

Mayor

James Kacsh

Council Members

Kristin Carpenter

Tim Joyce

David Allison

Bret Bradford

EJ Cheshier

David Reggiani

James Burton

Interim City Manager

Donald Moore

City Clerk

Susan Bourgeois

Deputy Clerk

Tina Hammer

Student Council

Sarah Hoepfner

Gabrielle Brown

REGULAR COUNCIL MEETING

APRIL 17, 2013 @ 7:30 PM

LIBRARY MEETING ROOM

AGENDA



A. CALL TO ORDER

B. INVOCATION AND PLEDGE OF ALLEGIANCE

I pledge allegiance to the Flag of the United States of America, and to the republic for which it stands, one Nation under God, indivisible with liberty and justice for all.

C. ROLL CALL

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

D. APPROVAL OF REGULAR AGENDA..... (voice vote)

E. DISCLOSURES OF CONFLICTS OF INTEREST

F. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

1. Guest Speakers – None
2. Audience comments regarding agenda items..... **(3 minutes per speaker)**
3. Chairpersons and Representatives of Boards and Commissions
(Harbor, HSB, Parks & Rec, P&Z, School Board)
 - a. **John Greenwood** report as City rep on the PWSAC Board..... **(page 1)**
4. Superintendent's Report
5. Student Council Representative's Report

G. APPROVAL OF CONSENT CALENDAR..... (roll call vote)

6. Resolution 04-13-20..... **(page 2)**
A resolution of the City Council of the City of Cordova, Alaska, authorizing the City of Cordova to renew a lease for housing of a city employee and appropriating \$15,600 to line item #101-824-52350 to pay for monthly lease payments
7. Approval of exception for Fish Follies Opening Reception June 13, 2013..... **(page 5)**
8. Council approval of Mayor's appointment of Council reps to boards and commissions..... **(page 8)**
9. Record excused absence of Tim Joyce from the March 20 Regular Meeting

H. APPROVAL OF MINUTES

10. Work Session Minutes 01-23-13..... **(page 10)**
11. Public Hearing Minutes 03-20-13..... **(page 12)**
12. Regular Meeting Minutes 03-20-13..... **(page 13)**

I. CONSIDERATION OF BIDS

J. REPORTS OF OFFICERS

13. Mayor's Report..... **(page 17)**
14. Manager's Report..... **(page 18)**
15. City Clerk's Report..... **(page 19)**
16. Quarterly Reports – 1Q, 2013
 - a. UBS Financial, City Investments..... **(page 21)**
 - b. Parks and Recreation Department..... **(page 45)**
 - c. Planning Department..... **(page 49)**
 - d. Finance Department..... **(page 51)**
 - e. Police Department..... **(page 54)**

f. Harbor Department.....	(page 57)
g. Cordova Volunteer Fire Department.....	(page 59)
h. Museum Department.....	(page 64)
i. Information Services Department.....	(page 65)
j. Cordova Center.....	(page 67)
k. Library Department.....	(page 69)

K. CORRESPONDENCE

17. Rasmuson Foundation letter to Mayor in re Cdv Ctr grant 03-28-13.....	(page 71)
18. Paul Kelly letter to Council etal in re Lot 3A 04-01-13.....	(page 73)

L. ORDINANCES AND RESOLUTIONS

19. Resolution 04-13-18.....	(voice vote)(page 75)
A resolution of the City Council of the City of Cordova, Alaska, authorizing Don Moore, Interim City Manager; Cathy Sherman, Acting City Manager; Susan Bourgeois, City Clerk; James Kacsh, Mayor; David Reggiani, Vice-mayor; and Samantha Greenwood, City Planner, to sign checks, vouchers, notes, other documents and have access to the safe deposit box as authorized by the city council	
20. Resolution 04-13-19.....	(roll call vote)(page 76)
A resolution of the City Council of the City of Cordova, Alaska approving the expenditure of \$28,407 from the FY 2013 budget resolution 12-12-48 line item hospital equipment for professional design services for the necessary building modifications to accommodate the future purchase and installation of a CT scanner and awarding a professional services contract to Spark Alaska, to provide the concept design documents for the CT scanner project	
21. Resolution 04-13-21.....	(roll call vote)(page 79)
A resolution of the City Council of the City of Cordova, Alaska, adopting a Cordova Center Phase II preparatory budget as summarized pursuant to the following table	

M. UNFINISHED BUSINESS

22. Council decision regarding Lot 3A Block 8 North Fill.....	(voice vote)(page 82)
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N. NEW & MISCELLANEOUS BUSINESS

23. Cordova School District Budget.....	(page 102)
24. Council election of a vice-mayor.....	(voice vote)(page 103)
25. Council concurrence of Mayor's appointment to fill vacancy.....	(voice vote)(page 104)
of the City representative to PWSRCAC	
26. Discussion of Cordova's three year short term plan.....	(page 106)
27. Pending Agenda and Calendar.....	(page 108)

O. AUDIENCE PARTICIPATION

P. COUNCIL COMMENTS

28. Council Comments

Q. EXECUTIVE SESSION

29. Cordova Center Finances – Attorney advice

R. 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 to 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 disclosure.

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

Full City Council agendas and packets available online at www.cityofcordova.net



Eyak Outlet
PO Box 2551
115 Jensen Dr
Cordova, AK 99574
907 424 7787



March 28, 13

City of Cordova
PO Box 1210
Cordova, AK 99574

To Whom It May Concern:

As the appointed representative of the City of Cordova to the board of directors for Prince William Sound Aquaculture Corporation (PWSAC) I am giving an update from the latest board meeting that occurred on March 11, 2013. The meeting was held in Anchorage due to travel constraints with ERA aviation cancelling winter air service to Cordova.

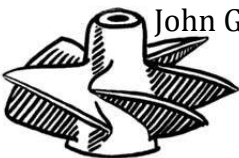
The meeting was called to order at the scheduled time of 8 am. There were only a couple of action items on the agenda. The main goal of the meeting was the approval of the budget for 2014. There was some discussion on the cost recovery operations. The board approved the budget without any changes. The budget and operations of the corporation are in very good management.

There was an update on the current fiscal year budget tracking. Also was an update on operations from 2013 and return numbers. The upcoming year fry and smolt release along with projected returns were also presented. Overall production is almost at the permitted level excluding one hatchery, which had trouble collecting brood stock last year due to the extreme weather.

The McDowell Group published a report on the economic impact PWSAC has had on the local and state economy. For example the combined fleet of gill net and seine harvested \$264,100,000 of fish between 2007 and 2011. That is an impressive number. The full report can be found on PWSAC website and is very informative.

Sincerely

John Greenwood





CITY OF CORDOVA

Office of City Manager

To: Mayor and City Council
From: Donald L. Moore, Interim City Manager
Subject: **Rental Apartment-1003 Young Street**
Date: April 17, 2013

The City has been renting an apartment since January 2013 to provide housing for the Interim City Manager. and possibly the replacement Manager.

The current lease agreement expires on May 31, 2013 and the owner has asked for a signed lease agreement by May 1st if the City wishes to continue into a one year lease.

The attached resolution provides funding for the lease for one year.

**CITY OF CORDOVA, ALASKA
RESOLUTION 04-13-20**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
AUTHORIZING THE CITY OF CORDOVA TO RENEW A LEASE FOR HOUSING OF
A CITY EMPLOYEE AND APPROPRIATING \$15,600 TO LINE ITEM #101-824-52350
TO PAY FOR MONTHLY LEASE PAYMENTS**

WHEREAS, The City of Cordova has a lease to house a city employee and that particular lease is expiring; and

WHEREAS, it is in the City's best interest to renew the lease; and

WHEREAS, the lease is for a one year duration beginning June 1, 2013 and expiring May 31, 2014 with monthly payments of 1,300.00; and

WHEREAS, the FY13 operating budget did not appropriate funds for the lease.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cordova, that: the City Council authorizes the City of Cordova to renew a lease for the housing of a city employee and appropriates \$15,600 to line item # 101-824-52350 to pay for monthly lease payments.

PASSED AND APPROVED THIS 17th DAY OF APRIL, 2013.

James Kacsh, Mayor

Attest:

Susan Bourgeois, City Clerk

City of Cordova
Fiscal Note

Date: April 10, 2013

Agenda Date: April 17, 2013

Amount: 15,600.00	Subject: Renew of City of Cordova apartment lease
Fiscal Impact: Yes	
Budgeted: No	Resolution/Ordinance #
From Account#:	
To Account#: 101-824-52350	
Prepared by: Jon K Stavig	

Expenditures	FY 2013	FY 2014	FY 2015
Contractual			
Supplies			
Equipment			
Travel			
Land/Structure			
Grants			
Misc. Apartment Lease	15,600		
	FY 2013	FY 2014	FY 2015
Revenue			
Funding Source	FY 2013	FY 2014	FY 2015
General Fund	15,600		
State/ Federal Grants			
Other			

Additional Information

Renew of City of Cordova apartment lease to house city employee

A MEMO FROM SUSAN BOURGEOIS, CITY CLERK

DATE: April 8, 2013
TO: Mayor and City Council
SUBJECT: CMC 6.12.030-040

Please see attached letter from the Cordova Historical Society and the appropriate Code reference.

STAFF RECOMMENDATION: Move to except by use permit, pursuant to Cordova Municipal Code 6.12.040, the Cordova Library on Thursday June 13 from 5pm – 8pm for the Fish Follies Opening Reception.

REQUIRED ACTION: Majority voice vote.



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

PO Box 391, 622 First Street, Cordova Alaska 99574 www.cordovamuseum.org

Mayor Jim Kacsh
City Council Members

April 9, 2013

Gentlemen and Ladies:

The Cordova Historical Society will be hosting its' **eleventh annual Fish Follies Juried Art Show** in a few short months on June 13, 2013. This home-grown exhibit will feature works of art related to fishing or the sea and include works of art created around Alaska and the lower 48. This year's juror is well-known Alaskan photographer Hal Gage.

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 this annual event, the opening Reception of Fish Follies 2013.

We would like to be able to offer wine (only) along with the cheesecakes and chocolates for the opening reception on Thursday, June 13th from 5pm until 8 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 Alaska Alcohol 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,

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.

A MEMO FROM SUSAN BOURGEOIS, CITY CLERK

DATE: April 08, 2013

TO: Mayor and City Council

SUBJECT: City Council Representatives to the various boards and commissions

Mayor Kacsh is proposing to appoint Council members to serve as the Council representatives to the following Boards and Commissions:

RECOMMENDED MOTION: Move to approve Mayor Kacsh's appointments as follows:

Kristin Carpenter	as Council rep to the	Parks and Recreation Commission
James Burton	as Council rep to the	Harbor Commission
Bret Bradford	as Council rep to the	School Board
David Reggiani	as Council rep to the	Planning and Zoning Commission

All to serve one year terms that expire after the 2014 regular election when new Council members are seated.

REQUIRED ACTION: Majority voice vote.

11.08.020 - Harbor commission.

B. Only residents of the city who qualify as municipal voters pursuant to [Section 2.08.010](#) of this code shall be entitled to serve on the harbor commission. **One of the members of the commission shall be designated by the council from its number.** Each of the remaining four members shall be nominated by the mayor and confirmed by the council.

C. **Terms of membership for the members, not including the council member, shall be for three years** each or until a successor in office is appointed by the council. Terms of individual members shall be overlapping, and shall commence January 1st of each year. The member from the council shall serve at the pleasure of the council. Members shall serve without compensation.

3.40.020 - Planning commission created—Membership.

A. There is created a city planning commission consisting of seven members.

B. Only residents of the city who qualify as municipal voters pursuant to [Section 2.12.020](#) herein shall be entitled to serve on the planning commission. **One of the members of the commission shall be designated by the council from its number.** Each of the remaining six members shall be nominated by the mayor and confirmed by the council. **Each term of membership shall be for three years, and terms of individual members shall be overlapping.** Members shall serve without compensation.

3.52.020 - Advisory parks and recreation commission—Membership.

A. The advisory parks and recreation commission shall consist of seven members. Only residents of the city who qualify as municipal voters pursuant to Section 2.12.020 of this code shall be entitled to serve on the commission. **One of the members of the commission shall be designated by the council from its number.** Each of the remaining six members shall be nominated by the mayor and confirmed by the council. Members shall serve without compensation.

B. Ex Officio Members. The mayor, the city manager, the public works director, parks and recreation director and the planning director shall be ex officio members of the commission, and shall have the privilege of the floor, but no right to vote.

C. Terms of Office. **Members of the commission shall be appointed for three year terms;** provided however, that in the first instance two members be appointed for three years, two members for two years and one member for one year.

CITY COUNCIL WORK SESSION
JANUARY 23, 2013 @ 12:55
LIBRARY MEETING ROOM
MINUTES

A. CALL TO ORDER

Mayor James Kallander called the Council Work Session to order at 12:55 pm on January 23, 2013 in the Library Meeting Room.

B. ROLL CALL

Present for roll call were *Mayor James Kallander* and Council members *Tim Joyce*, *James Kacsh*, *David Allison*, *Bret Bradford*, *EJ Cheshier*, and *Robert Beedle*. Council member *David Reggiani* was absent. Also present were Interim City Manager *Don Moore* and City Clerk *Susan Bourgeois*.

C. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

1. Audience Comments regarding agenda items - none

D. WORK SESSION TOPIC

2. City Manager recruitment / selection plan

Moore stated that he put together an outline of how to proceed with finding a new City Manager. He would like to start advertising for the position, and would therefore like the Council to see the ad that would be running to solicit the applicants. He stated that when someone applies, the City will send them a packet of information, and will begin processing upon return. As for the rest of the memorandum, *Moore* is open to the Council's input on changes or additions to the hiring process. *Kacsh* asked if the statement that the City has had two City Managers in the past ten years should be in the ad. *Moore* replied that it was a good record, and would be favorable to any serious potential applicants. *Mayor Kallander* asked for concurrence to go forward with the ad. *Beedle* questioned if the starting pay would remain at \$100,000. *Moore* stated that the figure listed would attract serious applicants. He thought the figure listed in the previous ad would not attract a serious candidate. *Joyce* stated that he would like to see a salary range as well as a statement about the benefits that would be included. He thought the salary level listed was comparable to other positions of similar magnitude in the community. *Mayor Kallander* responded that the ad stated a salary of \$100,000 plus DOE and benefits. In addition, when researching comparable salaries recently, the *Council* had agreed to raise the previous City Manager's salary above \$100,000, so he was in favor of the amount listed as a potential starting point. *Cheshier* agreed. *Mayor Kallander* asked the Council to look at the part of the packet that dealt with processing, screening, and the assessment panel. He stated that the Council would be involved at a high level. *Moore* stated that other potential community members could be involved with the process, and he needed to know when the Council would want their input. *Cheshier* inquired about the people who comprised the last selection committee. *Mayor Kallander* stated that *Moore* recommended three to five additional community members, such as the school superintendent, to be present for telephone interviews. *Bradford* stated that previously, the assessment panel reviewed the applicants, and then presented the Council with the top three. *Mayor Kallander* then recommended that the Manager and Human Resources Director should screen the applicants to those meeting the basic qualifications of the recruitment ad, and that he would like the Council to allow that happen. He also wanted input on how many people the Council thought should be on the selection committee. The *Council* discussed the process that was done while hiring the last City Manager. They stated that Human Resources narrowed down the applicants to about fifty, and then passed those on to the assessment committee. The committee then narrowed down those applicants, and passed on three to the Council to have phone interviews with. After consideration, the *Council* agreed to have an assessment panel that would be involved in the initial applicant screening. In addition, they agreed to have an assessment panel consisting of the three Council members and four community members, with the community members chosen by *Mayor Kallander*. *Mayor*

DRAFT

Kallander stated that he would try to pick an accurate representation of different community members to be involved on the committee. **Mayor Kallander** asked when the assessment panel would be seated. **Moore** stated that it would be at least a month to recruit people, but that it would happen on the second meeting in February. **Mayor Kallander** asked for Council volunteers for the assessment panel. **Kacsh**, **Cheshier**, and **Reggiani** were chosen.

3. Police Chief recruitment / selection plan

Moore stated that he is working on the recruitment. He also stated that **Chief Griffith** moved his departure date to the coming Friday, so **Moore** would be appointing an acting after that.

E. AUDIENCE PARTICIPATION – none

F. COUNCIL COMMENTS

Kacsh stated that he was available to help with any matters dealing with the recruitment of a new Police Chief.

G. ADJOURNMENT

M/Bradford S/Allison to adjourn.

Hearing no objection, the meeting was adjourned at 1:25 pm

Approved: April 17, 2013

Attest: _____
Erika Empey, Minutes Clerk

**CITY COUNCIL PUBLIC HEARING
MARCH 20, 2013 @ 7:15 PM
LIBRARY MEETING ROOM
MINUTES**

A. CALL TO ORDER

Mayor James Kacsh called the Council public hearing to order at 7:25 pm on March 20, 2013, in the Library Meeting Room.

B. ROLL CALL

Present for roll call were *Mayor James Kacsh* and Council members *Kristin Carpenter, David Allison, EJ Cheshier, David Reggiani* and *Robert Beedle*. Council members *Tim Joyce* and *Bret Bradford* were absent. Also present were Interim City Manager *Don Moore*, City Clerk *Susan Bourgeois* and Student Council Representative *Gabrielle Brown*.

C. PUBLIC HEARING

1. Ordinance 1107

An ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code sections 1.04.070, 1.28.085, 16.05.010 and 18.32.010; repealing and reenacting Cordova Municipal Code title 8; and enacting Cordova Municipal Code chapter 14.20 and Cordova Municipal Code sections 1.04.115, 18.32.025 and 18.60.030; regarding health and safety

2. Substitute Ordinance 1108

An ordinance of the City Council of the City of Cordova, Alaska, amending Cordova municipal code section 1.28.085; repealing and reenacting Cordova Municipal Code Title 14; and enacting Cordova Municipal Code chapter 8.36; regarding city utilities and related matters

Mayor James Kacsh opened the meeting up for public comment – there was no public comment

D. ADJOURNMENT

M/ Allison S/Reggiani to adjourn the Public Hearing

Hearing no objection, the Public Hearing was adjourned at 7:28 pm.

Approved: April 17, 2013

Attest: _____
Susan Bourgeois, City Clerk

**CITY COUNCIL REGULAR MEETING
MARCH 20, 2013 @ 7:30 PM
LIBRARY MEETING ROOM
MINUTES**

A. CALL TO ORDER

Mayor James Kacsh called the Council Regular Meeting to order at 7:30 pm on March 20, 2013, in the Library Meeting Room.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor James Kacsh led the audience in the Pledge of Allegiance.

C. ROLL CALL

Present for roll call were **Mayor James Kacsh** and Council members **Kristin Carpenter**, **David Allison**, **EJ Cheshier**, **David Reggiani** and **Robert Beedle**. Council members **Tim Joyce** and **Bret Bradford** were absent. Also present were Interim City Manager **Don Moore**, City Clerk **Susan Bourgeois** and Student Council Representative **Gabrielle Brown**.

D. APPROVAL OF REGULAR AGENDA

M/Reggiani S/Allison to approve the Regular Agenda.

Vote on motion: 5 yeas, 0 nays, 2 absent (Bradford, Joyce). Motion passes.

E. DISCLOSURES OF CONFLICTS OF INTEREST – None declared**F. COMMUNICATIONS BY AND PETITIONS FROM VISITORS**

1. Guest Speaker – none
2. Audience comments regarding agenda items - none
3. Chairpersons and Representatives of Boards and Commissions

Harbor Commission representative **Beedle** said there was a good meeting last time with visitors, such as **Dave Allison**. **Rachel Lord** of the clean harbors was at the meeting discussing grants etc. The harbormaster is preparing to take on the harbor parking.

HSB representative **Allison** reported that the HSB just met previous to the Council meeting. The Sound Alternatives Advisory Board will need to be restructured based on what the grant that funds them requires. There is a request coming forward to the City Council concerning the CT scanner purchase. Finances at the hospital are looking good still.

P&R representative **Kacsh** reported that they haven't met recently.

P&Z representative **Reggiani** reported that last week they met and discussed the North Fill plan as laid out by the harbor commission. Next week there is an upcoming joint meeting with p&z and the harbor commission. Samson final plat was recommended. The commission also received an update on the SRTS grant project.

4. Superintendent's Report - **Theresa Keel** was not present

5. Student Council Representative's Report

Brown had a written report and mentioned that the Student Council had a Program of Work meeting last Tuesday and planned the rest of the school year as well as September of next year.

G. APPROVAL OF CONSENT CALENDAR

Mayor James Kacsh informed Council that the consent calendar was before them.

Item 8 was called out of the consent calendar and was placed after item 21.

6. Resolution 03-13-12 A resolution of the City Council of the City of Cordova, Alaska, approving the final plat of Tract 1A Ocean Dock Subdivision Addition #2 and Tract 1B Samson Tug and Barge Alaska Tideland Survey #220

7. Resolution 03-13-13 A resolution of the City Council of the City of Cordova, Alaska, recommending that the Alaska Marine Highway System provide wireless internet on Alaska's ferries to help students stay connected with their teachers while traveling

~~8. Resolution 03-13-14 A resolution of the City Council of the City of Cordova, Alaska, appropriating \$253,172.54 from Safe Routes to School grant LU20-11-003 to line item 401-601-59050 for contractual services~~

9. Record unexcused absence for Bret Bradford from the March 6, 2013 Regular Meeting

Vote on Consent Calendar: 5 yeas, 0 nays, 2 absent (Bradford, Joyce). Allison-yes; Beedle-yes; Cheshier-yes; Reggiani-yes and Carpenter-yes. Consent Calendar was approved.

H. APPROVAL OF MINUTES – None

I. CONSIDERATION OF BIDS – None

J. REPORTS OF OFFICERS

10. Mayor's Report

Mayor Kacsh said he will provide written reports in the future. He reported that he is headed to Juneau tomorrow and he will be picked up by **Bitney** and will spend a full day Friday in meetings with our representatives, etc. His goal being to ensure everyone there that we are still on the same path. On Friday he and **Reggiani** and **Moore** had a teleconference with **Monica Wellard** of Board of Fish; after Sunday we will know if December 2014 meetings will be in Cordova. At an upcoming meeting we will need to elect a Vice Mayor and re-appoint the reps to boards and commissions – he would like to wait until after the run-off election is certified and we have a new full Council to do so.

11. Manager's Report

Don Moore informed council that the City Manager Assessment Committee met on March 7 and has received more than 20 applicants so far. Next meeting will be first week of April. We set a target date of them being able to send their top candidates to Council by May 1. **Bitney** sent an updated report that **Moore** passed out. He also handed out an update from **Cathy Sherman** concerning the Rasmuson Foundation which has asked us to submit a full proposal. **Sherman** also furnished a report on the PWSEDD (PWS economic development district) meeting she attended in Anchorage.

Carpenter meant to ask a question of the Mayor after his report. She mentioned his upcoming trip to Juneau and said that we cannot overstate our case and she encourages all Council members and citizens to contact our legislators and speak to Cordova Center full-funding.

12. City Clerk's Report

Bourgeois reported that assessment notices were sent March 8 – appeal period lasts until April 8 then BOE April 15. There is run-off Election on April 7 – so far 27 absentee ballots have been mailed and maybe 10-12 have voted absentee in person. April second meeting will see the appointment of the Council reps to Boards and Commissions and the Vice-Mayor should be elected then as well.

13. Staff Reports - none

K. CORRESPONDENCE

14. Letter from Mayor to BoF 03-01-13

15. Letter from NVE thanking City for Sobriety donation 01-03-13

16. Letter from Mayor to Stevens re Cordova Center Funding 03-06-13

17. Letter from Mayor to Austerman re Cordova Center Funding 03-06-13

18. Letter from Mayor Kallander to Council and Staff 03-14-13

19. Letter from Mayor and Council to BoF 03-15-13

L. ORDINANCES AND RESOLUTIONS

20. Ordinance 1107 an ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code sections 1.04.070, 1.28.085, 16.05.010 and 18.32.010; repealing and reenacting Cordova Municipal Code title 8; and enacting Cordova Municipal Code chapter 14.20 and Cordova Municipal Code sections 1.04.115, 18.32.025 and 18.60.030; regarding health and safety – 2nd reading

M/Reggiani S/Allison to adopt Ordinance 1107 an ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code sections 1.04.070, 1.28.085, 16.05.010 and 18.32.010; repealing and reenacting Cordova Municipal Code title 8; and enacting Cordova Municipal Code chapter 14.20 and Cordova Municipal Code sections 1.04.115, 18.32.025 and 18.60.030; regarding health and safety.

Mayor Kacsh asked the City Manager for a staff report. **Moore** said that this ordinance and the next one are part of the Code revision project that has been ongoing for some time.

Vote on the motion: 5 yeas, 0 nays, 2 absent (Bradford, Joyce). Carpenter-yes; Cheshier-yes; Allison-yes; Beedle-yes and Reggiani-yes. Motion passes.

21. Substitute Ordinance 1108 an ordinance of the City Council of the City of Cordova, Alaska, amending Cordova municipal code section 1.28.085; repealing and reenacting Cordova Municipal Code Title 14; and enacting Cordova Municipal Code chapter 8.36; regarding city utilities and related matters – 2nd reading

M/Cheshier S/Reggiani to adopt Substitute Ordinance 1108 an ordinance of the City Council of the City of Cordova, Alaska, amending Cordova municipal code section 1.28.085; repealing and reenacting Cordova Municipal Code Title 14; and enacting Cordova Municipal Code chapter 8.36; regarding city utilities and related matters.

Allison said that there is a memo that speaks to the details of the meeting between himself and the Planner and the PWD the day after the last meeting to make a few minor edits to this. They were not substantial enough to warrant a second first reading and he is in favor of this now. He would hope that the future code changes that come forward make code simpler not more difficult to understand.

Vote on the motion: 5 yeas, 0 nays, 2 absent (Bradford, Joyce). Cheshier-yes; Beedle-yes; Carpenter-yes; Allison-yes and Reggiani-yes. Motion passes.

8. Resolution 03-13-14 a resolution of the City Council of the City of Cordova, Alaska, appropriating \$253,172.54 from Safe Routes to School grant LU20-11-003 to line item 401-601-59050 for contractual services

M/Reggiani S/Cheshier to approve Resolution 03-13-14 a resolution of the City Council of the City of Cordova, Alaska, appropriating \$253,172.54 from Safe Routes to School grant LU20-11-003 to line item 401-601-59050 for contractual services.

Moore said that in an effort to keep this project moving, this is before you tonight to appropriate the funds to go to work on this. **Reggiani** said he pulled this because planning and zoning is still not done with this because there has been testimony regarding the side of the street the sidewalk will be on and the width of it. He supports this program and the grant. He wanted to offer an amendment that would generalize it more.

M/Reggiani S/Allison to change the third bullet in the second whereas by striking after a new... “~~6-foot wide~~” and after sidewalk on... “~~the east side of~~”.

Speaking to the amendment, **Reggiani** said the width should be decided after a survey is done because that wide might force the street to become a one-way.

Vote on the amendment: 5 yeas, 0 nays, 2 absent (Bradford, Joyce). Motion passes.

Allison said he attended the P&Z meeting when this was discussed and as a Council member, he wants this seen at the planning commission again. He won't vote for this unless he is assured of that. After some discussion, there was a concurrence of Council to ensure that this project would be before the Planning and Zoning Commission again.

Vote on the main motion: 5 yeas, 0 nays, 2 absent (Bradford, Joyce). Motion passes.

M. UNFINISHED BUSINESS - none

N. NEW & MISCELLANEOUS BUSINESS

22. Contract approval with Trinity ERD for Cordova Center window testing

M/Reggiani S/Cheshier to direct the City Manager to enter into a contract with Trinity ERD, to perform window testing and investigation to the Cordova Center and associated work for a sum of thirty-eight thousand six hundred dollars (\$38,600).

Allison said so that's only a portion of the cost – all of the funds are in the Cordova Center budget? **Moore** said this contract is made necessary because of the dispute. **Moore** said we need to be ready to do this come April. **Reggiani** asked what budget this was coming from, Phase I? **Moore** said, yes, it would be funded from Cordova Center Phase I.

Vote on the motion: 5 yeas, 0 nays, 2 absent (Bradford, Joyce). Motion passes.

23. Contract approval with Siemens, Inc. for CCMC pneumatic controls

M/Allison S/Cheshier to direct the City Manager to enter into a contract with Siemens Industry, Inc. of Anchorage, AK, to perform the base bid pneumatic controls system repair and restoration work as well as additive alternate #1 system rebalancing, to the Cordova Community Medical Center HVAC controls system for a sum of one hundred eighty-four thousand two hundred seventy four dollars (\$184,274).

Moore said that this was the last of the \$2 million appropriation that began with the hospital roof. There was lengthy discussion concerning pneumatic vs. digital controls.

Vote on the motion: 5 yeas, 0 nays, 2 absent (Bradford, Joyce). Motion passes.

24. Pending Agenda and Calendar

Council had a planned work session which was changed to a Special Meeting on Thursday March 28 because there may be need for an executive session to discuss Cordova Center finances with the City Attorneys. That was scheduled for 7pm in the Library Meeting Room. There was a special meeting scheduled for April 11 to certify the election and Council opted to have that at noon.

O. AUDIENCE PARTICIPATION - none

P. COUNCIL COMMENTS

25. Council Comments

Carpenter said she wanted to reiterate the importance for everyone to call Senator Stevens and Representative Austerman at the bare minimum to promote putting the Cordova Center in the capital budget.

Reggiani said the Mayor did a good job on his first meeting.

Allison welcome to the new members and good meeting **Mayor Kacsh** and here's to a good last year for me.

Cheshier congratulations to the winners and welcome aboard to **Kristin**.

Beedle said good job and if you mess up I'm sure they will let you know.

Mayor Kacsh he hopes everyone is patient over the next couple of meetings until he gets it right.

Q. EXECUTIVE SESSION

M/Allison S/Reggiani to enter into executive session to discuss Cordova Center attorney advice which is a matter the immediate knowledge of would clearly have an adverse effect upon the finances of the City government.

Vote on motion: 5 yeas, 0 nays, 2 absent (Bradford, Joyce). Motion passes.

With no objection, Council recessed for 5 minutes at 8:28.

Council entered executive session at 8:35 pm; Council came out of executive session at 8:45 pm. **Mayor Kacsh** said they discussed privileged information with the City Attorney and no action was taken.

R. ADJOURNMENT

M/Allison S/Cheshier to adjourn the regular meeting at 8:46 pm; with no objection, the meeting was adjourned.

Approved: April 17, 2013

Attest: _____

Susan Bourgeois, City Clerk

Mayor's Report

April 4: working with City Manager Assessment committee to get applications to a manageable number. Will meet again on April 11.

April 7-9: Juneau trip. Council Member Carpenter, and I met with Representative Austerman, and staff of most members of the House Finance Committee to speak about Cordova Center Project. We also met with Senator Stevens to thank him for all his efforts.

In the past couple weeks, I met with Larry Hartig, Commissioner of DEC, who also participated in the Choose Respect walk, and met with CCMC and Providence with City Manager.



CITY OF CORDOVA

Office of City Manager

To: Mayor and City Council
From: Donald L. Moore, Interim City Manager
Subject: **Manager's Report-April 17, 2013**
Date: April 17, 2013

Much of the Manager's activity is embodied in the Department reports that follow. Other items are for discussion in the executive session

Sheridan Alpine Association: The staff and I met with the Association to resolve several issues that affect the City/State management agreement concerning the Ski Hill. Insurance for the Alpine Association operation and the billing method for the various electrical costs are the major issues of discussion.

The present agreement expires in March, 2014 and the State DNR has asked for the City to submit a new agreement.



City of Cordova,
Office of the City Clerk
Cordova, AK 99574
602 Railroad Avenue * PO Box 1210

Phone: 907.424.6248
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Cell: 907.253.6248
E-mail: cityclerk@cityofcordova.net

CITY CLERK'S REPORT TO COUNCIL

April 17, 2013 Regular Council Meeting

Date of Report: April 10, 2013

Things I need feedback on or am reporting to Council on:

- We should schedule my evaluation so it is completed by May 28 which is the new expiration of my contract (that is to say if the amendment was approved at the 4/11/13 special meeting)
- Attached to my report is relevant code on kinds of votes necessary for different items that come before Council – of note is mention of majority of all being needed for appropriations – therefore, roll call vote necessary for appropriations

Things the Clerk's Office has been working on:

- Signed paychecks/other AP checks
- Prepared agendas and packets for special meeting on 04-11-13 and regular mtg on 04-17-13
- Tina mailed assessment notices March 8, appeal period is over – we have received 28 appeals – the Assessor was in town resolving appeals last weeks and BOE was on April 15
- Run-off Election held Tuesday April 2 – absentees counted on April 10 – certification on April 11 – new Council member Burton
- Attended staff meeting on Tuesday April 9
- Tina finalizing and preparing last details for the conversion of the data into the new Caselle property tax module
- Sent many last minute legislative email reports to Council – from legislators and LIO office
- Compiled all the quarterly reports for tonight's packet
- Advertised PWSRCAC City representative position and received letters for that
- Worked with PW supervisor in re surplus sale of City vehicles and equipment
- Worked with City attorney on my contract amendment for the special meeting last week and on the upcoming Council and board member training session
- Answered real property count question for the project manager in re number of structures in Cordova
- Responded to inquiry from DoT in re Whitshed Pedestrian and Bicycle Path project
- Tina assisted a family member doing research on Cordova's cemetery's
- Tina responded to many taxpayer questions regarding amounts paid in previous years – everyone is doing their federal income tax returns and needs that info

3.12.080 - Meetings—Passage of proposals.

A majority of the members of the council shall constitute a quorum. Any action the council is authorized or required to take under the Charter or this code may be taken by favorable vote of a majority of the quorum except as follows:

A. A **majority of all members** of the council shall be required for **final passage of an ordinance**, in accordance with Article II, § 2-13 of the Charter;

B. A **majority of all the members** of the council shall be required to **adopt a budget** and make appropriations for the next fiscal year in accordance with Article V, § 5-4 of the Charter;

C. A **majority of all the members** of the council shall be required for the **transfer of unencumbered appropriations** in accordance with Article V, § 5-6 of the Charter;

D. An **appropriation from the city general reserve** fund must be in accordance with **Section 5.44.060 (5.44.060 - Principal. A. Fund principal may be appropriated only by ordinance. A public hearing shall be held on the introduction and first reading of such ordinance. The procedure for passage of any such ordinance shall be governed by subsection B of this section. B. No ordinance to appropriate principal from the fund shall be passed, except upon the favorable roll call of all seven city council members, or six city council members and the mayor, the results of which shall be entered in the minutes of the meeting. The mayor shall be allowed to vote only if exactly six of the city council members vote in favor of any such appropriation.)**

E. **Concurring vote of four members** shall be necessary when the council sits as a **board of adjustment** in accordance with Section 3.40.100

F. **Vacancies** in the office of mayor and council membership shall be filled by **majority vote of the council's remaining members** in accordance with Article II § 2-10 of the Charter;

G. The **city manager shall be appointed or removed** by a vote of a **majority of all** council members, in accordance with Article III, § 3-1 of the Charter;

H. A **majority of all the members** of the council shall be required to **create an office or position** of employment or to **incur an expenditure of funds for purposes not specifically included in an approved budget**.

The council shall vote on a roll call vote where a majority of all members is required, or upon request of any council member. The results of all votes shall be entered into the minutes of the meeting.



UBS Financial Services Inc.

3000 A Street, Suite 100
Anchorage, Alaska 99503

Anchorage Office

Fax. 907-261-5990

www.ubs.com

April 1, 2013

City Council Members and Staff
City of Cordova, Alaska
602 Railroad Avenue
Cordova, Alaska 99574

Dear Council Members and Staff,

The first quarter of 2013 started with one of the strongest US stock market performances on record, which benefited the equity allocation in the Permanent Fund portfolio nicely (+8.94%). Developed international markets performed about half as well as the US market, while emerging markets and commodity markets were down slightly for the quarter. A number of sectors of the global bond markets were also flat or down slightly for the quarter. Even in the face of the doomsday scenarios posited by many market pundits, Gold fell 4.6%. Yields on cash accounts remained at historic lows as the Federal Reserve continues to print money to the tune of 85 billion dollars per month. The Sequester didn't bring about the cataclysmic results predicted by Washington and the banking crisis in Cyprus didn't lead to a worldwide run on banks as some "experts" predicted. With equally brilliant prognosticators on the "world is ending" and "things are improving" side, it is challenging to decide where to allocate capital. It doesn't mean that each side of the argument won't be right at some point. However, trying to make major changes in portfolio design from one side of the argument to the other is much like trying to jump on a moving train....sometimes it works, usually it doesn't end well. The real point being, diversification still works. While an investor may not catch all the upside of a particular asset class, you also don't run the risk of missing the train completely.

As of March 31, 2013, the City of Cordova has a total of **\$14,663,129** (including accrued interest), on deposit with UBS, distributed among seven funded accounts. Five of these accounts are under active investment management, three of which are fixed income accounts managed by Sage Advisors and two Permanent Fund accounts are invested using the UBS Portfolio Management Program. The assets under active investment management totaled **\$13,500,491** between the five referenced accounts as of March 31, 2013.

The remaining two accounts, one for the Permanent Fund and one for the Central Treasury, are being utilized as cash management accounts with the assets deposited in money market funds. In addition, we added a short-term fixed income fund to the Permanent Fund's cash management account with the goal of enhancing yield, while evaluating opportunities to invest those assets on a longer-term basis.

Year to date, through March 31, 2013, the net returns for the four Permanent Fund accounts, which include a cash management account, has been 2.72%. The return for the three Central Treasury accounts, which consist of only fixed income investments and cash type instruments, was .07%. The combined net returns for the first quarter of 2013 for all seven accounts held at UBS have been 1.79%.

The balance of the Securities Based Lending credit line currently totals \$0.

In addition to previously referenced presentation, I have attached three performance reports for your review. The first is titled COC-Total and reflects the asset allocation and portfolio performance for all seven accounts combined. This summary report is followed by separate reports for the Permanent Fund and Central Treasury accounts. As always, thank you for the opportunity to assist Cordova.

Sincerely,

Buck Adams, CFP®, CIMA®, ChFC®



Senior Vice President – Investments



Branch office:
3000 "a" Street
Suite 100
Anchorage, AK 995034040

Financial Advisor:
KEYSTONE WEALTH MANAGEMENT
GRO
9072615900

UBS Client Review

as of April 2, 2013

Prepared for

COC - Total

Accounts included in this review

Account	Name	Type
UC 03542	• CT	• MAC Wrap
UC 03543	• CT	• Business Service Account
UC 03544	• PF	• Business Service Account
UC 03545	• PF	• Portfolio Management Program
UC 03546	• PF	• MAC Wrap
UC 03547	• City of Cordova	• Basic Investment Account - Business
UC 04046	• CT	• MAC Wrap
UC 04047	• PF	• Portfolio Management Program

What's inside

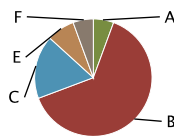
Portfolio review.	2
Important information about this report.	6

Portfolio review

as of April 02, 2013

Asset allocation summary

	Value on 04/02/2013 (\$)	% of portfolio
A Cash	822,899.73	5.62
Cash	822,899.73	5.62
B Fixed Income	9,321,971.39	63.66
US	8,155,695.80	55.70
Global	730,710.66	4.99
International	435,564.93	2.97
C Equity	2,557,532.57	17.47
US	1,420,729.91	9.70
Global	826,017.86	5.64
International	310,784.80	2.13
D Commodities	0.00	0.00
E Non-Traditional	1,122,625.76	7.67
Non-Traditional	1,122,625.76	7.67
F Other	818,083.65	5.58
Balanced	818,083.65	5.58
Total Portfolio	\$14,643,113.11	100%



Rounding calculation may affect totals.
Balanced mutual funds are allocated in the 'Other' category

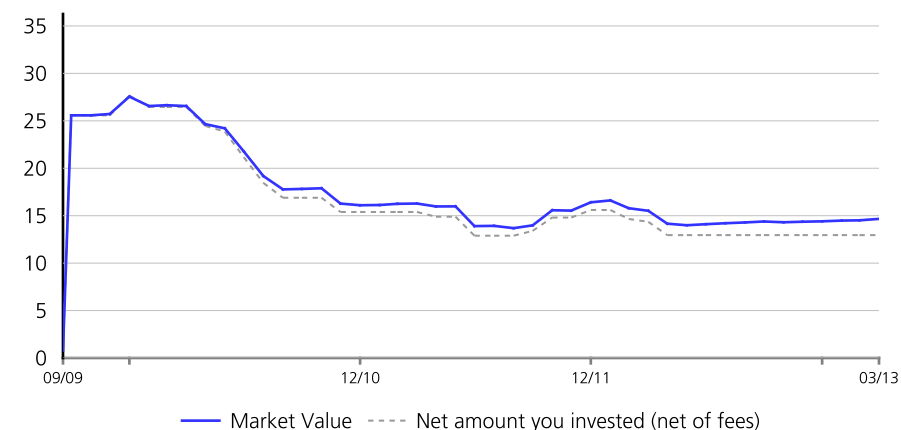
Portfolio value and investment returns

	Performance returns (annualized > 1 year)			
	2013 12/31/2012 to 03/31/2013	2012 12/31/2011 to 12/31/2012	3 Years 03/31/2010 to 03/31/2013	ITD 09/17/2009 to 03/31/2013
Opening value	14,405,260.91	16,409,037.55	26,556,823.89	800,000.00
Net deposits/withdrawals	-20,693.50	-2,730,972.99	-13,752,809.60	11,870,926.12
Div./interest income	65,897.28	277,085.27	984,468.45	1,079,903.21
Change in accr. interest	-1,172.52	-3,756.80	-73,744.70	22,582.56
Change in value	213,837.30	453,867.88	948,391.42	889,717.57
Closing value	14,663,129.46	14,405,260.91	14,663,129.46	14,663,129.46
Net Time-weighted ROR	1.79	4.32	2.98	2.60

Net deposits and withdrawals include program and account fees.

Sources of portfolio value

\$ Millions



Portfolio review - as of April 02, 2013 (continued)

Summary of gains and losses

	Short term (\$)	Long term (\$)	Total (\$)
2012 Realized gains and losses	66,179.78	223,242.85	289,422.63
Taxable	66,179.78	223,242.85	289,422.63
Tax-deferred	0.00	0.00	0.00
2013 Year to date	15,945.01	10,889.60	26,834.61
Taxable	15,945.01	10,889.60	26,834.61
Tax-deferred	0.00	0.00	0.00

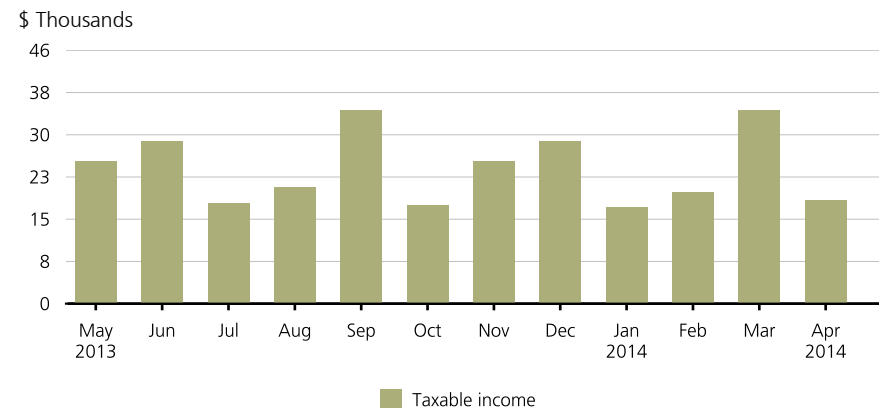
Equity sector analysis

Compared to S&P 500 index

	Value on 04/02/2013 (\$)	Actual (%)	Model (%)	Gap (%)
Consumer discretionary	225,914.26	8.83	11.43	-2.60
Energy	258,469.74	10.11	10.72	-0.61
Finance	289,035.92	11.30	15.55	-4.25
Health care	383,445.78	14.99	12.47	2.52
Industrials	266,168.10	10.41	9.99	0.42
Materials	205,200.22	8.02	3.38	4.64
Staples	386,033.70	15.09	12.02	3.07
Technology	297,460.74	11.63	18.09	-6.46
Telecommunications	58,867.57	2.30	2.92	-0.62
Utilities	186,936.54	7.31	3.43	3.88

Total classified equity **\$2,557,532.57**
Unclassified securities 0.00

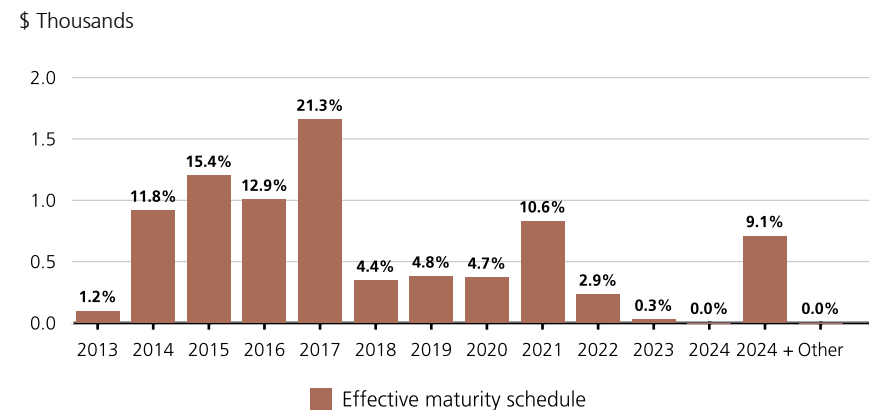
Expected cash flow



Total expected cash flow: \$293,124.49

Cash flows displayed account for known events such as maturities and mandatory puts.

Bond maturity schedule



Cash, mutual funds and some preferred securities are not included.

Portfolio review - as of April 02, 2013 (continued)

Summary of performance by account

					Performance returns (annualized > 1 year)			
					2013 12/31/2012 to 03/31/2013	2012 12/31/2011 to 12/31/2012	3 Years 03/31/2010 to 03/31/2013	ITD 09/17/2009 to 03/31/2013
UC	Performance start date	Value on 03/31/2013 (\$)	% of portfolio					
UC 03542 CT•MAC Wrap•SAGE INT FIXED	Nov 05, 2009	1,994,053.13	13.60%	Net time-weighted	-0.01%	1.59%	3.51%	3.16%
Risk profile: Conservative								
Return objective: Current Income								
UC 03543 CT•Business Service Account	Sep 17, 2009	255,975.00	1.75%	Net time-weighted	0.01%	1.92%	-4.01%	-8.14%
Risk profile: Conservative								
Return objective: Current Income								
UC 03544 PF•Business Service Account	Sep 21, 2009	906,663.04	6.18%	Net time-weighted	0.01%	0.36%	-3.86%	-3.34%
Risk profile: Conservative								
Return objective: Current Income								
UC 03545 PF•Portfolio Management Program•Keystone Wealth Management	Nov 21, 2012	3,017,366.01	20.58%	Net time-weighted	8.94%	N/A	N/A	11.75%
Risk profile: Moderate								
Return objective: Capital Appreciation								
UC 03546 PF•MAC Wrap•SAGE INT FIXED	Nov 05, 2009	2,978,363.55	20.31%	Net time-weighted	0.06%	3.54%	3.90%	3.47%
Risk profile: Conservative								
Return objective: Current Income								
UC 03547 City of Cordova School•Basic Investment Account - Business	Feb 18, 2011	0.00	0.00%	Net time-weighted	N/A	N/A	N/A	N/A
Risk profile: Conservative								
Return objective: Current Income								
UC 04046 CT•MAC Wrap•SAGE INT FIXED	Feb 08, 2011	2,815,716.28	19.20%	Net time-weighted	0.15%	3.85%	N/A	4.48%
Risk profile: Moderate								
Return objective: Current Income and Capital Appreciation								
UC 04047 PF•Portfolio Management Program•Keystone Wealth Management	Dec 23, 2010	2,694,992.44	18.38%	Net time-weighted	0.16%	8.35%	N/A	1.43%
Risk profile: Moderate								
Return objective: Capital Appreciation								
Total Portfolio	Sep 17, 2009	\$14,663,129.46	100%	Net time-weighted	1.79%	4.32%	2.98%	2.60%

Portfolio review - as of April 02, 2013 (continued)

	2013 12/31/2012 to 03/31/2013	2012 12/31/2011 to 12/31/2012	3 Years 03/31/2010 to 03/31/2013	ITD 09/17/2009 to 03/31/2013
Benchmarks - Annualized time-weighted returns				
CITI BIG CD 3Mth LOC	0.05%	0.30%	0.30%	N/A
US Treasury Bill - 3 Mos	0.02%	0.08%	0.09%	0.09%
BC Aggregate Bond Index	-0.12%	4.21%	5.52%	5.36%
BC Govt/Credit - 1-3 Yr	0.20%	1.26%	1.65%	1.80%
MSCI Emerging Mkts Equity	-1.92%	15.15%	0.80%	3.39%
MSCI EAFE	5.13%	17.32%	4.99%	4.64%
S&P 500	10.61%	16.00%	12.66%	13.94%
DJ UBS Commodity Index	-1.13%	-1.06%	1.42%	1.92%



Disclosures applicable to accounts at UBS Financial Services Inc.

This section contains important disclosures regarding the information and valuations presented here. This report presents information since December 31, 2002. This report does not include complete account activity or performance of your accounts before this date. All information presented is subject to change at any time and is provided only as of the date indicated. The information in this report is for informational purposes only and should not be relied upon as the basis of an investment or liquidation decision. UBS FS accounts statements and official tax documents are the only official record of your accounts and are not replaced, amended or superseded by any of the information presented in these reports.

UBS FS offers a number of investment advisory programs to clients, acting in our capacity as an investment adviser, including fee-based financial planning, discretionary account management, non-discretionary investment advisory programs, and advice on the selection of investment managers and mutual funds offered through our investment advisory programs. When we act as your investment adviser, we will have a written agreement with you expressly acknowledging our investment advisory relationship with you and describing our obligations to you. At the beginning of our advisory relationship, we will give you our Form ADV brochure(s) for the program(s) you selected that provides detailed information about, among other things, the advisory services we provide, our fees, our personnel, our other business activities and financial industry affiliations and conflicts between our interests and your interests.

Please review the report content carefully and contact your Financial Advisor with any questions.

The account listing may or may not include all of your accounts with UBS FS. The accounts included in this report are listed under the "Accounts included in this review" shown on the first page.

Client Accounts: This report includes all assets in the accounts listed and may include eligible and ineligible assets in a fee-based program. Since ineligible assets are not considered fee-based program assets, the inclusion of such securities will distort the actual performance of your accounts and does not reflect the performance of your accounts in the fee-based program. **As a result, the performance reflected in this report can vary substantially from the individual account performance reflected in the performance reports provided to you as part of those programs.** For fee-based programs, fees are charged on the market value of eligible assets in the accounts and assessed quarterly in advance, prorated according to the number of calendar days in the billing period. When shown on a report, the risk profile and return objectives describe your overall goals for these accounts. For each account you maintain, you choose one return objective and a primary risk profile. If you have questions regarding

these objectives or wish to change them, please contact your Financial Advisor to update your accounts records.

Performance: This report presents accounts activity and performance starting 12/31/02. For accounts opened prior to 12/31/02, this report does not include the complete account activity or performance of your accounts prior to that date. For consolidated reports, the Performance Start Date will be the earliest performance start date of any of the individual accounts selected for the consolidation time period. If an individual account's performance information is not available for a full reporting time period (month to date, quarter to date, year to date or performance to date), the individual's net of fee time weighted return will not be displayed. For consolidated accounts that include different account Performance Start Dates, the consolidated Additions/Withdrawals, Income Earned and Investment Appreciation/ Depreciation will include all activity that occurred during the consolidated reporting time period. Accounts that hold or held insurance products will be reported on from the month end date of when insurance and annuity activity could be obtained from the carrier.

Time-weighted Returns (prior to 10/31/2010): The report displays a time weighted rate of return (TWR) that is calculated using the Modified Dietz Method. This calculation uses the beginning and ending portfolio values for the month and weighs each contribution/withdrawal based upon the day the cashflow occurred. Periods greater than one month are calculated by linking the monthly returns. The TWR gives equal weighting to every return regardless of amount of money invested, so it is an effective measure for returns on a fee based account. All periods shown which are greater than 12 months are annualized.

Time-weighted Returns (after 10/31/2010): The report displays a time weighted rate of return (TWR) that is calculated by dividing the portfolio's daily gain/loss by the previous day's closing market value. All cashflows are posted at end of day. The TWR gives equal weighting to every return regardless of amount of money invested, so it is an effective measure for returns on a fee based account. Periods greater than one day are calculated by linking the daily returns. All periods shown which are greater than 12 months are annualized.

Money-weighted returns: Money-weighted return (MWR) is a measure of the rate of return for an asset or portfolio of assets. It is calculated by finding the daily Internal Rate of Return (IRR) for the period and then compounding this return by the number of days in the period being measured. The MWR incorporates the size and timing of cash flows, so it is an effective measure returns on a portfolio.

Annualized Performance: All performance periods greater than one year are calculated (unless otherwise

stated) on an annualized basis, which represents the return on an investment multiplied or divided to give a comparable one year return.

Cumulative Performance: A cumulative return is the aggregate amount that an investment has gained or lost over time, independent of the period of time involved.

Net of Fees and Gross of Fees Performance: Performance is presented on a "net of fees" and "gross of fees" basis, where indicated. Net returns do not reflect Program and wrap fees prior to 10/31/10 for accounts that are billed separately via invoice through a separate account billing arrangement. Gross returns do not reflect the deduction of fees, commissions or other charges. The payment of actual fees and expenses will reduce a client's return. The compound effect of such fees and expenses should be considered when reviewing returns. For example, the net effect of the deduction of fees on annualized performance, including the compounded effect over time, is determined by the relative size of the fee and the account's investment performance.

Benchmark/Major Indices: The past performance of an index is not a guarantee of future results. Any benchmark is shown for informational purposes only and relates to historical performance of market indices and not the performance of actual investments. The benchmark is not managed and does not reflect the deduction of any fees and expenses, which will lower results. Indices are not actively managed and investors cannot directly invest in indices. The portfolio's investment strategy is not restricted to securities in the benchmark. Further, there is no guarantee that an investor's account will meet or exceed the stated benchmark. Index performance information has been obtained from third parties deemed to be reliable. We have not independently verified this information, nor do we make any representations or warranties to the accuracy or completeness of this information.

Custom Time Periods: If represented on this report, the performance start date and the performance end date have been selected by your Financial Advisor in order to provide performance and account activity information for your account for the specified period of time only. As a result only a portion of your account's activity and performance information is presented in the performance report, and, therefore, presents a distorted representation of your account's activity and performance.

Net Deposits/Withdrawals: When shown on a report, this information represents the net value of all cash and securities contributions and withdrawals, program fees (including wrap fees) and other fees added to or subtracted from your accounts from the first day to the last day of the period. When fees are shown separately, net deposits / withdrawals does not include program fees (including wrap fees). When investment return is

displayed net deposits / withdrawals does not include program fees (including wrap fees). For security contributions and withdrawals, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts. Wrap fees will be included in this calculation except when paid via an invoice or through a separate accounts billing arrangement.

Dividends/Interest: Dividend and interest earned, when shown on a report, does not reflect your account's tax status or reporting requirements. Use only official tax reporting documents (i.e. 1099) for tax reporting purposes. The classification of private investment distributions can only be determined by referring to the official year-end tax-reporting document provided by the issuer.

Change in Accrued Interest: When shown on a report, this information represents the difference between the accrued interest at the beginning of the period from the accrued interest at the end of the period.

Change in Value: Represents the change in value of the portfolio during the reporting period, excluding additions/withdrawals, dividend and interest income earned and accrued interest.

Fees: Fees represented in this report include program and wrap fees. Program and wrap fees prior to October 1, 2010 for accounts that are billed separately via invoice through a separate account billing arrangement are not included in this report. Commissions are not included in the fees calculation.

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Performance Start Date Changes: The Performance Start Date for accounts marked with a 'A' have changed. Performance figures of an account with a changed Performance Start Date may not include the entire history of the account. The new Performance Start Date will generate performance returns and activity information for a shorter period than is available at UBS FS. As a result, the overall performance of these accounts may generate better performance than the period of time that would be included if the report used the inception date of the account. UBS FS recommends reviewing performance reports that use the inception date of the account because reports with longer time frames are usually more helpful when evaluating investment programs and strategies. Performance reports may include accounts with inception dates that precede the new Performance Start Date and will show performance and activity information from the earliest



Disclosures applicable to accounts at UBS Financial Services Inc. (continued)

available inception date.

The change in Performance Start Date may be the result of a performance gap due to a zero-balance that prevents the calculation of continuous returns from the inception of the account. The Performance Start Date may also change if an account has failed one of our performance data integrity tests. In such instances, the account will be labeled as 'Review Required' and performance prior to that failure will be restricted. Finally, the Performance Start Date will change if you have explicitly requested a performance restart. Please contact your Financial Advisor for additional details regarding your new Performance Start Date.

Closed Account Performance: Accounts that have been closed may be included in the consolidated performance report. When closed accounts are included in the consolidated report, the performance report will only include information for the time period the account was active during the consolidated performance reporting time period.

Portfolio: For purposes of this report "portfolio" is defined as all of the accounts presented on the cover page or the header of this report and does not necessarily include all of the client's accounts held at UBS FS or elsewhere.

Percentage: Portfolio (in the "% Portfolio" column) includes all holdings held in the account(s) selected when this report was generated. Broad asset class (in the "% broad asset class" column) includes all holdings held in that broad asset class in the account(s) selected when this report was generated.

Pricing: All securities are priced using the closing price reported on the last business day preceding the date of this report. Every reasonable attempt has been made to accurately price securities; however, we make no warranty with respect to any security's price. Please refer to the back of the first page of your UBS FS accounts statement for important information regarding the pricing used for certain types of securities, the sources of pricing data and other qualifications concerning the pricing of securities. To determine the value of securities in your account, we generally rely on third party quotation services. If a price is unavailable or believed to be unreliable, we may determine the price in good faith and may use other sources such as the last recorded transaction. When securities are held at another custodian or if you hold illiquid or restricted securities for which there is no published price, we will generally rely on the value provided by the custodian or issuer of that security.

Cash: Cash on deposit at UBS Bank USA is protected by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 in principal and accrued interest per depositor for each ownership type. Deposits made in an individual's own name, joint name, or individual retirement account are each held in a separate type of ownership. Such deposits are not guaranteed by UBS FS.

More information is available upon request.

Mutual Fund Asset Allocation: If the option to unbundle balanced mutual funds is selected and if a fund's holdings data is available, mutual funds will be classified by the asset class, subclass, and style breakdown of their underlying holdings. Where a mutual fund or ETF contains equity holdings from multiple equity sectors, this report will proportionately allocate the underlying holdings of the fund to those sectors measured as a percentage of the total fund's asset value as of the date shown.

This information is supplied by Morningstar, Inc. on a monthly basis to UBS FS based on data supplied by the fund which may not be current. Mutual funds change their portfolio holdings on a regular (often daily) basis. Accordingly, any analysis that includes mutual funds may not accurately reflect the current composition of these funds. If a fund's underlying holding data is not available, it will be classified based on its corresponding overall Morningstar classification. All data is as of the date indicated in the report.

Equity Style: The Growth, Value and Core labels are determined by Standard and Poor's using a price-to-book ratio methodology. The Growth, Value and Core labels are based on how a company's price-to-book ratio compares to the median price-to-book ratio for its industry based on the company's assigned Industry Sector. If the company's ratio is greater than or equal to the industry median, it is classified as a growth stock. If the company's ratio is less than the industry median, it is classified as a value stock. If a security includes both growth and value attributes, it is classified as a core stock. If price-to-book is not available or the industry's median is not available, this item will be Unclassified.

Equity Capitalization: Market Capitalization is defined as the number of shares outstanding times the market value. Equity securities are classified as Large Cap if they have a capitalization of 8 billion or above. Securities with capitalization between 1.8 and 7.9 billion are classified as Mid Cap. Securities with capitalization below 1.79 billion are classified as Small Cap. Unclassified securities are those for which no capitalization is available or applicable.

Equity Sectors: The Equity sector analysis may include a variety of accounts, each with different investment and risk parameters. As a result, the overweighting or underweighting in a particular sector or asset class should not be viewed as an isolated factor in making investment/liquidation decisions; but should be assessed on an account by account basis to determine the overall impact on the account's portfolio.

Classified Equity: Classified equities are defined as those equities for which the firm can confirm the specific industry and sector of the underlying equity instrument.

Estimated Annual Income: The Estimated Annual

Income is the annualized year to date per share dividends paid and multiplied by the quantity of shares held in the selected account(s).

Interest Rate Risk: Bonds are subject to market value fluctuations as interest rates rise and fall. If sold prior to maturity, the price received for an issue may be less than the original purchase price.

Effective Maturity: Effective maturity is the expected redemption due to pre-refunding, puts, or maturity and does not reflect any sinking fund activity, optional or extraordinary calls. Securities without a maturity date are left blank and typically include Preferred Securities, Mutual Funds and Fixed Income UITs.

Accrued Interest: Interest that has accumulated between the most recent payment and the report date may be reflected in market values for interest bearing securities.

Tax Status: "Taxable" includes all securities held in a taxable account that are subject to federal and/or state or local taxation. "Tax-exempt" includes all securities held in a taxable account that are exempt from federal, state and local taxation. "Tax-deferred" includes all securities held in a tax-deferred account, regardless of the status of the security.

Cash Flow: This Cash Flow analysis is based on the historical dividend, coupon and interest payments you have received as of the Record Date in connection with the securities listed and assumes that you will continue to hold the securities for the periods for which cash flows are projected. The attached may or may not include principal paybacks for the securities listed. These potential cash flows are subject to change due to a variety of reasons, including but not limited to, contractual provisions, changes in corporate policies, changes in the value of the underlying securities and interest rate fluctuations. The effect of a call on any security(s) and the consequential impact on its potential cash flow(s) is not reflected in this report. Payments that occur in the same month in which the report is generated -- but prior to the report run ("As of") date -- are not reflected in this report. In determining the potential cash flows, UBS FS relies on information obtained from third party services it believes to be reliable. UBS FS does not independently verify or guarantee the accuracy or validity of any information provided by third parties. Although UBS FS generally updates this information as it is received, the Firm does not provide any assurances that the information listed is accurate as of the Record Date. Cash flows for mortgage-backed, asset-backed, factored, and other pass-through securities are based on the assumptions that the current face amount, principal pay-down, interest payment and payment frequency remain constant. Calculations may include principal payments, are intended to be an estimate of future projected interest cash flows and do not in any way guarantee accuracy.

Expected Cash Flow reporting for Puerto Rico

Income Tax Purposes: Expected Cash Flow reporting may be prepared solely for Puerto Rico income tax purposes only. If you have received expected cash flow reporting for Puerto Rico income tax purposes only and are NOT subject to Puerto Rico income taxes, you have received this reporting in error and you should contact your Financial Advisor immediately. Both the Firm and your Financial Advisor will rely solely upon your representations and will not make the determination of whether you are subject to Puerto Rico income taxes. If you have received this reporting and you are NOT subject to Puerto Rico income taxes, the information provided in this reporting is inaccurate and should not be relied upon by you or your advisers. Neither UBS FS nor its employees provide tax or legal advice. You should consult with your tax and/or legal advisors regarding your personal circumstances.

Gain/Loss: The gain/loss information may include calculations based upon non-UBS FS cost basis information. The Firm does not independently verify or guarantee the accuracy or validity of any information provided by sources other than UBS FS. In addition, if this report contains positions with unavailable cost basis, the gain/(loss) for these positions are excluded in the calculation for the Gain/(Loss). As a result these figures may not be accurate and are provided for informational purposes only. Clients should not rely on this information in making purchase or sell decisions, for tax purposes or otherwise. Rely only on year-end tax forms when preparing your tax return. See your monthly statement for additional information.

Gain/Loss reporting for Puerto Rico Income Tax

Purposes: Gain/(Loss) reporting may be prepared solely for Puerto Rico income tax purposes only. If you have received gain/(loss) reporting for Puerto Rico income tax purposes only and are NOT subject to Puerto Rico income taxes, you have received this reporting in error and you should contact your Financial Advisor immediately. Pursuant to the Puerto Rico Internal Revenue Code (PRIRC) long-term capital gains are derived from the sale or exchange of capital assets held longer than six (6) months. For the purposes of this report only, long term gains and losses are represented by assets held for a period of more than six (6) months. Both the Firm and your Financial Advisor will rely solely upon your representations and will not make the determination of whether you are subject to Puerto Rico income taxes. If you have received this reporting and you are NOT subject to Puerto Rico income taxes, the information provided in this reporting is inaccurate and should not be relied upon by you or your advisers for purposes other than determining realized gain/loss for Puerto Rico income tax purposes. Neither UBS FS nor its employees provide tax or legal advice. You should consult with your tax and/or legal advisors regarding your personal circumstances.

Gain/Loss 60/40: Index options listed in this report may



Disclosures applicable to accounts at UBS Financial Services Inc. (continued)

be subject to IRS Tax Code - section 1256 categorizing them as broad-based index options. If so, the index may be eligible to be treated as 60% long term and 40% short terms for tax purposes. Please contact your tax professional to determine eligibility.

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Account changes: At UBS, we are committed to helping you work toward your financial goals. So that we may continue providing you with financial advice that is consistent with your investment objectives, please consider the following two questions:

- 1) Have there been any changes to your financial situation or investment objectives?
 - 2) Would you like to implement or modify any restrictions regarding the management of your account?
- If the answer to either question is "yes," it is important that you contact your Financial Advisor as soon as possible to discuss these changes. For MAC advisory accounts, please contact your investment manager directly if you would like to impose or change any investment restrictions on your account.

ADV disclosure: A complimentary copy of our current Form ADV Disclosure Brochure that describes the advisory program and related fees is available through your Financial Advisor. Please contact your Financial Advisor if you have any questions.

Important information for former Piper Jaffray and McDonald Investments clients: As an accommodation to former Piper Jaffray and McDonald Investments clients, these reports include performance history for their Piper Jaffray accounts prior to August 12, 2006 and McDonald Investments accounts prior to February 9, 2007, the date the respective accounts were converted to UBS FS. UBS FS has not independently verified this information nor do we make any representations or warranties as to the accuracy or completeness of that information and will not be liable to you if any such information is unavailable, delayed or inaccurate.

For insurance, annuities, and 529 Plans, UBS FS relies on information obtained from third party services it believes to be reliable. UBS FS does not independently verify or guarantee the accuracy or validity of any information provided by third parties. Information for insurance, annuities, and 529 Plans that has been provided by a third party service may not reflect the quantity and market value as of the previous business day. When available, an "as of" date is included in the description.

Investors outside the U.S. are subject to securities and tax regulations within their applicable jurisdiction that are not addressed in this report. Nothing in this report shall be construed to be a solicitation to buy or offer to sell any security, product or service to any non-U.S. investor, nor shall any such security, product or service be solicited, offered or sold in any jurisdiction where such activity would be contrary to the securities laws or other local laws and regulations or would subject UBS to any registration requirement within such jurisdiction.



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GRO
9072615900

UBS Client Review

as of April 2, 2013

Prepared for

COC - PF

Accounts included in this review

Account	Name	Type
UC 03544	• PF	• Business Service Account
UC 03545	• PF	• Portfolio Management Program
UC 03546	• PF	• MAC Wrap
UC 04047	• PF	• Portfolio Management Program

What's inside

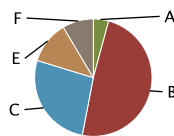
Portfolio review.	2
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Portfolio review

as of April 02, 2013

Asset allocation summary

	Value on 04/02/2013 (\$)	% of portfolio
A Cash	404,446.25	4.22
Cash	404,446.25	4.22
B Fixed Income	4,674,238.39	48.81
US	3,631,616.90	37.92
Global	730,710.66	7.63
International	311,910.83	3.26
C Equity	2,557,532.57	26.71
US	1,420,729.91	14.83
Global	826,017.86	8.63
International	310,784.80	3.25
D Commodities	0.00	0.00
E Non-Traditional	1,122,625.76	11.72
Non-Traditional	1,122,625.76	11.72
F Other	818,083.65	8.54
Balanced	818,083.65	8.54
Total Portfolio	\$9,576,926.63	100%



Rounding calculation may affect totals.
Balanced mutual funds are allocated in the 'Other' category

Portfolio value and investment returns

	Performance returns (annualized > 1 year)			
	2013 12/31/2012 to 03/31/2013	2012 12/31/2011 to 12/31/2012	3 Years 03/31/2010 to 03/31/2013	ITD 09/21/2009 to 03/31/2013
Opening value	9,343,491.25	8,838,201.86	8,720,861.62	16,384,107.34
Net deposits/withdrawals	-16,072.57	-60,562.89	-265,846.59	-7,971,458.95
Div./interest income	42,393.63	173,628.02	571,735.13	580,966.08
Change in accr. interest	-164.91	-3,170.06	-29,386.54	14,681.24
Change in value	227,737.63	395,394.33	600,021.42	589,089.33
Closing value	9,597,385.04	9,343,491.25	9,597,385.04	9,597,385.04
Net Time-weighted ROR	2.72	5.72	3.56	3.01

Net deposits and withdrawals include program and account fees.

Sources of portfolio value



Portfolio review - as of April 02, 2013 (continued)

Summary of gains and losses

	Short term (\$)	Long term (\$)	Total (\$)
2012 Realized gains and losses	32,249.03	187,280.30	219,529.33
Taxable	32,249.03	187,280.30	219,529.33
Tax-deferred	0.00	0.00	0.00
2013 Year to date	17,768.48	530.55	18,299.03
Taxable	17,768.48	530.55	18,299.03
Tax-deferred	0.00	0.00	0.00

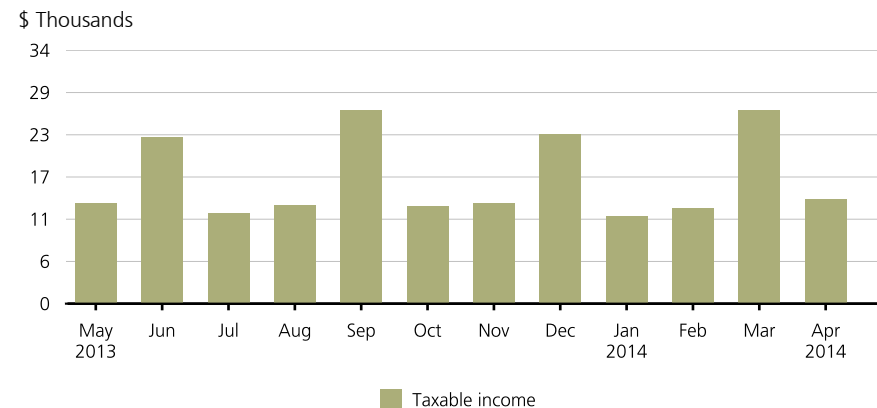
Equity sector analysis

Compared to S&P 500 index

	Value on 04/02/2013 (\$)	Actual (%)	Model (%)	Gap (%)
Consumer discretionary	225,914.26	8.83	11.43	-2.60
Energy	258,469.74	10.11	10.72	-0.61
Finance	289,035.92	11.30	15.55	-4.25
Health care	383,445.78	14.99	12.47	2.52
Industrials	266,168.10	10.41	9.99	0.42
Materials	205,200.22	8.02	3.38	4.64
Staples	386,033.70	15.09	12.02	3.07
Technology	297,460.74	11.63	18.09	-6.46
Telecommunications	58,867.57	2.30	2.92	-0.62
Utilities	186,936.54	7.31	3.43	3.88

Total classified equity **\$2,557,532.57**
Unclassified securities 0.00

Expected cash flow

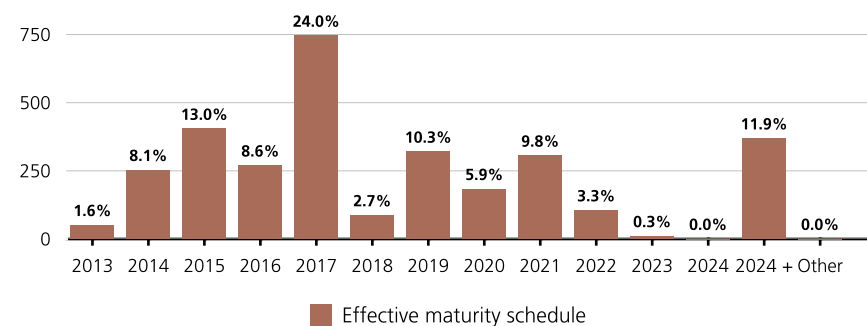


Total expected cash flow: \$202,510.83

Cash flows displayed account for known events such as maturities and mandatory puts.

Bond maturity schedule

\$ Thousands



Cash, mutual funds and some preferred securities are not included.

Portfolio review - as of April 02, 2013 (continued)

Summary of performance by account

						Performance returns (annualized > 1 year)			
						2013	2012	3 Years	ITD
						12/31/2012 to 03/31/2013	12/31/2011 to 12/31/2012	03/31/2010 to 03/31/2013	09/21/2009 to 03/31/2013
UC 03544	PF•Business Service Account	Performance start date	Value on 03/31/2013 (\$)	% of portfolio					
	Risk profile: Conservative	Sep 21, 2009	906,663.04	9.45%	Net time-weighted	0.01%	0.36%	-3.86%	-3.34%
	Return objective: Current Income								
UC 03545	PF•Portfolio Management Program•Keystone Wealth Management	Nov 21, 2012	3,017,366.01	31.44%	Net time-weighted	8.94%	N/A	N/A	11.75%
	Risk profile: Moderate								
	Return objective: Capital Appreciation								
UC 03546	PF•MAC Wrap•SAGE INT FIXED	Nov 05, 2009	2,978,363.55	31.03%	Net time-weighted	0.06%	3.54%	3.90%	3.47%
	Risk profile: Conservative								
	Return objective: Current Income								
UC 04047	PF•Portfolio Management Program•Keystone Wealth Management	Dec 23, 2010	2,694,992.44	28.08%	Net time-weighted	0.16%	8.35%	N/A	1.43%
	Risk profile: Moderate								
	Return objective: Capital Appreciation								
Total Portfolio		Sep 21, 2009	\$9,597,385.04	100%	Net time-weighted	2.72%	5.72%	3.56%	3.01%

						2013	2012	3 Years	ITD
						12/31/2012 to 03/31/2013	12/31/2011 to 12/31/2012	03/31/2010 to 03/31/2013	09/21/2009 to 03/31/2013
Benchmarks - Annualized time-weighted returns									
CITI BIG CD 3Mth LOC						0.05%	0.30%	0.30%	N/A
US Treasury Bill - 3 Mos						0.02%	0.08%	0.09%	0.09%
BC Aggregate Bond Index						-0.12%	4.21%	5.52%	5.46%
BC Govt/Credit - 1-3 Yr						0.20%	1.26%	1.65%	1.83%
MSCI Emerging Mkts Equity						-1.92%	15.15%	0.80%	3.69%
MSCI EAFE						5.13%	17.32%	4.99%	5.16%
S&P 500						10.61%	16.00%	12.66%	14.01%
DJ UBS Commodity Index						-1.13%	-1.06%	1.42%	2.78%



Disclosures applicable to accounts at UBS Financial Services Inc.

This section contains important disclosures regarding the information and valuations presented here. This report presents information since December 31, 2002. This report does not include complete account activity or performance of your accounts before this date. All information presented is subject to change at any time and is provided only as of the date indicated. The information in this report is for informational purposes only and should not be relied upon as the basis of an investment or liquidation decision. UBS FS accounts statements and official tax documents are the only official record of your accounts and are not replaced, amended or superseded by any of the information presented in these reports.

UBS FS offers a number of investment advisory programs to clients, acting in our capacity as an investment adviser, including fee-based financial planning, discretionary account management, non-discretionary investment advisory programs, and advice on the selection of investment managers and mutual funds offered through our investment advisory programs. When we act as your investment adviser, we will have a written agreement with you expressly acknowledging our investment advisory relationship with you and describing our obligations to you. At the beginning of our advisory relationship, we will give you our Form ADV brochure(s) for the program(s) you selected that provides detailed information about, among other things, the advisory services we provide, our fees, our personnel, our other business activities and financial industry affiliations and conflicts between our interests and your interests.

Please review the report content carefully and contact your Financial Advisor with any questions.

The account listing may or may not include all of your accounts with UBS FS. The accounts included in this report are listed under the "Accounts included in this review" shown on the first page.

Client Accounts: This report includes all assets in the accounts listed and may include eligible and ineligible assets in a fee-based program. Since ineligible assets are not considered fee-based program assets, the inclusion of such securities will distort the actual performance of your accounts and does not reflect the performance of your accounts in the fee-based program. **As a result, the performance reflected in this report can vary substantially from the individual account performance reflected in the performance reports provided to you as part of those programs.** For fee-based programs, fees are charged on the market value of eligible assets in the accounts and assessed quarterly in advance, prorated according to the number of calendar days in the billing period. When shown on a report, the risk profile and return objectives describe your overall goals for these accounts. For each account you maintain, you choose one return objective and a primary risk profile. If you have questions regarding

these objectives or wish to change them, please contact your Financial Advisor to update your accounts records.

Performance: This report presents accounts activity and performance starting 12/31/02. For accounts opened prior to 12/31/02, this report does not include the complete account activity or performance of your accounts prior to that date. For consolidated reports, the Performance Start Date will be the earliest performance start date of any of the individual accounts selected for the consolidation time period. If an individual account's performance information is not available for a full reporting time period (month to date, quarter to date, year to date or performance to date), the individual's net of fee time weighted return will not be displayed. For consolidated accounts that include different account Performance Start Dates, the consolidated Additions/Withdrawals, Income Earned and Investment Appreciation/ Depreciation will include all activity that occurred during the consolidated reporting time period. Accounts that hold or held insurance products will be reported on from the month end date of when insurance and annuity activity could be obtained from the carrier.

Time-weighted Returns (prior to 10/31/2010): The report displays a time weighted rate of return (TWR) that is calculated using the Modified Dietz Method. This calculation uses the beginning and ending portfolio values for the month and weighs each contribution/withdrawal based upon the day the cashflow occurred. Periods greater than one month are calculated by linking the monthly returns. The TWR gives equal weighting to every return regardless of amount of money invested, so it is an effective measure for returns on a fee based account. All periods shown which are greater than 12 months are annualized.

Time-weighted Returns (after 10/31/2010): The report displays a time weighted rate of return (TWR) that is calculated by dividing the portfolio's daily gain/loss by the previous day's closing market value. All cashflows are posted at end of day. The TWR gives equal weighting to every return regardless of amount of money invested, so it is an effective measure for returns on a fee based account. Periods greater than one day are calculated by linking the daily returns. All periods shown which are greater than 12 months are annualized.

Money-weighted returns: Money-weighted return (MWR) is a measure of the rate of return for an asset or portfolio of assets. It is calculated by finding the daily Internal Rate of Return (IRR) for the period and then compounding this return by the number of days in the period being measured. The MWR incorporates the size and timing of cash flows, so it is an effective measure returns on a portfolio.

Annualized Performance: All performance periods greater than one year are calculated (unless otherwise

stated) on an annualized basis, which represents the return on an investment multiplied or divided to give a comparable one year return.

Cumulative Performance: A cumulative return is the aggregate amount that an investment has gained or lost over time, independent of the period of time involved.

Net of Fees and Gross of Fees Performance: Performance is presented on a "net of fees" and "gross of fees" basis, where indicated. Net returns do not reflect Program and wrap fees prior to 10/31/10 for accounts that are billed separately via invoice through a separate account billing arrangement. Gross returns do not reflect the deduction of fees, commissions or other charges. The payment of actual fees and expenses will reduce a client's return. The compound effect of such fees and expenses should be considered when reviewing returns. For example, the net effect of the deduction of fees on annualized performance, including the compounded effect over time, is determined by the relative size of the fee and the account's investment performance.

Benchmark/Major Indices: The past performance of an index is not a guarantee of future results. Any benchmark is shown for informational purposes only and relates to historical performance of market indices and not the performance of actual investments. The benchmark is not managed and does not reflect the deduction of any fees and expenses, which will lower results. Indices are not actively managed and investors cannot directly invest in indices. The portfolio's investment strategy is not restricted to securities in the benchmark. Further, there is no guarantee that an investor's account will meet or exceed the stated benchmark. Index performance information has been obtained from third parties deemed to be reliable. We have not independently verified this information, nor do we make any representations or warranties to the accuracy or completeness of this information.

Custom Time Periods: If represented on this report, the performance start date and the performance end date have been selected by your Financial Advisor in order to provide performance and account activity information for your account for the specified period of time only. As a result only a portion of your account's activity and performance information is presented in the performance report, and, therefore, presents a distorted representation of your account's activity and performance.

Net Deposits/Withdrawals: When shown on a report, this information represents the net value of all cash and securities contributions and withdrawals, program fees (including wrap fees) and other fees added to or subtracted from your accounts from the first day to the last day of the period. When fees are shown separately, net deposits / withdrawals does not include program fees (including wrap fees). When investment return is

displayed net deposits / withdrawals does not include program fees (including wrap fees). For security contributions and withdrawals, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts. Wrap fees will be included in this calculation except when paid via an invoice or through a separate accounts billing arrangement.

Dividends/Interest: Dividend and interest earned, when shown on a report, does not reflect your account's tax status or reporting requirements. Use only official tax reporting documents (i.e. 1099) for tax reporting purposes. The classification of private investment distributions can only be determined by referring to the official year-end tax-reporting document provided by the issuer.

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Disclosures applicable to accounts at UBS Financial Services Inc. (continued)

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Pricing: All securities are priced using the closing price reported on the last business day preceding the date of this report. Every reasonable attempt has been made to accurately price securities; however, we make no warranty with respect to any security's price. Please refer to the back of the first page of your UBS FS accounts statement for important information regarding the pricing used for certain types of securities, the sources of pricing data and other qualifications concerning the pricing of securities. To determine the value of securities in your account, we generally rely on third party quotation services. If a price is unavailable or believed to be unreliable, we may determine the price in good faith and may use other sources such as the last recorded transaction. When securities are held at another custodian or if you hold illiquid or restricted securities for which there is no published price, we will generally rely on the value provided by the custodian or issuer of that security.

Cash: Cash on deposit at UBS Bank USA is protected by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 in principal and accrued interest per depositor for each ownership type. Deposits made in an individual's own name, joint name, or individual retirement account are each held in a separate type of ownership. Such deposits are not guaranteed by UBS FS.

More information is available upon request.

Mutual Fund Asset Allocation: If the option to unbundle balanced mutual funds is selected and if a fund's holdings data is available, mutual funds will be classified by the asset class, subclass, and style breakdown of their underlying holdings. Where a mutual fund or ETF contains equity holdings from multiple equity sectors, this report will proportionately allocate the underlying holdings of the fund to those sectors measured as a percentage of the total fund's asset value as of the date shown.

This information is supplied by Morningstar, Inc. on a monthly basis to UBS FS based on data supplied by the fund which may not be current. Mutual funds change their portfolio holdings on a regular (often daily) basis. Accordingly, any analysis that includes mutual funds may not accurately reflect the current composition of these funds. If a fund's underlying holding data is not available, it will be classified based on its corresponding overall Morningstar classification. All data is as of the date indicated in the report.

Equity Style: The Growth, Value and Core labels are determined by Standard and Poor's using a price-to-book ratio methodology. The Growth, Value and Core labels are based on how a company's price-to-book ratio compares to the median price-to-book ratio for its industry based on the company's assigned Industry Sector. If the company's ratio is greater than or equal to the industry median, it is classified as a growth stock. If the company's ratio is less than the industry median, it is classified as a value stock. If a security includes both growth and value attributes, it is classified as a core stock. If price-to-book is not available or the industry's median is not available, this item will be Unclassified.

Equity Capitalization: Market Capitalization is defined as the number of shares outstanding times the market value. Equity securities are classified as Large Cap if they have a capitalization of 8 billion or above. Securities with capitalization between 1.8 and 7.9 billion are classified as Mid Cap. Securities with capitalization below 1.79 billion are classified as Small Cap. Unclassified securities are those for which no capitalization is available or applicable.

Equity Sectors: The Equity sector analysis may include a variety of accounts, each with different investment and risk parameters. As a result, the overweighting or underweighting in a particular sector or asset class should not be viewed as an isolated factor in making investment/liquidation decisions; but should be assessed on an account by account basis to determine the overall impact on the account's portfolio.

Classified Equity: Classified equities are defined as those equities for which the firm can confirm the specific industry and sector of the underlying equity instrument.

Estimated Annual Income: The Estimated Annual

Income is the annualized year to date per share dividends paid and multiplied by the quantity of shares held in the selected account(s).

Interest Rate Risk: Bonds are subject to market value fluctuations as interest rates rise and fall. If sold prior to maturity, the price received for an issue may be less than the original purchase price.

Effective Maturity: Effective maturity is the expected redemption due to pre-refunding, puts, or maturity and does not reflect any sinking fund activity, optional or extraordinary calls. Securities without a maturity date are left blank and typically include Preferred Securities, Mutual Funds and Fixed Income UITs.

Accrued Interest: Interest that has accumulated between the most recent payment and the report date may be reflected in market values for interest bearing securities.

Tax Status: "Taxable" includes all securities held in a taxable account that are subject to federal and/or state or local taxation. "Tax-exempt" includes all securities held in a taxable account that are exempt from federal, state and local taxation. "Tax-deferred" includes all securities held in a tax-deferred account, regardless of the status of the security.

Cash Flow: This Cash Flow analysis is based on the historical dividend, coupon and interest payments you have received as of the Record Date in connection with the securities listed and assumes that you will continue to hold the securities for the periods for which cash flows are projected. The attached may or may not include principal paybacks for the securities listed. These potential cash flows are subject to change due to a variety of reasons, including but not limited to, contractual provisions, changes in corporate policies, changes in the value of the underlying securities and interest rate fluctuations. The effect of a call on any security(s) and the consequential impact on its potential cash flow(s) is not reflected in this report. Payments that occur in the same month in which the report is generated -- but prior to the report run ("As of") date -- are not reflected in this report. In determining the potential cash flows, UBS FS relies on information obtained from third party services it believes to be reliable. UBS FS does not independently verify or guarantee the accuracy or validity of any information provided by third parties. Although UBS FS generally updates this information as it is received, the Firm does not provide any assurances that the information listed is accurate as of the Record Date. Cash flows for mortgage-backed, asset-backed, factored, and other pass-through securities are based on the assumptions that the current face amount, principal pay-down, interest payment and payment frequency remain constant. Calculations may include principal payments, are intended to be an estimate of future projected interest cash flows and do not in any way guarantee accuracy.

Expected Cash Flow reporting for Puerto Rico

Income Tax Purposes: Expected Cash Flow reporting may be prepared solely for Puerto Rico income tax purposes only. If you have received expected cash flow reporting for Puerto Rico income tax purposes only and are NOT subject to Puerto Rico income taxes, you have received this reporting in error and you should contact your Financial Advisor immediately. Both the Firm and your Financial Advisor will rely solely upon your representations and will not make the determination of whether you are subject to Puerto Rico income taxes. If you have received this reporting and you are NOT subject to Puerto Rico income taxes, the information provided in this reporting is inaccurate and should not be relied upon by you or your advisers. Neither UBS FS nor its employees provide tax or legal advice. You should consult with your tax and/or legal advisors regarding your personal circumstances.

Gain/Loss: The gain/loss information may include calculations based upon non-UBS FS cost basis information. The Firm does not independently verify or guarantee the accuracy or validity of any information provided by sources other than UBS FS. In addition, if this report contains positions with unavailable cost basis, the gain/(loss) for these positions are excluded in the calculation for the Gain/(Loss). As a result these figures may not be accurate and are provided for informational purposes only. Clients should not rely on this information in making purchase or sell decisions, for tax purposes or otherwise. Rely only on year-end tax forms when preparing your tax return. See your monthly statement for additional information.

Gain/Loss reporting for Puerto Rico Income Tax

Purposes: Gain/(Loss) reporting may be prepared solely for Puerto Rico income tax purposes only. If you have received gain/(loss) reporting for Puerto Rico income tax purposes only and are NOT subject to Puerto Rico income taxes, you have received this reporting in error and you should contact your Financial Advisor immediately. Pursuant to the Puerto Rico Internal Revenue Code (PRIRC) long-term capital gains are derived from the sale or exchange of capital assets held longer than six (6) months. For the purposes of this report only, long term gains and losses are represented by assets held for a period of more than six (6) months. Both the Firm and your Financial Advisor will rely solely upon your representations and will not make the determination of whether you are subject to Puerto Rico income taxes. If you have received this reporting and you are NOT subject to Puerto Rico income taxes, the information provided in this reporting is inaccurate and should not be relied upon by you or your advisers for purposes other than determining realized gain/loss for Puerto Rico income tax purposes. Neither UBS FS nor its employees provide tax or legal advice. You should consult with your tax and/or legal advisors regarding your personal circumstances.

Gain/Loss 60/40: Index options listed in this report may



Disclosures applicable to accounts at UBS Financial Services Inc. (continued)

be subject to IRS Tax Code - section 1256 categorizing them as broad-based index options. If so, the index may be eligible to be treated as 60% long term and 40% short terms for tax purposes. Please contact your tax professional to determine eligibility.

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Account changes: At UBS, we are committed to helping you work toward your financial goals. So that we may continue providing you with financial advice that is consistent with your investment objectives, please consider the following two questions:

- 1) Have there been any changes to your financial situation or investment objectives?
 - 2) Would you like to implement or modify any restrictions regarding the management of your account?
- If the answer to either question is "yes," it is important that you contact your Financial Advisor as soon as possible to discuss these changes. For MAC advisory accounts, please contact your investment manager directly if you would like to impose or change any investment restrictions on your account.

ADV disclosure: A complimentary copy of our current Form ADV Disclosure Brochure that describes the advisory program and related fees is available through your Financial Advisor. Please contact your Financial Advisor if you have any questions.

Important information for former Piper Jaffray and McDonald Investments clients: As an accommodation to former Piper Jaffray and McDonald Investments clients, these reports include performance history for their Piper Jaffray accounts prior to August 12, 2006 and McDonald Investments accounts prior to February 9, 2007, the date the respective accounts were converted to UBS FS. UBS FS has not independently verified this information nor do we make any representations or warranties as to the accuracy or completeness of that information and will not be liable to you if any such information is unavailable, delayed or inaccurate.

For insurance, annuities, and 529 Plans, UBS FS relies on information obtained from third party services it believes to be reliable. UBS FS does not independently verify or guarantee the accuracy or validity of any information provided by third parties. Information for insurance, annuities, and 529 Plans that has been provided by a third party service may not reflect the quantity and market value as of the previous business day. When available, an "as of" date is included in the description.

Investors outside the U.S. are subject to securities and tax regulations within their applicable jurisdiction that are not addressed in this report. Nothing in this report shall be construed to be a solicitation to buy or offer to sell any security, product or service to any non-U.S. investor, nor shall any such security, product or service be solicited, offered or sold in any jurisdiction where such activity would be contrary to the securities laws or other local laws and regulations or would subject UBS to any registration requirement within such jurisdiction.



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GRO
9072615900

UBS Client Review

as of April 2, 2013

Prepared for

COC - CT

Accounts included in this review

Account	Name	Type
UC 03542	• CT	• MAC Wrap
UC 03543	• CT	• Business Service Account
UC 04046	• CT	• MAC Wrap

What's inside

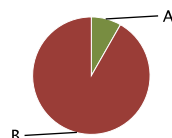
Portfolio review.	2
Important information about this report.	5

Portfolio review

as of April 02, 2013

Asset allocation summary

	Value on 04/02/2013 (\$)	% of portfolio
A Cash	418,453.48	8.26
Cash	418,453.48	8.26
B Fixed Income	4,647,733.00	91.74
US	4,524,078.90	89.30
International	123,654.10	2.44
C Equity	0.00	0.00
D Commodities	0.00	0.00
E Non-Traditional	0.00	0.00
F Other	0.00	0.00
Total Portfolio	\$5,066,186.48	100%



Rounding calculation may affect totals.
Balanced mutual funds are allocated in the 'Other' category

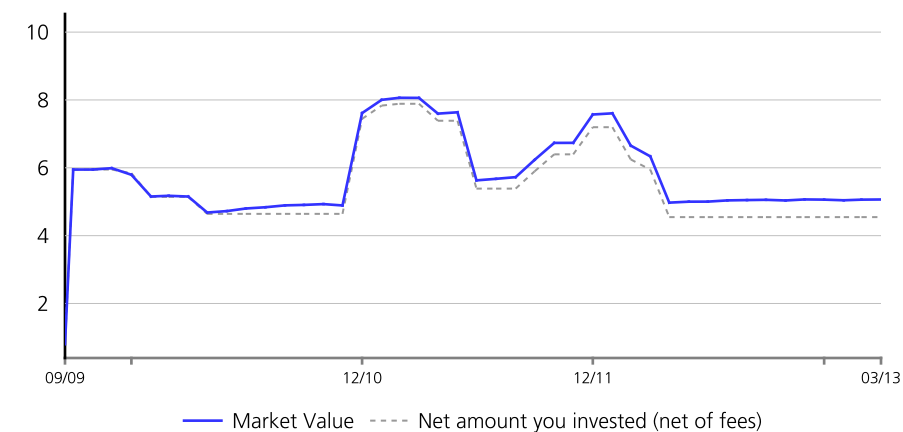
Portfolio value and investment returns

	Performance returns (annualized > 1 year)			
	2013 12/31/2012 to 03/31/2013	2012 12/31/2011 to 12/31/2012	3 Years 03/31/2010 to 03/31/2013	ITD 09/17/2009 to 03/31/2013
Opening value	5,061,769.65	7,570,835.68	5,152,193.36	800,000.00
Net deposits/withdrawals	-4,620.93	-2,670,410.10	-650,651.42	3,681,804.01
Div./interest income	23,503.65	103,457.25	304,485.19	328,511.53
Change in accr. interest	-1,007.62	-586.73	-17,415.95	7,901.32
Change in value	-13,900.34	58,473.55	277,133.24	247,527.56
Closing value	5,065,744.42	5,061,769.65	5,065,744.42	5,065,744.42
Net Time-weighted ROR	0.07	2.58	2.99	2.57

Net deposits and withdrawals include program and account fees.

Sources of portfolio value

\$ Millions



Portfolio review - as of April 02, 2013 (continued)

Summary of gains and losses

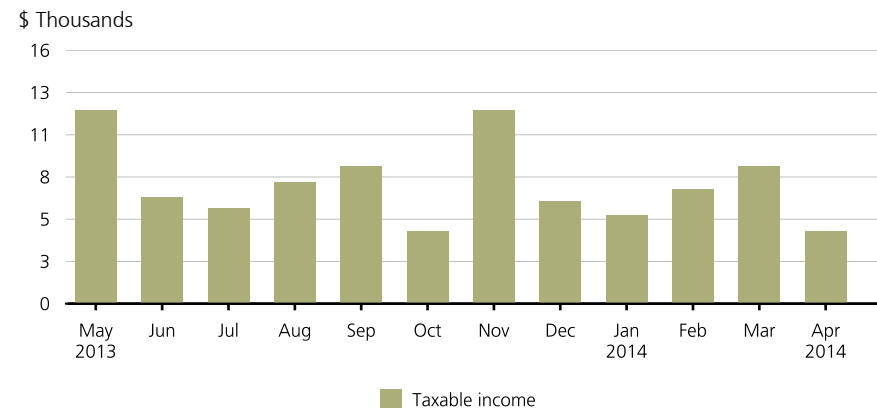
	Short term (\$)	Long term (\$)	Total (\$)
2012 Realized gains and losses	33,930.75	35,962.55	69,893.30
Taxable	33,930.75	35,962.55	69,893.30
Tax-deferred	0.00	0.00	0.00
2013 Year to date	-1,823.47	10,359.05	8,535.58
Taxable	-1,823.47	10,359.05	8,535.58
Tax-deferred	0.00	0.00	0.00

Equity sector analysis

Compared to S&P 500 index

	Value on 04/02/2013 (\$)	Actual (%)	Model (%)	Gap (%)
Consumer discretionary	0.00	0.00	11.43	-11.43
Energy	0.00	0.00	10.72	-10.72
Finance	0.00	0.00	15.55	-15.55
Health care	0.00	0.00	12.47	-12.47
Industrials	0.00	0.00	9.99	-9.99
Materials	0.00	0.00	3.38	-3.38
Staples	0.00	0.00	12.02	-12.02
Technology	0.00	0.00	18.09	-18.09
Telecommunications	0.00	0.00	2.92	-2.92
Utilities	0.00	0.00	3.43	-3.43
Total classified equity	\$0.00			
Unclassified securities	0.00			

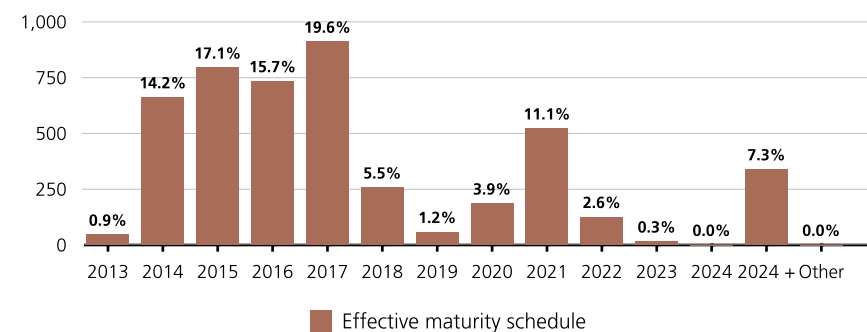
Expected cash flow


Total expected cash flow: \$90,613.66

Cash flows displayed account for known events such as maturities and mandatory puts.

Bond maturity schedule

\$ Thousands



Cash, mutual funds and some preferred securities are not included.

Past performance does not guarantee future results and current performance may be lower/higher than past data presented.

Report created on: April 03, 2013

Portfolio review - as of April 02, 2013 (continued)

Summary of performance by account

					Performance returns (annualized > 1 year)			
					2013 12/31/2012 to 03/31/2013	2012 12/31/2011 to 12/31/2012	3 Years 03/31/2010 to 03/31/2013	ITD 09/17/2009 to 03/31/2013
UC	Performance start date	Value on 03/31/2013 (\$)	% of portfolio					
UC 03542 CT•MAC Wrap•SAGE INT FIXED	Nov 05, 2009	1,994,053.13	39.36%	Net time-weighted	-0.01%	1.59%	3.51%	3.16%
Risk profile: Conservative								
Return objective: Current Income								
UC 03543 CT•Business Service Account	Sep 17, 2009	255,975.00	5.05%	Net time-weighted	0.01%	1.92%	-4.01%	-8.14%
Risk profile: Conservative								
Return objective: Current Income								
UC 04046 CT•MAC Wrap•SAGE INT FIXED	Feb 08, 2011	2,815,716.28	55.58%	Net time-weighted	0.15%	3.85%	N/A	4.48%
Risk profile: Moderate								
Return objective: Current Income and Capital Appreciation								
Total Portfolio	Sep 17, 2009	\$5,065,744.42	100%	Net time-weighted	0.07%	2.58%	2.99%	2.57%

					2013 12/31/2012 to 03/31/2013	2012 12/31/2011 to 12/31/2012	3 Years 03/31/2010 to 03/31/2013	ITD 09/17/2009 to 03/31/2013
Benchmarks - Annualized time-weighted returns								
CITI BIG CD 3Mth LOC					0.05%	0.30%	0.30%	N/A
US Treasury Bill - 3 Mos					0.02%	0.08%	0.09%	0.09%
BC Aggregate Bond Index					-0.12%	4.21%	5.52%	5.36%
BC Govt/Credit - 1-3 Yr					0.20%	1.26%	1.65%	1.80%
MSCI Emerging Mkts Equity					-1.92%	15.15%	0.80%	3.39%
MSCI EAFE					5.13%	17.32%	4.99%	4.64%
S&P 500					10.61%	16.00%	12.66%	13.94%
DJ UBS Commodity Index					-1.13%	-1.06%	1.42%	1.92%



Disclosures applicable to accounts at UBS Financial Services Inc.

This section contains important disclosures regarding the information and valuations presented here. This report presents information since December 31, 2002. This report does not include complete account activity or performance of your accounts before this date. All information presented is subject to change at any time and is provided only as of the date indicated. The information in this report is for informational purposes only and should not be relied upon as the basis of an investment or liquidation decision. UBS FS accounts statements and official tax documents are the only official record of your accounts and are not replaced, amended or superseded by any of the information presented in these reports.

UBS FS offers a number of investment advisory programs to clients, acting in our capacity as an investment adviser, including fee-based financial planning, discretionary account management, non-discretionary investment advisory programs, and advice on the selection of investment managers and mutual funds offered through our investment advisory programs. When we act as your investment adviser, we will have a written agreement with you expressly acknowledging our investment advisory relationship with you and describing our obligations to you. At the beginning of our advisory relationship, we will give you our Form ADV brochure(s) for the program(s) you selected that provides detailed information about, among other things, the advisory services we provide, our fees, our personnel, our other business activities and financial industry affiliations and conflicts between our interests and your interests.

Please review the report content carefully and contact your Financial Advisor with any questions.

The account listing may or may not include all of your accounts with UBS FS. The accounts included in this report are listed under the "Accounts included in this review" shown on the first page.

Client Accounts: This report includes all assets in the accounts listed and may include eligible and ineligible assets in a fee-based program. Since ineligible assets are not considered fee-based program assets, the inclusion of such securities will distort the actual performance of your accounts and does not reflect the performance of your accounts in the fee-based program. **As a result, the performance reflected in this report can vary substantially from the individual account performance reflected in the performance reports provided to you as part of those programs.** For fee-based programs, fees are charged on the market value of eligible assets in the accounts and assessed quarterly in advance, prorated according to the number of calendar days in the billing period. When shown on a report, the risk profile and return objectives describe your overall goals for these accounts. For each account you maintain, you choose one return objective and a primary risk profile. If you have questions regarding

these objectives or wish to change them, please contact your Financial Advisor to update your accounts records.

Performance: This report presents accounts activity and performance starting 12/31/02. For accounts opened prior to 12/31/02, this report does not include the complete account activity or performance of your accounts prior to that date. For consolidated reports, the Performance Start Date will be the earliest performance start date of any of the individual accounts selected for the consolidation time period. If an individual account's performance information is not available for a full reporting time period (month to date, quarter to date, year to date or performance to date), the individual's net of fee time weighted return will not be displayed. For consolidated accounts that include different account Performance Start Dates, the consolidated Additions/Withdrawals, Income Earned and Investment Appreciation/ Depreciation will include all activity that occurred during the consolidated reporting time period. Accounts that hold or held insurance products will be reported on from the month end date of when insurance and annuity activity could be obtained from the carrier.

Time-weighted Returns (prior to 10/31/2010): The report displays a time weighted rate of return (TWR) that is calculated using the Modified Dietz Method. This calculation uses the beginning and ending portfolio values for the month and weighs each contribution/withdrawal based upon the day the cashflow occurred. Periods greater than one month are calculated by linking the monthly returns. The TWR gives equal weighting to every return regardless of amount of money invested, so it is an effective measure for returns on a fee based account. All periods shown which are greater than 12 months are annualized.

Time-weighted Returns (after 10/31/2010): The report displays a time weighted rate of return (TWR) that is calculated by dividing the portfolio's daily gain/loss by the previous day's closing market value. All cashflows are posted at end of day. The TWR gives equal weighting to every return regardless of amount of money invested, so it is an effective measure for returns on a fee based account. Periods greater than one day are calculated by linking the daily returns. All periods shown which are greater than 12 months are annualized.

Money-weighted returns: Money-weighted return (MWR) is a measure of the rate of return for an asset or portfolio of assets. It is calculated by finding the daily Internal Rate of Return (IRR) for the period and then compounding this return by the number of days in the period being measured. The MWR incorporates the size and timing of cash flows, so it is an effective measure returns on a portfolio.

Annualized Performance: All performance periods greater than one year are calculated (unless otherwise

stated) on an annualized basis, which represents the return on an investment multiplied or divided to give a comparable one year return.

Cumulative Performance: A cumulative return is the aggregate amount that an investment has gained or lost over time, independent of the period of time involved.

Net of Fees and Gross of Fees Performance: Performance is presented on a "net of fees" and "gross of fees" basis, where indicated. Net returns do not reflect Program and wrap fees prior to 10/31/10 for accounts that are billed separately via invoice through a separate account billing arrangement. Gross returns do not reflect the deduction of fees, commissions or other charges. The payment of actual fees and expenses will reduce a client's return. The compound effect of such fees and expenses should be considered when reviewing returns. For example, the net effect of the deduction of fees on annualized performance, including the compounded effect over time, is determined by the relative size of the fee and the account's investment performance.

Benchmark/Major Indices: The past performance of an index is not a guarantee of future results. Any benchmark is shown for informational purposes only and relates to historical performance of market indices and not the performance of actual investments. The benchmark is not managed and does not reflect the deduction of any fees and expenses, which will lower results. Indices are not actively managed and investors cannot directly invest in indices. The portfolio's investment strategy is not restricted to securities in the benchmark. Further, there is no guarantee that an investor's account will meet or exceed the stated benchmark. Index performance information has been obtained from third parties deemed to be reliable. We have not independently verified this information, nor do we make any representations or warranties to the accuracy or completeness of this information.

Custom Time Periods: If represented on this report, the performance start date and the performance end date have been selected by your Financial Advisor in order to provide performance and account activity information for your account for the specified period of time only. As a result only a portion of your account's activity and performance information is presented in the performance report, and, therefore, presents a distorted representation of your account's activity and performance.

Net Deposits/Withdrawals: When shown on a report, this information represents the net value of all cash and securities contributions and withdrawals, program fees (including wrap fees) and other fees added to or subtracted from your accounts from the first day to the last day of the period. When fees are shown separately, net deposits / withdrawals does not include program fees (including wrap fees). When investment return is

displayed net deposits / withdrawals does not include program fees (including wrap fees). For security contributions and withdrawals, securities are calculated using the end of day UBS FS price on the day securities are delivered in or out of the accounts. Wrap fees will be included in this calculation except when paid via an invoice or through a separate accounts billing arrangement.

Dividends/Interest: Dividend and interest earned, when shown on a report, does not reflect your account's tax status or reporting requirements. Use only official tax reporting documents (i.e. 1099) for tax reporting purposes. The classification of private investment distributions can only be determined by referring to the official year-end tax-reporting document provided by the issuer.

Change in Accrued Interest: When shown on a report, this information represents the difference between the accrued interest at the beginning of the period from the accrued interest at the end of the period.

Change in Value: Represents the change in value of the portfolio during the reporting period, excluding additions/withdrawals, dividend and interest income earned and accrued interest.

Fees: Fees represented in this report include program and wrap fees. Program and wrap fees prior to October 1, 2010 for accounts that are billed separately via invoice through a separate account billing arrangement are not included in this report. Commissions are not included in the fees calculation.

Net of fees: When indicated, the information is shown net of fees and commission charges to your accounts for the time period shown. For example, if your accounts are charged an asset based fee during the month the report is produced, net of fees performance information would reflect the deduction of those fees. Please see your program documents regarding fee schedules.

Performance Start Date Changes: The Performance Start Date for accounts marked with a 'A' have changed. Performance figures of an account with a changed Performance Start Date may not include the entire history of the account. The new Performance Start Date will generate performance returns and activity information for a shorter period than is available at UBS FS. As a result, the overall performance of these accounts may generate better performance than the period of time that would be included if the report used the inception date of the account. UBS FS recommends reviewing performance reports that use the inception date of the account because reports with longer time frames are usually more helpful when evaluating investment programs and strategies. Performance reports may include accounts with inception dates that precede the new Performance Start Date and will show performance and activity information from the earliest



Disclosures applicable to accounts at UBS Financial Services Inc. (continued)

available inception date.

The change in Performance Start Date may be the result of a performance gap due to a zero-balance that prevents the calculation of continuous returns from the inception of the account. The Performance Start Date may also change if an account has failed one of our performance data integrity tests. In such instances, the account will be labeled as 'Review Required' and performance prior to that failure will be restricted. Finally, the Performance Start Date will change if you have explicitly requested a performance restart. Please contact your Financial Advisor for additional details regarding your new Performance Start Date.

Closed Account Performance: Accounts that have been closed may be included in the consolidated performance report. When closed accounts are included in the consolidated report, the performance report will only include information for the time period the account was active during the consolidated performance reporting time period.

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This information is supplied by Morningstar, Inc. on a monthly basis to UBS FS based on data supplied by the fund which may not be current. Mutual funds change their portfolio holdings on a regular (often daily) basis. Accordingly, any analysis that includes mutual funds may not accurately reflect the current composition of these funds. If a fund's underlying holding data is not available, it will be classified based on its corresponding overall Morningstar classification. All data is as of the date indicated in the report.

Equity Style: The Growth, Value and Core labels are determined by Standard and Poor's using a price-to-book ratio methodology. The Growth, Value and Core labels are based on how a company's price-to-book ratio compares to the median price-to-book ratio for its industry based on the company's assigned Industry Sector. If the company's ratio is greater than or equal to the industry median, it is classified as a growth stock. If the company's ratio is less than the industry median, it is classified as a value stock. If a security includes both growth and value attributes, it is classified as a core stock. If price-to-book is not available or the industry's median is not available, this item will be Unclassified.

Equity Capitalization: Market Capitalization is defined as the number of shares outstanding times the market value. Equity securities are classified as Large Cap if they have a capitalization of 8 billion or above. Securities with capitalization between 1.8 and 7.9 billion are classified as Mid Cap. Securities with capitalization below 1.79 billion are classified as Small Cap. Unclassified securities are those for which no capitalization is available or applicable.

Equity Sectors: The Equity sector analysis may include a variety of accounts, each with different investment and risk parameters. As a result, the overweighting or underweighting in a particular sector or asset class should not be viewed as an isolated factor in making investment/liquidation decisions; but should be assessed on an account by account basis to determine the overall impact on the account's portfolio.

Classified Equity: Classified equities are defined as those equities for which the firm can confirm the specific industry and sector of the underlying equity instrument.

Estimated Annual Income: The Estimated Annual

Income is the annualized year to date per share dividends paid and multiplied by the quantity of shares held in the selected account(s).

Interest Rate Risk: Bonds are subject to market value fluctuations as interest rates rise and fall. If sold prior to maturity, the price received for an issue may be less than the original purchase price.

Effective Maturity: Effective maturity is the expected redemption due to pre-refunding, puts, or maturity and does not reflect any sinking fund activity, optional or extraordinary calls. Securities without a maturity date are left blank and typically include Preferred Securities, Mutual Funds and Fixed Income UITs.

Accrued Interest: Interest that has accumulated between the most recent payment and the report date may be reflected in market values for interest bearing securities.

Tax Status: "Taxable" includes all securities held in a taxable account that are subject to federal and/or state or local taxation. "Tax-exempt" includes all securities held in a taxable account that are exempt from federal, state and local taxation. "Tax-deferred" includes all securities held in a tax-deferred account, regardless of the status of the security.

Cash Flow: This Cash Flow analysis is based on the historical dividend, coupon and interest payments you have received as of the Record Date in connection with the securities listed and assumes that you will continue to hold the securities for the periods for which cash flows are projected. The attached may or may not include principal paybacks for the securities listed. These potential cash flows are subject to change due to a variety of reasons, including but not limited to, contractual provisions, changes in corporate policies, changes in the value of the underlying securities and interest rate fluctuations. The effect of a call on any security(s) and the consequential impact on its potential cash flow(s) is not reflected in this report. Payments that occur in the same month in which the report is generated -- but prior to the report run ("As of") date -- are not reflected in this report. In determining the potential cash flows, UBS FS relies on information obtained from third party services it believes to be reliable. UBS FS does not independently verify or guarantee the accuracy or validity of any information provided by third parties. Although UBS FS generally updates this information as it is received, the Firm does not provide any assurances that the information listed is accurate as of the Record Date. Cash flows for mortgage-backed, asset-backed, factored, and other pass-through securities are based on the assumptions that the current face amount, principal pay-down, interest payment and payment frequency remain constant. Calculations may include principal payments, are intended to be an estimate of future projected interest cash flows and do not in any way guarantee accuracy.

Expected Cash Flow reporting for Puerto Rico

Income Tax Purposes: Expected Cash Flow reporting may be prepared solely for Puerto Rico income tax purposes only. If you have received expected cash flow reporting for Puerto Rico income tax purposes only and are NOT subject to Puerto Rico income taxes, you have received this reporting in error and you should contact your Financial Advisor immediately. Both the Firm and your Financial Advisor will rely solely upon your representations and will not make the determination of whether you are subject to Puerto Rico income taxes. If you have received this reporting and you are NOT subject to Puerto Rico income taxes, the information provided in this reporting is inaccurate and should not be relied upon by you or your advisers. Neither UBS FS nor its employees provide tax or legal advice. You should consult with your tax and/or legal advisors regarding your personal circumstances.

Gain/Loss: The gain/loss information may include calculations based upon non-UBS FS cost basis information. The Firm does not independently verify or guarantee the accuracy or validity of any information provided by sources other than UBS FS. In addition, if this report contains positions with unavailable cost basis, the gain/(loss) for these positions are excluded in the calculation for the Gain/(Loss). As a result these figures may not be accurate and are provided for informational purposes only. Clients should not rely on this information in making purchase or sell decisions, for tax purposes or otherwise. Rely only on year-end tax forms when preparing your tax return. See your monthly statement for additional information.

Gain/Loss reporting for Puerto Rico Income Tax

Purposes: Gain/(Loss) reporting may be prepared solely for Puerto Rico income tax purposes only. If you have received gain/(loss) reporting for Puerto Rico income tax purposes only and are NOT subject to Puerto Rico income taxes, you have received this reporting in error and you should contact your Financial Advisor immediately. Pursuant to the Puerto Rico Internal Revenue Code (PRIIRC) long-term capital gains are derived from the sale or exchange of capital assets held longer than six (6) months. For the purposes of this report only, long term gains and losses are represented by assets held for a period of more than six (6) months. Both the Firm and your Financial Advisor will rely solely upon your representations and will not make the determination of whether you are subject to Puerto Rico income taxes. If you have received this reporting and you are NOT subject to Puerto Rico income taxes, the information provided in this reporting is inaccurate and should not be relied upon by you or your advisers for purposes other than determining realized gain/loss for Puerto Rico income tax purposes. Neither UBS FS nor its employees provide tax or legal advice. You should consult with your tax and/or legal advisors regarding your personal circumstances.

Gain/Loss 60/40: Index options listed in this report may



Disclosures applicable to accounts at UBS Financial Services Inc. (continued)

be subject to IRS Tax Code - section 1256 categorizing them as broad-based index options. If so, the index may be eligible to be treated as 60% long term and 40% short terms for tax purposes. Please contact your tax professional to determine eligibility.

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Account changes: At UBS, we are committed to helping you work toward your financial goals. So that we may continue providing you with financial advice that is consistent with your investment objectives, please consider the following two questions:

- 1) Have there been any changes to your financial situation or investment objectives?
 - 2) Would you like to implement or modify any restrictions regarding the management of your account?
- If the answer to either question is "yes," it is important that you contact your Financial Advisor as soon as possible to discuss these changes. For MAC advisory accounts, please contact your investment manager directly if you would like to impose or change any investment restrictions on your account.

ADV disclosure: A complimentary copy of our current Form ADV Disclosure Brochure that describes the advisory program and related fees is available through your Financial Advisor. Please contact your Financial Advisor if you have any questions.

Important information for former Piper Jaffray and McDonald Investments clients: As an accommodation to former Piper Jaffray and McDonald Investments clients, these reports include performance history for their Piper Jaffray accounts prior to August 12, 2006 and McDonald Investments accounts prior to February 9, 2007, the date the respective accounts were converted to UBS FS. UBS FS has not independently verified this information nor do we make any representations or warranties as to the accuracy or completeness of that information and will not be liable to you if any such information is unavailable, delayed or inaccurate.

For insurance, annuities, and 529 Plans, UBS FS relies on information obtained from third party services it believes to be reliable. UBS FS does not independently verify or guarantee the accuracy or validity of any information provided by third parties. Information for insurance, annuities, and 529 Plans that has been provided by a third party service may not reflect the quantity and market value as of the previous business day. When available, an "as of" date is included in the description.

Investors outside the U.S. are subject to securities and tax regulations within their applicable jurisdiction that are not addressed in this report. Nothing in this report shall be construed to be a solicitation to buy or offer to sell any security, product or service to any non-U.S. investor, nor shall any such security, product or service be solicited, offered or sold in any jurisdiction where such activity would be contrary to the securities laws or other local laws and regulations or would subject UBS to any registration requirement within such jurisdiction.

To: Mayor and City Council
Through: Donald L. Moore, City Manager
From: Susie Herschleb, Parks and Recreation Director
Date: April 17, 2013

Dear Council and Mayor;

REVENUE:

Our revenue and attendance reports from both facilities should be fairly self-explanatory. We are happy to see an overall increase in revenue for the recreation department. I think that this is primarily because we are not shoveling as much snow in 2013; who needs a workout with accumulation like last year?!)

You will see a decrease in 'programs revenue' at the Recreation Center. This number is directly linked to **youth** programming. Please note that the youth pass fees changed last year. The fee for an annual pass increased slightly and all programming is now included. The revenue that you see in our report is a reflection of registration fees collected from youth who do not carry a pass. In other words; you can either pay a registration fee to participate or have a pass.

ATTENDANCE:

BIDARKI:

While there is a decline in participation in youth programming that is offered during the school year, there is a substantial increase in adult personal fitness and competitive fitness. I believe that the next Recreation Operations Leader should perhaps shift his/her focus from developing more youth programming (outside of basketball and volleyball) to developing a more organized approach to our adult programming. We should develop pass options linked to each adult competitive sport (volleyball, basketball, or dodge ball). We have a large number of people who only use our facility for these programs and they would benefit from this idea. We would benefit because I believe that many of the adults attending, participate without a pass.

POOL:

In January and part of February we had Kristin Boyle teach multiple swim lessons twice a week for 4 weeks. She taught 4 times a day and each lesson was 1 hour. Our attendance is much higher during the first quarter of 2013 as a result. Meghan was able to life guard for Kristen during the day and this increased the number of students that attend each lesson. Meghan must restrict the number of kids in her class if there is no life guard to assist her. We are also limited to the number of classes we can teach due to Meghan's workload. This is a good example of how a full time life guard would increase usage totals at the pool; and the more swimmers we create the better!

POOL MAINTENANCE UPDATE:

I reported to the P&R Commission and City Council in September 2012 that we noted issues with the liner of the filter tank and we would be draining in April 2013 to inspect the pool liner. We are very fortunate to have a

representative from Chester Pool Systems in Anchorage finishing up a different project this week. This Indiana based company is far from home when they visit this part of the country! This employee will skip over to Cordova prior to leaving Alaska to inspect the pool while it is dry.

We spotted water trapped beneath the pool liner just a few hours into draining. We sent pictures to Chester Pool last week; after viewing the pictures they admittedly had concerns. Currently we have two evacuation caps located in the deep end near the drains. These are designed to be opened and vacuumed out to remove any water that may become trapped between the liner and pool wall. We had no idea that this was meant to do while the pool is full! Yes that's right; a diver goes down with the pool vacuum! We mistakenly envisioned this to be done with the shop vac in a dry pool – we can say from experience that this really doesn't work well...

Chester will likely be installing more evacuation points for us to remove the water and certainly do their best to find the leak(s) and patch them. If you are visiting and feel a bubble below the liner let us know. We will likely schedule a diver annually or bi-annually to perform this task as preventative maintenance. We want to be very prudent in caring for our aluminum pool bottom at this point because we have removed all (6) of the sacrificial anodes that were used in our unlined pool to prevent corrosion.

We have noted a similar problem in our filter tank; there are 4 short sections of aluminum pipe leading from the filter tank to the valves that control the circulation system. We removed the 2 anodes from the filter tank after we lined it and those pipes became badly pitted after just 9 months of service. We will anchor an anode to the exterior of the tank and drop it into the tank to protect those pipes from further corrosion. Chester pool is going to design and build stainless liners for each of the pipes and send them to us to install. For now, we will use the anode and we have wire brushed and painted the interior of the pipes with pool paint. This should slow the corrosion process considerably and get us open on schedule.

We still have these projects to complete;

- Replace the filter assemblies blinded by the silicone that is being replaced around aluminum pipe fittings in the filter tank.
- Determine if we have a bad ballast or lamp burned out in UV unit. This is a good time for us to fix it – but we can fix this without being drained.
- Peterson Welding is fabricating the short corroded portion of the 6" return line. This has been held up a bit. The valve that leads to the heat exchanger loop that is attached to this section needs to be replaced. This should not keep us from opening on schedule (thanks to good planning!!).
- Office expansion is ongoing....(this likely will be functional but not completed prior to opening)

Please encourage those who have questions about pool maintenance to call me @ 424-7282. At times, I will admit that I have had to remind myself and my pool manager to take the time to properly educate the public about what is happening at the pool. Please understand that if we are not dispensing information quickly it is because we are focused on the work at hand.

Susan E. Herschleb

Director of Parks and Recreation for the City of Cordova.

City of Cordova - Parks and Recreation Dept.

Bidarki Rec. Center 1st Quarter 2013

1st Quarter Revenue 2013

	Month	Drop in	Passes	Programs	S.Cabin	Odiak	Other	Total
	Jan	\$ 287.00	\$ 2,740.00	\$ 40.00	\$ 135.00	\$ 1,429.04	\$ 100.00	\$ 4,731.04
	Feb	\$ 252.00	\$ 1,025.00	\$ 25.00	\$ 135.00		\$ 50.00	\$ 1,487.00
	Mar	\$ 257.00	\$ 2,250.00		\$ 395.00			\$ 2,902.00
2013	Total	\$ 796.00	\$ 6,015.00	\$ 65.00	\$ 665.00	\$ 1,429.04	\$ 150.00	\$ 9,120.04
2012	total	\$689	\$4,360	\$860	\$655			\$6,564

1st Quarter Attendance

Month	WR	Gym	TOT	Fit Class	Sauna	program	b ball	v ball	Total
JAN	892	356	91	180	49	350	100	100	2118
FEB	849	568	125	151	31		79	64	1867
MAR	814	641	126	139	52		75	60	1907
Total	2555	1565	342	470	132	350	254	224	5892

We have seen an early increase in memberships this year. This could be due to the fact that people are not completely exhausted from shoveling. Our daily fitness classes have seen an increase in participation along with a strong core of regular participants.

1st quarter programming consists of Iceworm revenue. This years event cost additional money due to facility rental fees and wages for officiating events.

Tot Time has become a very popular time on the schedule. Members and non-members enjoy this activity free of charge.

With the additional wear and tear on equipment and extra set up and clean up, a minimal fee for non members could be a future consideration.

City of Cordova - Parks and Recreation Dept.
Bob Korn Pool 01 Quarter 2013

01 Quarter Revenue 2013

Month	Drop in	Passes	Combo Passes	Rentals	Lessons	Other	Total
January	\$ 446.00	\$ 130.00	\$ 245.00		\$ 880.00		\$ 821.00
February	\$ 422.00	\$ 310.00	\$ 100.00		\$ 30.00		\$ 832.00
March	\$ 575.00	\$ 15.00					\$ 590.00
Total	\$1,443.00	\$ 455.00	\$ 345.00		\$ 910.00	\$ - \$ -	\$2,243.00

01 Quarter Attendance

Month	AM-Lap	Noon Lap	PM Lap	AM-Ex	PM-Ex	Lessons	Fam Open	Fri Open	Sat Open	Tot Swim	Total
Jan.	142	100	74	32	14	34	130	91	93	66	776
Feb.	150	90	122	18	24	27	93	74	75	72	745
Mar.	109	85	137	21	11	0	138	108	72	84	765
Total	401	275	333	71	49	61	361	273	240	222	2286

Memorandum

To: City Council, Donald Moore, Interim City Manager
From: Samantha Greenwood, City Planner
Date: 4/08/2013
RE: Quarterly Report, 1st Quarter 2013

The following is a summary of the activities the planning department has been involved in during the 1st quarter period.

- Samson plat is recorded, final resolution at this meeting, deed will be completed after resolution is passed
- Completed Chapter 8 and 14 with other staff members and will be effective May 1st
- Working on Chapters 4 personnel, Chapter 11 Ports and Harbor, Chapter 17 subdivisions and Chapter 19 Environment
- Land Sales for Nichols and Thai and Camtu will close by end of the month
- Working on Ski Hill contract and state requirements for subleases
- Working with Ski club on electrical charges
- Completed and have signed FAA contract for electric usage on Ski Hill
- Trident lease for tidelands in front of Trident south; Mobile Grid and Chamber leases renewed.
- Encroachment permit issued for residential property on Council
- Meet with Eyak Corporation to work on getting SLUP lots plated and recorded
- Got final survey on Heney trailer court encroachment land use contract signed and in place
- Hired new Assistant Planner- Shannon Joekey
- Addressing: Met with Chief Wintle and Dispatch Lead Nancy Gentry. Working through ALI/ANI database requirements. Also working on GIS requirements for 911.
- Worked with Agnew and Beck to get background information for South Fill meetings and set meeting time, place and dates.
- Hazard Mitigation plan has been approved by the State and has been forwarded to FEMA.
- Safe Routes to School Project: Application, Project Agreement and Project Documents have been accepted by Steve Soenksen.
- P&Z is reviewing the SRTS plans including a list of questions and concerns for the Engineer
- Prince William Sound Community College proposed lease is being reviewed by their Lawyers
- Worked with Harbor Master, Harbor Commission and P&Z on North Fill Ramp Plan and land availability.

Building Permits for 1st Quarter

- Two Residential remodels, two Commercial remodels and one tower installation and conditional use permit were issued in the first quarter.

MEMO, City of Cordova

To: Mayor and City Council

Through: Donald L. Moore, Interim City Manager

From: Jon K. Stavig, Finance Director

Date: April 10, 2013

RE: Quarterly Finance Department Report

Following are the traditional financial reports for the first quarter 2013.

The report consists of two pages. The first page is a fund summary for the general fund only. The period actual column only includes activity for the first three months of the 1st quarter; the ytd column includes all activity for the same period of time, essentially the same. The next column is budget column followed by the variance column, which is the difference between actual and budget.

The second page includes all funds including the enterprise funds. The format is the same as above. The period actual column includes activity for the first three months of the 1st quarter; the ytd actual column includes all activity for the same period of time, essentially the same. The next column is budget followed by variance, which is the difference between actual and budget.

The only real anomalies that are in the financial reports are in the revenue and expense for the Harbor & Port Project Fund # 602. This is a bit distorted due to incoming grant receivable and expenses that posted in 2013. All other funds seem to be tracking as they should this time of year, even the Harbor Fund #502, which while only at 7.9% of revenues ytd the revenue is up over last year. This also points out our seasonality that affects many of the City's funds.

In other news from the Finance Dept. we are anxiously anticipating the arrival of the audit team which is scheduled for the week of April 22nd. Also, sales tax collections will start coming in for the 1st quarter. This will be a true indicator of the community's winter economy.

All to report from the Finance Dept.

Respectfully submitted,

Jon K Stavig

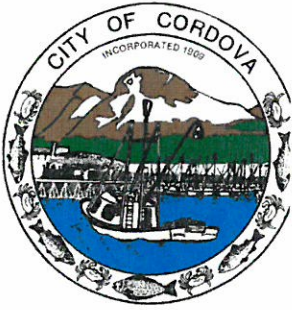
CITY OF CORDOVA
FUND SUMMARY
FOR THE 3 MONTHS ENDING MARCH 31, 2013

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	576,593.64	576,593.64	5,718,500.00	5,141,906.36	10.1
LICENSES & PERMITS	(5.00)	(5.00)	16,300.00	16,305.00	.0
OTHER GOVERNMENTAL	982,771.25	982,771.25	3,066,537.64	2,083,766.39	32.1
LEASES & RENTS	31,805.85	31,805.85	171,020.00	139,214.15	18.6
LAW ENFORCEMENT	87,065.79	87,065.79	333,900.00	246,834.21	26.1
D. M. V.	28,085.48	28,085.48	92,500.00	64,414.52	30.4
PLANNING DEPARTMENT REVENUE	840.00	840.00	29,000.00	28,160.00	2.9
RECREATION DEPT REVENUE	10,213.50	10,213.50	77,000.00	66,786.50	13.3
POOL REVENUE	6,058.50	6,058.50	34,200.00	28,141.50	17.7
SALE OF PROPERTY	.00	.00	6,500.00	6,500.00	.0
INTERFUND TRANSFERS IN	123,010.95	123,010.95	492,043.75	369,032.80	25.0
OTHER REVENUE	13,481.96	13,481.96	225,000.00	211,518.04	6.0
STATE DEBT SERVICE REIMBURSE	648,475.00	648,475.00	976,276.00	327,801.00	66.4
	<u>2,508,396.92</u>	<u>2,508,396.92</u>	<u>11,238,777.39</u>	<u>8,730,380.47</u>	<u>22.3</u>
<u>EXPENDITURES</u>					
CITY COUNCIL	1,457.17	1,457.17	23,000.00	21,542.83	6.3
CITY CLERK	58,231.00	58,231.00	240,999.77	182,768.77	24.2
CITY MANAGER	82,337.16	82,337.16	399,368.41	317,031.25	20.6
FINANCE	116,724.03	116,724.03	423,517.81	306,793.78	27.6
PLANNING DEPARTMENT EXPENSE	45,363.65	45,363.65	212,763.46	167,399.81	21.3
PLANNING COMMISSION	126.87	126.87	6,500.00	6,373.13	2.0
DEPARTMENT OF MOTOR VEHICLE	15,921.59	15,921.59	76,825.96	60,904.37	20.7
LAW ENFORCEMENT	179,992.73	179,992.73	892,295.09	712,302.36	20.2
JAIL OPERATIONS	43,541.25	43,541.25	231,298.95	187,757.70	18.8
FIRE & EMS	90,201.05	90,201.05	320,000.18	229,799.13	28.2
DISASTER MANAGEMENT DEPT.	.00	.00	7,500.00	7,500.00	.0
INFORMATION SERVICES	95,582.89	95,582.89	472,652.75	377,069.86	20.2
FACILITY UTILITIES	44,790.53	44,790.53	156,300.00	111,509.47	28.7
PW ADMINISTRATION	28,585.34	28,585.34	122,272.32	93,686.98	23.4
FACILITY MAINTENANCE	48,143.27	48,143.27	211,713.28	163,570.01	22.7
STREET MAINTENANCE	112,220.71	112,220.71	619,784.04	507,563.33	18.1
SNOW REMOVAL	6,431.75	6,431.75	79,650.00	73,218.25	8.1
EQUIPMENT MAINTENANCE	73,444.49	73,444.49	299,779.39	226,334.90	24.5
PARKS MAINTENANCE	12,331.95	12,331.95	103,904.25	91,572.30	11.9
CEMETERY MAINTENANCE DEPT.	.00	.00	8,275.00	8,275.00	.0
RECREATION - BIDARKI	81,616.19	81,616.19	406,073.52	324,457.33	20.1
POOL	71,396.68	71,396.68	284,467.98	213,071.30	25.1
SKI HILL	19,733.06	19,733.06	58,400.00	38,666.94	33.8
NON-DEPARTMENTAL	62,423.12	62,423.12	337,145.00	274,721.88	18.5
LONG TERM DEBT SERVICE	1,028,105.58	1,028,105.58	1,699,924.00	671,818.42	60.5
INTERFUND TRANSFERS OUT	978,592.00	978,592.00	978,592.07	.07	100.0
TRANSFERS TO OTHER ENTITIES	1,185,526.47	1,185,526.47	3,101,983.16	1,916,456.69	38.2
	<u>4,482,820.53</u>	<u>4,482,820.53</u>	<u>11,774,986.39</u>	<u>7,292,165.86</u>	<u>38.1</u>
	<u>(1,974,423.61)</u>	<u>(1,974,423.61)</u>	<u>(536,209.00)</u>	<u>1,438,214.61</u>	<u>(368.2)</u>

CITY OF CORDOVA
FUND SUMMARY
FOR THE 3 MONTHS ENDING MARCH 31, 2013

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
101 GENERAL FUND	2,508,396.92	2,508,396.92	11,238,777.39	8,730,380.47	22.3
104 CITY PERMANENT FUND	1,050,189.59	1,050,189.59	1,210,007.93	159,818.34	86.8
203 FIRE DEPT. VEHICLE ACQUISITION	7,408.94	7,408.94	10,000.00	2,591.06	74.1
205 VEHICLE REMOVAL/IMPOUND FUND	33,000.00	33,000.00	33,000.00	.00	100.0
401 GENERAL PROJ & GRANT ADMN	622,583.25	622,583.25	854,970.00	232,386.75	72.8
410 CHIP SEAL C.I.P.	50,000.00	50,000.00	50,000.00	.00	100.0
435 HOSPITAL REPAIR PROJECT	339,139.37	339,139.37	1,028,155.00	689,015.63	33.0
502 HARBOR ENTERPRISE FUND	81,654.68	81,654.68	1,037,570.41	955,915.73	7.9
503 SEWER ENTERPRISE FUND	150,275.19	150,275.19	731,830.00	581,554.81	20.5
504 WATER ENTERPRISE FUND	117,911.74	117,911.74	735,270.00	617,358.26	16.0
505 REFUSE ENTERPRISE FUND	176,402.98	176,402.98	942,625.00	766,222.02	18.7
506 ODIK CAMP PARK	1,429.04	1,429.04	61,167.25	59,738.21	2.3
602 HARBOR & PORT PROJECTS	869,754.34	869,754.34	103,235.00	(766,519.34)	842.5
603 SEWER PROJECTS	104,857.00	104,857.00	709,857.00	605,000.00	14.8
605 SOLID WASTE PROJECTS	284,000.00	284,000.00	1,506,000.00	1,222,000.00	18.9
654 LT2 COMPLIANCE PROJECT	.00	.00	3,605,000.00	3,605,000.00	.0
702 HARBOR FUND DEP'N RESERVE	75,000.00	75,000.00	75,000.00	.00	100.0
703 SEWER FUND DEP'N RESERVE	100,000.00	100,000.00	100,000.00	.00	100.0
704 WATER FUND DEP'N RESERVE	100,000.00	100,000.00	100,000.00	.00	100.0
705 REFUSE FUND DEP'N RESERVE FUN	75,000.00	75,000.00	75,000.00	.00	100.0
805 LANDFILL FUND	50,000.00	50,000.00	25,000.00	(25,000.00)	200.0
911 E-911 SPECIAL REVENUE FUND	1,484.78	1,484.78	.00	(1,484.78)	.0
	6,798,487.82	6,798,487.82	24,232,464.98	17,433,977.16	28.1
<u>EXPENDITURES</u>					
101 GENERAL FUND	4,482,820.53	4,482,820.53	11,774,986.39	7,292,165.86	38.1
104 CITY PERMANENT FUND	466,787.93	466,787.93	466,787.93	.00	100.0
401 GENERAL PROJ & GRANT ADMN	43,918.91	43,918.91	945,925.50	902,006.59	4.6
410 CHIP SEAL C.I.P.	.00	.00	50,000.00	50,000.00	.0
435 HOSPITAL REPAIR PROJECT	96,709.48	96,709.48	1,028,155.00	931,445.52	9.4
502 HARBOR ENTERPRISE FUND	292,639.49	292,639.49	1,037,570.41	744,930.92	28.2
503 SEWER ENTERPRISE FUND	261,783.46	261,783.46	731,830.00	470,046.54	35.8
504 WATER ENTERPRISE FUND	231,719.32	231,719.32	735,270.00	503,550.68	31.5
505 REFUSE ENTERPRISE FUND	317,121.40	317,121.40	942,625.00	625,503.60	33.6
506 ODIK CAMP PARK	4,586.15	4,586.15	57,255.25	52,669.10	8.0
602 HARBOR & PORT PROJECTS	154,217.00	154,217.00	103,235.00	(50,982.00)	149.4
603 SEWER PROJECTS	.00	.00	709,857.00	709,857.00	.0
605 SOLID WASTE PROJECTS	19,685.40	19,685.40	1,506,000.00	1,486,314.60	1.3
654 LT2 COMPLIANCE PROJECT	9,143.44	9,143.44	3,605,000.00	3,595,856.56	.3
702 HARBOR FUND DEP'N RESERVE	103,235.00	103,235.00	103,235.00	.00	100.0
703 SEWER FUND DEP'N RESERVE	104,857.00	104,857.00	104,857.00	.00	100.0
705 REFUSE FUND DEP'N RESERVE FUN	284,000.00	284,000.00	284,000.00	.00	100.0
	6,873,224.51	6,873,224.51	24,186,589.48	17,313,364.97	28.4
	(74,736.69)	(74,736.69)	45,875.50	120,612.19	(162.9)



City of Cordova
602 Railroad Ave.
P.O. Box 1210
Cordova, Alaska 99574
Phone: (907) 424-6100
Fax: (907) 253-6120
Email: policechief@cityofcordova.net
Web: www.cityofcordova.net

CITY OF CORDOVA

Office of Chief of Police

To: City of Cordova City Council
From: Chief of Police George Wintle
Subject: 1st Quarter 2013 Reports
Date: April 2, 2013

PATROL

The Cordova Police Department received a total 289 calls for service for during the 1st Quarter of 2013. From these calls for service a total of 34 investigative cases were generated and a total of 11 arrests were made.

From the month of January 2013 to through March 31st there were 21 citations issued, while 59 offenders were issued warnings for minor violations.

PERSONNEL

Chief Robert Griffiths resigned as Chief of Police for the City of Cordova effective February 2nd of 2013. The position was then filled by Officer George Wintle as acting Chief, until his official recruitment as the chief of police became effective on February 20, 2013. The Cordova Police department recruited a new officer by the name of Daniel Tompkins who accepted the position in early March of 2013. Officer Tompkins was scheduled to report to duty April the 2nd however; by the end of March, Mr. Tompkins decided he would not be joining the Cordova Police Department. Chief Wintle has continued with the recruiting process and is currently seeking new candidates for the two open positions. The Department welcomed the arrival of K-9 Sage who is now part of the K-9 unit for the City of Cordova specializing in locating drugs. K-9 Sage was assigned to Officer Zack Johns.

Dispatch:

Sage Holm, James Thorne, and Natalie Webb Completed FEMA training. Nancy Gentry, our lead dispatcher completed a three day Emergency training course which covered the Incident Command System 300 phase.

JAIL:

There were a total of 11 arrests made servicing a total of 18.75 days.

DMV:

Operations have continued to run smoothly at the DMV and we continue to receive compliments on the DMV staff. During the 1st Quarter, DMV was open for 41 days. Customers that were served had 489 transactions totaling \$24,567.60 of which \$17,493.60 was applied to the State of Alaska with the remaining \$7,073.40 being applied to the City of Cordova. The Current Schedule of operation for DMV as of March 1st is running on the summer hours of four days a week being Wednesday, Thursday, Friday and Saturday from 8-3:30pm

TRAINING:

During the first Quarter of 2013, Officer George Wintle completed the Alaska Police Standards Council training at the Department of Public Safety Academy located in Sitka, Alaska for recertification and is now currently certified in the State of Alaska. Chief of Police Wintle completed a three day course for Emergency Management (ICS 300) with our Lead Dispatcher Nancy Gentry at the City of Cordova Fire Department. Chief Wintle also completed on line courses in ICS 100 and ICS 200. Chief Wintle attended a 40 hour training course for the Sexual Assault Response Team which is being formed for the City of Cordova. Chief Wintle attended a 40 hour course for ICS (Incident Commander) training in Anchorage Alaska which is associated with disaster management. Officer Nate Taylor attended training in Anchorage for a Breath Test Supervisor Certification class. This allows Officer Taylor to oversee the Data Master instrument which is used in the taking of breath samples in DUI arrests. Officer Zack Johns will begin K-9 Training in Anchorage with K-9 Sage at the very beginning of the new quarter beginning April 15, 2013 in Fairbanks Alaska under the direction of the Alaska State Trooper Academy. The Department held its first Quarter meeting in which Chief Wintle spoke about his intentions and the changes he would like to make with the department as he takes on the role of Chief.

PROJECTS

With The arrival of our K-9 Sage, Officer Zack Johns vehicle had to be tailored to fit the needs of the K-9 animal. The Vehicle was fitted with a K-9 cage with proper supports and storage units to safely transfer K-9 Sage as well as insure his safety during traffic stops. This cage also separates the K-9 animal from any arrested individual who is being transported. The vehicle also received K-9 unit stickers for easier identification. The department received two new computers after having many issues with two out dated computers. These computers which did not include monitors were issued to Nancy Gentry our dispatch supervisor, and Jessica Hristov, the Chiefs Assistant. Within the department, the light fixture in our Admins' office was fixed and installed with new lights after the lights burned out causing a small slow burn that resulted in the aid of the the Fire department. Dispatch area received a new coat of paint which was painted by police dispatchers. The jail cell #1 in the police department also received a new coat of paint after the wall needed to be sanded and painted after an inmate carved into the wall. We have yet to begin the process of repairing the department's interview room door, which was also damaged by an inmate in December of 2012. Estimates for the work to repair and replace the door have been made. A new evidence locker in the squad room was installed by the Chief's Assistant along with cleaning up and reviewing our evidence room.

PUBLIC RELATIONS

Our officers are conducting business contacts in and around the community which include the Bidarki Center and the local bar establishments. These patrols insure safety and a reduction in criminal activity, as well as the opportunity to meet our local business owners. As a result of our Officers patrols and traffic stops being conducted in the community, the number of illegally parked cars has lowered without the action of having vehicles towed and impounded. Our officers participated in the Cordova Ice worm festival, providing traffic control and meeting with the public and community. Chief Wintle has joined with the Cordova Chamber of Commerce and attending their meetings. This will continue throughout the year as our busy time of year starts to ramp up.



Chief George Wintle
Cordova Police Department

To Mayor and City Council
 Through: Donald L. Moore, City Manager
 From: Tony Schinella, Harbormaster
 Date: April 17, 2013

RE: Quarterly Activity Report/Jan-Mar. 2013

Exclusive Slips Assigned	565 out of 700 Total Slips 80% Occupancy (as of 4/1/13)			
	Jan	Feb	Mar	Total
Vessels Charged Daily Rate	3	3	12	18
Vessels Charged Monthly Rate	0	0	0	0
Vessels In Impound Status	0	0	2	3
Vessel Lifts	3	1	4	8
Port Arrivals:				
Shoreside	1	0	1	2
Samson	2	1	1	4

Used Oil Collected (Jan-Dec 2013)	1500 Gals
Used Oil Collected (Jan-Mar 2013)	1500 Gals
Used Oil Delivered (Jan-Mar 2013)	7500 Gals

Vessels Towed	1
Vessels Pumped	1
Vessel Bilges Pumped	2
Vessel Sewage Tanks Pumped	0

GENERAL ACTIVITIES

- * Incinerate sorbents
- * Delivered used oil
- * Snow removal

During the first quarter of 2013 the harbor has conducted ten vessel lifts.

At this time we have four vessel performing maintenance in the Shipyard maintenance area.

The harbor staff is starting to see an increase the use of the harbors oil collection site, allowing the harbor staff to slowly start to deliver used oil to city facilities.

The Harbor department has received all the necessary parking and ramp stickers for the season and they are available at the harbor office.

The Harbormaster held two Public vessel auctions in the first quarter and had no responsive bidders for the property.

Title 11.32.070 states that the Harbor Commission shall recommend means for disposition of property to City Council.

The Harbormaster and Harbor Commission have drafted a recommendation for disposal of impounded property to the City Council. To be included in the 01 May 2013 City Council agenda.

Eagle Construction is on schedule to complete the North Ramp on 15 April 2013.

To: Mayor and City Council
Through Donald L. Moore, City Manager
From: Paul Trumblee, Fire Marshal
Date: April 17, 2013

CORDOVA VOLUNTEER FIRE DEPARTMENT

Quarterly Report

In this 1st quarter the Cordova Volunteer Fire Department responded to 29 calls for Fire, Rescue and EMS for a total of 193 member hours. Including the emergency calls, the volunteers of the fire department participated in the regular Thursday night meetings, public education and other activities for a total of 1936 member hours.

In the winter 12 new volunteers were taught 180 hour EMT 1 course by Joanie Behrends over a three month period, A week long ICS 300 to 8 students, a week long ICS training specific course for 7 students, a three day course for CPR Instructor Train the Trainer for 7 students.

This quarters training also included ladder training, code drills, avalanche training, company operations, ropes and knots, SAR procedures, basic fire fighter skills, air brakes class for new drivers, domestic violence awareness and infection control.

Please see attached detail monthly activity sheets attached for more information on fire department activities.

Monthly Activity 1-13

			Attendance	Hours	Total Man Hours
Date	Thursday Meetings				
1/3	Medic		10	1	10
1/3	Ladders		19	3	57
1/10	Charleston fire overview		31	3	93
1/17	Code drills		16	1.5	24
1/17	Engine inventory		18	3	54
1/24	Avalanche training drill		22	3	66
1/31	Company drills		14	4	56
	Total		130	18.5	360
Date	Public Education Taught				
12/4	First aid class		1	1	1
	Total		1	1	1
Date	Other Activities				
1/2	Driver training hours		1	1.5	1.5
1/11	Infection Control		12	2	24
1/12	Annual Fire Department Banquet		39	4.5	175.5
1/23	Driver training hours		1	1	1
1/23	EMT class practicals		3	3	9
1/23	EMT class practicals		1	4.5	4.5
1/23	Ambulance inventory		4	1	4
1/21	EMT class practicals		1	3.5	3.5
	Total		62	21	223
Date		Fire Runs			
1/7	13-01	Dark smoke in the hallway of Sunset View Appt	28	0.5	14
1/22	13-02	Highschool fire drill	2	0.5	1
1/23	13-03	Complaint of tires burning	1	0.5	0.5
1/29	13-04	Automated alarm at Ocean Beauty	20	0.5	10
		Total	51	2	25.5
Date		Amb. Runs			
1/1	13-001	Medical Transport	3	1	3
1/1	13-002	Man feeling weak	4	1.5	6
1/17	13-003	Medical Transport	3	1	3
1/24	13-004	Medical Transport	4	1.5	6
		Total	14	5	18
		Total hours for the month of January			627.5

Monthly Activity 2-13

			Attendance	Hours	Total Man Hours
Date	Thursday Meetings				
2/7	Ropes and knots		32	4	128
2/14	Business meeting		29	3	87
2/21	Inventory		16	1.5	24
2/21	EMS Jeopardy		17	2	34
2/28	Search and rescue/ R.I.T.		17	3	51
	Total		111	13.5	324
Date	Public Education Taught				
	Total		0	0	0
Date	Other Activities				
2/2	EMT I class prep		1	39	39
2/2	Iceworm parade		29	4	116
2/2	Stand-by for the survival suit race		3	1	3
2/2	EMT I class audit		1	6	6
2/7	EMT I class prep		1	38	38
2/9	EMT I class patient		1	1	1
2/9	Personnel organization		1	24.5	24.5
2/11	Clean M-8		1	2	2
2/16	EMT I class patient		4	2.5	10
2/20	EMT I class prep		1	40	40
2/22	EMT I class proctor		4	2	8
2/23	Personnel organization		1	15	15
	Total		48	175	302.5
Date		Fire Runs			
2/7	13-05	Stack fire	20	0.5	10
		Total	20	0.5	10
Date		Amb. Runs			
2/4	13-010	Medical Transport	3	1.5	4.5
2/8	13-011	Man bleeding	4	1.5	6
2/8	13-012	Medical Transport	3	1.5	4.5
2/8	13-013	Man with chest pain	3	1.5	4.5
2/9	13-014	Medical Transport	4	2	8
2/9	13-015	Woman fell	8	2	16
2/16	13-016	Panic attack	4	1	4
2/17	13-017	Abdominal pain	4	1.5	6
2/23	13-018	Medical Transport	3	1.5	4.5
		Total	36	14	58
		Total hours for the month of February			694.5

Monthly Activity 3-13

			Attendance	Hours	Total Man Hours
Date	Thursday Meetings				
3/7	Ambulance vitals		6	3	18
3/7	Basic firefighting		8	3	24
3/7	Air brake class		9	3	27
3/14	Business meeting		33	3	99
3/21	Domestic violence awareness		18	3	54
3/21	Rescue truck familiarization		11	1.5	16.5
3/28	Purple Thursday practice		16	3	48
3/28	AED practice		9	2	18
	Total		110	21.5	304.5
Date	Public Education Taught				
	Total		0	0	0
Date	Other Activities				
3/3	ICS 300 preparation and take down		3	10	30
3/4	ICS 300		5	20	100
3/7	Probationary firefighter check-off list		8	3	24
3/7	Budget meeting		3	2.5	7.5
3/11	Physical fitness		2	2	4
3/12	Probationary firefighter check-off list		5	2.5	12.5
3/14	Physical fitness		2	3	6
3/15	Physical fitness		7	1.5	10.5
3/17	Physical fitness		4	3	12
3/18	Physical fitness		5	1.5	7.5
3/19	Physical fitness		3	2	6
3/21	HazMat instructor recertification		1	24	24
3/28	Ambulance inventory		8	1	8
	Total		56	76	252
Date	Fire Runs				
3/1	Automated alarm at Ocean Beauty Seafoods		24	0.5	12
3/12	Automated alarm at Orca Adventure Lodge		19	0.5	9.5
3/13	Ocean Beauty Seafoods walk-through		3	2	6
3/14	Smoke alarm at Sunset View Appt		1	0.5	0.5
	Total		47	3.5	28
Date	Amb. Runs				
3/2	13-018	Medical Transport	3	1.5	4.5
3/3	13-019	Woman with hip pain	3	0.5	1.5
3/3	13-020	Man with Broken Arm	5	1	5
3/3	13-021	Medical Transport	4	1	4
3/12	13-022	Medical Transport	3	2	6
3/13	13-023	Medical Transport	3	1.5	4.5

3/15	13-024	Medical Transport	4	1	4
		Total	25	8.5	29.5
		Total hours for the month of March			614

To: Don Moore, City Manager
 CC: Historical Society
 From: Cathy Sherman, Museum Director/Assistant City Manager
1st Quarter Report 2013 – Cordova Museum



CORDOVA HISTORICAL MUSEUM:

- **Visitation:** 952 (January 243, February 484, March 225)
- **Exhibits:** Honour Elders – Mark Hoover; Ice worm Photo Show; Historic Photographs ‘from the attic’ – Cordova Historical Society
- **Programs:** ‘The Empress and the Windsor – Grand Old Edifices’
- **School Class Visits:** Cape St. Elias Lighthouse; Windsor Hotel and Empress Theatre
- **Ice worm Festival** – Staff sponsored Ice worm Cake Bake, Ice worm Cake Bake and Flag Raising
- **Off-Site Storage:** After being gifted with free storage space for many, many years by Cordova Electric Cooperative, the Historical Society was asked to move the off-site collection to a new location during this quarter. The move was accomplished in one week spearheaded by Curator Denis Keogh with the huge assistance of AML and Historical Society volunteers. The collection is now stored in the basement of the hospital in room B1.
- **Museum Exhibit Design:** Staff and volunteers continue to work on the design of the new exhibit space for the museum. CHS received a grant from the Alaska State Museum for this work. The committee meets weekly and recently chalked in the floor lines/walls in the new space. A public program to unveil the new design is scheduled for June.
- **Collection Management** – Curator Denis Keogh began finalizing all loan paperwork for 2013 which included returning two loaned artifacts to Chugach Heritage Foundation for exhibit and use at spirit camp at Nukhek.
- **Fish Follies** – Prospectus released. Opening Reception scheduled for June 12
- **100th Anniversary of Alaskan Aviation** – Staff worked with statewide coordinators to finalize plans for event on May 8, 9 and 10.
- **Research Requests** – Assisted with research for US Forest Service, Native Village of Eyak, Pioneers of Alaska, numerous individuals request for family member research.
- **Exhibit Repairs** - Curator Denis Keogh worked on revamping the exhibit of the bear gut parka to add a layer of protection between the visitors and the artifact without detriment to the viewing experience. Research on gut garment care and conservation continues.

MEMORANDUM

TO: CITY COUNCIL, Through
CITY MANAGER
FROM: Laura Cloward, Information Services Director
DATE: April 8, 2013
SUBJECT: Q1 2013 Department Report

This memo summarizes that activities and accomplishments of the Information Services Department (Information Technology and Marketing) during the first quarter of 2013.

Advertising

Sixty-seven (67) total advertisements were placed in The Cordova Times during the quarter, equivalent to 17 pages of content. Topics includes Requests for Proposal, Invitations to Bid, Job Openings, Legal Notices, Promotional Marketing, "Atta-Boys"/Thanks, and General Information for public.

Web Site

The redesigned City Web Site was brought online at the very end of January. The site is structured to work well with tablet computers and cell phones; each page will re-size to be readable on the device used.

The most significant revision was to re-structure the content to be user-focused, rather than department-focused. City staff are able to update their own content, add meetings to the public calendar, and submit new articles. New pages can be developed for key projects, as well, for example, the South Fill Commercial area.

The site is very adaptable, and we are always looking for feedback.

IT (Network and Systems)

The City has completed the first quarter TotalCare Support contract with Arctic IT (AIT). The contract provides remote and quarterly onsite service for 65 workstations and 3 servers at 11 distinct sites within the City (Bidarki, Pool, Harbor, City Hall, Police Department, Library, Museum, City Shop, Water, Eyak Treatment Facility, and the Baler.) The quarterly business review with AIT highlighted the following:

- Based on phone surveys completed on closed cases, AIT is reporting a 100% satisfaction rate with TotalCare support and services.
- During the quarter, AIT installed over 1,800 windows updates to our systems, and responded proactively to 23 issues flagged automatically through their alert system.
- During a 30-day period, AIT removed 84 malware and virus threats as part of the continuous anti-virus scanning.
- Seven aged workstations were replaced, upgrading the users to Windows XP or 7, and Office 2010. Future replacements are being considered as part of an overall technology plan.

- Future projects include cleaning up old files on the network server; developing a solid IT policy for users; restructuring the network to streamline file access, ensure reliable backup and retention and increase efficiencies in sharing information between departments and staff members.
- The following graphic summarizes the trouble tickets managed during the period.



Reporting period: 1/1/2013 – 3/25/2013



CORDOVA CENTER

First Quarter Report 2013

The Cordova Center project is a multi-use facility designed to meet LEED specifications and answer a number of needs for the community of Cordova. It will house the Cordova Public Library, the Cordova Historical Museum as well as the administrative offices for the municipality. In addition there will be spaces for a 200 seat auditorium, conference and meeting room spaces and educational rooms for use by community and other groups.

The total project cost is approximately \$25.5 million, \$18.8 of which has been secured. The funding plan is broad based with many sources including Federal, State and Municipal dollars as well as Foundations and Corporate contributors, local fund raising and grants.

The project has been broken down into two phases. Phase I will complete the exterior shell of the facility and at this time date is 99%. Phase II is set to begin as funds allow and will include all the finish trades to complete the facility with an anticipated opening in 2014.

Phase I:

On site construction by Dokoozian Construction is done, but lingering issues to reach substantial completion include: identified window leaks; atrium sill leak and radiant floor mapping. Forensic testing on the windows by a third party entity is currently scheduled for April 2013.

Phase II:

Preparations for Phase II are nearly complete. Dawson Construction has completed budget estimates for a four phase – twelve month construction project. Review of documents for constructability and completeness are complete. Final signed sets are being reviewed by the Fire Marshall.

A funding plan for the remaining portion of the project are being updated and a timeline is being constructed.

Cordova Center Committee was reactivated and members appointed at August 1, City Council meeting. Goals for CC Committee as follows:

- **Complete Cordova Center Business Plan**
 - Establish Use Policy and Rental Fees – **In process, complete 2nd qtr**
 - Establish Marketing Plan – **RFP released 2nd qtr**
 - Finalize MOU's with user groups – **To be completed 4th qtr 2013**
 - Finalize Organizational Chart and Position Descriptions – **Completed**
- **Oversight of Timeline and Schedules**
 - Phase II Construction Schedule - **Completed**
 - Phase II Funding Timeline – **In process**
 - Marketing and Promotional Schedule – **2nd qtr 2013**
 - Grand Opening Celebration Plan
- **Funding**
 - Complete Funding Plan for Phase II – **Underway 1st qtr 2013**
 - Oversight of Corporate Funding portion – **Begins 2nd qtr 2013**
 - Oversight of Local Fundraising portion- **Begins 2nd qtr 2013**
 - Oversight of In-Kind Donations - **Ongoing**
 - Oversight of Donor Database - **Ongoing**

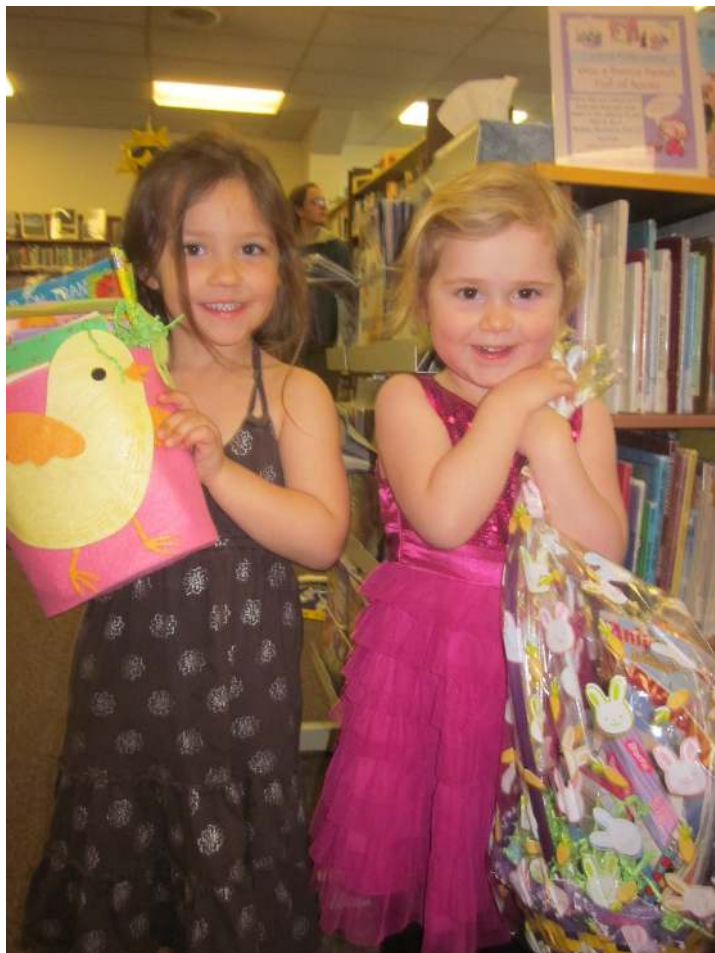


Cordova Center Main Street Entrance with Northern Lights
Photo by Mary Little

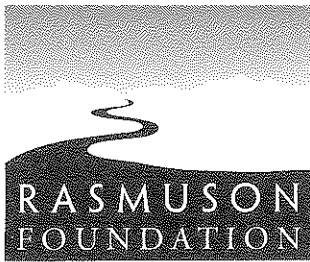
From: *Miriam Dunbar, Library Director, Cordova Public Library*

- Visitation: 4134
 - Interlibrary Loans: 63
 - Internet Use: 1223 sessions
 - Materials Added: 322
 - Circulation: 2610
 - Listen Alaska: 303 checkouts
 - Wifi Use: 818 sessions
 - Materials Deleted: 689
- **Staff** continued heavily weeding the Adult Fiction. 72 boxes of discarded books have been sent to Better World Books for them to sell or give to communities that need books.
 - **February Family Fun Night** was attended by 30 patrons, and all seemed to be having a great time. Children and adults enjoyed Zombie bowling, cupcake decorating, and making valentines.
 - **Storytime for Little Ones** attendance is continuing to increase. It is twice a week and includes reading aloud, art and puppets.
 - **After school Art** is also going well. It is also twice a week and students in grades 3rd through 7th grade create art projects in many different mediums.
 - **Outreach to Senior Citizens** is continuing with positive results. Library materials are being brought to nine CCMC for the residents to enjoy each week.
 - **OWL Project** videoconferencing equipment has been set up. We will have an OWL Launching demonstration in late April.
 - **ListenAlaska**, the online service for audio and e-books to which we subscribe, has been made even more user-friendly. Daily circulation for the program hit an all time high of 650 check-outs for Alaska on March 11, 2013.
 - **Library Board** met on March 18, 2013. Next meeting is set for June 10, 2013.
 - **Bunny Book Baskets** were won by 6 lucky children on March 29. All other children at the drawing were given colorful tee shirts.

Right— decorating cupcakes at he February Family Fun Night. Below— Miriam Dunbar and Linda Brown distributing books to residents at CCMC.



Above— videoconferencing equipment provided by the OWL project. Left— two happy winners of our Bunny Book Baskets.



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907.297.2770 *fax*
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www.rasmuson.org

March 28, 2013

The Honorable Jim Kacsh
Mayor
City of Cordova
P.O. Box 1210
Cordova, AK 99574

Dear Mayor Kacsh:

Thank you for your letter of inquiry regarding a project to support the construction of the Cordova Community Center. I am pleased to inform you that Rasmuson Foundation is interested in further considering your project and invites you to submit a full Tier 2 proposal for up to \$750,000.

Please submit your proposal when project plans are far enough along to make a competitive application. However, to be considered at the June 2013 board meeting, the full proposal needs to be received by Monday, April 15, 2013.

If more than 12 months elapse and the full proposal is not yet ready to be submitted, this invitation will automatically be withdrawn. A new letter of inquiry would need to be submitted in order to start the project review process again.

Please go to www.rasmuson.org/secure/ using the username "Application" and password "RF10T2" for access to full proposal materials. Both the username and password are case sensitive. In preparing your proposal, submit a fully itemized project budget, detailing whether funding is secured or pending. Please include the request ID number 7356 in your proposal.

The guidelines on the web site explain a format required for the presentation of nonprofit financial statements. This format provides critical information needed in the decision making process – both for the applicant and the Foundation. The Foundation recognizes that city government financial reporting may vary from this format. Previously audited financial statements obtained by the city are completely acceptable.

This determination of interest does not guarantee that a grant will be awarded. We encourage you to continue to seek other funding to ensure you have adequate resources to accomplish your project. Once your proposal has been received, it will be scheduled for board review.

BOARD of
DIRECTORS
Edward B. Rasmuson
Chairman
Jeff Cook
Adam Gibbons
Lile R. Gibbons
Matt Hirschfeld
Linda Leary
Anthony Mallott
Cathryn Rasmuson
Judy Rasmuson
Aaron Schutt
Natasha von Imhof

PRESIDENT
Diane Kaplan

If you have questions regarding the application process, please do not hesitate to contact Jayson Smart at (907) 297-2882 or by e-mail at jsmart@rasmuson.org.

We look forward to learning more about your project.

Best regards,

A handwritten signature in black ink, appearing to read 'Diane Kaplan', written over the printed name.

Diane Kaplan
President

Planning Commission Members
Harbor Commission Members
City Council Members
City Manager
Public Works Director
Honorable Mayor

North Fill Development

Dear All,

Linda and I will be out of town on April 9th when the Commissions have planned an onsite meeting to discuss the North Fill. We regret not being able to attend in person and hope this letter will serve to express our thoughts pertaining to this development area.

Please allow us to share some facts and observations regarding the vacant land on the North Fill. We have invested in and observed the use of this property more than anyone else in Cordova for the past 24 years.

- 1) Thirty five years ago the Federal Government built the North and South Fill at no cost to the City and the City has been profiting off this land through sales of land, property taxes, city services and sales taxes ever since. That was the intention of the investment by the Feds.
- 2) A condition of this Grant money from the Feds was for the City to develop the property by selling it and creating taxes and jobs. It was never intended the city keep the land for itself or to hold it for 35 years in anticipation of a need.
- 3) Development makes money for the citizens and the empty lots on the North Fill are not producing much of anything, even in the summer they only produce a small amount, for a short time. This prime land isn't generally used by the local fleet. It gets used in the summer because it is extremely cheap or free for those who take their money elsewhere. Where are all these trailers now and why must they be parked on the City's most prime land in the summer?
- 4) The City should not be in the storage business and competing with private businesses that also have a great deal of boat and trailer parking available.
- 5) Private business can and will best use and develop this land including parking boats and trailers but private business has never been given the opportunity as was intended by the initial land use covenants the Feds established for this land.
- 6) In the original usage guidelines for the Fill Areas several types of business were mentioned and none were deemed more important or preferred over the other, but now the Harbor Commission is proclaiming there is only one good use for these 6 lots.
- 7) Though the new float may bolster some additional use, the ramp has been there for 30 years and very few boats ever use it. This is not a convenient place for haul-out because it takes two people to launch or retrieve a boat and still will after the float is built. There is no harbor or stores nearby, so they will still favor the South Fill.

- 8) The new float will be a liability for the City, an accident and lawsuit waiting to happen because it is completely exposed to all the wakes from the boats running to and from the fuel dock. This float will most likely be bouncing up and down to much to walk on much of the summer and especially when the fisherman who would use the ramp are in town.
- 9) The two lots at the top of the North Fill ramp have been encumbered for various reasons for many years. They are apparently available now to the harbor for parking boats and trailers and by themselves probably meet any new demand the ramp will cause, but this fact has been all but ignored in discussions of this area.
- 10) There is some development the City could do in the area that would better things for the fleet. The lots at the top of the ramp would be the most logical and most used and should be developed with water and electric outlets along the North boundary. All 4 remaining lots are not needed for this development.
- 11) The Mission of the City is to work with and for its citizens, not to bolster its own enterprises. Getting business to invest in our community is very difficult and risky at best for any business, they should not be discouraged.
- 12) Businesses donate tens of thousands of dollars to the community each year above and beyond what they pay and collect in taxes. I personally approve \$8 / month in donations to the schools, the city etc.
- 13) At this time there are no less than 7 investors I am aware of sitting on land and performance bonds, 5 of them are on the South Fill alone. Some of those are already subject to action by the City or will be very soon. This would indicate to us past performance might be a very good indicator of future performance.
- 14) There is a substandard lot on the North Fill that was of no apparent use to the city in the past 35 years and that could produce \$60k in revenue the first year, if sold and \$8-10k in revenue in subsequent years.

Approximately 150 days ago the Harbor Commission was given 90 days to come up with a usage plan for the remaining 6 undeveloped lots in North Fill Development Park. The fact no practical comprehensive plan has been submitted indicates, there is no practical comprehensive plan and the need for all of the land in question is not real.

We humbly request lot 3-A (less than ¼ acre) be freed up for development. Once built on it will never be missed as indicated by lack of any future plans or past needs of the City, but it will be producing revenue and much needed services for the citizens.

Thank you for your attention to this issue.

Paul and Linda Kelly

**CITY OF CORDOVA, ALASKA
RESOLUTION 04-13-18**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA, AUTHORIZING DON MOORE, INTERIM CITY MANAGER; CATHY SHERMAN, ACTING CITY MANAGER; SUSAN BOURGEOIS, CITY CLERK; JAMES KACSH, MAYOR; DAVID REGGIANI, VICE-MAYOR; AND SAMANTHA GREENWOOD, CITY PLANNER, TO SIGN CHECKS, VOUCHERS, NOTES, OTHER DOCUMENTS AND HAVE ACCESS TO THE SAFE DEPOSIT BOX AS AUTHORIZED BY THE CITY COUNCIL.

WHEREAS, it is necessary to authorize **Don Moore**, Interim City Manager; **Cathy Sherman**, Acting City Manager; **Susan Bourgeois**, City Clerk; **James Kacsh** Mayor; **David Reggiani**, Vice-Mayor; and, **Samantha Greenwood**, City Planner, to sign checks, vouchers, notes, other documents and have access to the safe deposit box as authorized by the City Council and the Municipal Charter.

NOW, THEREFORE, BE IT RESOLVED that **Don Moore**, Interim City Manager; **Cathy Sherman**, Acting City Manager; **Susan Bourgeois**, City Clerk; **James Kacsh**, Mayor; **David Reggiani**, Vice-Mayor; and **Samantha Greenwood**, City Planner, are hereby authorized to sign checks, vouchers, notes, other documents and have access to the safe deposit box as authorized by the City Council and Municipal Charter; and

FURTHER BE IT RESOLVED, that all prior resolutions authorizing city officers to sign checks, vouchers, notes and other documents are hereby repealed.

PASSED AND APPROVED THIS 17th DAY OF APRIL, 2013.

James Kacsh, Mayor

ATTEST:

Susan Bourgeois, City Clerk



CITY OF CORDOVA

Office of City Manager

To: Mayor and City Council
From: Donald L. Moore, Interim City Manager
Subject: **CT Scanner Installation Design Project**
Resolution 04-13-19
Date: April 17, 2013

The Health Services Board and CCMC have had several discussions concerning the need for a CT scanner at the medical center.

The installation of such an item of specialized equipment in an active medical facility will require special technical and protective considerations that must be addressed in the design documents. This design should be done by consultants experienced in working with medical equipment and facilities.

Spark Alaska, LLC is the firm recommended by Providence Health & Services as having experience in delivering Architectural design services for projects of this nature in medical facilities.

Resolution 04-13-19 approves the expenditure of \$28,407 to contract with Spark Alaska, LLC to provide professional design services for the building modifications necessary to install a CT Scanner at the CCMC.

This approval and award will allow Spark to complete the documents through 35% design. To continue the project through to 100% completion will require approval of an additional \$53,965. The concept design will be completed eight weeks after Notice-To-Proceed.

**CITY OF CORDOVA, ALASKA
RESOLUTION 04-13-19**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA
APPROVING THE EXPENDITURE OF \$28,407 FROM THE FY 2013 BUDGET
RESOLUTION 12-12-48 LINE ITEM HOSPITAL EQUIPMENT FOR PROFESSIONAL
DESIGN SERVICES FOR THE NECESSARY BUILDING MODIFICATIONS TO
ACCOMMODATE THE FUTURE PURCHASE AND INSTALLATION OF A CT SCANNER
AND AWARDED A PROFESSIONAL SERVICES CONTRACT TO SPARK ALASKA, LLC
TO PROVIDE THE CONCEPT DESIGN DOCUMENTS FOR THE CT SCANNER PROJECT**

WHEREAS, The City Council and the City of Cordova Community Medical Center (CCMC) have had several discussions concerning the need to procure a CT scanner; and

WHEREAS, the purchase and installation of a CT scanner at Cordova Community Medical Center would benefit the citizens of Cordova through increased diagnostic capability that could allow patients to receive treatment in Cordova and reduce the need to leave Cordova to receive these services; and

WHEREAS, the installation of a CT scanner requires careful planning including professional design services for building modifications and cost estimates necessary to the installation of a major item of specialized equipment in an active Health Facility; and

WHEREAS, Spark Design, LLC of Anchorage, Alaska has experience in delivery of Design Services for installation of medical equipment in active health facilities; and

WHEREAS, Spark Design, LLC has proposed to provide the necessary design services for the CCMC CT scanner project in a two stage process which will produce the 35% drawings in the first stage of the project for the amount of \$28,407; and

WHEREAS, the second stage of the design services will complete the design and provide 100% drawings for the amount of \$53,965.

NOW THEREFORE BE IT RESOLVED THAT the City Council of the City of Cordova hereby approves the expenditure of \$28,407 from the FY 2013 budget for design services and cost estimates for necessary building modifications to accommodate the purchase and installation of a CT scanner at the Cordova Community Medical Center; and

BE IT FURTHER RESOLVED THAT a professional design services contract is herewith awarded to Spark Alaska, LLC in the amount of \$28,407 to deliver the Concept Design and 35% drawings for the CT Scanner project.

PASSED AND APPROVED THIS 17th DAY OF APRIL, 2013

James Kacsh, Mayor

Attest:

Susan Bourgeois, City Clerk

City of Cordova
Fiscal Note

Date:

Agenda Date:

Amount: \$25,407	Subject: Concept Design Services for CT Scanner at CCMC
Fiscal Impact: Yes No X	
Budgeted: Yes No X	Resolution/Ordinance Resolution
From Account#: FY 2013 Budget 12-12-48 #401-802-55100	
To Account#:	
Prepared by: City Manager	

Expenditures	FY 2013	FY 2014	FY 2015
Contractual	\$25,407		
Supplies			
Equipment			
Travel			
Land/Structure			
Grants			
Misc. Travel, reimbursables at cost +10%	\$3,000		
	FY 2013	FY 2014	FY 2015
Revenue			
Funding Source	FY 2013	FY 2014	FY 2015
General Fund	\$28,407		
State/ Federal Grants			
Other			

Additional Information

This expenditure will award a contract to Spark Alaska, llc to provide design services for the installation of a CT Scanner in CCMC. The Design will be delivered in 2 stages. The first stage will deliver 35% Design drawings and the second stage will complete the design. The action of this resolution will award a contract for the first stage work only. Stage 2 of will provide 100% design documents and will require an additional \$53,965 +reimbursable costs.

Memo

TO: Mayor and City Council
THROUGH: Don Moore, City Manager
CC: Susan Bourgeois, City Clerk
FROM: Cathy Sherman, Assistant City Manager
RE: Cordova Center Phase II Prep Budget
Date: April 9, 2013

Attached is a Resolution requesting an appropriation of funds for the Cordova Center project. These funds will be used for the following tasks in preparation for the start of Phase II

- McDowell Group
 - Prepare a *Small Convention Market Assessment, 2013 Update* for the Cordova Center
- Foraker Group
 - Review Cordova Center Business Plan
- Alaska Energy Engineering, LLC
 - Update of the Proforma
 - Estimates of projected Expenses and Revenues, Energy Use
- Marketing Plan
 - RFP for Contract for Marketing Plan and Deliverables
- Capital Campaign
 - Grant searches, grant writing assistance
 - Fund-raising Expenses
 - Printing/Supplies

If you have additional questions or need more detail than has been provided, please let me know.

**CITY OF CORDOVA, ALASKA
RESOLUTION 04-13-21**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
ADOPTING A CORDOVA CENTER PHASE II PREPARATORY BUDGET
AS SUMMARIZED PURSUANT TO THE FOLLOWING TABLE.**

CORDOVA CENTER PHASE II PREPARATORY BUDGET	
McDowell Group	\$3,500.00
Foraker	\$500.00
AEEC	\$750.00
Marketing Plan	\$7,750.00
Capital Campaign	\$2,500.00
TOTAL	\$15,000.00

WHEREAS, the City Manager submitted his proposed FY13 Operating Budget; and

WHEREAS, the Cordova Center Phase II Project Budget was not complete at that time and City Council has conducted a work session reviewing the proposed Cordova Center project budget; and

WHEREAS, the capital campaign for the Cordova Center Project Phase II is currently and continually underway; and

WHEREAS, there are necessary tasks that need to take place in order to advance funding requests; and

WHEREAS, it is important to update the energy analysis, pro-forma and marketing study.

NOW, THEREFORE BE IT RESOLVED THAT the City Council of the City of Cordova, Alaska, hereby adopts the Cordova Center Phase II Project Preparatory Budget; and

BE IT FURTHER RESOLVED that all Phases of the Cordova Center Project Phase II will be brought forward to City Council for approval of appropriation before proceeding.

PASSED AND APPROVED THIS 17th DAY OF APRIL, 2013.

James Kacsh, Mayor

Attest:

Susan Bourgeois, City Clerk

City of Cordova
Fiscal Note

Date: April 10, 2013

Agenda Date: April 17, 2013

Amount: 15,000.00	Subject: Cordova Center Phase II Pre-budget
Fiscal Impact: Yes	
Budgeted: No	Resolution/Ordinance #
From Account#:	
To Account#: Phase II-from City Money, Administration #426-402-70110	
Prepared by: J. Stavig	

Expenditures	FY 2013	FY 2014	FY 2015
Contractual			
Supplies			
Equipment			
Travel			
Land/Structure			
Grants			
Misc. Cordova Center Pre-budget items	15,000		
	FY 2013	FY 2014	FY 2015
Revenue			
Funding Source	FY 2013	FY 2014	FY 2015
General Fund (fund balance, city money)	15,000		
State/ Federal Grants			
Other			

Additional Information

Cordova Center Phase II Pre-Budget funds required update marketing plan, energy analysis, proforma to move project forward.

Memorandum

To: City Council
Thru: Samantha Greenwood, City Planner
Date: April 11, 2013
Re: Lot 3A, Block 8, North Fill Development Park

PART 1 BACKGROUND:

The timeline of the disposal of Lot 3A, Block 8, North Fill Development Park

1. 07/10/2012 P&Z meeting –Planning and Zoning referred back to staff and Harbor Commission to determine if the lot was available for disposal.
2. 09/17/2012 Harbor Commission Meeting met and recommend that Lot 3A, Block 8, North Fill Development Park remain as unavailable
3. 10/09/2012 P&Z recommend that Lot 3A, Block 8, North Fill Development Park remain unavailable
4. 11/07/2012 City Council Meeting Council referred back to Harbor Commission to develop a use plan for the city property near the North fill boat launch including Lot 3A.
5. 2/20/2013 the use plan was brought up and discussed in Commissioner Reports. Council clarified that the land use plan was to help decide on the land disposal request for Lot 3A and should be an agenda item.
6. 3/06/2013 The North Fill Ramp Plan and the recommendation from P&Z on Lot 3A were presented to City Council as directed at the 11/07/2012. City Council had asked that the plan be developed in order to determine the availability of Lot 3A. At the 3/6/2013 meeting City Council referred the North Fill Ramp Plan back to P&Z. P&Z was to review and discuss how the disposal of Lot 3A would affect the North Fill Ramp Plan. Based on the discussion, P&Z would recommend to City Council if Lot 3A is available or not available.
7. 3/22/2013 The Harbor Commission had a special meeting where they approved the North Fill Ramp Plan and amended the Harbor Facilities Uplands Master Plan.
8. 4/8/2013 The Planning and Zoning Commission and the Harbor Commission had a joint work session discussing how the disposal of Lot 3A would affect the North Fill Ramp Plan.
9. 4/9/2013 Planning and Zoning Regular Meeting recommendation to City Council on the Disposal of Lot 3A.

PART II. General Information:

At the work joint work session the Harbor Master presented the North Fill Ramp Plan to the P&Z commission. That presentation included 4 options. Each option was depicted on a map so that the impact to the North Fill Ramp Plan could be clearly seen. Options were as follows:

1. Do not dispose of Lot 3A
2. Sell Lot 3A
3. Split Lot 3A (make 40 Feet available and the city retain the other 40 feet)
4. Make Lot 3A conforming by adding 20 feet to width of the lot

At the Regular P&Z meeting on 4/9/2013 the P&Z commission voted to recommend to City Council to leave the Lot3A as not available.

“I move to recommend to city council that the land disposal status of Lot 3A, Block 8, North Fill Development Park remains as NOT available.”

M/Greenwood, S/Srb Motion passed 5-1

Vote on motion: 5 yeas, 1 nay (Baenen), 1 conflict of interest (McGann). Motion passes.

I have attached the information that was presented at the joint work session for background information. The Harbor Master and the Planner will be available for any questions you may have.

PART II. STAFF SUGGESTED MOTION:

“I move to agree with the Harbor Commission and Planning and Zoning recommendation to leave Lot 3A, Block 8, North Fill Development Park as **not available** on the Land disposal maps.”

Memorandum

To: Planning and Zoning Commission and Harbor Commission

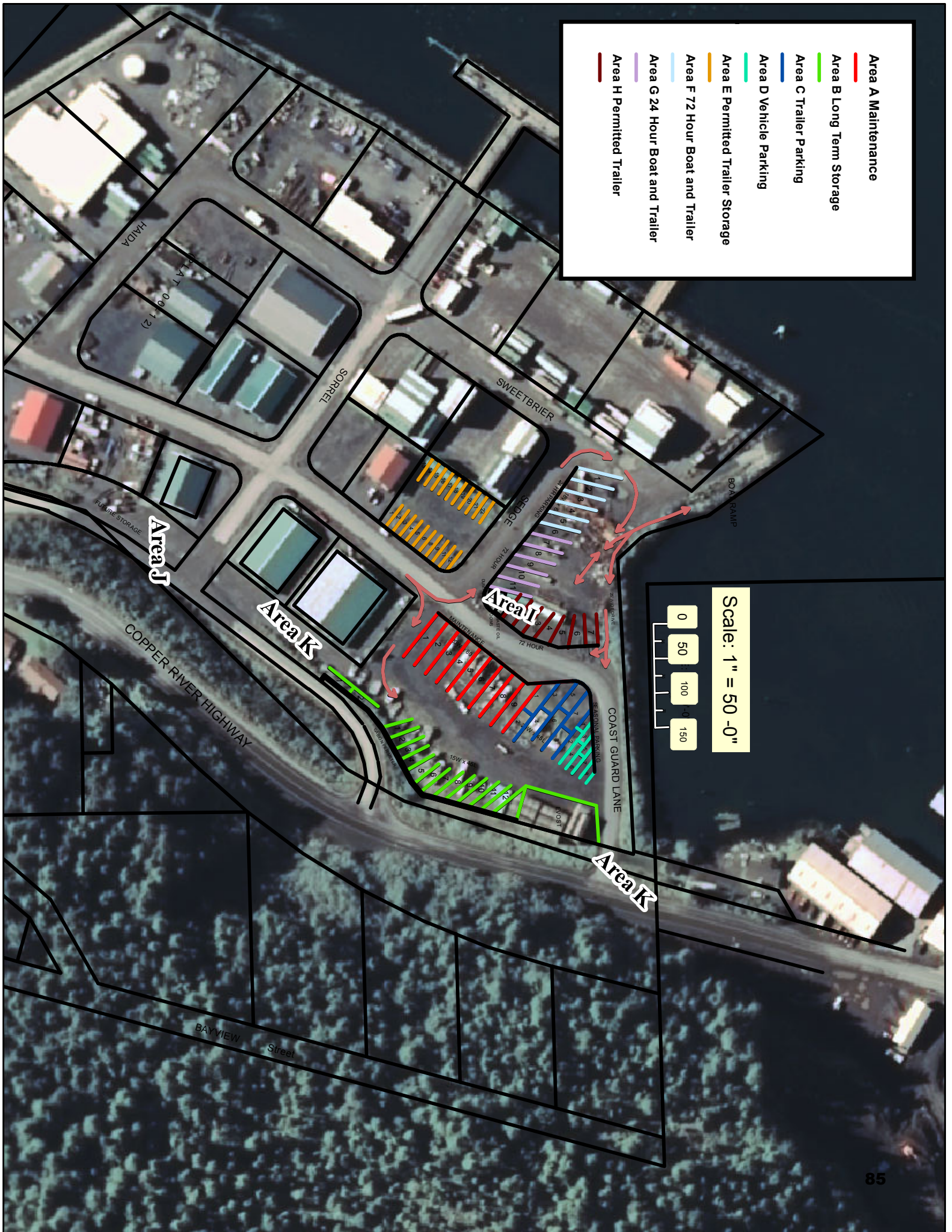
From: Harbormaster Tony Schinella

Date: March 29, 2013

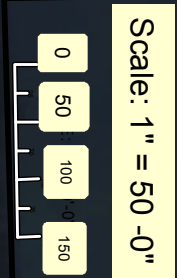
Re: Harbormaster Presentation of North Fill Ramp Plan

At the 3/22/2013, the Harbor Commission had a special meeting where they approved the North Fill Ramp Plan and amended the Harbor Facilities Uplands Master Plan. At this work session, the Harbor Commission will present the North Fill Ramp Plan to the Planning and Zoning Commission. The goals of the North Fill Ramp Plan are to alleviate congestion at the South Ramp (Baja Taco), develop an under-utilized area and create a safe and user friendly area. The Harbor Commission stands by their recommendation of 9/17/2012 that Lot 3A, Block 8; North Fill Development Park remains unavailable.

This presentation is to provide an understanding of the North Fill Ramp Plan and background information for the next agenda item.



- Area A Maintenance
- Area B Long Term Storage
- Area C Trailer Parking
- Area D Vehicle Parking
- Area E Permitted Trailer Storage
- Area F 72 Hour Boat and Trailer
- Area G 24 Hour Boat and Trailer
- Area H Permitted Trailer



North Fill Ramp Plan

A map of the area is attached and all areas described below have a corresponding letter on the map. Here are some definitions for terms in this plan.

Accessible Winter Storage means that the road that services the storage area will be plowed by the City. It does not mean that boats, paths to boats or boat tongues will be shoveled during the winter.

Semi Accessible Winter Storage means that the boat owner can access their boat but the city will not plow the area that the boat is stored in during the winter.

North Ramp Plan -All Areas

Purpose: Provide services for both commercial and recreational users.

Summer 2013

Continue removal and cleanup of area

Place existing properties into the newly identified areas.

Develop most efficient layout for all areas

Future 1-5 years

Evaluate area as a whole make changes if needed

Evaluate fee schedules

Future 6-10 years

- 1) Explore option of year-round floating dock use
 - A) Potential Breakwater
 - B) Wake Protection
- 2) Explore tideland purchase
 - A) Additional Harbor Space
- 3) Explore Access
 - A) Improving access from Copper River Highway to Coast Guard Lane
 - B) Accessing areas through ROWs and Using ROW

Area A Maintenance Area

Purpose: To provide a maintenance area with water and electricity for commercial boats. A daily rate will be charged for use of this area.

Summertime: Maintenance Area 4/2-10/30

Wintertime: Semi-Accessible winter storage 10/31-4/1

Summer 2013

One Power pedestal to accommodate 4 power cords

Water service in the ground-needs to be dug up to hook to it

Moe is looking into digging this-this season
Once we get a surface hook up, we dig a trench-will have hose spigots on posts
4 spigots-then Y off them to go to each space
Water would be shut off at valve box in winter (Oct 15)

Future 1-5 years

Evaluate and make changes based on previous season's use
Metered Power for every maintenance space (1 power pedestal for every 2 spaces)
Update and determine fee schedule
Water would be combined with the power pedestals and would be supplied to every maintenance space
Research covering portions of the maintenance area (temporary vs. permanent)
Research possibility/feasibility of Gantry crane

Future 6-10 years

Update fee schedule as necessary
Implement covered maintenance areas
Possible 220 power source
Gantry crane- purchase and install

Area B Long-Term Storage Area

Purpose: Provide an area for long term storage. Rent will be on monthly bases. This area will also be used for Oil Spill Response equipment.

Summertime: Storage 4/2-10/30

Wintertime: Accessible winter storage 10/31-4/1

Summer 2013

Continue removal of non-operable derelict boats or other property
Research how far we can push back toward CRH
Research if EVOST barges/equipment is in best area
Research fencing possibilities to prevent snow damage to stored property
Research possible gabion (cut bank back) at Railroad Ave.
Identify best layout for the area

Future 1-5 years

Evaluate and make changes based on previous season's use
Develop implementation plan and timeline
Update Master Plan

Future 6-10 years

Implement as research is completed and plans are developed

Area C Trailer Parking Area

Purpose: To provide summer season trailer parking and winter boat/trailer storage.

Summertime: Trailer Parking 4/2-10/30

Wintertime: Accessible Winter Storage 10/31-4/1
Number of spaces determined by boat sizes

Summer 2013

Provide spaces for boat trailer parking
Organize existing vessels

Future 1-5 years

Evaluate and make changes based on previous season's use

Future 6-10 years

Implement as research is completed and plans are developed

Area D Non Permit Required Vehicle Only Parking

Purpose: Provide 72 hour parking for stand-alone vehicles.

Summertime: Vehicle Parking 4/2-10/30

Wintertime: Accessible Winter Storage 10/31-4/1
Number of spaces determined by boat sizes

Summer 2013

Provide parking spaces for vehicles only.

Future 1-5 years

Evaluate and make changes based on previous season's use

Future 6-10 years

Implement as research is completed and plans are developed

Area E Permitted Trailer Storage Area

Purpose: Provide permitted trailer parking for summer season. Provide winter boat storage.

Summertime: Trailer Parking 4/2-10/30

Wintertime: Non-Accessible Boat Storage 10/31-4/1
Number of spaces determined by boat sizes

Summer 2013

Provide spaces for boat trailer parking

Future 1-5 years

Evaluate and make changes based on previous season's use

Future 6-10 years

Implement as research is completed and plans are developed

Area F 72 hour Boat and Trailer Parking Area

*Purpose: Provide 72 hour Non-Permit required parking area for recreational boats and trailers **only**. Ramp Permit must be purchased and displayed.*

Summertime: Boat and Trailer Parking 4/2-11/30

Wintertime: Snow Dump 12/1-4/1

Summer 2013

Provide parking spaces for recreational boats and trailers.

Future 1-5 years

Evaluate and make changes based on previous season's use

Future 6-10 years

Implement as research is completed and plans are developed

Area G 24 hour Boat and Trailer Parking Area

Purpose: Provide 24 hour Non-Permit required staging area for commercial trailer and boats, like area provided across from South Ramp-Baja Taco area. Not to provide stand-alone vehicle parking. Ramp Permit must be purchased and displayed.

Summertime: Trailer Parking 4/2-10/30

Wintertime: Snow Dump 10/31-4/1

Summer 2013

Provide 24 hour staging area for commercial trailers and boats.

Future 1-5 years

Evaluate and make changes based on previous season's use.

Future 6-10 years

Implement as research is completed and plans are developed

Area H Permitted Trailer Storage Area

Purpose: Provide permitted trailer parking for summer season.

Summertime: Trailer Parking 4/2-10/30

Wintertime: Snow Dump 10/31-4/1

Summer 2013

Provide permitted spaces for boat trailer parking

Future 1-5 years

Evaluate and make changes based on previous season's use

Future 6-10 years

Implement as research is completed and plans are developed

Area I Outbuildings

Purpose: Provide restrooms, waste oil / antifreeze collection area and dumpsters.

Summertime Only: 4/2-10/30

Wintertime: Winterized 10/31-4/1

Summer 2013

Provide Port-A-Potty.

Future 1-5 years

Research outbuilding design and feasibility, including steel bollards.

Implement as research is completed and plans are developed

Evaluate and make changes based on previous season's use

Future 6-10 years

Implement as research is completed and plans are developed

Area J Future Use Area

Purpose: Continue development of North Fill Ramp Area

Summertime: Summer Use 4/2-10/30

Wintertime: Snow Dump 10/31-4/1

Summer 2013

Determine the need of future storage or other uses.

Future 1-5 years

Develop storage areas or other uses as needed.

Evaluate and make changes based on previous season's use

Future 6-10 years

Implement as research is completed and plans are developed

Area K Future Access

Purpose: Continue development of North Fill Ramp Area

Summertime: Summer Access 4/2-10/30

Wintertime: Winter Access 10/31-4/1

Summer 2013

Determine the need of additional or new access.

Future 1-5 years

Evaluate and make changes based on previous season's use

Develop access as needed.

Future 6-10 years

Implement as research is completed and plans are developed

Memorandum

To: Planning Commission

From: Planning Department Staff and Harbormaster Tony Schinella

Date: March 29, 2013

Re: Disposal of Lot 3A Block 8, North Fill Development Park

PART I: BACKGROUND:

The timeline of the disposal of Lot 3A, Block 8, North Fill Development Park

1. 07/10/2012 P&Z meeting –Planning and Zoning referred back to staff and Harbor Commission to determine if the lot was available for disposal.
2. 09/17/2012 Harbor Commission Meeting met and recommend that Lot 3A, Block 8, North Fill Development Park remain as unavailable
3. 10/09/2012 P&Z recommend that Lot 3A, Block 8, North Fill Development Park remain unavailable
4. 11/07/2012 City Council Meeting Council referred back to Harbor Commission to develop a use plan for the city property near the North fill boat launch including Lot 3A.
5. 2/20/2013 the use plan was brought up and discussed in Commissioner reports. Council clarified that the land use plan was to help decide on the land disposal request for Lot 3A and should be an agenda item.
6. 3/06/2013 The North Fill Ramp Plan and the recommendation from P&Z on Lot 3A were presented to City Council as directed at the 11/07/2012. City Council had asked that the plan be developed in order to determine the availability of Lot 3A. At the 3/6/2013 meeting City Council referred the North Fill Ramp Plan back to P&Z. P&Z was to review and discuss how the disposal of Lot 3A would affect the North Fill Ramp Plan. Based on the discussion, P&Z would recommend to City Council if Lot 3A is available or not available.
7. 3/22/2013 The Harbor Commission had a special meeting where they approved the North Fill Ramp Plan and amended the Harbor Facilities Uplands Master Plan.

PART II. GENERAL INFORMATION:

At this work session, the Harbor Commission and Planning and Zoning Commission will review alternative options (attached) for Lot 3A and the impact that it will have on the approved North Fill Ramp Plan.

At the April 9, 2013 meeting, the Planning and Zoning Commission will make a recommendation on the disposal status of Lot 3A. That recommendation will be forwarded to City Council for their 4/17/2013 regular meeting.

Option 1: Do not dispose of Lot 3A

- Doesn't affect North Fill Ramp Plan
- 9 maintenance spaces
- Maintains clear traffic flow



Option 2: Sell Lot 3A

- Non-conforming lot
- Lot will have to be re-platted
- Only one potential buyer
- North Fill Ramp Plan affected: Will reduce the number of maintenance spaces to 5 from 9
- Potential revenue loss of \$3600 in a 60 day period (\$15/day x 4 spaces x 60 days)
- Moving access road could cause congestion at Area I

Option 2 Sell Lot 3A

- Maintenance Area with out Lot 3A
- Lot 3A
- Area B Long Term Storage
- Area C Trailer Parking
- Area D Vehicle Parking
- Area E Permitted Trailer Storage
- Area F 72 Hour Boat Parking
- Area G 24 Hour Boat Parking
- Area H Permitted Trailer

Scale: 1" = 50'-0"



Option 3: Split Lot 3A

- Sell 40 feet, 40 feet remains as City property
- Lots will have to be re-platted
- Only one potential buyer
- North Fill Ramp Plan affected: Will reduce the number of maintenance spaces to 7 from 9
- Potential revenue loss of \$1800 in a 60 day period (\$15/day x 2 spaces x 60 days)
- Maintains clear traffic flow

Option 3 Split Lot 3A

Scale: 1" = 50'-0"

- Lot 3A Split
- Maintenance Area With Split Lot
- Area B Long Term Storage
- Area C Trailer Parking
- Area D Vehicle Parking
- Area E Permitted Trailer Storage
- Area F 72 Hour Boat Parking
- Area G 24 Hour Boat Parking
- Area H Permitted Trailer



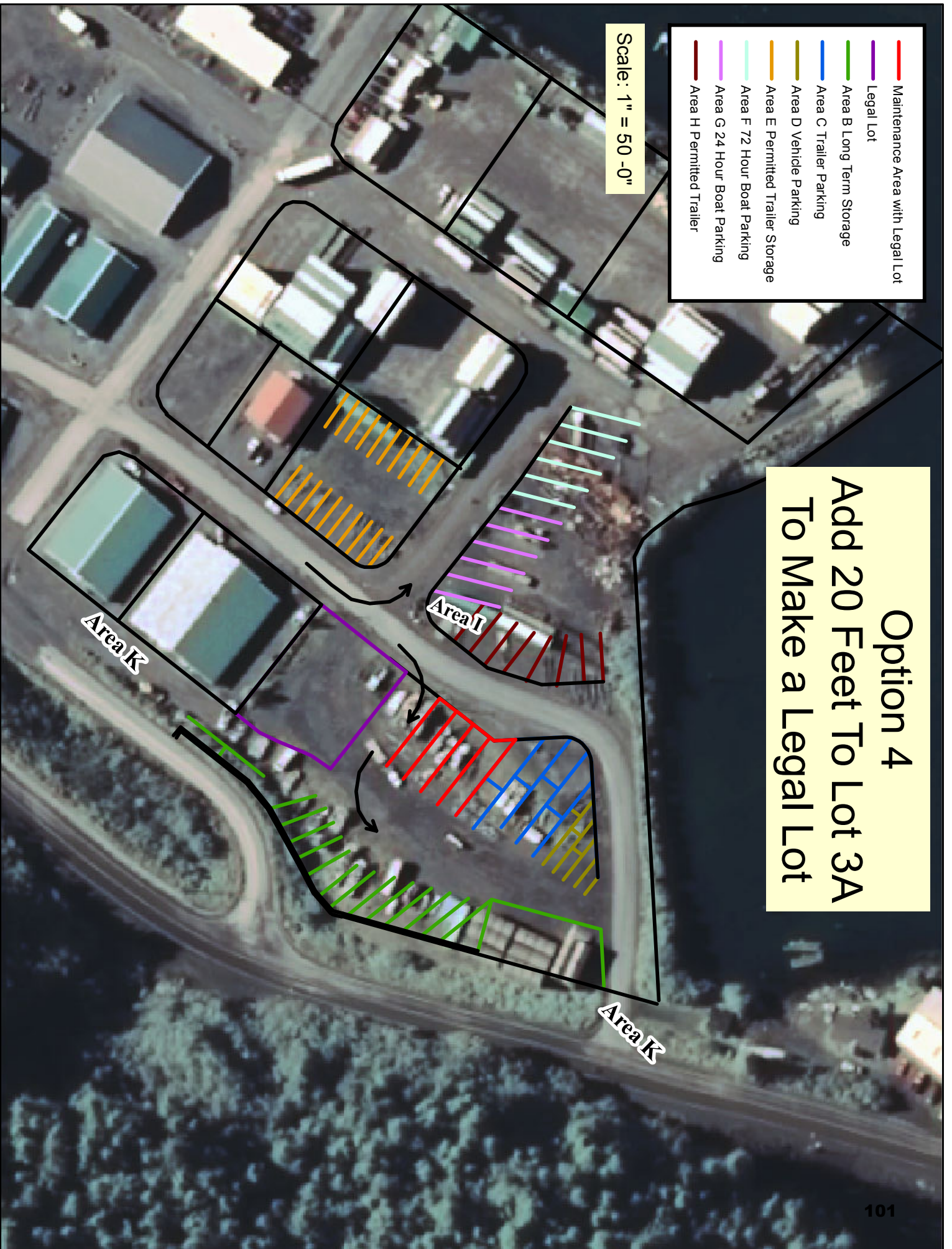
Option 4: Add 20 feet to Lot 3A to make a legal sized lot

- Will create a conforming lot
- Lots will have to be re-platted
- Multiple potential buyers
- North Fill Ramp Plan affected: Will reduce the number of maintenance spaces to 4 from 9
- Potential revenue loss of \$4500 in a 60 day period (\$15/day x 5 spaces x 60 days)
- Moving access road could cause congestion at Area I

Option 4
Add 20 Feet To Lot 3A
To Make a Legal Lot

- Maintenance Area with Legal Lot
- Legal Lot
- Area B Long Term Storage
- Area C Trailer Parking
- Area D Vehicle Parking
- Area E Permitted Trailer Storage
- Area F 72 Hour Boat Parking
- Area G 24 Hour Boat Parking
- Area H Permitted Trailer

Scale: 1" = 50'-0"



Estimated FY2014 School Operating Fund Budget Summary (November 2012)

Cordova School District

Beginning Fund Balance: July 1, 2013 (Subject to 10% Limit per AS 14.17.505(a))	352,664
(Remaining After 10% Limit Deduction)	\$0
Total Beginning Fund Balance	\$352,664

Estimated Revenue (4% decrease from FY13)

010 City/Borough Appropriations	(1)	\$1,686,026	Based on ADM of 310 and 100% Local Funding
030 Earnings on Investments	(2)	300	
040 Other Local Revenues	(3)	16,700	
041 Tuition from Students	(4)	15,000	
042 Tuition - Other Districts	(5)	0	
047 E-Rate Program	(6)	58,000	
050 State Sources	(7)	4,463,069	Based on ADM of 310 and PERS/TRS static funding
100 Federal Sources - Direct	(8)	15,706	
150 Federal Sources - Through the State	(9)	0	
190 Federal Sources - Other Agencies	(10)	0	
250 Transfers From Other Funds	(11)	0	
Total Revenue			\$6,254,801

Estimated Expenditures (6% decrease from FY13)

100 Instruction	(12)	\$3,222,144
200 Special Education Instruction	(13)	398,469
220 Special Education Support Services	(14)	17,272
300 Support Services - Students	(15)	137,773
350 Support Services - Instruction	(16)	332,776
400 School Administration	(17)	251,957
450 School Administration Support Services	(18)	158,498
510 District Administration	(19)	261,604
550 District Administration Support Services	(20)	248,605
600 Operations and Maintenance of Plant	(21)	910,093
700 Student Activities	(22)	237,874
780 Community Services	(23)	0
900 Other Financing Uses	(24)	70,500
Total Expenditures		\$6,247,563

Estimated Ending Fund Balance: June 30, 2014 (Subject to 10% Limit per AS 14.17.505(a))	\$359,902
(Remaining After 10% Limit Deduction)	\$0
Total Ending Fund Balance	\$359,902

Minimum Expenditure for Instruction Calculation
AS14.17.520 & 4 AAC 09.115

Total Instructional Expenditures (Functions 100-400)	(a)	\$4,360,390
Total Expenditure Codes (Functions 100-780)	(b)	\$6,177,063
Total Instructional Expenditures (a) <i>divided by</i> Total Expenditures (b)		71%

A MEMO FROM SUSAN BOURGEOIS, CITY CLERK

DATE: April 09, 2013
TO: Mayor and City Council
SUBJECT: Election of a Vice Mayor

Per charter section 2-2

... At the first meeting after the time prescribed for the beginning of the terms of newly elected council members, or as soon thereafter as practicable, the council **shall elect one of its members vice mayor**, who shall serve as such **until the next such first meeting**. The vice mayor shall only act as mayor during the absence or disability of the mayor, or, if a vacancy occurs in the office of mayor, until another mayor is appointed by the council and is qualified. The vice mayor when presiding over the council as acting mayor, shall have a vote only as a council member. If the office of vice mayor becomes vacant, the council shall elect, from its members, another vice mayor for completion of the unexpired term.

RECOMMENDED MOTION: Move to nominate Council member _____ to serve as Vice Mayor.

REQUIRED ACTION: Majority roll call or voice vote.

A MEMO FROM SUSAN BOURGEOIS, CITY CLERK

DATE: April 08, 2013

TO: Mayor and City Council

SUBJECT: PWSRCAC Board of Directors

Prince William Sound Regional Citizens' Advisory Council has a dedicated seat for a representative from the City of Cordova. **Mayor Kacsh** has held that seat for the past year and has asked the Clerk to advertise for someone to finish his term until its expiration on May 1, 2014. The Clerk's office has advertised per the Mayor's direction for letters of interest to be submitted by the date of today's meeting (i.e. April 17, 2013). At the printing of this packet, there was only one letter of interest received from **Robert Beedle**. I will bring to the meeting any other letters that are received up until the deadline of April 17, 2013.

RECOMMENDED MOTION: Move to approve Mayor Kacsh's appointment of _____ to serve as the City of Cordova's representative on the PWSRCAC board of directors.

REQUIRED ACTION: Majority voice vote.

April 5, 2013

City of Cordova
Box 1210
Cordova, AK 99574

To Whom It May Concern:

I am writing to inform you of my desire and willingness to serve as the City of Cordova's representative to the RCAC Board. Thank you for your consideration.

Sincerely,

Robert Beedle

*rec'd April 5
SB*

Robert Beedle
Box 1242
Cordova, AK 99574
907-429-7207

Honorable Council Members,

I have asked you for your ideas to aid in planning for the next three years. While we have a comprehensive plan, I believe it is important to set short term goals and have a good idea where we are headed before we hire a new City Manager. We have done great work over the past six years, and need to continue the effort. Of course, our #1 priority is to complete the Cordova Civic Center and much of our efforts and time in the future will be spent working on this great project.

Here are a few things we, as council, have been working on, and need to finish. These are in no particular order, and I'm sure there are many, many more not on this short list. Please add to this list as you think of them.

- Code revision

- CCMC Roof project

- North Fill Boat Launch project

- Breakwater & fill project

- Harbor walkway planning & design

- South Fill expansion planning along with Waterfront planning

- PWSSC land disposal process

Here are a couple of the things I would like to see us tackle in the near future. Some ideas we will have, we are already starting, some we need to address soon, and some are just drawings on a napkin. Once again, in no particular order, and please add or delete from this list as you think of them.

- CT scanner for CCMC

- A shipyard building

- Sidewalks and foot traffic areas around the harbor leading to Main St

- Paving or resurfacing of 2nd Street

- Plan for disposal of Museum & Library property

Tonight, I would simply like to hear each Council Member's ideas for the next three years. We will have quite a list, and tonight will not be the best night for discussing each and every one. We can put together this list after this meeting, and set up a workshop in the near future to discuss these in detail.

Now is a great time to bring forward anything. Nothing is off limits, and nothing should be left out. There might be policy changes or discrepancies in code or charter that we need to address. I bet there are some great ideas out there that we've never heard of.

Pending agenda:

Capital Priorities List Meeting –**June 2013, September 2013, December 2013, March 2014**

Discussion of City Auditor RFP – **September 4, 2013** Regular Meeting

Committees:

Cordova Center Committee: Tim Joyce, Sylvia Lange, Dan Logan, Mark Lynch, Sam Greenwood, Moe Zamarron, Dave Reggiani, Cathy Sherman

Fisheries Advisory Committee: David Reggiani, PWSAC; Ken Roemhildt, Seafood Sales; Jim Holley, AML; Torie Baker, Marine Advisory Program Coordinator; John Bocci; and Jeremy Botz, ADF&G

Cordova Trails Committee: Elizabeth Senear, VACANCY, Jim Kallander, Toni Godes, and David Zastrow

Public Services Building Design Committee: David Reggiani - Chairman, Chief George Wintle, vacancy, Jim Kacsh, Dick Groff, Mike Hicks, Tom Bailer

E-911 Committee: Chief George Wintle – Chairman, Bret Bradford, Gray Graham, Dick Groff, Mike Hicks (and/or Paul Trumblee), David Allison, George Covel

City Manager Assessment Committee: Cindy Bradford, Mark Frohnapfel, Don Sjostedt, Kelly Weaverling, EJ Cheshier, James Kacsh, Dave Reggiani

Calendars:

3 months of calendars are attached hereto
April 2013; May 2013; June 2013

April 2013

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
Location Legend CH-City Hall Conference Room LMR-Library Mtg Rm HSL-High School Library	<i>1</i> Absentee voting at City Hall	<i>2</i> Run-off Election Polls open 7a—8p LMR	<i>3</i> tbd HSB LMR 7:30 reg mtg LMR	<i>4</i>	<i>5</i> Noon special meeting	<i>6</i>
<i>7</i>	<i>8</i> 6:30 P&Z w- Hrb Cms LMR Last day to appeal property assessment	<i>9</i> 6:30 P&Z LMR	<i>10</i> 7:00 Sch Bd HSL 7:00 Hrbr Cms CH	<i>11</i> 12 noon special mtg to certify election	<i>12</i>	<i>13</i>
<i>14</i>	<i>15</i> 7:00 BoE Hearing	<i>16</i> 6—8:30 SoFill Public Meeting Masonic	<i>17</i> 7:30 reg mtg LMR	<i>18</i> 5—8 atty board & commission training session LMR	<i>19</i>	<i>20</i>
<i>21</i>	<i>22</i> City's Financial Audit	<i>23</i> _____	<i>24</i> City's Financial Audit	<i>25</i> _____	<i>26</i> City's Financial Audit	<i>27</i>
<i>28</i>	<i>29</i>	<i>30</i> 6—8:30 SoFill Public Meeting Mt. Eccles				Location Legend CH-City Hall Conference Room LMR-Library Mtg Rm HSL-High School Library

May 2013

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
Location Legend CH-City Hall Conference Room LMR-Library Mtg Rm HSL-High School Library			<i>1</i> 7:15 pub hrg (maybe) LMR 7:30 reg mtg LMR	<i>2</i>	<i>3</i>	<i>4</i>
<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i> 7:00 Sch Bd HSL 7:00 Hrbr Cms CH	<i>9</i>	<i>10</i>	<i>11</i>
<i>12</i>	<i>13</i> 5:30 Parks & Rec LMR	<i>14</i> 6:30 P&Z LMR	<i>15</i> 7:15 pub hrg (maybe) LMR 7:30 reg mtg LMR	<i>16</i>	<i>17</i>	<i>18</i>
<i>19</i>	<i>20</i>	<i>21</i>	<i>22</i>	<i>23</i>	<i>24</i>	<i>25</i>
<i>26</i>	<i>27</i>	<i>28</i>	<i>29</i>	<i>30</i>	<i>31</i>	Location Legend CH-City Hall Conference Room LMR-Library Mtg Rm HSL-High School Library

June 2013

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
Location Legend CH-City Hall Confer- ence Room LMR-Library Mtg Rm	HSL-High School Li- brary					1
2	3	4	5 tbd HSB LMR 7:15 pub hrg (maybe) LMR 7:30 reg mtg LMR	6	7	8
9	10 5:30 Parks & Rec LMR	11 6:30 P&Z LMR	12 7:00 Sch Bd HSL 7:00 Hrbr Cms CH	13	14	15
16	17	18	19 7:15 pub hrg (maybe) LMR 7:30 reg mtg LMR	20	21	22
23	24	25	26	27	28	29
30					Location Legend CH-City Hall Confer- ence Room LMR-Library Mtg Rm	HSL-High School Li- brary