

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
SEPTEMBER 18, 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 - 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)

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

4. Record excused absence of Council member *Reggiani* from the September 4, 2013 regular meeting.
5. Record excused absence of Council member *Burton* from the September 4, 2013 regular meeting.

H. APPROVAL OF MINUTES

6. Regular Meeting Minutes 09-04-13..... **(page 1)**

I. CONSIDERATION OF BIDS

J. REPORTS OF OFFICERS

7. Mayor's Report..... **(page 6)**
8. Manager's Report
 - a. **John Bitney**, City Legislative Lobbyist..... **(page 7)**
 - b. **Jon Stavig**, Finance Director..... **(page 8)**
9. City Clerk's Report..... **(page 12)**

K. CORRESPONDENCE

10. PWSRCAC request for project ideas 08-29-13..... **(page 13)**
11. Mayor letters of thanks to the City Manager Assessment Committee members 09-06-13..... **(page 14)**
12. Mayor letter to Hastings and DeFazio in re SRS funding 09-06-13..... **(page 20)**
13. Mayor & Council letter to DoT Commissioner in re AMHS 09-12-13..... **(page 21)**
14. Harvill letter to Mayor & Council in re Robertson 09-07-13..... **(page 23)**
15. Letter from Annette Janka to Council about trapping 09-12-13..... **(page 24)**

L. ORDINANCES AND RESOLUTIONS

16. Resolution 09-13-50..... **(voice vote)(page 25)**

A resolution of the City Council of the City of Cordova, Alaska, designating capital improvement projects

17. Resolution 09-13-51..... **(roll call vote vote)(page 29)**

A resolution of the City Council of the City of Cordova, Alaska, authorizing the City Manager to approve payment of \$400,000 to Cordova Community Medical Center

18. Resolution 09-13-52..... **(voice vote)(page 31)**

A resolution of the City Council of the City of Cordova, Alaska, authorizing the City and CCMC to agree to repayment terms for any and all outstanding debt

19. Resolution 09-13-53..... **(voice vote)(page 34)**

A resolution of the City Council of the City of Cordova, Alaska supporting cooperation and partnership with the tribal council and leadership of the Native Village of Eyak in applying for tribal transportation program safety funds (TTPSF) from within programs authorized by the federal highway agency to pay for engineering design and construction of sidewalks from Railroad Ave to Harbor Loop Rd, replacement of the stairs that provide access to Railroad Ave from the high school area and the construction of a covered stairway to access Harbor Loop Rd from Railroad Ave

20. Resolution 09-13-54..... **(voice vote)(page 35)**

A resolution of the City Council of the City of Cordova, Alaska, authorizing City Manager Randy Robertson to enter into a sole source contract with Joanie Behrends as the emergency management planner for the City of Cordova

M. UNFINISHED BUSINESS

21. Report back to Council on loan to upgrade sewer system..... **(page 49)**

22. Report back on Purchases, Consideration of Bids and Contract Approval..... **(page 50)**

23. Council decision on property disposal, Lot 1, Block 1 CIP..... **(voice vote)(page 53)**

24. Cordova Center Phase 2A..... **(voice vote)(page 73)**

N. NEW & MISCELLANEOUS BUSINESS

25. Pending Agenda and Calendar..... **(page 74)**

O. AUDIENCE PARTICIPATION

P. COUNCIL COMMENTS

26. Council Comments

Q. EXECUTIVE SESSION

27. PWSSC lease negotiations 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

**CITY COUNCIL REGULAR MEETING
SEPTEMBER 04, 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 September 04, 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* and *Bret Bradford*. Council members *David Reggiani, EJ Cheshier* and *James Burton* were absent. Also present were City Manager *Randy Robertson* and City Clerk *Susan Bourgeois*.

D. APPROVAL OF REGULAR AGENDA

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

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

Council member *Cheshier* arrived at 7:32 pm.

E. DISCLOSURES OF CONFLICTS OF INTEREST - none

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

HSB - Allison said that the Board has nothing scheduled until its regular quarterly meeting in October.

Council reps to Harbor Commission, Parks and Rec, Planning and Zoning and School Board either had no meetings to report on or were not present at the Council meeting.

G. APPROVAL OF CONSENT CALENDAR

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

4. Resolution 09-13-48

A resolution of the City Council of the City of Cordova, Alaska, authorizing the City Manager to enter into an agreement with Appraisal Company of Alaska for tax year 2014 assessment services in the amount of sixteen thousand dollars (\$16,000)

5. Resolution 09-13-49

A resolution of the City Council of the City of Cordova, Alaska, authorizing the disposal of City records that have no legal or administrative value or historical interest

6. Record excused absence of Council member *Bradford* from the August 21, 2013 regular meeting.

7. Record unexcused absence of Council member *Carpenter* from the August 21, 2013 regular meeting.

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

H. APPROVAL OF MINUTES

M/Joyce S/Cheshier to approve the Minutes.

8. Public Hearing Minutes 08-21-13

9. Regular Meeting Minutes 08-21-13

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

I. CONSIDERATION OF BIDS - none

J. REPORTS OF OFFICERS

10. Mayor's Report - **Mayor Kacsh** said he had heard earlier today from City lobbyist, **John Bitney** who said he is heading to Juneau in the next week or two to start discussions with Governor's office (OMB – management & budget) concerning the Cordova Center. He is still trying to get the Cordova Center on the Governor's budget and he is still hearing that the Governor is interested in funding projects that are beyond shovel ready (i.e. we would fit the bill). **Carpenter** asked the **Mayor** about the email we got concerning SRS reauthorization. **Mayor Kacsh** said he and the Clerk are on it and **Bourgeois** will be drafting a letter for his signature.

11. Manager's Report – **Robertson** said 1) he has sent an email to **Bitney** to better understand the Forest receipts program; 2) he is still hoping to get individual meetings scheduled with Council – to get their goals and objectives – **Cindy Appleton** will call to set appointments; 3) newcomers briefing scheduled for tomorrow night – lots of prep has gone into it, should be a good turnout; 4) streets department has begun patching but has been delayed with weather; 5) City Hall – there have been great improvements and he wanted to recognize **Richard Bingham** a temporary employee who has done the majority of the work, painting, power washing, etc. he asked **Mayor Kacsh** to recognize him with a token of appreciation from the City for a job very well done; 6) Cordova Center news, testing on Aug 27 & 28 – went relatively well, but some of the windows were compromised – they have come up with a plan – they is **Trinity** in partnership with **Capital** in partnership with **Dokoozian** in partnership with the **City** – there is a Trinity approved way forward which they are working on now, we hope to have Dokoozian completed and off-site by 1st or 2nd week in October; 7) there is good news on the Mt. Eccles playground, he has spoken with our insurance broker, **Doug Brown** and he is taking over the case and the playground can possibly be fixed and usable by January 2014; 8) budget has been discussed and next session we will bring you a schedule; 9) he met with Arctic IT today and he challenged them to look at a way we can use the cloud maybe, or do things differently IT wise because our server is 10 years old – which causes him great concern; technology has moved a lot in the last ten years and maybe we can catch up a bit by looking at a different platform; 10) PWSSC – he has received a letter from them, a proposal dated today on the lease – he'd like to look through it however; 11) **Robertson** handed out some professional readings that he has been using at staff call and he would like Council to read as well if they wanted to.

He asked **Jon Stavig** to speak briefly: **Stavig** said that as we are entering budget prep, he did mention that Council should be thinking along the lines that there is a strong likelihood that Forest Receipts program will not be reauthorized for this next year and that the formulas will change and there could be a lot less funding from that source. **Stavig** also said that snowpocalypse final report is in and we are hoping for a reimbursement in the amount of \$341K or so.

a. Parks & Recreation Director, **Susie Herschleb** gave a presentation about Bidarki day camp – she presented a little white paper regarding the costs, “hours away from tv”, demographics of campers, locations visited, etc. and then she showed a 5 minute slideshow with pictures from camp. It was very well-received by the Council and the audience present. **Tammie Altermott** was an audience member present who spoke about how great Bidarki day camp has been and how important it is for her and her family.

b. Legislative Lobbyist, **John Bitney** had a written report in the packet

c. City Planner, **Sam Greenwood** said she had a report in the packet concerning a recent P&Z action. She said the Clerk's report has a mention of this as well.

Robertson asked if there were any questions about his report or any of the staff reports. **Carpenter** said that she had missed the August 21 meeting but she wanted to discuss Cordova Center funding and moving forward with the local funding efforts, etc. She is hoping that we will see some discussion over the next couple of meetings about how that is moving forward. **Robertson** said he and **Jon** had met with **Cathy Sherman** and there's a three month calendar to be presented. **Robertson** also said that maybe the snowpocalypse money that we are about to receive could help jump-start the local fundraising (act as the

City's further contribution to the project). **Carpenter** asked about the Cordova Center Committee and how active they are. **Joyce** mentioned that the committee met two or three weeks ago. **Allison** had a question about the memo from planning department – is that the next step forward for the baler facility? Or is it going forward. Planner **Greenwood** said it is moving forward but we are trying to solidify a process. **Zamarron** said they are preparing the RFP now and as each of the components of the project move forward, we will come to Council for approval but will show the backing of the Planning and Zoning commission.

12. City Clerk's Report - Bourgeois said that in her report she made mention of seeking Council direction on what to do regarding "consideration of bids" and contract approval. At the August 21 Council meeting there was discussion regarding whether an item should have been placed under the header "consideration of bids" when it had been a contract approval placed under new business. **Bourgeois** had cited two code references in her report. CMC 3.12.060 tells her the agenda item headers and one of those required is "consideration of bids". Chapter 5.12 Purchases makes it very clear that Council does not consider bids (i.e. choose the winning bidder) but the Manager does and then lines out a memo to Council stating who he recommends and why and asking for Council to approve the contract with chosen bidder. **Bourgeois'** question is whether Council wants to do away with the "consideration of bids" part of the agenda, or possibly change it to read consideration of contracts or consideration of bids and approval of contracts, or something more in line with the action that is being undertaken by the Council. **Carpenter** said she trusts the judgment of the Manager and Department heads, she would like to see a written summary explaining the decision but she doesn't feel like it's Council's job to evaluate all the bids. **Joyce** and **Bradford** mentioned that the Manager does put forward a recommendation but then Council approves the bid. **Bradford** doesn't recall what point in time we started moving away from that. **Mayor Kacsh** said that this is why **Bourgeois** brought this up – she wanted direction from Council to offer a code change; if Council wants to be included in the choosing a bid or leave it the way it is when the Manager chooses and then Council approves the contract. **Allison** said that government does not need to be slowed; Council involved in bids would slow the process. **Allison** would be in favor of changing "consideration of bids" to "approval of contracts". He would agree that staff should bring not only the contract but how they arrived at that and if Council so chose, they could not approve the contract. **Bradford** said along with approving the contract he would like to see a summary of the competing proposals. **Joyce** said that Council has to answer to their voting public – he would feel very uncomfortable voting on these last few without knowing anything about the competing bids. **Carpenter** said maybe "consideration of bids" could be changed to "consideration of contracts". **Mayor Kacsh** said this will be on a future agenda laying out options. **Cheshier** said in the past he has been satisfied with a one page summary of what happened during the bid process. **Mayor Kacsh** said this would be on the next agenda.

K. CORRESPONDENCE

L. ORDINANCES AND RESOLUTIONS

13. Resolution 09-13-47

A resolution of the City Council of the City of Cordova, Alaska appropriating an additional \$3,000 to purchase a used 2007 Ford Expedition police vehicle in the amount of \$13,000

M/Bradford S/Joyce to approve Resolution 09-13-47 a resolution of the City Council of the City of Cordova, Alaska appropriating an additional \$3,000 to purchase a used 2007 Ford Expedition police vehicle in the amount of \$13,000.

Council discussed where the money was coming from. \$10K had been budgeted and the extra \$3K would come from the 401 fund, general projects fund. Council seemed interested in understanding the fiscal note better in the future, i.e. what was taken from 401 fund already this year. **Joyce** said that in the past, the department could just find the extra money in a different line item instead of requesting a small amount such as \$3K; just do an interfund transfer.

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

M. UNFINISHED BUSINESS

14. Capital Projects/Priorities List/Resolution review

Joyce said he has no problem with our first priority, but we are seeing the potential in the next agenda item to go out for a special election for a loan for something that isn't even on the list. **Joyce** was of the opinion that in order to pursue grants these things need to be on our list.

M/Joyce S/Bradford to table this item until after agenda item 15.

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

N. NEW & MISCELLANEOUS BUSINESS

15. Discussion of loan to upgrade sewer system

Zamarron said it is his job as the Public Works Director to keep these things in front of you. There have been a lot of alleged violations in the wastewater arena and we have been able to keep in compliance but it is costly and manpower consuming. We continually put in for grants and loans and we score a lot higher for the loans. Often the grants go to the communities trying to treat drinking water. Voters would have to approve this loan just like the two that were just approved in March 2013 for water and refuse. **Zamarron** is therefore asking for a special election sometime in November for this ballot prop, concerning a loan for a sewer project. There was Council discussion and they came up with a list of things they want answered by next meeting if **Moe Zamarron** will bring it back to them for approval. Questions are: will there be a rate increase, how much? How much debt is there in the sewer and water fund? What other loans are outstanding, what are the repayment schedule like?

Allison asked the interest rate and term – **Zamarron** said 1 ½ percent for 20 years. **Allison** asked about the subsidy, **Zamarron** said it is a 10% subsidy, meaning we pay back 90% of principle. The LT2 loan we got had a 15% subsidy which turned into an 80% subsidy. **Allison** asked if we are in compliance without doing this. **Zamarron** said yes. **Joyce** mentioned that we still seem to have many leaks which cause us such grief and he wonders if fixing those before automating the whole system wouldn't be more prudent. **Zamarron** said about 25% of the water we treat is stormwater – we have made strides using crickets, that number used to be 35%. **Bradford** added to the list of questions and wants to know the enterprise fund balances. **Carpenter** said she doesn't think we should keep "cheaping out" and ignoring our facilities, like recently when we realized the conditions that existed at the baler; we should not allow conditions that make it a place people won't work. She realizes this is a loan we would have to pay back and it is a big number but she doesn't want us to be penny wise and pound foolish. **Joyce** mentioned that we have upgraded that facility several times – we have sunk money into that place. **Allison** said that this is also cheap economic development. **Zamarron** did say that it is important to have this on the CIP list and especially if it were number one. **Cheshier** said he is not convinced of having this go without the further information that has been requested.

At this time Council returned to discussion of agenda item 14.

14. Capital Projects/Priorities List/Resolution review

M/Joyce S/Allison to postpone review of capital projects list to the next regular Council meeting on September 18.

Bradford said he would be reluctant to change the top three or four entering a new legislative session in January.

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

16. Pending Agenda and Calendar

Allison mentioned an email Council had received from the hospital regarding finances and that there may need to be an agenda item next time regarding this – i.e. deeper than just a request for a draw.

On the Pending Agenda page, it was mentioned that the “City Manager Assessment Committee” could be removed as the City Manager has been hired; **Mayor Kacsh** asked for letters to be written thanking all the members.

O. AUDIENCE PARTICIPATION

Cindy Appleton spoke about summer camp and how much it has meant to her family and what a great program the Parks and Recreation Department puts on year after year.

P. COUNCIL COMMENTS

17. Council Comments

Joyce said he wanted to thank everyone who participated tonight; we had some really good discussions.

Carpenter thanked **Darlene Robertson** for putting the event together for tomorrow night.

Bradford said he echoed that.

Cheshier said he had never thought of such a newcomers briefing and it seems like a great idea. He also wished he could have gone to summer camp.

Q. EXECUTIVE SESSION

~~18. Cordova Center Finances — Attorney advice/update~~

City Manager Robertson said we were not in need of this executive session.

R. ADJOURNMENT

M/Allison S/Bradford to adjourn the regular meeting at 09:18 pm

Hearing no objection, the meeting was adjourned.

Approved: September 18, 2013

Attest: _____
Susan Bourgeois, City Clerk

Mayor's Report for September 18, 2013

Attended the Newcomers meeting and it was a great success. I would like to thank Mrs. Robertson and all those who made the event possible.

Kept a watchful eye on the possibility of flooding in and around Cordova.

Have spoken to many concerned people about the Whittier ferry dock problem.

Question for Council: As you all know, there will be an item on the next election ballot about trapping. Is Council willing to tackle the topic this fall? If so, I will set up a public meeting to make sure the information, concerns and ideas from Cordovans is made available. Council has an opportunity to pass an ordinance substantially similar to the proposed ordinance before it goes to a public vote.

Susan Bourgeois

From: John W Bitney <johnbitney@yahoo.com>
Sent: Thursday, September 12, 2013 4:34 PM
To: Susan Bourgeois
Cc: Randy Robertson; James Kacsh
Subject: Brief report for Sept 18

Hi Susan

Below are a couple matters for discussion at the Sept 18 Council meeting.

Earlier this week I met in Juneau with OMB Director Karen Rehfeld, and Tyson Gallagher, OMB capital projects. We went over the Cordova Center status, and our request for state funding to help complete the project.

The information provided was the packet provided to the Cordova Center Committee on Monday (Sept. 9). It was good for OMB to see the effort towards development of a business plan and the economic impact analysis.

Ms. Rehfeld noted that the numbers for the project total has not changed from last year - \$25.5 million.

It was good to brief the OMB Director. She indicated that the Governor is meeting this week with all agency commissioners (IE Cabinet members) for initial "head's up" meetings about next year's budget. In short - they are just getting started internally on their process to put out a budget proposal by December 15.

Another issue that arose during discussions in Juneau was the lack of ferry service to Kodiak this year due to the Tustemena repairs. The issue will prioritize major funding for a new vessel by our legislative delegation.

Last, I am assisting the City Manager obtain information about the federal Secure Rural Schools and PILT programs. State officials who administer the programs are not projecting any funding available from these programs for next year, but I am contacting our Congressional offices to get more insight.

I look forward to presenting this information and answering questions at the Sept 18 Council meeting.

John Bitney

MEMO, City of Cordova

To: Mayor and City Council

Through: Randy Robertson, City Manager

From: Jon K. Stavig, Finance Director

Date: September 10, 2013

RE: Finance Department Report

Following are the traditional monthly financial reports submitted to Council for the 8 months ending August 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 August 31, 2013 as it distorts the two page summary report.

The City's account balances as of September 10, 2013 are as follows;

Combined Central Treasury Accounts	\$5,418,649.09
(FNBA & UBS balances)	
Combined Permanent Fund Accounts	\$9,480,315.17
(UBS balances)	

We recently receipted in \$856,141.23 from the EVOSTC to reimburse us for construction costs related to the Cordova Center and in turn have paid off the line of credit at UBS.

All to report from the Finance Department.

Respectfully submitted,

Jon K Stavig, Finance Director

CITY OF CORDOVA
FUND SUMMARY
FOR THE 8 MONTHS ENDING AUGUST 31, 2013

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
TAXES	3,565,816.24	3,565,816.24	5,718,500.00	2,152,683.76	62.4
LICENSES & PERMITS	345.00	345.00	16,300.00	15,955.00	2.1
OTHER GOVERNMENTAL	1,349,354.61	1,349,354.61	3,066,537.64	1,717,183.03	44.0
LEASES & RENTS	124,233.08	124,233.08	171,020.00	46,786.92	72.6
LAW ENFORCEMENT	242,210.20	242,210.20	333,900.00	91,689.80	72.5
D. M. V.	80,106.66	80,106.66	92,500.00	12,393.34	86.6
PLANNING DEPARTMENT REVENUE	10,935.56	10,935.56	29,000.00	18,064.44	37.7
RECREATION DEPT REVENUE	50,464.50	50,464.50	77,000.00	26,535.50	65.5
POOL REVENUE	15,015.50	15,015.50	34,200.00	19,184.50	43.9
SALE OF PROPERTY	700.00	700.00	6,500.00	5,800.00	10.8
INTERFUND TRANSFERS IN	328,029.20	328,029.20	492,043.75	164,014.55	66.7
OTHER REVENUE	42,873.99	42,873.99	225,000.00	182,126.01	19.1
STATE DEBT SERVICE	930,637.00	930,637.00	976,276.00	45,639.00	95.3
REIMBURSME					
	6,740,721.54	6,740,721.54	11,238,777.39	4,498,055.85	60.0
EXPENDITURES					
CITY COUNCIL	11,268.08	11,268.08	22,288.16	11,020.08	50.6
CITY CLERK	170,196.96	170,196.96	243,711.61	73,514.65	69.8
CITY MANAGER	244,020.04	244,020.04	399,368.41	155,348.37	61.1
FINANCE	282,362.30	282,362.30	423,517.81	141,155.51	66.7
PLANNING DEPARTMENT EXPENSE	143,755.66	143,755.66	212,763.46	69,007.80	67.6
PLANNING COMMISSION	530.48	530.48	6,500.00	5,969.52	8.2
DEPARTMENT OF MOTOR VEHICLE	46,966.77	46,966.77	76,825.96	29,859.19	61.1
LAW ENFORCEMENT	557,185.50	557,185.50	892,295.09	335,109.59	62.4
JAIL OPERATIONS	136,424.57	136,424.57	231,298.95	94,874.38	59.0
FIRE & EMS	202,699.05	202,699.05	320,000.18	117,301.13	63.3
DISASTER MANAGEMENT DEPT.	148.72	148.72	7,500.00	7,351.28	2.0
INFORMATION SERVICES	338,855.88	338,855.88	472,652.75	133,796.87	71.7
FACILITY UTILITIES	119,460.49	119,460.49	156,300.00	36,839.51	76.4
PW ADMINISTRATION	88,554.37	88,554.37	122,272.32	33,717.95	72.4
FACILITY MAINTENANCE	162,390.71	162,390.71	211,713.28	49,322.57	76.7
STREET MAINTENANCE	373,050.19	373,050.19	619,784.04	246,733.85	60.2
SNOW REMOVAL	21,977.76	21,977.76	79,650.00	57,672.24	27.6
EQUIPMENT MAINTENANCE	218,942.36	218,942.36	299,779.39	80,837.03	73.0
PARKS MAINTENANCE	71,282.59	71,282.59	103,904.25	32,621.66	68.6
CEMETERY MAINTENANCE DEPT.	6,718.92	6,718.92	8,275.00	1,556.08	81.2
RECREATION - BIDARKI	265,132.84	265,132.84	406,073.52	140,940.68	65.3
POOL	216,943.55	216,943.55	284,467.98	67,524.43	76.3
SKI HILL	52,356.26	52,356.26	58,400.00	6,043.74	89.7
NON-DEPARTMENTAL	328,242.52	328,242.52	352,745.00	24,502.48	93.1
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	2,039,970.70	2,039,970.70	3,101,983.16	1,062,012.46	65.8
	8,572,215.50	8,572,215.50	11,792,586.39	3,220,370.89	72.7

CITY OF CORDOVA
FUND SUMMARY
FOR THE 8 MONTHS ENDING AUGUST 31, 2013

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
101 GENERAL FUND	6,740,721.54	6,740,721.54	11,238,777.39	4,498,055.85	60.0
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	49,721.90	49,721.90	10,000.00	(39,721.90)	497.2
205 VEHICLE REMOVAL/IMPOUND FUND	33,621.00	33,621.00	33,000.00	(621.00)	101.9
401 GENERAL PROJ & GRANT ADMN	653,925.90	653,925.90	854,970.00	201,044.10	76.5
410 CHIP SEAL C.I.P.	50,000.00	50,000.00	50,000.00	.00	100.0
435 HOSPITAL REPAIR PROJECT	687,929.19	687,929.19	1,028,155.00	340,225.81	66.9
502 HARBOR ENTERPRISE FUND	906,473.35	906,473.35	1,037,570.41	131,097.06	87.4
503 SEWER ENTERPRISE FUND	481,022.89	481,022.89	731,830.00	250,807.11	65.7
504 WATER ENTERPRISE FUND	588,742.79	588,742.79	735,270.00	146,527.21	80.1
505 REFUSE ENTERPRISE FUND	596,058.67	596,058.67	942,625.00	346,566.33	63.2
506 ODIK CAMP PARK	29,399.62	29,399.62	61,167.25	31,767.63	48.1
602 HARBOR & PORT PROJECTS	1,044,025.64	1,044,025.64	103,235.00	(940,790.64)	1011.3
603 SEWER PROJECTS	104,857.00	104,857.00	709,857.00	605,000.00	14.8
604 WATER PROJECTS	12,935.20	12,935.20	.00	(12,935.20)	.0
605 SOLID WASTE PROJECTS	284,000.00	284,000.00	1,506,000.00	1,222,000.00	18.9
654 LT2 COMPLIANCE PROJECT	8,624.73	8,624.73	3,605,000.00	3,596,375.27	.2
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
	13,847,733.79	13,847,733.79	24,232,464.98	10,384,731.19	57.2
<u>EXPENDITURES</u>					
101 GENERAL FUND	8,572,215.50	8,572,215.50	11,792,586.39	3,220,370.89	72.7
104 CITY PERMANENT FUND	466,787.93	466,787.93	466,787.93	.00	100.0
203 FIRE DEPT. VEHICLE ACQUISITION	4,137.00	4,137.00	.00	(4,137.00)	.0
205 VEHICLE REMOVAL/IMPOUND FUND	1,682.12	1,682.12	.00	(1,682.12)	.0
401 GENERAL PROJ & GRANT ADMN	408,117.62	408,117.62	994,735.50	586,617.88	41.0
410 CHIP SEAL C.I.P.	.00	.00	50,000.00	50,000.00	.0
435 HOSPITAL REPAIR PROJECT	509,376.13	509,376.13	1,028,155.00	518,778.87	49.5
502 HARBOR ENTERPRISE FUND	715,508.06	715,508.06	1,037,570.41	322,062.35	69.0
503 SEWER ENTERPRISE FUND	585,975.72	585,975.72	731,830.00	145,854.28	80.1
504 WATER ENTERPRISE FUND	512,504.28	512,504.28	735,270.00	222,765.72	69.7
505 REFUSE ENTERPRISE FUND	675,101.58	675,101.58	942,625.00	267,523.42	71.6
506 ODIK CAMP PARK	24,774.24	24,774.24	57,255.25	32,481.01	43.3
602 HARBOR & PORT PROJECTS	362,385.00	362,385.00	103,235.00	(259,150.00)	351.0
603 SEWER PROJECTS	.00	.00	709,857.00	709,857.00	.0
605 SOLID WASTE PROJECTS	189,378.80	189,378.80	1,506,000.00	1,316,621.20	12.6
654 LT2 COMPLIANCE PROJECT	248,289.18	248,289.18	3,605,000.00	3,356,710.82	6.9
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
	13,768,325.16	13,768,325.16	24,252,999.48	10,484,674.32	56.8

CITY OF CORDOVA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 8 MONTHS ENDING AUGUST 31, 2013

CORDOVA CENTER FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>PHSE I - FROM CITY MONEY</u>					
426-401-52180	PROFESSIONAL SERVICES	367,292.96	367,292.96	38,600.00	(328,692.96)	951.5
426-401-70110	ADMINISTRATION	1,996.58	1,996.58	.00	(1,996.58)	.0
426-401-70130	CONSTRUCTION	900,209.12	900,209.12	.00	(900,209.12)	.0
426-401-70140	CONSTRUCTION MANAGMENT	17,692.70	17,692.70	.00	(17,692.70)	.0
426-401-70160	ART	5,220.00	5,220.00	.00	(5,220.00)	.0
	<u>TOTAL PHSE I - FROM CITY MONEY</u>	<u>1,292,411.36</u>	<u>1,292,411.36</u>	<u>38,600.00</u>	<u>(1,253,811.36)</u>	<u>3348.2</u>
	<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						
	<u>TOTAL PHSE II - FROM CITY MONEY</u>	<u>28,736.28</u>	<u>28,736.28</u>	<u>.00</u>	<u>(28,736.28)</u>	<u>.0</u>
	<u>TOTAL FUND EXPENDITURES</u>	<u>1,321,147.64</u>	<u>1,321,147.64</u>	<u>38,600.00</u>	<u>(1,282,547.64)</u>	<u>3422.7</u>

CITY CLERK'S REPORT TO COUNCIL

September 4, 2013 Regular Council Meeting

Date of Report: August 29, 2013

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

- 1) AK Municipal League Conference in Anchorage November 18-22, is anyone interested in attending?
Please let me know as soon as possible so I can schedule travel and complete your registrations

Things the Clerk's Office has been working on:

- Signed paychecks/other AP checks
- Prepared agenda and packet for work session and regular mtg on 09-18-13
- Attended Department Head meeting on September 10
- Worked with Planner, Public Works Director, Finance Director, CCMC Administrator and Museum Director regarding agenda items each has on the agenda
- Prepared agenda item for Council review of Capital Priorities List (quarterly)
- Prepared correspondence items for inclusion in regular meeting packet, helped gather Council signatures for AMHS letter and ensured it's appropriate distribution
- Worked with Planner, City Manager, local Realtor and Title Company regarding a piece of property in Cordova that requires legal access before a sale can be completed – still in the works
- Worked with IT regarding property tax database and other computer issues in preparation for a training session she is attending about 'cloud based'
- Wrote letters for the Mayor's signature to the City Manager Assessment Committee members for a job well done
- Conferred with Lobbyist in re Capital Priorities resolution agenda item



Regional Citizens' Advisory Council / "Citizens promoting environmentally safe operation of the Alyeska terminal and associated tankers."

In Anchorage: 3709 Spenard Road / Suite 100 / Anchorage, Alaska 99503 / (907) 277-7222 / FAX (907) 277-4523
In Valdez: P.O. Box 3089 / 130 South Meals / Suite 202 / Valdez, Alaska 99686 / (907) 834-5000 / FAX (907) 835-5926

August 29, 2013

MEMBERS

Alaska State
Chamber of
Commerce
James Kacsh
City of Cordova
PO Box 1210
Cordova, AK 99574

Alaska Wilderness
Recreation & Tourism
Association

SUBJECT: PWSRCAC Project Planning Request - Due Date Extended to October 1, 2013

Chugach Alaska
Corporation

Dear Mayor Kacsh:

City of Cordova

City of Homer

City of Kodiak

City of Seldovia

City of Seward

City of Valdez

City of Whittier

Community of
Chenega Bay

Community of
Tatitlek

Cordova District
Fishermen United

Kenai Peninsula
Borough

Kodiak Island
Borough

Kodiak Village Mayors
Association

Oil Spill Region
Environmental
Coalition

Port Graham
Corporation

Prince William Sound
Aquaculture
Corporation

Hopefully you are in receipt of my June 24, 2013 letter seeking ideas and suggestions for projects that support the mission of the Prince William Sound Regional Citizens' Advisory Council (PWSRCAC). We are especially interested in project ideas that foster partnerships among industry, government agencies and citizens, because we have learned that such partnerships lead to good policies, better response capabilities, safer transportation of oil, and improved environmental protection.

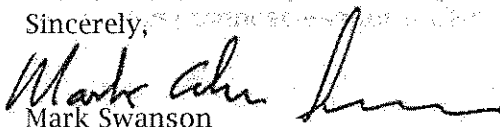
Our original request was for project ideas to be submitted to us no later than September 1, 2013. With the objective of facilitating a more robust response we **have extended the submission deadline to October 1, 2013**. PWSRCAC's mission is to promote the environmentally safe operation of the Valdez Marine Terminal and associated tankers, and our mandate includes, but is not limited to the following:

- monitoring the environmental impacts of the terminal facilities and the tankers that use it;
- reviewing respective oil spill prevention and response contingency plans; monitoring drills and exercises;
- studying wind, water currents and other environmental factors;
- reviewing new technological developments or changed circumstances;
- providing advice and recommendations to industry and regulators on any findings coming from the above mentioned tasks; and
- broadly representing our constituents in the region affected by the Exxon Valdez oil spill of 1989.

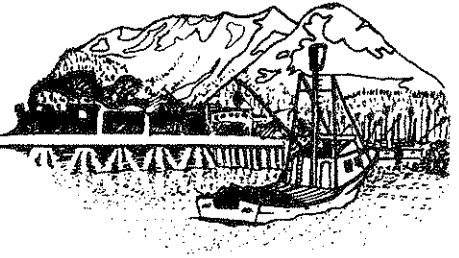
We would like to incorporate the broadest possible cross section of stakeholder concerns and encourage you to take the time to provide us with project ideas that you feel PWSRCAC should consider. Please include a brief statement on as many as possible of the following criteria: a) goals and objectives of the proposed project; b) relevance to the PWSRCAC mission; c) benefit to PWSRCAC constituents; d) probability of success; and e) anticipated cost.

Thank you, in advance, for providing your ideas and suggestions. Please do not hesitate to contact me at 907-834-5000 if you have any questions regarding this request.

Sincerely,


Mark Swanson
Executive Director

CITY OF CORDOVA



September 6, 2013

Cindy Bradford
PO Box 171
Cordova, AK 99574

Dear Cindy:

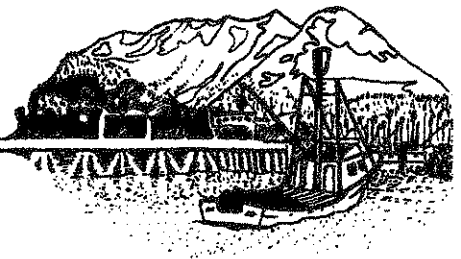
I would like to thank you for working on the City of Cordova's City Manager Assessment Committee in 2013. The City Council and I are always grateful for public input especially on this, such an essential role of the Council. **Your** input was particularly vital to the decision making process. The newly appointed City Manager, Randy Robertson, is quickly excelling as we eagerly await further remarkable accomplishments.

Thank you for your commitment and willingness to serve on such an important City committee. I hope you will continue to be of service to your community if the need arises in the future and you are once again called upon to perform such significant work. The City Council, the citizens of Cordova and I are indebted to you for your volunteerism and insightfulness.

Sincerely,

James Kaesh, Mayor
City of Cordova, Alaska

CITY OF CORDOVA



September 6, 2013

EJ Cheshier
PO Box 2264
Cordova, AK 99574

Dear EJ:

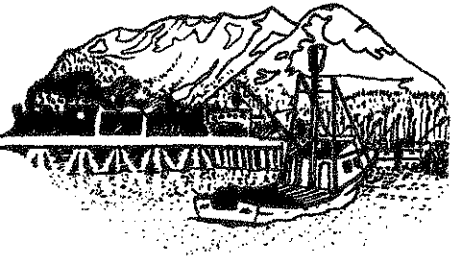
I would like to thank you for working on the City of Cordova's City Manager Assessment Committee in 2013. The City Council and I are always grateful for public input especially on this, such an essential role of the Council. **Your** input was particularly vital to the decision making process. The newly appointed City Manager, Randy Robertson, is quickly excelling as we eagerly await further remarkable accomplishments.

Thank you for your commitment and willingness to serve on such an important City committee. I hope you will continue to be of service to your community if the need arises in the future and you are once again called upon to perform such significant work. The City Council, the citizens of Cordova and I are indebted to you for your volunteerism and insightfulness.

Sincerely,

James Kaesh, Mayor
City of Cordova, Alaska

CITY OF CORDOVA



September 6, 2013

Mark Frohnapfel
PO Box 494
Cordova, AK 99574

Dear Mark:

I would like to thank you for working on the City of Cordova's City Manager Assessment Committee in 2013. The City Council and I are always grateful for public input especially on this, such an essential role of the Council. **Your** input was particularly vital to the decision making process. The newly appointed City Manager, Randy Robertson, is quickly excelling as we eagerly await further remarkable accomplishments.

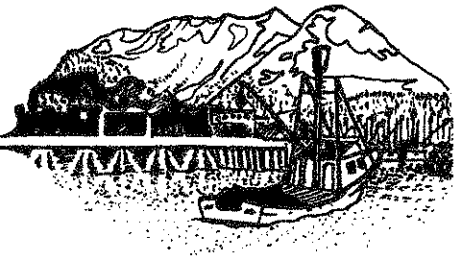
Thank you for your commitment and willingness to serve on such an important City committee. I hope you will continue to be of service to your community if the need arises in the future and you are once again called upon to perform such significant work. The City Council, the citizens of Cordova and I are indebted to you for your volunteerism and insightfulness.

Sincerely,

A handwritten signature in black ink, appearing to read 'James Kacsh'.

James Kacsh, Mayor
City of Cordova, Alaska

CITY OF CORDOVA



September 6, 2013

Dave Reggiani
PO Box 1098
Cordova, AK 99574

Dear Dave:

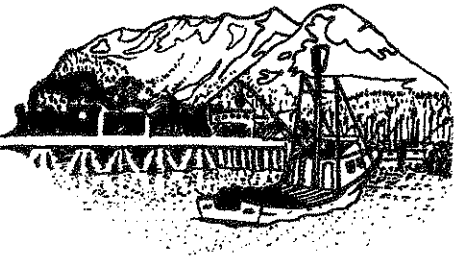
I would like to thank you for working on the City of Cordova's City Manager Assessment Committee in 2013. The City Council and I are always grateful for public input especially on this, such an essential role of the Council. **Your** input was particularly vital to the decision making process. The newly appointed City Manager, Randy Robertson, is quickly excelling as we eagerly await further remarkable accomplishments.

Thank you for your commitment and willingness to serve on such an important City committee. I hope you will continue to be of service to your community if the need arises in the future and you are once again called upon to perform such significant work. The City Council, the citizens of Cordova and I are indebted to you for your volunteerism and insightfulness.

Sincerely,

James Kacsh, Mayor
City of Cordova, Alaska

CITY OF CORDOVA



September 6, 2013

Don Sjostedt
PO Box 2573
Cordova, AK 99574

Dear Don:

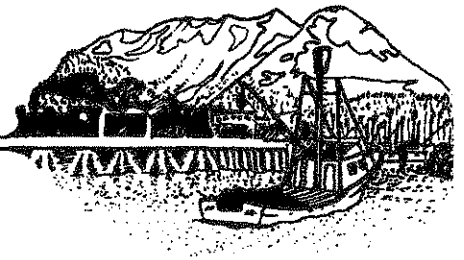
I would like to thank you for working on the City of Cordova's City Manager Assessment Committee in 2013. The City Council and I are always grateful for public input especially on this, such an essential role of the Council. **Your** input was particularly vital to the decision making process. The newly appointed City Manager, Randy Robertson, is quickly excelling as we eagerly await further remarkable accomplishments.

Thank you for your commitment and willingness to serve on such an important City committee. I hope you will continue to be of service to your community if the need arises in the future and you are once again called upon to perform such significant work. The City Council, the citizens of Cordova and I are indebted to you for your volunteerism and insightfulness.

Sincerely,

James Kacsh, Mayor
City of Cordova, Alaska

CITY OF CORDOVA



September 6, 2013

Kelly Weaverling
PO Box 895
Cordova, AK 99574

Dear Kelly:

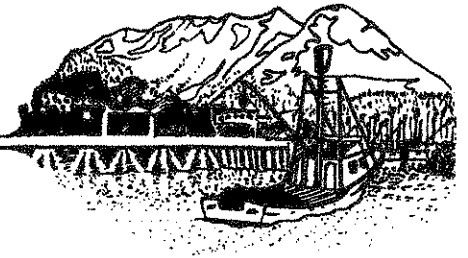
I would like to thank you for working on the City of Cordova's City Manager Assessment Committee in 2013. The City Council and I are always grateful for public input especially on this, such an essential role of the Council. **Your** input was particularly vital to the decision making process. The newly appointed City Manager, Randy Robertson, is quickly excelling as we eagerly await further remarkable accomplishments.

Thank you for your commitment and willingness to serve on such an important City committee. I hope you will continue to be of service to your community if the need arises in the future and you are once again called upon to perform such significant work. The City Council, the citizens of Cordova and I are indebted to you for your volunteerism and insightfulness.

Sincerely,

James Kacsh, Mayor
City of Cordova, Alaska

CITY OF CORDOVA



September 9, 2013

Congressman Doc Hastings
Chairman
Natural Resources Committee
United States House, Washington DC

Congressman Peter DeFazio
Ranking Member
Natural Resources Committee
United States House, Washington DC

Dear Chairman Hastings and Ranking Member DeFazio:


An extension of the Secure Rural Schools and Community Self-Determination Act, more commonly referred to as the Timber Receipts program, is vital to the sustainability of local school funding in Cordova, Alaska. I urge you to vote for the passage of H.R. 1526 which extends the act.

Cordova is an isolated Southcentral Alaska community that relies on natural resources for economic stability. Often in counties across America, school district funding is a hot topic especially during a downturned economy. Earmarking revenue sources such as property taxes is a common means to an end elsewhere to keep struggling districts funded to the most basic levels. Land is particularly valuable in Cordova because as vast as the landscape is, there is little private land available. The Chugach National Forest surrounds our community which is obviously not available for private ownership and provides little aid in economic development to businesses interested in relocating or families interested in building homes. The City of Cordova walks a tightrope in trying to keep business and citizens in town when taxes are high and room for economic development is limited when larger Alaska cities have become much more affordable places to live. Great school districts with high-ranking and performing students and teachers help to retain and attract families and business. Great school districts are funded at high levels to attract and keep good teachers and provide as many opportunities to the students as possible. The Secure Rural Schools Funding has been Cordova's answer to the school funding dilemma. Our schools and students have flourished under this time of Secure Rural Schools funding.

The community of Cordova and other remote villages in Prince William Sound have also benefited greatly from SRS Title II funding. Along with meeting SRS Title II program goals of watershed restoration and restoring recreational facilities, projects supported with those funds have employed local residents, engaged contractors, and helped purchase supplies in our communities.

Cordova's economy is holding steady and people and businesses are gradually moving in or at least staying. Cordova can hope to prosper only with the continuation of this vital program. Please help make our small town's voice heard in Washington and do whatever you can to aid our sustainability with your vote and encouragement to others when it comes to the passage of H.R. 1526 which would extend the Secure Rural Schools funding to our community.

Thank you,


Jim Kacsh, Mayor
City of Cordova, Alaska

CITY OF CORDOVA



11 September 2013

Mr. Patrick J. Kemp
Commissioner, Alaska DOT&PF
P.O. Box 112500
3132 Channel Drive
Juneau, Alaska 99811-2500

Dear Commissioner Kemp:

This letter is from the Mayor and a majority of the City Council of Cordova to express our concerns with the extended closure of the Whittier dock and the extended dry dock of the M/V Tustumena, and to solicit your and your staff's support for greater investment in the overall Marine Highway System's infrastructure.

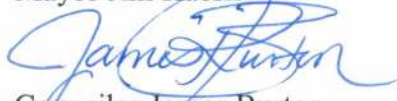
With ever tightening budgets and near unprecedented stringent fiscal constraints, we appreciate the challenges you face in meeting the transportation needs of America's largest, most geographically challenging state. That said, we know you fully understand and appreciate the absolutely vital role the AMHS plays within the entire economic, cultural, social and educational fabric of communities along the Pacific Alaskan coast. The AMHS Ferry and the Merle K. "Mudhole" Smith Airport are far more than water and air corridors serving Cordova, they are literally our lifeline to the rest of Alaska, the U.S. and the world. Since the recent closure of the Whittier AMHS dock, not only have our residents and businesses struggled to find transportation alternatives for goods, services and travel, but now, with the extended length of dock repairs, there have been exponential negative effects on everything from scheduling school and medical activities to tourism. For example, there is every evidence of a direct correlation between the historically low attendance at last week's Cordova "Fungus Festival", and the continued inability to travel from Palmer, Eagle River, Anchorage, Wasilla, Seward and the Kenai Peninsula without having to drive to Valdez.

Over the last two years we've seen measurable declines in tourist and tourism based spending with the closure of the Mile 39 Bridge serving Childs Glacier. Cordovans are experiencing some dramatically painful economic and social consequences with the ferry closures of 2012, and this year, and have grown more skeptical of and concerned with the predictability of the ferry system. We certainly understand weather or safety related delays or closures, but extended down time from possibly preventable maintenance or infrastructure matters are different. Thus, we urgently appeal for continued emphasis to the sustainment of resources and manpower to ensure the Alaska Marine Highway System is safe, economical and reliable.


Most Respectfully,



Mayor Jim Kaesh



Councilor James Burton



Councilor E.J. Cheshier

Councilor David Reggiani



Councilor David Allison



Councilor Bret Bradford

Councilor Tim Joyce



Councilor K. Smith Carpenter



CC:

Mr. Reuben Yost, Deputy Commissioner, AMHS

Captain John Falvey, GM, AMHS

Senator Gary Stevens

Representative Alan Austerman

Mayor Dave Cobb, Valdez, Alaska

Mayor Pat Branson, Kodiak, Alaska

Vice Mayor Daniel Blair, Whittier, Alaska

Robert Venables, Chairman MTAB

Ms. J. Gibbins, Cordova Times

Harbor Art

P.O. Box 1569
Cordova, Alaska 99574
Phone: (907) 424-4512
e-mail: harvill@ctcak.net

Sept. 7, 2013

City of Cordova
P.O. Box
Cordova, AK 99574

Att: City Council

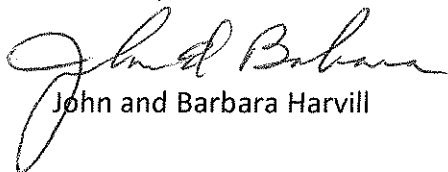
Dear Sir,

We live in Cordova because we think it is the best City in all of Alaska. We have always been impressed with all the activities from the ski hill to the rifle and skeet range, and with all the volunteers who make it all happen. The accumulation all the departments from Harbor, Planning, Water, Bailer that we work with each day do such a great job. Quite impressive for a City like Cordova.

But with all that greatness sometime something just jumps out as exceptional. A couple weeks ago a lady we had never met, Mrs. Darlene Robertson, stopped in to Harbor Art and asked for information for a New Comers evening. A couple nights ago we had guests, the Wall's, visiting that are building a new home in Alpine Properties and we attended the New Comers evening that was REALLY well done, and the Wall's and we were really impressed with the outstanding job Darlene did for the community. We visited with a new doctor in town and again, it was the highlight of his conversation, that such a wonderful evening could be organized in such a small town. It was quite impressive what Darlene did in such a short time in Cordova.

The City Council should take time to recognize all the wonderful people that make this such a wonderful place to live, and particularly the work that Darlene has done in such a short time in town with the New Comers event. It was quite impressive.

Sincerely,



John and Barbara Harvill

TO: Cordova City Council

FROM: Annette Janka

RE: Trapping Initiative Meeting

DATE: 9/12/13

Fall is now here, and with it comes anticipation of fun outdoor activities that the coming seasons bring. But for some Cordovans, it also brings anxiety and concern, now that the awareness of trapping has become a public topic of discussion.

I would like to ask you to seriously consider how you, as the city council, can help aid the people of Cordova in approaching this subject. The present petition that will come up as an initiative on the March 2014 ballot, will insure that this discussion takes place, but will it be angrily behind closed doors where neighbors will become more divided, or is there a process that can be encouraged by the city council where everyone is given an opportunity to speak with each other in an atmosphere of respect and responsibility which will lead to a resolution of past conflicts? I would like to encourage you to consider sponsoring a town hall meeting or similar process which would promote positive discussion and help inform you on public opinion on the issue.

The petition/initiative is already a compromise, and has been endorsed by both trappers and recreational users. It allows unrestricted trapping in over three quarters of the city. Yet it would provide a large enough safe area where traps would be restricted to allow parents of children, dog owners, hikers, snowshoers and other land users, a place where they could continue their recreation sport while feeling safe. It addresses safety concerns, and is a balance that will allow all parties to continue to enjoy their chosen sport.

I believe it is possible to offer a public meeting where discussion could take place, given a strong moderator, clear guidelines for respecting one another's opinions, and a defined agenda of whether this specific petition wording will lead to improvements in the future. The petition process was a very valuable time for me personally to become aware of the very different atmosphere that now exists, in comparison to 2007 when council was involved before and I served on the Trapping Committee appointed by the mayor. I think that now, we have so much more clear information and community awareness. Your being present to hear the public's opinion, might help you feel confident in taking action through the city council process to pass an ordinance that is "substantially the same" as the present petition. I now believe this would be a much more healthy process for the city.

Thank you for your consideration.

Sincerely,

Annette Janka

Please feel free to contact me at annettejankaak@gmail.com or 253-3420.

A MEMO FROM SUSAN BOURGEOIS, CITY CLERK

DATE: September 5, 2013

TO: Mayor & City Council

SUBJECT: Resolution 09-13-50 CIP List/Resolution

Council has decided to revisit the Capital Improvements Projects Resolution and list at least quarterly. Council approved Resolution 12-12-49 was reviewed and discussed at the September 4, 2013 meeting and Council wanted more time to decide whether they were ready to reorder the list. Resolution 09-13-50 contains the list exactly as it was previously passed in December 2012. At tonight's meeting, the listed priorities can be added to or reordered or some may be removed. Motions should be made to amend the resolution and then the passage of the resolution should be voted upon.

Possible motion: move to amend Resolution 12-12-49 by reordering the capital priorities as follows: 1.____, 2.____, 3.____, etc.

Required Action: Majority voice vote.

Recommended motion: move to approve Resolution 09-13-50 a resolution of the City Council of the City of Cordova, Alaska designating Capital Improvement Projects, as amended.

Required Action: Majority voice vote.

**CITY OF CORDOVA, ALASKA
RESOLUTION 09-13-50**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
DESIGNATING CAPITAL IMPROVEMENT PROJECTS.**

WHEREAS, the Cordova City Council has identified several Capital Improvement projects that will benefit the citizens of Cordova, and in several cases the entirety of Prince William Sound; and

WHEREAS, the City Council of the City of Cordova has identified the following Capital Improvement projects as being critical to the future well being and economy of Cordova and the surrounding area:

1. Cordova Center
2. Shipyard Fill
3. G Float Replacement
4. Shipyard Building
5. Municipal Dock (Ocean Dock) Renovation
6. South Fill Sidewalks
7. South Fill Expansion & Sawmill Avenue Extension
8. Public Safety Building
9. Recreation Building
10. Ferry Trail

and;

WHEREAS, some or all of these projects will be submitted to State or Federal legislators and agencies as Capital Improvement projects in the City of Cordova, Alaska.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Cordova, Alaska, hereby designates the above listed projects as Capital Improvement projects.

PASSED AND APPROVED THIS 18th DAY OF SEPTEMBER, 2013

James Kacsh, Mayor

ATTEST:

Susan Bourgeois, City Clerk

Electronic Health Records at CCMC**\$747,000**

CCMC Management Team and Providence Support team reviewed criteria for selecting an EHR for Cordova Community Medical Center. The committee recommends Healthland's Centriq with a module.

Cordova Center**TBD – 1/2013**

Cordova's community ten year project to increase efficiencies of operation, reduce municipal energy costs and replace aging infrastructure is prepared to enter the second and final Phase of construction. Exterior build out complete 2010-2012. Interior and finishes in 2013-2014. Pre-construction estimates complete September-December 2012.

Shipyard Building**\$3,523,280**

As part of the City of Cordova's CIP list, the project has been proposed to provide for vessel maintenance and repairs during times of poor weather and/or during the winter months. A maintenance building would provide a controlled environment allowing vessel owners to complete maintenance projects that require several months without the weather becoming a concern.

Shipyard Fill**\$18,213,510**

This project has been proposed to provide for additional area to further improve the current working area of the marine travel lift facility. The current area is approximately 2.5 acres and is marginal in the space needed to provide for maintenance and storage of vessels as well as for a proposed building for vessel maintenance during poor weather and winter months.

G Float Replacement**\$2,000,000**

This 900' float is 30 years old and provides moorage for the largest vessels occupying the Cordova Harbor. This float also provides for the primary transient area in the harbor as well. This float was the original float constructed and installed approximately 2 years prior to the remainder of the New Harbor float system during the expansion of the early 80's. This float is constructed of wooden components and due to its age is beginning to fail at a rapidly increasing pace.

Municipal Dock (Ocean Dock) Renovation**\$1,500,000**

Constructed in 1968, the only upgrade to this facility is the replacement of all fenders on the face of the dock in 1983. This project would include the replacement of all fenders, bullrail system and overhead lighting. All of these components are in dire need of an upgrade to allow the most efficient use of the facility by State ferries, barge traffic and commercial fishing vessels.

South Fill Sidewalks**\$100,000**

Sidewalk with rollover curb and gutter 7' x 1700' Proposed project would increase safety in developing commercial district and essential harbor district.

South Fill Expansion & Sawmill Avenue Extension**\$TBD**

Engineering and public facilitation currently underway to be complete by May 1, 2013

Emergency Services/Public Safety Building **\$30,000,000**
Multi-use facility (DMV, Fire/EMS, Police and possibly state troopers)
25,000@\$950-\$1400 per square foot.

Recreation Building **TBD**
Currently use Bidarki Recreation Center (built in 1930s) and a swimming pool that is aging. Local support is strong and varied across local entities including Cordova School District which utilizes the pool.

Ferry Trail **TBD**
Council supports improved transportation route from Alaska Marine Highway dock to harbor and business district. Partnership between City and Copper River Watershed Project to develop further.

A MEMO FROM THERESA L. CARTÉ, ADMINISTRATOR CCMC

DATE: September 13, 2013
TO: Mayor and City Council
SUBJECT: Resolution 09-13-51

Cordova Community Medical Center (CCMC) is requesting the City to approve payment of \$400,000 to support the purchase, installation and achieve meaningful use of an Electronic Health Record (EHR) system and for additional working capital. The EHR system must be implemented by July, 2014, in order for CCMC to be reimbursed the maximum federal and state funds available for this process.

The next payment of \$171,000 to the EHR vendor, Healthland, is now due. The balance of \$229,000 is needed to cover a recent significant repayment of \$164,000 to Medicare from an annual recalculation of reimbursement plus allow CCMC to have adequate working capital for ongoing operations which will be added to the loan repayment agreement balance. Most of the \$65,000 balance will be used for annual insurance renewals coming due in September.

Recommended motion: Move to approve Resolution 09-13-51

Staff recommendation: Majority voice vote or majority roll call vote

**CITY OF CORDOVA, ALASKA
RESOLUTION 09-13-51**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
AUTHORIZING THE CITY MANAGER TO APPROVE PAYMENT OF \$400,000 TO
CORDOVA COMMUNITY MEDICAL CENTER**

WHEREAS, the City of Cordova (City) and Cordova Community Medical Center (CCMC) are partners in the provision of healthcare services in Cordova; and

WHEREAS, CCMC must purchase, install, and achieve meaningful use of an Electronic Health Record system by July of 2014 in order to get the maximum state and federal 'Meaningful Use' money reimbursement; and

WHEREAS, the City has supported CCMC with financial loans to sustain operations and continue to provide healthcare services to the community.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cordova, Alaska that the City will approve a \$400,000 payment to CCMC to support the following two major events:

1. Next EHR payment for \$171,000 is now due; and
2. Annual recalculation of rates by Medicare resulting in a significant repayment, this portion, \$229,000, would be towards operating costs and would be added to loan repayment agreement balance.

PASSED AND APPROVED THIS 18th DAY OF SEPTEMBER, 2013.

James Kacsh, Mayor

Attest:

Susan Bourgeois, City Clerk

A MEMO FROM THERESA L. CARTÉ, ADMINISTRATOR CCMC

DATE: September 13, 2013

TO: Mayor and City Council

SUBJECT: Resolution 09-13-52

Cordova Community Medical Center (CCMC) proposes this Resolution for repayment terms for any and all outstanding loans made to it by the City.

This proposed benchmark is customary in the hospital industry to allow for adequate working capital and reserve capacity in CCMC's bank account.

This request is to allow CCMC up to ninety (90) days in working capital and cash flow to sustain operations by permitting use of surplus operating revenues. Up to fifty percent (50%) of excess account balances over 90 days of Operating Expenses are to be applied to debt owed to the City and no less than fifty percent (50%) of the excess shall accumulate in the account for future community health care investments or be expended as otherwise determined by the City.

This request also allows CCMC to appropriate an amount for the initial purchase of an Electronic Health Record System. The exact amount is yet to be determined, however, should approximate \$800,000. This amount will be repaid through monies received from Medicare and Medicaid for Meaningful Use.

At the completion of Meaningful Use payments, any remaining balance on the Electronic Health Record will be incorporated into any remaining balance of the City of Cordova's loan repayment plan for operations.

Recommended motion: Move to approve Resolution 09-13-52

Staff recommendation: Majority voice vote or majority roll call vote

**CITY OF CORDOVA, ALASKA
RESOLUTION 09-13-52**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
AUTHORIZING THE CITY AND CCMC TO AGREE TO REPAYMENT TERMS FOR
ANY AND ALL OUTSTANDING DEBT**

WHEREAS, the City of Cordova (City) and Cordova Community Medical Center (CCMC) are partners in the provision of healthcare services in Cordova; and

WHEREAS, the City and CCMC are committed to achieving financial sustainability; and

WHEREAS, the City has provided CCMC financial loans to sustain operations and continue to provide healthcare services to the community.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cordova, Alaska that CCMC will repay any and all outstanding debt owed to the City of Cordova, including the following:

1. \$700,000.00 in working capital and cash flow to sustain operations

The parties agree to the following debt repayment methodology and terms:

(a) It is desirable to allow for the growth of working capital and reserve capacity in CCMC's bank account. Therefore, as is considered customary in the hospital industry, CCMC shall be permitted to use surplus operating revenues to increase the total balance in its account to cover up to ninety (90) days of Operating Expenses.

(b) Operating revenues resulting in account balance in excess of ninety (90) days of Operating Expenses shall be applied as follows, (i) up to fifty percent (50%) will be applied to debt owed to the City and (ii) no less than fifty percent (50%) shall accumulate in the account for future community health care investments, or be expended as otherwise determined by the City.

2. \$800,000.00 (exact amount is yet to be determined) in capital to purchase an Electronic Health Record system.

The parties agree to the following debt repayment methodology and terms:

(a) CCMC will provide the City with any Meaningful Use monies received moving forward. The next expected payment will be approximately 60 days after going live with the new EHR (July 2014).

(b) At the completion of the Meaningful Use payments, CCMC will take any remaining balance, and the money already paid by the City for the EHR, in to the above loan repayment terms.

BE IT FURTHER RESOLVED THAT this agreement is in effect for a period of two (2) years, at which time it may be reviewed, modified and renewed upon agreement of both parties.

PASSED AND APPROVED THIS 18th DAY OF SEPTEMBER, 2013.

James Kacsh, Mayor

Attest:

Susan Bourgeois, City Clerk

DRAFT

**CITY OF CORDOVA, ALASKA
RESOLUTION 09-13-53**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA
SUPPORTING COOPERATION AND PARTNERSHIP WITH THE TRIBAL COUNCIL AND
LEADERSHIP OF THE NATIVE VILLAGE OF EYAK IN APPLYING FOR TRIBAL
TRANSPORTATION PROGRAM SAFETY FUNDS (TTPSF) FROM WITHIN PROGRAMS
AUTHORIZED BY THE FEDERAL HIGHWAY AGENCY TO PAY FOR ENGINEERING
DESIGN and CONSTRUCTION OF SIDEWALKS FROM RAILROAD AVE TO HARBOR
LOOP RD, REPLACEMENT OF THE STAIRS THAT PROVIDE ACCESS TO RAILROAD
AVE FROM THE HIGH SCHOOL AREA AND THE CONSTRUCTION OF A COVERED
STAIRWAY TO ACCESS HARBOR LOOP RD FROM RAILROAD AVE**

WHEREAS, the City of Cordova and the Native Village of Eyak have enjoyed a long and historically sound relationship; and

WHEREAS, the services and facilities along the aforementioned sidewalks are virtually nonexistent and do not provide a safe biking and walking route, and

WHEREAS, this route serves as the main pedestrian and bicycle access to South Fill Commercial businesses for local residents and especially for High School students during the school year; and

WHEREAS, Railroad Avenue is a major community thoroughfare and access route to the Harbor, and is utilized during fishing season by trailered boats and additional seasonal traffic; and

WHEREAS, the pedestrian and bicycle traffic on Railroad Avenue is also heavy during the fishing season; and

WHEREAS, Railroad Avenue lacks defined pedestrian and bicycle routes, and therefore, is a safety concern to the community; and

WHEREAS, this mutually cooperative effort demonstrates the finest traditions and values of partnerships existing between the City of Cordova and the Native Village of Eyak.

NOW THEREFORE BE IT RESOLVED THAT, we the City Council of the City of Cordova, Alaska support a mutual partnership between the City and NVE in an effort to secure Tribal Transportation Program Safety funds which would be used for engineering design work and construction for said projects.

PASSED AND APPROVED THIS 18th DAY OF SEPTEMBER, 2013.

James Kacsh, Mayor

Attest:

Susan Bourgeois, City Clerk



Cordova Volunteer Fire Department

FIRE CHIEF MICHAEL HICKS

P.O. Box 304
Cordova, Alaska 99574
(907) 424-6117 or (907) 424-6100
Fax (907) 424-3473
email: fire@cityofcordova.net

September 17, 2013

City Council, City of Cordova, Alaska

Emergency Management Program Grant (EMPG).

This program started in 2009 for the sole purpose of hiring an individual as the Emergency Program Planner, to insure our community is disaster ready. Every year this office has written grants to assist the City of Cordova in updating our emergency plans and adopting the Incident Command System (ICS) along with continuing local education about disasters and preparedness.

In July of 2013 grant cycle, we were ask by Division of Homeland Security if we would like to increase the budget as we have not ask for it in four years, the Federal budget cycle for this grant is July 2013 through June 2014. This gets a little confusing if you don't work with the system, so we budget funds through the calendar year as to accommodate their grant cycle. This year we will budget for next year's contract as well as the following grant cycle.

A copy of the letter from Alaska Division of Homeland Security and Emergency Management (DHS&EM) and the Obligating Award Document are attached.

Sincerely

Paul Trumblee
City Fire Marshal

**CITY OF CORDOVA, ALASKA
RESOLUTION 09-13-54**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
AUTHORIZING CITY MANAGER RANDY ROBERTSON TO ENTER INTO A SOLE
SOURCE CONTRACT WITH JOANIE BEHREND'S AS THE EMERGENCY
MANAGEMENT PLANNER FOR THE CITY OF CORDOVA**

WHEREAS, the Alaska Department of Homeland Security, under the 2013 Emergency Management Performance Grant, awarded the City of Cordova an \$18,000 grant with a 100% match for the purpose of hiring an Emergency Management Planner; and

WHEREAS, Joanie Behrends has many years of experience working with the Cordova Volunteer Fire Department, is familiar with the City's EOP and Emergency Management as well as state and national emergency planning agencies, and possesses all the qualities necessary to fulfill the grant requirements; and

WHEREAS, some of the essential functions of this position involve continuous updating the City's Emergency Operations Plan (EOP), developing standard operating procedures for the City's Emergency Operations Center (EOC) and the alternate EOC, and to create Memorandums of Understanding as part of the EOP; and

WHEREAS, \$16,000 in funding for this program has been appropriated in the 2013 City of Cordova Budget, the performance period for this cycle is July 1, 2013 through June 30, 2014. Work has already been performed by Joanie Behrends in Preparation for the 2014 Alaska Shield along with other duties; and

WHEREAS, Cordova Municipal Code section 5.12.150 (A-5) provides for sole source procurements for professional services the Council by resolution determines to procure without formal competition.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Cordova, Alaska hereby authorizes the City manager to enter into a sole source contract with Joanie Behrends as the Emergency Management Planner for the City of Cordova in an amount not to exceed \$36,000.

PASSED AND APPROVED THIS 18th DAY OF SEPTEMBER, 2013.

James Kacsh, Mayor

Attest:

Susan Bourgeois, City Clerk

5.12.150 Sole source procurements.

A. The city may procure supplies, services or construction without competition where the city manager determines in writing that one of the following circumstances applies:

1. Supplies, services or construction that reasonably meet the city's requirements are available from only one vendor;
2. The supplies, services or construction have a uniform price wherever purchased;
3. The supplies, services or construction may be purchased from or through another governmental unit at a price lower than that obtainable from private vendors;
4. The price of the supplies, services or construction is fixed by a regulatory authority;
- or
5. The contract is for professional services that the council by resolution determines to procure without formal competition.

B. The award of any contract under this section shall be subject to prior council approval in accordance with [Section 5.12.040](#)

(Ord. 809 (part), 1998).



THE STATE
of **ALASKA**
GOVERNOR SEAN PARNELL

Department of Military and
Veterans Affairs

Division of Homeland Security and
Emergency Management

P.O. Box 5750
JBER, AK 99505-0800
Main: 907.428.7000
Fax: 907.428.7009
www.ready.alaska.gov

August 30, 2013

Mr. Don Moore, City Manager
City of Cordova
PO Box 1210
Cordova, AK 99574

RE: 2013 Emergency Management Performance Grant, EMW-2013-EP-00048-S01
State Grant No.: 13EMPG-GR34457

Dear Mr. Moore:

The Alaska Division of Homeland Security and Emergency Management (DHS&EM) is pleased to award the City of Cordova the amount of \$18,000.00 under the 2013 Emergency Management Performance Grant (EMPG) for the performance period of July 1, 2013 through June 30, 2014.

EMPG performance includes, but is not limited to, the following tasks:

- Accomplishment of projects identified in the jurisdiction's 2013 EMPG Work Plan.
- Completion of the Alaska Assessment.
- Required attendance at the State's Multi-Year Training and Exercise Plan Workshop (TEPW) Workshop, to be held in conjunction with the spring 2014 Bi-Annual Preparedness Conference, and development of a local jurisdiction Multi-Year Training and Exercise Plan to be submitted to DHS&EM at the TEPW.
- EMPG-funded personnel should make every attempt to participate in no less than three exercises during the performance period. Exercises may be discussion-based (seminars, workshops, tabletops, games/operation simulations), or operations-based (drills, functional exercises, full scale exercises). DHS&EM-sponsored opportunities may be available during the performance period to meet the requirement. Real world events may not always count as exercise participation.
- Continued utilization and work towards compliancy with the National Incident Management System.
- Completion of the FEMA Independent Study Professional Development Series.
- Timely quarterly progress report submissions.
- Dollar-for-dollar, in-kind match. ✓

EMPG funding allocations to local jurisdictions are a direct result of continued reporting on actual funds spent at the local level on emergency management activities. With that in mind, DHS&EM encourages reporting all funds spent on emergency management activities even if they exceed the required match.

Mr. Moore
August 30, 2013
Page 2 of 2

Attached are two pre-signed Obligating Award Documents. Please review the information for accuracy and review the Special Conditions. Sign the obligating documents, keep one original for your records, and return the other original within 30 days of jurisdiction receipt to:

State Administrative Agency (SAA) Point of Contact
PO Box 5750
JBER, AK 99505

If the Obligating Award Documents cannot be returned within 30 days due to local jurisdiction policies, a Notice of Intent to Accept Grant Award form and instructions are available for download on DHS&EM's Grants website, <http://ready.alaska.gov/grants.htm>.

If signatory points of contacts have changed since submittal of the application, please complete and return a Signatory Authority Form with the signed Obligating Award Document. The Signatory Authority Form is available for download on DHS&EM's Grants website. If needed, electronic payment enrollment forms are also available upon request.

If you have questions or need further assistance, please contact the Division Project Manager for this grant, Tonya James, at 907-428-7046, 800-478-2337, or by email at tonya.james@alaska.gov.

Sincerely,

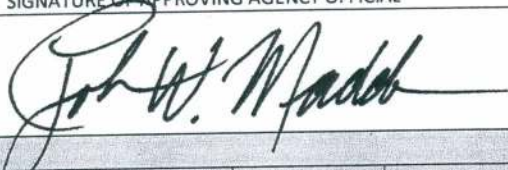
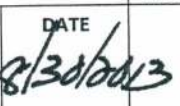


John W. Madden
Director

jwm:trj:cas

Enclosures: Obligating Award Document (2 originals)
Project Budget Details Report

CC: Paul Trumblee, Jurisdiction Project Manager
Jon Stavig, Jurisdiction Chief Financial Officer

State of Alaska Division of Homeland Security and Emergency Management Under US Department of Homeland Security Federal Emergency Management Agency Grant Programs Directorate						Page 1 of 5	
						AWARD DATE	
						July 01, 2013	
						FEDERAL GRANT PROGRAM	
						2013 Emergency Management Performance Grant	
OBLIGATING AWARD DOCUMENT						AMENDMENT	
						FEDERAL GRANT NUMBER	
						EMW-2013-EP-00048-S01	
RECIPIENT NAME AND ADDRESS (Including Zip Code)				PERFORMANCE PERIOD		CFDA: 97.042	
City of Cordova PO Box 1210 Cordova, AK 99574				FROM: July 01, 2013		AWARD AMOUNT	
				TO: June 30, 2014		\$18,000.00	
				STATE GRANT NUMBER		13EMPG-GR34457	
DUNS NUMBER		075739771		FUNDING ALLOCATION			
EIN		92-6000138		ORGANIZATION		\$18,000.00	
METHOD OF PAYMENT		Electronic		PLANNING		EXERCISE	
				TRAINING		EQUIPMENT	
PURPOSE OF AWARD							
Total Awarded Amount: \$18,000.00 Federal Share, Organization Funds: \$18,000.00 Minimum Required Local Match, Organization Funds: \$18,000.00							
The attached Project Budget Details is the funding allocation. Grant program guidelines and federal, state, and local contracting and procurement compliance requirements apply.							
GRANT TERMS AND CONDITIONS				GRANT REQUIREMENTS, ASSURANCES AND AGREEMENTS (Continued, see attached)			
See Attached				The acceptance of a grant from the United States government creates a legal duty on the part of the grantee to use the funds or property made available in accordance with the conditions of the grant. [GAO Accounting Principles and Standards for Federal Agencies, Chapter 2, Section 16.8(c)]			
SPECIAL CONDITIONS (Grant funds cannot be expended until these conditions have been met. See Obligating Award for details)							
The state will review expenditures at the end of the second quarter (10/01/2013-12/31/2013) to ensure funds are being adequately spent. If not, the state may deobligate some or all remaining funds. Third and fourth quarter funds will not be reimbursed until this condition is released.							
AGENCY INFORMATION							
ADDRESS		Division of Homeland Security and Emergency Management PO Box 5750 JBER, AK 99505-5750		WEBSITE		http://ready.alaska.gov	
				EMAIL		mva.grants@alaska.gov	
				PHONE		907-428-7000	
				FAX		907-428-7009	
AGENCY PROJECT MANAGER		PHONE		FAX		EMAIL	
Tonya James		907-428-7046		907-428-7009		tonya.james@alaska.gov	
AGENCY APPROVAL				RECIPIENT ACCEPTANCE			
NAME AND TITLE OF APPROVING AGENCY OFFICIAL				NAME AND TITLE OF AUTHORIZED RECIPIENT OFFICIAL			
John W. Madden, Director				Don Moore, City Manager			
SIGNATURE OF APPROVING AGENCY OFFICIAL				SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL			
		DATE				DATE	
		8/30/2013					
FOR STATE USE ONLY							
CO-LOCATION CODE				DIVISION FILE NUMBER			
9203052				1.6.9.02			
				DATE RETURNED			

Grant Terms and Conditions

The total allocation of the 2013 Emergency Management Performance Grant awarded to the State of Alaska Division of Homeland Security and Emergency Management (DHS&EM) is \$2,952,078.00 under *Federal Grant EMW-2013-EP-00048-S01*, Catalog of Federal Domestic Assistance (CFDA) #97.042. The City of Cordova has been awarded \$18,000.00, which shall be used to support organization activities essential to Emergency management and community preparedness. The performance period of this grant award is July 1, 2013 through June 30, 2014. The City of Cordova **cannot sub-grant** any part of this award to any other entity or organization. All awards require confirmation within the first reporting quarter that expenditures supporting the organization staffing work plan will be made, or a request for de-obligation of funds must be submitted.

(A) Changes to Award: All change requests must be submitted in writing, or electronically to the DHS&EM project manager, accompanied by a narrative justification and budget/spending plan, for review and approval. Changes must be consistent with the organization category and federal grant guidelines. Requests for changes will be considered only if the reporting requirements are current and terms and conditions have been met at the time the request for the change is made. Changes in the staffing work plan, changes in key persons specified on the grant award, contractual services for activities central to the purposes of the award, requests for additional funding, change in the project manager/director, or release of special conditions may result in an amendment to this award. No category allocations are authorized, only de-obligation of funds.

(B) Reporting Requirements: The City of Cordova shall submit timely quarterly Performance and Financial Progress Reports. Quarterly jurisdiction Performance and Financial Progress Report forms are located electronically at <http://ready.alaska.gov/grants.htm> and may be reproduced. Use of outdated forms will not be accepted and may delay timely reimbursements. The quarterly reports are due:

Number of Scheduled Report Due	Jurisdiction Performance Period	Performance and Financial Progress Report Due Dates
1	07/01/2013 – 09/30/2013	10/20/2013
2	10/01/2013 – 12/31/2013	01/20/2014
3	01/01/2014 – 3/31/2014	04/20/2014
4/Final	04/01/2014 – 06/30/2014	07/20/2014

Invoices with progress reports will be submitted to DHS&EM by the due date as specified in the above schedule. Should the grant period be extended for any reason, a modified report schedule will accompany the award amendment.

Quarterly Performance Progress Reports shall describe the status of the organization category expenditures; compare actual accomplishments to the objectives established for the reporting period in the organization timeline, report reasons for deviation, and justification for timeline adjustment requests. *Performance Progress Reports* must support the *Financial Progress Report*. Include any significant events or activities. Progress must be reported relative to identified organization activities and milestones stated in the jurisdiction's application. *Financial Progress Reports* shall describe the status of the funds; show encumbrances, and receipts of program income and cash or in-kind contributions to the project. The fourth quarter/*Final Performance Progress Report* is a summary report, evaluating organization expenditures staffing work plan activities and measuring performance against emergency management goals and objectives for the entire performance period, and is required in addition to the last quarterly report. *After-Action Report/Improvement Plans* (AAR/IP) are required within 30 days of the conduct of an exercise.

(C) Reimbursements: Submit on the *Financial Progress Report* form. Reimbursement shall be based upon authorized and allowable salary expenditures consistent with narrative and grant guidelines, and submission of timely quarterly *Performance and Financial Progress Reports*. Payments may be withheld pending correction of deficiencies. Reimbursement of expenditures may be requested at any time within the performance period. Expenditures must be supported with source documentation (e.g. copies of certified payroll or time sheets, etc.)

Personnel Costs: Payroll reports signed and certified by the chief financial officer that capture the employee name, position, coded allocation to the project, amount paid, are acceptable or the submission of timesheets with name/wage/hours and cost allocation identified and copies of the corresponding pay warrants. Completion of the *Optional Financial Work Sheet for Identifying & Certifying Program Costs* Worksheet available at <http://ready.alaska.gov/grants.htm> may be submitted in lieu of the above documentation for reimbursement of personnel costs. Staff may not self-certify their own time and wages. The City of Cordova shall retain all supporting payroll records including time and attendance records signed by the employee and supervisor and copies of warrants as per the Recordkeeping Requirements in Section E.

expenditures consistent with the grant guidelines for this program. The City of Cordova shall follow the financial management requirements imposed on them by DHS&EM, which must comply with the requirements the Grant Programs Directorate (GPD) imposed upon DHS&EM.

(D) The signature of the signatory officials on this award attests to the City of Cordova's understanding, acceptance, and compliance with *Lobbying Prohibitions, Debarment and Suspension, Drug-free Workplace Regulations, Federal Debt Status, Hotel and Motel Safety Act of 1990, Non-Supplanting, Disadvantaged Business Requirement, The Government Performance and Results Act of 1993, Public Law 103-62, Animal Welfare Act of 1966, Clean Air Act of 1970 and Clean Water Act of 1977, National Flood Insurance Act of 1968, Flood Disaster Protection Act of 1973, Coastal Wetlands Planning, Protection, and Restoration Act of 1990, USA Patriot Act of 2001, Trafficking Victims Protection Act of 2000, and Fly America Act of 1974* and other applicable certifications and assurances. Federal funds will not be used to supplant state or local funds. Potential supplanting may be the subject of application and pre-award, post-award monitoring, and audit. Federal funds cannot be used as match for this program, only local funds.

(E) The City of Cordova shall ensure the accounting system managing these grant funds are not commingled with funds from other federal, state, or local agencies, and each award is accounted for separately.

(F) The City of Cordova shall comply with Federal Civil Rights Laws and Regulations: *Title VI of the Civil Rights Act of 1964 and 1968, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973*. The City of Cordova will take reasonable steps to ensure Limited English Proficient (LEP) persons have meaningful access to its programs and activities. *Executive Order 13347 Individuals with Disabilities in Emergency Preparedness* requires government to support safety and security for individuals with disabilities in situations involving all-hazards disasters including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism.

(G) The responsibility of the City of Cordova as the recipient of these federal funds to fully understand and comply with the requirements of (where applicable):

A. Administrative Requirements

-44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

-2 CFR Part 215, OMB Circular A-110 *Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations* at www.whitehouse.gov/omb/circulars/index.html

B. Cost Principles

-2 CFR Part 225, OMB Circular A-87 *Cost Principles for State, Local and Indian Tribal Governments* at www.whitehouse.gov/omb/circulars/index.html

-2 CFR Part 220, OMB Circular A-21 *Cost Principles for Educational Institutions* at www.whitehouse.gov/omb/circulars/index.html

-2 CFR Part 230, OMB Circular A-122 *Cost Principles for Non-Profit Organizations* at www.whitehouse.gov/omb/circulars/index.html

-48 CFR Part 31.2, Federal Acquisition Regulations (FAR), Contract Cost Principles and Procedures, Contracts with Commercial Organizations

-OMB Circular A-133 *Audits of States, Local Governments and Non-Profit Organizations* at www.whitehouse.gov/omb/circulars/index.html

C. Audit Requirements and other Assessments

-Improper Payments Information Act (IPIA) of 2002, (Public Law 107-300)

D. Technology Requirements

-28 CFR Part 23, Criminal Intelligence System Operating Policies

E. Duplication of Benefits

-2 CFR Part 225, Basic Guidelines Section C.3(c)

F. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. §5121-5206, and Related Authorities

G. State Requirements

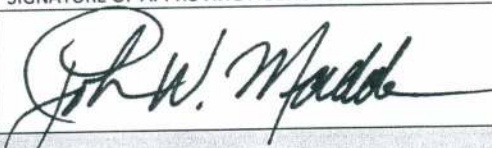
-Alaska State Procurement Code AS 36.30, AS36.30.005-.030

www.state.ak.us/local/akpages/ADMIN/dgs/docs/as3630.doc

-Alaska Administrative Code Title 2 Chapter 12, 2 AAC 12.74. <http://www.legis.state.ak.us/cgi-bin/folioisa.dll/aac>

-Alaska Administrative Manual http://fin.admin.state.ak.us/dof/ak_admin_manual/aam_toc.jsp

(H) The City of Cordova understands FEMA reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for federal government purposes: (a) the copyright in any work developed under this award; and (b) any rights of copyright to which City of Cordova purchases ownership with federal support. The City of Cordova agrees to consult with DHS&EM and FEMA regarding any patent rights that arise from, or are purchased with this funding.

State of Alaska Division of Homeland Security and Emergency Management Under US Department of Homeland Security Federal Emergency Management Agency Grant Programs Directorate						Page 1 of 5	
						AWARD DATE	
						July 01, 2013	
						FEDERAL GRANT PROGRAM	
						2013 Emergency Management Performance Grant	
OBLIGATING AWARD DOCUMENT						FEDERAL GRANT NUMBER	
						EMW-2013-EP-00048-S01	
RECIPIENT NAME AND ADDRESS (Including Zip Code)				PERFORMANCE PERIOD		CFDA: 97.042	
City of Cordova PO Box 1210 Cordova, AK 99574				FROM: July 01, 2013		AWARD AMOUNT	
				TO: June 30, 2014		\$18,000.00	
				STATE GRANT NUMBER		13EMPG-GR34457	
DUNS NUMBER		075739771		FUNDING ALLOCATION			
EIN		92-6000138		ORGANIZATION		\$18,000.00	
METHOD OF PAYMENT		Electronic		PLANNING		EXERCISE	
				TRAINING		EQUIPMENT	
PURPOSE OF AWARD							
Total Awarded Amount: \$18,000.00 Federal Share, Organization Funds: \$18,000.00 Minimum Required Local Match, Organization Funds: \$18,000.00							
The attached Project Budget Details is the funding allocation. Grant program guidelines and federal, state, and local contracting and procurement compliance requirements apply.							
GRANT TERMS AND CONDITIONS				GRANT REQUIREMENTS, ASSURANCES AND AGREEMENTS (Continued, see attached)			
See Attached				The acceptance of a grant from the United States government creates a legal duty on the part of the grantee to use the funds or property made available in accordance with the conditions of the grant. [GAO Accounting Principles and Standards for Federal Agencies, Chapter 2, Section 16.8(c)]			
SPECIAL CONDITIONS (Grant funds cannot be expended until these conditions have been met. See Obligating Award for details)							
The state will review expenditures at the end of the second quarter (10/01/2013-12/31/2013) to ensure funds are being adequately spent. If not, the state may deobligate some or all remaining funds. Third and fourth quarter funds will not be reimbursed until this condition is released.							
AGENCY INFORMATION							
ADDRESS		Division of Homeland Security and Emergency Management PO Box 5750 JBER, AK 99505-5750		WEBSITE		http://ready.alaska.gov	
				EMAIL		mva.grants@alaska.gov	
				PHONE		907-428-7000	
				FAX		907-428-7009	
AGENCY PROJECT MANAGER		PHONE		FAX		EMAIL	
Tonya James		907-428-7046		907-428-7009		tonya.james@alaska.gov	
AGENCY APPROVAL				RECIPIENT ACCEPTANCE			
NAME AND TITLE OF APPROVING AGENCY OFFICIAL				NAME AND TITLE OF AUTHORIZED RECIPIENT OFFICIAL			
John W. Madden, Director				Don Moore, City Manager			
SIGNATURE OF APPROVING AGENCY OFFICIAL				SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL			
				DATE		DATE	
				8/30/2013			
FOR STATE USE ONLY							
CO-LOCATION CODE				DIVISION FILE NUMBER			
9203052				1.6.9.02		DATE RETURNED	

Grant Terms and Conditions

The total allocation of the 2013 Emergency Management Performance Grant awarded to the State of Alaska Division of Homeland Security and Emergency Management (DHS&EM) is \$2,952,078.00 under *Federal Grant EMW-2013-EP-00048-S01*, Catalog of Federal Domestic Assistance (CFDA) #97.042. The City of Cordova has been awarded \$18,000.00, which shall be used to support organization activities essential to Emergency management and community preparedness. The performance period of this grant award is July 1, 2013 through June 30, 2014. The City of Cordova **cannot sub-grant** any part of this award to any other entity or organization. All awards require confirmation within the first reporting quarter that expenditures supporting the organization staffing work plan will be made, or a request for de-obligation of funds must be submitted.

(A) Changes to Award: All change requests must be submitted in writing, or electronically to the DHS&EM project manager, accompanied by a narrative justification and budget/spending plan, for review and approval. Changes must be consistent with the organization category and federal grant guidelines. Requests for changes will be considered only if the reporting requirements are current and terms and conditions have been met at the time the request for the change is made. Changes in the staffing work plan, changes in key persons specified on the grant award, contractual services for activities central to the purposes of the award, requests for additional funding, change in the project manager/director, or release of special conditions may result in an amendment to this award. No category allocations are authorized, only de-obligation of funds.

(B) Reporting Requirements: The City of Cordova shall submit timely quarterly Performance and Financial Progress Reports. Quarterly jurisdiction Performance and Financial Progress Report forms are located electronically at <http://ready.alaska.gov/grants.htm> and may be reproduced. Use of outdated forms will not be accepted and may delay timely reimbursements. The quarterly reports are due:

Number of Scheduled Report Due	Jurisdiction Performance Period	Performance and Financial Progress Report Due Dates
1	07/01/2013 – 09/30/2013	10/20/2013
2	10/01/2013 – 12/31/2013	01/20/2014
3	01/01/2014 – 3/31/2014	04/20/2014
4/Final	04/01/2014 – 06/30/2014	07/20/2014

Invoices with progress reports will be submitted to DHS&EM by the due date as specified in the above schedule. Should the grant period be extended for any reason, a modified report schedule will accompany the award amendment.

Quarterly Performance Progress Reports shall describe the status of the organization category expenditures; compare actual accomplishments to the objectives established for the reporting period in the organization timeline, report reasons for deviation, and justification for timeline adjustment requests. *Performance Progress Reports* must support the *Financial Progress Report*. Include any significant events or activities. Progress must be reported relative to identified organization activities and milestones stated in the jurisdiction's application. *Financial Progress Reports* shall describe the status of the funds; show encumbrances, and receipts of program income and cash or in-kind contributions to the project. The fourth quarter/*Final Performance Progress Report* is a summary report, evaluating organization expenditures staffing work plan activities and measuring performance against emergency management goals and objectives for the entire performance period, and is required in addition to the last quarterly report. *After-Action Report/Improvement Plans* (AAR/IP) are required within 30 days of the conduct of an exercise.

(C) Reimbursements: Submit on the *Financial Progress Report* form. Reimbursement shall be based upon authorized and allowable salary expenditures consistent with narrative and grant guidelines, and submission of timely quarterly *Performance and Financial Progress Reports*. Payments may be withheld pending correction of deficiencies. Reimbursement of expenditures may be requested at any time within the performance period. Expenditures must be supported with source documentation (e.g. copies of certified payroll or time sheets, etc.)

Personnel Costs: Payroll reports signed and certified by the chief financial officer that capture the employee name, position, coded allocation to the project, amount paid, are acceptable or the submission of timesheets with name/wage/hours and cost allocation identified and copies of the corresponding pay warrants. Completion of the *Optional Financial Work Sheet for Identifying & Certifying Program Costs* Worksheet available at <http://ready.alaska.gov/grants.htm> may be submitted in lieu of the above documentation for reimbursement of personnel costs. Staff may not self-certify their own time and wages. The City of Cordova shall retain all supporting payroll records including time and attendance records signed by the employee and supervisor and copies of warrants as per the Recordkeeping Requirements in Section E.

expenditures consistent with the grant guidelines for this program. The City of Cordova shall follow the financial management requirements imposed on them by DHS&EM, which must comply with the requirements the Grant Programs Directorate (GPD) imposed upon DHS&EM.

(D) The signature of the signatory officials on this award attests to the City of Cordova's understanding, acceptance, and compliance with *Lobbying Prohibitions, Debarment and Suspension, Drug-free Workplace Regulations, Federal Debt Status, Hotel and Motel Safety Act of 1990, Non-Supplanting, Disadvantaged Business Requirement, The Government Performance and Results Act of 1993, Public Law 103-62, Animal Welfare Act of 1966, Clean Air Act of 1970 and Clean Water Act of 1977, National Flood Insurance Act of 1968, Flood Disaster Protection Act of 1973, Coastal Wetlands Planning, Protection, and Restoration Act of 1990, USA Patriot Act of 2001, Trafficking Victims Protection Act of 2000, and Fly America Act of 1974* and other applicable certifications and assurances. Federal funds will not be used to supplant state or local funds. Potential supplanting may be the subject of application and pre-award, post-award monitoring, and audit. Federal funds cannot be used as match for this program, only local funds.

(E) The City of Cordova shall ensure the accounting system managing these grant funds are not commingled with funds from other federal, state, or local agencies, and each award is accounted for separately.

(F) The City of Cordova shall comply with Federal Civil Rights Laws and Regulations: *Title VI of the Civil Rights Act of 1964 and 1968, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973*. The City of Cordova will take reasonable steps to ensure Limited English Proficient (LEP) persons have meaningful access to its programs and activities. *Executive Order 13347 Individuals with Disabilities in Emergency Preparedness* requires government to support safety and security for individuals with disabilities in situations involving all-hazards disasters including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism.

(G) The responsibility of the City of Cordova as the recipient of these federal funds to fully understand and comply with the requirements of (where applicable):

A. Administrative Requirements

-44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments

-2 CFR Part 215, OMB Circular A-110 *Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations* at www.whitehouse.gov/omb/circulars/index.html

B. Cost Principles

-2 CFR Part 225, OMB Circular A-87 *Cost Principles for State, Local and Indian Tribal Governments* at www.whitehouse.gov/omb/circulars/index.html

-2 CFR Part 220, OMB Circular A-21 *Cost Principles for Educational Institutions* at www.whitehouse.gov/omb/circulars/index.html

-2 CFR Part 230, OMB Circular A-122 *Cost Principles for Non-Profit Organizations* at www.whitehouse.gov/omb/circulars/index.html

-48 CFR Part 31.2, Federal Acquisition Regulations (FAR), Contract Cost Principles and Procedures, Contracts with Commercial Organizations

-OMB Circular A-133 *Audits of States, Local Governments and Non-Profit Organizations* at www.whitehouse.gov/omb/circulars/index.html

C. Audit Requirements and other Assessments

-Improper Payments Information Act (IPIA) of 2002, (Public Law 107-300)

D. Technology Requirements

-28 CFR Part 23, Criminal Intelligence System Operating Policies

E. Duplication of Benefits

-2 CFR Part 225, Basic Guidelines Section C.3(c)

F. Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. §5121-5206, and Related Authorities

G. State Requirements

-Alaska State Procurement Code AS 36.30, AS36.30.005-.030
www.state.ak.us/local/akpages/ADMIN/dqs/docs/as3630.doc

-Alaska Administrative Code Title 2 Chapter 12, 2 AAC 12.74. <http://www.legis.state.ak.us/cgi-bin/folioisa.dll/aac>

-Alaska Administrative Manual http://fin.admin.state.ak.us/dof/ak_admin_manual/aam_toc.jsp

(H) The City of Cordova understands FEMA reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for federal government purposes: (a) the copyright in any work developed under this award; and (b) any rights of copyright to which City of Cordova purchases ownership with federal support. The City of Cordova agrees to consult with DHS&EM and FEMA regarding any patent rights that arise from, or are purchased with this funding.

Project Budget Details Report

2013 Emergency Management Performance Grant / EMPG

Cordova, City of

Reported Category = ALL. Reported Revision = 0 of 0.

<u>PBD#</u>	<u>Expense Category</u>	<u>Solution Area</u>	<u>Discipline</u>	<u>Qty</u>	<u>Budgeted Cost</u>	<u>Amt Spent</u>	<u>PBD# Balance</u>
1	Plan.Org	Prog: Dev,Coord,Imp,Eval	EMA				
					State		
					Federal	\$18,000.00	\$18,000.00
<div> <div>EHP</div> <div>Item:</div> <div> <input type="checkbox"/> EHP salaries </div> </div>							
Description							
Joanie Behrends, Contractor							

Adjusted Grant Award

State

Federal

\$18,000.00

Total Budgeted Allocated (Fed & State)

\$18,000.00

PBD Total Allocations:

State

Federal

\$18,000.00

Total Expenses: State

Federal

Summary Balance: State

Federal

\$18,000.00

PBD Non-Budgeted Funds:

\$0.00

September 5, 2013

The intent of this letter is to establish a contract between Joanie Behrends , owner of the company "The Reluctant Instructor" and the City of Cordova where the contractor will perform as an Emergency Management Planner within the Emergency Management Performance grant period and under the supervision of the City Fire Marshal.

The Alaska Division of Homeland Security and Emergency Management, under the 2013 EMPG, awarded the City of Cordova a \$18,000 grant with a 100% match for the purpose of hiring an Emergency Management Planner under the performance period of the grant (July 1, 2013 – June 30, 2014)

THE FUNCTIONS AND RESPONSIBILITIES OF THIS POSITION INVOLVE:

- Conducting a hazard analysis and risk assessment prior to mitigation plan development
- Developing/enhancing all-hazards mitigation plans
- Modifying existing incident management and emergency operations plans
- Public education and awareness on emergency management and preparedness
- Conduct workshops on the local Emergency Operations Plan (EOP) / Emergency Response Plan (ERP.)
- Prepare an emergency preparedness calendar for distribution throughout the community
- Develop or formalize agreements through letters or memorandums of understanding (MOU) to clarify mutual expectations, if existing, with local agencies or private organizations that can assist with emergency planning
- Develop intra-state mutual aid agreements that encourage building partnerships across all levels of government, tribal organizations, non-governmental organizations, and private entities in neighboring jurisdictions
- Developing/enhancing evacuation plans, including plans for: alerts/warning, crisis communications, pre-positioning of equipment for areas potentially impacted by mass evacuations sheltering, and re-entry.
- Disaster housing planning, such as creating/supporting a local disaster housing task force and developing/enhancing local disaster housing plans
- Developing/enhancing other response and recovery plans

- Additionally

- **2013 EMPG Special Conditions**
- Emergency Management Performance Grant mid-year grant review (Review by DHS&EM staff following FFY 2013 second quarter). Jurisdictions may be required to provide a spending plan to DHS&EM.
- Update of jurisdiction's Logistics Capability Assessment (previously called Gap Analysis Document) to be completed by December 31, 2013. Jurisdiction's Logistics Capability Assessment will be used towards the State of Alaska Threat and Hazard Identification and Risk Assessment (THIRA).
- Develop a local jurisdiction multi-year Training and Exercise Plan (TEP) to be submitted to DHS&EM at the Training and Exercise Plan Workshop (TEPW).
- Participate in the state multi-year Training and Exercise Plan Workshop (TEPW) to be held in conjunction with DHS&EM's spring Bi-Annual Preparedness Conference.

- Jurisdictions must complete the FEMA Independent Study Program (ISP) Professional Development Series (PDS) by June 28, 2014.

The performance of all these functions and responsibilities will directly follow the 2013 Emergency Management Performance Grant guidelines/work plan. All associated costs to the development of City preparedness will be covered by the City of Cordova.

Joanie Behrends
The Reluctant Instructor
Owner

Randy Robertson
City Manager
City of Cordova

To: Mayor and City Council
Thru: City Manager
Subject: Loan to Upgrade Sewer System
Date: 11 September 2013
From: Moe Zamarron, Director of Public Works

At this time, we believe it is not timely to pursue a referendum initiative placing the question of whether to apply for the wastewater loan before the citizens. The Alaska DEC loan is for \$1,458,000, and was tentatively set aside for Cordova, as a result of the Compliance Order by Consent (COBC). That order establishes penalties for failure to meet specific pollutant discharge levels that can result from any one of 13 different shortcomings in our collection and treatment systems. Since the COBC was placed on the City in May of 2011, the Sewer Division has been able to meet all the requirements of the discharge permit. However, compliance has come at a cost in that it is a very labor intensive process. Since the COBC, we have seen approximately \$35,000 to \$40,000 in annual costs to maintain compliance, with most of that incurred with a lack of winterization of critical treatment processing equipment and operating our rudimentary disinfection system.

The basis for this decision includes:

1. The Sewer Division has a loan for \$1,100,000 taken in 2005 that has not yet entered repayment. It is expected that payments of approximately \$62,800 will start in the 2015 budget cycle and continue for 20 years. Without any offsetting cuts this represents an increase of \$7.75 in the residential monthly bills. An additional loan repayment would elevate that number.
2. On a strictly financial note, the payback on the new loan is longer than the life expectancy of the equipment to be installed. The estimated annual payment on \$1,458,000 (with the 10% subsidy) is \$76,400 and the estimated expense to accomplish this work as we are currently operating is \$35,000 to \$40,000. As the equipment ages and technology advances, we will likely accomplish large segments anyway, but probably at a greater "one-time" expense. However, as noted in serial 1, at this time the numbers would be challenging to absorb.
3. The loan program is ongoing and another questionnaire can be submitted next year. Competition for loans is not as fierce as grants so we stand a good chance of having this opportunity return but this is not a guarantee.
4. Under the leadership of Mr. Fajardo, the Water and Sewer personnel are actively, aggressively searching for leaks into the system. They have the tools to do this and they have been tasked with eliminating the I&I on an accelerated basis. It will be the responsibility of City staff, in concert with policies and standards established by the Council to address the long-standing problem of roof drains and sump pumps that feed rainwater into the sewer lines.

Thank you,
Moe Zamarron
Director of Public Works

To: Mayor and City Council
Subject: Standard Procedure for Consideration of Bids
Date: 11 September 2013
From: Moe Zamarron, Director of Public Works

The City of Cordova issues a number of contracts each year for goods and services provided in the course of business. The value of these contracts ranges from hundreds of dollars to millions of dollars. While the City's code specifies the procedure for requesting, evaluating and awarding bids and proposals the application of that code has been varied. The purpose of this memo is to define the way forward that staff will take when bringing contracts to City Council for approval.

The following are the sections of City Code that address the topics of purchasing and contract approval.

5.12.010 Definitions.

As used in this chapter:

"City manager" means the city manager or any person designated in writing by the city manager to perform the duties of the city manager under this chapter.

"Construction" means the process of building, altering, repairing, maintaining, improving or demolishing a public highway, structure, building or other public improvement of any kind to real property, and includes services related to planning and design required for the construction.

"Contract" means all types of city agreements, regardless of what they may be called, for the procurement of supplies, services or construction.

"Contract amendment" means any change in the terms of a contract accomplished by agreement of the parties, including change orders.

"Services" means the furnishing of labor, time or effort by a contractor, not involving the delivery of a tangible end product other than reports that are incidental to the required performance; however, employment agreements and collective bargaining agreements are not contracts for services.

"Supplies" means any tangible personal property.

(Ord. 809 (part), 1998).

5.12.020 Contracting and procurement authority.

The city may, pursuant to an award in accordance with this chapter, contract with any person to acquire any supplies, services or construction required by the city. The city manager shall conduct all procurements of supplies, services and construction for the city under this chapter. All contracts for supplies, services and construction shall be awarded by the city manager, subject to council approval where required under this chapter.

(Ord. 809 (part), 1998).

5.12.030 Execution of contracts.

All city contracts for supplies, services and construction, and any amendments thereto, shall be signed by the city manager.

(Ord. 809 (part), 1998).

5.12.040 Council approval of contracts.

No contract for supplies, services or construction which obligates the city to pay more than twenty-five 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.*

(Ord. 1019 § 1, 2008: Ord. 874, 2000: Ord. 809 (part), 1998).

(Ord. No. 1093, § 1, 1-4-2012)

5.12.170 Award to responsible bidder or proposer.

A contract award under this chapter shall be made only to a responsible bidder or proposer. The city manager shall determine whether a bidder is responsible on the basis of the following criteria:

- A. The skill and experience demonstrated by the bidder in performing contracts of a similar nature;*
- B. The bidder's record for honesty and integrity;*
- C. The bidder's capacity to perform in terms of facilities, equipment, personnel and financing;*
- D. The past and present compliance by the bidder with laws and ordinances related to its performance under the contract; and*
- E. The bidder's past performance under city contracts. If the bidder has failed in any material way to perform its obligations under any contract with the city, the city manager may consider the bidder to be not responsible.*
- F. The bidder's past performance of financial obligations to the city. If at the time of award the bidder is delinquent, overdue or in default on the payment of any money, debt or liability to the city, the city manager shall consider the bidder to be not responsible.*

(Ord. 809 (part), 1998).

Staff recommends the following procedure to address the code requirements for requesting approval of contracts from City Council.

- A. Provide a list of all bidders
- B. Provide the rationale behind the recommendation of a specified bidder over the others to include the following criteria:
 - 1. Identity of the contractor;
 - 2. The contracted price;
 - 3. The nature and quantity of the performance that the City shall receive under the contract; and
 - 4. The time of performance under the contract.

Staff also recommends that these types of agenda items (contract approvals) be placed under the “consideration of bids” agenda header.

Thank you,
Moe Zamarron
Director of Public Works

Memorandum

To: City Council

Thru: Samantha Greenwood, City Planner

Date: September 11, 2013

Re: Recommendation from P&Z, Lot 1, Block 1 Cordova Industrial Park Land disposal

PART I. GENERAL INFORMATION:

The timeline of the disposal of the Lot 1, Block 1 Cordova Industrial Park

1. 07/09/2013 – P&Z Meeting: Planning and Zoning passed Resolution 13-06 recommending that Lot 1, Block 1, Cordova Industrial Park be listed as available.
2. 07/09/2013 – P&Z Meeting: Planning and Zoning made a recommendation to city council to dispose of Lot 1, Block 1 Cordova Industrial Park by method 4-proposals.
3. 07/17/2013 – City Council: City Council accepted Planning and Zoning Resolution 13-06 recommending Lot 1, Block 1, Cordova Industrial Park be listed as available.
4. 07/17/2013 – City Council: voted to sell the lot by proposal.
5. 08/26/2013 – 30 day period proposal period ended
6. 09/10/2013 – Planning and zoning reviewed proposals

Planning Commission

All proposals are included in the City Council packet for review. At the Planning Commission meeting all proposals received were rated using the criteria developed by the P&Z commission and discussed. The criteria allowed the number of proposals to be narrowed down. The rankings from the criteria and discussion established that the Ocean Beauty Seafoods proposal was the highest ranked. The commissioners, at this point concurred to recommend the Ocean Beauty Seafoods proposal to City Council.

M/Reggiani S/McGann

“I move that the Planning Commission recommend to City Council to approve the proposal from Ocean Beauty Seafoods to purchase Lot 1, Block 1, Cordova Industrial Park.”

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

Upon voice vote, motion passed.

At this time city council needs to review the proposal and the recommendation from P&Z and do one of the following as described in 5.22.030.

5.22.030 - Council approval required.

B. If the city solicits bids or proposals for a disposal of an interest in city real property, the council either shall:

1. Award the disposal to the best bidder or proposer in accordance with the criteria in the invitation for bids or proposals, or
2. If the council finds it to be in the best interest of the city to do so, reject any or all bids or proposals.

PART II. STAFF SUGGESTED MOTION:

“I move to (*) on Lot 1, Block 1, Cordova Industrial Park.”

*could be 1) award the disposal to the proposer or 2) reject the proposal

SEALED PROPOSAL FORM

All proposals must be submitted by August 26, 2013 @ 5 PM in a sealed envelope.

Property: Lot 1, Block 1, located in the Cordova Industrial Park. (Does not include Tidelands)
See attached map.

Name of Proposer JERRY BLACKLER
Name of Business ALPINE DIESEL LLC

Address PO Box 605 Phone # 907-424-7664
921 CENTER DRIVE
CORDOVA AK 99574

Note: All submitted proposals for this property will be reviewed by the Planning & Zoning Commission using the attached criteria. The Planning and Zoning Commission will then recommend a proposal to City Council for final review and acceptance.

The City Council reserves the right to reject any proposal, part of any proposal, or all proposals. The City Council may accept any proposal deemed most advantageous to the City of Cordova.

The chosen proposal will be required to provide a site plan and architectural plan to Planning and Zoning for review per City of Cordova Municipal Code section 18.39.130 - Site Plan and Architectural review. This process shall be completed prior to a Building Permit being issued.

The minimum price that will be accepted for Lot 1, Block 1; Cordova Industrial Park is \$145,200. Fair Market Value for this property is based on the appraised value set by the City. If the successful proposal amount is greater than the minimum price, that shall be the amount paid for the property.

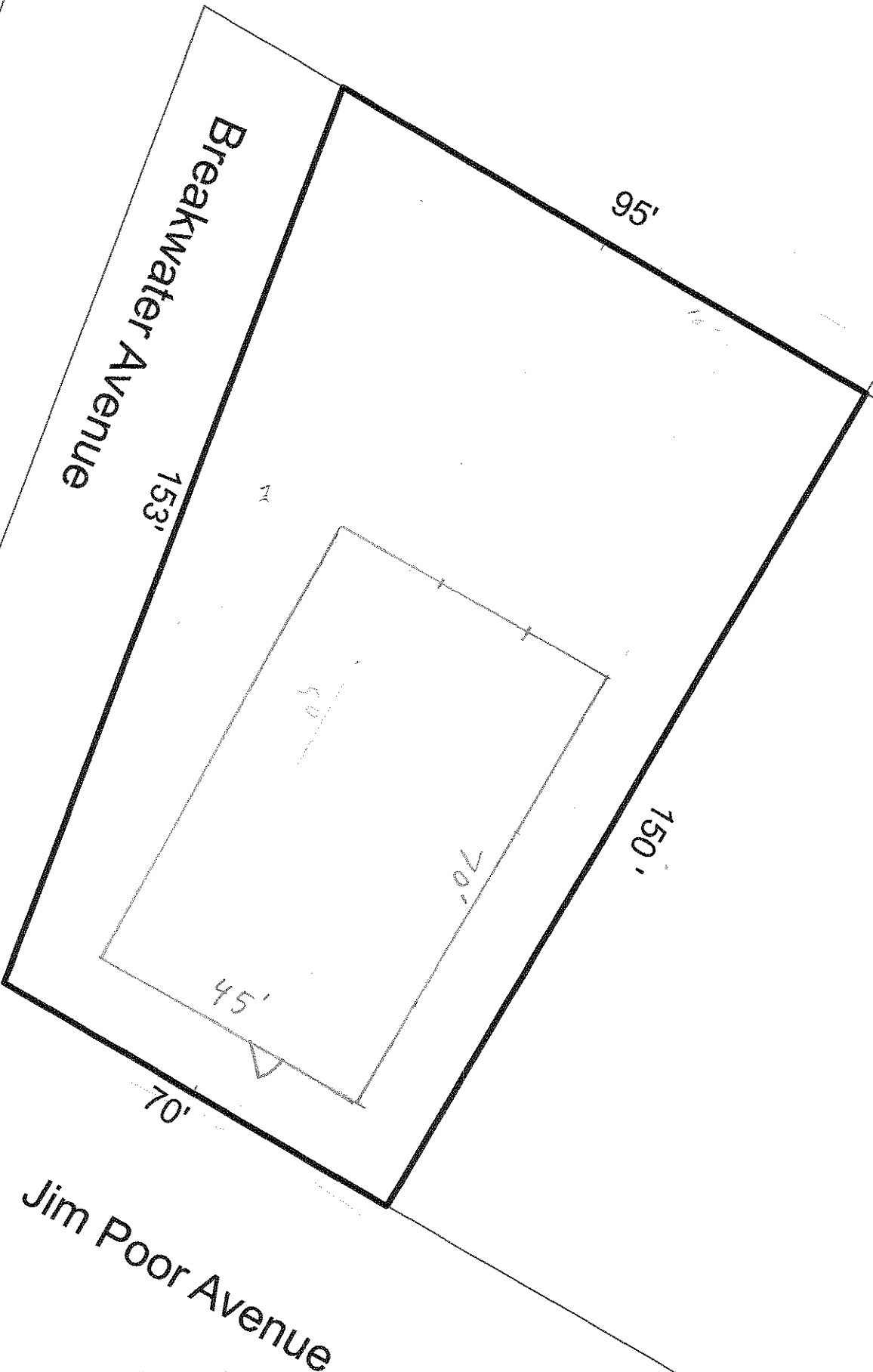
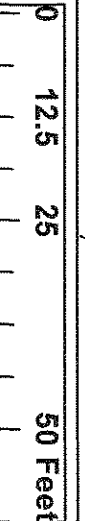
All Organizations that submit proposals, including non-profits with proposals of less than Fair Market Value, will be required to meet the appropriate criteria within Cordova Municipal Code Section 5.22. A link to the City code is available at www.cityofcordova.net.

Proposed Price \$ 156,500.00

The applicant shall be responsible for all fees and costs the City incurred to third-parties in the transaction, including without limitation costs of appraisal, attorney's fees and costs, surveying and platting fees and costs, closing costs and escrow fees as per City of Cordova Municipal Code section 5.22.100.

Lot 1, Block 1

Area: 12,477 sq ft
Zoning: Waterfront Industrial



ALPINE DIESEL LLC

JERRY BLACKLER, owner
PO BOX 605
CORDOVA AK 99574

907-424-7664
907-424-7564 fax
docblack@ctcak.net

August 23, 2013

Planning & Zoning Commission
City of Cordova
PO Box 1210
Cordova AK 99574

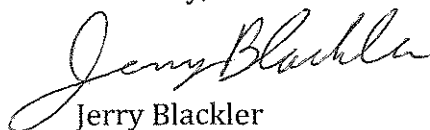
RE: Lot 1, Block 1, Cordova Industrial Park

Alpine Diesel LLC is interested in purchasing lot 1, block 1 of the Cordova Industrial Park to build a 45' x 70' metal shop for the purpose of expanding the business to a site closer to the marine industry. We would open a storefront for retail sales of hydraulics and all related facets, the site would also be used for engine and transmission sales & repair. Alpine Diesel has been in the sales, service & repair business since 1982 with the majority of the business being marine related.

The proposed shop would be 3150 sq ft. Please see enclosed drawing as to placement of the shop on the lot. We anticipate the improvements to be between \$350,000 - \$400,00. We would start demolition of the current building as soon as the City accepts the proposal. And would like to have the foundation in by the end of December 2013, with the building to be erected in the spring/summer of 2014.

The location is a prime spot for this type of business with both harbors being within walking distance and the City Dock being right down the road. We feel the benefit to the community is our commitment to maintain a business that serves and supports the fishing industry and fishing fleet in Cordova.

Sincerely,



Jerry Blackler
Alpine Diesel LLC

Planning and Zoning will evaluate each proposal by using the criteria in the table below. Each criteria will be scored from 1-10 for the individual proposals. The multiplier will then be applied to the scores to determine a final score.

Final Land Disposal Evaluation Criteria

Criteria	Multiplier	Proposal A Rank 1-10	Proposal B Rank 1-10	Proposal C Rank 1-10	Subtotal for Proposal A	Subtotal for Proposal B	Subtotal for Proposal C
Value of improvements	1.75						
Number of employees	1						
Sales tax revenue	1						
Importance to community	1.75						
5 year business plan/time line	0.75						
Enhanced architectural design	1.25						
Proposal price	1						
Consistency with Comprehensive Plan	1.5						
Total	10						

SEALED PROPOSAL FORM

All proposals must be submitted by August 26, 2013 @ 5 PM in a sealed envelope.

Property: Lot 1, Block 1, located in the Cordova Industrial Park. (Does not include Tidelands)
See attached map.

Name of Proposer DUNE LANKARD
Name of Business CORDOVA COMMUNITY COLD STORAGE and KITCHEN
Address PO BOX 456 Phone # 907.424.7808
CORDOVA, AK 99574

Note: All submitted proposals for this property will be reviewed by the Planning & Zoning Commission using the attached criteria. The Planning and Zoning Commission will then recommend a proposal to City Council for final review and acceptance.

The City Council reserves the right to reject any proposal, part of any proposal, or all proposals. The City Council may accept any proposal deemed most advantageous to the City of Cordova.

The chosen proposal will be required to provide a site plan and architectural plan to Planning and Zoning for review per City of Cordova Municipal Code section 18.39.130 - Site Plan and Architectural review. This process shall be completed prior to a Building Permit being issued.

The minimum price that will be accepted for Lot 1, Block 1; Cordova Industrial Park is \$145,200. Fair Market Value for this property is based on the appraised value set by the City. If the successful proposal amount is greater than the minimum price, that shall be the amount paid for the property.

All Organizations that submit proposals, including non-profits with proposals of less than Fair Market Value, will be required to meet the appropriate criteria within Cordova Municipal Code Section 5.22. A link to the City code is available at www.cityofcordova.net.

Proposed Price \$ 150,000.00

The applicant shall be responsible for all fees and costs the City incurred to third-parties in the transaction, including without limitation costs of appraisal, attorney's fees and costs, surveying and platting fees and costs, closing costs and escrow fees as per City of Cordova Municipal Code section 5.22.100.

August 26, 2013

City of Cordova
C/O Sealed Proposals
P.O. Box 1210
Cordova, AK 99574

RE: Sealed Proposal L1, B1, Cordova Industrial Park

Proposed Type of Business:

The building to be developed will house a fish processing facility with abundant cold storage and a commercial kitchen (the "facility"). It will be owned and governed by an Alaskan Cordova-based non-profit company with a mission to serve the community and fishermen of Cordova. It will achieve this mission by providing affordable and certified facilities to value-add to commercial fishing catches, allowing for fishermen to direct-sell to retail markets as well as provide the ability for locals to process and store subsistence home-packs.

The facility will be built to LEED (Leadership in Energy and Environmental Design) standards. LEED certification consists of a suite of rating systems for the design, construction and operation of high performing buildings. These buildings are developed with goals of saving money, conserving energy, reducing water consumption, improving indoor air quality, and making thoughtful material choices. Because of the wind, tides, rain and hydro, Cordova is the ideal place to focus on turning abundant natural resources into useable affordable energy to power the facility and offset daily overhead expenses.

Corporate governance and oversight of business of developing and operating the facility will be provided by a separate and functioning community-based Board of Directors. This Board will be involved with approving plant design, financing and development of the facility, in addition to future operations of the facility. This nonprofit entity is pursuing 501(c)(3) status.

This venture will be an example of a new sustainable hybrid business model. It will be a nonprofit entity supporting a for-profit incubator for local cottage and fishing industries. This model will provide time and space to small community businesses that want to handle, process, smoke, freeze, and package their wild foods themselves, while enriching and cultivating invaluable social profit (i.e., subsistence philanthropy) in our fishing community. The entity will develop its own for-profit brand for both wholesale and direct to consumer sales. The non-profit will also support, train, and assist high-quality conscious commercial fishermen to handle, process and market their own catch.

Proposed square footage of the building:

The footprint of the two-story building will be 60 'X 90'. This will provide approximately 10,800 sq. ft. of useable space within the facility.

The facility will include the following features:

- Space to handle, process, smoke, freeze, package and direct market commercial seafood;
- Space to handle, process and value-add subsistence-based foods (for subsistence home-packs);
- Separate but adjacent space to process fur bearing animals (i.e., deer, moose, goat, sea otters, etc.);

- Community Kitchen space and an area for packaging and boxing finished products;
- Blast Freezer, coolers and cold storage space (250,000 lb. minimum capacity in this footprint)
- Space for “Battery Room” (i.e., renewable energy systems could include hydro, tidal, sun, biodiesel, etc.) to offset daily operating expenses;
- Classroom space for research, recipe sharing and testing of finished products, learning and teaching others how to best utilize facility, be certified to use equipment and market their finished products;
- Artisan retail space for finished products.

Benefit of the proposed development to the Cordova Community:

This facility is aligned with the City of Cordova’s Comprehensive Plan as it will support on-shore fish processing, value-added industry strategies, manufacturing, and business incubator activities. It will benefit the Cordova community by bringing residents together to process and value-add their wild food sources themselves and providing a facility for local fishermen to keep their hard-earned dollars within the community by providing a locally-owned, affordable, non-profit facility. This facility will attract new investments into the community such as new-technology partners as well as the ability to expand and introduce Cordova to new seafood markets. Social capital investors are interested in funding sustainable triple-bottom-line (economy, social, environment) companies that increase local social values when building resilient economies and communities.

The overarching mission of this facility is to support the community while cultivating individual and local businesses that respect, compliment, and enrich the region’s wild aquaculture. Working side-by-side, subsistence users and commercial fisherman will be able to share community space and abundant natural food resources, along with proven ideas and processing techniques to improve and compliment some of the best and healthiest subsistence and commercial foods available in Cordova, let alone in the world.

In addition to construction jobs during development, this facility will create at least 5 jobs at start-up, as it requires several full time employees (plant caretaker, scheduler, plant and equipment trainer, etc.). Once fully operational, another 5-10 employees for contract processing, wholesale and retail sales, shipping and receiving, and general office support will be required. These positions will be full-time and permanent.

Value of proposed improvements:

The facility is estimated to cost approximately \$2 Million to build. This will increase the tax base for the City of Cordova. This facility would compliment the City of Cordova’s zoning for the Cordova Industrial Park lands on Seafood Lane. This will be a good fit for Cordova’s growing seafood industry. It will provide for our regional processing needs so residents and stakeholders can process and value-add more of our regional seafoods in Cordova, while highlighting Cordova seafood products nationwide. This is a unique opportunity for the City of Cordova to display its commitment to its community, fishers and local cottage industry.

While up-front building costs for this facility is higher than traditional facilities, the investment in modern technology and super-efficient energy systems will lower the overhead and daily usage requirements of the facility, keeping it affordable for locals and visiting user groups (such as the growing sports fishing industry).

Value to Cordovans will be significant, once residents, fishers, and other user groups realize that they can improve both the short and long-term quality of their subsistence and commercial foods. Additionally, users that develop products for sale will be able to command a higher price for their finished recipes and products while increasing sales tax revenues to the City of Cordova.

Proposed timeline for development:

Committed Board Members & Initiate Entity	Complete and Ongoing
Secure Site L1 B1 Cordova Industrial Park	Upon City Approval of Sale
Apply for EDA funding	September 15, 2013
Apply for additional State & Federal Funding	Continuous
Initial design package	December 31 2013
Solicit Bids for Construction	January 31, 2014
Project Financing Secured	March 15, 2014
Finalize Design:	May 15, 2014
Begin Construction	June 15, 2014
Open for Business:	May 1, 2015.

Potential Development Partners and Summary:

The Economic Development Authority, many private social impact investors, the Prince William Sound Economic Development District, and our Cordova community have expressed interest and support of this project. The Valdez Development Fisheries Association (VDFA) has developed a Community Processing Facility and Cold Storage Facility.

Senator Lisa Murkowski is interested in this project and wants to stay updated with our new developments. She has stated that because of the renewable energy aspects of the facility and the fact that it helps build community and local cottage industry, that there may be additional federal funding available for this project.

Shirley Kelly, Executive Director for the State's Economic Development Administration, has suggested that the ownership entity may be eligible for a 50% match from the state. Additionally, she committed to review the statistics for our Cordova area to confirm the match, and then upon submission of a feasibility study and business plan, she will be able to meet and start the process for our program to be involved in the State of Alaska's matching program.

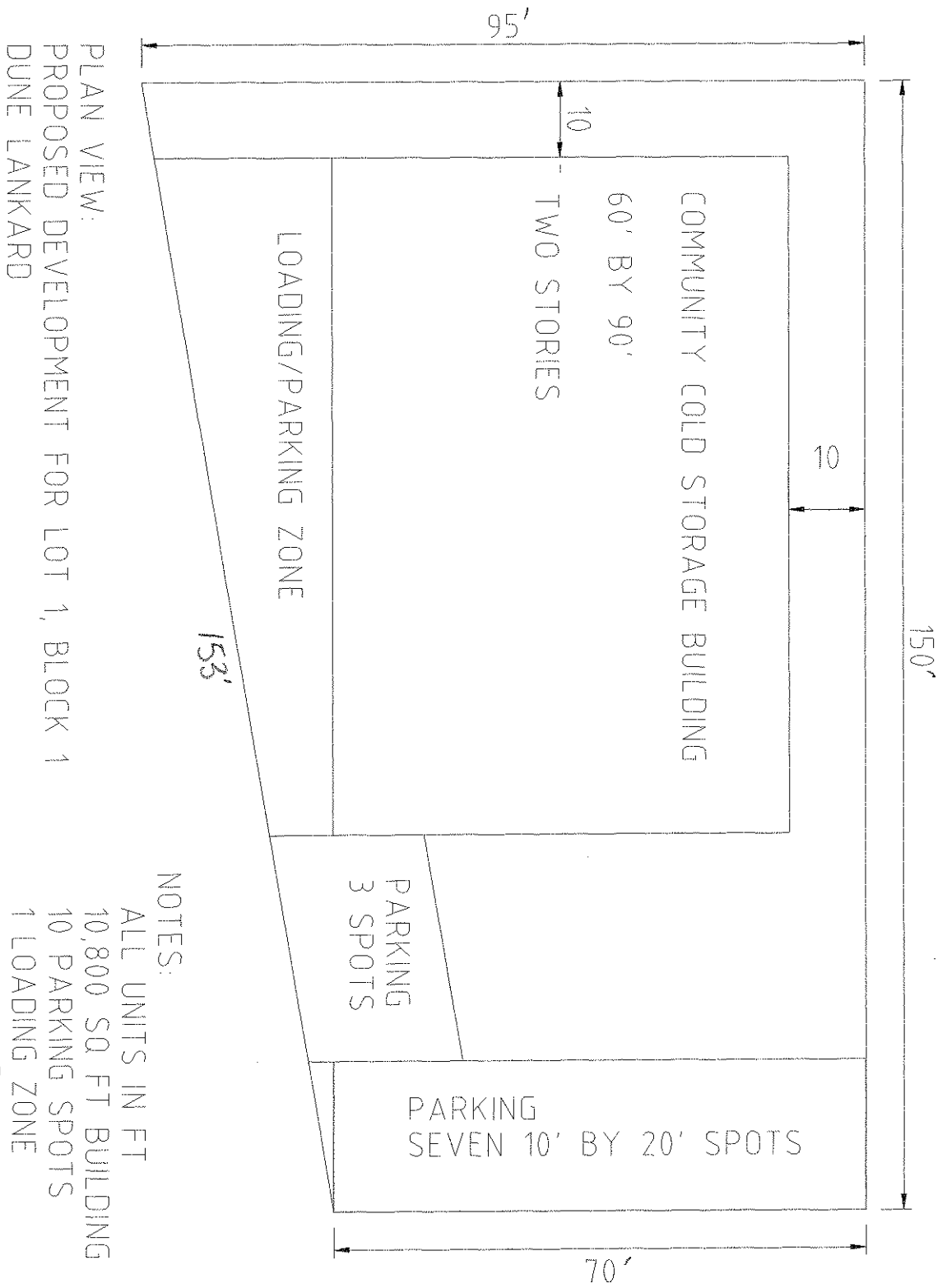
Included in this bid packet is an overview of building placement of the CCCS building on Lot 1, Block 1.

In the spirit of past community leaders who have wanted to see a community processing facility built in Cordova, it is our desire and honor to support important ideas and visions that empower our community and further enhances our relationship with the incredible bounty that comes from the sea and our homelands.

Thank you for considering my bid proposal for Lot 1 Block 1 Cordova Industrial Park. If you have any questions or need more information please contact me at 907.952.5265 (cell) or 907.424.7808 (home) or via email at dune@redzone.org.

Respectfully Submitted,


Dune Lankard



PLAN VIEW:
PROPOSED DEVELOPMENT FOR LOT 1, BLOCK 1
DUNE LANKARD

NOTES:
ALL UNITS IN FT
10,800 SQ. FT. BUILDING
10 PARKING SPOTS
1 LOADING ZONE
SCALE 1"=250'

Planning and Zoning will evaluate each proposal by using the criteria in the table below. Each criteria will be scored from 1-10 for the individual proposals. The multiplier will then be applied to the scores to determine a final score.

Final Land Disposal Evaluation Criteria

Criteria	Multiplier	Proposal A Rank 1-10	Proposal B Rank 1-10	Proposal C Rank 1-10	Subtotal for Proposal A	Subtotal for Proposal B	Subtotal for Proposal C
Value of improvements	1.75						
Number of employees	1						
Sales tax revenue	1						
Importance to community	1.75						
5 year business plan/time line	0.75						
Enhanced architectural design	1.25						
Proposal price	1						
Consistency with Comprehensive Plan	1.5						
Total	10						

SEALED PROPOSAL FORM

All proposals must be submitted by August 26, 2013 @ 5 PM in a sealed envelope.

Property: Lot 1, Block 1, located in the Cordova Industrial Park. (Does not include Tidelands)
See attached map.

Name of Proposer MARK PALMER
Name of Business Ocean Beauty Seafoods
Address Ocean Beauty Seafoods Phone # (206) 281-5891
PO BOX 70739
Seattle, WA 98127

Note: All submitted proposals for this property will be reviewed by the Planning & Zoning Commission using the attached criteria. The Planning and Zoning Commission will then recommend a proposal to City Council for final review and acceptance.

The City Council reserves the right to reject any proposal, part of any proposal, or all proposals. The City Council may accept any proposal deemed most advantageous to the City of Cordova.

The chosen proposal will be required to provide a site plan and architectural plan to Planning and Zoning for review per City of Cordova Municipal Code section 18.39.130 - Site Plan and Architectural review. This process shall be completed prior to a Building Permit being issued.

The minimum price that will be accepted for Lot 1, Block 1; Cordova Industrial Park is \$145,200. Fair Market Value for this property is based on the appraised value set by the City. If the successful proposal amount is greater than the minimum price, that shall be the amount paid for the property.

All Organizations that submit proposals, including non-profits with proposals of less than Fair Market Value, will be required to meet the appropriate criteria within Cordova Municipal Code Section 5.22. A link to the City code is available at www.cityofcordova.net.

Proposed Price \$ 175,000

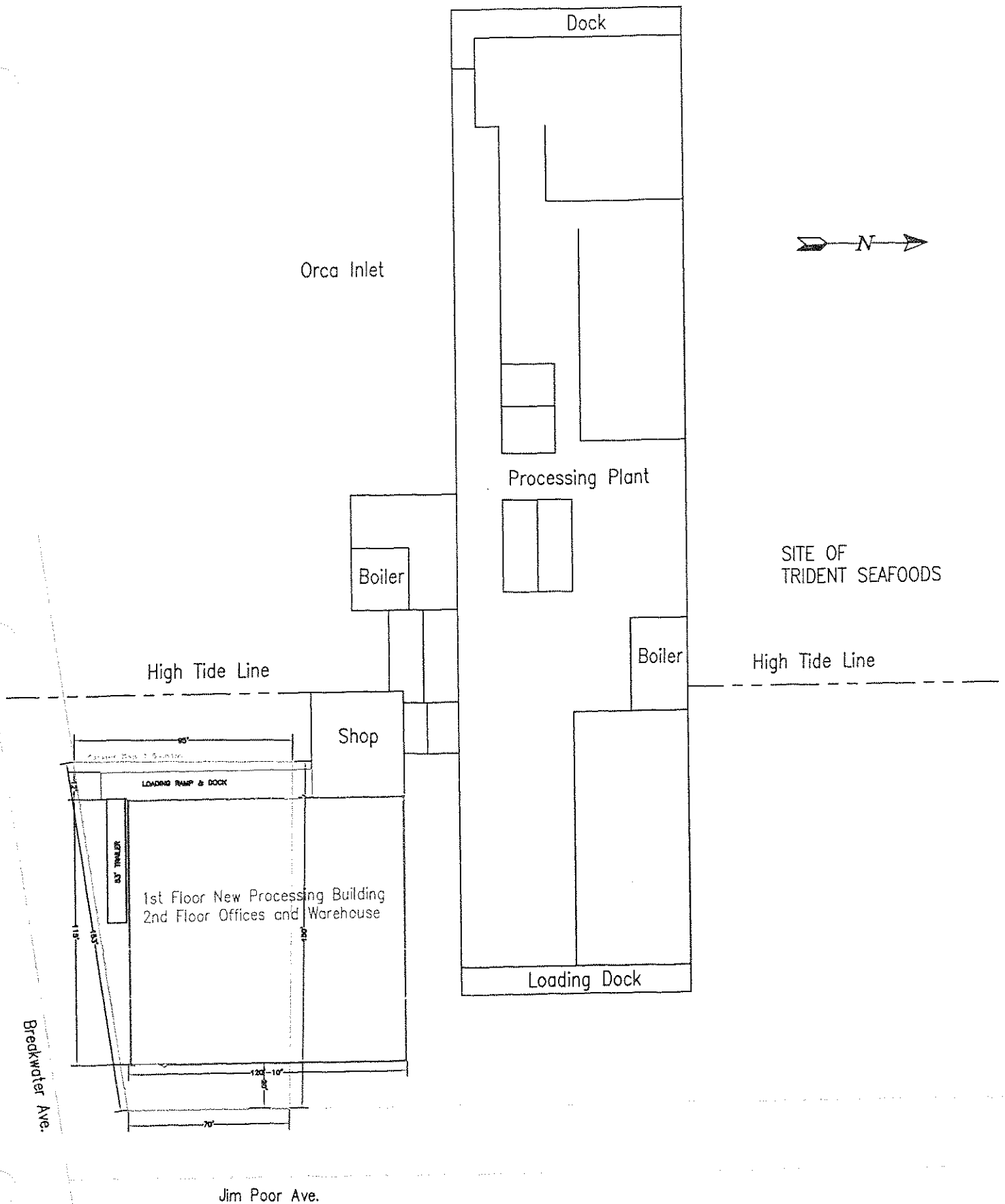
The applicant shall be responsible for all fees and costs the City incurred to third-parties in the transaction, including without limitation costs of appraisal, attorney's fees and costs, surveying and platting fees and costs, closing costs and escrow fees as per City of Cordova Municipal Code section 5.22.100.



1. Ocean Beauty Seafoods will utilize the available property to expand our existing adjacent seafood processing plant. The additional square footage is imperative to the expansion of our processing capability. We will utilize the space to build a two story building consisting of offices, a tunnel freezer, a heading and gutting line and/or to possibly accommodate auxiliary functions to support probable expansion of capacity to the existing buildings.
2. Conceptually, we will build a 12,000 sq. ft. building, but we are still determining the exact size and configuration of our plans.
3. For a sketch, please see attached document.
4. Our intention is to expand the Ocean Beauty plant and supplement existing capacity by an estimated 40% for the 2014 season and eventually by an additional 20-25%. This expansion will allow us to hire an additional 40-50 employees, purchase more fish, and thus greatly increase the fish taxes we pay, currently estimated at \$800,000 for 2013. Currently, during years with large salmon runs, significant opportunity is lost for additional fish (and fish tax income) coming to Cordova due to production limitations. Increasing capacity will alleviate these issues by allowing us to lift fishing limits placed on fishermen and process more salmon in Cordova. Sales tax revenue will also increase because the additional employees will be making retail purchases locally. Additionally, our hopes are that the new space will allow us to eventually reconfigure the current tractor trailer parking spaces to provide room for 53 ft. trucks creating a safety buffer that does not exist today.
5. The value of the proposed improvements ranges from \$2.5 million-\$10 million.
6. We plan to begin construction in 2014 and complete building for the 2015 season. Additional curb appeal and architectural design enhancements are set to be completed by 2016.

Please note, this sketch is a conceptual image of Ocean Beauty's plans.

Exact architecture will be determined after final approval.



Planning and Zoning will evaluate each proposal by using the criteria in the table below. Each criteria will be scored from 1-10 for the individual proposals. The multiplier will then be applied to the scores to determine a final score.

Final Land Disposal Evaluation Criteria

Criteria	Multiplier	Proposal A Rank 1-10	Proposal B Rank 1-10	Proposal C Rank 1-10	Subtotal for Proposal A	Subtotal for Proposal B	Subtotal for Proposal C
Value of improvements	1.75						
Number of employees	1						
Sales tax revenue	1						
Importance to community	1.75						
5 year business plan/time line	0.75						
Enhanced architectural design	1.25						
Proposal price	1						
Consistency with Comprehensive Plan	1.5						
Total	10						

SEALED PROPOSAL FORM

All proposals must be submitted by August 26, 2013 @ 5 PM in a sealed envelope.

Property: Lot 1, Block 1, located in the Cordova Industrial Park. (Does not include Tidelands)
See attached map.

Name of Proposer TRIDENT SEAFOODS CORPORATION
Name of Business TRIDENT SEAFOODS CORDOVA

Address P.O. Box 1040 Phone # 907-424-7111
CORDOVA, AK 99574

Note: All submitted proposals for this property will be reviewed by the Planning & Zoning Commission using the attached criteria. The Planning and Zoning Commission will then recommend a proposal to City Council for final review and acceptance.

The City Council reserves the right to reject any proposal, part of any proposal, or all proposals. The City Council may accept any proposal deemed most advantageous to the City of Cordova.

The chosen proposal will be required to provide a site plan and architectural plan to Planning and Zoning for review per City of Cordova Municipal Code section 18.39.130 - Site Plan and Architectural review. This process shall be completed prior to a Building Permit being issued.

The minimum price that will be accepted for Lot 1, Block 1; Cordova Industrial Park is \$145,200. Fair Market Value for this property is based on the appraised value set by the City. If the successful proposal amount is greater than the minimum price, that shall be the amount paid for the property.

All Organizations that submit proposals, including non-profits with proposals of less than Fair Market Value, will be required to meet the appropriate criteria within Cordova Municipal Code Section 5.22. A link to the City code is available at www.cityofcordova.net.

Proposed Price \$ \$176,000

The applicant shall be responsible for all fees and costs the City incurred to third-parties in the transaction, including without limitation costs of appraisal, attorney's fees and costs, surveying and platting fees and costs, closing costs and escrow fees as per City of Cordova Municipal Code section 5.22.100.



TRIDENT SEAFOODS CORPORATION

5303 Shilshole Ave. NW, Seattle, WA 98107-4000 USA • (206) 783-3818 • Fax 782-7195
Domestic Sales: (206) 783-3474 • Fax: (206) 782-7246
Canned Sales: (206) 781-7606 • (206) 781-7604
Export Sales: (206) 783-3718 • (206) 782-7195

8/26/2013

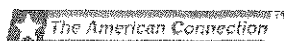
To: Planning Commission

Trident Seafoods is proposing to develop Lot 1, Block 1 located in the Cordova Industrial Park. The proposed development will be a 132 person bunkhouse that is 13,800 square feet with a design that is similar to the 3 story building that was built last winter. Please find attached the preliminary drawing of the site development. By building this bunkhouse we will be able to keep more fish in Cordova increasing our fish processing capacity and adding 132 jobs, instead of fish having to be sent to Southeast or Kodiak plants. We are budgeting \$1,500,000 for this project, not including the price of purchase for the property with a completion time of June 1, 2014.

Thank you for taking the time review this project, if you have any questions or need clarification please do not hesitate to contact myself.

Sincerely,
Rick Isaacson
PWS Operations Manager

Alaska



Washington

Akutan • Anchorage • Chignik • Clarks Point • Cordova • Dillingham • Dutch Harbor
Anacortes • Bellingham • Everett

Ketchikan • Kodiak • Naknek • Petersburg • Sand Point • South Naknek • St. Paul

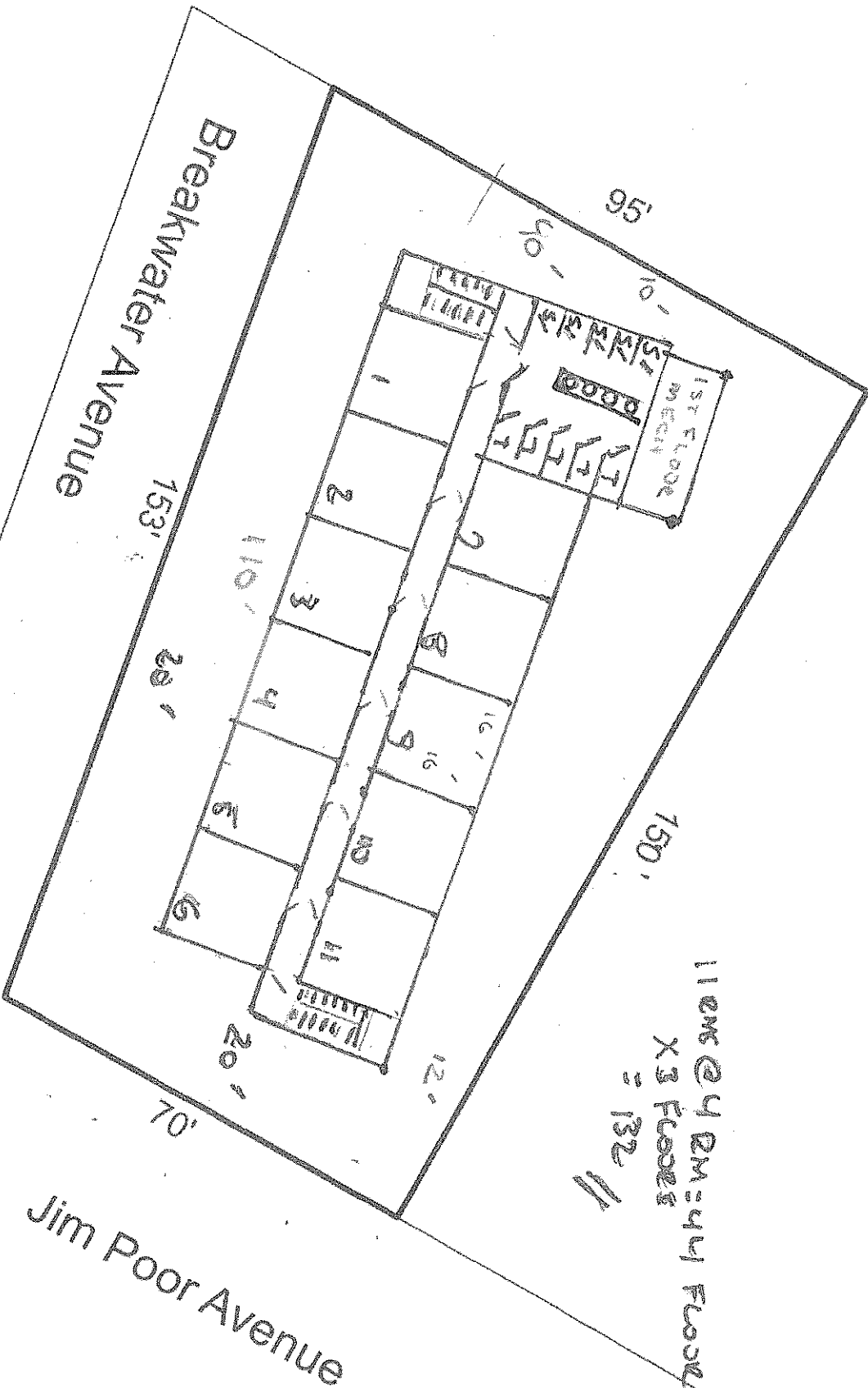


Tacoma • Seattle

Lot 1, Block 1



Area: 12,477 sq ft
Zoning: Waterfront Industrial



Planning and Zoning will evaluate each proposal by using the criteria in the table below. Each criteria will be scored from 1-10 for the individual proposals. The multiplier will then be applied to the scores to determine a final score.

Final Land Disposal Evaluation Criteria

Criteria	Multiplier	Proposal A Rank 1-10	Proposal B Rank 1-10	Proposal C Rank 1-10	Subtotal for Proposal A	Subtotal for Proposal B	Subtotal for Proposal C
Value of improvements	1.75						
Number of employees	1						
Sales tax revenue	1						
Importance to community	1.75						
5 year business plan/time line	0.75						
Enhanced architectural design	1.25						
Proposal price	1						
Consistency with Comprehensive Plan	1.5						
Total	10						

Cordova Center Project

To: City Council, Mayor Kacsh
From: Cordova Center Committee, Cathy Sherman, Project Lead
Date: September 10, 2013
RE: Cordova Center Phase 2

Summary:

Phase I is finally nearing substantial completion and in early October we anticipate conducting final testing of the windows. We are pursuing related construction and financial matters with the plan to begin Phase II as soon as Phase I is complete. Phase II involves the interior build out of the space. Dawson Construction has been retained to complete Phase II work and has provided the City with costs for various stages of the build out.

Phase 2A: \$1,848,566

Phase 2B: \$2,438,857

Phase 2C: \$4,226,115

Phase 2D: \$ 866,479

The Cordova Center Committee met on September 9, 2013 and discussed the funding plan, current finances, McDowell report, business plan and timeline.

Demonstrated evidence of the project moving forward is imperative to leverage funding. The EVOSIC funds stand at \$2,375,936.52. The EVOSIC has set aside an additional \$1.3MM potentially available after the October 2013 meeting, but the City must demonstrate to EVOSIC continued commitment to the completion of the project.

The Rasmuson Foundation holds our request for \$750,000. They are scheduled to meet in November 2013, but again they are waiting for the City and community to demonstrate continued commitment.

Fiscal Note:

The City has available to move forward on Phase 2A from the following sources:

City Funds: \$ 981,000

Legislative Grant: \$1,000,000

1/3 EVOSIC Reimbursement: \$ 330,000

TOTAL: \$2,311,000

There also exists the possibility of receiving reimbursements to the winter storm of 2012 in the approximate amount of \$361,000.

Recommendation:

The Cordova Center Committee recommends to City Council to proceed with Phase 2A at this time utilizing money in the Cordova Center Fund balance. EVOSIC reimbursements would be added back into the fund to assist with further phases of construction.

Pending agenda:

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

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

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

HSB Quarterly regular meetings **Oct 2, 2013; Jan ?, 2014; Apr 2, 2014; July 2, 2014**

Committees:

Cordova Center Committee: Tim Joyce, Sylvia Lange, Dan Logan, Randy Robertson, 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 Seneor, 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

Calendars:

3 months of calendars are attached hereto
Sept 2013; Oct 2013; Nov 2013

September 2013

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

November 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>
<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i> 7:15 pub hrg (maybe) LMR 7:30 reg mtg LMR	<i>7</i>	<i>8</i>	<i>9</i>
<i>10</i>	<i>11</i> Veterans' Day City Hall Offices Closed	<i>12</i> 6:30 P&Z LMR	<i>13</i> 7:00 Sch Bd HSL 7:00 Hrbr Cms CH	<i>14</i>	<i>15</i>	<i>16</i>
<i>17</i>	<i>18</i> <i>AML Conf Anchorage</i>	<i>19</i> <i>AML Conf Anchorage</i>	<i>20</i> 7:15 pub hrg (maybe) LMR 7:30 reg mtg LMR	<i>21</i> <i>AML Conf Anchorage</i>	<i>22</i> <i>AML Conf Anchorage</i>	<i>23</i>
<i>24</i>	<i>25</i>	<i>26</i>	<i>27</i>	<i>28</i> Thanksgiving City Hall Offices Closed	<i>29</i> Thanksgiving City Hall Offices Closed	<i>30</i>