVITIES & SPACE USAGE

Department	Capital Facilities is an incorporation of Engineering and Building maintenance, providing oversight to capital investment projects, major maintenance, hospital maintenance, and general building upkeep
Admin/Operational	Providing maintenance for over 50 buildings and 96 structures owned by the City of Valdez. Responds to daily operational needs of all facilities, executes a preventive maintenance program, and assists with items on the Major Maintenance schedule. Performs service on HVAC, electrical, carpentry, plumbing and mechanical systems. Provides painting, mosquito abatement, cemetery plot preparation, and roof and sidewalk snow removal services. Management of service contracts for City Janitorial, Heating Fuel, Clinic Janitorial, Elevator Maintenance, and Fire Alarm Inspections.
Community	

#### EXISTING SPACE DEFICIENCIES

	<ul style="list-style-type: none"><li>• Current building is at the end of its serviceable life</li><li>• Storage – equipment</li><li>• Storage - materials</li><li>• Paint booth; dust free environment for painting</li><li>• Sufficient mechanical space</li><li>• Toilet area w/ shower</li><li>• Flammable storage</li><li>• Exterior covered storage</li><li>• Office-Break Room with computer stations and lockers</li></ul>
--	--

#### EXISTING INFRASTRUCTURE, MECHANICAL AND ELECTRICAL DEFICIENCIES

	<ul style="list-style-type: none"><li>• Current building is at the end of its serviceable life; large improvements will trigger code requirements that may indicate that the economics would be better allocated to a new facility</li><li>• Lighting</li><li>• Roof needs replaced</li><li>• Heating system</li><li>• Environmental control</li><li>• Plumbing/drainage</li><li>• Power</li><li>• Exterior wall system</li><li>• Upgrade code deficiencies</li><li>• Shop needs dust collection system</li></ul>
--	---

#### EXISTING FINISH, SYSTEMS, AND EQUIPMENT DEFICIENCIES

	<ul style="list-style-type: none"><li>• Paint</li></ul>
--	---

#### SPATIAL RELATIONSHIPS

Adjacent: Direct	
------------------	--

Nearby: Indirect	
Distant: Separated	

#### **FURNITURE, FIXTURES & EQUIPMENT**

Fixed Casework	
Furniture (Movable)	
Fixtures & Equipment	
Other Considerations	

#### **FINISHES**

Floor	Finished concrete or resilient surface; where appropriate
Ceiling	Suspended acoustic ceiling suitable for office related functions
Walls	Gypsum/paint
Other Considerations	Marker and Tack-boards

#### **COMMUNICATIONS & TECHNOLOGY**

Voice & Intercom	
Data Ports	
Audio	
Visual	
Equipment/Devices	
Other Considerations	

#### **UTILITIES & SERVICES**

Electrical	
Lighting	
HVAC	
Plumbing	
Acoustical	
Special Utilities/Services	
Other Considerations	

#### **WINDOWS & VISION PANELS**

		Operable? (Y/N)	Shades? (Y/N)
Exterior	Office spaces need windows	Y	Y
Interior			
Other Considerations			

#### **SPECIAL/ADDITIONAL CONSIDERATIONS**

Growth	Capital Facilities - Maintenance may start doing the Harbor maintenance
Co-location	Consideration for moving Parks and Recreation and Facility Maintenance into a new facility across the street from Public Works; 12000 SF total; Capital Facilities - Maintenance will need roughly 7800 SF
Study	Refer to completed study "Valdez Building Maintenance Shop Relocation"

## 11.0 Parks, Recreation & Cultural Services – Shop Building Attribute Sheet

Area/Department:	Parks, Recreation, & Cultural Services – Shop Building		
Location	Maintenance Shop/Parks, Rec., & Cultural Building		
Occupants:	Staff: 1?	Part time: 2-3?	Growth: 0
Director	Todd Wegner (Marci Robertson)		

### ACTIVITIES & SPACE USAGE

Department	Provides site maintenance to all city owned buildings, streets, and parks.
Admin/Operational	Carpentry, painting, maintenance of equipment.
Community	

### EXISTING SPACE DEFICIENCIES

	<ul style="list-style-type: none"> <li>• Current building is at the end of its serviceable life</li> <li>• Storage – equipment</li> <li>• Storage - materials</li> <li>• Paint booth</li> <li>• Boiler room</li> <li>• Toilet area</li> <li>• Flammable storage</li> <li>• Exterior covered storage</li> </ul>
--	--

### EXISTING INFRASTRUCTURE, MECHANICAL AND ELECTRICAL DEFICIENCIES

	<ul style="list-style-type: none"> <li>• Current building is at the end of its serviceable life; large improvements will trigger code requirements that may indicate that the economics would be better allocated to a new facility</li> <li>• Lighting</li> <li>• Roof needs replaced</li> <li>• Heating system</li> <li>• Environmental control</li> <li>• Plumbing/drainage</li> <li>• Power</li> <li>• Exterior wall system</li> <li>• Upgrade code deficiencies</li> </ul>
--	---

### EXISTING FINISH, SYSTEMS, AND EQUIPMENT DEFICIENCIES

	<ul style="list-style-type: none"> <li>• Paint</li> </ul>
--	---

### SPATIAL RELATIONSHIPS

Adjacent: Direct	
Nearby: Indirect	
Distant: Separated	

### FURNITURE, FIXTURES & EQUIPMENT

Fixed Casework	
Furniture (Movable)	
Fixtures & Equipment	
Other Considerations	

**FINISHES**

Floor	Finished concrete or resilient surface; where appropriate
Ceiling	Suspended acoustic ceiling suitable for office related functions
Walls	Gypsum/paint
Other Considerations	Marker and Tack-boards

**COMMUNICATIONS & TECHNOLOGY**

Voice & Intercom	
Data Ports	
Audio	
Visual	
Equipment/Devices	
Other Considerations	

**UTILITIES & SERVICES**

Electrical	
Lighting	
HVAC	
Plumbing	
Acoustical	
Special Utilities/Services	
Other Considerations	

**WINDOWS & VISION PANELS**

Operable? (Y/N)

Shades? (Y/N)

Exterior	Office spaces need windows	Y	Y
Interior			
Other Considerations			

**SPECIAL/ADDITIONAL CONSIDERATIONS**

Co-location	Consideration for moving Parks and Recreation and Facility Maintenance into a new facility across the street from Public Works; 12000 SF total

## 12.0

### Parks, Recreation & Cultural Services - Library Attribute Sheet

Area/Department:	Parks, Recreation, & Cultural Services - Library		
Location	Library		
Occupants:	Staff: 4 (verify)	Part time: 1 (verify)	Growth:
Director	Todd Wegner & Kim McCarty, Librarian		

#### ACTIVITIES & SPACE USAGE

Department	This is a consortium library combining public and library media resources. Refer to <a href="http://www.ci.valdez.ak.us/library/Valdez_Alaska_Library_Services.html">http://www.ci.valdez.ak.us/library/Valdez_Alaska_Library_Services.html</a> for services.
Admin/Operational	Filing and office related functions, conferencing, meetings, circulation administration. Media management
Community	Internet access, media circulation access

#### EXISTING SPACE DEFICIENCIES

	<ul style="list-style-type: none"> <li>No space needs</li> </ul>
--	--

#### EXISTING INFRASTRUCTURE, MECHANICAL AND ELECTRICAL DEFICIENCIES

	<ul style="list-style-type: none"> <li>Roof needs evaluated for leaks</li> <li>Heating system needs evaluation and commissioning</li> </ul>
--	---

#### EXISTING FINISH, SYSTEMS, AND EQUIPMENT DEFICIENCIES

	<ul style="list-style-type: none"> <li>Library is in good condition</li> </ul>
--	--

#### SPATIAL RELATIONSHIPS

Adjacent: Direct	Central community location
Nearby: Indirect	
Distant: Separated	

#### FURNITURE, FIXTURES & EQUIPMENT

Fixed Casework	Public check-out Counters
Furniture (Movable)	Office furniture and filing, reading tables
Fixtures & Equipment	Book stacks, (verify)
Other Considerations	

#### FINISHES

Floor	carpet
Ceiling	Suspended acoustic ceiling suitable for office related functions
Walls	Gypsum/paint/acoustic control
Other Considerations	Marker and Tack-boards

#### COMMUNICATIONS & TECHNOLOGY

Voice & Intercom	
Data Ports	
Audio	
Visual	
Equipment/Devices	
Other Considerations	

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**UTILITIES & SERVICES**

Electrical	
Lighting	
HVAC	
Plumbing	
Acoustical	
Special Utilities/Services	
Other Considerations	

**WINDOWS & VISION PANELS**

Operable? (Y/N)

Shades? (Y/N)

Exterior	Office spaces need windows	Y	Y
Interior			
Other Considerations			

**SPECIAL/ADDITIONAL CONSIDERATIONS**

1.	
2.	

## 13.0 Parks, Recreation & Cultural Services – Teen Center Attribute Sheet

Area/Department:	Parks, Recreation, & Cultural Services – Teen Center		
Location	Teen Center		
Occupants:	Staff: 1	Part time: 2-3	Growth: 0
Director	Todd Wegner		

### ACTIVITIES & SPACE USAGE

Department	Provides community recreation and services for all ages including; public meetings, dance events, gymnastics, camp style events, table games, cooking events and other varied multi-purpose activities.
Admin/Operational	Filing and office related functions, program management, and supervision.
Community	

### EXISTING SPACE DEFICIENCIES

	<ul style="list-style-type: none"> <li>Exterior Storage building 600-1000 SF</li> <li>Move office to across from main entry</li> <li>Large access doors to MPR from exterior</li> </ul>
--	---

### EXISTING INFRASTRUCTURE, MECHANICAL AND ELECTRICAL DEFICIENCIES

	<ul style="list-style-type: none"> <li>Lighting; need more efficient lighting with high-quality optics and control</li> <li>Roof needs replaced</li> <li>Ventilation system needs evaluated</li> <li>Heating system needs commissioning</li> <li>Environmental control</li> <li>Upgrade code deficiencies</li> </ul>
--	--

### EXISTING FINISH, SYSTEMS, AND EQUIPMENT DEFICIENCIES

	<ul style="list-style-type: none"> <li>Finishes need replaced (Carpet, paint, ceilings, etc)</li> <li>Windows need replaced; high levels of air infiltration</li> </ul>
--	---

### SPATIAL RELATIONSHIPS

Adjacent: Direct	
Nearby: Indirect	Pool
Distant: Separated	

### FURNITURE, FIXTURES & EQUIPMENT

Fixed Casework	
Furniture (Movable)	Office furniture and filing
Fixtures & Equipment	
Other Considerations	

### FINISHES

Floor	Carpet and resilient surface; where appropriate
Ceiling	Suspended acoustic ceiling suitable for office related functions
Walls	Gypsum/paint
Other Considerations	Marker and Tack-boards



**COMMUNICATIONS & TECHNOLOGY**

Voice & Intercom	
Data Ports	
Audio	
Visual	
Equipment/Devices	
Other Considerations	

**UTILITIES & SERVICES**

Electrical	
Lighting	
HVAC	
Plumbing	
Acoustical	
Special Utilities/Services	
Other Considerations	

**WINDOWS & VISION PANELS**

Operable? (Y/N)

Shades? (Y/N)

Exterior	Office spaces need windows	Y	Y
Interior			
Other Considerations			

**SPECIAL/ADDITIONAL CONSIDERATIONS**


## 14.0

### Parks, Recreation & Cultural Services – Civic Center Attribute Sheet

Area/Department:	Parks, Recreation, & Cultural Services – Civic Center		
Location	Civic Center		
Occupants:	Staff: 4 FT +1 shared	Part time: 13 +/-	Growth: 0
Director	Todd Wegner (Pam Lunt)		

#### ACTIVITIES & SPACE USAGE

Department	Provides civic and cultural services including performance & movie theater, concerts, conventions, banquets, meeting rooms, weddings and other related functions.
Admin/Operational	Office activities, management of programs & events, ticket management, marketing, kitchen coordination & service (add other activities).
Community	

#### EXISTING SPACE DEFICIENCIES

	<ul style="list-style-type: none"><li>• Storage – equipment</li><li>• Storage – materials</li><li>• Office Storage</li><li>• Catering Storage</li><li>• Accessibility access to all levels of the building to meet ADAG/ANSI code requirements</li><li>• Remodel of existing areas to accommodate offices</li></ul>
--	---

#### EXISTING INFRASTRUCTURE, MECHANICAL AND ELECTRICAL DEFICIENCIES

	<ul style="list-style-type: none"><li>• Ventilation system needs evaluated and commissioning</li><li>• Evaluate roofing</li><li>• Mechanical valves are leaking throughout the facility and need evaluated</li><li>• Upgrade code deficiencies</li></ul>
--	--

#### EXISTING FINISH, SYSTEMS, AND EQUIPMENT DEFICIENCIES

	<ul style="list-style-type: none"><li>• Facility in good shape; prepare a routine finish maintenance schedule to accommodate finishes that will need replaced</li></ul>
--	---

#### SPATIAL RELATIONSHIPS

Adjacent: Direct	
Nearby: Indirect	
Distant: Separated	

#### FURNITURE, FIXTURES & EQUIPMENT

Fixed Casework	
Furniture (Movable)	
Fixtures & Equipment	
Other Considerations	

#### FINISHES

Floor	Carpet or resilient surface; where appropriate
Ceiling	Suspended acoustic ceiling suitable for office related functions
Walls	Gypsum/paint

Other Considerations	
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#### COMMUNICATIONS & TECHNOLOGY

Voice & Intercom	
Data Ports	
Audio	
Visual	
Equipment/Devices	
Other Considerations	

#### UTILITIES & SERVICES

Electrical	
Lighting	
HVAC	
Plumbing	
Acoustical	
Special Utilities/Services	
Other Considerations	

#### WINDOWS & VISION PANELS

Operable? (Y/N)

Shades? (Y/N)

Exterior	Office spaces need windows	Y	Y
Interior			
Other Considerations			

#### SPECIAL/ADDITIONAL CONSIDERATIONS


## 15.0

### Ports & Harbor – Harbor Master Attribute Sheet

Area/Department:	Ports & Harbor – Harbor Master		
Location	Harbor Master Building		
Occupants:	Staff: 4	Part time: 9	Growth: 1
Director	Diane Kinney		

#### ACTIVITIES & SPACE USAGE

Department	Facilitate Harbor/dock functions and tracking of vessels, Manages and maintains the Small Boat Harbor
Admin/Operational	Office related activities, maintenance, dry dock coordination/operation, waste oil management, customer service
Community	

#### EXISTING SPACE DEFICIENCIES

	<ul style="list-style-type: none"><li>• Public Reception/Waiting is too small to accommodate multiple customers</li><li>• Customer Service desk needs two stations</li><li>• Conference/break room</li><li>• Storage room</li><li>• Large shop/service area</li><li>• Oil collection area needs upgraded/enlarged/secured; accommodate waste oil, bilge water, and antifreeze</li><li>• Sewer pump station needs covered</li></ul>
--	--

#### EXISTING INFRASTRUCTURE, MECHANICAL AND ELECTRICAL DEFICIENCIES

	<ul style="list-style-type: none"><li>• Building needs accessible access to accommodate the public on the second floor; current it does not meet ADA/ANSI requirements</li><li>• Seismic evaluation on roof snow loads</li><li>• Roof replacement</li><li>• Lighting; need more efficient lighting with high-quality optics and control</li><li>• Environmental control</li><li>• Evaluate roof and exterior wall systems</li><li>• Upgrade code deficiencies</li></ul>
--	---

#### EXISTING FINISH, SYSTEMS, AND EQUIPMENT DEFICIENCIES

	<ul style="list-style-type: none"><li>• Replacement of finishes</li><li>• Finish replacement for toilet areas</li></ul>
--	---

#### SPATIAL RELATIONSHIPS

Adjacent: Direct	Harbor
Nearby: Indirect	City Hall
Distant: Separated	

#### FURNITURE, FIXTURES & EQUIPMENT

Fixed Casework	Public counter
Furniture (Movable)	Office furniture and filing
Fixtures & Equipment	
Other Considerations	

#### FINISHES

Floor	Carpet
Ceiling	Suspended acoustic ceiling suitable for office related functions
Walls	Gypsum/paint
Other Considerations	

#### COMMUNICATIONS & TECHNOLOGY

Voice & Intercom	
Data Ports	
Audio	
Visual	
Equipment/Devices	
Other Considerations	

#### UTILITIES & SERVICES

Electrical	
Lighting	
HVAC	
Plumbing	
Acoustical	
Special Utilities/Services	
Other Considerations	

#### WINDOWS & VISION PANELS

Operable? (Y/N)

Shades? (Y/N)

Exterior	Office spaces need windows	Y	Y
Interior			
Other Considerations			

#### SPECIAL/ADDITIONAL CONSIDERATIONS

1. Growth	Add assistant harbor master position

## 16.0

### Ports & Harbor – Port Administration Attribute Sheet

Area/Department:	Ports & Harbor		
Location	Port Building		
Occupants:	Staff: 4	Part time: 1	Growth: 0
Director	Diane Kinney		

#### ACTIVITIES & SPACE USAGE

Department	Manage the Valdez Container Terminal (VCT), Kelsey Dock, and Airport building. Schedule and provide services for ships and companies using the docks and VCT marshaling yard. Manage sub-leases for office space at the Airport building.
Admin/Operational	Filing and office related functions, services and security for vessels at the VCT & Kelsey Dock. Initial screening for Cruise ships (security) at the Kelsey Dock, provides maintenance for Port and Harbor facilities
Community	

#### EXISTING SPACE DEFICIENCIES

	<ul style="list-style-type: none"> <li>Storage/workroom</li> <li>Cold storage area for equipment</li> <li>Offices need internal hallway</li> <li>Valdez Container Terminal needs heated maintenance area</li> </ul>
--	---

#### EXISTING INFRASTRUCTURE, MECHANICAL AND ELECTRICAL DEFICIENCIES

	<ul style="list-style-type: none"> <li>Lighting; need more efficient lighting with high-quality optics and control</li> <li>Ventilation system needs evaluated</li> <li>Heating system needs commissioning</li> <li>Environmental control</li> <li>Upgrade code deficiencies</li> <li>Valdez Container Terminal does have a heated maintenance area</li> </ul>
--	--

#### EXISTING FINISH, SYSTEMS, AND EQUIPMENT DEFICIENCIES

	<ul style="list-style-type: none"> <li>Carpet</li> <li>Paint</li> <li>Concerns about how the physical appearance of the existing port building ties into the revitalization of the cruise dock and ferry terminal areas</li> </ul>
--	--

#### SPATIAL RELATIONSHIPS

Adjacent: Direct	Kelsey Dock
Nearby: Indirect	City Hall and Harbor
Distant: Separated	

#### FURNITURE, FIXTURES & EQUIPMENT

Fixed Casework	
Furniture (Movable)	Office furniture and filing
Fixtures & Equipment	
Other Considerations	

#### FINISHES

Floor	Carpet
-------	--------

Ceiling	Suspended acoustic ceiling suitable for office related functions
Walls	Gypsum/paint
Other Considerations	Marker and Tack-boards

#### COMMUNICATIONS & TECHNOLOGY

Voice & Intercom	
Data Ports	
Audio	
Visual	
Equipment/Devices	
Other Considerations	

#### UTILITIES & SERVICES

Electrical	
Lighting	
HVAC	
Plumbing	
Acoustical	
Special Utilities/Services	
Other Considerations	

#### WINDOWS & VISION PANELS

Operable? (Y/N)

Shades? (Y/N)

Exterior	Office spaces needs energy efficient windows	Y	Y
Interior			
Other Considerations			

#### SPECIAL/ADDITIONAL CONSIDERATIONS

1. Coast Guard Regulations	Potential for additional requirements related to security
2. Water Regulations	Potential for additional requirements related to guidelines on vessels/water impacts



## 17.0 Ports & Harbor – Airport Attribute Sheet

Area/Department:	Ports & Harbor - Airport		
Location	Airport		
Occupants:	Staff: 0	Part time: 0	Growth: 0
Director	Diane Kinney		

### ACTIVITIES & SPACE USAGE

Department	Manage Airport building sub-leases for office space.
Admin/Operational	Provides maintenance and snow removal for the building.
Community	

### EXISTING SPACE DEFICIENCIES

	<ul style="list-style-type: none"> <li>No additional space is necessary to accommodate current lease needs; extra space in the Whitney Eskimo Museum (6000-6500 SF) is available</li> <li>Fan room</li> </ul>
--	---

### EXISTING INFRASTRUCTURE, MECHANICAL AND ELECTRICAL DEFICIENCIES

	<ul style="list-style-type: none"> <li>Roofing System replacement</li> <li>Ventilation System replacement</li> <li>Lighting; need more efficient lighting with high-quality optics and control</li> <li>Environmental control</li> <li>Upgrade exterior wall system</li> <li>Upgrade code deficiencies</li> </ul>
--	---

### EXISTING FINISH, SYSTEMS, AND EQUIPMENT DEFICIENCIES

	<ul style="list-style-type: none"> <li>Finishes replacement</li> </ul>
--	--

### SPATIAL RELATIONSHIPS

Adjacent: Direct	Airport
Nearby: Indirect	City Hall
Distant: Separated	

### FURNITURE, FIXTURES & EQUIPMENT

Fixed Casework	
Furniture (Movable)	Office furniture and filing
Fixtures & Equipment	
Other Considerations	

### FINISHES

Floor	Carpet
Ceiling	Suspended acoustic ceiling suitable for office related functions
Walls	Gypsum/paint
Other Considerations	

### COMMUNICATIONS & TECHNOLOGY

Voice & Intercom	
Data Ports	
Audio	

Visual
Equipment/Devices
Other Considerations

#### UTILITIES & SERVICES

Electrical	
Lighting	
HVAC	
Plumbing	
Acoustical	
Special Utilities/Services	
Other Considerations	

#### WINDOWS & VISION PANELS

Operable? (Y/N)

Shades? (Y/N)

Exterior	Office spaces need windows	Y	Y
Interior			
Other Considerations			

#### SPECIAL/ADDITIONAL CONSIDERATIONS

1. Growth	If natural resources are exported from Valdez at a greater rate (gas pipeline) then the airport will likely need to be increased
2. Swing Space	The Whitney Eskimo Museum (6500 SF) could be used as temporary location space for departments that may be scheduled for remodel/renovation.
3. Existing Study	Refer to "Valdez Airport Terminal - Building Condition Survey" completed in 2002
4. Existing Study	Refer to "Valdez Pioneer Field Airport Terminal Building Needs Study" completed in 2006



## Legislation Text

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**File #:** 20-0444, **Version:** 1

---

**ITEM TITLE:**

City Council Chambers Remodel Design Concept

**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:**

On July 7, 2020, Capital Facilities provided a report regarding a professional services agreement with Wolf Architecture, Inc. for City Council Chamber upgrades. Since that time Capital Facilities Project Manager Melissa Ross and I have been working with Wolf Architecture on design plans and with the Chariot Group and our IT Department on upgrades to the sound system and technical capabilities for chambers. Attached are the *draft* design plans for chambers for discussion prior to moving forward with final plans. Highlights of the remodel will include:

- Replacement of the dais which will provide increased distance and workspace between council member seats
- Replacement of damaged and stained carpet
- Creation of a barrier wall between the kitchen and meeting room
- New chairs and dedicated seating for staff
- New podium (ADA compliant)
- New aerial maps (current maps are out of date)
- Replacement of audio system/technical upgrades





PROJ NO	2007
DRAWN	Author
CHECKED	Checker
DATE	9-24-2020
FULL SIZE DRAWINGS 22" x 34"	

CITY COUNCIL CHAMBERS  
SD  
CITY OF VALDEZ  
PALMER, ALASKA 99645

NOT FOR  
CONSTRUCTION

625 S COBB ST  
PALMER, AK  
T: 907.746.6670  
F: 907.746.6680  
wolfarchitecture.com

**Wolf**  
ARCHITECTURE

SHEET CONTENTS  
PERSPECTIVE

**A9.1**





PROJ NO	2007
DRAWN	Author
CHECKED	Checker
DATE	9-24-2020
FULL SIZE DRAWINGS 22" x 34"	

CITY COUNCIL CHAMBERS  
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**Wolf**  
ARCHITECTURE

SHEET CONTENTS  
PERSPECTIVES

A9.0





## Legislation Text

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**File #:** 20-0445, **Version:** 1

---

**ITEM TITLE:**

Discussion Regarding Disposition of Foreclosed Properties

**SUBMITTED BY:** Sheri Pierce, MMC, City Clerk/Shane Levesque, Legal Counsel

**FISCAL NOTES:**

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

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

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

**RECOMMENDATION:**

Legal memo attached. Building Inspector memo attached.

**SUMMARY STATEMENT:**

On September 16, 2020, the city obtained title to several foreclosed properties by means of a Clerk's Deed issued by the Clerk of the Superior Court. For purpose of discussion at the work session our legal counsel has prepared a memo regarding future action which must be taken by council necessary to prepare for the eventual disposition or other use of the subject properties. Following the work session, we will prepare the required ordinance based on direction received by council.

The Building Inspector has prepared a memo regarding the present condition of the buildings located on the properties. The Pipeline Club Motel/Restaurant building is in severe disrepair and has been secured to prevent unauthorized entry.

## LEVESQUE LAW GROUP, LLC

---


Joseph N. Levesque  
Shane E. Levesque, Of Counsel

3380 C Street, Suite 202  
Anchorage, Alaska 99503

Phone: (907) 261-8935  
Fax: (206) 309-0667  
Email: shane@levesquelawgroup.com

### **MEMORANDUM**

**TO:** The Valdez City Council

**FROM:** Shane E. Levesque 

**DATE:** September 25, 2020

**RE:** City Action in Response to September 16, 2020 Clerk's Deed  
Our File No. 925-1801

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#### **Question Presented**

The City has asked for a brief explanation of the immediate steps that it must take with respect to several foreclosed properties for which it recently obtained title by means of a Clerk's Deed issued by the Clerk of the Valdez Superior Court. Specifically, you wish to know what actions of the City Council are necessary to prepare for the eventual disposition or other use of the subject properties.

#### **Short Answer**

In addition to taking the action necessary to adequately protect the City against the inherent risk of ownership that attaches to the properties to which it has received title as a result of the September 16, 2020 Clerk's Deed, the City must also make an initial determination as to whether any of those properties should be retained for a public purpose, or sold. That determination must be made by ordinance, subject to the additional procedural and substantive requirements established for such legislation by A.S. 29.45.460.

#### **Background Information**

On September 16, 2020, the Valdez Superior Court issued a Clerk's Deed conveying to the City title to various parcels of real property made subject to a Judgment and Decree of Foreclosure for tax years 2010, 2011 and 2012. As a result of that conveyance, the City holds

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City Action in Response to September 16, 2020 Clerk's Deed  
September 25, 2020

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clear title to the properties, subject only to any previously recorded tax liens of the United States and the State of Alaska.<sup>1</sup> The Clerk's Deed immunizes the City from most claims related to its ownership of the properties, and all such claims after the passage of two years.<sup>2</sup>

Once a municipality takes title to a foreclosed property, it must by ordinance determine whether the property should be retained for a public purpose.<sup>3</sup> Alaska law requires that the ordinance must, at a minimum, list the property's: (1) legal description; (2) street address or general description; and, (3) former owner of record.<sup>4</sup> In addition, the municipal clerk must provide a copy of the published notice of hearing for the ordinance to the last owner of record within five days of its first publication.<sup>5</sup>

Properties that are not retained by a municipality for a public purpose, or that have been retained for a public purpose that involves their sale to third parties, may be sold.<sup>6</sup> In contrast, Properties that have been retained for a public purpose, but are later deemed unnecessary, may be sold only after the municipality has by ordinance determined that such need no longer exists.<sup>7</sup> That ordinance must conform with the same requirements applicable to an ordinance retaining a foreclosed property for a public purpose.<sup>8</sup> The specific procedures that govern the sale of City-owned real property are governed by Section 4.04 of the Valdez Municipal Code ("VMC").

While a municipality may hold clear title to foreclosed properties after their transfer by Clerk's Deed, Alaska law grants former owners of record, or their assigns, various limited rights with respect to those properties that continue to exist for specified periods of time. First, former owners and their assigns are granted a right to repurchase foreclosed properties after they have been deeded to a municipality.<sup>9</sup> The time period for exercising that right is generally set for 10 years from the end of the one-year redemption period applicable to municipal foreclosures.<sup>10</sup> However, the statutory right to repurchase a property conveyed by Clerk's Deed is permanently extinguished when a municipality: (1) formally designates the property for a public purpose; or, (2) otherwise enters into a contract to sell, or actually sells, the

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<sup>1</sup> A.S. 29.45.450(b).

<sup>2</sup> A.S. 29.45.450(d).

<sup>3</sup> A.S. 29.45.460(a).

<sup>4</sup> *Id.*

<sup>5</sup> A.S. 29.45.460(c).

<sup>6</sup> A.S. 29.45.460(b).

<sup>7</sup> *Id.*

<sup>8</sup> A.S. 29.45.460(b)-(c).

<sup>9</sup> A.S. 29.45.470.

<sup>10</sup> A.S. 29.45.470(a).



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City Action in Response to September 16, 2020 Clerk's Deed

September 25, 2020

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property to a third party.<sup>11</sup>

Second, certain former owners may in some instances have a right to claim a portion of the proceeds generated by the sale of a foreclosed property. Specifically, if a foreclosed property is sold by a municipality within 10 years of the expiration of the statutory redemption period, and if the proceeds of that sale exceed the amounts of unpaid taxes, the amount of taxes that would have been assessed against the property if it had continued in private ownership, penalties, interest, and the costs of maintaining, repairing, and managing the property,<sup>12</sup> the municipality must notify the former owner of record of the excess, and provide information as to how they may submit a claim.<sup>13</sup> All claims for payment of excess profits must be submitted within six months of notification, or they are deemed "forever barred."<sup>14</sup>

### **Discussion**

Alaska law is clear that, before the City may sell the properties conveyed to it by the September 16, 2020 Clerk's Deed, it must first determine whether any of them should be retained for a public purpose. Alaska municipalities that retain foreclosed properties for public purposes do so for a wide variety of reasons, such as the creation of parks and other open public spaces, the construction of municipal facilities, making improvements to utilities infrastructure, remediating public nuisances, creating public housing, or achieving economic development goals.

If the City Council determines that any of the subject properties should be reserved for public purposes, it should introduce the required ordinance as soon as is practicable. To do so in good faith, the City Council must identify a bona fide public need that would be served by the retention of the property, and subsequently determine that doing so would be in the City's best interest.

The City Council should expediently determine by ordinance whether the properties should be retained for public purposes, for two primary reasons. First, until a determination that a property should not be reserved for a public purpose is made, the City is unable to sell the property and recoup the public tax funds that the public has been deprived due to nonpayment. Second, until the properties have been designated for a public purpose, placed under contract for sale, or sold, former owners of record and their assigns may exercise the statutory right to repurchase the property, which would effectively deprive the City from using

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<sup>11</sup> A.S. 29.45.470.

<sup>12</sup> Minus the amounts of money that the municipality has received due to some use of the property. See A.S. 29.45.480(b).

<sup>13</sup> *Id.*

<sup>14</sup> *Id.*

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City Action in Response to September 16, 2020 Clerk's Deed  
September 25, 2020

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the property to achieve the goals that would be served by its retention or sale to another party.

Importantly, the retention of foreclosed properties for public purposes does not preclude the City from later selling them. As this Memorandum has explained, the City may at some later date reasonably determine that the public need for which a property was retained no longer exists. In that instance, the City Council may by ordinance remove a public use designation from the property, subject to the procedural and substantive requirements mandated by A.S. 29.45.460, and subsequently sell it pursuant to the requirements set forth at VMC 4.04.010 et seq.

There may also be legitimate public uses for a property that would require it to be sold as an essential step toward achieving a particular City goal. For example, the City might reasonably conclude that one or more properties would best serve the community if reserved for the public purpose of stimulating economic development if used for the purpose of creating multipurpose commercial space. At an integral level, the achievement of that purpose might necessarily require the sale of the retained property to a developer, and the imposition of development conditions, as authorized by VMC 4.04.070(F).

Finally, it is important to note that, because the City now owns the properties conveyed to it by the September 16, 2020 Clerk's Deed, it must take adequate steps to protect itself from the risk of liability that accompanies that ownership. As with its other real estate and facilities, the City must ensure that these properties are covered by its property loss and general liability policies. In addition, the City should take meaningful steps to prevent any unauthorized access to the properties, by securely locking all doors, clearly posting signs, boarding up all windows, and taking such other precautions as are necessary to secure them.

### **Conclusion**

I hope that this has adequately answered your questions regarding the immediate steps that the City must take now that it has received title to the foreclosed properties conveyed to it by the September 16, 2020 Clerk's Deed. As always, I remain available to assist the City with this or any other matter.



September 24, 2020

### **Inspection Report for Pipeline Club and Motel**

Tuesday, September 22, 2020 myself, Code Enforcement Officer Dan Plaster and Officer Jamie Major gained entry to the building located at 138 Egan Drive to determine its present condition. The structure is in advanced stages of dilapidation as the photos and report provided Dan Plaster indicate. Specifically, The Pipeline Club has severe water damage caused by a leaky roof which has led to large quantities of mold, rot and decay. It is my opinion the most cost effective measure is to demolish the structure. The Pipeline Motel portion of the building is in various stages of disrepair including personal property, trash and other items. Although there are no water damage issues, the entire heating and plumbing systems are inoperable thereby deeming the structure uninhabitable. Likely, it would be cost prohibitive to attempt to refurbish the property and return it to a habitable state.

### **Inspection Report for Landshark Mall Building**

Wednesday, September 23, 2020 myself, Code Enforcement Officer Dan Plaster and Officer Jamie Major gained entry to the building located at 121 Egan Drive to determine its present condition. This building is comprised of concrete block exterior walls, concrete slab and wood framed (trussed) roof system. Besides the remaining personal property and various debris, the building's condition is adequate from a structural standpoint. There are areas of concern. The Landshark portion is without running water or heat. It appears there is no insulation in the attic. All water and heating pipes run through the attic and likely have breaks. No Name Pizza Restaurant is sound, operational, and just passed a fire inspection. It could stand some refurbishing but is in fair condition. The exterior of the building again is in fair condition and will require some roof repairs and structural work on the front. The entry is below parking lot grade and currently displays several trip hazards at points of access as well as the sidewalk itself. Also, the short retaining wall is leaning and should be replaced. Structurally, the 4"x4" posts supporting the cantilevered roof have inadequate bearing and are not properly secured. Aside from the above mentioned items, the structure is in fair condition and does not warrant demolition from a code perspective.

Sincerely,

Jay Yunker  
Building Inspector  
City of Valdez – Planning Department  
☎ 907.834.3401 | ✉ [jyunker@valdezak.gov](mailto:jyunker@valdezak.gov)

IN THE SUPERIOR COURT FOR THE STATE OF ALASKA  
THIRD JUDICIAL DISTRICT AT VALDEZ

IN RE: TAX YEARS 2010, 2011 and 2012

DELINQUENT REAL PROPERTY  
TAXES IN THE  
CITY OF VALDEZ, ALASKA

3VA-17-00046 CI

**CLERK'S DEED**

In the matter of the City of Valdez's foreclosure of delinquent property tax liens for tax years 2010, 2011 and 2012, such liens having been foreclosed by judgment and decree of the Superior Court dated July 1, 2019;

The properties listed below remain unredeemed after the expiration of the redemption period prescribed by Alaska law, and notice of the expiration of the redemption period having been given as prescribed by law;

I, Jennifer Benda, Clerk of Court for the State of Alaska, Third Judicial District at Valdez, pursuant to AS 29.45.440 and the Order of the Superior Court in this action, hereby convey to the City of Valdez of 212 Chenega Avenue, Valdez, Alaska 99686, all right, title, and interest in the following described real property situated in the Valdez Recording District, Third Judicial District, State of Alaska:

**VALDEZ CENTER COMPANY**

Parcel ID# 70400290012

121 Egan Dr.

Lot 2 of Lot 1 Blk 29 Mineral Creek Subdivision

**VALDEZ MOTEL CORP.**

Parcel ID# 70400330040

120 Egan Dr.

Lot 4A Blk 33 Mineral Creek Subdivision

Clerk's Deed

*In Re: Tax Years 2010, 2011 and 2012 Delinquent Real Property Taxes  
in the City of Valdez, Alaska 1VA-17-00046 CI*

Page 1 of 2

LEVESQUE LAW GROUP, LLC  
3380 C St., #202  
Anchorage, AK 99503  
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joe@levesquelawgroup.com

VALDEZ MOTEL CORP.  
Parcel ID# 70400330041  
120 Egan Dr.  
Lot 4 Blk 33 Mineral Creek Subdivision

VALDEZ MOTEL CORP.  
Parcel ID# 70400330060  
128 Egan Dr.  
Lot 6 Blk 33 Mineral Creek Subdivision

VALDEZ MOTEL CORP.  
Parcel ID# 70400330070  
128 Egan Dr.  
Lot 7 Blk 33 Mineral Creek Subdivision

VALDEZ MOTEL CORP.  
Parcel ID# 70400330100  
142 Egan Dr.  
Lot 9B Blk 33 Mineral Creek Subdivision

IN WITNESS WHEREOF, I have hereunto set my hand the seal of the Trial Courts  
for the State of Alaska, Third Judicial District, this 16<sup>th</sup> day of September, 2020.



By: Jennifer Benda

Jennifer Benda  
Clerk of Court for the State of Alaska,  
Third Judicial District at Valdez, per  
order of the Court dated 9/16/2020

ACKNOWLEDGEMENT

STATE OF ALASKA                     )  
  ) ss.  
THIRD JUDICIAL DISTRICT        )

The foregoing instrument was acknowledged before me this 16<sup>th</sup> day of  
September, 2020 by Judson Adams, Clerk of Court for  
Magistrate  
the State of Alaska, Third Judicial District at Valdez.

[Signature]  
Deputy Clerk of Court

Clerk's Deed  
In Re: Tax Years 2010, 2011 and 2012 Delinquent Real Property Taxes  
in the City of Valdez, Alaska 1VA-17-00046 CI

Page 2 of 2

**FOR RECORDING IN THE VALDEZ RECORDING DISTRICT**

**AFTER RECORDING RETURN TO:**

**Levesque Law Group, LLC**

**3380 C Street, #202**

**Anchorage, AK 99503**



Egan Dr

142

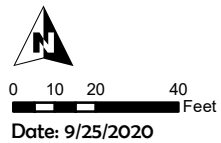
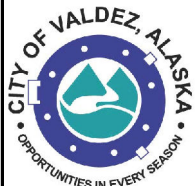
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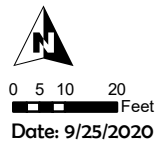
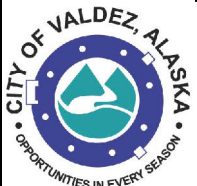
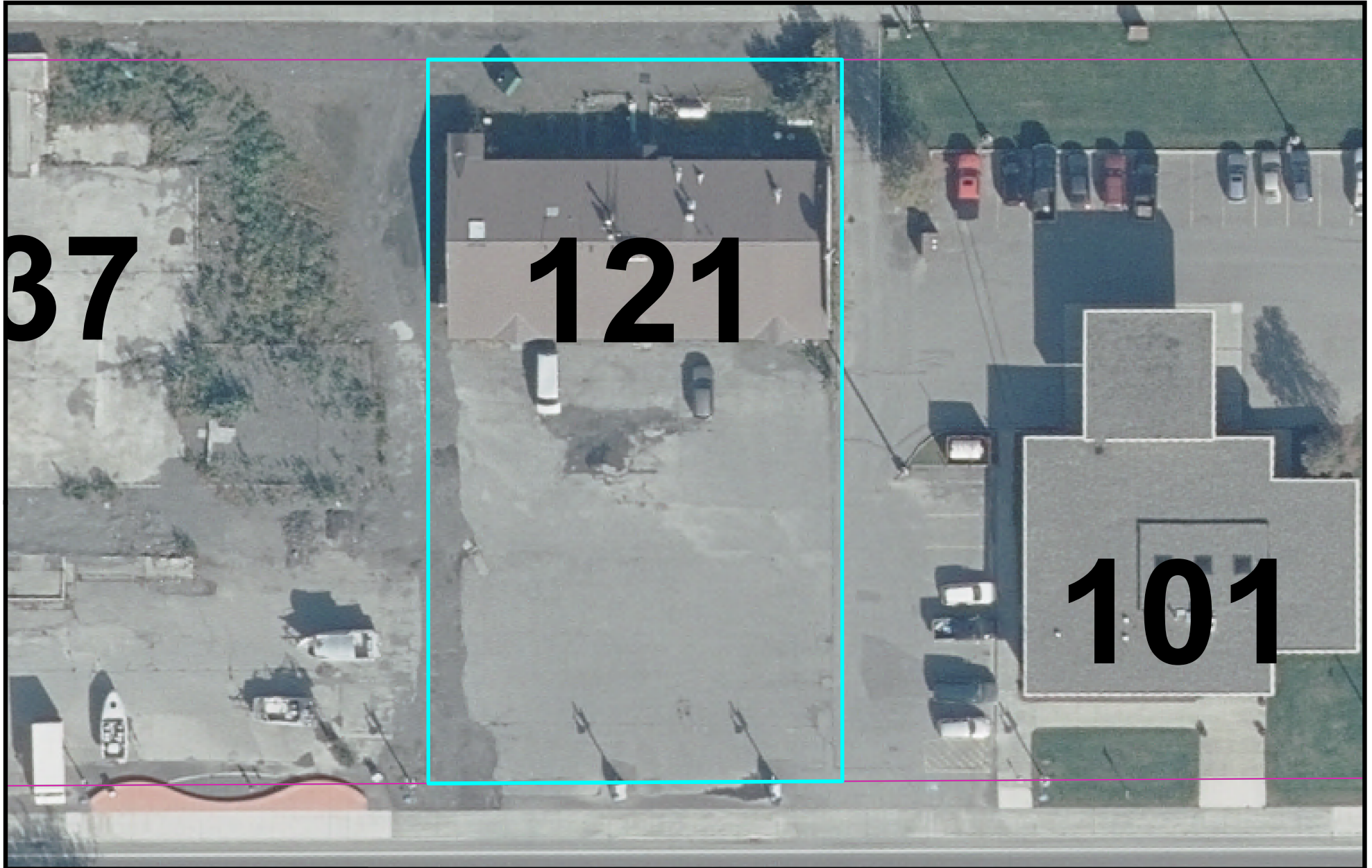
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Information displayed is for informational purposes only. The City of Valdez makes no warranties, expressed or implied as to the veracity or accuracy of the information herein.

121 Egan Drive