

**Mayor**

James Kacsh

**Council Members**

Kristin Carpenter

Tim Joyce

Tom Bailer

Bret Bradford

EJ Cheshier

David Reggiani

James Burton

**City Manager**

Randy Robertson

**City Clerk**

Susan Bourgeois

**Deputy Clerk**

Tina Hammer

**Student Council**

Sarah Hoepfner

Gabrielle Brown

**COUNCIL SPECIAL MEETING**

**APRIL 10, 2014 @ 12:00 PM**

**LIBRARY MEETING ROOM**

**AGENDA**

**A. CALL TO ORDER**

**B. ROLL CALL**

Mayor James Kacsh, Council members Kristin Carpenter, Tim Joyce, Tom Bailer, Bret Bradford, EJ Cheshier, David Reggiani and James Burton

**C. APPROVAL OF AGENDA..... (voice vote)**

**D. DISCLOSURES OF CONFLICTS OF INTEREST**

**E. COMMUNICATIONS BY AND PETITIONS FROM VISITORS**

1. Audience Comments regarding agenda items

**F. NEW BUSINESS**

2. Approval of exception for "The Painted Bird" Opening Reception May 2, 2014..... **(voice vote)(page 1)**

3. Approval of Tideland Permit for Outfall Line for..... **(voice vote)(page 4)**  
Camtu's Alaska Wild Seafoods, Lot 7, Blk 2, SFDP

4. Contract approval for Cordova Center - Capital Campaign Consultants..... **(voice vote)(page 14)**

5. Council decision on requested extension of Brian Wildrick for Lot 8 Blk 2..... **(voice vote)(page 28)**  
SFDP Performance Deed of Trust **(may be discussed in executive session)**

**G. EXECUTIVE SESSION**

**(see agenda item 4)**

**H. AUDIENCE PARTICIPATION**

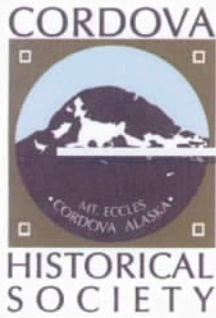
**I. COUNCIL COMMENTS**

**J. ADJOURNMENT**

Executive Sessions: Subjects which may be discussed are: (1) Matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government; (2) Subjects that tend prejudice the reputation and character of any person; provided that the person may request a public discussion; (3) Matters which by law, municipal charter or code are required to be confidential; (4) Matters involving consideration of governmental records that by law are not subject to public disclosures.

**If you have a disability that makes it difficult to attend city-sponsored functions,  
you may contact 424-6200 for assistance.**

All City Council agendas and packets available online at [www.cityofcordova.net](http://www.cityofcordova.net)



*Preserving Cordova's past for the future...  
A community museum and educational facility.*

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PO Box 391, 622 First Street, Cordova Alaska 99574 [www.cordovamuseum.org](http://www.cordovamuseum.org)

Mayor Jim Kacsh  
City Council Members

April 7, 2014

Gentlemen and Ladies:

The Cordova Historical Society will be hosting our first Invitational Art Show this coming summer season. The Museum staff has decided to take a break this year from "Fish Follies", our annual national juried show. As fun as that has been, we decided to have a change of theme and create an exhibit around another wonderful thing that occurs in abundance here; Birds!

This invitational show, titled "The Painted Bird", will coincide with Cordova's annual Copper River Delta Shorebird Festival and the visit by this year's Festival special guest, internationally renowned bird and wildlife artist Lars Jonsson. In an effort to simplify the whole event we've decided to invite local artists who have focused much of their artistic energy around depicting birds of all kinds. To add variety to our local mix of talent, we've extended the invitation to a few Alaskan artists of note who live beyond Cordova's important flyways and who meet that criterion.

Here are a few details about this invitational. All bird species are acceptable as is any artistic style and two dimensional medium.

The Cordova Historical Society would like to request an exceptional use permit to City Ordinance 6.12.030 regarding the allowance of alcoholic beverages within a municipal building for the opening Reception of "The Painted Bird."

We would like to be able to offer wine (only) along with bird-themed refreshments for the opening reception on Friday, May 2<sup>nd</sup> from 5:30pm until 7:30 pm.

The event will be manned by Cordova Historical Museum staff as well as Cordova Historical Society volunteers. With your approval we would submit for a one-time event permit from the State of Alaska Alcoholic Beverage Control Board.

*"A **Special Events Permit** authorizes a nonprofit fraternal civic or patriotic organization active for at least two years before application and incorporated under AS 10.20 to sell or dispense beer and wine for specific events during a limited period of time. (permit fee - \$50.00 per day)"*

Thank you for considering our request.

Sincerely,

A handwritten signature in cursive script, appearing to read "M. Balu", written in dark ink.

Cordova Historical Society Trustees

### **6.12.030 Alcoholic beverages—Consumption in public places.**

- A. It is unlawful for any person to consume any alcoholic beverage on any public street, alley or highway within the city limits or in or upon the grounds of any city building or property, except as permitted by ordinance, use permit or regulation.
- B. It is unlawful for any person to possess any open bottle, can, or other receptacle, containing any alcoholic beverage on any public street, sidewalk or alley within the city limits or in or upon the grounds of any municipal building or property, except as permitted by ordinance, use permit or regulation.
- C. The city council is authorized to designate public areas and places within the city limits, in addition to those specified in subsection A and B of this section, in which the consumption of alcoholic beverages or possession of open alcoholic beverage containers is prohibited, and to cause signs to be posted in such areas or places advising members of the public of the prohibition.

*(Ord. 835 (part), 1999).*

### **6.12.040 Exceptions.**

The city council is authorized by use permit to except any public street, alley, highway, city building or city property from [Section 6.12.030](#).

*(Ord. 835 (part), 1999).*

# Memorandum

**To:** Cordova City Council  
**From:** Planning Staff  
**Date:** 4/8/14  
**Re:** Tideland Permit – Rights of Way and Easements

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## **PART I – GENERAL INFORMATION**

File No.: 02-473-142  
Requested Action: Tideland Permit for Outfall Line  
Applicant: Camtu's Alaska Wild Seafoods  
Zoning: Waterfront Commercial District  
Applicable Regulations: Section 5.16.120 Cordova Code regarding Tideland Permits  
Chapter 18.39 Waterfront Commercial

## **PART II – BACKGROUND**

*10/8/2013* – P&Z Site Plan approval

*10/16/2013* – City Council Site Plan approval

*11/2013-4/2014* – State and Federal Permits, feasibility of out fall line

Camtu's Alaska Wild Seafoods is asking for tideland permit to place an outfall from the back of Lot 7 Block 1 South Fill Development Park, starting on the Southeast side of the South Fill tidelands and following the current fill around to the West side. The map shows where the outfall line will cross the boundary of City owned ATS 220 State tidelands. See attached map.

Camtu's Alaska Wild Seafood has been working with DEC on the permit to discharge the fish waste. With DNR on the easement on state property they are nearing the end of the public comment period. The Army Corps of Engineer has been contacted and the public comment period ended March 21<sup>st</sup> the permit is being reviewed and Camtu's will be notified soon.

This out fall line is the last step in the completion of a small fish processing facility that was added on to their current building in 2013 and 2014.

## **PART III – SITE DATA**

Camtu's Alaska Wild Seafoods is located on Lot 7 Block 2 of the South Fill Development Park, which is zoned Waterfront Commercial. Processing of seafood is a permitted use in this zoning district. The following is the applicable section of code:

**18.39.030 Permitted accessory uses and structures.**

The following are the permitted accessory uses and structures in the WCP district:

- A. Accessory buildings;
- B. Parking in conjunction with permitted principal uses and conditional uses;
- C. Outside storage;
- D. Processing of seafood where no more than two thousand square feet of gross floor space of structure is used for processing. The smoking of seafood is prohibited.
- E. Watchman's quarters.

Camtu's Alaska Wild Seafoods has invested in an addition on the current Camtu's Center building where the processing will occur. The Site Plan Review was passed by both P&Z and City Council in 2013. They have also secured their Fire and Life Safety for the building and are finalizing the refrigeration portion of the permit.

**5.16.120 Permit—Rights-of-way and easements.**

Permits may be issued by the city manager and after approval by city council for utility lines and services of all types and for necessary rights—of—way. Such permits shall be revocable at the option of the city.

This permit request is for a 10 foot wide ROW for a 4 inch out fall pipe the out fall will be placed as close as possible to the rip rap fill.

**PART IV – SPECIAL CONDITIONS**

1. Camtu's Wild Seafood will be responsible for all construction and maintenance of the out fall line this responsibility will run with the property.
2. Future development of City Property ATS 220 including potential fill may occur. It will be the responsibility of Camtu's Wild Seafood to remove, move or provide the infrastructure needed to continue the use of the out fall.
3. Camtu's Alaska Seafood will provide an as built of the out fall line to the City within 30 days of its completion.
4. All State and Federal Permits will be in place prior to construction on City Tidelands.

**PART V – STAFF RECOMMENDATION**

Staff recommends the special conditions listed above be applied to the permit. Staff would also recommend that a recorded easement be developed and recorded that states all applicable the special conditions above.

Staff recommends the approval of a permit for Camtu's Wild Seafood outfall line as described and including the special conditions.

**PART VI – RECOMMENDED MOTION**

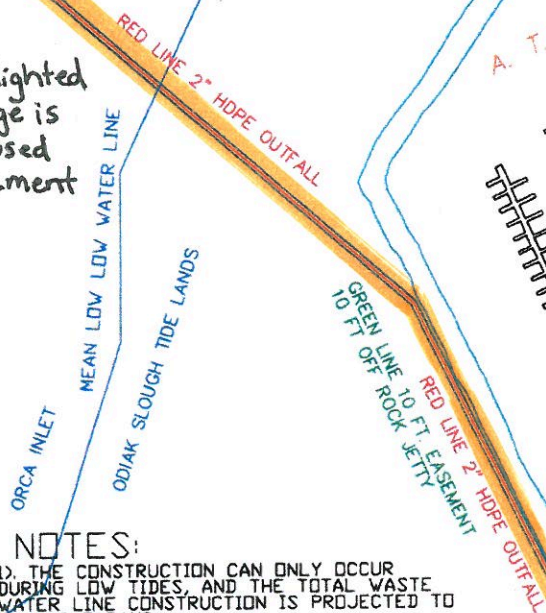
"I move to approve a permit for Camtu's Wild Seafood out fall line as described and including the special conditions."



THE BATHYMETRIC STUDY, EXHIBIT C VERIFIED THERE ARE NO OTHER OUTFALLS WITHIN 100' THE PROPOSED OUTFALL SITE.

A DIFFUSER AT THE END OF THE OUTFALL LINE WILL BE INSTALLED PER ENGINEERED REQUIREMENTS

Highlighted Orange is proposed easement



#### NOTES:

- 1). THE CONSTRUCTION CAN ONLY OCCUR DURING LOW TIDES, AND THE TOTAL WASTE WATER LINE CONSTRUCTION IS PROJECTED TO TAKE 3-5 DAYS.
- 2). AN EXCAVATOR ON MATS WILL BE USED IN THE ODIK SLOUGH CONSTRUCTION AREA.
- 3). ALL MATERIAL WILL BE PLACED ON MATS TO PROTECT THE WATERS FROM SILTATION OR CONTAMINATION DURING CONSTRUCTION, AND THE MATERIAL WILL BE REPLACED TO THE ORIGINAL STATE.
- 4). DURING CONSTRUCTION, ALL FOREIGN MATERIALS WILL BE REMOVED FROM THE ODIK SLOUGH CONSTRUCTION AREA, NOTE PICTURE.
- 5). THE PIPE EASEMENT AND OUTFALL IS FULLY ACCESSABLE DURING THE OPERATIONAL SEASON, AND WILL BE INSPECTED, MAINTAINED, SAMPLED AND REPORTS FILED.

ODIAK SLOUGH TIDE LANDS

STATE OF ALASKA LAND

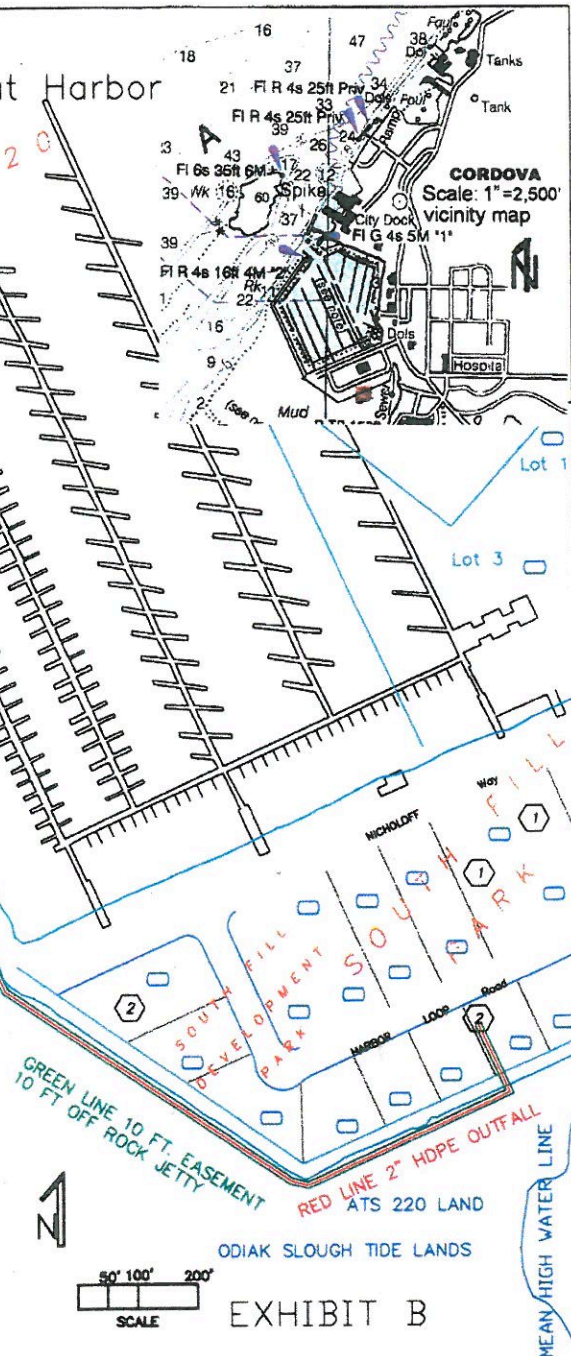
CITY OF CORDOVA ATS 220

2" HDPE SDR11 PIPE FOR WASTE WATER OUTFALL

CROSS SECTION 2'x 2' TRENCH  
SCALE: 1" = 1'

Boat Harbor

CORDOVA  
Scale: 1"=2,500'  
vicinity map



50' 100' 200'  
SCALE

EXHIBIT B

Date Prepared: Feb.16,2014	Applicant's Name ALASKA WILD SEAFOODS,LLC		
STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES DIVISION OF MINING, LAND AND WATER			
DIAGRAM			
Sec.(s) 28,NW1/4	Township T15S	Range R3W	Meridian COPPER RIVER
Scale: 1"= 325'			
SHEET 1 OF 1		File #	





THE STATE  
of **ALASKA**  
GOVERNOR SEAN PARNELL

## Department of Natural Resources

Division of Mining, Land & Water  
Southcentral Regional Office

550 West 7th Avenue, Suite 900  
Anchorage, Alaska 99501-3577  
Main: 907.269.8503  
TDD: 907.269.8411  
Fax: 907.269.8913

March 12, 2014

State of Alaska  
Department of Natural Resources  
Division of Mining, Land, and Water  
Southcentral Region Office  
550 W. 7<sup>th</sup> Avenue, Suite 900C  
Anchorage, AK 99501-3577

Public Notice  
ADL 231896; Applicant: Alaska Wild Seafoods, LLC  
Private easement for fish processing outfall line  
Cordova, Alaska

Pursuant to Alaska Statute (AS) 38.05.850, the Department of Natural Resources, Division of Mining, Land, and Water (DMLW), Southcentral Region Office is considering an application to grant a private easement for ADL 231896, an outfall line from a fish processing plant in the city of Cordova, from Harbor Loop Road to Orca Inlet. The proposed outfall line is located within the northwest quarter of Section 28 of Township 15 South, Range 3 West, Copper River Meridian, Alaska.

The easement for the proposed outfall line will be approximately 1,508 feet in length, and 10 feet in width, over State-owned and DMLW-managed tidal and submerged lands. The purpose of the outfall line is to provide disposal of seafood processing wastes. The final easement area will be determined subsequent to DMLW's receipt of a required as-built survey document. Please see the attached drawing for imagery of the proposed easement.

Members of the public and interested parties are invited to comment on this proposal. **DMLW must receive written comments no later than 5:00 pm April 14, 2014.** In order to be given full consideration, all comments should clearly explain the facts on which they are based and how they pertain to the proposed action.

Comments, questions, or requests for further information should be directed to the attention of Carol Hasburgh at the Southcentral Region Office, 550 W. 7<sup>th</sup> Ave, Suite 900C, Anchorage, Alaska 99501-3577; email [carol.hasburgh@alaska.gov](mailto:carol.hasburgh@alaska.gov); telephone (907) 269-7480, fax (907) 269-8913. Comments may also be received via the Online Public Notices Website using a myAlaska account at: <https://aws.state.ak.us/OnlinePublicNotices/Login.aspx>

The State of Alaska, Department of Natural Resources complies with Title II of the Americans with Disabilities Act of 1990. Individuals with disabilities who may need auxiliary aids, services, or special modifications to participate may contact the TDD number at (907) 269-8411. Copies of the Alaska Statute referenced above may be accessed on-line by searching the State of Alaska website at [www.legis.state.ak.us/folhome.htm](http://www.legis.state.ak.us/folhome.htm).

The Division of Mining, Land, and Water, Southcentral Region Office reserves the right to waive technical deficits in this notice.

/s/ Regional Manager  
DMLW Southcentral Region



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
U.S. ARMY ENGINEER DISTRICT, ALASKA  
REGULATORY DIVISION  
P.O. BOX 6898  
JBER, ALASKA 99506-0898

## GENERAL PERMIT AGENCY COORDINATION (GPAC)

We are requesting your comments on the proposed project within ten (10) calendar days from the date of this notification. If additional time is needed to provide substantive, site-specific comments, contact us and we will wait an additional 15 calendar days before making a permit decision. Further information concerning the general permit can be found at our web site: <http://www.poa.usace.army.mil/Missions/Regulatory.aspx>.

Comments on the proposal may be emailed to [Heather.L.Boyer@usace.army.mil](mailto:Heather.L.Boyer@usace.army.mil), mailed to the address above, or you may call us at (907) 753-2877.

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RELEASER'S SIGNATURE:

\_\_\_\_\_  
Heather Boyer  
Project Manager

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**Corps of Engineers Identification:** POA-2014-114, Orca Inlet, Alaska Wild Seafoods, LLC.

**General Permit:** NWP 7, Outfall Structures and Associated Intake Structures

**Date of GPAC:** March 11, 2014

**Comment Period Closing Date:** March 21, 2014

**For Questions, Please Contact:** Heather Boyer

**Project Location:** The project site is located within Section 28, T. 15 S., R. 3 W., Copper River Meridian; USGS Quad Map Cordova C-5; Latitude 60.5416° N., Longitude 145.7639° W.; Valdez-Cordova Borough; along the outside of the southwest side of the Cordova Boat Harbor jetty, in Cordova, Alaska.

**Project Description:** The applicant proposes to bury a 2-inch HDPE outfall pipe in Orca Inlet along the southwest side of the Cordova Boat Harbor Jetty. A 2-foot by 2-foot trench would be dug with a backhoe. Excavated material would be set to the side and as soon as the pipe is laid in the ditch, the soil would be backfilled and compacted to prevent erosion. The trench would achieve the original surface contours and conditions within a couple tides after the disturbance.

Authorization is required for placement of fill under section 404 of the Clean Water Act and for work in navigable waters under section 10 of the Rivers and Harbors Act. The applicant has also applied to the ADEC for authorization under the National Pollutant Discharge Elimination System Program.

This project has been reviewed for impacts to species listed under the ESA, anadromous streams and Essential Fish Habitat, and cultural resources; and it has been determined there would be no effect to any of these resources.

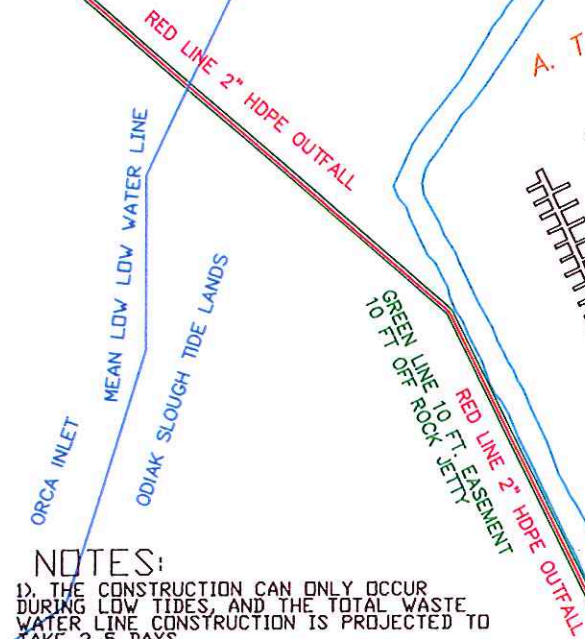
**Mitigation:** The construction equipment would be supported by mats to prevent soil disturbance. Work would be done during the lowest tidal stages possible to avoid excessive turbidity. The site consists of mudflats, but is directly adjacent to the jetty where there are no shellfish beds or gravel spawning bed or vegetation. No toxic materials would be transmitted through the outfall, only water and salmon parts

which would be ground to -0.5-inch. The applicant also proposes to clean up trash in the area in order to further improve the habitat in the area.

**Enclosures:** Sheets 1 – 2, Dated February 16, 2014

THE BATHYMETRIC STUDY, EXHIBIT C VERIFIED THERE ARE NO OTHER OUTFALLS WITHIN 100' THE PROPOSED OUTFALL SITE.

A DIFFUSER AT THE END OF THE OUTFALL LINE WILL BE INSTALLED PER ENGINEERED REQUIREMENTS



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STATE OF ALASKA LAND

CITY OF CORDOVA ATS 220

2" HDPE SDR11 PIPE FOR WASTE WATER OUTFALL

CROSS SECTION 2'x 2' TRENCH  
SCALE: 1" = 1'

Boat Harbor

CORDOVA  
Scale: 1"=2,500'  
vicinity map

GREEN LINE 10 FT. EASEMENT  
10 FT. OFF ROCK JETTY

RED LINE 2" HDPE OUTFALL  
ATS 220 LAND

ODIAK SLOUGH TIDE LANDS

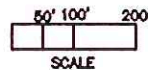
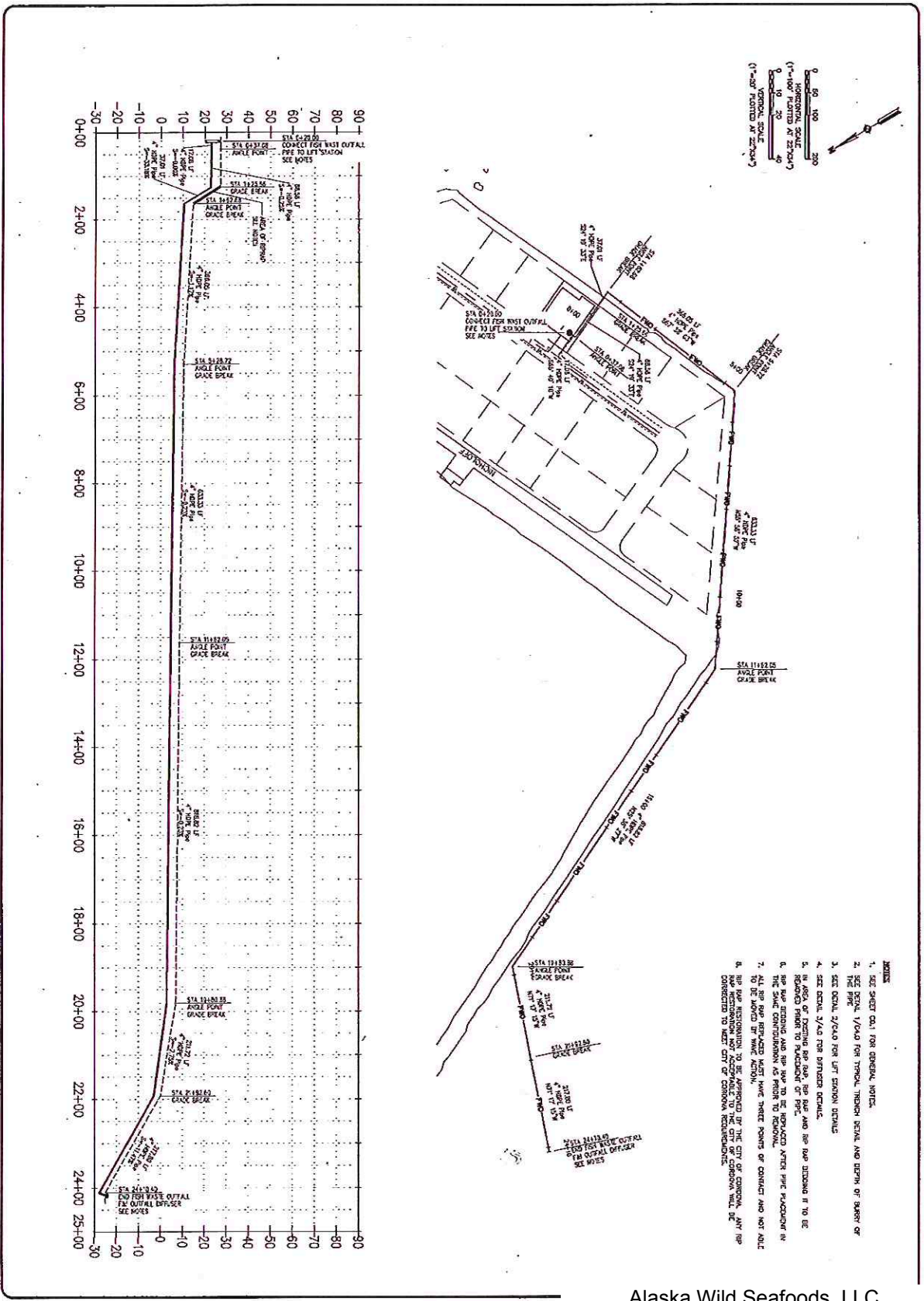


EXHIBIT B

Date Prepared: Feb.16,2014	Applicant's Name ALASKA WILD SEAFOODS,LLC			
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DIAGRAM				
Sec.(s) 28,NW1/4	Township	T15S	Range	R3W Meridian
COPPER RIVER				
Scale: 1"= 325'				
SHEET 1 of 1				
Alaska Wild Seafoods, LLC				

Alaska Wild Seafoods, LLC  
POA-2014-114  
Orca Inlet  
February 16, 2014  
Sheet 1 of 2





SHEET C3.0		FISH WASTE OUTFALL PLAN & PROFILE		SHEET TITLE		DATE: 3/7/2014 DRAWN: JDS REVIEWED: JDS		JOB NO: 14-006		BY DATE REVISIONS	
<b>ALASKA WILD SEAFOOD FISH WASTE OUTFALL</b> LOT 7, HARBOR VIEW ROAD CORDOVA, ALASKA											

Alaska Wild Seafoods, LLC  
 POA-2014-114  
 Orca Inlet  
 February 16, 2014  
 Sheet 2 of 2





# CITY OF CORDOVA

## *Office of City Manager*

City of Cordova  
602 Railroad Ave.  
P.O. Box 1210  
Cordova, Alaska 99574  
Phone: (907) 424-6200  
Fax: (907) 424-6000  
Email: [citymanager@cityofcordova.net](mailto:citymanager@cityofcordova.net)  
Web: [www.cityofcordova.net](http://www.cityofcordova.net)

TO: City Council, Mayor  
FROM: Randy Robertson, City Manager  
DATE: April 9, 2014  
RE: Cordova Center Capital Campaign Consultant Contract

***CMC 5.12.040 "Council approval of contracts" says:***

*No contract for supplies, services or construction which obligates the city to pay more than fifteen thousand dollars may be executed unless the council has approved a memorandum setting forth the following essential terms of the contract:*

- A. The identity of the contractor;*
- B. The contract price;*
- C. The nature and quantity of the performance that the city shall receive under the contract; and*
- D. The time for performance under the contract.*

A total of (1) proposal(s) were received in response to RFP Cordova Center Capital Campaign. The Cordova Center Committee reviewed the proposal from Myren/Stern in detail. The Committee recommended to move the proposal forward to the City Council.

I recommend the City enter into a contract with Myren and Stern, to provide fundraising consulting services as requested by the City of Cordova to advise on a portion of the Capital Campaign for the Cordova Center Project Phase 2; as set forth in the attached Statement of Work (Exhibit A).

The contract price is not to exceed Fifty-Five Thousand dollars (\$55,000) and is broken down into three phases with an opportunity to mutually end the contract if work is completed early.

A summary of the nature and quantity of the performance the city shall receive is set forth in the attached Statement of Work (Exhibit A). The time for performance is monthly services set to begin in April 2014 and conclude at the end of the Cordova Center Capital Campaign.

**Recommended action:** Voice Vote.

I move to direct the City Manager to enter into a contract with Myren and Stern, to provide fundraising consulting services as requested by the City of Cordova to advise on a portion of the Cordova Center Capital Campaign for a contract sum of not to exceed Fifty-Five Thousand dollars.

Thank you,

Randy Robertson, City Manager



# REQUEST FOR PROPOSAL

## City of Cordova, Cordova, Alaska The Cordova Center- Capital Campaign Director

The City of Cordova is requesting written proposals from qualified professionals interested in managing a portion of the Capital Campaign to raise funds required to assist in the completion of Phase II of the Cordova Center Project, a 34,000 square foot multi-use facility. This RFP is for a firm or individual to review and assist with a local and corporate capital campaign. Sealed proposals, plainly marked, "RFP – Capital Campaign for the Cordova Center" addressed to the City Manager, City of Cordova, PO Box 1210, Cordova, AK 99574 will be accepted until 2:00 pm on March 6, 2014. PROPOSALS RECEIVED AFTER 2:00 PM WILL NOT BE CONSIDERED.

Copies of this RFP may be obtained at the front desk of Cordova City Hall, or from [acm@cityofcordova.net](mailto:acm@cityofcordova.net), or by calling (907) 424-6665.

The City of Cordova reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to accept any proposal that is in the best interest of the City and to negotiate the terms and conditions of any proposal leading to acceptance and final execution of a contract for services.

If you have any questions pertaining to the submittal and review process of City bids please contact the City Manager at the following number: 907-424-6200.

If you have questions pertaining to the specifics of this RFP and the scope of services, please contact the Cordova Center Project lead, Cathy Sherman at the following number: (907) 424-6665 or Laura Cloward (907) 424-6288.

### 1. INTENT OF SOLICITATION

The City of Cordova (City) is soliciting competitive proposals from qualified professionals to advise on a portion of a Capital Campaign for the Cordova Center Project Phase II.

### 2. BACKGROUND

The Cordova community is constructing a new 34,000 square foot, accessible multi-use facility. The grand opening is scheduled for 2016. The Cordova Center will co-locate several functions for the City of Cordova, including administrative offices, museum, library, performance space/auditorium, meeting rooms, education areas and associated workspace. The Cordova Center will serve as both a community hub and a point of interest for visitors to Cordova (currently averaging around 10,000 annually). In addition to providing an efficiency of service to the community, an important mission of the Cordova Center is to

expand and diversify Cordova's economy by increasing business, professional and independent travel visits. To that end, the Cordova Center's Business Plan includes attracting small conferences, meetings, conventions and receptions to the public spaces, which will not only increase the visitor numbers to Cordova and associated revenues to the business community but will also result in direct revenues to ensure the financial sustainability of the facility.

The City is currently engaged in the final stages of fundraising. Having raised over \$18 million to date, the City needs just under \$8 million to complete the project.

### **3. SCOPE OF WORK/ DELIVERABLES**

The purpose of this Request for Proposal is to retain a Fundraising Consultant who will:

- ✓ Review, edit and assist with the Cordova Center Capital campaign plan.
- ✓ Assist the Cordova Center Capital Campaign Committee with the implementation and launch of the campaign.
- ✓ Track progress and ensure the campaign remains a priority for the organization.
  - Phase I – Campaign Plan (Approximately 4 weeks)
    - With select committee members conduct confidential interviews with top donor prospects
    - Assess internal capacity and needs of Cordova Center team
    - Fine tune campaign plan and calendar
    - Review and Support development of a case statement
    - Work with Cordova Center team to develop budget
    - Educate and train Cordova Center team and volunteers
  - Phase 2 – Campaign Implementation & Launch (Approximately 6 weeks)
    - Assist in developing collateral materials for launch of campaign.
    - Identify donors and askers Set goals; develop fundraising strategy and timing.
    - Donor stewardship and cultivation.
    - Develop Campaign Events.
    - Donor Recognition and naming opportunities.
  - Phase 3 – Campaign Management (until project completion)
    - Focus on active cultivation and solicitation of major gift prospects
    - Manage the public information and the public relations plan

#### 4. SUBMITTAL REQUIREMENTS

Each vendor shall submit two (2) original signed copies of its proposal. The proposal shall be submitted in the following manner:

- **Contractor Description.** Provide a description and history of the Contractor emphasizing the Contractor's resources and expertise in the area(s) relevant to this RFP. Provide the same for any subcontractors that will be fulfilling portions of the work. In addition, identify the person(s) who has decision-making authority for the Contractor, and who will be the Contractor's primary contact person(s) with the City.
- **Proposals.** Clearly state the cost by Phase) to the City for completion of all work. Provide evidence of liability insurance, and worker's compensation insurance if applicable. Proposal must address the following topics:
  - **Background:** Services provided by you that relate to a capital campaign. Experience with similar projects – include type of organization, size of community, etc.
  - **Administration, Organizations, Pricing, and Staffing:** Describe your campaign process. What distinguishes your processes and approach from those of others? Provide a proposed implementation schedule. What information and recommendations will be included in the campaign plan? What will you charge to conduct this campaign? Please list your fees by phase. What are your role and responsibilities during a campaign? What are your expectations of our organization's board and staff during the campaign process? Provide information regarding the resources and involvement that you will require from us. Provide a list of any other services that may be considered an added value to the Cordova Center Project.

#### 5. SELECTION CRITERIA

Each proposal shall be evaluated by a team of staff consisting of the City Manager, Cordova Center Project Lead, and Information Services Director. Evaluation will be based on the following criteria based on the following sections of Cordova Municipal Code (CMC):

1. Total cost of Proposal to the City; (CMC 5.12.120(A))
2. Contractor's qualifications and responsibility. (CMC 5.12.170)
  - a. The skill and experience demonstrated by the bidder in performing contracts of a similar nature;
  - b. The bidder's record for honesty and integrity;
  - c. The bidder's capacity to perform in terms of facilities, equipment, personnel and financing;
  - d. The past and present compliance by the bidder with laws and ordinances related to its performance under the contract; and

- e. The bidder's past performance under city contracts. If the bidder has failed in any material way to perform its obligations under any contract with the city, the city manager may consider the bidder to be not responsible.
- f. The bidder's past performance of financial obligations to the city. If at the time of award the bidder is delinquent, overdue or in default on the payment of any money, debt or liability to the city, the city manager shall consider the bidder to be not responsible.

## **6. SCHEDULE AND TIMING**

The Cordova Center Committee is considering an ambitious timeline for launching the campaign and want to have a Campaign Manager on board as quickly as possible.

Our schedule for the RFP process is:

February 14 RFP issued  
February 19 Questions received  
February 21 Questions answered  
March 6 Proposals due by 2:00 p.m. AST  
March 7 Final selection made

## **7. PROPOSAL FORMAT AND REQUIREMENTS**

Proposals must be submitted electronically as PDF documents to [acm@cityofcordova.net](mailto:acm@cityofcordova.net) Please also submit two (2) print copies to:

Cathy R. Sherman  
Cordova Center Project Lead  
PO Box 1210 Cordova, AK 99574-1210

## **PROPOSED CONSULTANT WORK PLAN**

Note: all deliverables are presented to the client electronically. Site visit schedules have been coordinated with flights in and out of Cordova.

### **PHASE I – CAMPAIGN PLAN (NOT TO EXCEED \$15,000)**

1. Consultants review existing Cordova Center Capital Campaign Plan and project informational materials
2. Consultants request Cordova Center team members to respond to a short survey prior to the first site visit to begin to assess internal capacity and needs of the team
3. Consultants provide access to reading materials relevant to successful capital campaign best practices
4. Consultants make a 2.5 day site visit with interactive workshop and training sessions
5. Consultants fine tune the Campaign Plan with the Cordova Center team
6. Consultants work with the Cordova Center team to develop a campaign budget
7. Consultants mentor staff in preparing proposals and/or review proposals developed by staff for corporate foundations or other prospective funding sources as appropriate

### **SITE VISIT SCHEDULE**

**Day 1** (half day) – beginning at 1:30 PM

Project Director and members of the Cordova Center team conduct consultants on tour of the facility, update consultants on project status, current fundraising plan, identified donor prospects, and fundraising progress to date.

**Day 2** – full day with working lunch - beginning at 9 AM

Consultants conduct an interactive workshop with Cordova Center team

- review the Capital Campaign Plan, including setting total campaign goal and fundraising goals for:
  - regional and state corporate sources
  - local businesses and corporations with a local presence
  - individuals
  - partner nonprofit board members and staff



- fundraising events – local and regional
- internet fundraising
- review and update campaign calendar
- discuss and assess internal capacity and needs of Cordova Center team

**Day 3** – full day with working lunch – beginning at 9 AM

Consultants conduct a training session with Cordova Center team focused on:

- prospective donor identification based on linkage, ability, and interest
- donor research and evaluation of prospects
- donor cultivation using a donor-centric approach
- donor stewardship best practices for gift acceptance and management, acknowledgement, recognition, and profiles in publicity materials

#### **DELIVERABLES**

- Handouts for training sessions
- Capital Campaign Plan reviewed and updated with fundraising goals, campaign calendar, and campaign budget
- Proposals, developed by staff, reviewed and edited

### **PHASE 2 – CAMPAIGN IMPLEMENTATION AND LAUNCH (NOT TO EXCEED \$20,000)**

1. Consultants will assist Cordova Center team to develop, or consultants will review:
  - case statement
  - ask packet materials (i.e. collateral materials for launch of campaign)
  - public information plan
  - publicity materials
  - fundraising event plan
  - donor stewardship procedures, including methods and timing for thanking, legal requirements, etc.
  - donor recognition plan, including naming opportunities
2. Consultants will make a 2.5 day site visit with interactive workshop and training sessions

#### **SITE VISIT SCHEDULE**

**Day 1** (half day) – beginning at 1:30 PM

Cordova Center team and consultants review identified donor prospects

**Day 2** – full day with working lunch - beginning at 9 AM

Consultants conduct training sessions with members of Cordova Center team and identified volunteer solicitors focused on donor solicitation – making the ask

- preparing the ask packet information – messages for the target audiences
- individuals
- local business owners
- regional and state corporations

**Day 3** – full day with working lunch - beginning at 9 AM

Consultants conduct interactive workshop session with members of Cordova Center team focused on:

- fundraising strategy and timing
- donor stewardship including, if needed, use of fundraising software
- coordinating successful fundraising events

#### **DELIVERABLES**

**Consultants will edit and review the following documents generated by the Cordova Center team:**

- case statement
- ask packet materials
- public information plan
- publicity materials
- fundraising event plan
- donor stewardship procedures
- donor recognition plan including naming opportunities

#### **PHASE 3 – CAMPAIGN MANAGEMENT (NOT TO EXCEED \$20,000)**

1. Consultants will provide ongoing guidance and consultation via email, telephone, and Skype to the Cordova Center team on:
  - donor cultivation before the ask
  - forming solicitation teams matching askers to prospects
  - timing the solicitations
  - determining the amount for each ask
  - following up with the prospects
    - thanking for the meeting and/or thanking for the gift
    - supplying more information if requested
    - setting up another meeting if appropriate

- asking the prospect to network with his/her connections on behalf of the project
- implementing the public information plan
  - keeping the public informed about the campaign progress
  - celebrating successes as milestones
- implementing the donor stewardship procedures and donor recognition plan as gifts are made
- monitoring and updating the campaign calendar

2. Consultants will make a 1.5 day site visit

### **SITE VISIT SCHEDULE**

**Day 1** (half day) – beginning at 1:30 PM

- Consultants will meet with Cordova Center team to review Campaign Plan and assess campaign progress, make adjustments in fundraising goals or strategies as indicated

**Day 2** – full day with working lunch - beginning at 9 AM

- Consultants will meet with solicitation teams to assess progress, to offer guidance on overcoming obstacles that have arisen and on how best to capitalize on successes, and to lay out next steps
- Consultants will plan with Cordova Center team to retain donors, encourage repeat giving and giving at higher levels, and engage new prospects

RFP SUMMARY  
City of Cordova  
Capital Campaign Consultant  
Cordova, Alaska

Date: 3/6/14

Time: 2:00pm

Location: City Hall

PRESENT:

\_\_\_ proposal(S) RECEIVED:

Name:	AMOUNT:
R&R Consultants	NTE \$15,000 Phase 1
(Myren & Stern Consultants)	NTE \$ 20,000 Phase 2
	NTE \$ 20,000 Phase 3

Carol E. Muntz

Witness

Louisa L. Cloward

Witness

Cathy R. Sherman

Witness



## ANN MYREN AND CECILY STERN

### PLANNING, FUNDRAISING CONSULTING, AND GRANT WRITING SERVICES

[www.myrenandstern.com](http://www.myrenandstern.com)

## PROFESSIONAL SERVICES AGREEMENT

### PURPOSE /CONTRACT SERVICES

The purpose of this agreement is to provide fundraising consulting services as requested by the City of Cordova to advise on a portion of a Capital Campaign for the Cordova Center Project Phase 2. Services are to:

- Review, edit and assist with the Cordova Center Capital campaign plan
- Assist and guide the Cordova Center Capital Campaign Committee with the implementation and launch of the campaign
- Assist in tracking progress and ensure the campaign remains a priority for the organization

### PERIOD OF PERFORMANCE

CONTRACTORS shall commence work under this agreement upon signature of CONTRACT by all CONTRACTING PARTIES. Work will be implemented on a schedule agreed upon by CONTRACTORS and CLIENT.

### COMPENSATION

The maximum amount payable under this agreement shall not exceed \$55,000. **If work required is accomplished in less time than anticipated, CLIENT will be billed for the amount that reflects actual hours expended.**

CONTRACTORS shall work at a rate of \$80/hour. Hours are recorded and actual time expended is billed. Site visits are charged at \$1000 per day per consultant. Site visit schedules will be coordinated with flights in and out of Cordova.

CONTRACTORS **will not charge** travel time or per diem for site visits.

Receipts for travel costs including transportation, hotels, and meals while traveling from Haines to Cordova and during the stay in Cordova are submitted to CLIENT for reimbursement **and are in addition to the \$55,000 for contract services.**

### INSURANCE

CONTRACTORS and CONTRACTING AGENCY agree that the City of Cordova will waive the liability insurance requirement for this contract.

### CONTRACT SERVICES

A proposed Consultant work plan is attached. It may be modified as needed by agreement of CONTRACTING PARTIES.

As required by the CLIENT, CONTRACTORS will perform such tasks as:

- Review Cordova Center Capital Campaign Plan and project informational materials

## ANN MYREN AND CECILY STERN

### PLANNING, FUNDRAISING CONSULTING, AND GRANT WRITING SERVICES

[www.myrenandstern.com](http://www.myrenandstern.com)

- Send Cordova Center team members a short survey to begin to assess internal capacity and needs of the team
- Provide access to reading materials relevant to capital campaign best practices
- Assist Cordova Center team to develop, or else review:
  - case statement
  - ask packet materials (i.e. collateral materials for launch of campaign)
  - public information plan
  - publicity materials
  - fundraising event plan
  - donor stewardship procedures, including methods and timing for thanking, legal requirements, etc.
  - donor recognition plan, including naming opportunities
- Site visits with interactive workshop and training sessions
- Provide ongoing guidance and consultation via email, telephone, and Skype to the Cordova Center team on:
  - donor cultivation before the ask
  - forming solicitation teams matching askers to prospects
  - timing the solicitations
  - determining the amount for each ask
  - following up with the prospects
  - implementing the public information plan
  - implementing the donor stewardship procedures and donor recognition plan as gifts are made
  - monitoring and updating the campaign calendar
- Communicate with client via email, telephone, or Skype as needed

#### **AS REQUESTED BY THE CLIENT, DELIVERABLES MAY INCLUDE:**

- Survey for Cordova Team members
- Readings on Capital Campaign best practices
- Handouts for training sessions
- Capital Campaign Plan reviewed and updated with fundraising goals, campaign calendar, and campaign budget

#### **EDITING AND REVIEW OF THE FOLLOWING DOCUMENTS GENERATED BY THE CORDOVA CENTER TEAM:**

- proposals
- case statement
- ask packet materials
- public information plan
- publicity materials
- fundraising event plan
- donor stewardship procedures
- donor recognition plan including naming opportunities

*Please note: all deliverables shall be sent to the client electronically.*



## ANN MYREN AND CECILY STERN

### PLANNING, FUNDRAISING CONSULTING, AND GRANT WRITING SERVICES

[www.myrenandstern.com](http://www.myrenandstern.com)

#### CONTRACTING AGENCY

City of Cordova  
Address POB 1210  
602 Railroad Avenue  
Cordova, AK 99574  
[citymanager@cityofcordova.net](mailto:citymanager@cityofcordova.net)

Federal Identification No. 92-6000-138

#### CONTRACTORS

Cecily Stern, Principal Consultant  
Wordcraft Consulting Services  
Box 696  
Haines, Alaska 99827  
Phone/fax: 907-766-2943  
[cecily.stern@gmail.com](mailto:cecily.stern@gmail.com)

Federal Identification No: 562-84-3710  
AK Business License No: 962531  
Type of Firm: Individual

Ann Myren, Principal Consultant  
Resources and Results Consulting, LLC  
Box 951  
Haines, Alaska 99827  
Phone/fax: 907-766-2584  
[ann.myren@gmail.com](mailto:ann.myren@gmail.com)

EIN: 26-4398799  
AK Business License No: 925942  
Type of Firm: LLC

#### CONTRACTING AGENCY

Signature: \_\_\_\_\_

Name: Randy Robertson  
Title: City Manager  
City of Cordova

Date: \_\_\_\_\_

#### CONTRACTORS

Signature: 

Name: Cecily Stern  
Title: Principal, Wordcraft Consulting Services

April 7, 2014  
Date

Signature: 

Name: Ann Myren  
Title: Principal, Resources and Results Consulting, LLC

April 7, 2014  
Date

# City of Cordova

# Fiscal Note

Date: April 9, 2014

Agenda Date: April 10, 2014

Amount: \$55,000	Subject: Cordova Center Capital Campaign Consultant Contract
Fiscal impact: Yes: X No:	
Budgeted: Yes: X No:	Cordova Center Fund 402-XXX-XXX

<b>Expenditures</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>
Professional Services	\$55,000		
<b>Revenue</b>	<b>FY2014</b>	<b>FY2015</b>	<b>FY2016</b>
Cordova Center Fund	\$55,000		

# Memorandum

**To:** Cordova City Council  
**From:** Planning Staff  
**Date:** 3/26/14  
**Re:** Brian Wildrick DBA Harborside Pizza Extension of the Performance Deed of Trust

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## **PART I – GENERAL INFORMATION**

File No.: 02-473-144  
Requested: Extension of the Performance Deed of Trust  
Applicant: Brian Wildrick  
PO Box 1606  
Cordova, AK 99574  
Zoning: Water Front Commercial

## **PART II – BACKGROUND**

**7/27/2007** *Brian Wildrick's* proposal for lease with option to purchase was chosen from two applications. It was approved and recommended to Council by the Planning Commission.

**8/23/2007** Council passed Resolution 08-07-32 approving a lease with option to purchase.

**8/29/2007** Original lease with option to purchase was signed.

**12/05/2007** *Brian Wildrick* sent a letter requesting to exercise his option to purchase the property that he was currently leasing.

**1/9/2008** *Wildrick's* request to purchase was heard at city council. A motion was made for the City Manager to negotiate a sale of Lot 8, Block 2 to *Wildrick*. A motion to amend the motion to include "and to get a letter of pre-approval from a conventional lending institution prior to sale" was brought forth and passed 7-0.

**2/20/2008** Jim Goossens (City Planner at the time) and *Brian Wildrick* were at the city council meeting on 2/20/08. Jim Goossens stated that *Wildrick* was no longer trying to buy the property; he could not get pre-approved financing as required by the City Council at the 1/9/2008 meeting. He would like to request an amendment to his lease so that he could put a mobile pizza kitchen up instead of a building. He asked that the lease with option to purchase be for 5 years, this would allow him to get through the startup phase to improve his chances for financing.

**3/17/2008** The second lease with option to purchase was signed with an amendment for a mobile kitchen.

**8/27/2009** The amended lease was renewed which was now set to expire on 8/29/2011. Another renewal option for 2 years on 8/30/2011 was written in to the lease.

**12/15/2010** Regular Council Meeting - *Brian Wildrick* wrote a letter requesting to exercise his option to purchase the property he is leasing. He also asked that his rent payments be applied toward a down payment. Below are the approved minutes from the December 15, 2010 City Council meeting.

## N. NEW & MISCELLANEOUS BUSINESS

27. Brian Wildrick land purchase discussion and direction to staff

**Wildrick**, 940 Lake Ave, presented to Council the background of past-denied requests of Council to purchase the land. **Wildrick** requested Council consider the request now as they have a thriving business with design plans for a new building that will benefit the community. **Wildrick** requested that Council allow them to purchase the property they currently lease and that the funds previously paid as rent be applied towards the purchase of the land. He stated that this would level the playing field with other properties that have recently been sold next to the one in question as they were allowed to purchase the land outright and not required to lease first. **Kallander** highlighted the City's property sale guidelines and that there would be a Performance Deed of Trust. He asked **Wildrick** if he could perform his plan on a time scale. **Wildrick** stated that he was going to ask for three years but could do it in two if that is what

is required. **Kacsh** stated that Council should vote on the sale and have staff negotiate the details of the sale. **Reggiani** and **Bradford** agreed with **Kacsh**. **Van den Broek** asked about the part of the request to apply the rent payments as a down payment on the purchase. Council suggested to **Wildrick** that he enter into the property sale negotiations and present the second half of the request after the sale of the property has been negotiated. **Wildrick** agreed with the suggestion.

**M/Reggiani S/Beedle** to direct the City Manager to enter into negotiations with **Brian Wildrick** for the purchase of Lot A Block 2 of the South Fill Subdivision.

Vote on motion: 6 yeas, 0 nays, 1 absent (Allison). Motion was approved.

**5/4/2011** Regular City Council Meeting - **Mark Lynch** (City Manager at the time) addressed his concerns with refunding the lease amount and then his solution if Council chose to move that way (memo from Mark Lynch attached). The approved minutes from the May 4<sup>th</sup> meeting are below:

16. Harborside Pizza lease payments refund

**Lynch** introduced the item by reviewing the three options for repayment listed in the proposal from **Brain Wildrick** of Harborside Pizza. **Kallander** asked if a precedent had been set by a previous similar action. **Kacsh** informed Council that Alaska Power had a similar issue and he's sure there had been others. **Kallander** reminded Council that the decision today could be setting a precedent for the future. **Lynch** stated that there used to be a piece of code that allowed for lease repayments that no longer exists. **Kacsh** reminded Council that when Wildrick approached Council about purchasing the property we did not have a system set in place for selling those lots. He was not allowed to purchase, even though that was his intent, he was however, allowed to lease. Harborside Pizza had had many roadblocks along the way, many placed there by the City, and he has worked through them all and turned out a thriving business. **Bradford** agreed with **Kacsh** and reiterated that Harborside Pizza is a victim of the land sales not being set up right. He is concerned with setting a precedent though. **Kacsh** stated that **Wildrick** has had to jump through hoops from day 1. He had an idea, he had a vision, and he did what he needed to do to get the business up off the ground. **Kallander** stated that he thought the reason he couldn't purchase the property was because he didn't have the financing to do it. **Wildrick** reminded Council that the City wanted him to build on the land before they would sell to him but he could not get a loan to build on leased property. **Bradford** stated that other business owners were given the option to purchase just after this incident. **Wildrick** stated he is just asking the City to level the playing field with his neighbors so he can get the building built as quickly as possible. **Kallander** informed **Wildrick** that the standard performance agreement on City sold properties

is two years and asked him if he thought he could get a building up in that time. *Wildrick* responded that he did not. He was hoping for a 5-year performance agreement if the lease payments were refunded or up to a 9-year performance agreement if the payments were not refunded. *Kallander* stated that *Wildrick's* neighbors have signed a 2-year agreement. *Kacsh* stated that every case is unique, and he would like to right some of the wrongs. There have been other properties sold with different performance agreements for different reasons. *Wildrick* was put into a tough spot by Council and a small business owner does not have the same resources as a larger entity does. *Allison* stated that *Wildrick* was given a different kind of lease with different requirements because we didn't have our land disposal process in place yet. So he has no problem giving him a different kind of performance agreement. He is in favor but not sure of the full lease repayment. *Allison* clarified that the City is not refunding Property Tax just the lease payments. He stated that he has no problem giving *Wildrick* a 2 or 3-year performance agreement and he can extend if he needs to as long as some progress is being made. *Bradford* asked if *Wildrick* had plans. *Wildrick* responded that the foundation has been laid and he has architect plans already. *Bradford* stated he liked the suggestion from *Allison* that we give him a 3-year performance agreement and if he needs more time he can come back and ask for it. *Kallander* reminded Council they are considering two things; lease repayments and a performance agreement. *Lynch* told Council the total amount of his lease payments to date is \$21,718.64.

*M/Kacsh S/Bradford* to approve the refund of \$20,000 to Brian Wildrick contingent on his entering into a performance agreement for purchase.

Vote on motion: 5 yeas, 0 nays, 2 absent (Cheshier, Reggiani). Allison – yes; Bradford – yes; Beedle – yes; van den Broek – yes and Kacsh – yes. Motion was approved.

**5/20/2011** Regular City Council meeting- the amendment to provide *Mr. Wildrick* a \$20,000 credit for his lease payments as direct by city council at their May 4, 2011 meeting was passed. The ordinance to sell the property was passed at this meeting. The approved minutes are below.

30. Brian Wildrick (dba Harborside Pizza) lease amendment

*Lynch* explained that per the lawyer's direction, in order to accomplish the Council direction to him for *Mr. Wildrick*, this lease amendment must be passed by Council.

*M/Kacsh S/Bradford* to approve the first amendment to the amended and restated lease for Brian Wildrick of Harborside Pizza.

Vote on motion: 6 yeas, 0 nays, 1 absent (van den Broek). Kacsh – yes; Allison – yes; Bradford – yes; Cheshier – yes; Reggiani – yes and Beedle – yes. Motion was approved.

27. Ordinance 1080

An ordinance of the City Council of the City of Cordova, Alaska, authorizing the conveyance to Brian Wildrick of Lot Eight (8), Block Two (2) South Fill Development Park

*M/Bradford S/Kacsh* to approve Ordinance 1080, an ordinance of the City Council of the City of Cordova, Alaska, authorizing the conveyance to Brian Wildrick of Lot Eight (8), Block Two (2) South Fill Development Park

Vote on motion: 6 yeas, 0 nays, 1 absent (van den Broek). Beedle – yes; Kacsh – yes; Allison – yes; Bradford – yes; Cheshier – yes and Reggiani – yes. Motion was approved.

**6/1/2011** Public Hearing and Regular City Council meeting - the ordinance was voted on and passed at the regular meeting and there were no comments at the public hearing.

#### **G. APPROVAL OF CONSENT CALENDAR**

*Mayor Kallander* informed Council that the Consent Calendar was before them.

4. Record excused absence of Council member van den Broek from the 05-20-11 Regular Meeting

5. Ordinance 1080 An ordinance of the City Council of the City of Cordova, Alaska, authorizing the conveyance to Brian Wildrick of Lot Eight (8), Block Two (2) South Fill Development Park – 2<sup>nd</sup> reading

Vote on Consent Calendar: 6 yeas, 0 nays, 1 absent (van den Broek). Cheshier – yes; Reggiani – yes; Beedle – yes; Kacsh – yes; Allison – yes and Bradford – yes. Consent Calendar was approved.

- 1/21/14** A letter was received from Mr. Wildrick asking to activate the extension of his performance deed of trust. The first two pages of the performance deed of trust are included. I highlighted the sections referring to timeframes of performance deed of trust and the criteria to extend the performance deed of trust.
- 2/5/14** Council directed the City Manager to enter into negotiations with Harborside Pizza for a conditional extension on their performance deed of trust ensuring that Council would hear from them within 60 days on their plans to proceed with their development.

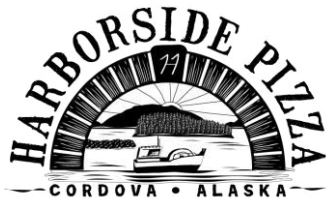
#### **PART III – STAFF RECOMMENDATION**

Staff recommend that the City Council extend the term of the performance deed of trust.

#### **PART VI – SUGGESTED MOTION**

“I move to extend the term of the performance deed of trust for Brian Wildrick dba Harborside Pizza for an additional two years.”





March 26, 2014

Harborside Pizza  
PO Box 1606  
Cordova, AK 99574  
harborsidepizza@gmail.com

Randy Robertson, City Manager  
Cordova City Council  
City of Cordova  
PO Box 1210  
Cordova, AK 99574

Re: Harborside Pizza Performance Deed of Trust extension request

Dear Mr. Robertson and Council Members,

Per your request at the February 7, 2014 Council meeting, we are submitting the attached proposed timeline for the two-year extension we are seeking for our Harborside Pizza development project. This extension will provide us the operating time we require to save the cash reserves needed for construction contingency, expenses while our business is closed during construction, and reopening costs.

In recent weeks we have had multiple meetings with loan specialists from First National Bank Alaska (FNBA) and Evergreen Business Capital, which facilitates the U.S. Small Business Administration (SBA) 504 loan program. Letters are attached from Jaysen Katasse and Barbara Gill, with whom we have discussed in detail our project costs, and personal and business finances.

We appreciate your consideration of our extension request, and ask for your continued support so that we can move forward with financing and completing our project. Please do not hesitate to contact us if you have any questions.

Thank you,

Brian Wildrick and Lindsay Butters  
Harborside Pizza

Harborside Pizza: Performance Deed of Trust extension request: proposed timeline & benchmarks  
25 March 2014

Recent Progress and Next Steps

February-March 2014

- established credit files with FNBA and SBA; meetings with both re: pre-approval for construction loan, eligibility of previous investments to count towards down payment, and cash needed to submit loan application
- collected fee proposals (construction, fire suppression, kitchen equipment ect.)
- interviewed by associate editor of Pizza Today magazine; will be featured in Pizza Today "Conversation" section
- set up video interview with PMQ Pizza Magazine; will be featured in Pizza 360, an online talk show
- set up tentative filming dates with PSG Films for production of television piece for Travel Channel

April 2014

- continued correspondence with FNBA and SBA re: project costs and down payment/contingency funds
- meetings with contractor(s) and restaurant equipment supplier(s) to obtain documentation of project costs necessary for SBA 504 and construction loan applications

April-August 2014

- operate, save money, repeat.
- based on our finances and business revenues, we estimate that we will have the necessary cash by the end of August, and will submit full loan applications to FNBA and SBA at that time

\*Extension would commence late August 2014 and end August 2016

**Extension Timeline (Plan A)**

September-October 2014-loan processing, estimated to take at least 2 months to close

November 2014-March 2015

- apply for City building permit and site plan review and/or update to City re: project status
- provide drawings of kitchen hood and fire suppression system to state Fire Marshal
- Fire & Life Safety review (only if changes are made to plans which approved, see attached letter)
- logistics coordination with contractor for March start construction date

March-June 2015

- business closed for construction, scheduled to be complete by the end of June 2015
- obtain occupancy permit from Fire Marshal

July 2015-Pizza for the People!

After that-work with City re: completion of Performance Deed of Trust requirements.

**PLAN B**

If, come fall 2014 we do not have the resources we need to obtain the loan, our Plan B is to operate another season and save until we do, which (unless something completely unforeseen occurs) should take not more than one more year.

October 2014-August 2015: operate, save, repeat.

September-October 2015: loan application and processing

November 2015-March 2016

- update to City re: project status
- coordinate with contractor; apply for City building permit/site plan review,
- provide drawings of kitchen hood and fire suppression system to state Fire Marshal; Fire & Life Safety review

March-June 2016: construction complete by the end of June 2016, obtain occupancy permit from Fire Marshal

July 2016: Pizza for the People!

August 2016: work with City re: completion of Performance Deed of Trust requirements.



THE STATE  
of **ALASKA**  
GOVERNOR SEAN PARNELL

## Department of Public Safety

DIVISION OF FIRE AND LIFE SAFETY  
Life Safety Inspections Bureau - Juneau

2760 Sherwood Lane, Suite 2-B  
Juneau, Alaska 99801-8545  
Main: 907.465.4331  
Fax: 907.465.5521

January 03, 2014

Diane Mead  
Architects Alaska  
900 W. 5th Ave, Suite 403  
Anchorage, AK 99501

SUBJECT: Harborside Pizza - Full Plan Review  
CITY: Cordova  
PLAN REVIEW: 2013June1106  
TYPE OF CONSTRUCTION: VB  
OCCUPANCY: A-2  
2009 INTERNATIONAL BUILDING AND FIRE CODE

Dear Diane Mead:

Plans for the subject facility have been reviewed by this office for conformity with the State Fire Safety Regulations and are hereby approved. Shop drawings for the kitchen hood and fire suppression must be submitted for review and approval within ninety (90) days and prior to the installation starting on the system.

**It is prohibited to occupy this building until construction is completed and the Kitchen Hood and FSS is installed, tested, and certified as operable.** Any changes to the approved plans must be submitted to this office for review and approval.


Enclosed is a certificate of approval that must be posted on the premises until completion of the above facility.

Approval of submitted plans is not approval of omissions or oversights by this office or noncompliance with any applicable regulations of the municipal government. The plans have not been reviewed for compliance with the federal Americans with Disabilities Act or structural requirements.

It must be understood that the inclusion of and compliance with State Fire Safety Regulations does not preclude the necessity of compliance with the requirements of local codes and ordinances.

If we can be of further assistance in this matter, please feel free to contact us at the address above.

Sincerely,

  
Robert Plumb  
Deputy Fire Marshal

Enclosure: Approval Certificate

cc: Cordova Building and Fire Officials



State of Alaska  
Office of the State Fire Marshal  
Plan Review

This is to certify that the plans for this building were reviewed by the *State Fire Marshal* on January 3, 2014 for conformance with AS 18.70.010 -- 100; 13 AAC 50.027.

This certificate shall be posted in a conspicuous place on the premises named **Harborside Pizza** and shall remain posted until construction is completed.

**NOTICE:** Any changes or modifications to the approved plans **must** be resubmitted for review by the *State Fire Marshal*.

Plan Review # **2013 June 1106**

By: 

Authority: AS 18.70.080  
Form: 12-741  
(6/01)

Robert Plumb  
Deputy Fire Marshal

**Kitchen Hood & Fire Suppression System Plans Due**



# EVERGREEN BUSINESS CAPITAL

*Bringing more than bricks and mortar*

March 25, 2014

Cordova City Council

P.O. box 1210

Cordova AK 99574

Re: Harborside Pizza Performance Deed of Trust"

To Whom It May Concern,

I am writing to confirm that Harborside Pizza is in the process of applying for a loan under the Small Business Administration's 504 Loan Program. They are eligible for consideration for this program by meeting the Public Policy Goal of Assisting Businesses in Rural Areas. Their time in business and the type of building are eligible for a low down payment, which we view as important for the preservation of working capital in an expanding business. Their project has the strength of being an established business and their investment in the property to this point will be able to qualify as their down payment.

Their commitment to this project over the years has been evident. We want to assist them with taking their business to the next logical level, which is to build a building that is suitable for their growth plans.

I am unable to process their loan request further without knowing that an extension will be granted by the City. I am hopeful that the extension will be granted and that we will be able to move ahead with their financing request.

Sincerely,

Barbara Gill

Vice President

Evergreen Business Capital



**First National Bank**  
**A L A S K A**

March 26, 2014

Re: Harborside Pizza

To whom it may concern:

Lindsay Butters and Brian Wildreck, owners of Harborside Pizza in Cordova, AK have submitted an application for review to First National Bank Alaska, and we are in the process of making a credit decision.

The bank is interested in looking at this deal; however, approval is subject to a final bid, SBA participation and a satisfactory appraisal.

If you have any further questions, please feel free to contact me.

Sincerely,

**Jaysen Katasse, Assistant Vice President (NMLS# 611968)**

**Juneau Branch Manager**

**First National Bank Alaska (NMLS# 640297)**

**907-586-5405 voice**

**907-586-5426 fax**

**[jkatasse@fnbalaska.com](mailto:jkatasse@fnbalaska.com)**