

Mayor
James Kacsh

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

City Manager
Randy Robertson

City Clerk
Susan Bourgeois

Deputy Clerk
Tina Hammer

Student Council
Sarah Hoepfner
Gabrielle Brown

**REGULAR COUNCIL MEETING
MAY 07, 2014 @ 7:00 PM
LIBRARY MEETING ROOM**



AGENDA

A. CALL TO ORDER

B. INVOCATION AND PLEDGE OF ALLEGIANCE

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

C. ROLL CALL

Mayor James Kacsh, Council members Kristin Carpenter, Tim Joyce, Tom Bailer
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 – *Lobbyist John Bitney*, end of session report..... (page 1)
2. Audience comments regarding agenda items..... (3 minutes per speaker)
3. Chairpersons and Representatives of Boards and Commissions (Harbor, HSB, Parks & Rec, P&Z, School Board)
4. Student Council Representative Report
5. Superintendent’s Report

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

6. Resolution 05-14-20..... (page 4)
A resolution of the City Council of the City of Cordova, Alaska, requesting FY15 Payment in Lieu of Taxes funding from the Department of Commerce, Community, and Economic Development.
7. Resolution 05-14-22..... (page 6)
A resolution of the City Council of the City of Cordova, Alaska, officially naming the park known as the ‘tot lot’, “The Noel Pallas Children’s Memorial Park” in honor of and to show respect for his 13 years of volunteer service on the City of Cordova Parks and Recreation Commission
8. Resolution 05-14-23..... (page 8)
A resolution of the City Council of the City of Cordova, Alaska, authorizing supplemental appropriations in the total amount of \$39,680 in the General Fund and Enterprise Funds to pay a 2014 wage increase for all IBEW bargaining unit (union) employees and all exempt City employees
9. Cordova Volunteer Fire Department confirmation of 2014 election of officers..... (page 10)
10. Record unexcused absence of Council member Carpenter from the April 02, 2014 Regular Meeting

H. APPROVAL OF MINUTES

11. Public Hearing Minutes 04-02-14..... (page 11)
12. Regular Meeting Minutes 04-02-14..... (page 12)

I. CONSIDERATION OF BIDS

J. REPORTS OF OFFICERS

13. Mayor’s Report
14. Manager’s Report
 - a. Informational – report from City Attorney regarding City Procurement Procedures..... (page 18)
 - b. Informational – **Rich Rogers** and **Tony Schinella** on recent environmental incidents
 - c. Staff Quarterly Reports – 1Q 2014
 - i. **Laura Cloward**, Information Services..... (page 50)
 - ii. **Cathy Sherman**, Museum Director..... (page 52)
 - iii. **Miriam Dunbar**, Library Director..... (page 55)
 - iv. **Susan Herschleb**, Director of Parks & Recreation..... (page 58)
 - v. **Paul Trumblee**, City Fire Marshal..... (page 62)

- vi. **Buck Adams**, UBS Financial, City Investments..... (page 69)
- vii. Public Works Department..... (page 70)
- viii. **Tony Schinella**, Harbormaster..... (page 71)
- ix. **Samantha Greenwood**, City Planner..... (page 72)
- x. **Jon Stavig**, Finance Director..... (page 73)
- xi. **George Wintle**, Chief of Police..... (page 77)

15. City Clerk’s Report

K. CORRESPONDENCE

- 16. Resolution from CDFU..... (page 80)
- 17. Letter from ARRT (Alaska Regional Response Team) April 8, 2014..... (page 81)
- 18. Letter from DCCED in re National Forest Receipts FY14 April 16, 2014..... (page 82)
- 19. Letter from Jim Holley, AML in re North Fill Lots April 30, 2014..... (page 83)

L. ORDINANCES AND RESOLUTIONS

- 20. Substitute Ordinance 1115..... (voice vote)(page 84)
 An ordinance of the City Council of the City of Cordova, Alaska, amending sections 3.40.020 entitled “planning commission created- membership,” 3.40.030 entitled “planning commission-chairman,” 3.40.050 entitled “planning commission-members’ terms of office,” 3.52.020 entitled “advisory parks and recreation commission-membership,” and 11.08.020 entitled “harbor commission” to clarify and make consistent council member designation for service on city commissions, make council member service on commissions permissive rather than obligatory, and to reduce the number of commissioners on the parks and recreation commission from seven to five – 1st reading
- 21. Ordinance 1116..... (voice vote)(page 88)
 An ordinance of the City Council of the City of Cordova, Alaska, enacting section 2.20.010 C of the Cordova Municipal Code to increase the notification requirements for City elections – 1st reading
- 22. Resolution 05-14-21..... (roll call vote)(page 91)
 A resolution of the City Council of the City of Cordova, Alaska, authorizing amendment to the FY14 budget by changing line item #101-902-57000 to \$830,975 and by changing line item #101-300-40001 to \$1,892,334 and authorizing the transfer of an additional \$30,334 to the Cordova School District to fund the school district to the maximum local contribution allowed by the Alaska Department of Education and Early Development

M. UNFINISHED BUSINESS

N. NEW & MISCELLANEOUS BUSINESS

- 23. Council acceptance of P&Z Commission Resolution 14-03..... (voice vote)(page 95)
 regarding Land Disposal Maps
- 24. Pending Agenda and Calendar..... (page 112)

O. AUDIENCE PARTICIPATION

P. COUNCIL COMMENTS

- 25. Council Comments

Q. EXECUTIVE SESSION

- 26. Attorney advice concerning Cordova Center arbitration

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 of Cordova
Legislative Session Report
May 7, 2014

Summary

The Legislative Session adjourned on April 25th. Major accomplishments included passage of bills authorizing state ownership/participation in a natural gas pipeline, education funding, and pension liability funding. A summary of the major items of interest to the City of Cordova are described below.

Capital Budget

The top legislative priority for the City of Cordova was a funding request of \$6.5 million to complete the Cordova Center. Funding of \$4 million towards this request was included in the final version of the Capital Budget (SB119). Initially, the project was funded in the Senate's version of the bill for \$1 million, and then an additional \$3 million was added in the House version before final passage. SB119 now heads to Governor Parnell's desk for review and final authorization. Funding approved by the Governor will become effective on July 1, 2014.

For a full list of all the projects, below is a link to the breakdown by legislative district. Cordova is located in House District 35, which can be found on pages 73 – 76:

<http://www.legfin.akleg.gov/BudgetReports/LY2014/Capital/Adjournment/ProjectDetailByHD.pdf>

Education

The Education Funding bill (HB278) was a major piece of legislation that dominated the final days of the session. A Conference Committee reconciled the differences between the House and Senate, and resulted in a bill that proposes increased spending of \$300 million for K-12 public education over the next three years.

Funding was split between a BSA increase, outside the BSA one time funding increment, and additional program funding. The additional program funding cannot be considered as BSA funding, so the "effective" BSA increase, or the funding that will end up being distributed to the districts for educational purposes, is around \$226, with about a \$7 increase in the second year and a \$1 increase in the third year. Here is a link to the fiscal note (see the table on page 3) that illustrates the distribution of the funding to each school district:

<http://www.legis.state.ak.us/PDF/28/F/HB0278-37-3-042514-EED-N.PDF>

The fiscal note above shows that Cordova will receive a total increase in state funds for education amounting to \$241,364. A portion of this increase (\$112,233) is funding within the Base Student Allocation (BSA), and the remaining portion (\$129,131) is based on the Average Daily Membership (ADM) part of the distribution formula. These increased amounts are appropriated for the next three years.

There are other aspects of HB278 that should also be discussed.

Local Required Contribution

The Senate version of HB278 would have increased the required local minimum contribution toward education. However, the final Conference Committee version deleted this language. Language was included that raised the maximum allowable “cap” by calculating it based on all funding distributed to school districts. Previously, the “cap” was calculated on the lesser of a two mill tax levy or 23 percent of “basic need”. In other words, the cap calculation will include the state funding provided based on both the BSA and ADM.

Funding for Internet Services

Funding of \$5 million was appropriated for districts in which one or more schools qualify for a discounted rate for Internet service under the federal universal services program. They are now eligible to receive state funding to bring them up to 10 megabits of download a second.

School Debt Reimbursement was reduced for school construction & rehabilitation projects outside of the Dept. of Education’s review from a level of 60% state reimbursement to 50% on payments for bonds authorized by local voters after May 1, 2015. For projects approved by the Dept. of Education, the reimbursement rate will remain at the 70% level.

High School Graduation Exam

The high school graduation competency examination was repealed and replaced with a participation requirement for a college and career readiness assessment. In short, districts will have the option to choose the SAT, ACT, or WorkKeys test. The Department of Education & Early Development (DEED) will pay the fee for a single administration of a college and career readiness assessment for each secondary student within two years prior to a student's graduation date.

Pilot Program Grant Funding

Funding of \$3 million was appropriated for awarding a grant to a nonprofit organization for a pilot project of expanding science, technology, engineering, and mathematics education for “underserved and unrepresented middle school students with limited opportunities.”

Tax Credits

There are numerous tax credits in the bill that qualify deductions by state tax payers for various contributions to public education. These provisions should be reviewed by the City and School District for potential opportunities.

Public Employee Pension Liability

HB 385 authorizes large one-time contributions toward paying down the unfunded liability of the public employee pensions. Funding totaling \$3 billion was included in the Capital Budget, with

\$1 billion going to the Public Employee Retirement System, and \$2 billion to the Teachers Retirement System. No changes were made to the employer contribution rates.

Conclusion

This session was very successful for Cordova. Our top funding priority received a substantial appropriation, education funding was increased, and there were no new mandates that would directly increase local taxes. State revenue forecasts, however, indicate that future trends will transfer more and more financial responsibility to municipal governments. Future reductions in Municipal Revenue Sharing, discretionary capital projects funding, and school debt reimbursement will likely be combined with increased contribution rates by municipalities for public employee pension liabilities and public education.

The Primary and General Elections are scheduled for later this year, and will feature races for the US Senate, Congress, Governor, and Legislature.

A MEMO FROM SUSAN BOURGEOIS, CMC, CITY CLERK

DATE: April 8, 2014
TO: Mayor and City Council
SUBJECT: Resolution 05-14-20

The attached resolution requests payment in lieu of taxes from the Department of Commerce, Community, and Economic Development for FY15.

These funds are provided by the federal government to the state annually for distribution of payment in lieu of taxes income to cities in the Unorganized Borough that have federally owned lands within their jurisdictions. The PILT funds serve as compensation for lost revenues due to the fact that federal lands cannot be developed, thus restricting economic development.

The formula is based on price per acre, and the actual payment is calculated within the census areas and then divided among the communities within the census area based on population as certified by the commissioner of DCCED during the state fiscal year immediately preceding the state fiscal year in which the distribution to the city is to be made. In our census area (Cordova, Whittier and Valdez) Cordova accounts for 34.71% of the population. The checks will be mailed in July and at this time we are uncertain as to the amount. In 2013 we received \$393,229.58 and in 2014 we budgeted revenue of \$385,364.99.

Recommended Motion: Move to approve the consent Calendar.

Required Action: Majority roll call vote on the Consent Calendar.

**FY 15 PAYMENT IN LIEU OF TAXES
FUNDING RESOLUTION**

**CITY OF CORDOVA, ALASKA
RESOLUTION 05-14-20**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
REQUESTING FY 15 PAYMENT IN LIEU OF TAXES FUNDING FROM THE
DEPARTMENT OF COMMERCE, COMMUNITY, AND ECONOMIC
DEVELOPMENT.**

WHEREAS, 3 AAC 152.100 requires the governing body of a city to adopt a resolution requesting funding from the Payment in Lieu of Taxes Program for cities in the unorganized borough and to submit the resolution to the Department of Commerce, Community, and Economic Development; and

WHEREAS, the City has conducted a regular election during the preceding state fiscal year and has reported the results of the election to the commissioner; and

WHEREAS, regular meetings of the governing body are held in the city and a record of the proceedings is maintained; and

WHEREAS, ordinances adopted by the city have been codified in accordance with AS 29.25.050.

NOW, THEREFORE BE IT RESOLVED THAT the City Council of the City of Cordova, Alaska, by this resolution hereby requests distribution from the FY 15 Payment in Lieu of Taxes Program by the Department of Commerce, Community, and Economic Development on the date required by law.

**PASSED AND APPROVED by a duly constituted quorum of the City Council
this 7th day of May, 2014.**

James Kacsh, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk

CITY OF CORDOVA



Date: 4/30/14
To: City Council & Mayor Kacsh
From: Susan Herschleb / Director of Parks and Recreation
RE: A resolution of the City Council of the City of Cordova (#05-14-22 DRAFT)

Dear Council and Mayor Kacsh,

At the last regular Parks and Recreation Commission meeting held 4/28/14 the City of Cordova Parks and Recreation Commission voted unanimously to recommend City Council officially name the park known as the 'Tot Lot' (located on the corner of South 1st Street and Sawmill Ave.) the 'Noel Pallas Children's Memorial Park'.

Please consider the draft resolution the Parks and Recreation Commission has provided. The resolution describes why the Commission recommends to dedicate this park in honor of Noel Pallas.

Sincerely,

Susan E. Herschleb / Director of Parks and Recreation
On behalf of the City of Cordova Parks and Recreation Commission.

**CITY OF CORDOVA, ALASKA
RESOLUTION 05-14-22**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
OFFICIALLY NAMING THE PARK KNOWN AS THE ‘TOT LOT’, “THE NOEL
PALLAS CHILDREN’S MEMORIAL PARK” IN HONOR OF AND TO SHOW
RESPECT FOR HIS 13 YEARS OF VOLUNTEER SERVICE ON THE CITY OF
CORDOVA PARKS AND RECREATION COMMISSION**

WHEREAS, a number of elected Mayors of the City of Cordova, Alaska, selected Noel Pallas to serve on the Parks and Recreation Commission for over 13 consecutive years; and

WHEREAS, the Park known as the ‘Tot Lot’ would be the most logical park to name after Noel Pallas because he and his family utilize this Park more than any other; taking the children from their family owned daycare there on a weekly basis to play; and

WHEREAS, The Parks and Recreation Commission has yet to develop another Park to place the plaques that once hung in the Children’s Memorial Park located behind the Library Museum; and

WHEREAS, Noel Pallas requested to place the Children’s Memorial Plaques at the Park known as the ‘Tot Lot’; and

WHEREAS, Noel Pallas will have a granddaughter memorialized in the Park after it is officially named.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Cordova, Alaska, hereby honors the memory of Noel Pallas by officially naming the Park known as the ‘Tot Lot’, the **Noel Pallas Children’s Memorial Park** in respect for his many years of service to the City of Cordova Parks and Recreation Commission

PASSED AND APPROVED THIS 7th DAY OF MAY, 2014

James Kacsh, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk

MEMO, City of Cordova

To: Mayor and City Council

Through: Randy E Robertson, City Manager

From: Jon K. Stavig, Finance Director

Date: April 28, 2014

RE: Resolution authorizing supplemental appropriation for wage increases not included in FY14 operating budget.

The resolution authorizes supplemental appropriations in the amount of \$39,680.00 to cover wage increases for all City of Cordova exempt employees and employees that the City is obligated to pay because of the collective bargaining agreement with IBEW Local Union No. 1547. The agreement with the bargaining unit (Union) employees has a provision to increase the overall wage rate equal to 100% of the Anchorage CPI-U, as measured January 1, 2013 to December 31, 2013 and becomes effective May 1, 2014. This amount was determined to be 3.10%.

During the FY'14 budget process, a 1.5% figure was built into the budget for this years' CPI adjustment. Since the IBEW employee wage increase is effective May 1, 2014, there are some funds, but, not all funds to cover the increase without the supplemental appropriation.

Respectfully submitted,

Jon K. Stavig, Finance Director

**CITY OF CORDOVA, ALASKA
RESOLUTION 05-14-23**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
AUTHORIZING SUPPLEMENTAL APPROPRIATIONS IN THE TOTAL AMOUNT OF
\$39,680 IN THE GENERAL FUND AND ENTERPRISE FUNDS TO PAY A 2014 WAGE
INCREASE FOR ALL IBEW BARGINING UNIT(UNION) EMPLOYEES AND ALL
EXEMPT CITY EMPLOYEES**

WHEREAS, I.B.E.W. Local Union No. 1547 has a collective bargaining agreement with the City of Cordova; and

WHEREAS, the collective bargaining agreement has a provision to increase the overall wage rate equal to one hundred percent (100%) of the Anchorage CPI-U, as measured from January 1, 2013 to December 31, 2013 for all IBEW bargaining unit employees effective May 1, 2014 and this amount has been determined to be 3.1%; and

WHEREAS, the City Manager has provided reasons why exempt employees are also deserving of a compensation increase due primarily to greater workload and responsibilities and should become effective May 1, 2014; and

WHEREAS, the City of Cordova Operating Budget FY'14 contained a 1.5% increase; and

WHEREAS, in order to pay the wage increase, which was not included in the 2014 budget as previously adopted, the following supplemental appropriations are necessary:

General Fund	\$28,184.
Harbor Fund	\$4,006.
Sewer Fund	\$2,074.
Water Fund	\$2,074.
Refuse Fund	\$3,174.
Odiak Camper Park Fund	\$170.
Total Appropriation all Funds	\$39,680.

NOW, THEREFORE BE IT RESOLVED THAT the City Council of the City of Cordova, Alaska, hereby authorizes supplemental appropriations in the total amount of \$39,680.00 in the General Fund and Enterprise Funds to pay the 2014 wage increase for all IBEW Bargaining Unit (Union) Employees and all exempt City employees. Such appropriation shall be recorded in the 2014 Operating Budget as amendments to all payroll related expense items.

PASSED AND APPROVED THIS 21st DAY OF MAY, 2014

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

April 30, 2014

City Council

Randy Robertson
City Manager

In accordance with Article III, Section I of our department constitution ("The Chief shall not take office until confirmed by authorities set up by the city ordinance") 3.20.020 – Fire Department Appointment of Officers and Members, we are requesting confirmation for the following re-elected officers: on April 10th 2014.

Fire Chief- Michael Hicks
Deputy Fire Chief – Robert Mattson

Would you please include this as an action item for the May 7st 2014 meeting.

Sincerely

Paul Trumblee
City Fire Marshal

**CITY COUNCIL PUBLIC HEARING
APRIL 02, 2014 @ 6:45 PM
LIBRARY MEETING ROOM
MINUTES**

A. CALL TO ORDER

Mayor James Kacsh called the Council public hearing to order at 6:45 pm on April 2, 2014, in the Library Meeting Room.

B. ROLL CALL

Present for roll call were *Mayor James Kacsh* and Council members *Tom Bailer, Bret Bradford, EJ Cheshier, Dave Reggiani* and *James Burton*. Council Members *Kristin Carpenter* and *Tim Joyce* were absent. Also present was City Clerk *Susan Bourgeois*.

C. PUBLIC HEARING

1. Ordinance 1114 an ordinance of the City Council of the City of Cordova, Alaska, repealing section 8.04.170 entitled trapping to eliminate contradiction in the Cordova Municipal Code

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

M/Reggiani S/Bradford to recess until 6:55 pm.

Hearing no objection, the Public Hearing was recessed at 6:47 pm.

The public hearing was recessed from 6:47 pm until 6:55 pm.

Mayor Kacsh asked again if there was any public comment and there was not.

D. ADJOURNMENT

M/Reggiani S/Bradford to adjourn the Public Hearing

Hearing no objection, the Public Hearing was adjourned at 6:56 pm.

Approved: May 7, 2014

Attest: _____
Susan Bourgeois, CMC, City Clerk

**CITY COUNCIL REGULAR MEETING
APRIL 02, 2014 @ 7:00 PM
LIBRARY MEETING ROOM
MINUTES**

A. CALL TO ORDER

Mayor James Kacsh called the Council Regular Meeting to order at 7:00 pm on April 02, 2014, in the Library Meeting Room.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Kacsh led the audience in the Pledge of Allegiance.

C. ROLL CALL

Present for roll call were *Mayor James Kacsh* and Council members *Tom Bailer, Bret Bradford, EJ Cheshier, Dave Reggiani* and *James Burton*. Council Member *Tim Joyce* was present via teleconference. Council member *Kristin Carpenter* was absent. Also present was City Clerk *Susan Bourgeois*.

D. APPROVAL OF REGULAR AGENDA

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

Vote on motion: 6 yeas, 0 nays, 1 absent (Carpenter). Motion passes.

E. DISCLOSURES OF CONFLICTS OF INTEREST – none

F. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

1. Guest Speaker – AK Shield after action report

Joanie Behrends and *Dick Groff* gave a report on Alaska Shield 2014 which was held in Cordova on Friday and Saturday March 27 & 28. *Mr. Groff* said there was a lot to learn and they will begin to work on it right away. He said that it was well done, participants and responders did a great job; now we have our ammunition to make it better, make it a safer place for citizens. *Behrends* had just returned from Anchorage where the Alaska Shield Exercise had continued for the entire week with 500 agencies working together at the Egan Center. *Behrends* ended her talk by thanking Council for the City support which now exists. She said it hadn't always been that way but now that the support is there, we are more prepared and are in better shape than we have ever been. She also said that a full report would be forthcoming in June. *Groff* also wanted to give accolades to three of the Public Work guys that he worked with on the desalinization plant on Saturday. He said they were smart, friendly and not afraid of hard work and they got things done.

2. Audience comments regarding agenda items:

Lindsay Butters of 940 Lake Avenue #8 said she was present to speak to item 22 and she said she has been trying to think of what to say for 60 days. She hopes that the materials they have provided in the packet say enough. She wanted to add, "We've got this."

Thomasina Andersen spoke about agenda item 22, she encouraged Council to support Harborside Pizza.

3. Chairpersons and Representatives of Boards and Commissions

Harbor – Burton said they meet next week; *Health Services Board – Bradford* said they had just met and credentialed some providers and elected *Kristin Carpenter* as new Board President; *Planning and Zoning – Reggiani* said they also meet next week; *School Board – Bradford* said School Board meets on April 9.

4. Student Council Representative Report – the student council representative was not present

G. APPROVAL OF CONSENT CALENDAR

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

5. Ordinance 1114 an ordinance of the City Council of the City of Cordova, Alaska, repealing section 8.04.170 entitled trapping to eliminate contradiction in the Cordova Municipal Code – 2nd reading

6. Resolution 04-14-18 a resolution of the City Council of the City of Cordova, Alaska, approving the site plan from BKR & Associates for Ocean Beauty Seafoods to construct eight 320 sq. ft. modular units on Lot 4, Block 2, Cordova Industrial Park

7. Council concurrence of Mayor's reappointment of Robert Beedle as City of Cordova representative to the PWSRCAC Board of Directors
8. Record excused absence of Council member Burton from the March 19, 2014 Regular Meeting
Vote on Consent Calendar: 6 yeas, 0 nays, 1 absent (Carpenter). Joyce-yes; Bailer – yes; Burton – yes; Cheshier – yes; Reggiani-yes and Bradford –yes. Consent Calendar was approved.

H. APPROVAL OF MINUTES

M/Reggiani S/Burton to approve the Minutes.

9. Special Meeting Minutes 05-29-13
10. Special Meeting Minutes 06-04-13
11. Work Session Minutes 09-18-13
12. Special Meeting Minutes 10-23-13
13. Regular Meeting Minutes 03-19-14

Vote on motion: 6 yeas, 0 nays, 1 absent (Carpenter). Motion passes.

I. CONSIDERATION OF BIDS - none

J. REPORTS OF OFFICERS

14. Mayor's Report – *Mayor Kacsh* said he was involved in Alaska Shield as the PIO and he thought everything went well and there was a lot to take away from the experience. He said he would be heading to Juneau in the next week and a half; he will know better as the days progress. He will give testimony tomorrow on the Senate's capital budget.

15. Manager's Report – *Robertson* was not present.

16. City Clerk's Report – *Bourgeois* said that we are in the appeal period for the 2014 assessment roll. Last day to appeal is by 5pm on April 7 – 14 appeals in so far. Assessor will be in town before the BOE meeting which is scheduled for April 21 at 7pm. *Bourgeois* also mentioned that Ordinance 1115 was before them which offers changes to the Parks and Rec code section – if it were anyone's wish to maybe change that board to a five member board, this would be an appropriate time to do so, while that is in front of them. *Reggiani* asked the Clerk what it meant in her report when she referred to the Attorney researching the Department of Justice preclearance for a code change regarding elections. *Bourgeois* explained how Alaska had been a state that was required to have Department of Justice preclearance when anything out of the ordinary was occurring with Election laws. Even though that has changed recently, the City Attorney wanted to do her due diligence and ensure that it was ok for us to amend election code without the preclearance in place.

K. CORRESPONDENCE

17. Letter from Bob Smith in re Refuse Collection 03-14-14

18. Letter from AMHS in re proposed fall-winter-spring 2014-2015 schedule

Bailer mentioned that he looks forward to the Manager and staff bringing forward a resolution to the trash concerns as outlined in this one piece of correspondence.

L. ORDINANCES AND RESOLUTIONS

19. Ordinance 1115 An ordinance of the City Council of the City of Cordova, Alaska, amending sections 3.40.020 entitled "planning commission created- membership," 4.20.050 entitled "planning commission-members' terms of office," 3.52.020 entitled "advisory parks and recreation commission" and 11.08.020 entitled "harbor commission" to clarify and make consistent council member designation for service on city commissions

M/Bradford S/Joyce to adopt Ordinance 1115 an ordinance of the City Council of the City of Cordova, Alaska, amending sections 3.40.020 entitled "planning commission created- membership," 4.20.050 entitled "planning commission-members' terms of office," 3.52.020 entitled "advisory parks and recreation commission" and 11.08.020 entitled "harbor commission" to clarify and make consistent council member designation for service on city commissions.

Cheshier asked **Reggiani** if this is what he had in mind when he spoke at the last meeting. **Reggiani** said the Clerk did a great job amending code to be aligned with our past practice however, he still wonders what Council's intent is. He doesn't know if Council should have a "representative" on a board or commission – he doesn't speak for council when he speaks at a commission meeting as a member. He said what is missing is the School Board which is nowhere in our City Code. **Bradford** said he understands that, but he feels like when he sat on Parks and Rec what he would offer is to that commission, maybe what he felt like Council meant or where Council was coming from when they made decisions that affected that commission, etc. He said as far as school board goes, the role is very unclear. **Bailer** helped with some history – he was on P&Z when the Council rep became a voting member and to accomplish that, the next seat that was up for reappointment went away to make room for the council member voting – and that was his seat. **Joyce** said he remembers it a little differently. He believes that there was trouble attaining quorums on some of the boards and commissions and so a council rep seat was added. He also believes that the representative was intended as a way to bring Council info to the board and board info back to the council. **Mayor Kacsh** said his opinion is that one of the most important roles of being a council rep on a board or commission is the flow of information, intent and ideas between the two bodies. **Reggiani** opined that if we were going down the road of representation from Council then we should be thinking ex-officio seats. He said he wasn't ready to act on this the way it is written now. **Joyce** said we had asked staff to bring back an ordinance with clarification and that is what they did. He said he is ready to pass this on first reading or else we could delay this all summer if we want. **Cheshier** was ready to vote on this, he is ok with the member having a vote (he would not sit on a board without the ability to vote – would be futile) and sitting on the board/commission for one year time-frames. He also doesn't believe we would ever be stacking the deck, that couldn't/ wouldn't happen with only one Council member on the board. **Bradford** said as far as school board – we need to get with the school board and come up with some language that satisfies us and school board. **Reggiani** said someone should sit on a board or commission on their own merits; being a Council member should not preclude them from being on a board/commission. **Bailer** spoke about "shall" and offered an amendment to change that to "may". **Bradford** spoke in favor of the amendment. **Joyce** wanted Council to be aware that this amendment could mean that no Council member could be on a board/commission and Council might be hard-pressed to get a report, etc. and know what's going on at a board/commission.

M/Bailer S/Burton to amend the ordinance by changing shall to may wherever it refers to a council member being placed on a board/commission (a council member **may**, not a council member **shall**).

Vote on motion to amend: 5 yeas, 1 nay (Joyce), 1 absent (Carpenter). Motion passes.

Reggiani was still of the opinion that all terms should be for three years. He offered an amendment to that effect.

M/Reggiani S/Bailer to amend the ordinance so that all of the terms of board and/or commission members are for three years.

Bradford had a question for the maker of the motion: he wondered if that meant for the Council seats as well. **Reggiani** said that is exactly what he is doing; if there is need for a Council member on the board(s) then they should have an equal seat on the board(s), i.e. for three-year term. **Joyce** opined that the "may" already gives them the option of putting a Council member on or not and therefore the three-year term is not necessary, he thinks it should stay the way it is. **Bradford** said that he sees where **Joyce** is coming from, if a Council member sits on a board and is doing a good job, he will be kept on for another year, not necessary to make it a three-year term. He also sees the importance of having a knowledgeable, experienced board. **Reggiani** made clarifications: he said, the revision is changing the terms of Council seats on boards to one-year terms, he is of the opinion that the terms are presently three-year terms (all terms on boards and commissions). His amendment puts it back, or leaves it, at three-year terms (all seats on all boards and commissions). **Burton** thought a solution could be to have a Council seat on a board or commission run concurrently with that member's Council term - so as to avoid the lack of a spot on a commission for a seated Council member. **Joyce** disagreed with **Reggiani's** interpretation of the code; he said it has been past-practice that the Council seats are one-year terms.

He said that we are just clarifying code with this ordinance, not changing past-practice. It had just not been very clear in code previously, which is why we asked staff to bring us this ordinance. **Reggiani** agreed that at the last meeting we were looking at code and were deciding between changing code or following code and that's where he is at now. **Joyce** argued that code does not currently define the terms. **Cheshier** wanted to understand why **Reggiani** wanted the terms to be three years; if it were up to him, he would leave it as it is, that Council appoints a member each year to serve a one-year term on the boards and commissions. **Reggiani** said he is coming from a place that he doesn't think it's very important that the seat be a City-council member seat, and therefore, it should be a three year term like all the others. **Bailer, Joyce** and **Reggiani** each read the code and agreed that the code interpretation is difficult and it could be read either way as to whether those seats (i.e. Council members on the boards and commissions) were meant to be one-year or three year terms. **Bradford** said it could be interpreted either way and we are spending too much time on this.

Vote on motion to amend: 5 yeas, 1 nay (Joyce), 1 absent (Carpenter). Motion passes.

M/Bradford S/Cheshier to change the Parks and Recreation Commission from a seven-member commission to a five-member commission.

Reggiani spoke against the amendment he said he thought Council should move cautiously when thinking of eliminating possibilities for public input. **Bradford** said we are not doing this quickly, it has been a long time that there have been vacancies on that commission. **Bailer** said he would like to hear the input of the Parks and Rec Commission on this matter. **Joyce** thought for consistency it should be five, like Harbor Commission. **Cheshier** opined that we could keep the number of seats at seven but lower the quorum requirement to allow for more meetings.

Vote on motion to amend: 5 yeas, 1 nay (Reggiani), 1 absent (Carpenter). Motion passes.

Vote on main motion: 5 yeas, 1 nay (Joyce), 1 absent (Carpenter). Motion passes.

20. Resolution 04-14-19 a resolution of the City Council of the City of Cordova, Alaska, authorizing amendment to the FY14 budget and authorizing the transfer of \$73,996.67 to the Cordova School District for the purpose of purchasing 60 student computers, to be recorded in the City's budget account # 101-902-57004, school capital projects.

M/Cheshier S/Bradford to approve Resolution 04-14-19 a resolution of the City Council of the City of Cordova, Alaska, authorizing amendment to the FY14 budget and authorizing the transfer of \$73,996.67 to the Cordova School District for the purpose of purchasing 60 student computers, to be recorded in the City's budget account # 101-902-57004, school capital projects.

Mayor Kacsh introduced this by stating that the Schools had hoped to take advantage of the City funding the School buildings' liability insurance this year and use that amount as "over the cap" funding. However, he said when that got to the Commissioner of Education, he denied that and called it in-kind from the City. Therefore, the Schools are looking to the City to fund something comparably priced as a capital item, which is allowed to be "over the cap" thereby allowing the insurance expense to be used for education instead. **Joyce** opined that it was a little more complicated than that; it was a savings to the City to fund the liability insurance in the form of fewer deductibles. He also had questions about the computer purchase in that he wondered if smart-phones and/or tablets or some other technology was a better choice for students. **Joyce** also opined that the school needs to have a better maintenance program concerning its waste oil burner and if that is used efficiently, and if council could assist by putting some money into that, more cost savings could be realized vs. this computer purchase. **Bradford** said that two years ago he was the School Board rep and he sat at the Council table when Council discussed ways to fund the schools above and beyond the cap; the answer was in capital projects – the State says ok to that. He went to the School Board and reported that to them. **Bradford** said that last year they came back to us with an accounting software purchase and the Council did fund that which was above the cap but allowable. This year they are bringing us \$74K in new computers. **Superintendent Keel** was present and said that during Council's budget process she did bring forward multiple capital requests but Council did not put any into their budget. She said the waste oil burner is working perfectly; energy costs have declined three years in a row. She constantly tells the legislature how prudent

they are being with their funds. She went on to say that there is a long-range technology plan in place; this year's computer purchase is state of the art MacBook Air computers. **Reggiani** said he gravitates toward process and reiterated the Council budget process; begin in October, workshops, etc. passing a budget in December. He said that the only option to fund this \$74K now would be an increase in the mill rate or take it out of the City's General Fund Reserve. He said he doesn't prefer to do things like this out of cycle. He also doesn't understand the request, because it appears as though these computers have already been purchased so what's being requested is reimbursement. Knowing where the School District is in its fiscal year (different from the city's), wouldn't this really just be a transfer of funds from the City's reserve to the School District's reserve? Because, their fiscal year is already almost over. So, **Reggiani** asked the Superintendent and the School Board President, who was also in attendance, if there is a program that would be cut if this appropriation isn't made. **Superintendent Keel** said, yes, we are looking at a classroom teacher. **Reggiani** said, for the last two months of school, to which the **Superintendent** said no, but what would happen is we would have an unbalanced budget and we would have to dip into our fund balance which is very small and is also capped at how much we can have in there. She went on to say that she has been requesting these capital funds since October. She said that the School District's capital requests were not discussed during Council budget work sessions, except by her. **Burton** said he remembers sitting around this table at budget and discussing ways to fund the schools and it must be pretty frustrating for **Theresa** now to keep coming back and asking us for that funding. If we meant it, we should decide already. **Reggiani** said he thinks the people around this table want to fund the schools, but his recollection is that a lot of capital items, the City's as well as the Schools' were dropped when we realized it might mean raising property taxes to accomplish those things. **Reggiani** asked the School Board president if this had been vetted at budget time; i.e. was there public support for raising the mill rate to pay for these computers. **Barb Jewell** said that the School Board approved the original budget then had to approve the amended budget when the in-kind was taken out (i.e. when DOE did not allow the City's insurance payment to be beyond the cap). She said they had never discussed any mill rate increases because this is all happening later than the normal budget process. **Bailer** said he won't debate whether they want to buy computers or other technology, that's the school board's decision. He is not willing to up the mill rate for this now nor is he willing to dip into reserves. **Cheshier** said he will not support this; also not willing to raise taxes. He said it was a good idea but it didn't work out. He encouraged the School Board to get public input at their meetings and if town supports it he will when it comes time to set the mill rate.

Vote on motion: 2 yeas, 4 nays, 1 absent (Carpenter). Cheshier – no; Joyce–no; Bradford – yes; Burton – yes; Bailer – no and Reggiani–no. Motion fails.

M. UNFINISHED BUSINESS

21. Council designation of Council member to the Planning and Zoning Commission
Council concurred to take this item up after Ordinance 1115 was completed.

22. Council decision on requested extension of Brian Wildrick, Lot 8 Blk 2, SFDP Performance Deed of Trust
(may be discussed in executive session)

M/Bradford S/Bailer to refer this item to staff until City Manager Randy Robertson is back so he can report to Council on his conversations with Wildrick.

Vote on motion to amend: 6 yeas, 0 nays, 1 absent (Carpenter). Motion passes.

N. NEW & MISCELLANEOUS BUSINESS

23. Pending Agenda and Calendar

Council concurred to not have the second meeting of the month in April –considering it falls during the School's spring break. So, the Regular Council Meeting of April 16, 2014 was cancelled. If needed, Council might have special meetings to accommodate items that come up and need to be handled before then.

O. AUDIENCE PARTICIPATION

David Allison said he has always been a supporter of the schools. He would prefer if they came to Council with their needs, not with something they have already spent money on. They seem to be asking for money from the City's reserve so that they don't have to dig into their own "rainy day fund".

P. COUNCIL COMMENTS

24. Council Comments

Bailer said he totally agrees with Mr. Allison.

Reggiani showed a picture of a speed limit sign from down in Colorado where he just was on vacation. It is a sign that tells you the speed you are going along with the speed limit and it works very effectively. He thinks it could work on Whitshed Rd.

Bradford thanked Joanie Behrends and Dick Groff for all their work during Alaska Shield.

Mayor Kacsh said he would be speaking with DoT and ADF&G representatives when he goes to Juneau and he will bring the idea up of that sign with the DoT folks he talks to.

Q. EXECUTIVE SESSION – no executive session was necessary

R. ADJOURNMENT

M/Bradford S/Cheshier to adjourn. Hearing no objections the meeting was adjourned at 9:37 pm.

Approved: May 7, 2014

Attest: _____
Susan Bourgeois, CMC, City Clerk

MEMORANDUM

TO: RANDY ROBERTSON, CITY MANAGER

FROM: HOLLY C. WELLS

**RE: THE CITY PROCUREMENT PROCEDURE FOR REVIEW OF
RESPONSES TO CITY REQUESTS FOR PROPOSALS**

CLIENT: CITY OF CORDOVA

FILE NO.: 401,777.227

DATE: APRIL 17, 2014

ATTORNEY-CLIENT PRIVILEGED

QUESTION PRESENTED

You requested and this memorandum provides¹ a detailed explanation of the roles of the City Manager and the City Council in procuring goods and services, executing contracts, and disposing of City real and personal property. For your convenience, I have also attached the relevant City of Cordova Municipal Code (“City Code” or “CMC”) and Charter provisions to this memorandum as Attachment A.

SHORT ANSWER

Generally, the City Code authorizes and requires the City Manager to engage in the procurement process and award bids and proposals for goods and services. Once the successful bidder/proposer has been identified, the City Manager negotiates the essential terms of a contract with the successful bidder or proposer. While some procurement methods require Council approval, discussed below, the City Manager is usually responsible for the entire procurement process beginning with issuance of invitations to bid or requests for proposals and ending with negotiation of essential terms of a contract between the City of Cordova (“City”) and the bidder/proposer. Once procurement and negotiation processes are complete, the City Manager may execute the contract, except that the Council is required to pre-approve essential terms of any

¹ Although outside the scope of this memorandum, my research identified several ambiguities in the Code language that may contribute to confusion as to the roles of the Council and the administration. Please let me know if you would like me to amend Title 5 of the CMC to address these ambiguities or would like to discuss them further.

contract where the contract amount exceeds \$25,000 or under other circumstances described below. To assist the City in determining when approval is necessary in the procurement of goods and services, we have attached easy-reference tables to this memorandum. See Attachment B.

The Council plays a much more substantial role in the leasing, selling, and purchasing of City land. Indeed, all disposals of interests in City real property, including both the sale and lease of City property, is not only subject to Council approval, but in the case of land, it is the Council's responsibility to solicit bids or proposals for disposal of interests in City real property and to award the disposal to the best bidder/proposer. CMC 5.22.030; 5.22.040(F).

ANALYSIS

The City is constantly engaged in developing City property and promoting the City Comprehensive Plan through its land dealings. Thus, the City engages in (1) procuring construction and professional services; (2) executing contracts for such services; and (3) leasing, selling, and purchasing land.

Procuring Construction and Professional Services

The respective roles of the City Manager and the City Council in the procurement process involving construction and professional services depend on the procurement method employed and/or the value or cost of the services or goods at issue. While the City Code should be consulted to determine the proper roles of the City Manager and the City Council before each procurement, the following offers general insight into the roles of the City Manager and Council in the procurement process.

In general, the City Manager determines an appropriate procurement method under the City Code in the first instance. Unless the City Manager has chosen 1) open market procurement for goods or services under \$25,000 or 2) competitive sealed bidding, he must support his chosen procurement method in writing.² See CMC 5.12.130(A); 5.12.135(A); 5.12.140(A); 5.12.150; 5.12.160. On the other hand, the City Manager has the authority, under the Code, to issue a Notice of Intent to Award without seeking Council approval when the following procurement methods are used:

- 1) Competitive sealed bidding in compliance with CMC 5.12.110
- 2) Competitive sealed proposals in compliance with CMC 5.12.130
- 3) Open Market procedure in compliance with CMC 5.12.140
- 4) Sole source procurements where the City Manager determines in writing that:

² If open market procurement is used, however, a written record of all bids and awards must be kept. CMC 5.12.140. While the Code does not specify where the City Manager's written determinations must be kept, a procurement file should be created to ensure a record.

- a. Supplies, services or construction that reasonably meet the City's requirements are available from only one vendor;
- b. The supplies, services or construction have a uniform price wherever purchased;
- c. The supplies, services or construction may be purchased from or through another governmental unit at a price lower than that obtainable from private vendors; or
- d. The price of the supplies, services or construction is fixed by a regulatory authority.

Although the City Code generally authorizes the City Manager to issue a Notice of Intent to Award without Council approval, it does provide for Council approval in cases where less competitive procurement methods are used or where traditionally more costly services or goods are sought. Specifically, the City Manager may determine in writing that sole source procurement is appropriate where the City Council has determined via resolution to procure certain professional services without formal competition. CMC 5.12.150(A)(5).

The City Manager must also obtain Council approval to use "innovative procurement." The City Manager's written request to Council for the use of innovative procurement must include an explanation of the proposed innovated procurement procedure, how this procedure will achieve the best value, or why it is advantageous to the City due to new or unique City needs, changed industry practice, or new technology. CMC 5.12.135.

Executing Contracts for Construction and Professional Services

Although the City Manager is expected to conduct the bidding process without oversight from Council except in the exceptional circumstances discussed above, the City Manager generally needs Council approval of contracts or at least the essential terms of contracts after the contractor has been selected and before such contracts are executed. CMC 5.12 140.

When a contract or purchase exceeds \$25,000, Council is required to approve a memorandum presented by the City Manager that sets out the essential terms of the anticipated contract. Cordova Municipal Code 5.12.040 sets out the information that must be provided in that memorandum.³ Once Council approves the memorandum, the City Manager is then responsible for executing a contract that includes the terms approved in the memorandum submitted to Council. The City Manager retains discretion to agree to or modify nonessential terms without seeking further Council approval.

³ The memorandum must include the following essential terms of the contract: (A) identity of the contractor; (B) contract price; (C) nature and quantity of the performance the City will receive under the contract; and (D) time for performance. CMC 5.12.040.

If a contract is for more than a five-year term and cannot be terminated with one month or less notice without penalty, Council must approve the contract itself and not just a memorandum regarding its terms. See CMC 5.12.080; Section 5-17 of the Charter. Even under these circumstances, however, the ordinance approving the contract will grant the City Manager authority to revise nonessential terms of the contract before executing it, if needed.

Once a contract has been executed, the City Manager must authorize any amendments to the contract in writing. CMC 5.12.050(A). Council must approve a memorandum setting forth essential terms of a contract amendment where the amendment would cause the total price of the contract, as amended, to exceed the greater of \$25,000 or 110% of the of the original contract price. CMC 5.12.050(B).

Leasing, Selling, and Purchasing Land

While the City Manager is primarily responsible for procuring goods and services for the City, the Council is chiefly responsible for the disposal of interests in City property. As mentioned above, all disposals of interests in City real property are subject to Council approval. Further, it is the Council's responsibility to solicit bids or proposals for disposal of an interest in City real property and to award the disposal to the best bidder/proposer. CMC 5.22.030. Council also has the authority to dispose of property for less than fair market value when certain criteria are met. CMC 5.22.070.

Once the Council has chosen a disposal method for City real property, the City Manager and his staff negotiates the terms of the disposal. Thus, if City property is being leased, the lease will be negotiated and drafted by the administration. Similarly, a purchase and sale agreement between a successful bidder/proposer will be negotiated and drafted by City staff. The sale or lease of City real or personal property or an interest in such property with a value exceeding \$50,000 requires Council to approve the purchase and sale agreement or lease itself and not just a memorandum regarding the terms of the sale agreement or lease. CMC 5.12.080; Section 5-17 of the Charter. As with contracts for goods and services exceeding \$25,000, the ordinance approving the purchase and sale agreement or lease serves to approve the actual contract at issue but the language of the ordinance generally provides the City Manager with discretion to amend the nonessential terms of the contract prior to execution and without seeking further Council approval.

CONCLUSION

In conclusion, while there are many exceptions to the general rule as specifically addressed above, the City Manager conducts the procurement process without Council oversight. In turn, the essential terms of the contracts negotiated by the City Manager and his staff are subject to Council approval before execution for contracts exceeding \$25,000. This process is intended to strike a balance that provides for efficient and economic procurement while protecting the City from contracts that do not reflect the best interests of the City.

HCW/CMN

RELEVANT CITY CODE AND CHARTER PROVISIONS¹

ATTACHMENT A

RELEVANT CHARTER PROVISIONS

Section 5-16. Purchase and sales.

The city manager, subject to any regulations which the council may prescribe, shall contract for and purchase, or issue purchase authorizations for, all supplies, materials and equipment for the offices, departments and agencies of the city government. Every such contract or purchase exceeding an amount to be established by ordinance, shall require the prior approval of the council. The city manager also may transfer to and between offices, departments and agencies, or sell, surplus or obsolete supplies, materials and equipment, subject to such regulations as the council may prescribe.

Before the purchase of, or contract for, any supplies, materials or equipment, or the sale of any surplus or obsolete supplies, materials or equipment, ample opportunity for competitive bidding, under such regulations, and with such exceptions, as the council may prescribe, shall be given; but the council shall not except a particular contract, purchase or sale from the requirement of competitive bidding.

The council by ordinance may transfer some or all of the power granted to the city manager by this section to an administrative officer appointed by the city manager.

Section 5-17. Contracts and sales

(a) Any contract which by its terms will not be fully executed within five years and which cannot be terminated by the city upon not more than one month's notice without penalty; and (b) the sale or lease of any city property, real or personal, or the sale or other disposal of any interest therein, the value of which property, lease, or interest is more than \$50,000; shall be made only:

(1) By authority of an ordinance approved or enacted at an election by an affirmative vote of a majority of the qualified voters of the city who vote on the question of approving or enacting the ordinance (the ordinance being submitted to the voters by the council or by initiative of the voters); or -

(2) By authority of a nonemergency ordinance passed by the council, which shall be published in full within ten days after its passage, and which shall include a section reading substantially as follows: "Section . If one or more referendum petitions with signatures are properly filed within one month after the passage and publication of this

¹ I have bolded text that should be removed or revised in the interest of clarity.

ordinance, this ordinance shall not go into effect until the petition or petitions are finally found to be illegal and/or insufficient, or, if any such petition is found legal and sufficient, until the ordinance is approved at an election by a majority of the qualified voters voting on the question. If no referendum petition with signatures is filed, this ordinance shall go into effect one month after its passage and publication."

Provided that an entire public utility belonging to the city may be sold or leased only by authority of an ordinance approved or enacted as provided in subsection (1) above in this section.

Relevant Provisions of the Cordova Municipal Code

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.

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.

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.

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.

5.12.050 Contract amendments.

A. All amendments to contracts for supplies, services and construction, including change orders, shall be approved in writing by the city manager, subject to council approval where required under this section. Contract amendments shall not be used to avoid procurement by the competitive procedures established under this chapter.

B. No contract amendment which will cause the total price of the contract, as amended, to exceed the greater of twenty-five thousand dollars or one hundred ten percent of the original contract price may be executed unless the council has approved a memorandum setting forth any modifications to the essential terms of the contract.

5.12.080 Limitation on contract duration.

No contract for supplies, services or construction which by its terms will not be fully executed within five years, and which cannot be terminated by the city upon not more than one month's notice without penalty, may be approved except in the manner prescribed in Section 5-17 of the Charter.

5.12.100 Competitive sealed bidding.

Unless otherwise authorized under this chapter or another provision of law, all city contracts for supplies, services and construction shall be awarded by competitive sealed bidding.

5.12.110 Solicitation and acceptance of bids.

A. The city manager shall initiate competitive sealed bidding by issuing an invitation for bids. The invitation for bids shall state, or incorporate by reference, all specifications and contractual terms and conditions applicable to the procurement.

B. Public notice of the invitation for bids shall be published at least once not less than fourteen days before the last day on which bids will be accepted, in a newspaper of general circulation in the city. The notice also shall be posted at the Cordova post office or such other place in the city designated by the council that is accessible to the public. The contents of the notice shall be sufficient to inform interested readers of the general nature of the supplies, services or construction being procured and the procedure for submitting a bid. The city manager shall mail or otherwise deliver notices to prospective bidders that have registered their names and addresses on a current bidders' mailing list maintained by the city. The city manager shall keep a written record of the name of each person receiving notice and of the date and manner of delivery. The failure of any person to receive notice under this subsection shall not affect the validity of any award or contract.

C. The terms of an invitation for bids may be modified or interpreted only by written addendum issued by the city manager. Addenda to bids shall be sent to each recipient of the original bid documents. A bid may be considered responsive only if it acknowledges receipt of all addenda except for any addendum that the city manager determines in writing would have no material effect on the terms of the bid.

D. Sealed bids shall be submitted by mail, delivery service or in person at the place and no later than the time specified in the invitation for bids. Bids not submitted at the proper place or within the time specified shall not be opened or considered.

E. Bids shall be opened at the time and place designated in the invitation for bids. All bid openings shall be open to the public. Bids are not open to public inspection until after the notice of intent to award a contract is issued. The city manager shall tabulate the amount of each bid and shall record such other information as may be necessary or desirable for evaluation together with the name of each bidder. The tabulation shall be open to public inspection, and a copy of the tabulation shall be furnished to each bidder. To the extent the bidder designates in writing and other provisions of law permit, trade secrets and other proprietary data contained in a bid document shall be withheld from public inspection.

F. Bids shall be accepted unconditionally without alteration or correction. No criteria except those set forth in the invitation for bids, including all specifications and addenda, may be used in determining the low bidder and the responsiveness of bids.

5.12.120 Procedure for award.

A. Contracts shall be awarded by written notice issued by the city manager to the lowest responsive and responsible bidder.

B. If the lowest responsive and responsible bid exceeds the amount of funds available for the procurement, and if sufficient additional funds are not made available, the city manager may:

1. Issue a new invitation for bids that reduces the scope of the procurement so that its estimated cost does not exceed the amount of available funds; or
2. Upon finding that the efficient operation of the city requires that the contract be awarded without delay, negotiate a reduced procurement with the lowest responsive and responsible bidder or not more than three of the lowest responsive and responsible bidders, and award the reduced procurement based upon the best negotiated price and terms.

5.12.130 Competitive sealed proposals.

A. If the city manager determines in writing that use of competitive sealed bidding is not practicable, the city may procure supplies, services or construction by competitive sealed proposals under this section.

B. The city manager shall solicit competitive sealed proposals by issuing a request for proposals. The request for proposals shall state, or incorporate by reference, all specifications and contractual terms and conditions to which a proposal must respond, and shall state the factors to be considered in evaluating proposals and the relative importance of those factors. Public notice of a request for proposals shall be given in accordance with Section 5.12.110(B). A request for proposals may be modified or interpreted only in the manner provided in Section 5.12.110(C).

C. Sealed proposals shall be submitted by mail, delivery service or in person at the place and no later than the time specified in the request for proposals. Proposals not submitted at the place or within the time so specified shall not be opened or considered.

D. Proposals shall be opened so as to avoid disclosing their contents to competing proposers before notice of intent to award a contract is issued. Proposals, tabulations and evaluations thereof shall be open to public inspection only after notice of intent to award a contract is issued. To the extent the proposer designates in writing and other provisions of law permit, trade secrets and other proprietary data contained in a proposal document shall be withheld from public inspection.

E. In the manner provided in the request for proposals, the city manager may negotiate with those responsible proposers whose proposals are determined by the city manager to be reasonably responsive to the request for proposals. Negotiations shall be used to clarify and ensure full understanding of the requirements of the request for proposals. The city manager may permit proposers to revise their proposals after submission and prior to award to obtain best and final offers. Proposers deemed eligible for negotiations shall be treated equally regarding any opportunity to discuss and revise proposals. In conducting negotiations or requesting revisions, the city shall not disclose any information derived from proposals of competing proposers.

F. Award shall be made by written notice to the proposer whose final proposal is determined to be the most advantageous to the city. No criteria other than those set forth in the request for proposals, including all specifications and addenda, may be used in proposal evaluation.

5.12.135 Innovative procurement process.

A. If the city manager determines in writing that competitive sealed bidding or proposals are not in the best interests of the city, the city may procure supplies, services or construction by innovative procurement procedures under this section.

B. Conditions for Use of Innovative Procurement.

1. A request to use an innovative procurement procedure shall be submitted to the council in writing by the city manager. The written request must include an explanation of the proposed innovative procurement procedure, how this procedure will achieve the best value, or why it is advantageous to the city due to new city needs, unique city needs, changed industry practice or new technologies.

2. Following approval under subsection (1) of this section, the city manager shall submit a detailed procurement plan to the city attorney for review and approval before issuing public notice as required under section 5.12.110(B). The plan shall, at a minimum, address the method of solicitation, scope, method of award, protest procedures, and proposed contract provisions. If the plan is submitted for a construction contract, the plan may address the use of a bonus in lieu of preferences.

C. Procurement Methods. Innovative procurement process would include, but not be limited to, such procurement methods as "design/build" and "General Contractor/Construction Manager" ("GC/GM").

5.12.140 Open market procedure.

A. The city manager may procure all supplies, services and construction having an estimated value of not more than twenty-five thousand dollars on the open market without formal advertising or other formal bid procedures. The city manager shall keep a written record of all bids received and awards made under this section.

B. Whenever practicable, at least three informal bids or quotations shall be solicited for any procurement under this section. The solicitation may be either oral or written, and shall be in a form reasonably calculated to yield the lowest responsive bid by a responsible bidder. Whenever practicable, the contract shall be awarded to the lowest responsive and responsible bidder.

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.

5.12.160 Emergency procurements.

The city may procure supplies, services or construction without competition, formal advertising or other formal procedure where the city manager determines in writing that an emergency threatening the public health, safety or welfare requires that the contract be awarded without delay. **The award of any contract under this section shall be subject to prior council approval in accordance with Section 5.12.040.**

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.

5.12.180 Rejection of bids or proposals.

If the city manager determines that it is in the best interest of the city to do so, the city may reject all bids or proposals submitted for a procurement.

5.12.190 Waiver of irregularities.

The city manager may waive irregularities in any and all bids or proposals, except that timeliness and manual signature requirements shall not be waived.

5.14.010 Disposal authority.

The council may by motion authorize the disposal of any property or equipment the estimated market value of which is one thousand dollars or less.

5.14.020 Procedure.

Sales of property, material or equipment the estimated value of which is over one thousand dollars shall be as follows:

A. By advertising for a period not less than fourteen days prior to date of sale. Advertising shall be in two consecutive issues of the local newspaper, a notice on the bulletin board in the City Hall, and in one other public place.

B. Bids shall be sealed bids and accompanied by a deposit of not less than ten percent of the amount bid.

C. No conditions of sale shall be considered except payment in full within seventy-two hours after acceptance of bid. Deposits of the three highest bidders will be held seventy-two hours or until the balance is paid on the bid of first successful bidder. If bid is not completed, sale shall be made to next highest bid or if otherwise acceptable.

D. No bid may be withdrawn subsequent to the opening of bids, and in the event a successful bidder does not complete the purchase, the deposit shall become the property of the city as liquidated damages.

5.14.030 Advertisement.

All advertisements shall contain the following information:

A. Reference to this chapter;

- B. Object offered for sale;
- C. Reference to sealing of bids;
- D. Deadline for submission of sealed bids;
- E. Amount of deposit on bid;
- F. Date and place of opening.

Such shall be in substantially the following form:

Pursuant to Title 5, Chapter 5.14 of the Code of the City of Cordova, the City of Cordova offers for sale and will accept sealed bids on _____ (*object*) _____ until 5:_____ P.M. on _____ (*date*) _____ at the office of the City Clerk. All bids must be accompanied by a deposit of at least 10% of the total amount bid. Bids shall be publicly opened and read at _____ P.M. on _____ (*date*) _____ in City Hall. **Final acceptance of the successful bid shall be at such time as the Council shall determine on the above date or later.**

(Signed)	_____
	City Manager or City Clerk

5.14.040 One bid per bidder.

No bidder may submit more than one bid on any object to be sold.

5.14.050 Basis on which property is sold.

All property, material, or equipment are sold on an "as is-where is" basis, and no guarantee of any sort, express or implied, by a city official or employee of the city shall be binding upon the city. Bidder shall inspect the offered object in his own manner, and the submitting of the bid shall be conclusive that he has satisfied himself as to the condition and location of the object bid on.

5.14.060 Acceptance or rejection of bids.

The city reserves the right to reject any and all bids and to accept the bid which in its opinion is most advantageous to the city even though such bid is not among the three highest. The council shall at the time of bid award determine those bids which are acceptable and on which deposits will be held seventy-two hours and authorize the return of deposits to the other bidders.

5.14.070 Sale when no bid received.

Any material, equipment or property that has been put up for bid in the manner set forth in this chapter at least twice and which has received no bid acceptable to the council, may be sold thereafter by the city manager with approval of the city council.

Disposal of Real Property

Sections:

5.22.010 Disposal authority.

5.22.020 Documentation of conveyance.

5.22.030 Council approval required.

5.22.040 Application to lease or purchase.

5.22.050 Disposal for fair market value.

5.22.060 Methods of disposal for fair market value.

5.22.070 Disposal for less than fair market value.

5.22.080 Method of disposal for less than fair market value.

5.22.090 Disposal by lease.

5.22.100 Deposit—Disposal costs.

5.22.110 Valuation—Consideration.

5.22.120 Effect of city actions.

5.22.010 Disposal authority.

Except where state statute, the Charter or this code establishes a specific mandatory procedure for disposing of city real property, the city may dispose of city real property by resolution of the council.

5.22.020 Documentation of conveyance.

Every document conveying an interest in city real property under this chapter shall include the terms that are required by this chapter and any additional terms that the council or city manager requires, and shall be executed by the city manager, attested by the clerk, and approved as to form by the city attorney.

5.22.030 Council approval required.

- A. All disposals of interests in city real property are subject to council approval.
- 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.

5.22.040 Application to lease or purchase.

- A. A written application to lease or purchase an interest in city real property on a form approved by the city manager shall be submitted to:
 - 1. The city manager, except as provided in subparagraph 2 of this subsection.
 - 2. The school board for space within city school buildings. The school board has authority to negotiate proposed lease terms and forward to the city manager a resolution with its recommendation regarding the application.
- B. The application shall include the following information:
 - 1. The name of the applicant, and any other names under which the applicant does business;
 - 2. The name of each affiliate (as defined in AS 10.06.990(2) or its successor) of the applicant;
 - 3. The applicant's mailing address and the address of the applicant's registered office in the state, if applicable;
 - 4. The use or purpose for which the applicant proposes to lease or purchase the property, including the following:
 - a. An application for a lease with a term exceeding one year for a commercial or industrial purpose shall include a development plan for the property providing for the development of a permanent commercial or industrial facility, which plan shall include the number of persons to be employed on the premises during the term of the lease, and any additional information required by the city manager or school board, the city planner or the planning commission.
 - b. An application for a lease with a term not exceeding one year for a commercial or industrial purpose shall include a development plan for the property providing the

information required by the city manager or school board, the city planner or the planning commission.

c. Any other application shall state the use, value and nature of any improvements the applicant proposes to construct on the property, and any additional information required by the city manager or school board, the city planner or the planning commission;

5. Evidence that the applicant meets the applicable qualifications in subsection C of this section; and

6. Any other information required by the city manager or school board.

C. The city manager shall forward an application for further review only if the applicant:

1. Is not delinquent in the payment of any obligation to the city;

2. Has not previously breached or defaulted in the performance of a material contractual or legal obligation to the city, unless the breach or default has been remedied or cured;

3. If a natural person, is at least nineteen years of age;

4. If a natural person, is a citizen of the United States, or has declared the intent to become a citizen; and

5. If not a natural person, is authorized to transact business in the state of Alaska and in the city under all applicable laws.

D. The city manager shall refer an application from a qualified applicant to the city planner. If the city planner finds that the real property is available for lease or purchase, the city planner shall schedule the application for review by the planning commission not later than its next regular meeting.

E. The planning commission shall review the application, and recommend to the city council whether the city should accept the application, offer the real property interest for disposal by one of the competitive procedures in Section 5.22.060, or decline to dispose of the real property interest.

F. The city council shall review the application and the recommendation of the planning commission, and determine in its sole discretion whether to accept the application, offer the real property interest for disposal by one of the competitive procedures in Section 5.22.060, or decline to dispose of the real property interest.

5.22.050 Disposal for fair market value.

A. Except as this chapter provides otherwise, all disposals of interests in city real property shall be for fair market value. The city may accept in exchange for an interest in city real property any consideration of sufficient value not prohibited by law.

B. A lease of city real property for commercial or industrial use shall grant the lessee an option to purchase the property for fair market value at the time of purchase, subject to the council making each of the following findings by resolution upon receiving written notice of the lessee's intent to exercise the option:

1. No breach or default has occurred or is continuing under the lease;
2. A commercial or industrial facility has been established and is being operated or maintained on the property under the lease;
3. The sale will substantially increase the likelihood that the facility will continue or expand its operations; and
4. The continuation or expansion will confer a net economic benefit upon the city or the citizens of Cordova that would not be obtained without the sale; provided that, unless the property is located within lots 4-11, Block 2 of the South Containment Area Replat, dated April 4, 1986 and recorded in Book 86 at Page 2 in the Cordova Recording District, this provision shall not apply to property contiguous or adjacent to tidelands.

5.22.060 Methods of disposal for fair market value.

A. In approving a disposal of an interest in city real property for fair market value, the council shall select the method by which the city manager will conduct the disposal from among the following:

1. Negotiate an agreement with the person who applied to lease or purchase the property;
2. Invite sealed bids to lease or purchase the property;
3. Offer the property for lease or purchase at public auction;
4. Request sealed proposals to lease or purchase the property.

B. If the city elects to dispose of an interest in city real property under one of the competitive methods described in subsections (A)(2) through (A)(4) of this section, notice of the disposal shall be published in the manner which the city manager deems most likely to inform the public of the proposed disposal for a period of at least thirty days. At a minimum, the notice shall describe the interest in city real property to be disposed of, the method of disposal, and the time and place for submitting bids or proposals.

C. An invitation for bids to lease or purchase city real property shall specify any minimum price requirement, and any required terms.

D. A request for proposals to lease or purchase city real property shall specify the criteria upon which proposals shall be evaluated, which may include without limitation the type of proposed development and its benefit to the community, the qualifications

and organization of the proposer, the value of the proposed improvements to the real property, and the required rent or purchase price. All proposals submitted in response to a request for proposals shall be reviewed by the planning commission, which shall recommend a proposal to the city council for award.

5.22.070 Disposal for less than fair market value.

A. The city may dispose of an interest in city real property for less than fair market value to the United States, the state of Alaska or any political subdivision thereof, or a nonprofit corporation or association, upon a finding by the council that the disposal will allow the use of the real property for a purpose beneficial to the city.

B. The city may lease city real property for less than fair market value where a commercial or industrial facility or use will be established and maintained on a continuous, year-round basis under the lease, if the council finds each of the following:

1. The reduction in rent below fair market value substantially increases the likelihood that the facility or use will be located in Cordova; and
2. The operation of the facility or use in Cordova will confer a net economic benefit upon the city or the citizens of Cordova, and no equivalent benefit could be obtained by leasing the real property at its fair market value.

C. A lease of city real property for less than fair market value under subsection B of this section shall provide for an immediate adjustment of rent to fair market value:

1. If the specified use or facility is not established within the time provided in the lease;
2. If the specified use or facility is not continuously maintained, except for such periods as are set forth in the lease; or
3. As to any part of the leased premises that is subject to an action in eminent domain.

5.22.080 Method of disposal for less than fair market value.

A. The city shall dispose of city real property for less than fair market value under an agreement negotiated by the city manager with the person who applied to lease or purchase the property.

B. The city shall publish notice of a proposed disposal of an interest in city real property for less than fair market value at least one week before the date on which the council will consider the agreement for the disposal. At a minimum, the notice shall describe the real property, summarize the terms on which it may be disposed of, identify the proposed lessee or purchaser, and state the date and time of the meeting at which the council will consider the proposal.

5.22.090 Disposal by lease.

In addition to the other requirements in this chapter, a lease of city real property shall conform to the following requirements:

A. The lease may not be assigned without the approval of the city, which may be granted at the sole discretion of the city council.

B. The term of the lease may not exceed thirty years, including renewals, unless the city council approves a longer term upon finding that the longer term will be beneficial to the city or the citizens of Cordova in light of the purpose of the lease, the use of the premises and the nature of any improvements to be constructed thereon.

C. A lease for fair market value having a term longer than two years shall be subject to a rental adjustment to fair market value at intervals no less frequent than every two years, but no such adjustment shall cause a reduction in the rent under the lease.

D. A lease may grant the lessee one or more options to renew, provided that:

1. The term, including all available renewal terms, does not exceed the term permitted under subsection B of this section; and

2. Upon each renewal, the lease shall be subject to all provisions of this code in effect at the time of the renewal.

E. The lease shall reserve to the city the right to designate or grant rights-of-way or utility easements across the leased premises without compensation; provided, that the lessee shall be compensated for any resulting, taking or destruction of improvements owned by the lessee, and provided further that the rent shall be adjusted to reflect any resulting reduction in the fair market value of the leased premises.

F. A lease of commercial or industrial real property having a term of more than one year shall require substantial implementation of the development plan required under Section 5.22.040(A)(4)(a) within twelve months of approval of the lease by the council under Section 5.22.010, unless at the time of such approval the council approves a longer period for substantial implementation.

G. A lease of commercial or industrial real property having a term of one year or less shall:

1. Prohibit the construction of improvements or other permanent alteration of the property, or the establishment of any enterprise or activity on the property that cannot be terminated on thirty days' notice; and

2. Provide for termination by the city upon thirty days' written notice to the lessee.

H. The lessee's performance under a lease shall be secured in the manner that the city council may require, including without limitation, a security deposit, surety bond or guaranty.

I. Unless the council provides otherwise in authorizing the lease, the lessee shall pay rent to the city on an annual basis, in advance, with payments due upon commencement of the term and on each anniversary thereof during the term.

J. The lease shall provide for payment of interest or a late fee for rent past due, and provide for recovery by the city of attorneys' fees and costs to the maximum extent allowed by law in the event the city is required to enforce the lease in court, and such additional provisions pertaining to defaults and remedies as the city manager may determine to be in the city's interest.

K. A lease of space within a city school building shall provide that payments received for rent shall be made payable to the school district and assigned to a special revenue fund designated by the city council in consultation with the school board.

5.22.100 Deposit—Disposal costs.

The applicant for a disposal of an interest in city real property shall deposit the sum of one thousand dollars with the application, and shall deposit such additional sums as the city manager may from time to time require to cover ongoing expenses incurred by the city in connection with the transaction. The applicant shall reimburse the city in full at or before the closing of a sale or exchange, or the execution by the city of the lease or other document conveying the interest, for all fees and costs the city incurred to third-parties in the transaction, including without limitation costs of appraisal, attorneys fees and costs, surveying and platting fees and costs, closing costs and escrow fees. The applicant's deposit shall be applied to this reimbursement obligation. The city will refund any unexpended part of the deposit to the applicant no later than ten days after consummation or termination of the transaction.

5.22.110 Valuation—Consideration.

Prior to the disposal of any interest in city real property, the fair market value of said interest shall be determined by a qualified licensed appraiser approved by the city. Where the disposal is by lease at fair market value, the annual rent shall be ten percent of the fair market value of the city's interest plus any local sales taxes applicable at the time. Where the disposal is by sale or other disposition at fair market value, the purchase price shall be the fair market value of the city's interest. Where the disposal is at less than fair market value as authorized under this chapter, the rent, purchase price or other consideration received by the city shall be determined by the council.

5.22.120 Effect of city actions.

No action or inaction by the city council, city manager or any other officer, agent or employee of the city relating to or in furtherance of the development, preparation for disposal or disposal of city real property or any interest therein shall be deemed to

constitute an express or implied representation or warranty that such real property, or any interest therein, is suitable or usable for any specific purpose whatsoever. Any such action or inaction shall be deemed to be and constitute performance of a discretionary policy and planning function only and shall be immune and give no right of action as provided in AS 9.65.070, or any amendment thereto.

City of Cordova
Approval Requirements Regarding Procurement of Goods and Services
For Contracts Not More Than \$25,000¹

Type of Procurement	Term	Council Approval of Procurement Method Yes/No?	Council Approval of Notice of Intent of Award Yes/No?	Requires Council Approval of Memorandum of Contract's Essential Terms? Yes/No	Requires Council Approval of Final Contract? Yes/No	Additional Information
Competitive sealed bidding	Greater than 5 yrs. and can't be terminated with 1 mos. notice without penalty.	No	No	No	Yes and requires an ordinance approved by City Council per Charter 5-17	If done in compliance with CMC 5.12.110; 5.12.120
Competitive sealed bidding	1. Up to 5 yrs. <u>or</u> 2. Over 5 yrs. but can be terminated without penalty with 1 mos. notice	No	No	No	No	If done in compliance with CMC 5.12.110; 5.12.120

¹ For supplies, services or construction.

Contracts Less Than \$25,000

Type of Procurement	Term	Council Approval of Procurement Method Yes/No?	Council Approval of Notice of Intent of Award Yes/No?	Requires Council Approval of Memorandum of Contract's Essential Terms? Yes/No	Requires Council Approval of Final Contract? Yes/No	Additional Information
Competitive sealed proposals	Greater than 5 yrs. and can't be terminated with 1 mos. notice without penalty	No	No	No	Yes and requires an ordinance approved by City Council per Charter 5-17	If done in compliance with CMC 5.12.130
Competitive sealed proposals	1. Up to 5 yrs. <u>or</u> 2. Over 5 yrs. but can be terminated without penalty with 1 mos. notice	No	No	No	No	If done in compliance with CMC 5.12.130

Contracts Less Than \$25,000

Type of Procurement	Term	Council Approval of Procurement Method Yes/No?	Council Approval of Notice of Intent of Award Yes/No?	Requires Council Approval of Memorandum of Contract's Essential Terms? Yes/No	Requires Council Approval of Final Contract? Yes/No	Additional Information
Open market procurement	Greater than 5 yrs. and can't be terminated with 1 mos. notice without penalty	No	No	No	Yes and requires an ordinance approved by City Council per Charter 5-17	But a written record of all bids and awards must be kept. CMC 5.12.140
Open market procurement	1. Up to 5 yrs. <u>or</u> 2. Over 5 yrs. but can be terminated without penalty with 1 mos. notice	No	No	No	No	But a written record of all bids and awards must be kept. CMC 5.12.140

Contracts Less Than \$25,000

Type of Procurement	Term	Council Approval of Procurement Method Yes/No?	Council Approval of Notice of Intent of Award Yes/No?	Requires Council Approval of Memorandum of Contract's Essential Terms? Yes/No	Requires Council Approval of Final Contract? Yes/No	Additional Information
Sole Source	Greater than 5 yrs. and can't be terminated with 1 mos. notice without penalty	No ²		No	Yes and requires an ordinance approved by City Council per Charter 5-17	City Council must issue a resolution to procure specific professional services without formal competition for City Mgr. to use sole source under CMC 5.12.150(A)(5).
Sole Source	1. Up to 5 yrs. <u>or</u> 2. Over 5 yrs. but can be terminated without penalty with 1 mos. notice	No		No	No	City Council must issue a resolution to procure specific professional services without formal competition for City Mgr. to use sole source under CMC 5.12.150(A)(5).

² City manager determines that the following circumstances applies: 1) supplies, services, or construction that reasonably meet the city's requirements are available only from 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 obtainable from private vendors; 4) the price of 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.

Contracts Less Than \$25,000

Type of Procurement	Term	Council Approval of Procurement Method Yes/No?	Council Approval of Notice of Intent of Award Yes/No?	Requires Council Approval of Memorandum of Contract's Essential Terms? Yes/No	Requires Council Approval of Final Contract? Yes/No	Additional Information
Innovative Procurement	Greater than 5 yrs. and can't be terminated with 1 mos. notice without penalty	Yes	No, but City Attorney must approve procurement plan, CMC 5.12.130(c)	No	Yes and requires an ordinance approved by City Council per Charter 5-17	Requires a written request to council to use and explanation of the proposed innovative procedures, how the procedure will achieve the best value, or why it is advantageous to the City due to new or unique City needs, changed industry practice or new technology. Following approval, the City Mgr. submits a detailed procurement plan to the city attorney for review and approval before issuing public notice. Includes, but is not limited to, procurement methods such as design/build and General Contractor/Construction Manager. CMC 5.12.135

Contracts Less Than \$25,000

Type of Procurement	Term	Council Approval of Procurement Method Yes/No?	Council Approval of Notice of Intent of Award Yes/No?	Requires Council Approval of Memorandum of Contract's Essential Terms? Yes/No	Requires Council Approval of Final Contract? Yes/No	Additional Information
Innovative Procurement	1. Up to 5 yrs. <u>or</u> 2. Over 5 yrs. but can be terminated without penalty with 1 mos. notice	Yes	No, but City Attorney must approve procurement plan, CMC 5.12.130(c)	No	Yes and requires an ordinance approved by City Council per Charter 5-17	Requires a written request to council to use and explanation of the proposed innovative procedures, how the procedure will achieve the best value, or why it is advantageous to the City due to new or unique City needs, changed industry practice or new technology. Following approval, the City Mgr. submits a detailed procurement plan to the city attorney for review and approval before issuing public notice. Includes, but is not limited to, procurement methods such as design/build and General Contractor/Construction Manager. CMC 5.12.135

CITY OF CORDOVA, ALASKA

APPROVAL REQUIREMENTS REGARDING PROCUREMENT OF GOODS AND SERVICES OVER \$25,000

Type of Procurement	Term	Council Approval of Procurement Method Yes/No?	Council Approval of Notice of Intent of Award Yes/No?	Requires Council Approval of Memorandum of Contract's Essential Terms Yes/No?	Requires City Council Approval of Contract? Yes/No	Additional Information
Competitive sealed bidding	Greater than 5 years and can't be terminated with 1 month's notice without penalty	No	No	Yes	Yes and requires an ordinance approved by City Council per Charter 5-17	City Mgr. awards and negotiates essential terms of contract.
Competitive sealed bidding	1. Up to 5 years <u>or</u> 2. Over 5 years but can be terminated without penalty with 1 month's notice	No	No	Yes	No	City Mgr. awards and negotiates essential terms of contract.

CONTRACTS GREATER THAN \$25,000

Type of Procurement	Term	Council Approval of Procurement Method Yes/No?	Council Approval of Notice of Intent of Award Yes/No?	Requires Council Approval of Memorandum of Contract's Essential Terms Yes/No?	Requires City Council Approval of Contract? Yes/No	Additional Information
Competitive sealed proposals	Greater than 5 years and can't be terminated with 1 month's notice without penalty	No	No	Yes	Yes and requires an ordinance approved by City Council per Charter 5-17	City Mgr. awards and negotiates essential terms of contract.
Competitive sealed proposals	1. Up to 5 years <u>or</u> 2. Over 5 years but can be terminated without penalty with 1 month's notice	No	No	Yes	No	City Mgr. awards and negotiates essential terms of contract.

CONTRACTS GREATER THAN \$25,000

Type of Procurement	Term	Council Approval of Procurement Method Yes/No?	Council Approval of Notice of Intent of Award Yes/No?	Requires Council Approval of Memorandum of Contract's Essential Terms Yes/No?	Requires City Council Approval of Contract? Yes/No	Additional Information
Sole Source	Greater than 5 years and can't be terminated with 1 month's notice without penalty	No ¹	No	Yes	Yes and requires an ordinance approved by City Council per Charter 5-17	City Council must issue a resolution to procure certain professional services without formal competition for City Mgr. to use sole source under CMC 5.12.150(A)(5).
Sole Source	1. Up to 5 years <u>or</u> 2. Over 5 years but can be terminated without penalty with 1 month's notice	No	No	Yes	No	City Council must issue a resolution to procure certain professional services without formal competition for City Mgr. to use sole source under CMC 5.12.150(A)(5).

¹ City Manager determines that the following circumstances apply: 1) supplies, services, or construction that reasonably meet the City's requirements are available only from 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 obtainable from private vendors; 4) the price of 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.

CONTRACTS GREATER THAN \$25,000

Type of Procurement	Term	Council Approval of Procurement Method Yes/No?	Council Approval of Notice of Intent of Award Yes/No?	Requires Council Approval of Memorandum of Contract's Essential Terms? Yes/No	Requires City Council Approval of Contract? Yes/No	Additional Information
Open market procurement	Greater than 5 years and can't be terminated with 1 month's notice without penalty	No	No	Yes	Yes and requires an ordinance approved by City Council per Charter 5-17	
Open market procurement	1. Up to 5 years <u>or</u> 2. Over 5 years but can be terminated without penalty with 1 month's notice	No	No	Yes	No	

CONTRACTS GREATER THAN \$25,000

Type of Procurement	Term	Council Approval of Procurement Method Yes/No?	Council Approval of Notice of Intent of Award Yes/No?	Requires Council Approval of Memorandum of Contract's Essential Terms? Yes/No	Requires City Council Approval of Contract? Yes/No	Additional Information
Innovative Procurement	Greater than 5 years and can't be terminated with 1 month's notice without penalty	Yes	No, but City Attorney must approve procurement plan; CMC 5.12.130(c)	Yes	Yes and requires an ordinance approved by City Council per Charter 5-17	Requires a written request to Council to use and explanation of the proposed innovative procedures, how the procedure will achieve the best value, or why it is advantageous to the City due to new or unique City needs, changed industry practice or new technology.
Innovative Procurement	1. Up to 5 years <u>or</u> 2. Over 5 years but can be terminated without penalty with 1 month's notice	Yes	No, but City Attorney must approve procurement plan; CMC 5.12.130(c)	Yes	No	Requires a written request to Council to use and explanation of the proposed innovative procedures, how the procedure will achieve the best value, or why it is advantageous to the City due to new or unique City needs, changed industry practice or new technology.

MEMORANDUM

TO: CITY COUNCIL, Through
CITY MANAGER

FROM: Laura Cloward, Information Services Director

DATE: April 21, 2014

SUBJECT: Q1 2014 Department Report

This memo summarizes activities and accomplishments of the Information Services Department (Information Technology and PIO/Marketing) during the first quarter of 2014.

Advertising

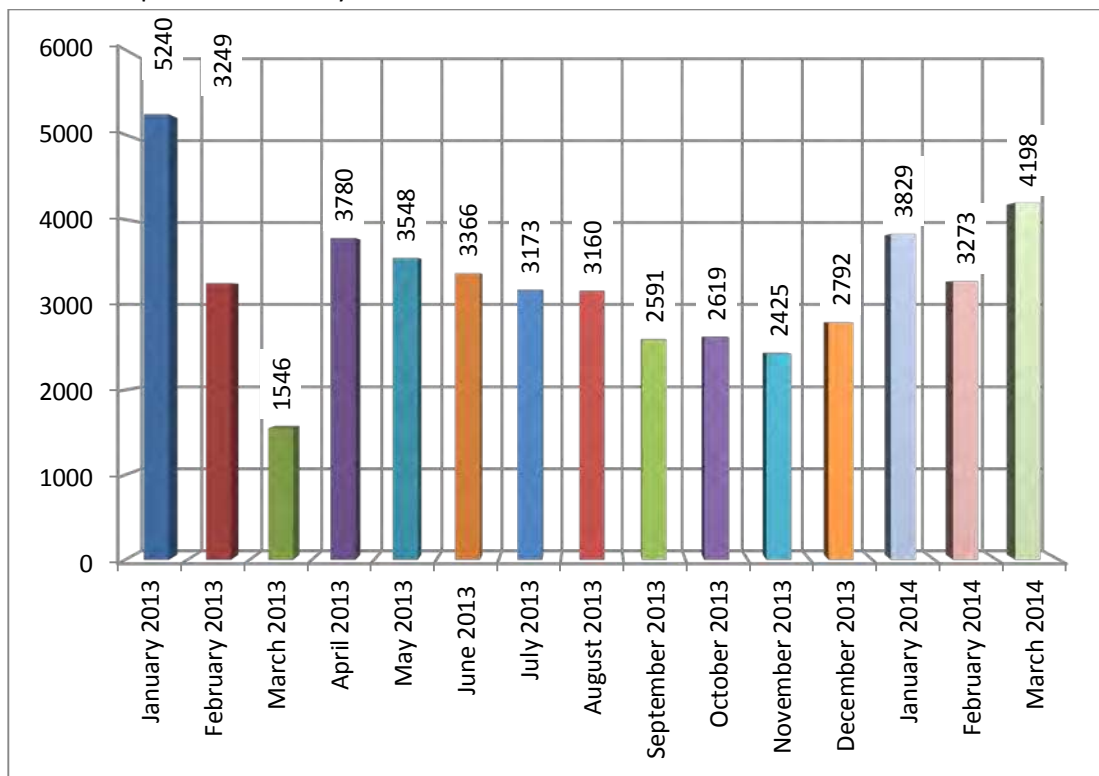
Ninety-eight (98) total advertisements were placed in The Cordova Times during the quarter, equivalent to 22.06 pages of content. Public Notice items included Requests for Proposal, Invitations to Bid, Job Openings, and Legal Notices. Public information campaigns in the newspaper included promotion of the Volunteer Fire Department, youth programs, Sunday openings of recreation facilities, recycling/Cans to the Curb initiatives, water shortage notices, Alaska Shield information, and various thank you/recognition items.

Public Information Campaigns (submitted to local and regional media as appropriate)

Information included hiring of Public Works Director, Alaska Shield participation by City Entities, and Cordova's recognition as a TsunamiReady™ City.

Web Site

The below chart depicts the monthly traffic on the web site.



The following additions/enhancements were made on the City's website during the period:

- Changed the look and feel of the site
- Protected the Employee Section with a userID/password to facilitate more relevant postings from the City Manager and HR; additions included the Substance Abuse Policy and the Collective Bargaining Agreement
- Added a new page for Alaska Shield-related items
- Added a section for City Press Releases
- Added a section for the Police Advisory Committee
- Added a newsletter library and calendar so Volunteer Fire Department personnel can maintain an online calendar for their membership
- Created a section for staff to update forms on their respective "shelves" in the Electronic Document Library

IT (Network and Systems)

During the quarter, the City replaced its aged server and all workstations that were configured with the Windows XP operating system.

- Future projects include developing a solid IT policy for users and transitioning inter-departmental functions using improved technology to support remote access, and file sharing capabilities to increase the efficiency of the City's electronic processes, and front-load technologies that will be full transportable to the Cordova Center.
- Future planning efforts include developing a Request for Information geared towards technology services, equipment, and support to the new Cordova Center facility.



Cordova Historical Museum

1st QUARTER 2014

Visitation: 1548 (See Museum Attendance for Comparisons)

- **Exhibits:**
 - The Old and the New
 - Ice worm Photo Show
 - 50 Years of Tides – Remembering the 1964 Earthquake
 - Sound Transitions – 25 Years After EVOS
- **Programs:**
 - The History of the Cordova Times and how the Linotype works
 - Katala and Alaska's First Oil Well
 - The 1964 Earthquake Chenega's Story
- **School Class Visits:**
 - K-5: The History of the Cordova Times and how the Linotype works
 - Preschoolers: visited Prince Willy the turtle, the speeder car and looked for shapes in the museum.
 - K-5: The 1964 Earthquake and Tsunamis
 - K-5: Katala, Oil and Oil Spills
 - 4th Grade: Presented 'What Used to Live Here' for start of special research project.
 - 8th Grade: Presented a special program called, 'Out the Road – 100 Years Ago' about the Copper River and Northwest Railway and Kennecott Copper Mine.
- **Projects:**
 - Museum staff are all now certified for CPR.
 - Intem Lauren Beaman returned for four weeks and continued digitization of photo collection, also began prepping new potential accessions for committee meeting and completed numerous research requests.
 - Museum staff sponsored many Ice worm Events including the Photo Show; Cake Bake; Historical Display, and assisted with the Flag Raising.
 - The Historical Society received an Art Acquisition Grant from the Rasmuson Foundation for purchase of Paula Payne Wallpaper Series – Shorebirds – polyp tik. They are egg tempera paintings and are a five panel series. The Rasmuson Art Acquisition program initiated in 2003, provides grants for Alaska museums to purchase current work



Cordova Historical Museum

by practicing Alaskan artists. It arose out of Rasmuson Foundation interest in encouraging museums to support Alaskan artists, and Museums Alaska's interest in supporting professional practices among the state's museums. The project is intended to (1) support living, practicing Alaskan artists through museum purchases, (2) enhance the permanent art collections of Alaskan museums, and (3) encourage Alaskan museums to develop formal collections policies. The Foundation also hopes to enhance exposure of Alaskan art in the Foundation office in Anchorage. Alaskan museums that have formal collections policies can apply for grants to purchase works by living, accomplished Alaskan artists for their permanent collections. The Fund is administered by Museums Alaska on behalf of the Foundation.

- Nancy Bird participated in two online webinars for Past Perfect training. Past Perfect is the software we use to manage and track the collection.
- Working with the Cordova Historical Society staff began reviewing the Operations Manual.
- Current Cordova Historical Society membership: 216 members
- Completed first part of local business wall renovation in museum and marine transportation wall in museum; Began renovation of Osborne/Lovseth cabinet with the help of local carpenter Tom McGann.
- Submitted a joint grant proposal with Alaska State Museum and the Alaska Museum of Natural History for a taxidermist visit.

Museum Attendance

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
1981					2483
1982					2928
1983					2618
1984					1973
1985					1414
1986	221	682	1004	209	2116
1987					1677
1988	262	645	1326	345	2578
1989	238	629	1270	374	2511
1990	411	765	1534	415	3125
1991	445	936	1355	308	3044
1992	443	509	1857	705	3514
1993	281	1078	1481	406	3246
1994	608	1255	1726	452	4041
1995	458	882	2067	548	3955
1996	905	1897	2358	741	5901
1997	634	1216	2896	936	5682
1998	1047	4330	6502	906	12,785*
1999	1288	3948	4890	853	10,979*
2000	1076	1562	2931	740	6,309
2001	1185	2484	3777	934	8380
2002	1242	2343	4176	1155	8916
2003	1590	2461	4111	963	9125
2004	1839	3063	4907	1206	11,015
2005	1834	3071	5216	1508	11,629
2006	2355	2953	6,189	1771	13,268
2007	1919	3613	4166	1442	11,140
2008	2092	3210	4919	1476	11,697
2009	1543	2436	3618	1138	8735
2010	1121	1866	2735	1051	6773
2011	1569	2275	3314	862	8020
2012	1268	2128	2329	1068	6783
2013	952	1868	2868	1320	7008
2014	1548				

*Norwegian Cruise Lines

School classes began coming to the museum in the first quarter of 1996 — Beginning in the fall of 1997 we had a full slate of school classes K-6 visiting once a month Sept-May — Keeps the year-round attendance up.

Mayor and Council:

Attached please find the Library's First Quarter 14 report. I think you will find a very favorable environment exists in the Library, despite the challenges this quarter of having several personnel vacancies that required extraordinary diligence by Mrs. Dunbar and her team. Although it was out of the quarter, I would specifically note the Library's Marionette Madness Family Fun night (25 April) that had a capacity crowd and raves from the audience. Your Cordova Library continues to well serve our community with innovative, professional programs that makes it a leader in the State of Alaska.

Respectfully,

Randy Robertson

To: *Mayor and City Council*

Through *City Manager Randy Robertson*

Subject: **2014 1st Quarter Report from the Cordova Public Library**

Date: April 2, 2014

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

During January through March 2014:

- Visitation: 4630
 - Interlibrary Loans: 36
 - Internet Use: 1231 sessions
 - Materials Added: 132 (Includes McNaughton)
 - Circulation: 2574
 - Listen Alaska: 297 checkouts
 - Wifi Use: 667 sessions
 - Materials Deleted: 838
-
- **Staff** continued heavily weeding, thinning Easy and Junior Non-Fiction and some Non-Fiction (000-300's). 183 boxes of discarded books (over 5500 pounds) have been sent to Better World Books for them to sell or give to communities that need books.
 - **Story time for Little Ones** continues to have a steady following every Wednesday and includes reading aloud, puppets, art, and singing.
 - **After school Art** resumed in February. Each Friday students in grades 3rd through 7th grade create art projects in many different mediums.
 - **Outreach to Senior Citizens** is continuing with positive results. Library materials are being brought to eleven CCMC for the residents to enjoy each week.
 - **OWL Project** videoconferencing equipment was used on March 5 for J. Torres' talk on being an author, and 6 copies of his book *Lola* were given as door prizes. On March 12, we participated in the videoconference "The Science of Sled Dogs" from Denali National Park. Lindsey Butters brought her sled dogs for the children to pet, and they could stand on a small dogsled.
 - **ListenAlaska**, the online service for audio and e-books to which we subscribe, is continuing to gain popularity. We are happy to assist people when they encounter problems with the program.
 - **Early Literacy Station**— This computer system designed for children 2-8 years old is starting to be popular with our youngest patrons. It is preloaded with educational games and is not connected to the internet.
 - **February was "Library Lover's Month"** and amnesty was given for old fines, patron contact information was updated, and the 2014 survey was made available on paper and at our website, cordovalibrary.org.
 - **AKLA 2014 Conference**—Both Miriam Dunbar and Sally Campbell were able to attend and received valuable training. Miriam presented a poster about Better World Books where she was able to help other librarians learn about this beneficial program.
 - **Library Board** met on March 10, 2014. Next meeting is set for June 30, 2013.



Spirit of Alaska author J. Torres spoke to our students by OWL videoconference on March 5. On March 12 we had another videoconference “The Science of Sled Dogs” from Denali National Park, and the children loved meeting sled dogs.

Riki Ott donated a handmade rocking chair to the library. It will be used by patrons of all ages for many years to come. We celebrated Women’s History Month by displaying books by and about important women.



CITY OF CORDOVA



DATE: 4/25/14
TO: City Council & Mayor Kacsh
FROM: Susan E. Herschleb / Director of Parks and Rec.
RE: 1st quarter report

At first glance our quarterly report looks impressive compared to last year. The truth is, we are just slightly behind last year. By Dec 31st 2013 we had not yet collected over 7k from our Odiak Camper Park tenants, this revenue inflates our totals. If we take revenue from Odiak Camper Park out of both the 2013 & 2014 report you will see recreation revenue totals are very close.

- 2013: \$7,691.00
- 2014: \$7,477.00

I believe that we may have surpassed 2013 revenue totals had we not experienced a lull in programming due to staff turnover and a month long closure of the gym floor due to repairs (New Year's Day roof leak). Usage totals are down slightly (likely for the same reason). You can clearly see that our revenue totals for programming are not reflected in our usage totals; this is because we scheduled all of our youth programming at the pool due to the gym floor repair ~ This really was a blast! We will continue to offer after school recreation @ the pool for youth.

We are excited to get our new card swipe system. It will help us tally usage totals and track memberships. The system comes with a magnetic door lock; if the membership is expired the patron will be unable to gain access to the facility. We are close to selecting our system but a few months out from actually implementing it.

I have attached the pools 1st quarter report; you will find a brief narrative by Meghan Schinella on the bottom.

A handwritten signature in black ink, appearing to be 'Susan E. Herschleb', written over a horizontal line.

Susan E. Herschleb
Director of Parks and Recreation / City of Cordova.

City of Cordova - Parks and Recreation Dept.

Bidarki Rec. Center 1st Quarter 2014

1st Quarter Revenue 2014

Month	Drop in	Passes	Programs	S.Cabin	Odiak	Other	Total	Pool
January	\$ 143.00	\$ 2,080.00	\$ 455.00	\$ 250.00	\$ 4,951.00		\$ 7,879.00	
February	\$ 128.00	\$ 1,900.00	\$ 430.00	\$ 185.00	\$ 466.00	\$ 75.00	\$ 3,184.00	
March	\$ 385.00	\$ 1,002.00	\$ 4.00	\$ 440.00	\$ 2,444.13		\$ 4,275.13	
Total	\$ 656.00	\$ 4,982.00	\$ 889.00	\$ 875.00	\$ 7,861.13	\$ 75.00	\$ 15,338.13	

1st quarter attendance

	sign ins	Programs	other	
Jan	1698			1698
Feb	1634	335		1969 * birthday party
March	1644			1644
Total	4976	0	335	5311

City of Cordova - Parks and Recreation Dept.
 Bidarki Rec. Center 1st Quarter 2013

1st Quarter Revenue 2013

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

1st Quarter Attendance

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

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

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

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

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

City of Cordova - Parks and Recreation Dept.

Bob Korn Pool 01 Quarter 2014

01 Quarter Revenue 2014

Month	Drop in	Passes	Cmb Passes	Rentals	Lessons	Other	Total
January	\$ 470.00	\$ 350.00					\$ 820.00
February	\$ 186.00	\$ 70.00		\$ 450.00			\$ 706.00
March	\$ 582.00	\$ 15.00		\$ 275.00			\$ 872.00
Total	\$ 1,238.00	\$ 435.00	\$ -	\$ 725.00	\$ -	\$ -	\$ 2,398.00

01 Quarter Attendance 2014

Month	AM-Lap	Noon Lap	PM Lap	AM-Ex	PM-Ex	Fam Open	Sat Lap	Sat. Open	Tot	Sun Lap	Sun Open	Total
January	117	80	75	27	9	95	14	73	81	28	97	599
Feb.	51	70	68	9	35	61	8	48	41	5	45	396
March	0	100	62	0	60	71	13	88	69	10	68	473
Total	168	250	205	36	104	227	35	209	191	43	210	1468

1/14/14 PM Exercise Class was cancelled due to low attendance and evening lap swim on Tuesday and Thursday nights were cancelled to try to save money in our temporary funds budget. 2/18/14 AM exercise class was cancelled due to low attendance and AM lap swim was cancelled due to no lifeguard availability, and the afternoon lap swim was extended from 10:30-12:00. Due to patron interest we added back Tuesday and Thursday evenings with a combined lap swim and exercise class. Due to the AM exercise class not happening the PM exercise class was well attended during this time. There were some complaints from the PM lap swimmers about the exercise class being distracting during their swims and not having enough lap swim space at times. 4/16/14 we added AM lap swim back to the schedule because of the high interest in having lap swim during this

To: Mayor and City Council
Through: Randy Robertson, City Manager
From: Paul Trumblee, Fire Marshal
Date: April 25, 2014

CORDOVA VOLUNTEER FIRE DEPARTMENT
Quarterly Report

In this 1st quarter of 2014 not including April. The Cordova Volunteer Fire Department responded to 48 calls for Fire, Rescue and EMS for a total of 435 member hours. Including the emergency calls, the volunteers of the fire department participated in the regular Thursday night meetings, public education and other activities for a total of 3094 member hours.

In the winter, 7 new volunteers were taught 160 hour Fire Fighter I course over a three month period.

This quarters training also included Fire Tactics, Fire Behavior, EMT Skills, SAR, EVAC Drill, Legal Topics, Hazmat Awareness, ICS and Triage, the new Zoll AED Training, Firefighter Skills Vehicle Extraction and Tsunami community EVAC.

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

Monthly Activity 1-2014

			Attendance	Hours	Total Man Hours
Date	Thursday Meetings				
1/2	Fire Tactics & Fire Behavior		13	3	16
1/2	EMT Skills		8	1	8
1/16	Hose Maze/ Firefighter Search & Rescue		10	4	40
1/16	EMS Symposium		14	3.5	49
1/23	Responder Ready/ EVAC Drills		20	4	80
1/30	Leagal Topics		29	3	87
	Total		94	18.5	280
Date	Public Education Taught		5.5	8	44
1/21	ICS 300		5.5	8	44
1/22	ICS 300		5.5	8	44
1/23	ICS 300				
	Total		11	24	132
Date	Other Activities				
1/6	FF1 Orientation & Safety		12	4	48
1/6	Fire Hydrant Meeting City Managers		2	2	4
1/7	Explorer Meeeting		10	1.5	15
1/8	FF1 Communications & CPD Dispatch Visit		13	4	52
1/16	EMS Run Reviews		13	1	13
1/18	FF1 Fire Extinguishers/ Live Fire		9	8	72
1/20	FF1 Ladders		7	4	28
1/21	Explorer Meeeting		7	1.7	10.5
1/22	FF1 Building Cont.		6	4	24
1/23	NVE Safety Meeting		2	2	4
1/24	FF1 Ventilation		10	4	40
1/27	FF1 Forcible Entry		10	4	40
1/29	FF1 Forcible Entry		10	2	20
1/30	EMS Inventory		9	1	9
1/30	Joanie Behrends Monthly Activites		1	28.5	28.5
	Total		121	71.7	408
Date		Fire Runs			
1/4	14-0001	CO Detector Alarming (Duty Officer Call)	1	1	1
1/11	14-0002	Automated Fire Alarm Ocean Beauty	4	1	4
1/11	14-0003	Automated Fire Alarm Ocean Beauty	4	1	4
1/12	14-0004	Rescue Assit EMS Possible Code/ 10-79	4	1	4
1/12	14-0005	Rescue Assist EMS Chest Pains	4	1	4
1/13	14-0006	Rescue Assist CCMC with Pt.	5	6	30
1/25	14-0007	Propane Smell @ COHO (Duty Officer Call)	1	1	1
1/25	14-0008	Automated Fire Alarm Ocean Beauty	5	1	5
		Total	28	13	53
Date		Amb. Runs			
1/12	14-001	Possible Code/ 10-79	4	2	8
1/12	14-002	Chest Pains	4	2	8
1/12	14-003	MEDIVAC	3	2	6

1/12	14-004	Unresponsive Male	5	2	10
1/13	14-005	MEDIVAC	2	2	4
1/13	14-006	MEDIVAC	3	2	6
1/21	14-007	MEDIVAC	3	2	6
		Total	24	14	48
		Total hours for the month of JAN	278	141.2	921

Monthly Activity 2-2014

			Attendance	Hours	Total Man Hours
Date	Thursday Meetings				
2/6	ICE WORM PREP		15	3	45
2/6	EMT SKILLS/ STATIONS		10	3	30
1/20	HAZMAT AWARENESS		24	4	96
2/27	ICS/ TRIAGE		17	3	51
	Total		66	13	222
Date	Public Education Taught				
	Total				
Date	Other Activities				
2/3	FF1 Ropes & Knots		9	2.5	2.5
2/5	FF1 Ropes & Knots		9	2.5	22.5
2/8	ICE WORM SURVIVAL SUIT RACE		5	2	10
2/8	ICE WORM		26	2	52
2/10	AVALANCE PACKS PREP/ INSPECT		1	7	7
2/11	AVALANCE PACKS PREP/ INSPECT		1	2.5	2.5
2/11	EXPLORERS		8	1.5	12
2/12	FF1 SCENE PRESERVATION/ EVIDENCE		13	4	52
2/13	OFFICERS MEETING		7	1	7
2/13	RESCUE PACKS		1	7	7
2/17	FF1 WATER SUPPLY		9	4	36
2/18	CLIMBING EXPLORERS		10	2	20
2/19	ACLS @ CCMC (19-20)		7	16	112
2/20	EMS OFFICER STUFF		2	1.5	3
2/21	EMS STUFF		1	1	1
2/22	FF1 WATER SUPPLY H.O.T.		8	4	32
2/23	INVENTORY		1	5	5
2/27	MSDS		1	4	4
2/14	BEHREND'S MONTHLY HOURS FOR FEB		1	54.5	54.5
	Total		120	124	442
Date		Fire Runs			
2/5	14-009	ELECTRICAL SMOLDERING ON BOAT	22	1	22
2/10	14-010	FIRE ALARM COPPER RIVER SEAFOODS	19	1	19
2/16	14/011	DUTY OFFICER CALL CO ALARM	1	1	1
2/23	14-012	AUTOMATED ALARM	17	1	17
2/23	14-013	DUTY OFFICER CALL PROPANE SMELL	1	1	1
2/27	14-014	AUTOMATED ALARM	22	1	22
2/28	14-015	HIGH SCHOOL FIRE DRILL (FALSE ALARM)	10	1	10
	Total		92	7	92
Date		Amb. Runs			

2/1	14-008	MEDICAL TRANSPORT	4	2	8
2/2	14-009	BREATHING DIFFICULTY	3	1	3
2/2	14-010	POSSIBLE CODE (DOA)	9	1	9
2/2	14-011	10-79 TRANSPORT TO CCMC	3	1	3
2/3	14-012	BREATHING DIFFICULTY	4	1	4
2/5	14-013	EMS STANDBY ELECTRICAL SMOLDERING	3	2	6
2/8	14-014	MEDICAL TRANSPORT	4	1	4
2/9	14-015	FALL VICTIM	3	1	3
2/19	14-016	ASSIT MEDIVAC CREW WITH O2	3	1	3
2/23	14-017	MEDICAL TRANSPORT CANCELLED BY CCMC	3	1	3
2/27	14-018	MEDICAL TRANSPORT	3	1	3
		Total	42	13	49
		Total hours for the month of FEB	320	157	805

Monthly Activity 3-2014

			Attendance	Hours	Total Man Hours
Date	Thursday Meetings				
3/6	ZOLL Sales Demo		20	3	60
3/13	Business Meeting		15	2	30
3/20	Firefighter Skills		10	3	30
3/27	Vehicle Extrication / Tsunami		15	3	45
	Total		60	11	165
Date	Public Education Taught				
	Total				
Date	Other Activities				
3/2	MSDS		1	8	8
3/6	Alaska Sheild Preplan		4	3	12
3/8	EMS Support Cordova HS Basketball		2	3.5	7
3/10	Fire Attack & Foam		8	4	32
3/11	Moolage/ Pet Shelter		3	2	6
3/12	Fire Suppression		8	4	32
3/13	Ambulance Inventory		5	1	5
3/15	Live Fire training - Sub STATION		15	5	75
3/16	Rescue Inventory		20	5	100
3/17	Communication Meeting Ak Sheild		4	3	12
3/17	Wildland Fires/ Ground Fires		8	4	32
3/19	Ambulance Inventory		2	4	8
3/19	Fire Alarms/Sprinklers (class/hands-on)		8	4	32
3/20	Moulage Training		3	1	3
3/20	Class Finial/ Practices Firefighter I		8	8	64
3/21	Tsunami Training		25	2	50
3/21	Exercation Training		18	2	36
3/24	Live Fire/ Vehicle/ Dumpster Fires		15	4	60
3/25	Haz Mat Awarness		9	4	36
3/26	Haz Mat Awarness		9	4	36
3/27	Haz Mat Operations		9	4	36
3/28	Ak Sheild Drill		32	8	256
3/28	Haz Mat Operations		9	4	36
3/29	Haz Mat Operations		9	4	36
	Total		234	95.5	1010
Date		Fire Runs			
3/1	14-016	Alarm on Fuel Pump Duty Officer Call Only	1	1	1
3/2	14-017	CO Alarm Sounding Duty Officer Call Only	1	1	1
3/19	14-018	Alarm @ Ocean Beauty Duty Officer Call Only	1	1	1
3/23	14-019	Vehicle Fire	34	3	102
3/29	14-20	Automated Alarm	19	1	19
3/30	14-21	Automated Alarm	12	1	12
		Total	68	8	136

Date		Amb. Runs			
3/4	14-019	Chest Pains	3	1	3
3/4	14-020	Medical Transport	3	2	6
3/7	14-021	Man hit by Vehicle	3	1	3
3/10	14-022	Medical Transport	2	1	2
3/17	14-023	Hyperventilation	3	1	3
3/18	14-024	Medical Transport	3	1	3
3/19	14-025	MVA / Neck Pain	3	1	3
3/23	14-026	Man w/ Burns	3	1	3
3/23	14-027	CODE/ 10-79	7	1	7
3/24	14-029	MVA CODE/ CCMC	12	2	24
		Total	42	12	57
		Total hours for the month of March	404	126.5	1368



UBS Financial Services Inc.

3000 A Street, Suite 100
Anchorage, Alaska 99503

Buck Adams, CFP®, CIMA®, ChFC®
Senior Vice President – Investments
Senior Managed Accounts Consultant
buck.adams@ubs.com
Direct: (907) 261-5944

May 7, 2014

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

Dear Council Members and Staff,

The City of Cordova had a total of **\$13,391,753** (including accrued interest), on deposit with UBS, distributed among six funded accounts as of March 31, 2014. Four of these accounts are under active investment management utilizing the UBS Portfolio Management Program (three within the Permanent Fund portfolio and one in Central Treasury). Both the Permanent Fund and Central Treasury also have an additional account primarily used for cash management purposes.

First quarter 2014 (January 1st –March 31st) net returns:

- **Permanent Fund YTD net return = +0.79%.**
- **Central Treasury YTD net return = +1.00%,**
- **Consolidated accounts YTD net returns = +0.87%.**

The current balance on the Securities Based Lending credit line = \$0 (as of March 31, 2014).

The first quarter of the year has been marked by some degree of rotation between the equity and bond markets. The prices on the broad bond market indexes recovered some of the losses suffered in 2013 as interest rates drifted lower in the first quarter, resulting in rising bond prices. This is in part due to the perceived "flight to safety" during the modest January sell-off in major domestic and international equity indexes. Equity prices began to recover in February and March and then began to drift sideways again at the beginning of April.

Cordova's overall portfolio had positive returns for the first quarter. The primary drivers of portfolio performance, a positive .87%, came from a combination of the equity and commodity holdings in the Permanent Fund accounts, as well as the increase in bond prices in both the Central Treasury and Permanent Fund portfolios. The re-positioning of accounts that we initiated during the last quarter of 2013 has been beneficial to overall performance as well as adding additional defensive components to the portfolio.

In addition to three quarterly performance reports, I have attached a color copy of a spreadsheet, which outlines the combined allocations for the actively managed Permanent Fund and Central Treasury accounts. Also attached is the May issue of the UBS House View research piece, which gives a macro overview of current UBS research. As always, thank you for the opportunity to assist Cordova.

Sincerely,

Buck Adams, CFP®, CIMA®, ChFC®

Memorandum

To: City Council, Randy Robertson, City Manager
From: Samantha Greenwood, City Planner
Date: April 29, 2014
RE: Quarterly Report, 1st Quarter 2014

The following is a summary of the activities the Public Works Department and its respective divisions has been involved in during the First quarter period.

- Contracts awarded for the baler shell and drains and emergency school generator. All paperwork with state and submittals completed.
- Refuse received new compactor truck and have been using on residential routes
- Streets have been preparing for spring work- painting, tuning up equipment, preparing plans for drainage projects and chip seal. Infra-red patching device and roller ordered. Additional street sweeper rented and aggressively used until city's machine was repaired.
- Water repaired water line at Heney creek catchment that feeds the Meals reservoir Meals is filling up and water shortage is lessening but with dry spring, limited snow pack and anticipated increased demand at the cannery's there is concern on water capability
- 95% drawings were received from USKH and are being reviewed for Safe Routes to Schools
- LT2 RFP is out and will close May 9th
- Elementary school playground is open!!! Project is nearing wrap up all paperwork has been sent to insurance company who is making last review.
- Working with various business on permits and procedures for building.
- Snow removal efforts went extremely well this year. Less snow and very responsive team.
- Initiated actions with Copper River Watershed Project and AK DOT to study snow removal practices and provide long-term recommendations for improved services.
- Rich is now in charge!!!

TO: City Manager
 FROM: Harbormaster Schinella
 DATE: 4/28/2014
 RE: Quarterly Activity Report Jan-Mar 2014

Exclusive Slips Assigned	697 out of 713 Total Slips			97% Occupancy (as of 3/31/14)	
	Jan	Feb	Mar	Total	
Vessels Charged Daily Rate		3	3	12	18
Vessels Charged Monthly Rate		0	0	0	0
Vessels In Impound Status		0	0	10	10
Vessel Lifts		6	6	8	20
Port Arrivals:					
Shoreside		2	1	1	4
Samson		0	2	1	3

Used Oil Collected (Jan-Mar) 4875 Gals
 Used Oil Collected(Jan-Dec.) 4875 Gals
 Used Oil Delivered (Jan-Dec) 3700 Gals

Vessels Towed 1
 Vessels Pumped 0
 Vessel Bilges Pumped 4
 Vessel Sewage Tanks Pumped 0

GENERAL ACTIVITIES

- * Electrical repairs
- * Vehicle repairs
- * Installed 10 cleats on floats
- * Installed new throttle controls on harbor skiff
- * Incinerate sorbents
- * Delivered used oil
- * Installed pile hoops
- * Snow removal
- * Installed new cables and straps on Travelift
- * Painted Male restroom
- * Contractor repaired siding at North Harbor restrooms
- * Contractor repaired siding on Harbor office
- * Rescued Sea Otter pup
- * Onscene rescue for Survival suit race
- * Electrical repairs to Travelift

Planning Department

Memorandum

To: City Council, Randy Robertson, City Manager
From: Samantha Greenwood, City Planner
Date: April 29, 2014
RE: Quarterly Report, 1st Quarter 2014

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

- Lot 1, Block 1 Cordova Industrial Park closed, Additional strip of land next to Lot 1 Block 1 closed, AC lease parking lease renewed, prepared contracts and other documents for contract awards
- Agreement with Private resident to have culvert placed through their property to drain puddle on Railroad Avenue by pool
- Working on safe routes to school drawings at 95% will have meeting addressing questions that have been developed by PW
- Working with Ski club and State on required documents for the contract and lease
- Formalized sewer maintenance and hook up to city sewer agreement with land owner on Whitshed road to eliminate septic issues
- All permits have been obtained and work begun on out fall line in South Fill.
- Hired a new assistant planner in February – Leif Stavig – doing awesome
- Worked to keep PWs projects moving forward prior to Rich Rogers starting
- Met with Copper River Watershed and DOWL Engineering along with Bill Howard to provide information on City snow removal practices and procedures. Engineers did a ride along with Bill and Robbie Mattson to gain an understanding of the responsible entities, the area and current practices
- Working with Chief Wintle and PW on noticing and removing personal property on the ROW directly across from the shipyard entrance.

MEMO, City of Cordova

To: Mayor and City Council
Through: Randy E. Robertson, City Manager
From: Jon K. Stavig, Finance Director
Date: April 30, 2014
RE: Quarterly Finance Department Report

Following are the traditional two page financial fund summary reports for year-to-date ended April 30, 2014.

The first page is a fund summary for the general fund only. The second page includes all funds including enterprise funds. I have excluded Fund 426, the Cordova Center Fund, and instead included a separate report to show all expenditures through April 30, 2014 for Fund 426 as it distorts the two page summary report.

1st Quarter Sales Tax is slowly coming in and being processed. I should have an accurate picture of receipted funds by the Council Meeting on the 7th.

The BDO on site audit team was here the week of April 7th and the week of April 14th. As of this date, we are still providing them documents for their review.

We recently receipted in this years' National Timber Receipts. The amount received for Schools and Roads totaled \$817,780.84.

The City's account balances as of April 30, 2014 are as follows;

Combined Central Treasury Accounts	\$4,280,535.42
(FNBA & UBS balances)	
Combined Permanent Fund Accounts	\$9,983,779.88
(UBS balances)	

All to report from the Finance Dept.

Respectfully submitted,
Jon K Stavig

CITY OF CORDOVA
 FUND SUMMARY
 FOR THE 4 MONTHS ENDING APRIL 30,
 2014
 GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
TAXES	566,000.31	566,000.31	5,665,864.99	5,099,864.68	10.0
LICENSES & PERMITS	320.00	320.00	15,600.00	15,280.00	2.1
OTHER GOVERNMENTAL	866,592.71	866,592.71	3,930,832.71	3,064,240.00	22.1
LEASES & RENTS	39,094.23	39,094.23	165,000.00	125,905.77	23.7
LAW ENFORCEMENT	139,291.33	139,291.33	352,630.00	213,338.67	39.5
D. M. V.	38,810.66	38,810.66	92,600.00	53,789.34	41.9
PLANNING DEPARTMENT REVENUE	3,517.10	3,517.10	18,500.00	14,982.90	19.0
RECREATION DEPT REVENUE POOL	16,388.49	16,388.49	74,150.00	57,761.51	22.1
REVENUE	4,828.00	4,828.00	34,200.00	29,372.00	14.1
SALE OF PROPERTY	900.00	900.00	6,500.00	5,600.00	13.9
INTERFUND TRANSFERS IN	123,010.95	123,010.95	492,043.75	369,032.80	25.0
OTHER REVENUE	465,813.76	465,813.76	125,000.00	(340,813.76)	372.7
STATE DEBT SERVICE	656,153.00	656,153.00	967,800.00	311,647.00	67.8
REIMBURSME					
	2,920,720.54	2,920,720.54	11,940,721.45	9,020,000.91	24.5
EXPENDITURES					
CITY COUNCIL	686.54	686.54	19,400.00	18,713.46	3.5
CITY CLERK	65,509.14	65,509.14	252,573.00	187,063.86	25.9
CITY MAYOR	1,615.73	1,615.73	3,425.00	1,809.27	47.2
CITY MANAGER	87,669.77	87,669.77	381,070.00	293,400.23	23.0
FINANCE	92,717.41	92,717.41	411,616.00	318,898.59	22.5
PLANNING DEPARTMENT EXPENSE	57,887.48	57,887.48	292,106.00	234,218.52	19.8
PLANNING COMMISSION	564.99	564.99	6,500.00	5,935.01	8.7
DEPARTMENT OF MOTOR VEHICLE	22,950.85	22,950.85	75,903.00	52,952.15	30.2
LAW ENFORCEMENT	287,253.58	287,253.58	894,036.00	606,782.42	32.1
JAIL OPERATIONS	79,009.76	79,009.76	237,125.00	158,115.24	33.3
FIRE & EMS	127,069.45	127,069.45	366,781.00	239,711.55	34.6
DISASTER MANAGEMENT DEPT.	726.42	726.42	7,500.00	6,773.58	9.7
INFORMATION SERVICES	256,834.96	256,834.96	929,402.00	672,567.04	27.6
FACILITY UTILITIES	57,310.12	57,310.12	164,700.00	107,389.88	34.8
PW ADMINISTRATION	7,562.89	7,562.89	186,318.00	178,755.11	4.1
FACILITY MAINTENANCE	55,408.29	55,408.29	273,462.00	218,053.71	20.3
STREET MAINTENANCE	171,028.92	171,028.92	653,693.00	482,664.08	26.2
SNOW REMOVAL	19,697.94	19,697.94	86,510.00	66,812.06	22.8
EQUIPMENT MAINTENANCE	111,079.86	111,079.86	346,315.00	235,235.14	32.1
PARKS MAINTENANCE	34,472.69	34,472.69	116,575.00	82,102.31	29.6
CEMETERY MAINTENANCE DEPT.	.00	.00	11,247.00	11,247.00	.0
RECREATION - BIDARKI	124,371.29	124,371.29	430,912.00	306,540.71	28.9
POOL	86,750.29	86,750.29	268,451.00	181,700.71	32.3
SKI HILL	41,617.51	41,617.51	74,500.00	32,882.49	55.9
NON-DEPARTMENTAL	112,487.38	112,487.38	353,145.00	240,657.62	31.9
LONG TERM DEBT SERVICE	1,036,255.58	1,036,255.58	1,628,512.00	592,256.42	63.6
INTERFUND TRANSFERS OUT	382,000.00	382,000.00	1,129,694.97	747,694.97	33.8
TRANSFERS TO OTHER ENTITIES	741,015.54	741,015.54	2,339,249.48	1,598,233.94	31.7
	4,061,554.38	4,061,554.38	11,940,721.45	7,879,167.07	34.0

CITY OF CORDOVA
 FUND SUMMARY
 FOR THE 4 MONTHS ENDING APRIL 30,
 2014

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
REVENUE					
101 GENERAL FUND	2,920,720.54	2,920,720.54	11,940,721.45	9,020,000.91	24.5
104 CITY PERMANENT FUND	223,781.20	223,781.20	465,784.00	242,002.80	48.0
203 FIRE DEPT. VEHICLE ACQUISITION	9,409.84	9,409.84	60,000.00	50,590.16	15.7
401 GENERAL PROJ & GRANT ADMN	392,087.08	392,087.08	1,017,178.00	625,090.92	38.6
435 HOSPITAL REPAIR PROJECT	22,337.23	22,337.23	251,378.00	229,040.77	8.9
502 HARBOR ENTERPRISE FUND	133,375.07	133,375.07	1,235,948.00	1,102,572.93	10.8
503 SEWER ENTERPRISE FUND	165,410.92	165,410.92	770,313.54	604,902.62	21.5
504 WATER ENTERPRISE FUND	114,539.19	114,539.19	795,030.34	680,491.15	14.4
505 REFUSE ENTERPRISE FUND	201,715.81	201,715.81	1,053,671.43	851,955.62	19.1
506 ODIK CAMPER PARK	7,986.53	7,986.53	61,859.00	53,872.47	12.9
602 HARBOR & PORT PROJECTS	31,000.00	31,000.00	31,000.00	.00	100.0
603 SEWER PROJECTS	14,000.00	14,000.00	14,000.00	.00	100.0
604 WATER PROJECTS	14,000.00	14,000.00	14,000.00	.00	100.0
605 SOLID WASTE PROJECTS	213,000.00	213,000.00	710,000.00	497,000.00	30.0
805 LANDFILL FUND	50,000.00	50,000.00	50,000.00	.00	100.0
	4,513,363.41	4,513,363.41	18,470,883.76	13,957,520.35	24.4
EXPENDITURES					
101 GENERAL FUND	4,061,554.38	4,061,554.38	11,940,721.45	7,879,167.07	34.0
203 FIRE DEPT. VEHICLE ACQUISITION	893.32	893.32	7,500.00	6,606.68	11.9
205 VEHICLE REMOVAL/IMPOUND FUND	576.28	576.28	10,000.00	9,423.72	5.8
401 GENERAL PROJ & GRANT ADMN	159,711.78	159,711.78	1,017,178.00	857,466.22	15.7
435 HOSPITAL REPAIR PROJECT	198,137.27	198,137.27	251,378.00	53,240.73	78.8
502 HARBOR ENTERPRISE FUND	459,416.72	459,416.72	1,186,998.00	727,581.28	38.7
503 SEWER ENTERPRISE FUND	301,543.90	301,543.90	770,313.54	468,769.64	39.2
504 WATER ENTERPRISE FUND	311,986.87	311,986.87	795,030.34	483,043.47	39.2
505 REFUSE ENTERPRISE FUND	384,691.39	384,691.39	1,100,671.43	715,980.04	35.0
506 ODIK CAMPER PARK	11,788.75	11,788.75	54,985.00	43,196.25	21.4
602 HARBOR & PORT PROJECTS	.00	.00	31,000.00	31,000.00	.0
603 SEWER PROJECTS	.00	.00	14,000.00	14,000.00	.0
604 WATER PROJECTS	.00	.00	14,000.00	14,000.00	.0
605 SOLID WASTE PROJECTS	13,665.63	13,665.63	710,000.00	696,334.37	1.9
	5,903,966.29	5,903,966.29	17,903,775.76	11,999,809.47	33.0

CITY OF CORDOVA
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 4 MONTHS ENDING APRIL 30, 2014

CORDOVA CENTER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PHSE I - FROM CITY MONEY</u>					
426-401-52180 PROFESSIONAL SERVICES	3,477.21	3,477.21	.00	(3,477.21)	.0
426-401-52185 CORDOVA CENTER REA	218,014.76	218,014.76	.00	(218,014.76)	.0
426-401-70110 ADMINISTRATION	921.80	921.80	.00	(921.80)	.0
426-401-70130 CONSTRUCTION	65,127.24	65,127.24	.00	(65,127.24)	.0
TOTAL PHSE I - FROM CITY MONEY	287,541.01	287,541.01	.00	(287,541.01)	.0
<u>PHSE II - DCCED 14-DC-043</u>					
426-472-70160 ART	2,610.00	2,610.00	.00	(2,610.00)	.0
TOTAL PHSE II - DCCED 14-DC-043	2,610.00	2,610.00	.00	(2,610.00)	.0
TOTAL FUND EXPENDITURES	290,151.01	290,151.01	.00	(290,151.01)	.0



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

CITY OF CORDOVA

Office of Chief of Police

To: Mayor and City Council
 Through: City Manager Randy Robertson
 From: Chief of Police George Wintle
 Subject: 1st Quarter 2014 Police Report
 Date: April 30, 2014

PERSONNEL:

As of March 31, 2014, we are now fully staffed with Police Officers and will be achieving their one year hire dates with the City of Cordova. Our patrol officers are currently working 8 hour shifts with 24 hour, 7 day a week coverage for the city. Our patrol officers have been proactive in parking enforcement and abandoned vehicles along with the normal patrol duties at hand.

PATROL

The Cordova Police Department received a total of 37 calls for service during the 1st Quarter of 2014. Based on the chart from 2013, we have had a reduction of reported incidents.

Quarter	2012	2013	2014
1st Quarter	6	45	37
2nd Quarter	107	72	17
3rd Quarter	125	82	
4th Quarter	95	63	
Total	333	262	54

Citations have remained the same since 2013 comparisons with 21 citations being written..

Quarter	2012	2013	2014
1st Quarter	1	21	21
2nd Quarter	73	52	
3rd Quarter	36	39	
4th Quarter	9	25	
Total	119	137	

Rising fuel prices will be a concern for this year as comparisons show a rise this quarter compared to previous years and should be noted.

	2012	2013	2014
Month			
January	\$107.70	\$1,641.29	\$2,389.46
February	\$210.03	\$1,372.92	\$2,461.78
March	\$1,920.91	\$2,209.68	\$2,454.43
April	\$1,785.39	\$2,170.96	\$1,183.85
May	\$1,749.95	\$2,353.00	
June	\$2,117.59	\$2,571.07	
July	\$1,168.34	\$3,153.96	
August	\$1,344.38	\$2,659.63	
September	\$1,136.61	\$2,168.99	
October	\$1,762.48	\$2,143.12	
November	\$1,829.97	\$2,219.15	
December	\$1,829.84	\$2,153.66	
Total	\$16,963.19	\$26,817.43	

Dispatch:

Since January of 2014, we have had a shortage of dispatch communication officers and the loss of our communications leader in April. We have replaced the communications leader with Natalie Webb who has been doing an excellent job and training our newest dispatcher for the past two months. We are reviewing applicants to fill the final position with training to begin on that individual when hired. This shortage of communications officers has had an effect on our overtime budget due to the dispatchers working 12 hour shifts to cover all the schedules.

JAIL:

Arrests were also down in number on the below comparison chart.

Quarter	2012	2013	2014
1st Quarter	2	13	9
2nd Quarter	32	32	3
3rd Quarter	27	25	
4th Quarter	14	14	
Total	75	84	12

TRAINING:

Officers Greg Rubio and Derrick Torgerson have completed their field training and are working on their own. Continued training will be conducted with all of our officers as scheduling and time permits. We have been working with the US Forest Service Officers on training with release traps for pets caught in fur traps which was very important with our community this past quarter. Officers now carry specialized tools in their vehicles which can allow them to release a pet quickly from a fur trap if they are called to do so. The Alaska Shield Event was a very good training exercise for both our officers and dispatchers which occurred in March of this year. After preparing for several months to quickly set up a radio communications center, our department had some difficulties from the equipment delaying the actual setup for more than an hour. Briefings were address after the event with communications officers on how to improve and continued practice with this specialized equipment will continue. Patrol officers were placed through assorted scenarios which were also assessed by observers which was used to improve the thought process and techniques of the responding officers.

PUBLIC RELATIONS

The Cordova Police Department has been actively involved with the Native Village of Eyak and working with the SART Team (Sexual Assault Response Team) for our response to victims of sexual assaults. Officer Nate Taylor has attended two separate training conferences which have been funded by the NVE improving his ability to investigate these type of offenses. NVE has also finalized the grant and has ordered our new police vehicle which we are hoping arrives sometime in late August. The Cordova Police Department has also been involved in the annual 2x2 Cancer Walk and the Choose Respect March sponsored by the Cordova Family Resource Center. Officers have also been assisting with traffic control from the local high school events allowing the community to exit safely from those events.

PROJECTS / EQUIPMENT:

Our 1st quarter projects resulted in installing a new credit card machine at the DMV office which allows community members to pay by credit card. This new improvement has been well received by the community. Training was conducted by police officers in conjunction with the fire department learning basic skills about fire entry, fire equipment, and safety measures at fire scenes. The citizen's advisory committee met for its first meeting during this quarter allowing the Chief of Police to take in comments about the needs of the community and what action the police department has been doing to improve the safety of the community. Positive comments were received about the department taking proactive steps towards drug enforcement and requesting speed limits be enforced on Whitshed Road.

Respectfully,
Chief George Wintle
Cordova Police Department

George D. Wintle



RESOLUTION 2014-04-17

A Resolution by the Cordova District Fishermen United Supporting the Cordova Harbor Department Development Plan for the North Fill Ramp Area.

WHEREAS, Cordova District Fishermen United is a membership organization that has a Board of 13 directors;

WHEREAS, Cordova District Fishermen United represents the interests of over 800 commercial fishing businesses within area E.

WHEREAS, Cordova Harbor Department has begun the execution of a comprehensive plan for the development of six lots in the North fill ramp area in order to provide load and launch, maintenance, and storage space for Cordova's commercial and recreational fleets.

WHEREAS, the North fill ramp area is important to oil spill response staging and mobilization.

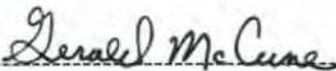
WHEREAS, maintenance and storage space adjacent to the South fill ramp area has been greatly reduced causing increased traffic and congestion in the area.

WHEREAS, haul out, storage, and maintenance of commercial and recreational fleets stimulates Cordova's economy in broad and far reaching ways.


NOW THEREFORE BE IT RESOLVED, that Cordova District Fishermen United supports the Cordova Harbor Department development plan for the North fill ramp area.

PASSED AND APPROVED during the Cordova District Fishermen United Board meeting held on April 17, 2014 by vote of a quorum of the Board of Directors.

Authorized by:



CDFU President
Jerry McCune



CDFU Executive Director
Alexis Cooper



APR 23 2014 April 8, 2014

City of Cordova

To Whom It May Concern:

RE: Acknowledgment of Dispersant Use Plan Comments

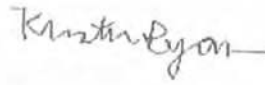
The Alaska Regional Response Team (ARRT) would like to thank you for your participation in the public comment period for the draft *ARRT Oil Dispersant Authorization Plan*. We are currently working to address all of the comments that were received and make appropriate changes to the plan. Once completed, this new revised draft plan will be submitted to the U.S. Fish and Wildlife Service and the National Marine Fisheries Service in support of the Endangered Species Act Section 7 consultation requirements. The consultation process could take upwards of six months or longer and will result in a biological opinion. Any recommended changes from the Services will be incorporated in the *ARRT Oil Dispersant Authorization Plan* to finalize it. Following the finalization of the *ARRT Oil Dispersant Authorization Plan*, it will be posted on the ARRT website along with all public comment and the associated responses.

The point of contact for this project is LT James Nunez with the U.S. Coast Guard. Please do not hesitate to contact him at james.d.nunez@uscg.mil or (907) 463-2806 with questions or comments.

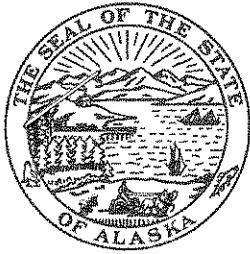
Sincerely,


Mark Everett
U.S. Coast Guard
ARRT Co-Chair


Chris Field
U.S. Environmental Protection Agency
ARRT Co-Chair



Kristin Ryan
Alaska Department of Environmental Conservation
State of Alaska Representative to the ARRT



THE STATE
of **ALASKA**
GOVERNOR SEAN PARNELL

Department of Commerce, Community,
and Economic Development

DIVISION OF COMMUNITY AND REGIONAL AFFAIRS

P.O. Box 110809
Juneau, Alaska 99811-0809
Main: 907.465.4751/907.465.4733
Programs fax: 907.465.4761

April 16, 2014

Dear Municipal Official:

I'm pleased to inform you that the National Forest Receipts payment for City of Cordova under Title I and Title III of the Secure Rural Schools and Community Self-Determination Act for FY14 (FFY13) has been awarded. The lump sum payment includes your receipts for Title I, Schools and Roads and Title III projects.

For your records, we are providing the following information regarding the breakdown of the payment amounts:

City of Cordova

Total Payment: \$817,780.84

Title I Schools payment: \$744,821.18

Title I Roads payment \$72,959.66

Title III project payment: N/A

RECEIVED
APR 21 2014
City of Cordova

If you have questions regarding this payment, please feel free to contact me 907-465-4733 or you may email me at: Danielle.Lindoff@alaska.gov

Sincerely,

A handwritten signature in cursive script that reads "Danielle Lindoff".

Danielle Lindoff
Local Government Specialist IV

To the City of CDV,

I support leaving the six lots of the North Fill Development Park area undeveloped.

I would like the Harbor Department to continue managing these areas for boat and transportation needs and be available as a staging area for Construction Company's arriving and departing via barges and landing crafts. AML would be interest in leasing a portion to preserve for summertime use for our expanding fish processors and the growth of our community.

Let's not cork ourselves.

Most sincere,

Jim

Jim Holley Alaska Marine Lines CDV

A MEMO FROM SUSAN BOURGEOIS, CMC, CITY CLERK

DATE: April 30, 2014
TO: Mayor and City Council
SUBJECT: Substitute Ordinance 1115

At the March 19 Regular Meeting there was lengthy Council discussion regarding the Council seats on the City Boards and Commissions. A suggested ordinance change was presented as Ordinance 1115 for first reading at the April 2, 2014 Regular Meeting. The ordinance offered a draft of the way the City has been practicing the designation of Council members that serve on boards and commissions and it was what most of the Council members at the March 19 meeting wanted to see before them so that Code would reflect more precisely the actual practice. It was drafted by the Clerk and then reviewed and edited by the City Attorney. At the April 2, 2014 Regular Meeting Council made several amendments and passed the ordinance knowing that the amendments were substantial and that the Ordinance would come back for first reading. City Attorney Holly Wells redrafted the ordinance, calling it Substitute Ordinance 1115. This takes into account the amendments made on April 2.

Required action: Majority voice vote on first reading.

**CITY OF CORDOVA, ALASKA
SUBSTITUTE ORDINANCE 1115**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA, AMENDING SECTIONS 3.40.020 ENTITLED “PLANNING COMMISSION CREATED-MEMBERSHIP,” 3.40.030 ENTITLED “PLANNING COMMISSION-CHAIRMAN,” 3.40.050 ENTITLED “PLANNING COMMISSION-MEMBERS’ TERMS OF OFFICE,” 3.52.020 ENTITLED “ADVISORY PARKS AND RECREATION COMMISSION-MEMBERSHIP,” AND 11.08.020 ENTITLED “HARBOR COMMISSION” TO CLARIFY AND MAKE CONSISTENT COUNCIL MEMBER DESIGNATION FOR SERVICE ON CITY COMMISSIONS, MAKE COUNCIL MEMBER SERVICE ON COMMISSIONS PERMISSIVE RATHER THAN OBLIGATORY, AND TO REDUCE THE NUMBER OF COMMISSIONERS ON THE PARKS AND RECREATION COMMISSION FROM SEVEN TO FIVE

WHEREAS, City Council members are designated as members on City of Cordova, Alaska (“City”) commissions during their service on City Council; and

WHEREAS, it is in the City’s best interest to permit but not require Council members to be appointed to commissions during their service as Council members; and

WHEREAS, the method of appointing Council members to commissions should be consistent for all commissions; and

WHEREAS, it is necessary to meet the governing needs of the City to have only five members on the Parks and Recreation Commission instead of seven;

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

Section 1. Chapter 3.40.020 is hereby amended to read as follows:

3.40.020 Planning commission created - Membership

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

B. Only residents of the city who qualify as municipal voters pursuant to Section 2.12.020 herein shall be entitled to serve on the planning commission. One of the members of the commission shall **may** be designated by the council from its number. ~~Each of the remaining six members not designated by the council from its number shall be nominated by the mayor and confirmed by the council. Each term of membership shall be for three years, and terms of individual members shall be overlapping. Members shall serve without compensation.~~

C. Each term of membership shall be for three years, and terms of individual members shall be overlapping. All members shall serve without compensation.

Section 2. Section 3.40.030 is hereby amended to read as follows:

3.40.030 Planning commission—Chairman.

A chairman of the commission shall be selected annually, and shall be elected from and by the ~~appointive~~ members **of the commission.**

[ADDED LANGUAGE BOLD AND UNDERLINED, REMOVED LANGUAGE STRICKEN OUT]

Section 3. Section 3.40.050 is hereby amended to read as follows:

3.40.050 Planning commission—Members' terms of office.

A. Members of the commission shall be appointed for three years **and terms of individual members shall be overlapping**; provided, however, that in the first instance one-third thereof shall be appointed for three years, one-third for two years, and one-third for one year.

Section 4. Section 3.52.020 is hereby amended to read as follows:

3.52.020 Advisory parks and recreation commission-Membership

A. The advisory parks and recreation commission shall consist of ~~seven~~**five** members. Only residents of the city who qualify as municipal voters pursuant to Section 2.12.020 of this code shall be entitled to serve on the commission. One of the members of the commission shall ~~may~~ be designated by the council from its number. ~~Each of the remaining six m~~**Members not designated by the council from its number** shall be nominated by the mayor and confirmed by the council. ~~All m~~**All m**Members shall serve without compensation.

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

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

D. Filling of Vacancies. Appointments to fill vacancies shall be for the unexpired term of the vacated position.

Section 5. Section 11.08.020 is hereby amended to read as follows:

11.08.20 Harbor Commission

A. A harbor commission shall be established for the purpose of advising the city council on the operation, maintenance and improvement of the Port of Cordova's facilities, and for such additional purposes as the city council may from time to time designate. The harbor commission shall consist of five voting members. The city manager and harbormaster shall be ex officio members of the commission and shall have the right of the floor to participate in all discussions, however, they shall not have a vote. The commission shall elect a chairman and vice-chairman from its membership each January.

B. Only residents of the City who qualify as municipal voters pursuant to Section 2.08.010 of this code shall be entitled to serve on the harbor commission. One of the members of the commission shall ~~may~~ be designated by the council from its number. ~~Each of the remaining four M~~**members not designated from the council from its number** shall be nominated by the mayor and confirmed by the council.

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

D. The harbor commission shall hold a minimum of one meeting per quarter or as needed at a date, time and place as set by the commission, except that the commission shall not be required to have

[ADDED LANGUAGE BOLD AND UNDERLINED, REMOVED LANGUAGE STRICKEN OUT]

meetings during the fishing season or any like period as may hereafter be set by the commission, during any given year, said period not to exceed six months.

E. The harbor commission shall conduct its meeting in accordance with Robert's Rules of Order.

F. The unexpired portion of any term remaining after a vacancy exists on the commission shall be filled as the original appointment.

G. The harbor commission shall recommend for adoption by the city council a general plan for the Port of Cordova, Port of Cordova rules and regulations, and Port of Cordova fees, payments and assessments, which recommendation shall be presented to the city council, in writing, by the city manager at the first regular city council meeting in the month of March each year.

H. The harbor commission shall review all plans for construction and development within the confines of the Port of Cordova or anywhere within ATS 220, and shall report to the city council the expected impact of such construction or development on the Port of Cordova. The harbor commission shall make appropriate recommendations to the council concerning such construction or development.

Section 6. This ordinance shall be effective thirty (30) days after its passage and publication. This ordinance shall be enacted in accordance with Section 2.13 of the Charter of the City of Cordova, Alaska, and published within ten (10) days after its passage.

1st reading: May 7, 2014
2nd reading and public hearing: May 21, 2014

PASSED AND APPROVED THIS 21st DAY OF MAY, 2014

James Kacsh, Mayor

Attest:

Susan Bourgeois, CMC, City Clerk

[ADDED LANGUAGE BOLD AND UNDERLINED, REMOVED LANGUAGE STRICKEN OUT]

A MEMO FROM SUSAN BOURGEOIS, CMC, CITY CLERK

DATE: April 30, 2014
TO: Mayor and City Council
SUBJECT: Ordinance 1116

At the March 19 Regular Meeting there was Council discussion regarding the recent City Election and the noticing requirements in Title 2 for City Elections. Council asked staff to draft an Ordinance that would add noticing requirements to ensure more citizens were made aware by use of different means of noticing for City Elections. This was drafted by the City Clerk and then edited by the City Attorney. Initially the City Attorney and the City Clerk were hesitant to move forward with such an “Election Code” changing ordinance due to the Department of Justice preclearance requirements that have been in place in the past. The City Attorney at least asked for two weeks to ensure that those requirements were, in fact, no longer in place for the State of Alaska and Municipalities within the State of Alaska. City Attorney Holly Wells reports that she has learned from the Department of Justice that such preclearance is no longer necessary. The City Council is free to adopt ordinances to change Election Code by the same means that they adopt ordinances changing other code sections.

Required action: Majority voice vote on first reading.

**CITY OF CORDOVA, ALASKA
ORDINANCE 1116**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
ENACTING SECTION 2.20.010 C OF THE CORDOVA MUNICIPAL CODE TO INCREASE
THE NOTIFICATION REQUIREMENTS FOR CITY ELECTIONS**

WHEREAS, the City Council was informed that several residents were unaware of the date and times of elections despite the published notices regarding City elections; and

WHEREAS, it is in the City's best interest to encourage and facilitate participation in City elections to the greatest extent possible; and

WHEREAS, providing notification of elections using mediums other than print may facilitate greater awareness of local elections.

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

Section 1. Section 2.20.010 C of the Cordova Municipal Code is hereby enacted as follows:

2.20.010 Notice of election.

A. The city clerk shall publish notice of each election in one or more newspapers of general circulation at least once in each of the three calendar weeks immediately preceding the calendar week of the election. For special elections, in addition to published notice as set forth in the preceding sentence, the city clerk shall give such other notice to the public as may be required by the laws of the state or by resolution of the city council. Each notice of election shall include:

1. The type of election, regular or special;
2. The date of election;
3. The polling place and hours the polls will be open;
4. The offices to which candidates are to be elected;
5. The subjects of propositions to be voted upon;
6. Voter qualifications; and
7. The dates and manner of absentee voting.

B. In addition to the above notices, the city clerk shall publish in full every City Charter amendment, every ordinance and every other question which is to be submitted at an election, except that a referred ordinance which was published in full after passage not more than eight weeks and at least four weeks before the election, in accordance with City Charter Sections 1-6(5) and 10-9, need not be published in full again.

C. The city clerk shall notify at least one local radio station and one television scanner channel, if such stations and channels are in existence, of:

1. The type of election

[ADDED LANGUAGE BOLD AND UNDERLINED, REMOVED LANGUAGE STRICKEN OUT]

- 2. The date of election
- 3. The polling place, and
- 4. The polling place hours
- 5. The location of the published notices required under subsections A and B and in Section 2.24.010 of this title.

D. The radio and television scanner channel notifications required in subsection C shall be made once in December of the year preceding the regular election; once in January of the year of the regular election; and once in February of the year of the regular election. For special elections, these notifications shall be made at least once in each of the three months immediately before the election; including the month of the election if the special election is held on or after the eighth day of a month.

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

1st reading: May 7, 2014
2nd reading and public hearing: May 21, 2014

PASSED AND APPROVED THIS 21st DAY OF MAY, 2014

James Kacsh, Mayor

Attest:

Susan Bourgeois, CMC, City Clerk

[ADDED LANGUAGE BOLD AND UNDERLINED, REMOVED LANGUAGE STRICKEN OUT]

A MEMO FROM SUSAN BOURGEOIS, CMC, CITY CLERK

DATE: April 29, 2014
TO: Mayor and City Council
SUBJECT: Resolution 05-14-21

This resolution is being brought before Council by Mayor Kacsh. Cordova School District Superintendent Theresa Keel asked him to put a resolution before Council at the May 7 meeting and she sent Attachment A as a draft to the Mayor. Mayor Kacsh made some edits to her resolution, offered a possible funding source and Resolution 05-14-21 is his suggestion to Council. Since it offers a budget amendment, a majority of all the members of the council is required per **CMC 3.12.080 H**. Also per **CMC 3.12.080**, when the vote required is a majority of all the members of the council, a roll call vote shall be taken. Jon Stavig has provided a fiscal note.

3.12.080 Meetings—Passage of proposals.

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

- A. A majority of all members of the council shall be required for final passage of an ordinance, in accordance with Article II, [§ 2-13](#) of the Charter;
- B. A majority of all the members of the council shall be required to adopt a budget and make appropriations for the next fiscal year in accordance with Article V, [§ 5-4](#) of the Charter;
- C. A majority of all the members of the council shall be required for the transfer of unencumbered appropriations in accordance with Article V, [§ 5-6](#) of the Charter;
- D. An appropriation from the city general reserve fund must be in accordance with [Section 5.44.060](#)
- E. Concurring vote of four members shall be necessary when the council sits as a board of adjustment in accordance with [Section 3.40.100](#)
- F. Vacancies in the office of mayor and council membership shall be filled by majority vote of the council's remaining members in accordance with Article II [§ 2-10](#) of the Charter;
- G. The city manager shall be appointed or removed by a vote of a majority of all council members, in accordance with Article III, [§ 3-1](#) of the Charter;
- H. **A majority of all the members of the council shall be required to create an office or position of employment or to incur an expenditure of funds for purposes not specifically included in an approved budget.**
The council shall vote on a roll call vote where a majority of all members is required, or upon request of any council member. The results of all votes shall be entered into the minutes of the meeting.

Recommended Motion: Move to approve Resolution 05-14-21

Required Action: Majority roll call vote.

**CITY OF CORDOVA, ALASKA
RESOLUTION 05-14-21**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
AUTHORIZING AMENDMENT TO THE FY14 BUDGET BY CHANGING LINE ITEM
#101-902-57000 TO \$830,975 AND BY CHANGING LINE ITEM #101-300-40001 TO
\$1,892,334 AND AUTHORIZING THE TRANSFER OF AN ADDITIONAL \$30,334 TO
THE CORDOVA SCHOOL DISTRICT TO FUND THE SCHOOL DISTRICT TO THE
MAXIMUM LOCAL CONTRIBUTION ALLOWED BY THE ALASKA DEPARTMENT
OF EDUCATION AND EARLY DEVELOPMENT**

WHEREAS, \$1,550,638 has been committed as local funding for operations to the Cordova Public School District for the school fiscal year ending June 30, 2014, plus \$104,126 as in kind contribution; payable one-half in the last six months of calendar year 2013, and the other half in the first six months of calendar year 2014; and

WHEREAS, the Cordova Public School District added additional students allowing the maximum local contribution to be increased from \$1,654,764 to \$1,685,098; and

WHEREAS, the City of Cordova is committed to funding the Cordova Public School District to the maximum local contribution; and

WHEREAS, the FY14 budget line #101-902-57000 will be amended from \$800,641 to \$830,975; and

WHEREAS, the FY14 budget line #101-300-40001 Property Tax will be amended from \$1,862,000 to \$1,892,334.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Cordova, Alaska hereby adopts the adjusted budget for FY14 with an increase to the transfer to the Cordova School District in the amount of \$30,334.

BE IT FURTHER RESOLVED that all unencumbered balances remaining as of June 30, 2014 will remain in the respective fund.

PASSED AND APPROVED THIS 7th DAY OF MAY 2014

James Kacsh, Mayor

Attest:

Susan Bourgeois, CMC, City Clerk

ATTACHMENT A

CITY OF CORDOVA, ALASKA

RESOLUTION XX-XX-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA, TO AMEND THE CITY'S 2014 BUDGET, AND TO PROVIDE FOR THE TRANSFER OF MONEY TO THE CORDOVA SCHOOL DISTRICT IN THE AMOUNT OF \$30,334 IN ORDER TO FUND THE SCHOOL DISTRICT TO THE MAXIMUM LOCAL CONTRIBUTION ALLOWED BY THE ALASKA DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT.

WHEREAS, \$1,550,638 has been committed as local funding for operations to the Cordova Public School District for the school fiscal year ending June 30, 2014, plus \$104,126 as in-kind contribution; payable one-half in the last six months of calendar year 2013, and the other half in the first six months of calendar year 2014; and

WHEREAS, the Cordova Public School District added additional students allowing the maximum local contribution to be increased from \$1,654,764 to \$1,685,098.

WHEREAS, the City of Cordova is committed to funding the Cordova Public School District to the maximum local contribution, and

NOW, THEREFORE BE IT RESOLVED THAT, the City Council of the City of Cordova, Alaska, hereby adopts the Adjusted Budget for FY14 for the period of July 1, 2013 to June 30, 2014, with an increase by the amount of \$30,334.

BE IT FURTHER RESOLVED that all unencumbered balances remaining as of June 30, 2014 will remain in the respective fund.

PASSED AND APPROVED THIS 2nd DAY OF APRIL, 2014.

James Kacsh, Mayor

ATTEST:

Susan Bourgeois, City Clerk

City of Cordova
Fiscal Note

Date: April 29, 2014

Agenda Date: May 7, 2014

Amount: \$30,334.00	Subject: School Funding to the Cap
Fiscal Impact: Yes	
Budgeted: No	Resolution/Ordinance # 05-14-21
From Account#: 101-300-40001 Property Taxes or 101-901-57339 General Fund Reserve	
To Account#:101-902-57000	
Prepared by: J. Stavig	

Expenditures	FY 2014	FY 2015	FY 2016
Contractual			
Supplies			
Equipment			
Travel			
Land/Structure			
Grants			
Transfer to Schools	\$30,334.00		
	FY 2014	FY 2015	FY 2016
Revenue			
Funding Source	FY 2014	FY 2015	FY 2016
Property Taxes 101-902-40001 or	\$30,334.00		
General Fund Reserve 101-902-57339			

Additional Information

Memorandum

To: Cordova City Council
From: Planning Staff
Date: 4/9/14
Memo No.: 002-14
Re: 2014 Land Disposal Maps

PART I – BACKGROUND

In 2005, the Planning Commission decided that there should be standardized paperwork/ packets/ maps available to the public stating the necessary guidelines for lease/ purchase of City property, among other things. Following the Joint City Council and Planning Commission meeting on June 1, 2005, a Land Management Committee was appointed by the Mayor consisting of one City Council member and three Planning Commission members. From this committee, the Land Disposal Maps and Section 5.22 of CMC Code were created.

In 2011, the Planning Commission and City Council approved a resolution that required the Land Disposal Maps to be updated and approved by the Planning Commission and City Council, annually.

The following timeline is for the 2014 Land Disposal Maps:

2/4/14 – Land Disposal Maps were discussed at Regular Meeting and referred back to staff until the Harbormaster provides a report on North Fill Ramp usage.

3/11/14 – After some discussion, a motion was made to delete the Special Circumstances section of this annual memo which outlines the Land Disposal Map procedures the Planning Staff follows. The commissioners felt that a lot designated as “Not Available” should not be available under any circumstances. The text that was removed was as follows: *“It is understood that special circumstances may exist where a letter of interest is received on a property identified as “Not Available,” but the Planner and City Manager believe that letter of interest should be considered by the Planning Commission about the property. The Planner and the City Manager may put the letter of interest on the next Planning Commission Meeting Agenda for review and recommendation to City Council.”* The motion to remove the Special Conditions passed 6-0.

Following that decision, there was discussion about what specific lots should be made available. **ATTACHMENT A** is a map of the North Fill with the lots discussed labeled.

General consent was given to make the impound lot (Lot 4A, Block 5) available.

The following amendments to the main motion to approve the resolution recommending the maps to City Council were made and **failed**:

M/Reggiani S/Baenen to amend the main motion to convert Lot 3, Block 5 from “Not Available” to “Available.”

Upon voice vote, motion to amend **failed** 3-3.

Yea: **Reggiani, Baenen, Roemhildt**

Nay: **Greenwood, McGann, Pegau**

Absent: ***Bailer***

M/Reggiani S/Baenen to amend the main motion to convert Lot 3A, Block 8 from “Not Available” to “Available.”

Upon voice vote, motion to amend **failed** 3-3.

Yea: ***Reggiani, Baenen, Roemhildt***

Nay: ***Greenwood, McGann, Pegau***

Absent: ***Bailer***

The main motion was then postponed until the Planning and Zoning Commission meeting on 4/8/14.

3/12/14 – The Cordova Harbor Commission passed Resolution 03-14-01 (**ATTACHMENT B**), recommending to designate Lot 1, Block 4; Lot 2, Block 6; Lot 4, Block 8; Lot 5, Block 8; Lot 3A, Block 8; and Lot 3, Block 5 as Not Available.

4/8/14 – The Planning and Zoning Commission discussed the 2014 Maps again. Several commissioners stated that they could not support Resolution 14-03 (**ATTACHMENT C**) as they did not agree with the North Fill area recommendation. **ATTACHMENT D** is a summary written by staff of the discussion from that meeting. Minutes from prior meetings have been approved and are available on the City’s webpage.

The following is the motion and the voice vote from the 4/8/14 meeting:

M/McGann S/Pegau to approve Resolution 14-03 a resolution of the Planning and Zoning Commission of the City of Cordova, Alaska, recommending the 2014 Land Disposal Maps to the City Council of the City of Cordova, Alaska.

Upon voice vote, main motion **passed** 4-3.

Yea: ***Bailer, Greenwood, McGann, Pegau***

Nay: ***Baenen, Roemhildt, Reggiani***

Absent: None

PART II – GENERAL INFORMATION

The Land Disposal Maps are required to be updated annually. At this time, the Planning Commission has approved the updated 2014 Land Disposal Maps and now City Council needs to approve them by accepting the Resolution passed by the Planning Commission.

The Map Designations and Update Policy are as follows:

Final Map Designations

1. Available – Available to purchase, lease, or lease with an option to purchase.

2. Not Available – The identified property is NOT available for sale. A response will be sent to the interested party that this parcel is not available for purchase. These parcels include protected watersheds, substandard lots, snow dumps and other lots used by the city.

3. Leased – These are lots currently leased to a business or government entity by the City and are not available. There are leases that are short term renewing every two years and others are long term leases with substantial improvements on the property.

4. Tidelands – All requests to purchase tideland will be reviewed by the Planning Commission as they are received. The Planning Commission will make a recommendation on disposing of the tidelands to City Council.

Final Update Policy

Maps will be updated on an annual basis by the Planning Staff, reviewed by the Planning Commission and recommended to City Council for approval. This update process will begin after the new fiscal year with updated maps being presented to the Planning Commission in January.

The Harbormaster has reviewed the Land Disposal Maps and concurs with the current designations.

Parks and Recreation would like all parks and open spaces lands to remain designated as City property. Odiak Camper Park was developed with a grant from the Federal Government and the State. One of the criteria of that grant was that the property if sold had to remain as a recreational facility. While the City has the right to sell this property, the buyer must be made aware of the requirement and understand the consequences of developing the property for another purpose.

At this time, Public Works does not find it necessary to recommend any changes to the Land Disposal Maps. They would appreciate the opportunity to continue to provide input.

Public Safety would like to be consulted about proposals and land disposal as they have been in the past.

The following changes were made to the 2014 Maps.

1. Lot 2 Block 3 Cordova Industrial Park from sale pending to private. (Tidewater Development Park and Cordova Industrial Map in process of being sold to Dan Nichols)
2. Added and designated as Not Available USS 252 ASLS 2001-5 (New England Cannery Road Map)
3. Changed ATS 220 Parcel A & B to private Ownership (Shoreside lots, Ocean Dock Area Map)
4. Changed Lots 3 and 5 Block 2 South Fill Development Park to Private (Roemhildt Purchase).
5. Changed Lot 6 Block 2 South Fill Development Park to Sold (sold to Thai Vu and Camtu Ho).
6. Changed Lots 1-4, Block 42 Original Townsite to Private (Americus Purchase)
7. Changed Lot 1 Block 1 CIP from leased to sold (Ocean Beauty)
8. Changed Lot 4A, Block 5 to Available (impound lot)

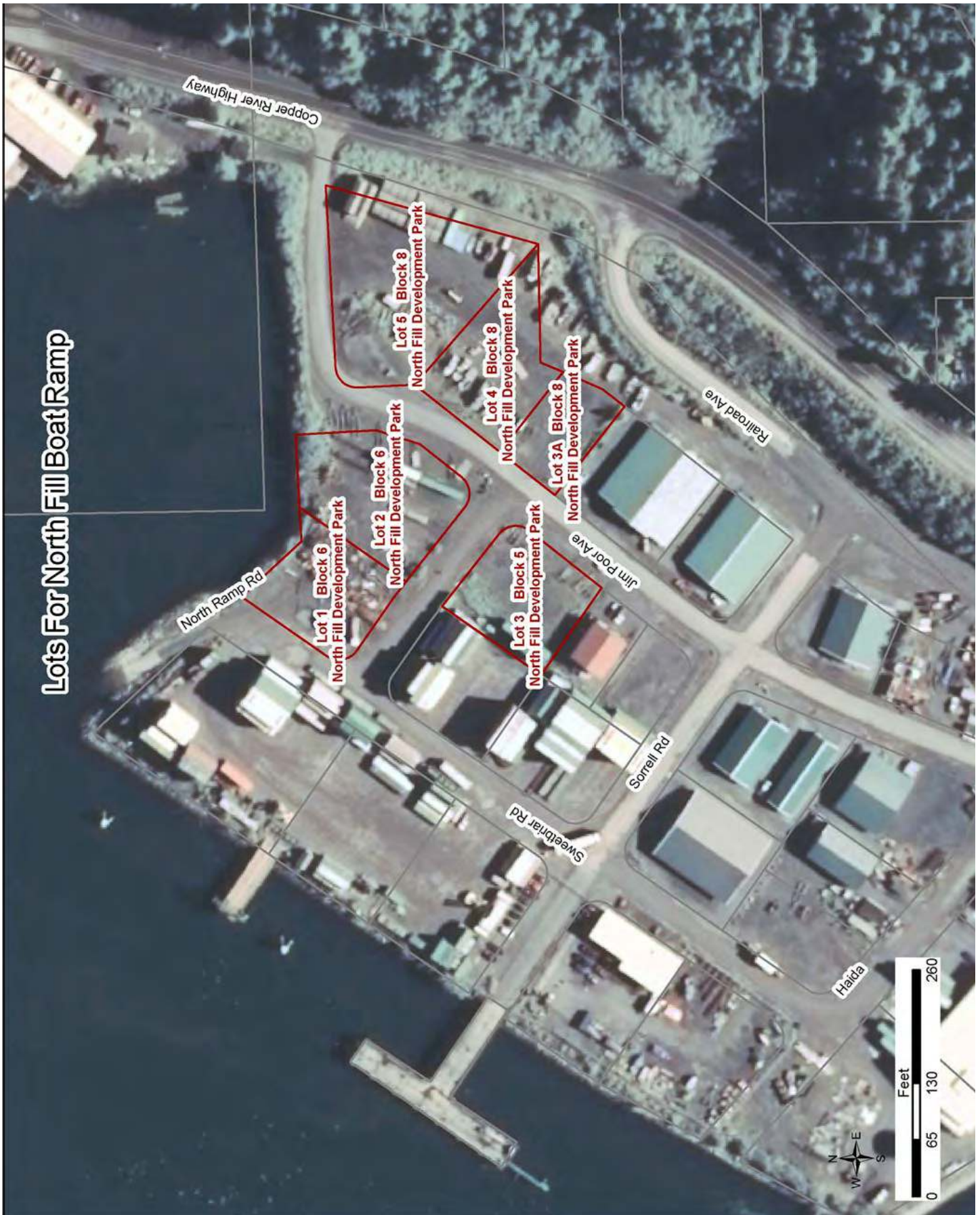
PART III – STAFF RECOMMENDATION

Staff recommends City Council accept Resolution 14-03 of the Planning Commission.

PART IV – RECOMMENDED MOTION

"I move that the City Council accepts Resolution 14-03 of the Planning Commission."

ATTACHMENT A



Lots For North Fill Boat Ramp

ATTACHMENT B

CORDOVA HARBOR COMMISSION CORDOVA, ALASKA RESOLUTION 03-14-01

A RESOLUTION OF THE HARBOR COMMISSION OF THE CITY OF CORDOVA, ALASKA RECOMMENDING TO DESIGNATE CITY LANDS WITHIN THE PORT OF CORDOVA AS NOT AVAILABLE SPECIFICALLY LOT 1 BLK 4, LOT 2 BLK 6, LOT 4 BLK 8, LOT 5 BLK 8, LOT 3A BLK 8 AND LOT 3 BLK 5 OF THE NORTH FILL DEVELOPMENT PARK TO THE PLANNING COMMISSION.


WHEREAS, the Planning Commission is conducting their annual review and update of the City of Cordova's Land Disposal Maps; and

WHEREAS, by the Cordova Municipal Code, "Port of Cordova" means the property beginning at the northeasterly corner of ATS 220 where it intersects USMS 902 thence N53 degrees 00 minutes W a distance of 2,047.36 feet being the westerly boundary of ATS 220 thence following the westerly boundary of ATS 220 to a point where it intersects with the Cordova Small Boat Harbor breakwater thence returning to the point of beginning using the shoreline as the eastern boundary and including all of ATS 1589, ATS 1004, and the Ocean Dock Subdivision. The Port of Cordova includes the Cordova Small Boat Harbor; and

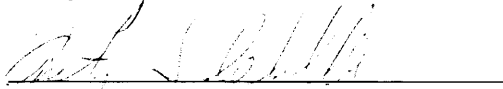
WHEREAS, at the regular meeting of 12 March 2014, the Harbor Commission reviewed the North Fill Development Park section of the harbors Master Plan as per 11.08.020 Section 8. The above as fore mentioned lots are essential to providing an essential service to the commercial and recreational community in the North Ramp area; and

NOW THEREFORE BE IT RESOLVED, the Harbor Commission of Cordova Alaska, hereby approves the recommendation designating city lands within the Port of Cordova as NOT AVAILABLE specifically Lot 1 Blk 4, Lot 2 Blk 6, Lot 4 Blk 8, Lot 5 Blk 8, Lot 3A Blk 8 and Lot 3 Blk 5 of the North Fill Development Park of the Port of Cordova.

PASSED AND APPROVED THIS 20TH DAY OF MARCH 2014.



Greg Loforte, Co-Chairman



Anthony J Schinella, Harbormaster

ATTACHMENT C

CITY OF CORDOVA, ALASKA PLANNING AND ZONING COMMISSION RESOLUTION 14-03

A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE CITY OF CORDOVA, ALASKA, RECOMMENDING 2014 LAND DISPOSAL MAPS TO THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,

WHEREAS, the City of Cordova's city manager and city planner are directed by the Cordova Municipal Code Section 5.22.040(C) – Application to lease or purchase the city manager shall refer an application from a qualified applicant to the city planner. If the city planner finds that the real property is available for lease or purchase, the city planner shall schedule the application for review by the planning commission not later than its next regular meeting; and City of Cordova's Planning and Zoning Commission directed by the Cordova Municipal Code Section 5.22.040(D) – Application to lease or purchase The planning commission shall review the application, and recommend to the city council whether the city should accept the application, offer the real property interest for disposal by one of the competitive procedures in Section 5.22.060, or decline to dispose of the real property interest; and

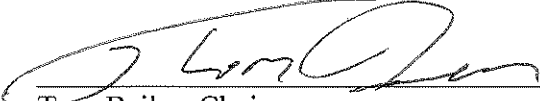
WHEREAS, the City of Cordova's Planning and Zoning Commission has determined that updating the initial land disposal maps from the 2006 land disposal committee and annually reviewing and recommending the maps for City Councils approval will enable the city manager and city planner to efficiently determine if land is available for purchase, lease or lease to purchase; and

WHEREAS, the City of Cordova's Planning and Zoning Commission has identified these land disposal maps as the most current and update version of land disposal maps to be used in the land disposal process; and

WHEREAS, having annually updated maps will benefit the citizens of Cordova by providing maps for public review; and

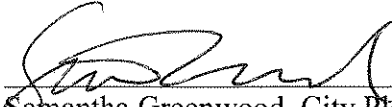
NOW, THEREFORE BE IT RESOLVED THAT the City of Cordova's Planning and Zoning Commission hereby recommends the 2014 Land Disposal Maps to the City Council of the City of Cordova, Alaska.

PASSED AND APPROVED THIS 8th DAY OF APRIL 2014.



Tom Bailer, Chairman

ATTEST:



Samantha Greenwood, City Planner

ATTACHMENT D

M/McGann S/Pegau to approve Resolution 14-03 a resolution of the Planning and Zoning Commission of the City of Cordova, Alaska, recommending the 2014 Land Disposal Maps to the City Council of the City of Cordova, Alaska.

Bailer said that he leans towards leaving the land for the Harbor. It does generate some money for the Harbor. He's been looking at it for 10-12 years and he can't remember anyone ever saying that they were going to put a boat shop in with welders and fiberglassers. If it happens in the future sometime than we can look at it.

McGann said that he supports the resolution. He thinks there should be discussion on the definition of the "Port of Cordova" as used in the Harbormaster's resolution. His reading of City Code eliminates any of the area, including the boat ramp, from the Port of Cordova. Definition should be changed. **Tony Schinella**, Harbormaster, said that it is City property and the Harbor is part of the City. Maybe it would give a little jurisdiction to the Harbormaster.

Reggiani said he thought there was confusion about the Resolution. He likes the idea of putting a condition on the lots discussed at the previous meeting (Lot 3, Block 5; Lot 3A, Block 8) as Available, but available for specific marine-based business. There were lots that everyone in the Commission agreed to leave to the Harbor; those were the four biggest lots out of the six which are adjacent to the tidelands. There was no discussion on Lot 1, Block 6; Lot 2, Block 6; Lot 4, Block 8; and Lot 5, Block 8. He still supports making the two lots (that were voted on at last meeting) available to a marine-based business. He doesn't support the resolution for all of the maps because he doesn't agree with the North Fill recommendation.

Pegau said that after the last meeting he spent time looking at other harbors of communities of Cordova's size. We are way below what most communities have. We have two wash pads, whereas Valdez has 10. Homer has four times the trailer storage area of what the South Fill used to be. We don't have the space available for normal Harbor usage associated with ramps at either ramps.

Baenen said that he couldn't support the Resolution. He thinks there's a better use for that lot besides boat trailer storage. We should be pro-business. Lot 3A, Block 8 is mostly a road. If you were able to reorganize the other two lots, you could still use all the same space without having that whole lot be a road.

McGann agrees that the City should not be in the boat trailer storage business, but he realizes this plan is just being developed and if they (Harbor) come up with a long-range plan for doing something other than storing trailers he's all for it. We are going to revisit this again next year, and we will see.

Roemhildt said that we don't have the thousands of sport vessels coming through Cordova a year. The storage of trailers, where they can still find storage in town while they are gone for the duration of the year, is not the City's responsibility.

Schinella said we keep talking about businessmen; the fishing community is the businessmen. If we don't provide them a service, they're going to go somewhere else.

Greenwood said he was in favor of the motion. He wants to give the Harbor another chance to develop the lots and educate the fishermen more to direct more traffic there. The City provides services for the citizens not necessarily to make money. Until we have more land available, he doesn't want to get rid of it.

Reggiani said that we are all in agreement that we need to support our local fisheries. How do we best do that? Do we provide trailer parking? Or do we provide business opportunities that can help them in a different way? If we don't have buildable land for businesses to come in and start up then nothing will develop until we make new land.

Bailer said that there are off-site businesses that provide services. Cordova Outboard is located down there. The whole town benefits from the Harbor being there. It is in tough shape and it needs maintenance; if we can utilize these properties to bring money into that, I support it.

Baenen said that if businesses don't need to be in North Fill then neither does boat storage. If the lots had leases there wouldn't be enough money from the trailer storage to pay the leases.

Greenwood said that there are no new businesses that are coming into town. There are currently two fishing related businesses for sale that have not been sold, there's been a hydraulic shop that did not sell.

Upon voice vote, main motion passed 4-3.

Yea: **Bailer, Greenwood, McGann, Pegau**

Nay: **Baenen, Roemhildt, Reggiani**

Absent: None

5 Mile Loop Area

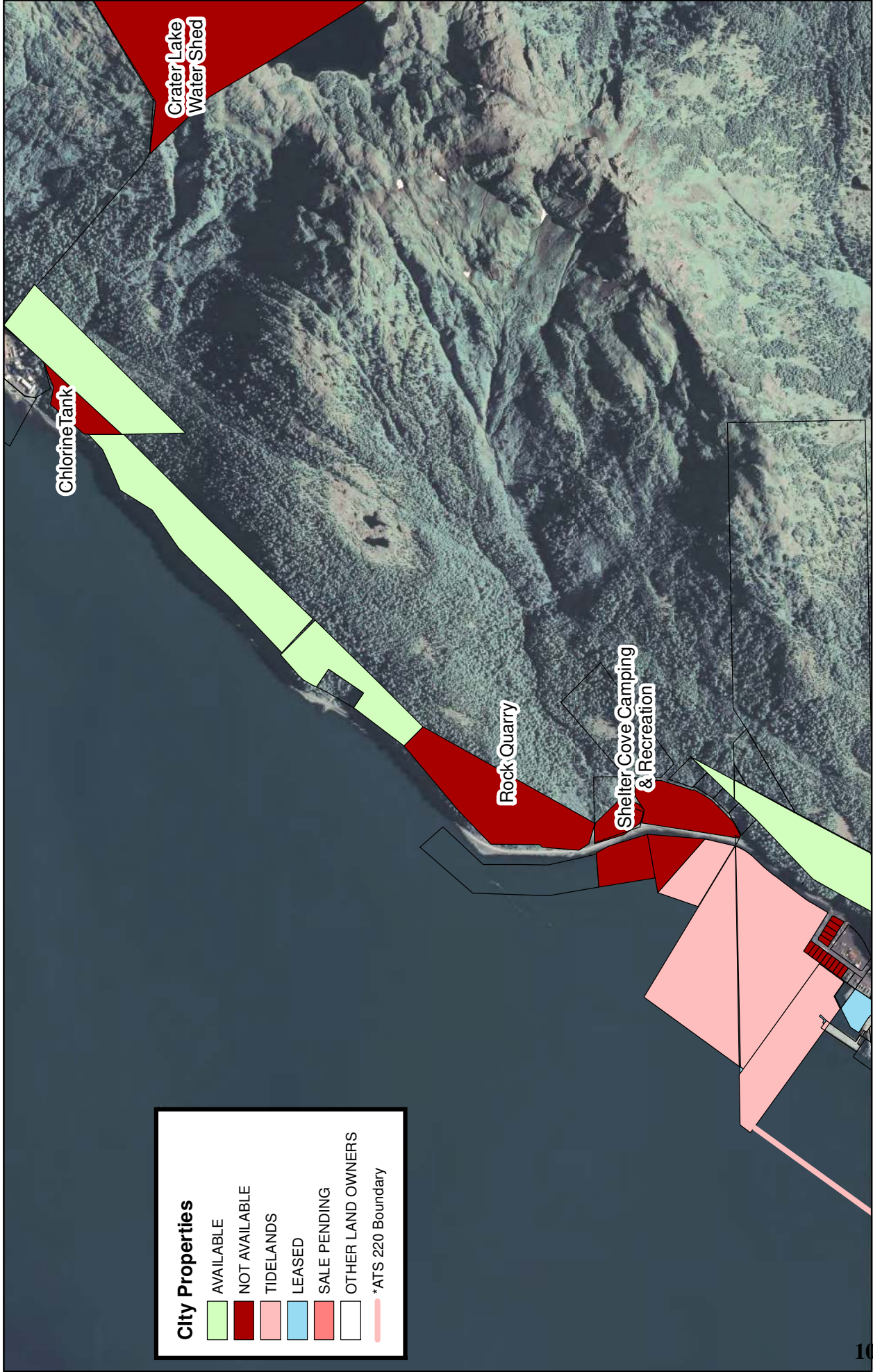
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Note: All proposals for lease or sale are subject to P&Z and City Council review and approval

New England Cannery Road

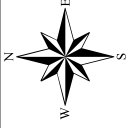
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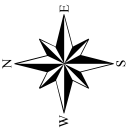
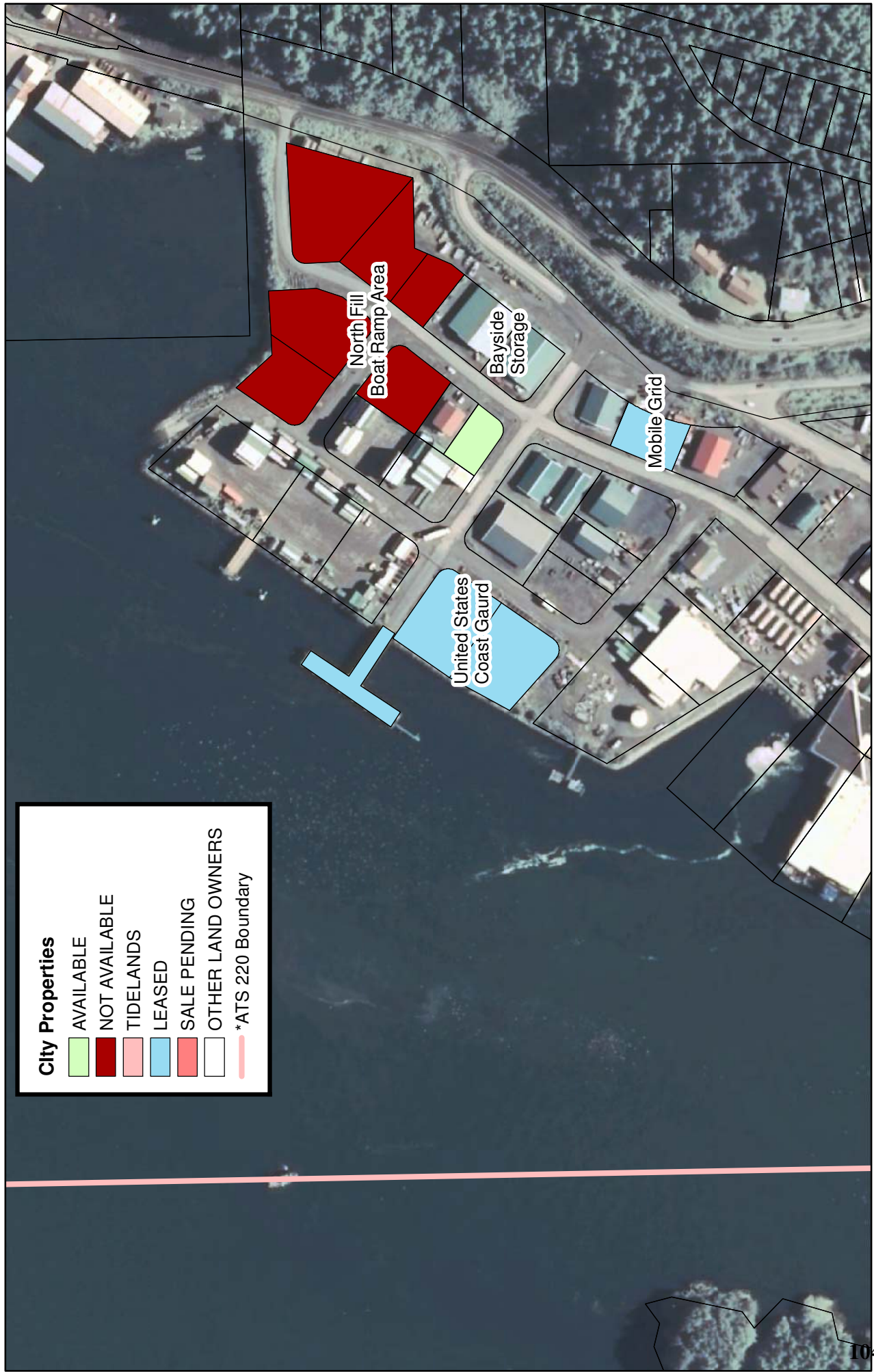
City Properties	
	AVAILABLE
	NOT AVAILABLE
	TIDELANDS
	LEASED
	SALE PENDING
	OTHER LAND OWNERS
	*ATS 220 Boundary

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*Land inside ATS 220 Boundary is consider Tidelands



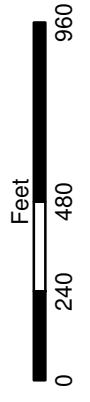
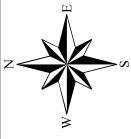
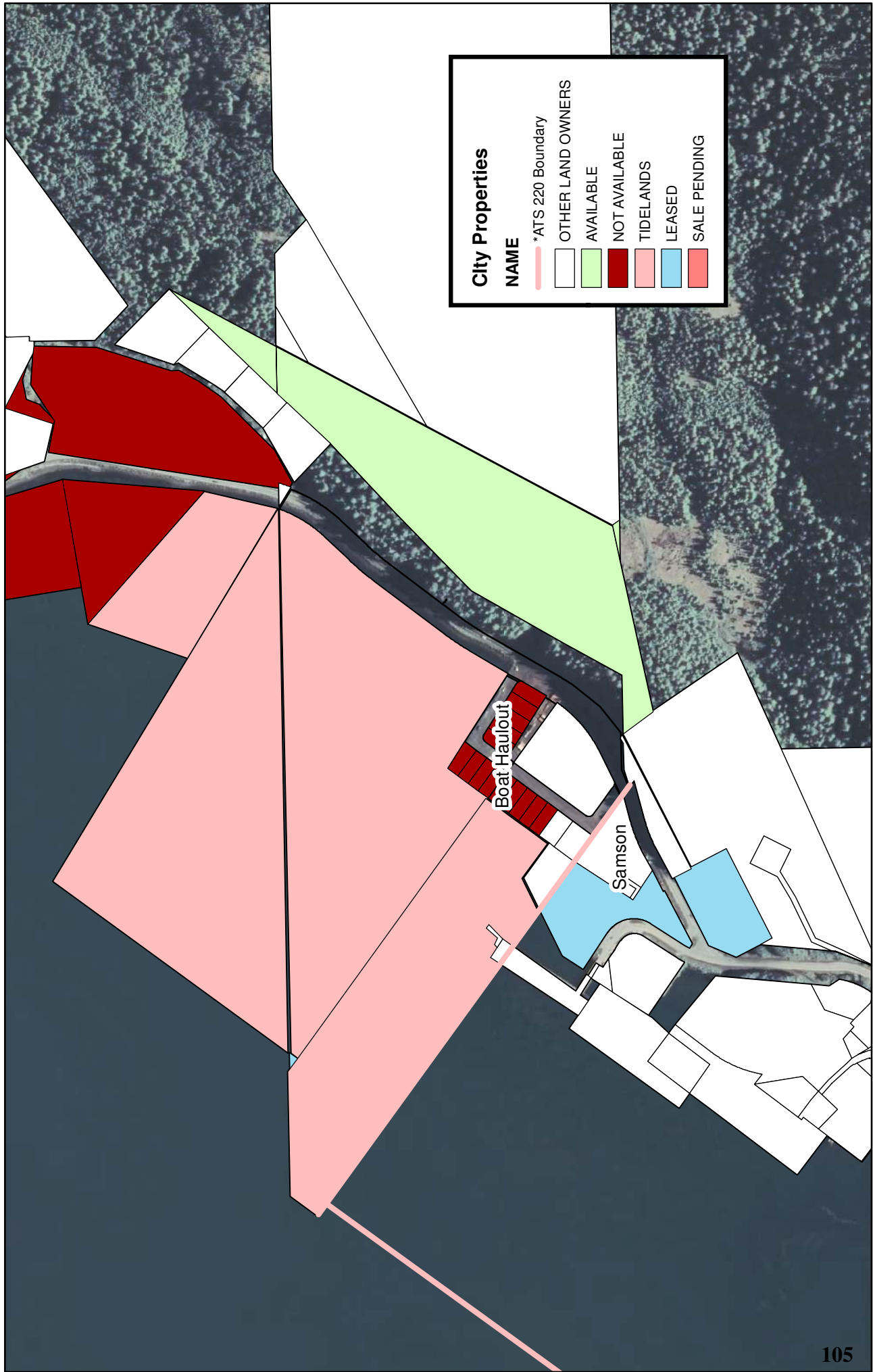
North Fill Development Park



*Land inside ATS 220 Boundary is consider Tidelands

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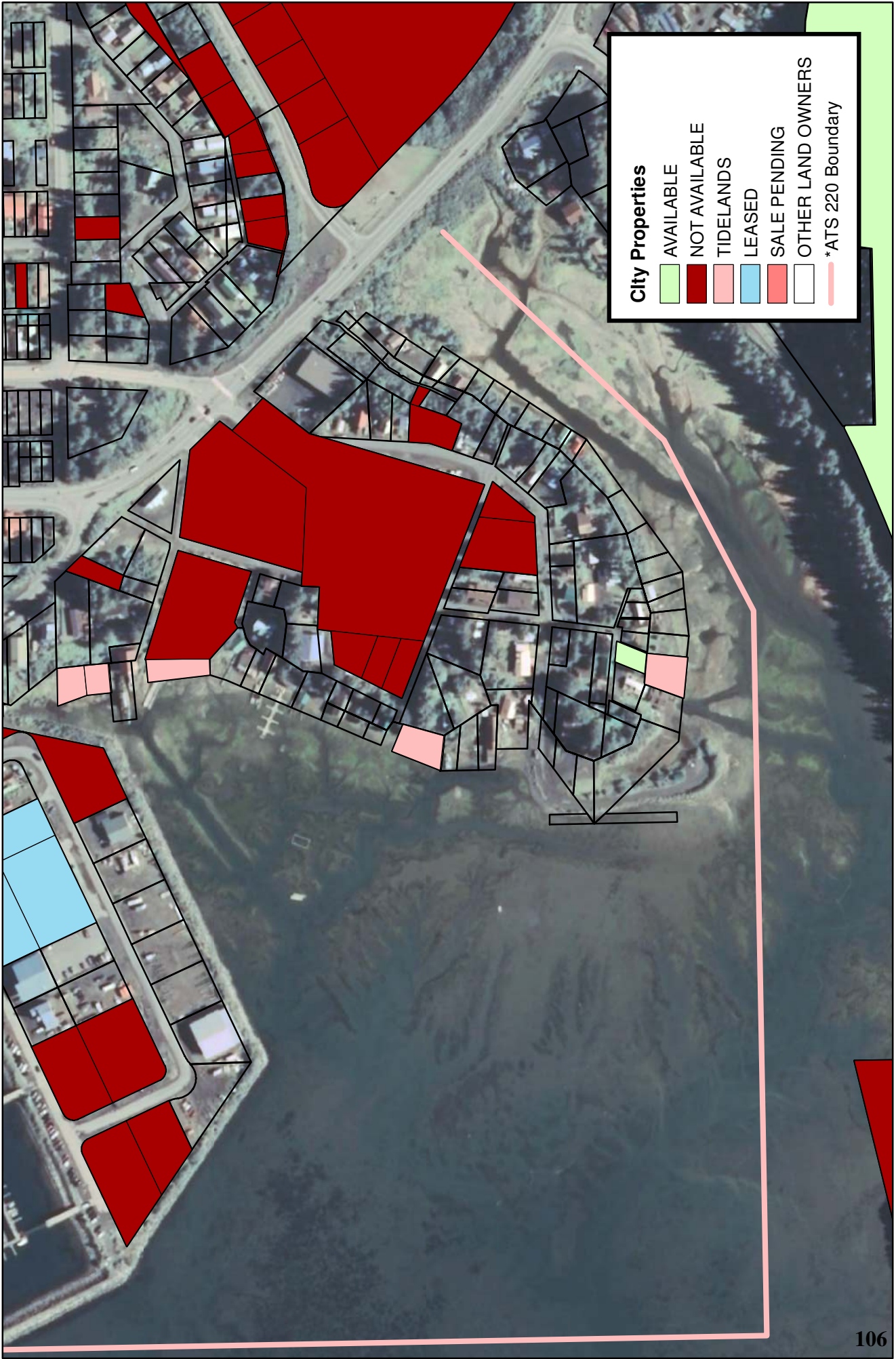
Ocean Dock Subdivision



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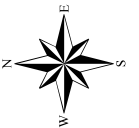
Odiak Slough Area



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*Land inside ATS 220 Boundary is consider Tidelands

Odiak Park Area



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Old Town Area



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South Fill Development Park



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*Land inside ATS 220 Boundary is consider Tidelands

TideWater Development Park & And Cordova Industrial Park

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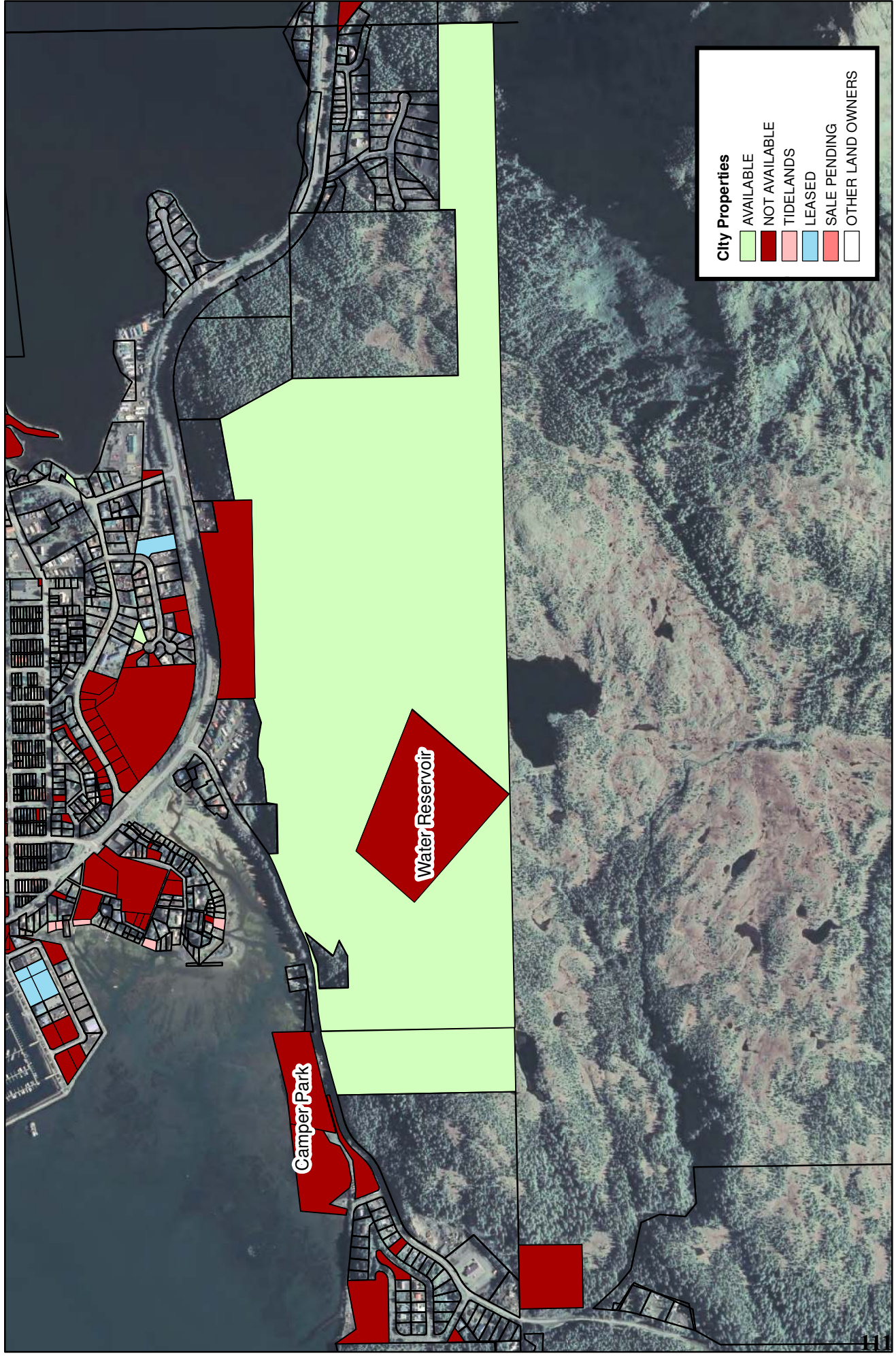


City Properties	
	Corodova Industrial Park
	Tidewater Developemnt Park
	AVAILABLE
	NOT AVAILABLE
	TIDELANDS
	LEASED
	SALE PENDING
	OTHER LAND OWNERS
	ATS 220 Boundary Tidelands*

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Whitshed Road Area



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Pending agenda:

Capital Priorities List Meeting **June 4, 2014; Sep 3, 2014; Dec 3, 2014; Mar 4, 2015**

HSB Quarterly regular meetings **July 2, 2014; Oct 1, 2014; Jan 7, 2015; Apr 1, 2015**

Staff quarterly reports in packets: **May 7, 2014; July 16, 2014; Oct 15, 2014; Jan 21, 2015**

Performance Deeds of Trust: discussion/decision regarding changing these and/or finding a different method of security when selling City property

Letter of support from Council regarding an Exxon reopener to be on a future agenda, later in April, 2014.

Committees:

Cordova Center Committee: Tim Joyce, Sylvia Lange, Randy Robertson, Kristin Carpenter, Native Village of Eyak Representative, Chamber of Commerce Representative, Business Community Representative, PWSSC Representative, Stage of the Tides Representative.

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

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

Calendars:

3 months of calendars are attached hereto
May 2014; June 2014; July 2014

May 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Location Legend CH-City Hall Conference Room LMR-Library Mtg Rm HSL-High School Library				1 Clerk out on vacation	2 Clerk out on vacation	3
4	5	6	7 7:00 reg mtg LMR	8	9	10
11 Mother's Day	12	13 6:30 P&Z LMR	14 7:00 Sch Bd HSL 7:00 Hrbr Cms CH	15	16	17 CHS Graduation
18	19	20	21 6:45 pub hrg LMR 7:00 reg mtg LMR	22	23 CSD last day of school	24
25	26 Memorial Day City Hall Offices Closed	27	28	29 Clerk out on vacation	30 Clerk out on vacation	31

June 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Clerk out on vacation	3	4 6:45 pub hrg (maybe) LMR 7:00 reg mtg LMR	5	6	7
8	9	10 6:30 P&Z LMR	11 7:00 Sch Bd HSL 7:00 Hrbr Cms CH	12	13	14
15	16	17	18 6:45 pub hrg (maybe) LMR 7:00 reg mtg LMR	19	20	21
22	23	24	25	26	27	28
29	30					Location Legend CH-City Hall Confer- ence Room LMR-Library Mtg Rm HSL-High School Li- brary

July 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Location Legend CH-City Hall Confer- ence Room LMR-Library Mtg Rm HSL-High School Li- brary		1	2 6:45 pub hrg (maybe) LMR 7:00 reg mtg LMR	3	4 Independence Day City Hall Offices Closed	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 6:45 pub hrg (maybe) LMR 7:00 reg mtg LMR	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		Location Legend CH-City Hall Confer- ence Room LMR-Library Mtg Rm HSL-High School Li- brary