

Mayor
James Kacsh

Council Members
Kristin Carpenter
Tim Joyce
David Allison
Bret Bradford
EJ Cheshier
David Reggiani
James Burton

City Manager
Randy Robertson

City Clerk
Susan Bourgeois

Deputy Clerk
Tina Hammer

Student Council

**REGULAR COUNCIL MEETING
AUGUST 21, 2013 @ 7:30 PM
LIBRARY MEETING ROOM**

AMENDED 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 Speaker
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)
4. Superintendent's Report

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

5. Ordinance 1111..... **(page 1)**
An ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code 4.56.070 in re annual leave carry over – 2nd reading
6. Resolution 08-13-46..... **(page 3)**
A resolution of the City Council of the City of Cordova, Alaska, approving the final plat of Whitshed Road Mile 4.1, SLUP Lots C and D: a subdivision of Eyak Corporation lands within USS 5103
7. Record excused absences of Council members *Cheshier & Burton* from the August 07, 2013 regular meeting.

H. APPROVAL OF MINUTES

8. Special Meeting Minutes 06-24-13..... **(page 8)**
9. Special Meeting Minutes 07-19-13..... **(page 11)**
10. Regular Meeting Minutes 08-07-13..... **(page 15)**

I. CONSIDERATION OF BIDS

J. REPORTS OF OFFICERS

11. Mayor's Report
12. Manager's Report
 - a. Finance Director Jon Stavig..... **(page 19)**
13. City Clerk's Report..... **(page 24)**

K. CORRESPONDENCE

L. ORDINANCES AND RESOLUTIONS

M. UNFINISHED BUSINESS

14. CCMC CT Scanner funding discussion..... (page 25)

N. NEW & MISCELLANEOUS BUSINESS

16. Contract approval with Interior AK Roofing for EPDM roofing system..... (voice vote)(page 26)

17. Certification of the 2013 Property Tax Roll corrections..... (voice vote)(page 32)

18. Pending Agenda and Calendar..... (page 35)

O. AUDIENCE PARTICIPATION

P. COUNCIL COMMENTS

19. Council Comments

Q. EXECUTIVE SESSION

20. Cordova Center Finances – Attorney advice/update

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

A MEMO FROM SUSAN BOURGEOIS, CITY CLERK

DATE: July 31, 2013

TO: Mayor and City Council

SUBJECT: Ordinance 1111

The attached ordinance makes an amendment to Cordova Municipal Code 4.56.070. Council had a work session on July 10 with City Attorney Amy Limeres who had drafted the personnel policies and procedures handbook which Council and staff are still working through (i.e. in the future it will replace Title 4 entirely). While that process is ongoing, Council gave clear and concise direction to bring forward an ordinance to amend this piece of Code (4.56.070) so that it was clear and compatible with the way the City has been practicing 4.56.110 (separation leave). By changing “*accumulated*” to “*carried over*” the interpretation becomes much more clear; more than 240 hours can be accumulated between January 1 and December 31 and therefore, cashed out at separation during a year, but leave will be “*reset*” to 240 hours at December 31 of each year. Therefore, with adoption of this ordinance, a maximum “*carry over*” will exist, but not a maximum “*accumulation*”.

Some of the exact language during the discussion at the work session is offered below:

Reggiani...rather than focusing on narrow or broad or whatever, I don’t want to get into that argument, I think what we need to decide is what do we want to do and then ask for assistance in writing it so that it is very, very clear. So, I guess I would kind of stop there and suggest that maybe we answer some specific questions so that the writers can kind of get to work and write it up and give us a draft so we can take a look at it. I think I know where everyone is kind of heading so I don’t know who wants to say it or I can say it, I think what I would be in favor of is that annual accrual can accrue but gets reset at the end of the calendar year on December 31 to 240 and then January 1 you just keep going with your accrual. That’s the first part of the puzzle so the cap question is a cap at the end of the year but it doesn’t stop the clock – the clock never stops it just gets reset, for instance if you had 300 hours on December 31, it gets reset to 240 but you keep accruing.

Joyce: that’s how I would interpret the rule that we are currently using and I think that’s kind of the current way, certainly the way that the system I am in is used. And I would agree with doing it that way.

Amy: I think if you fix the clarification that you all want to make in the 070 that then it helps with 110 because 110 just says accrued leave. So saying that 070 essentially says that there is a reset each December if we haven’t gotten to the reset point then accrued leave in 110 will mean, if I haven’t gotten to the reset point, then I have whatever I had last year plus whatever I’ve accrued this year and that is my accrued leave under 110. So, any ambiguity in 110 is removed if you fix 070.

Mayor Kacsh: seems to me we should probably do a code revision with what we have discussed today and then keep moving forward with working on the handbook and the code revision would fix some of these problems for the time being. Definitely 070.

Recommended Motion: Move to adopt Ordinance 1111.

Required Action: Majority voice vote.

**CITY OF CORDOVA, ALASKA
ORDINANCE 1111**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
AMENDING CORDOVA MUNICIPAL CODE 4.56.070 IN RE ANNUAL LEAVE CARRY
OVER**

WHEREAS, The City of Cordova, Alaska (“City”) uses Title 4 of the Cordova Municipal Code to administer it’s personnel policies; and

WHEREAS, Cordova Municipal Code 4.56.070 has been unclear to some as to its interpretation; and

WHEREAS, the City Council held a work session on July 10, 2013 and asked that Cordova Municipal Code section 4.56.070 be amended to read more precisely so that the interpretation coincides with the way the policy has been practiced.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Cordova, that:

Section 1. Cordova Municipal Code Section 4.56.070 is amended to read as follows:

4.56.070 – Maximum of two hundred forty hours that can be ~~accumulated~~ **carried over**.

The maximum annual leave that may be ~~accumulated~~ **carried over to the next calendar year** is two hundred forty hours, and leave accumulated in excess of this amount at December 31st of each year will be written off unless an additional carry over is authorized by the city manager due to unusual circumstances as specified in Section 4.56.090 of this title.

Section 2. This ordinance shall be effective thirty (30) days after its passage and publication. This ordinance shall be enacted in accordance with Section 2.13 of the Charter of the City of Cordova, Alaska, and published within ten (10) days after its passage.

1st reading: August 7, 2013

2nd reading and public hearing: August 21, 2013

PASSED AND APPROVED THIS 21st DAY OF AUGUST, 2013.

James Kacsh, Mayor

ATTEST:

Susan Bourgeois, City Clerk

Memorandum

To: City Council
From: Planning Department Staff
Date: August 14, 2013
Re: Final Plat

PART I. GENERAL INFORMATION:

File No.: Whitshed Road-Mile 4.1 SLUP Lots C and D, Subdivision within
USS 5103

Requested Action: Final Plat approval

Applicant: Eyak Corporation

Owner's Name: Eyak Corporation

Zoning: Unrestricted District (UR)

Applicable Regulations: Title 17, Subdivision Regulations

PART II. BACKGROUND:

8/13/2013 P&Z meeting: final plat for Mile 4.1 SLUP Lot Subdivision within USS 5103.

M/ Reggiani, S/ Srb

“I move to approve the Final Plat for Eyak Corporation, Whitshed Road-Mile 4.1 SLUP Lot Subdivision: A Subdivision of Eyak Corporation Lands within USS 5103, Located in Sec. 1, T. 16 S., R.4 W., C.R.M., Alaska.”

Vote on motion: 6 yeas (Bailer, Reggiani, Pegau, McGann, Baenen, Srb), 0 nays, 1 absent (Greenwood). Motion passes.

The proposed subdivision is to divide the current lot into two tracts: Tract C (1.50 acres) and Tract D (1.5 acres). Both tracts will meet the Unrestricted District code requirements.

PART III. SUGGESTED FINDINGS:

1. The proposed subdivision conforms to the purposes and requirements of the Subdivision Ordinance; and the Comprehensive Plan Policies and serves the public use, health and safety.

2. There are no known physical conditions present which may be hazardous to the future inhabitants with this Subdivision

PART IV. STAFF RECOMMENDATION:

Staff recommends that the request for Final Plat approval for Whitshed Road-Mile 4.1, SLUP Lots C and D: A Subdivision of Eyak Corporation Lands within USS 5103 be approved by the City Council.

PART V. RECOMMENDED MOTION:

"I move to approve Resolution 08-13-46."

**CITY OF CORDOVA, ALASKA
RESOLUTION 08-13-46**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
APPROVING THE FINAL PLAT OF WHITSHED ROAD-MILE 4.1, SLUP LOTS C
AND D: A SUBDIVISION OF EYAK CORPORATION LANDS WITHIN USS 5103**

WHEREAS, the City of Cordova recognizes that the Planning Commission, completed a review of the final plat, and recommended at its August 13, 2013 meeting that the final plat be approved; and

WHEREAS, this is the plat of 4.1 Mile Whitshed Road SLUP Lots C and D: A Subdivision of Eyak Corporation Lands within USS 5103; and

WHEREAS, the plat is subject to all conditions, easements, covenants, reservations, restrictions and rights of way of record; and

WHEREAS, the proposed subdivision is zoned Unrestricted.

NOW, THEREFORE BE IT RESOLVED THAT the City Council of the City of Cordova, Alaska, hereby approves the final plat of Whitshed Road-Mile 4.1, SLUP Lots C and D: A Subdivision of Eyak Corporation Lands within USS 5103 effective the date this resolution is approved.

PASSED AND APPROVED THIS 21th DAY OF August, 2013.

James Kacsh, Mayor

Attest:

Susan Bourgeois, City Clerk

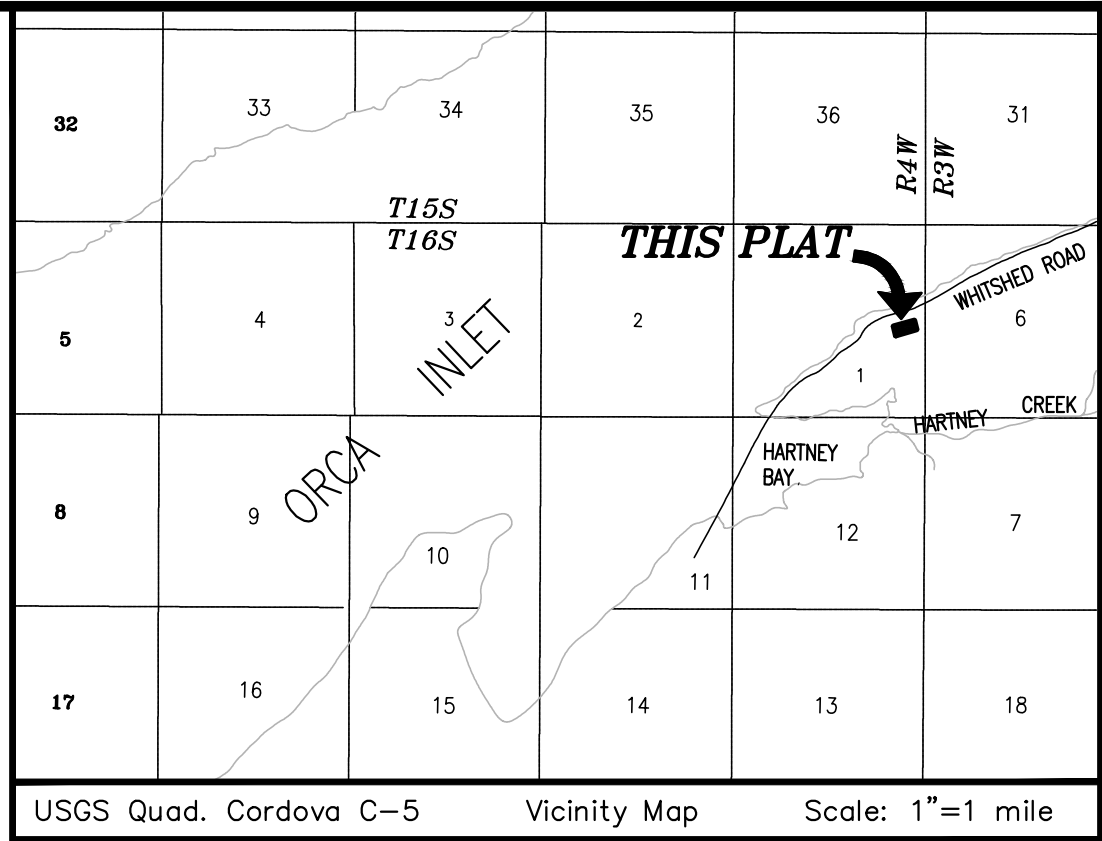
Last modified by:

Drawing File:

Plot Date:

NOTES

1. THE MINIMUM CLOSURE OF THE TRACT BOUNDARY AND MINIMUM ACCURACY OF THE FIELD SURVEY EXCEEDS 1:5000.
2. ALL BEARINGS ARE TRUE BEARINGS AS ORIENTED TO THE "BASIS OF BEARING."
3. ALL DISTANCES SHOWN HEREON ARE REDUCED TO HORIZONTAL FIELD DISTANCES.
4. THE RIGHT OF WAY FOR WHITSHED ROAD WAS ESTABLISHED FROM THE EXISTING PHYSICAL ROADWAY AND ADJACENT SURVEYS.
5. BLANKET EASEMENTS ARE GRANTED ACROSS THIS PORTION OF REMAINING EYAK CORPORATION LANDS FOR DRIVEWAYS, DRAINAGE AND UTILITY EASEMENTS.
6. IN UNSUBDIVIDED AREAS, THE POINT WHITSHED ROAD RIGHT-OF-WAY WIDTH IS NOT DEFINED BY RECORDED DOCUMENTATION. R/W SHOWN HEREON IS 33' EACH SIDE OF THE ROAD CENTERLINE, AS DEPICTED ON 1947 FEDERAL WORKS AGENCY HIGHWAY MAP. THE AK DOT/PF HAS A PRESCRIPTIVE EASEMENT TO USE WHATEVER WIDTH OF R/W IS NECESSARY TO PERFORM MAINTENANCE. LAND CONVEYED TO THE EYAK CORPORATION ARE SUBJECT TO A 200' WIDE R/W, 100' EACH SIDE OF ROAD CENTERLINE.
7. THIS EASEMENT WILL PROVIDE ACCESS ACROSS EYAK CORPORATION LANDS FOR THE BENEFIT OF TRACTS A & B. A SEPERATE DOCUMENT WILL BE RECORDED BY EYAK CORPORATION PRIOR TO RECORDING THE FINAL PLAT.



OWNERSHIP DEDICATION

WE HEREBY CERTIFY THAT WE ARE THE OWNERS OF THE PROPERTY SHOWN AND DESCRIBED HEREON. WE HEREBY REQUEST APPROVAL OF THIS PLAT SHOWING SUCH EASEMENTS FOR PUBLIC UTILITIES, ROADWAYS, AND ALLEYS DEDICATED FOR PUBLIC USE.

SYLVIA LANGE, SECRETARY
EYAK CORPORATION
P.O. BOX 340
CORDOVA, ALASKA 99574

DATE

NOTARY'S ACKNOWLEDGMENT

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF ____
2013, FOR

NOTARY PUBLIC FOR THE STATE OF ALASKA
MY COMMISSION EXPIRES

TAX CERTIFICATIONS

ALL REAL PROPERTY TAXES LEVIED BY THE CITY OF CORDOVA ON THE AREA SHOWN ON THIS PLAT HAVE BEEN PAID THROUGH

ATTEST: CITY CLERK DATE

LEGEND

- FND. MONUMENT (5/8" rebar)
- SET 5/8" x 30" REBAR (SEE TYPICAL DETAIL)
- () RECORD INFORMATION
- ➔ DRAINAGE ARROWS

PLAT APPROVAL

THIS PLAT CONFORMS TO THE REQUIREMENTS OF THE CITY OF CORDOVA PLANNING AND ZONING COMMISSION AND IS HEREBY ACCEPTED AS THE OFFICIAL PLAT, SUBJECT TO ANY AND ALL CONDITIONS AND REQUIREMENTS OF ORDINANCE AND LAW PERTAINING THERETO.

CITY MANAGER DATE

CHAIRMAN, PLANNING & ZONING COMMISSION DATE

PLATTING OFFICIAL DATE

WASTEWATER DISPOSAL

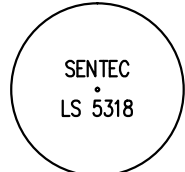
NO WASTEWATER SYSTEM SHALL BE PERMITTED ON ANY LOT UNLESS SUCH SYSTEMS ARE LOCATED, CONSTRUCTED AND EQUIPPED IN ACCORDANCE WITH THE REQUIREMENTS OF THE ALASKA DEPARTMENT OF ENVIRONMENTAL CONSERVATION (ADEC). CONSTRUCTION PLANS MUST BE SUBMITTED AND APPROVED BY (ADEC) PRIOR TO CONSTRUCTION OF ANY PORTION OF A SEWAGE DISPOSAL SYSTEM. ADDITIONAL SOILS INFORMATION MAY BE NECESSARY. PERMITS FROM OTHER AGENCIES MAY ALSO BE REQUIRED.



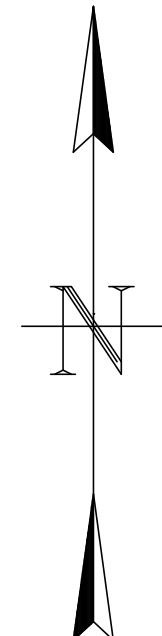
SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT I AM PROPERLY REGISTERED AND LICENSED TO PRACTICE LAND SURVEYING IN THE STATE OF ALASKA AND THAT THIS PLAT REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION, THAT THE MONUMENTS SHOWN HEREON ACTUALLY EXIST AS DESCRIBED, AND THAT ALL DIMENSIONS AND OTHER DETAILS ARE CORRECT.

Date



TYPICAL SET CORNERS ARE
5/8" X 30" REBAR WITH
1 1/4" YELLOW PLASTIC CAP
UNLESS OTHERWISE NOTED.



CORDOVA RECORDING DISTRICT

Whitshed Road-Mile 4.1 SLUP Lot Subdivision
A Subdivision of Eyak Corporation Lands
within USS 5103
LOCATED IN SEC. 1, T.16 S., R.4 W., C.R.M.,
ALASKA
Containing 2 Tracts C & D and ± 3.00 Acres.



Farpoint Land Services, LLC
SURVEYING, MAPPING, LAND PLANNING, GIS

1131 E. 76th Ave., Suite 101 Anchorage, AK 99518
FarpointAK.com • (907) 522-7770 • survey@farpointak.com

WORK ORDER No:	DATE: August 14, 2013	SCALE: 1"=100'		SHEET:
13002	DRAWN BY: MJH	CHECKED BY: ME	GRID No: N/A	1 of 1
		FB BOOK/PAGE: xx/xxx	Drawing No: 13002N.dwg	

4.1 Mile SLUP Lot Location Map



This product is for planning purposes only.

**CITY COUNCIL SPECIAL MEETING
JUNE 24, 2013 @ 12:00 PM
LIBRARY MEETING ROOM
MINUTES**

A. CALL TO ORDER

Mayor James Kacsh called the Council Special Meeting to order at 12:00 pm on June 24, 2013 in the Library Meeting Room.

B. ROLL CALL

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

C. APPROVAL OF AGENDA

M/Reggiani S/Bradford to approve the agenda.

M/Joyce S/Reggiani to amend the agenda by striking item 4 and to moving item 3 before item 2.

Vote on motion to amend: 5 yeas, 0 nays, 2 absent (Cheshier, Burton). Motion carried.

Vote on motion: 5 yeas, 0 nays, 2 absent (Cheshier, Burton). Motion carried.

D. DISCLOSURES OF CONFLICTS OF INTEREST - none

E. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

1. Audience Comments regarding agenda items - none

F. NEW BUSINESS

3. City Clerk Contract

(may be discussed in executive session)

M/Reggiani S/Bradford to approve the Clerk's contract as stated Clerk's Employment Agreement 2013 final.

Reggiani said we have discussed this at length and have had executive sessions regarding this and there have been many communications with *Susan Bourgeois*. *Joyce* said that he has missed several of those so he just wants to catch up – he has seen several emails and he sees where there is a difference of opinion and different questions. *Joyce* said one of his questions is have we sat down with *Susan (Bourgeois)* and discussed, with *Susan (Bourgeois)* what would work for her, that sort of thing, as a Council? *Mayor Kacsh* said, we have, but I don't think we have had a good back and forth discussion; that's my opinion, now is a good chance. *Carpenter* said she wanted to comment that the conversations we have had don't change anything with the positive review that we put together when we evaluated you. She said she seems to think the main sticking point is the annual leave accrual and for her, she doesn't think of annual leave as a cash benefit. She went on to say if more salary was desired, then that was something we could talk about. *Bourgeois* asked if it was appropriate for her to respond, *Mayor Kacsh* said yes, please do. *Bourgeois* said that as the contract reads now, it is not something she is willing to sign. She went on to say she didn't believe there was ever a back and forth negotiation between her and the Council, instead she was able to state her requests and then sent into the hallway while Council discussed those requests. She also clarified that she was not asking for more of an accrual of leave, but simply more carryover of leave. *Bradford* said that this is the process, Council comes up with a contract, if the Manager or Clerk doesn't agree with terms, he or she brings those to Council then Council goes into an executive session to discuss those changes. He went on that Council has to agree as a whole on a counteroffer so it is impossible for five or seven people to sit here and negotiate with one person. That is why we do it the way we do it. *Bourgeois* said she didn't feel like there was a negotiation. *Joyce* opined that are a variety of ways that leave can be administered. *Allison* agreed that it is difficult to negotiate as a group which is why we have always had a representative do that. He echoed

what **Carpenter** had said regarding how this has nothing to do with your job performance; you are doing an outstanding job for us. **Reggiani** said he would agree, the process is the process and several times we've had offers and counteroffers and we have even gone beyond the normal process to allow **Bourgeois** to speak directly to the City Attorney to answer questions.

Bourgeois explained that her current contract equates her leave benefits to the same as given to other exempt City employees and she understands that the attorney tightened that up in this draft contract. **Bourgeois** explained that presently, exempt employees at the City are cashed out at separation the full number of hours on the books at the time of separation, yet **her** new contract specifically says the maximum that she can cash out is 240 hours, which therefore would be a loss of said benefit and less than is still given to her colleagues at City Hall. **Bourgeois** also said that she has felt like Council has made her feel expendable, unvalued and replaceable, regardless of how they say she still received an exemplary evaluation and excels at her job. She said this has been a very stressful contract negotiation. **Carpenter** said the interpretation that she speaks of (the separation cash-out in Code) has been the most liberal interpretation and they will have to look at that moving forward. **Carpenter** apologized if there were bad feelings but it wasn't meant to be that way. She said they looked at the whole package and the whole package Council was offering was comparable to other Clerks elsewhere. **Bourgeois** said she had done the research and as far as leave accrual, carry-over and cash out Cordova was considerably below all the other places she researched. **Reggiani** opined that he didn't know where this process was leading; he thought that maybe performance and evaluations could be discussed in a different executive session with **Bourgeois**, scheduled for a future date, but at this point Council has a contract before them that they should vote up or down and then **Bourgeois** will have a decision to make.

Bourgeois asked one more question, she wondered what would occur on July 1. Her current contract expires June 30 and this draft contract has an effective date of July 1, if this contract is approved and then she does not sign it, what occurs on July 1. **Reggiani** said he thought she has already received that answer from the City Attorney. **Bourgeois** said that in fact, the City Attorney said she would advise Council, as her client, of what would occur at that time but that it is not her duty to advise me; therefore, she did not know the answer to the question.

M/Reggiani S/Bradford to go into executive session to discuss matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government, specifically to talk to the City Attorney regarding the City Clerk's contract.

Vote on motion: 5 yeas, 0 nays, 2 absent (Cheshier, Burton). Motion carried.

M/Reggiani S/Allison to table the City Clerk's contract.

Mayor Kacsh said what they would like to do is offer the Clerk a one month extension to go over the Title 4 issue, the manager's contract, etc. to make sure we are consistent with everybody. To make sure that Council's intentions are correct across the board.

Vote on motion: 5 yeas, 0 nays, 2 absent (Cheshier, Burton). Motion carried.

Joyce asked if the Mayor would explain to **Bourgeois** what Council had learned from the City Attorney in the executive session regarding the expiration of the contract. **Mayor Kacsh** said that the end of the contract, if an extension wasn't signed and if a new contract wasn't signed, it would just be the end of the contract, there would be no termination and no resignation, just the end. There would be no severance but all the other benefits would be the same. **Mayor Kacsh** asked the Clerk to put a one month extension before them on the special meeting agenda of Wednesday, June 26.

2. City Manager Contract

(may be discussed in executive session)

M/Reggiani S/Allison to go into executive session to discuss matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government, specifically to discuss the City Manager's contract.

Vote on motion: 5 yeas, 0 nays, 2 absent (Cheshier, Burton). Motion carried.

M/Joyce S/Bradford to direct the City Manager to proceed as was discussed in the executive session regarding the contract with the City Manager.

Vote on motion: 5 yeas, 0 nays, 2 absent (Cheshier, Burton). Motion carried.

G. AUDIENCE PARTICIPATION - none

H. COUNCIL COMMENTS - none

I. EXECUTIVE SESSION

see above (agenda items 2 & 3)

J. ADJOURNMENT

M/Allison S/Reggiani to adjourn.

Hearing no objection, the meeting was adjourned at 1:50 pm

Approved: August 21, 2013

Attest: _____
Susan Bourgeois, City Clerk

**CITY COUNCIL SPECIAL MEETING
JULY 19, 2013 @ 4:00 PM
LIBRARY MEETING ROOM
MINUTES**

A. CALL TO ORDER

Mayor James Kacsh called the Council Special Meeting to order at 4:00 pm on July 19, 2013 in the Library Meeting Room.

B. ROLL CALL

Present for roll call were *Mayor James Kacsh* and Council members *Kristen Carpenter*, *Tim Joyce*, *David Allison* and *Bret Bradford*. Council members *EJ Cheshier*, *David Reggiani* and *James Burton* were absent. Also present were Acting City Manager *Moe Zamarron* and Deputy Clerk *Tina Hammer*.

C. APPROVAL OF AGENDA

M/Joyce S/Bradford to approve the agenda.

Vote on motion: 4 yeas, 0 nays, 3 absent (Cheshier, Reggiani, Burton). Motion carried.

D. DISCLOSURES OF CONFLICTS OF INTEREST

David Allison declared that he has a conflict on agenda item 2 because he is employed by Eagle Contracting. *Mayor Kacsh* agreed that he should recuse himself from that item.

E. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

1. Audience Comments regarding agenda item

Dave Sjostedt 1003 Young Drive, Owner of Eagle Construction, said he wants to address a couple of items that were not addressed at the last council meeting. He felt the longer the project is put off the more expensive it will get and be harder to do. The freight window to get the materials here on the barge was missed which will cause delays. The window to get the building built is realistic if the materials are on hand but feels the date is abbreviated and he would like to see it extended. He stated that he appreciates Council's time as it can be a thankless job. He has quite a bit of money invested on bidding on the job as it took about a week to put it together and would like to get going on the project before winter sets in. He would like to see a quick resolution to the job one way or the other. *Joyce* asked the mayor if it was alright with Council that *Sjostedt* be available to ask questions as they proceed. *Mayor Kacsh* and Council agreed.

F. UNFINISHED BUSINESS

2. Contract approval with Eagle Contracting Corp. for Eyak Water Treatment Plant roof

M/Joyce S/Carpenter to direct the City Manager to enter into a contract with Eagle Contracting Corporation, to perform structural repairs to the Eyak Lake Water Treatment Plant Roof and associated work for a sum of Two Hundred Eighty Two Thousand Seven Hundred Seventy Dollars (\$282,770.00).

Joyce asked *Sjostedt* with the tight timeline given for the project would additional time allotted effect the price. *Sjostedt* stated it would not make much difference as the weather window had elapsed. *Joyce* stated the reason he asked the question was because on short time frame projects there is an associated cost to make things happen rapidly. *Hallquist* interjected that if the project was postponed until next summer we would have to shore up the roof or it would be lost which would be an added expensive albeit not large. *Sjostedt* added that the weather window is critical because of safety precautions due to high winds in that area. *Bradford* commented that the question was raised last meeting of why a peaked roof, that would shed snow, was not being used and that *Zamarron* has some engineering drawings. He also appreciates the contractor's time and money being spent on the proposal and does not have an issue for extending the time frame. He asked *Zamarron* if money was spent on the roof last year. *Zamarron* stated that no recent work was done.

Sjostedt and *Hallquist* agreed that 2000 was the last time the roof was replaced and flashing was put on. *Bradford* stated that all the joists are rotted out and need to be removed. He was wondering why we were going back to the original roof system. *Zamarron* handed Council a packet which shows a 35% completed truss plan prepared PND Engineers, free of charge to the City. These plans came from the insurance adjustor after the big snow when the City requested a pitched roof plan. *Zamarron* explained the price difference between a truss roof system and the proposed roof would be greater than \$300,000 as additional structure would need to be installed and support to the trusses. *Zamarron* would like to preserve the LT2 dollars for other water projects. The Heney/Meals reservoir is scheduled to turn off in September 2014 and once this happens we will not have enough water. As part of the LT2 program we have the ability to expand our current water catchment system. *Zamarron* stated the original budget was for a sloped roof but by reducing the cost to a 20 year flat roof funds could be used to improve the City's water sources. These improvements are greatly needed as Heney/Meals was recently shut down and we could not meet water usage demands. Expansion for existing water sources have been identified and *Zamarron* believes this is the best approach for the City. *Carpenter* asked if the failure of the contract during the last council meeting was a procedural issue. *Mayor Kacsh* stated that a broader spectrum of improving the roof rather as opposed to just maintaining was the concern. *Joyce* specified that the contract approval is for a flat roof. *Carpenter* inquired about the phases of the contract and *Zamarron* stated that the contract did not include the membrane on the roof but there still would be an additional \$300,000 cost for a pitched roof. *Joyce* questioned with the increased water demands why not consider building a new building over the existing one and then demo-ing the old. He suggested purchasing a pre-engineered metal building with a 30 year life span. *Zamarron* stated that the costs would be astronomical and that you would still need a strong roof with the span as engineered. *Joyce* referred to airport hangar buildings that are pre-engineered and described how it could be built around the existing building. *Zamarron* suggested obtaining three bids for that type of building but felt it would be four times the cost. *Hallquist* believed that type of building would cost 4 or 5 million. *Zamarron* stated there would be an engineering cost for a pre-engineering proposal and staff time. He continued that staff has checked different options and this was the best recommendation. To have plans for a new building drawn up will be \$10,000. *Hallquist* interjected that the engineering cost to change the hospital roof was \$180,000. *Mayor Kacsh* stated that this issue is a small portion of a larger budget refit on a whole system and if we take money out of this piece we leave less money for other parts down the road. *Joyce* felt that Council was not brought along on the project when it was started three months ago with a discussion on the different roof options and that was why the questions are being brought up now. It is not that he is against this design but had questions that were not answered. *Zamarron* and *Joyce* agreed that only budget information was presented to Council but not the design material. *Zamarron* added that he felt it is staffs job examine the options. *Joyce* agreed but would like to be informed earlier on in the process so questions could be addressed. *Bradford* commented that Council has to answer to staff, contractors and the community. And that he had questions as to why a bid from a truss plant was not obtained, which would not have engineering cost involved. He also asked if the equipment in the water plant was hanging from glulam beams and stated that not knowing the reasoning behind these kinds of questions was part of his frustration. *Carpenter* asked with modern construction methods would make this roof more water tight than the original construction. *Zamarron* answered that it would have a 20 year life on the membrane and that over the past 30 years there was not good maintenance on the current roof. He felt with a good maintenance program the roof would exceed the 20 year guarantee that comes with the membrane. \$850,000 will be spent inside the plant to upgrade the equipment and pumps which will bring it up to LT2 compliance standards. *Carpenter* stated that with improved construction methods and the roof membrane guarantee the price was acceptable. She thought staff did the analysis and weighed the pros and cons and felt comfortable with they came up with. *Zamarron* restated that he felt a 20 year roof for half the money was the best option. *Bradford* said it would be our own

dime for maintenance and no one would warranty a roof with snow shovellers on it. **Mayor Kacsh** suggested to Council a work session in the future to address project questions. **Zamarron** referred to the LT2 project list as possible items that Council would like to watch a little closer. The spreadsheet shows the project's budgeted cost with a running tab of the actual cost to date. **Bradford** recommended sticking to this plan as anything Council adds will affect the whole project. **Joyce** stated he doesn't have any issues repairing the roof but felt the first time he heard of the project was with the bid, other than seeing it on a budget sheet. He would like to see a workshop to see the steps. **Zamarron** agreed that work sessions can occur and indicated that this is a very fluid project with new information happening to meet the LT2 requirements. He felt that eight weeks is a long time to have an interruption of the water plant as it will be needed soon to make drinking water out of the lake. **Mayor Kacsh** suggested quarterly work sessions to keep Council updated on the project and he would like to see this contract approved.

Vote on motion: 3 yeas, 0 nays, 1 recuse 3 absent (Allison, Cheshier, Reggiani, Burton). Motion carried.

G. REPORTS OF OFFICERS

3. Susan Herschleb, Parks & Rec Director

Joyce asked what happened to the old skate park equipment. **Herschleb** stated that it was damaged from Snowpocalypse and is now at the landfill. The commission has plans to develop the back portion of the tot playground. They ran out of time last summer and did not ask for funds to move forward on it as they would like more community input. **Joyce** said he gets lots on questions about a skate park. **Herschleb** explained that they are looking at either a skate park or a pump track. **Bradford** asked if there is a difference between a pump track and a BMX track. **Herschleb** explained the commission decided the pump track was a good concept to put in transitionally because getting grants for skate parks is very difficult. They were looking at pouring a cement slab and putting in similar equipment like we had. The commission wanted to know what the community wanted as a great number of kids used bikes on the skate equipment. The fence installation and erosion control project was completed in the park and it took more money than anticipated leaving less funding for the pump track. She stated they are still in the process of reviewing the master plan. **Herschleb** referred to her report in the packet and wanted to inform Council about an aspect of the American Red Cross lifeguard training. Their belief is that certified guards should only rescue and only work in facilities that do two lifeguard rescues. She stated that the pool has guards that are unwilling to work alone. To staff every swim scheduled with two guards will cause a budget overage of \$23,000. As the report shows, swim lesson and the am lap swim bring in the most people but is staffed with one guard. She is working on ideas to keep the guards from feeling uneasy by providing radios to contact dispatch to provide an additional person during a rescue. The cost for a radio setup is \$2,000 to \$5,000. There is no law requiring two lifeguards so a reduced schedule might be an option. She explained that this is a budgetary problem. **Herschleb** did receive some direction from **Moore**; she will be discussing the issue with **Zamarron** and **Mr. Robertson** but wanted to keep Council informed of the issue. She anticipates the pool will be over budget, have a reduced schedule, or need funding for a radio setup. **Joyce** asked if there were times that the pool has two guards. **Herschleb** explained open swim has two or three guards. Also, during the day, **Meghan (Schinella)** can assist when there is a guard on deck but often she will be alone in the facility and that she is very uncomfortable life guarding alone. The exercise class is another instance where there is only one guard. **Joyce** followed up and asked if **Schinella** was comfortable with the radio option verses using two guards. **Herschleb** said she did not have enough information concerning the radios and had not talked with dispatch. **Mayor Kacsh** interjected that the biggest complaint he has received is that the pool is not open enough hours. **Herschleb** said she is hesitant to add hours due to budget concerns and life guard availability. For the 2014 budget she feels an additional full time guard will be necessary to maintain the current pool schedule.

H. AUDIENCE PARTICIPATION

Josh Hallquist said his family enjoys the pool as well as other young families and they are disappointed when it is not open. He supports anything that can be done to keep it open.

I. COUNCIL COMMENTS

Allison stated he would like to back up staff and that the LT2 issue has been before Council numerous times. It was discussed at budget, when it was placed on the ballot for a vote, and on the manager's report for the RFP. He said that there was not a request from Council for the RFP to be brought before them or a request for a more detailed discussion. In the past Council has not asked for more detail but if this is a change, staff needs direction. He said staff might be confused and that he was confused as to whether Council wants to review all these projects or not. He felt it was time for some board training defining the difference between governance and management. **Allison** stated that its Council's job to govern the city, to set policy, set the budget and to hire a manager to take of the day to day needs. He does not believe its Council's job to get into the day to day details of these projects. He would like to see some governance verse management training. When governance gets in management's way it creates a lot of headaches and extra work. He believes that Council is getting into management but the governance is where they belong.

Bradford commented that it is Council's job to govern and to govern the finances of the city. Council should make sure to get value for the people's money that is being spent. He agrees there is a fine line between governance and management and doesn't want to see change orders but when \$300K is spent for a roof he wants to take a closer look at it. He hopes staff understands it is part of Council's job.

Carpenter stated she had nothing to add.

Joyce understood **Allison's** comments and agrees to some of it but feel as an elected representative of the people of the town he will be asked questions and will need information in order to answer those question. A workshop would provide Council with information so he can explain to the public why he voted the way he did. He had the budget information for this project but that didn't say specifics. When he saw how the roof is to be replaced it generated some questions. He wants to be informed on the thought process and does not see that as interference just information being provided to Council.

Mayor Kacsh suggested a work session to cover the LT2 project as a whole and to look at the individual components. **Allison** suggested clarifying policy concerning RFP procedure. **Joyce** recommended that at the workshop **Zamarron** could discuss LT2 in more detail as projects neared. He would like to stay informed as to what's coming up close. **Carpenter** would like to hear updates during the managers and staff reports at regular Council meeting. **Mayor Kacsh** suggested once the new city manager is here it might be a good time for a refresher workshop before a regular meeting. **Bradford** felt **Zamarron** should decide if a workshop is necessary after updating Council.

J. ADJOURNMENT

M/Bradford S/Joyce to adjourn.

Hearing no objection, the meeting was adjourned at 4:58 pm

Approved: August 21, 2013

Attest: _____
Tina Hammer, Deputy Clerk

**CITY COUNCIL REGULAR MEETING
AUGUST 07, 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 August 07, 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*, *Tim Joyce*, *David Allison*, *Bret Bradford* and *David Reggiani*. Council members *EJ Cheshier* and *James Burton* were absent. Also present were Acting City Manager *Moe Zamarron* and City Clerk *Susan Bourgeois*.

D. APPROVAL OF REGULAR AGENDA

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

Allison suggested the addition of *Kate Morse* of the Copper River Watershed Project as a guest speaker. Council concurred.

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

E. DISCLOSURES OF CONFLICTS OF INTEREST - none

F. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

1. Guest Speaker – *Kate Morse* started by saying she appreciates the time put in by people in leadership positions in the community. She was representing CRWP but also the Copper River Salmon Festival which took place this past weekend in Cordova. In 2002 City Council approved the Cordova Tourism Plan with goals that included expanding and diversifying Cordova's tourism economy, maintaining a healthy and natural, productive environment in the community and maintaining the quality of community life. Salmon festival has sprung from this – attracting people to town and therefore, supporting local businesses. People from all over country attended – salmon runs had a record 300 participants, including a man who ran his 50th marathon in his 50th state. Partnership of many entities involved: City Parks and Rec, Refuse, Police, Ski Hill, Arts & Pageants, Science Center, ADF&G, USFS, CDFU. Also, the Taste of Cordova, a seafood cook-off hosted by Copper River and PWS Marketing Association. Cordovans could exhibit their creations, arts, music, etc. local entrepreneurs were supported. All the proceeds go to support year-rounds arts in Cordova. Overall she said it celebrates what puts us on the map, our Salmon fisheries – Copper River Salmon, etc.

2. Audience comments regarding agenda items

John Harvill of 701 Railroad Avenue said he had already spoken to all the Council members (at least all the ones who returned his phone calls on the issue) and he fully supports Resolution 08-13-44 supporting the Shepard Point Road for NVE. He thinks it is important for the City to bring new industry and new growth to this area. This would be a great help to CEC in order to enhance access to the Humpback Creek facility.

3. Chairpersons and Representatives of Boards and Commissions

Harbor Commission - Harbormaster *Schinella* offered that there would be a meeting next week.

HSB - *Allison* said that the Board has nothing scheduled until its regular quarterly meeting

P&R - *Carpenter* said they would meet again after summer camp was completed for the season and an item they want to discuss is the ranking of 2014 capital projects.

P&Z - *Reggiani* reported that they also would be meeting next week.

School Board - *Bradford* said there was an upcoming task force meeting.

4. Superintendent's Report - No report.

G. APPROVAL OF CONSENT CALENDAR

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

5. Record excused absences of Council members **Cheshier & Burton** from the July 17, 2013 regular meeting.

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

H. APPROVAL OF MINUTES

M/Reggiani S/Joyce to approve the Minutes.

Reggiani stated that on page 3 there was a spot that said **Reggiani** stated that ...as to why it wasn't in "Court Comments" – he believed that what it should have said was "correspondence". He also mentioned that the Attorney's names are listed in the meeting minutes with their first names and he suggested this practice be changed to always use last names. The Clerk said she would make those corrections.

6. Regular Meeting Minutes 07-03-13

7. Regular Meeting Minutes 07-17-13

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

I. CONSIDERATION OF BIDS - none

J. REPORTS OF OFFICERS

8. Mayor's Report - **Mayor Kacsh** said he hasn't been too busy the last couple of weeks – he spent a great deal of time with **Austerman's** staff - one night he went to the Marketing Association's media tour. Also, he went along with them and **Clay Koplín** on a tour of Humpback Creek. He met with a student from Stanford University who had a lot of questions about Cordova. He received a letter from **Kevin Quinn** (Proprietor of Points North Heli-skiing) – he is having trouble with his USFS permit and asked if the Mayor or Council could help in speaking with our federal representation. He also met with the Forest Supervisor and they had questions as they are revising their forest plan.

9. Manager's Report - **Zamarron** said he's working on a wastewater grant application, similar to the water and refuse ones he's received lately; this will be coupled with a loan so he expects to be back here shortly which may once again require a special election. These are all to update our infrastructure. There is an issue with the playground at Mt. Eccles; the shelter being replaced has been built too short. We did find this out before they completed it - should be remedied within a month or so. Title 4 staff review is complete. We will discuss Cordova Center in a little while (executive session). **Joyce** asked who designed the playground. **Zamarron** said it's a tough question, there was a playground structure designer and a playground equipment designer - this was just a lack of communication. The insurance company is at the center of this and seems to have dropped the ball.

10. City Clerk's Report - **Bourgeois** reported that she had been away and the two sets of minutes in the packet were completed by Deputy Clerk **Tina Hammer** and she contracted with previous Deputy Clerk **Robyn Kincaid** (now **Robyn Kirk**). These were two sets of very lengthy, detailed minutes which most Clerk's trainings advise is not the appropriate way to do minutes. More so they should be action minutes which record little of the back and forth discussion, but only the action items voted upon. She will write the minutes however Council suggests, but she wants Council to know that these are very time-consuming. **Mayor Kacsh** asked Council to give their opinion so the Clerk has clear direction. **Carpenter** said she prefers the shorter version - not the best use of people's time. **Bradford** said he is not in favor of too short, he said what he's been reading the past several years has been good. **Allison** said he is of the opinion that the only thing that matters is the action that was taken. **Reggiani** said it is hard to strike the balance between too short and a full transcription but he would lean toward the shorter as well.

K. CORRESPONDENCE

11. RCAC Project Planning 06-25-13
12. Mykland email in re Cordova Center 07-18-13
13. Polar Tankers letter to Mayor 07-25-13
14. Notice of Utility Tariff Filing 07-16-13
15. Schinella Family letter to Mayor 07-22-13

Mayor Kacsh said he appreciated the letter from the Schinella family. **Allison** asked if we had to do anything with the Polar Tankers letter - **Bradford** said maybe **Paul Trumblee** should get a copy of that.

L. ORDINANCES AND RESOLUTIONS

16. Ordinance 1111 an ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code 4.56.070 in re annual leave carry over - 1st reading

M/Reggiani S/Bradford to adopt Ordinance 1111 an ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code 4.56.070 in re annual leave carry over

Reggiani said this is how he understood this to come from our work session - page 24 outlines what the discussion was about and this is what we were looking for. It is very, very, very clear and he supports it. **Joyce** agreed.

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

17. Resolution 08-13-44 a resolution of the City Council of the City of Cordova, Alaska, supporting the Native Village of Eyak's Shepard Point Road and deep-water oil spill response facility project

M/Joyce S/Allison to approve Resolution 08-13-44 a resolution of the City Council of the City of Cordova, Alaska, supporting the Native Village of Eyak's Shepard Point Road and deep-water oil spill response facility project.

Joyce said we had quite a discussion about this last time - he thinks the letter addressed some of the issues brought up - from what he remembers, this is a project that the City has supported for more than ten years. He thinks this is just a continuation of that support.

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

18. Resolution 08-13-45

A resolution of the City Council of the City of Cordova, Alaska adopting the updated Local Hazards Mitigation Plan

M/Reggiani S/Bradford to approve Resolution 08-13-45 a resolution of the City Council of the City of Cordova, Alaska adopting the updated Local Hazards Mitigation Plan.

Bradford asked how this came to us tonight. **Zamarron** asked **Greenwood** to answer the question. City Planner **Greenwood** said that the State requires an update every five years and ours is due now (2013). **Joanie Behrends** started working on this with her EMO job and if we do not have a current and updated plan we cannot receive hazard mitigation grants which are something **Behrends** uses quite a bit. This has already been passed by the State and FEMA and they are both fine with it and the final step is a resolution by the City Council approving it. **Joyce** asked if there is anything in this plan that commits us to do something that we are not already doing. **Greenwood** says no, it summarizes what we have done and what we'd like to do, but no commitments.

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

M. UNFINISHED BUSINESS - none

N. NEW & MISCELLANEOUS BUSINESS

19. Pending Agenda and Calendar

Council would like to have the auditors present the 2012 audit; they opted that the Clerk and Finance Director should look into availability on the second Council meeting in **September**.

Council asked that the HSB/Providence/CCMC repayment of loans plan should come before Council before budget - so maybe just put this item on **pending agenda** so it doesn't get forgotten about.

Council email policy - Council decided to let **Randy (Robertson)** look at that first.

Providence review/evaluation - this was discussed and **Theresa Carte** at the hospital is working on an instrument for such an evaluation (criteria).

O. AUDIENCE PARTICIPATION

Cindy Appleton said welcome to the **Robertson's**; glad they are here and hope they had a great trip.

Tom Bailer of 304 Orca Inlet Drive said he is sorry that he has a complaint - the burn pile is the worst he has seen in years. It is out on the road toward Orca and expanding it is approaching too close to the alders and something needs to be done about it. It's not a convenience it's a service, a lot of people like him use that thing.

P. COUNCIL COMMENTS

20. Council Comments

Allison welcomed the **Robertson's** and thanked everyone for a short meeting.

Reggiani also thanked for the short meeting and welcomed the **Robertson's** and said he is looking forward to working with Randy.

Bradford said the same, "welcome to Cordova".

Carpenter said ditto on the welcome.

Joyce welcomed **Randy (Robertson)** and his wife and said he appreciates them both being here.

Mayor Kacsh thanked **Mr. & Mrs. Robertson** for making the long journey and welcome. He is interested in getting our legislators here for the Sobriety Celebration and he asked for the ok from Council to write letters and invite them on the City's behalf. Council opined that they agreed with that.

Allison said he had forgotten to also thank **Moe (Zamarron)** for stepping up these past few weeks - it was much appreciated. **Reggiani** and **Joyce** both expressed the same.

Q. EXECUTIVE SESSION

33. Cordova Center Finances – Attorney advice/update

M/Joyce S/Allison to go into executive session to discuss matters the immediate knowledge of would clearly have an adverse effect upon the finances of the government; specifically to discuss the Cordova Center Finances.

Vote on motion: 5 yeas, 0 nays, 2 absent (Cheshier and Burton). Motion was approved.

Council took a recess at 08:18 and reconvened the meeting at 08:22pm; Council entered executive session at 08:22pm; Council invited **Randy Robertson, Moe Zamarron, Josh Hallquist, Jon Stavig** and **Susan Bourgeois** to stay for the executive session.

Council came out of executive session at 09:03 no action was taken.

R. ADJOURNMENT

M/Joyce S/Bradford to adjourn the regular meeting at 09:03 pm

Hearing no objection, the meeting was adjourned.

Approved: August 21, 2013

Attest: _____
Susan Bourgeois, City Clerk

MEMO, City of Cordova

To: Mayor and City Council

Through: Randy Robertson, City Manager

From: Jon K. Stavig, Finance Director

Date: August 14, 2013

RE: Finance Department Report

Following are the traditional monthly financial reports submitted to Council for the 7 months ending July 31, 2013.

The report consists of two pages. The first page is a fund summary for the general fund only. The second page includes all funds including the enterprise funds. I have excluded Fund 426, Cordova Center Fund and instead included a separate report to show all expenditures through July 31, 2013 as it distorts the two page summary report.

The City's account balances as of August 14, 2013 are as follows;

Combined Central Treasury Accounts	\$5,200,671.73
(FNBA & UBS balances)	
Combined Permanent Fund Accounts	\$9,537,498.13
(UBS balances)	

Finally, we recently concluded receipting in the 2nd Quarter sales tax receipts. Total receipted in is \$1,047,202.11. This figure is up approx. 3% over last years' 2nd Quarter results. Total YTD Sales Tax revenues are \$2,051,598.12 which is 55% of this years' budgeted revenue goal of 3.7MM. Please see the attached Sales Tax Report which includes data for 7 years for additional information.

All to report from the Finance Department.

Respectfully submitted,

Jon K Stavig, Finance Director

CITY OF CORDOVA
FUND SUMMARY
FOR THE 7 MONTHS ENDING JULY 31,
2013
GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
TAXES	2,654,126.72	2,654,126.72	5,718,500.00	3,064,373.28	46.4
LICENSES & PERMITS	65.00	65.00	16,300.00	16,235.00	.4
OTHER GOVERNMENTAL	1,197,730.75	1,197,730.75	3,066,537.64	1,868,806.89	39.1
LEASES & RENTS	110,088.63	110,088.63	171,020.00	60,931.37	64.4
LAW ENFORCEMENT	227,383.08	227,383.08	333,900.00	106,516.92	68.1
D. M. V.	65,998.58	65,998.58	92,500.00	26,501.42	71.4
PLANNING DEPARTMENT REVENUE	8,760.56	8,760.56	29,000.00	20,239.44	30.2
RECREATION DEPT REVENUE	45,202.50	45,202.50	77,000.00	31,797.50	58.7
POOL REVENUE	12,797.50	12,797.50	34,200.00	21,402.50	37.4
SALE OF PROPERTY	700.00	700.00	6,500.00	5,800.00	10.8
INTERFUND TRANSFERS IN	287,025.55	287,025.55	492,043.75	205,018.20	58.3
OTHER REVENUE	42,925.63	42,925.63	225,000.00	182,074.37	19.1
STATE DEBT SERVICE	648,475.00	648,475.00	976,276.00	327,801.00	66.4
REIMBURSME					
	5,301,279.50	5,301,279.50	11,238,777.39	5,937,497.89	47.2
EXPENDITURES					
CITY COUNCIL	11,111.85	11,111.85	22,888.16	11,776.31	48.6
CITY CLERK	144,542.68	144,542.68	243,111.61	98,568.93	59.5
CITY MANAGER	203,329.74	203,329.74	399,368.41	196,038.67	50.9
FINANCE	244,071.37	244,071.37	423,517.81	179,446.44	57.6
PLANNING DEPARTMENT EXPENSE	120,382.38	120,382.38	212,763.46	92,381.08	56.6
PLANNING COMMISSION	530.48	530.48	6,500.00	5,969.52	8.2
DEPARTMENT OF MOTOR VEHICLE	39,008.25	39,008.25	76,825.96	37,817.71	50.8
LAW ENFORCEMENT	456,869.08	456,869.08	892,295.09	435,426.01	51.2
JAIL OPERATIONS	110,682.55	110,682.55	231,298.95	120,616.40	47.9
FIRE & EMS	168,402.71	168,402.71	320,000.18	151,597.47	52.6
DISASTER MANAGEMENT DEPT.	148.72	148.72	7,500.00	7,351.28	2.0
INFORMATION SERVICES	267,644.11	267,644.11	472,652.75	205,008.64	56.6
FACILITY UTILITIES	110,096.83	110,096.83	156,300.00	46,203.17	70.4
PW ADMINISTRATION	74,727.50	74,727.50	122,272.32	47,544.82	61.1
FACILITY MAINTENANCE	127,546.61	127,546.61	211,713.28	84,166.67	60.2
STREET MAINTENANCE	300,701.94	300,701.94	619,784.04	319,082.10	48.5
SNOW REMOVAL	21,977.76	21,977.76	79,650.00	57,672.24	27.6
EQUIPMENT MAINTENANCE	187,867.09	187,867.09	299,779.39	111,912.30	62.7
PARKS MAINTENANCE	56,833.92	56,833.92	103,904.25	47,070.33	54.7
CEMETERY MAINTENANCE DEPT.	4,137.64	4,137.64	8,275.00	4,137.36	50.0
RECREATION - BIDARKI	215,330.24	215,330.24	406,073.52	190,743.28	53.0
POOL	188,808.28	188,808.28	284,467.98	95,659.70	66.4
SKI HILL	47,251.31	47,251.31	58,400.00	11,148.69	80.9
NON-DEPARTMENTAL	241,323.50	241,323.50	352,745.00	111,421.50	68.4
LONG TERM DEBT SERVICE	1,494,186.16	1,494,186.16	1,699,924.00	205,737.84	87.9
INTERFUND TRANSFERS OUT	978,592.07	978,592.07	978,592.07	.00	100.0
TRANSFERS TO OTHER ENTITIES	1,871,196.54	1,871,196.54	3,101,983.16	1,230,786.62	60.3
	7,687,301.31	7,687,301.31	11,792,586.39	4,105,285.08	65.2

CITY OF CORDOVA
FUND SUMMARY
FOR THE 7 MONTHS ENDING JULY 31,
2013

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
101 GENERAL FUND	5,301,279.50	5,301,279.50	11,238,777.39	5,937,497.89	47.2
104 CITY PERMANENT FUND	1,174,189.59	1,174,189.59	1,210,007.93	35,818.34	97.0
203 FIRE DEPT. VEHICLE ACQUISITION	42,814.96	42,814.96	10,000.00	(32,814.96)	428.2
205 VEHICLE REMOVAL/IMPOUND FUND	33,621.00	33,621.00	33,000.00	(621.00)	101.9
401 GENERAL PROJ & GRANT ADMN	642,841.46	642,841.46	854,970.00	212,128.54	75.2
410 CHIP SEAL C.I.P.	50,000.00	50,000.00	50,000.00	.00	100.0
435 HOSPITAL REPAIR PROJECT	435,848.85	435,848.85	1,028,155.00	592,306.15	42.4
502 HARBOR ENTERPRISE FUND	745,919.45	745,919.45	1,037,570.41	291,650.96	71.9
503 SEWER ENTERPRISE FUND	411,518.99	411,518.99	731,830.00	320,311.01	56.2
504 WATER ENTERPRISE FUND	440,390.66	440,390.66	735,270.00	294,879.34	59.9
505 REFUSE ENTERPRISE FUND	506,249.29	506,249.29	942,625.00	436,375.71	53.7
506 ODIK CAMPER PARK	18,817.02	18,817.02	61,167.25	42,350.23	30.8
602 HARBOR & PORT PROJECTS	1,023,971.34	1,023,971.34	103,235.00	(920,736.34)	991.9
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
	11,617,803.89	11,617,803.89	24,232,464.98	12,614,661.09	47.9

<u>EXPENDITURES</u>					
101 GENERAL FUND	7,687,301.31	7,687,301.31	11,792,586.39	4,105,285.08	65.2
104 CITY PERMANENT FUND	466,787.93	466,787.93	466,787.93	.00	100.0
203 FIRE DEPT. VEHICLE ACQUISITION	3,500.82	3,500.82	.00	(3,500.82)	.0
205 VEHICLE REMOVAL/IMPOUND FUND	1,245.00	1,245.00	.00	(1,245.00)	.0
401 GENERAL PROJ & GRANT ADMN	377,354.39	377,354.39	994,735.50	617,381.11	37.9
410 CHIP SEAL C.I.P.	.00	.00	50,000.00	50,000.00	.0
435 HOSPITAL REPAIR PROJECT	445,301.54	445,301.54	1,028,155.00	582,853.46	43.3
502 HARBOR ENTERPRISE FUND	593,223.45	593,223.45	1,037,570.41	444,346.96	57.2
503 SEWER ENTERPRISE FUND	501,096.42	501,096.42	731,830.00	230,733.58	68.5
504 WATER ENTERPRISE FUND	431,632.77	431,632.77	735,270.00	303,637.23	58.7
505 REFUSE ENTERPRISE FUND	569,249.79	569,249.79	942,625.00	373,375.21	60.4
506 ODIK CAMPER PARK	16,668.63	16,668.63	57,255.25	40,586.62	29.1
602 HARBOR & PORT PROJECTS	281,635.00	281,635.00	103,235.00	(178,400.00)	272.8
603 SEWER PROJECTS	.00	.00	709,857.00	709,857.00	.0
605 SOLID WASTE PROJECTS	115,113.45	115,113.45	1,506,000.00	1,390,886.55	7.6
654 LT2 COMPLIANCE PROJECT	49,477.55	49,477.55	3,605,000.00	3,555,522.45	1.4
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
	12,031,680.05	12,031,680.05	24,252,999.48	12,221,319.43	49.6

CITY OF CORDOVA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JULY 31, 2013

CORDOVA CENTER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>PHSE I - FROM CITY MONEY</u>					
426-401-52180	PROFESSIONAL SERVICES	254,127.44	254,127.44	38,600.00	(215,527.44)	658.4
426-401-70110	ADMINISTRATION	1,932.99	1,932.99	.00	(1,932.99)	.0
426-401-70130	CONSTRUCTION	900,209.12	900,209.12	.00	(900,209.12)	.0
426-401-70140	CONSTRUCTION	17,692.70	17,692.70	.00	(17,692.70)	.0
MANAGMENT						
	TOTAL PHSE I - FROM CITY MONEY	1,173,962.25	1,173,962.25	38,600.00	(1,135,362.25)	3041.4
	<u>PHSE II - FROM CITY MONEY</u>					
426-402-70110	ADMINISTRATION	1,036.28	1,036.28	.00	(1,036.28)	.0
426-402-70140	CONSTRUCTION	27,700.00	27,700.00	.00	(27,700.00)	.0
MANAGMENT						
	TOTAL PHSE II - FROM CITY MONEY	28,736.28	28,736.28	.00	(28,736.28)	.0
	TOTAL FUND EXPENDITURES	1,202,698.53	1,202,698.53	38,600.00	(1,164,098.53)	3115.8

City of Cordova Sales Tax by Month

MO	Monthly 2006	Monthly 2007	Monthly 2008	Monthly 2009	Monthly 2010	Monthly 2011	Monthly 2012	Monthly 2013
1	187,207.39	324,910.63	161,816.00	451,415.63	464,612.16	505,341.60	500,034.20	430,751.16
2	232,113.63	125,342.18	309,728.90	6,177.24	14,072.80	13,674.56	8,326.66	93,938.49
3	9,557.16	13,816.84	12,492.65	6,079.39	5,089.37	7,789.18	5,513.55	6,373.61
4	204,839.85	213,580.52	157,834.55	404,632.31	410,336.25	450,243.14	491,413.69	446,981.46
5	205,529.54	233,267.96	284,865.67	7,728.15	11,233.89	20,800.83	13,130.10	16,286.00
6	57,291.82	19,169.36	9,465.07	10,735.62	13,600.61	10,147.46	10,087.13	10,065.29
7	430,141.82	275,344.81	366,891.35	907,462.33	696,627.38	1,036,212.79	1,008,448.02	1,047,202.11
8	385,661.71	569,255.39	525,436.47	13,509.45	207,779.08	6,756.90	23,562.60	
9	11,186.97	20,263.45	9,823.70	12,065.62	12,614.08	39,119.24	18,832.66	
10	554,466.02	548,883.31	589,069.15	938,148.97	1,068,383.51	1,017,825.64	1,080,844.00	
11	299,447.21	364,245.50	204,713.50	18,446.34	16,533.44	35,207.68	10,353.27	
12	27,714.58	22,719.02	25,702.00	9,462.23	24,298.56	7,000.94	10,164.49	
	2,605,157.70	2,730,798.97	2,657,839.01	2,785,863.28	2,945,181.13	3,150,119.96	3,180,710.37	2,051,598.12

CITY CLERK'S REPORT TO COUNCIL

August 21, 2013 Regular Council Meeting

Date of Report: August 14, 2013

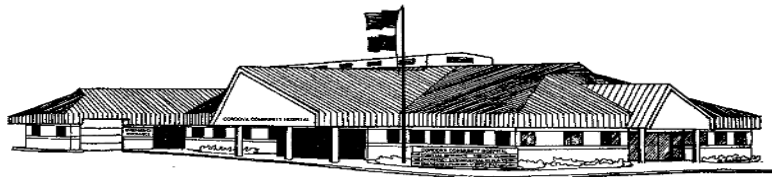
Things I need feedback on or am reporting to Council on:

See Pending agenda

Things the Clerk's Office has been working on:

- Signed paychecks/other AP checks
- Sat in on a conference call with Caselle to work out details of importing payments and coordinating between the Clerk's office and the Finance department
- Prepared agendas and packets for regular mtg and public hearing on 08-21-13
- Minutes catch-up is in progress – contracted minutes are coming in quickly and accurately, although review of these does take up some of my day
- Attended Department Head meeting on August 13 and full City staff meeting on that day as well
- Renewed vehicle registrations for City vehicles
- Forwarded a voter registration application to Juneau for processing
- Coordinated future agenda guest speakers, Mikunda Cottrell and Buck Adams
- Organized backlog of City Ordinances, Resolutions and minutes onto acid free paper and into archival notebooks
- Researched a possible Special Election
- Ordered office supplies and new City Manager Name Plate
- Discussed special election possibility with Public Works Director and City Attorney
- Prepared a time frame/schedule of dates to be prepared for said Special Election
- Read code reference with planner and acting as sounding board for interpretation of said code
- Worked with Municipal Code corporation on the next Code supplement – sent them the ordinances that need to be codified
- Deputy Clerk completed State of AK DCCED annual report on assessing and taxation – continues to work on SRC/DV report due to them by September 3

CORDOVA COMMUNITY MEDICAL CENTER



P.O. Box 160 • 602 Chase Ave. • Cordova, Alaska 99574-0160
Phone: (907) 424-8000 • Fax: (907) 424-8116

Purpose:

Communicate updated information on opportunity for funding for CCMC's CT Scanner and associated delay in acquisition. Gain understanding and approval to move forward with attempt to procure those funds.

Background/Discussion:

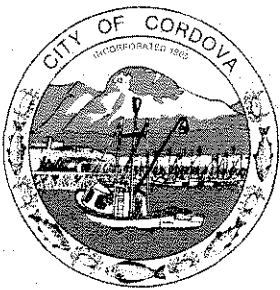
The Health Service Board has approved the first phase in the planned purchase of a CT Scanner for Cordova Community Medical Center. The Concept Design phase was completed the first week of August. The results of that work delivered an estimated total cost of the project as \$852,000 (\$300,000 for the CT scanner equipment and \$552,000 for the renovation at CCMC). The architects calculated the upper end for this work adding escalation and contingency and the total was \$929,000 (\$300,000 for CT, \$629,000 for renovation). CCMC's intention has been to either borrow money from the City of Cordova or to look for another source for a loan. The ROI was calculated for this equipment to be 3 years.

Providence Health & Services Alaska has recently identified potential donors that are interested in seeing an application for grant money to assist in our purchase of a CT Scanner. The two organizations have worked together in the past on these types of projects. One donor will only give money for the equipment, up to 50% (~\$150,000 in this case). The other donor will pay for a portion of the renovation costs. They have not specified the amount, but do require that we pay for a portion to demonstrate our dedication to this effort. Providence estimated we could get about \$250,000-350,000 for our renovations. This would give us, in total, about \$400,000 - \$500,000 reduction in our cost for the CT Scanner.

The downside of pursuing the money will be a delay in the actual purchase and installation of the CT Scanner. If we go for the grant money, we cannot plan on actually using the equipment until August or September of 2014. One of the donors meets in November and will disperse the money 9 months later. There is also the risk that our grant application will be denied, in which case we've delayed the project and have not obtained our planned benefit.

Recommendation:

CCMC recommends that we pursue the grant money with the intent to have the best stewardship on this project. We believe we have a very high likelihood of receiving these funds.



CITY OF CORDOVA

Office of City Manager

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

August 16, 2013

Memo to City Council

Re: Eyak Lake Water Treatment Plant EPDM Roofing Project

CMC 5.12.040 "Council approval of contracts" says:

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

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

I recommend the city enter into a contract with Interior Alaska Roofing, Inc. of Fairbanks, Alaska, to perform the installation of an EPDM roof system and flashing at the Eyak Lake Water Treatment Plant as set forth in the attached Request for proposal #07-13. (Exhibit A).

The total contract price is not to exceed Seventy Nine Thousand Eight Hundred and Fifty Dollars (\$79,850.00).

A summary of the nature and quantity of the performance the city shall receive is set forth in the attached Request for proposal #07-13 (Exhibit A). The contractor will have 45 days to complete the work from the date of the Notice to Proceed.

Recommended action: Voice Vote.

I move to direct the City Manager to enter into a contract with Interior Alaska Roofing, Inc. of Fairbanks, Alaska, to perform the installation of an EPDM roof system and flashing at the Eyak Lake Water Treatment Plant for a sum of Seventy Nine Thousand Eight Hundred and Fifty Dollars (\$79,850.00).

Thank you,
Randy Robertson
City Manager

City of Cordova
Cordova, Alaska
Eyak Lake Water Treatment Plant
Request for Proposal # 07-13
Eyak Lake Water Treatment Plant EPDM Roofing and Flashing
REQUEST FOR PROPOSAL

The City of Cordova is requesting written proposals from qualified Contractors interested in providing the necessary labor and material to install an EPDM roof system on the City Of Cordova Eyak Lake Water Treatment Plant. Sealed proposals, plainly marked, "RFP #07-13 – Eyak Lake Water Treatment Plant EPDM Roofing and Flashing" addressed to the City Manager, City of Cordova, P.O. Box 1210, Cordova, AK 99574 will be accepted until 2:00 p.m. August 9, 2013. PROPOSALS RECEIVED AFTER 2:00 P.M. WILL NOT BE CONSIDERED.

Copies of this RFP may be obtained from Josh Hallquist at Cordova City Hall, or by calling 424-6280. A mandatory pre-bid meeting will be held at 10:00am on 8-02-13 at the Eyak Lake Water Treatment Plant. The City of Cordova reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to accept any proposal that is in the best interest of the City, and to negotiate the terms and conditions of any proposal leading to acceptance and final execution of a contract for services.

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

The City welcomes potential Contractors to visit the Eyak Lake Water Treatment Plant to better understand the dynamics, operations, location and access throughout the facility. To arrange a visit or if you have any questions pertaining to the specifics of this RFP and the scope of services, please contact the City of Cordova Project Manager, Josh Hallquist, at 907-253-6232.

I. INTENT OF SOLICITATION

The City of Cordova (City) is soliciting competitive proposals from qualified contractors to provide the necessary labor and material to design and install an EPDM roof system and fascia flashing for the City of Cordova Eyak Lake Water Treatment Plant. Additional service requirements will be found in SECTION III, SCOPE OF WORK.

II. BACKGROUND

The Eyak Water Treatment Plant is a working water treatment facility constructed in the 1980's. It is used to supplement the city water supply system during high usage or dry conditions. The roofing membrane has been leaking into the roof framing assembly for many years and has resulted in the partial collapse of the roof system. The existing roof assembly is currently being demolished and replaced with new framing, vapor barrier, insulation, ¾" roof decking and a Grace Ice and Water Shield membrane under separate contract. This initial scope of work is schedule to be complete by 9-1-2013. The intent of this RFP is to provide for design and installation of a new, fully adhered EPDM roofing system and fascia flashing to complete the roof system. The plant will remain in operation during construction. The plant is a secure facility that must remain so during construction.

III. SCOPE OF WORK

Provide the necessary material, equipment, and labor to perform the following scope of work: The following work scope is provided as a minimum guideline and is not inclusive of all work activities that may be required to provide for the design and installation of a new fully adhered EPDM roofing system and fascia flashing. The original as-built record drawings have been included for reference.

- Performance requirements:
 - General: Provide installed roofing membrane and base flashing that remains watertight; do not permit the passage of water; resist specified uplift pressures, thermally induced movement, and exposure to weather without failure.
 - Material Compatibility: Provide roofing materials that are compatible with one another under conditions of service and application required, as demonstrated by roofing membrane manufacture based on testing and field experience.
 - Roofing system design: Provide a membrane roofing system that is identical to systems that have been successfully tested by a qualified testing and inspecting agency to resist uplift at corners, edges and field-of-roof calculated according to ASCE7 and the 2003 IBC based upon the following criteria
 - Wind Speed, V=120MPH, 3-second gust
 - Exposure C
 - Importance Factor, Iw:1.15
 - Mean Roof Height: 21 feet
- Submittals
 - Product data for each type of material
 - Shop drawings for roofing system to include plans, elevations, sections, details, and attachments to other work
 - Base flashing and membrane terminations
 - Substrate board layout and fastening
 - Fascia flashing and fastening details
 - Roof penetration flashing
 - Installer certificates: signed by roofing system manufacture certifying that installer is approved, authorized, or licensed by manufacture to install roofing system.
 - Manufacture Certificates: Signed by roofing manufacture certifying that roofing system complies with requirements specified in "Performance Requirements" above.
 - Qualification data for installer and manufacture
 - Product test reports: based on evaluation of comprehensive tests performed by manufacture and witnessed by a qualified testing agency, for components of roofing system.
 - Maintenance data: for roofing system to include in maintenance manuals.
 - Warranties: Specific warranties specified below
 - Inspection Report: Copy of roofing system manufactures inspection report of completed roofing installation.
- Warranty
 - Special Warranty: Manufactures standard form, without monetary limitations, in which manufactures agrees to repair or replace components of membrane roofing system that fail in materials or workmanship within specified warranty period. Failure includes roof leaks.

- Special warranty includes roofing membrane, base flashings, manufactured roof edging, roofing membrane accessories, fasteners, substrate board, and other components of membrane roofing system.
 - Warranty period: 20 year water tight warranty and 20 year 120mph wind speed warranty.
- Products
 - EPDM Roofing Membrane:
 - ASTM D 4637, Type II, scrim or fabric internally reinforced uniform, flexible sheet made from EPDM, as follows:
 - Thickness: 75 mils, nominal
 - Exposed Face Color: Black
 - Substrate Board:
 - ASTM C 177/C 1177M, glass-mat, water resistant gypsum substrate, ½ inch thick (minimum). (Dens-Deck by Georgia-Pacific Corporation)
 - Fasteners: Factory-coated steel fasteners and metal plates meeting corrosion-resistance provisions in FMG 4470, designed for fastening substrate panel to roof deck.
 - Fascia Flashing:
 - Metallic-Coated Steel Sheet: Restricted flatness steel sheet, metallic coated by the hot-dip process and pre-painted by the coil coating process to comply with ASTM A 755/A 755M.
 - Aluminum-zinc alloy-coated sheet steel: ASTM A 792/A 792M, Class AZ50 Coating designation, Grade 40; structural quality.
 - Surface: Smooth, flat
 - Exposed coil-coated finish
 - Two-coat Fluoropolymer: AAMA 621. Fluoropolymer finish containing not less than 70% PVDF resin by weight in color coat. Prepare, pretreat, and apply coating to exposed metal surfaces to comply with coating and resin manufactures written instructions.
 - Color as selected by owner from standard color chart
 - Concealed Finish: Pretreat with manufactures standard white or light colored acrylic or polyester backer finish, consisting of prime coat and wash coat with a minimum total dry film thickness of 0.5 mil.
- RFP documents:
 - Original Eyak Lake Water Treatment Plant contract drawings (1983 as-built)
 - SK1 ; Fascia details
- The site will be available to begin installation of the EPDM roofing system and flashing on 9-2-2013.
- If the site is not ready for installation of the EPDM roofing and flashing by 9-2-2013 the completion date/duration will be adjusted accordingly. If the weather conditions are not acceptable to preform the EPDM roofing work due to owner caused delays the project completion date can be moved to next spring, but it is our desire to have the project complete this fall.
- Material must be staged off site prior to the start of the project as the preceding contractor will be using the site.

- Project will be subject to Title 36 of the Alaska Statutes which requires payment of AKDOL Filing fees, filing of certified payroll with AKDOL, and related reporting. AKDOL LSS Portal can be found at <https://myalaska.state.ak.us/certpay/portal.aspx>.
- Project is also subject to current prevailing wage rates (found at www.labor.state.ak.us/iss/pamp600.htm (Pamphlet No. 600) and www.wdol.gov). The applicable wage rates are provided at Tab IV of the bid packet.

In accordance with 40 C.F.R. Part 33, this project is subject to a Disadvantaged Business Enterprise ("DBE") program. Each contractor with whom the City of Cordova enters into a contract for the completion of this Project is required to (1) complete the DBE forms found at Tab III of this Request for Proposals packet, and (2) comply with the wage rate requirements set out in Attachment 6 (Tab II) and the applicable wage rate determinations (Tab IV).

Contractor shall possess and keep in force all licenses, business permits and other permits required to perform the services of this Agreement. Work shall be completed no later than 60 days from notice to proceed.

IV. SUBMITTAL REQUIREMENTS

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

1. Contractor Description. Provide a description and history of the Contractor emphasizing the Contractor's resources and expertise in the area(s) relevant to this RFP. In addition, identify the person(s) who has decision-making authority for the Contractor; and who will be the Contractor's primary contact person(s) with the City.
2. Proposals
 - Clearly state the total cost to the City for completion of all work.
 - Provide description of proposed roofing system and statement of compliance with design requirements. This is to include a letter from the manufacture stating the proposed system comes with a 20 year watertight and 20 year 120mph wind speed warranty.
 - Provide evidence of liability insurance, and worker's compensation insurance if applicable

V. SELECTION CRITERIA

Each proposal shall be evaluated based on the following criteria based on the following sections of Cordova Municipal Code (CMC):

1. Total cost of Proposal to the City (CMC 5.12.120(A));
2. Contractor's qualifications and responsibility (CMC 5.12.170):
 - a. The skill and experience demonstrated by the bidder in performing contracts of a similar nature;
 - b. The bidder's record for honesty and integrity;
 - c. The bidder's capacity to perform in terms of facilities, equipment, personnel and financing;
 - d. The past and present compliance by the bidder with laws and ordinances related to its performance under the contract;
 - e. The bidder's past performance under city contracts. If the bidder has failed in any material way to perform its obligations under any contract with the city, the city manager may consider the bidder to be not responsible; and

- f. The bidder's past performance of financial obligations to the city. If at the time of award the bidder is delinquent, overdue or in default on the payment of any money, debt or liability to the city, the city manager shall consider the bidder not to be responsible.

Proposals will be opened at the front desk in City Hall on August 9, 2013 at approximately 2:05 P.M. A contract may be awarded by City Council on August 21, 2013 if recommended by City Manager. The City of Cordova reserves the right to reject any and all proposals, to waive technical or legal deficiencies, to make such investigation as it deems necessary to evaluate Contractor's qualifications, to accept any proposal that may be deemed in the best interest of the City and to negotiate terms and conditions of any proposal leading to acceptance and final execution of a contract for services.

A MEMO FROM TINA HAMMER, DEPUTY CLERK

DATE: AUGUST 15, 2013
TO: CITY COUNCIL
CC: SUSAN/FILE
SUBJECT: ADJUSTED VALUE OF 2013 CERTIFIED ROLL

1. It has been determined that the property tax account 02-273-304 was recorded for 2013 as 75% exempt and should have been 100%. Taxable assessed value therefore has decreased by **\$56,000**.
2. It has been determined that a manifest clerical error occurred by the assessor on property tax account 02-273-866. Taxable assessed value therefore has decreased by **\$29,200**.

Land	Improvement	Total
\$34,500	\$34,200	\$68,700

The actual values should have been as follows:

Land	Improvement	Total
\$34,500	\$5,000	\$39,500
3. It has been determined that Alyeska property tax account 02-060-245-1, 2013 certified assessed value is \$12,498,190. The assessed value increased by **\$4,977,190** based on final determination by the State Oil & Gas Assessor after appeals.

The Clerk's office would like to change the account information to reflect the accurate values and will need Council's approval to do so as laid out in CMC 5.36.300 B (see text of said below).

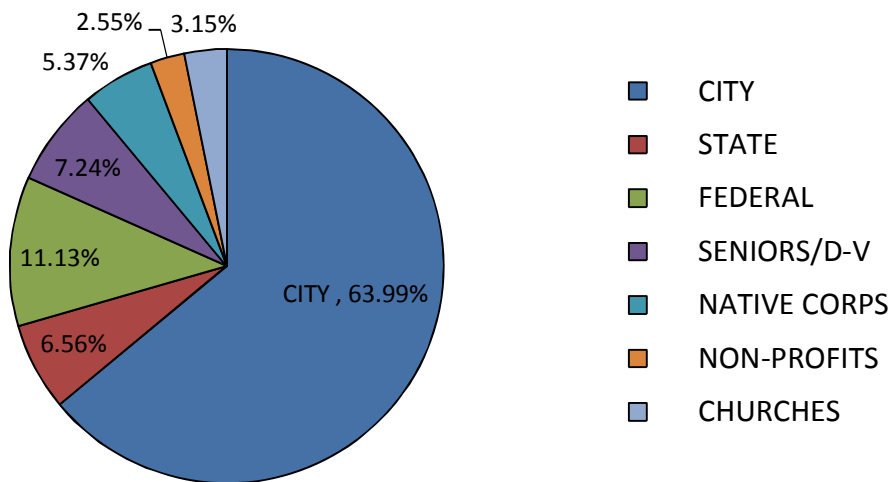
5.36.300 Treasurer's duties.

- A. The city treasurer shall collect all taxes levied hereunder and shall receive all tax payments during regular business hours and issue receipts therefor.
- B. In the event the city treasurer notes the existence of error, omission or double assessment of any property at any time after certification of the assessment roll, application shall be made by the city treasurer for the adjustment and correction of such error to the city council.

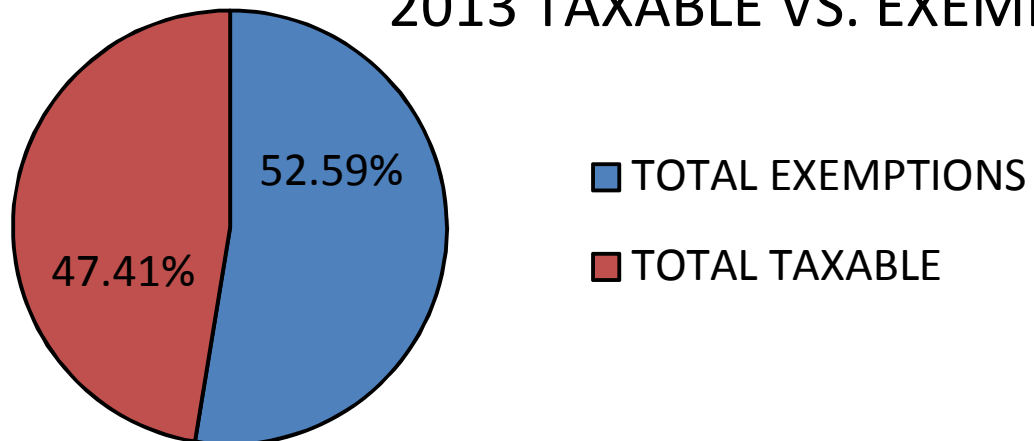
REVISED THREE YEARS COMPARISON OF EXEMPT VALUE TO TAXABLE VALUE

	2013	%	2012	%	2011	%
TOTAL LAND	\$80,282,400		\$76,701,400		\$76,537,700	
TOTAL IMPROVEMENTS	\$282,718,790		\$216,785,860		\$210,943,760	
TOTAL ASSESSED VALUE	\$363,001,190	100%	\$293,487,260	100%	\$287,481,460	100%
TOTAL EXEMPTIONS	\$190,893,600	52.59%	\$130,722,764	44.54%	\$128,619,400	44.74%
TOTAL TAXABLE	\$172,107,590	47.41%	\$162,764,496	55.46%	\$158,862,060	55.26%
EXEMPTIONS:						
CITY	\$122,155,400	63.99%	\$65,527,700	50.13%	\$63,665,000	49.50%
STATE	\$12,530,400	6.56%	\$12,211,300	9.34%	\$11,895,600	9.25%
FEDERAL	\$21,251,600	11.13%	\$21,165,000	16.19%	\$20,752,500	16.13%
SENIORS/ D-V	\$13,818,700	7.24%	\$13,253,064	10.14%	\$13,835,900	10.76%
NATIVE CORPS	\$10,247,300	5.37%	\$9,836,200	7.52%	\$9,798,800	7.62%
NON-PROFITS	\$4,868,900	2.55%	\$4,682,900	3.58%	\$4,494,400	3.49%
CHURCHES	\$6,021,300	3.15%	\$4,046,600	3.10%	\$4,177,200	3.25%
TOTAL EXEMPTIONS	\$190,893,600	100%	\$130,722,764	100%	\$128,619,400	100%

2013 EXEMPTION CATEGORIES



2013 TAXABLE VS. EXEMPT



CITY OF CORDOVA

REVISED PROPERTY ASSESSMENTS COMPARISON

TAX YEAR	PROP TAX COLLECTED	MILL RATES	TAXABLE ASSESSMENT	EXEMPTED ASSESSMENT	TOTAL ASSESSMENT
2000	\$1,334,448	13.50 & 10.99	\$103,604,891	\$95,222,444	\$198,827,335
2001	\$1,380,837	13.50 & 10.99	\$106,648,368	\$96,542,662	\$203,191,030
2002	\$1,398,363	13.50 & 12.50	\$105,559,408	\$97,613,212	\$203,172,620
2003	\$1,455,977	13.50 & 12.50	\$109,433,718	\$97,741,372	\$207,175,090
2004	\$1,493,619	14.00 & 13.00	\$109,591,140	\$100,413,210	\$210,004,350
2005	\$1,584,360	14.00 & 13.00	\$114,867,647	\$106,751,693	\$221,619,340
2006	\$1,599,752	13.35 & 12.35	\$121,859,603	\$115,678,687	\$237,538,290
2007	\$1,621,154	13.35 & 12.35	\$123,424,858	\$114,058,652	\$237,483,510
2008	\$1,660,068	13.00 & 12.00	\$129,773,078	\$122,555,522	\$252,328,600
2009	\$1,756,300	14.50 & 13.50	\$137,305,360	\$123,808,050	\$261,113,410
2010	\$2,093,027	13.90 & 12.90	\$146,419,540	\$124,237,950	\$270,657,490
2011	\$1,506,150	9.70 & 8.70	\$158,862,060	\$128,619,400	\$287,481,460
2012	\$1,500,605	9.43 & 8.43	\$162,764,496	\$130,722,764	\$293,487,260
2013	unknown	not yet set	\$172,107,590	\$190,893,600	\$363,001,190
2013	tbd	ORIG CITY AREA	\$136,538,290	\$166,570,200	\$303,108,490
2013	tbd	ANNEXED AREA	\$35,569,300	\$24,323,400	\$59,892,700

Pending agenda:

HSB/CCMC loan repayment plan to Council on a **future agenda**

Further Council work on Title 4/Personnel Handbook - **schedule** another **work session**

Providence Review/Evaluation of Management - discussion item on a **future agenda**

Schedule Mikunda Cottrell to present the 2012 City Financial Audit **September 18**
Work session before meeting or agenda item on regular meeting?

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

Buck Adams to meet with Council in the fall during budget - **October 2** Reg Mtg

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
August 2013; Sept 2013; Oct 2013

August 2013

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				<i>1</i>	<i>2</i>	<i>3</i>
<i>4</i>	<i>5</i> Clerk out of office in afternoon	<i>6</i> Clerk back to work 4pm	<i>7</i> 7:30 reg mtg LMR	<i>8</i>	<i>9</i>	<i>10</i>
<i>11</i>	<i>12</i>	<i>13</i> 6:30 P&Z LMR	<i>14</i> 7:00 Sch Bd HSL 7:00 Hrbr Cms CH	<i>15</i>	<i>16</i>	<i>17</i>
<i>18</i>	<i>19</i>	<i>20</i>	<i>21</i> 7:15 pub hrg LMR 7:30 reg mtg LMR	<i>22</i>	<i>23</i>	<i>24</i>
<i>25</i>	<i>26</i>	<i>27</i>	<i>28</i> First day of School	<i>29</i>	<i>30</i>	<i>31</i>
						36

September 2013

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<i>1</i>	<i>2</i> Labor Day City Hall Offices Closed	<i>3</i>	<i>4</i> 7:30 reg mtg LMR	<i>5</i>	<i>6</i>	<i>7</i>
<i>8</i>	<i>9</i>	<i>10</i> 6:30 P&Z LMR	<i>11</i> 7:00 Sch Bd HSL 7:00 Hrbr Cms CH	<i>12</i>	<i>13</i>	<i>14</i>
<i>15</i>	<i>16</i>	<i>17</i>	<i>18</i> 7:15 pub hrg (maybe) LMR 7:30 reg mtg LMR	<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>					Location Legend CH-City Hall Confer- ence Room LMR-Library Mtg Rm HSL-High School Li- brary

October 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>	<i>2</i> 7:15 pub hrg (maybe) LMR 7:30 reg mtg LMR	<i>3</i>	<i>4</i>	<i>5</i>
<i>6</i>	<i>7</i>	<i>8</i> 6:30 P&Z LMR	<i>9</i> 7:00 Sch Bd HSL 7:00 Hrbr Cms CH	<i>10</i>	<i>11</i>	<i>12</i>
<i>13</i>	<i>14</i>	<i>15</i>	<i>16</i> 7:15 pub hrg (maybe) LMR 7:30 reg mtg LMR	<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 38