

Mayor
Clay Koplin

Council Members
Tom Bailer

Kenneth Jones

Jeff Guard

Melina Meyer

Anne Schaefer

David Allison

David Glasen

City Manager

Alan Lanning

City Clerk

Susan Bourgeois

Deputy Clerk

Tina Hammer

Student Council

Olivia Carroll

Regular City Council Meeting
May 15, 2019 @ 7:00 pm
Cordova Center Community Rooms
Agenda

*Opening of Copper River Drift
Gillnet Season May 16*



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 Clay Koplin, Council members Tom Bailer, Kenneth Jones, Jeff Guard, Melina Meyer, Anne Schaefer, David Allison and David Glasen

D. Approval of Regular Agenda..... (voice vote)

E. Disclosures of Conflicts of Interest and Ex Parte Communications

- conflicts as defined in 3.10.010 https://library.municode.com/ak/cordova/codes/code_of_ordinances should be declared, then Mayor rules on whether member should be recused, Council can overrule
- ex parte should be declared here, the content of the ex parte should be explained when the item comes before Council, ex parte does not recuse a member, it is required that ex parte is declared and explained

F. Communications by and Petitions from Visitors

1. Guest Speakers - none
2. Audience comments regarding agenda items..... **(3 minutes per speaker)**
3. Chairpersons and Representatives of Boards and Commissions **(CCMCA BoD, School Board Rep)**
 - a. **Library Board** report to City Council..... **(page 1)**
 - b. **Cordova Historical Society** report to City Council..... **(page 3)**
4. Student Council Representative Report

G. Approval of Consent Calendar..... (no motion required)(roll call vote)

H. Approval of Minutes..... (voice vote)

5. Minutes of the 5-1-19 Regular Council Meeting..... **(page 5)**

I. Consideration of Bids - none

J. Reports of Officers

6. Mayor's Report
7. Manager's Report
 - a. Introductions of new City staff members:
 - **June James**, Finance Department
 - **Tommy Marsh**, Parks and Recreation
 - **Nolan Buehrle**, Refuse Department
8. City Clerk's Report..... **(page 10)**
9. Staff Reports
 - a. CVFD, 1Q 2019 report, **Paul Trumblee**, City Fire Marshal..... **(page 11)**
 - b. Public Works and Harbor Grants: status report, PWD, **Sam Greenwood**..... **(page 15)**
and Harbormaster, **Tony Schinella**

K. Correspondence

- 10. AML letter of April 3, 2019, signed by multiple mayors..... (page 17)
- 11. 04-18-19 CVFD, Mayor & Manager letter of thanks to Valdez for Fire Truck..... (page 19)
- 12. 04-25-19 Cordova Chamber of Commerce letter/update to Mayor & City Council..... (page 20)

L. Ordinances and Resolutions

- 13. Resolution 05-19-21..... (voice vote)(page 22)
A resolution of the City Council of the City of Cordova, Alaska, establishing the level of local funding and approving the budget of the Cordova Public School District for the fiscal year ending June 30, 2020

M. Unfinished Business

N. New & Miscellaneous Business

- 14. Certification of the 2019 property assessment roll..... (voice vote)(page 31)
- 15. City's self-funded Health Insurance Plan..... (voice votes)(page 36)
 - a. Council action on changing procedures for making amendments to plan
 - b. Direction to group delineated in a. to report back about amendment 5
- 16. Pending Agenda, Calendar and Elected & Appointed Officials lists..... (page 55)

O. Audience Participation

P. Council Comments

Q. Executive Session

- 17. Council discussion with City Manager concerning contract renewal – in executive session because the subject is one that may tend to prejudice the reputation and character of any person; provided that the person may request a public discussion – City Manager has not requested a public discussion
- 18. Recommendations from City Attorney regarding Beecher v. City of Cordova – in executive session because the subjects which may be considered are matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government

R. Adjournment

Executive Sessions per Cordova Municipal Code 3.14.030

- **subjects which may be considered 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.
- **subjects may not be considered in the executive session except those mentioned in the motion calling for the executive session, unless they are auxiliary to the main question**
- **action may not be taken in an executive session except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations**

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CORDOVA PUBLIC LIBRARY

Mayor Koplin
City Council
Manager Lanning

May 1, 2019

Re: Need for City Code Title 4 update & proposed reorganization of City administration

Greetings,

The Cordova Public Library Board would like to bring to the forefront an issue that is of concern to the long-term sustainability for successful library operations. We are quite pleased with the new facility within the Cordova Center and so very excited about all the new programming, author visits, and other events we have been able to carry over and even expand in the new library. We are also very pleased to see the Permanent Part-Time position being filled at the Library as we are already seeing increased duties placed on library staff as they team up to assist with Cordova Center events.

The Cordova Library Board is a stalwart supporter of the library staff, who combined have over 32 years of experience and dedication to the library. As we work to guide the library's continued success, we bring several concerns to the table for discussion.

- It is our understanding that **Title 4** of the City of Cordova Code has not been updated for seven years. This concerns us as it means Chapter 4. Classification Plan has not been updated during this time and yet there have been many changes in the current organization as we adapt to the Cordova Center.
- **Chapter 4.24 Employee Development Program** has also not been reviewed in quite some time. With employees like those at the Library it is critical we continue incentives and opportunities for development to promote and reward longevity.

- **Chapter 4.44 Salary Administration** has also not been reviewed and the effects of this are represented within the Information Services Department have reached the highest step of their job classification with no room to grow.

We strongly advocate for Title 4 to be reviewed and actions taken to address the issues facing these long-time employees in our department, but we suspect there may be additional departments facing this dilemma as well.

Finally, the Library Board would also like express our concern that to date, the City Manager has not shared his proposed "Reorganization Plan" with the library staff nor has he informed staff of the proposed changes and how they might possibly affect operations. Until now, only a cursory draft has been shared with Cathy Sherman, current Library/Museum Director.

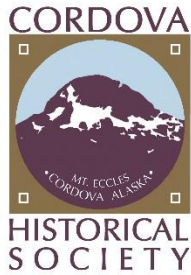
Cordova's City Charter, Article II, Section 3-7 states that the library "shall be under the administrative supervision and control of a board". As a Board, we believe that the significant changes in the proposed reorganization plan merit more discussion and input, including from the Library Board, to ensure that the proposed changes benefit the city and the library. This is important for the Library's future, especially since the long-time director Cathy Sherman is retiring soon.

We look forward to working with you in addressing these areas of concern to one of the most important departments critical to all generations of the community.

Sincerely,


Mary Anne Bishop
Chair


Wendy Ranney
Vice Chair



Preserving the Past ... For Cordova's Future.

Mayor Koplin
City Council
Manager Lanning

May 7, 2019

Greetings Mayor Koplin, City Councilors, and Manager Lanning,

For over 40 years, the Cordova Historical Society has been an active partner with the City of Cordova in sharing our community's history, stories and art. The Cordova Historical Society is an active investor in the Cordova Center and is thrilled with this new space, exhibits we are creating and the bright promise of expanded programs in the future.

Our Trustees are pleased that the permanent part-time Museum/Cordova Center position is being advertised and will be filled shortly as we are already seeing increased visitation and augmented duties on staff, specifically Mimi and Cathy leading Cordova Center events.

The Cordova Historical Society is very supportive of our small, but mighty museum staff who combined, have over 44 years of experience and dedication to the museum. As we work to guide the museum's continued success and grow our programming, we bring several concerns to you for discussion.

Some of our staff, (and possibly it is the same in other departments) are employees who have reached the top of their wage classification scale. The Society has supported museum staff with professional development, training and travel for many years. We strongly feel it is important to have wage incentives as well as these opportunities which promote and reward longevity. In the first year of operation at the new facility, the museum staff not only hosted the Annual Museums Alaska Conference, in the second year offered monthly history programs and cultural and history programs for the elementary schools. This past year we continued programming and grew the temporary gallery exhibits all while building and creating the new permanent exhibits. As staff duties continue to grow, so should their salaries.

Many of these issues are within the City Code, specifically in the section Title 4. According to the museum staff the wage classification scale has not been addressed since 2008 and the Personnel Policy (Title 4) has not been reviewed since 2012. We

respectfully ask that this review be an undertaking accomplished in a timely manner as soon as possible.

Finally, the Cordova Historical Society would also like express our concern that to date, the City Manager has not shared this "Reorganization Plan" with the museum staff nor has he informed staff of the proposed changes and how they might possibly affect operations. To this point, Cathy Sherman, Museum/Library Director has only been included in one meeting regarding the 'reorganization.'

As a strong partner with the City, the Cordova Historical Society Trustees believe that these potentially significant changes in the undisclosed reorganization plan merit more discussion and input, including from the Cordova Historical Society, to ensure that the proposed changes benefit both the City and the Museum. This is important for the Museum's future, especially since our long-time director Cathy Sherman is retiring soon.

We look forward to working with you in addressing these areas of concern to one of the most important departments critical to all generations of the community.

Sincerely,

A handwritten signature in cursive script that reads "Barclay Kopchak".

Barclay Kopchak
President - CHS

Regular City Council Meeting
May 1, 2019 @ 7:00 pm
Cordova Center Community Rooms A & B
Minutes

A. Call to order

Mayor Clay Koplin called the Council Regular Meeting to order at 7:00 pm on May 1, 2019, in the Cordova Center Community Rooms.

B. Invocation and pledge of allegiance

Mayor Koplin led the audience in the Pledge of Allegiance.

C. Roll call

Present for roll call were **Mayor Clay Koplin** and Council members **Tom Bailer, Ken Jones, Jeff Guard, Melina Meyer, Anne Schaefer, David Allison** and **David Glasen**. Also present were Acting City Manager **Cathy Sherman** and City Clerk **Susan Bourgeois**.

D. Approval of Regular Agenda

M/Allison S/Bailer to approve the Regular Agenda including the addition of item 7a.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

E. Disclosures of Conflicts of Interest and ex parte communications - none

F. Communications by and Petitions from Visitors

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

CSD School Superintendent **Alex Russin** reported that there are 3 weeks of school left, graduation will be on May 18. A couple of weeks ago he met with the Mayor, School Board President and School Finance Director, very informative, they provided the Mayor with an overview of the District's financial status and what they've been working on as far as strategic planning. He said he sent a 2019-2020 proposed budget to the Manager and Clerk today - there is a statutory requirement to do so by May 1. They have a budget work session next Wednesday, prior to regular board meeting on May 8, he invited them to attend if they wanted to know more details about the proposed School budget.

CCMCA Board - **Kristin Carpenter** was present via teleconference to report that **Greg Meyer** is the new Board President, but he is out of town and had no phone connection where he is, so she's reporting instead. The CCMCA Board met last week, they had interviewed recruiting firms in thoughts of hiring one to assist with the replacement of the administrator but they've decided to hold off and they are entering a contract instead with **Randall Draney** the CFO to act as Interim Administrator. He said he is willing to act in that capacity for at least 6 months, she said the board can explore the collaboration with NVE more in that time as **Shelly Wade** the Agnew:Beck consultant is still trying to get that group back together again. **Carpenter** reported that they have arrived at a total amount owing to PERS and that figure is \$1.4 million; currently PERS is blocking CCMC from making payments to them for current payrolls as they want CCMC to go back and pay old amounts first. **Mitchell** and **Lanning** have a scheduled meeting with PERS on May 7. She believes that CCMC will be coming to Council with an ask soon as they have been requesting about \$100K/month from the City and they will almost be through the amount that was budgeted for 2019. She said they have to start thinking of short-term plan and then a 3-5-year plan of maybe collaborating with NVE. Then even what is much further out, longer term plan. **Schaefer** asked if she knew when that PERS debt was from, how far back does that go. **Carpenter** said she is not sure, at least as far as July 2018, that is the date **Mitchell** had given her, but it could be from even longer ago than that. **Meyer** asked when they began getting blocked from making PERS payments to coincide with current payrolls. **Carpenter** was not 100% sure she is guessing probably from about December 2018.

4. Student Council Representative Report - was not present

G. Approval of Consent Calendar

5. Record excused absence of Council member **Jeff Guard** from the April 17, 2019 Regular Meeting

Vote on the approval of the consent calendar: 7 yeas, 0 nays. Glasen-yes; Jones-yes; Meyer-yes; Schaefer-yes; Allison-yes; Bailer-yes and Guard-yes. Consent calendar was approved.

H. Approval of Minutes

M/Meyer S/Schaefer to approve the minutes.

6. Minutes of the 4-17-19 Regular Council Meeting

7. Minutes of the 4-17-19 Regular Council Meeting

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

I. Consideration of Bids

7a. Direction to the City Manager to negotiate a contract with Kendall Ford for the purchase of one 2019 F-550 truck.

M/Bailer S/Glasen to direct the City Manager negotiate a contract with Kendall Ford to provide one 2019 F-550 Chassis XL 4X4 SD Regular Cab truck with snow plow and towing package per the State ITB-ADoT State equipment fleet for a sum not to exceed Forty-two thousand one hundred ninety-five dollars (\$42,195).

Bailer asked for some information on the item. **Greenwood** said this truck purchase was budgeted. Currently a $\frac{3}{4}$ ton truck is being used to plow and sand some of the smaller City parking lots, upstairs and downstairs at Cordova Center, at the Public Safety building for example. Which isn't so efficient, this 550 would haul much more sand and handle these jobs much more efficiently and it will contribute to saving some life in the large City sand truck. This would replace that $\frac{3}{4}$ ton which would in turn replace a 2005 Expedition which is exceptionally old and trashed. The 550 can also haul the infrared machine, the chip seal equipment, other trailered City equipment; versatile that way. We have 2 Expeditions that are 2005's - one will be parted out to keep the other running or else it will be auctioned - Streets Department is still weighing options on that. **Jones** said he is in support of this, he likes that it was a plan and was budgeted and he knows that a $\frac{3}{4}$ ton is too small of a truck for the job it's been doing, the 550 is ideal for this.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

J. Reports of Officers

8. Mayor's Report - **Mayor Koplin** said in addition to his written report - he said he did meet with the school and they walked him through their financials. They also supplied him with a tri-fold document that he will get out to council which is a nice recap of their strategic plan. **Mayor Koplin** said they have asked for an extra \$250,000 to be given sooner than normal because they are upside down on their cash flow, also in the request given today, they are asking for an additional \$200K for their next budget. They have made it clear that they have completely drawn down their reserves, so they can't go to that again. **Mayor Koplin** said he's been in close contact with **John Bitney** and paying close attention to budgeting in Juneau, specifically AMHS and School Bond Debt reimbursement. Power Creek Road improvements went out to bid on Monday, up to \$2.5 million design estimate - very probably could be a local project, which is good. Northern Edge 19 - Council had requested a fuel up locally as well as a site visit and observers being able to board the boat during the exercise. He said they have given us 4 invites and it was a quick turnaround for needing the rigorous paperwork given back to them, so he wanted to get a couple of council members who had specifically spoken out at work sessions about the exercise, so he asked **Meyer** and **Guard** and then he and Manager **Lanning** will also be going. **Mayor Koplin** reported that he met with the Fisheries Development Committee yesterday and they are requesting a meeting with ADF&G Comm Fish Director **Sam Rabung** - to open a dialogue and he is asking him to come visit Cordova and he might be amenable to that. **Mayor Koplin** said that would be a good time to discuss policy decisions such as the Board policy that requires 3 inside closures per season on the Copper River and we've been averaging much more than that.

9. Manager's Report - Acting City Manager **Cathy Sherman** reported that there was a staff meeting this morning, she'd like to inform Council of what different departments are working on. May 8-10 our liability insurance company, APEI, is offering us some great supervisory training, it is open to City employees and we are going to open it to the community as well, and they are offering that free of charge. There are 2 vacant positions that have recently been filled, **Nolan Buehrle** has become permanent full-time in the Refuse Department and **June James** is the new receptionist in Finance at City Hall. Facilities team is working on the floors at CCMC - that's been **Malvin Fajardo's** focus of late. Harbor staff has been busy repairing and replacing floats - there are several pictures of that being passed around. They also saved a vessel from sinking last night which made her very happy as occasionally on her watch, vessels have sunk in the harbor - luckily, not this time. Finance says the auditors are getting through 2018 stuff extremely quickly, so much so that they are delving into previous years to straighten issues from the past. She commended **Dean Baugh** for his great work in Finance. He has also been teaching all the department heads how to prep annually for the audit. Public Works continues with Build grant and second street grant work. Fire Department, **Paul Trumblee** and **Chief Hicks** attended a fire-arson explosion investigation class in Ketchikan which was very useful to them and **Trumblee** reported receiving a grant for new CPR mannequins that are able to judge themselves whether or not CPR is being done properly; City's contribution to that

grant was only \$200. Parks and Rec is working with DoT on Skaters Cabin beach expansion project and the RFP for Bidarki roof repair, funded by insurance. Planning has been working hard on the comprehensive plan and **Leif Stavig** reported that spring building season is on, he's been getting a lot of customers coming into his office too. Museum Copper River Gallery has an opening reception for Shorebird tomorrow night from 5 - 7 pm. Also, the building is hosting shorebird central throughout the festival. The Cordova Center has been full of school events, Prom, Senior Class Dinner, Graduation parties are scheduled, baccalaureate, drama event, choral event. There have also been 2 concerts and for outreach to the schools each school brings the entire student body in for short events with the artists. Alaska State Chamber of Commerce has confirmed their event here in October, United Fishermen of Alaska will also be in Cordova this fall, and not yet confirmed but we should get Board of Fish in December 2020. **Bailer** asked if the schools get events here as in-kind or do they pay, for Prom, etc. **Sherman** said they do pay, before she retires her intent is to get Council a good list of how functions are charged at the Cordova Center based on whether or not they benefit the community and whether or not it's a festival that is a good money maker or not, sometimes they leave room for discounts. She said she'll have a good recap for Council on where they are with the five-year business plan. **Mayor Koplín** asked if the State Chamber is confirmed and she said they were, and they were also renting some associated spaces, the Pioneer for example will benefit as will all caterers that currently work the Cordova Center.

Mayor Koplín reverted to his report to thank **Tony** and **Cathy** for getting those pictures out on such a short notice. He also said the US House of Representatives just passed a huge spending bill that includes harbors and **Kaleb Froelich** is working for UnCruise that is looking to come to Cordova and he's an attorney, originally from Juneau and he represents Cities on Harbors and the like as a lobbyist in DC so he was wondering where Council sits on that idea. At some point, **Mayor Koplín** thought we should have a really focused meeting about our Harbor and port and where we want to go with it and sometimes that takes resources such as bringing in the experts.

10. City Clerk's Report - **Bourgeois** reported that in the coming meetings she will present a couple of important items. May 15 will be certification of the 2019 tax roll and then June 5 will be mill rate setting resolution.

Bailer asked if it would be ok to call **Dean Baugh** up to the table, so he could ask a few questions. **Mayor Koplín** said yes, through the manager that would be appropriate. **Bailer** asked his schedule, as to how long he'll be in Cordova. **Baugh** said he leaves this Friday, he'll be back in a week and then stays through the end of May. **Bailer** asked about how the search is going for his replacement, he wondered what kind of applications have been turned in so far. **Baugh** said he hasn't seen any of them, **Alan Lanning** has rejected the five that came in, said that he didn't like what he saw and sent them all letters. **Bailer** said he was hoping that he'd have been in on the hiring process since he's done such a great job, he hoped that **Baugh** would've been able to assist with hiring and then training.

11. Staff Quarterly Reports - 1Q 2019

a. Harbormaster **Tony Schinella**, Cordova Harbor & Port, 1Q 2019 report

Bailer said he hears a lot from citizens about the state of the harbor, etc. and to get pictures like that today really help a lot because he doesn't get to the harbor often but to see the work that's been done is really helpful. As staff does projects such as this it is nice to get project updates with pictures, so he can get his phone out and show people proof of completed work. **Jones** asked **Schinella** about the occupancy in the harbor. 10% of the Harbor's customers are recreational boats, the rest commercial. 40' slips and up and slammed full and the bow picker size slips are full, the open slips are the little ones for the 20' and under boats. We are probably close to 100% full of the slips that are in high demand (30' and up). **Bailer** asked how trailer spaces are going with everyone showing up in town now - **Schinella** said he leased the last space on the North Fill today. **Meyer** asked if there are any slips that are not usable due to condition. **Schinella** responded, probably a handful, three of which they are currently working on the floats for in the yard behind the Harbormaster building and a few other bigger ones that they are looking into how to replace. **Bailer** - do you have an update on the damaged launch and dock in the North Fill - **Schinella** said we have everything to get it done except the right tide (need almost a 13' tide to get it in), should get it completed next week. Also, we will get a camera in there. **Jones** asked about how full the haul out area is - **Schinella** said it is full, they are considering putting in another row of pedestals to offer more space for haul outs. He said there are 5 more hauls scheduled for next week.

K. Correspondence

- 12. April 5, 2019 Letter from Collins re Whitshed Road safety issue
- 13. April 17, 2019 Mayor letter of support for PWSSC's Capital Campaign for New Facilities
- 14. April 19, 2019 Mayor letter of support for NVE's CRH Mile 44 reconstruction project grant application
- 15. April 25, 2019 Mayor letter of support for the USCG
- 16. April 25, 2019 Mayor letter of support for the Cordova Coalition
- 17. April 25, 2019 Mayor letter opposing HB65 re Raw Fish Tax

Bailer said that he attended the Whitshed widening presentation by DoT and he said he heard them emphatically say that safety issues are what gets their attention. So maybe we can further that or assist, regarding the letter form **Collins**. **Mayor Koplín** said he heard DoT officials say they have been monitoring that section of the road very closely and taking pictures every year and they say that stretch of road has seen the guard rail hit and there was a rock slide recently which made it look bad but that it is a rock solid piece of road and they have heard the concerns and will continue to monitor. Our local DoT supervisor has corroborated that information. **Meyer** asked if it would be appropriate for us to request signage about 1 lane ahead or narrow road. **Mayor Koplín** thought that would be appropriate.

L. Ordinances and Resolutions

18. Resolution 05-19-20 A resolution of the City Council of the City of Cordova, Alaska, authorizing amendment to the FY19 budget in the amount of \$124,735

M/Schaefer S/Guard to approve Resolution 05-19-20 a resolution of the City Council of the City of Cordova, Alaska, authorizing amendment to the FY19 budget in the amount of \$124,735

Schaefer said she understands this to be a clean-up of a few issues with the passage of the 2019 budget. She did ask **Baugh** to explain it a little more to her. **Baugh** said that mostly these are cases where there is money being spent, already in the budget but not money being transferred into that fund. There are no additional expenditures being made with passage of this resolution.

Vote on the motion: 6 yeas, 1 nay. Meyer-yes; Jones-no; Schaefer-yes; Guard-yes; Allison-yes; Glasen-yes and Bailer-yes.

Motion was approved.

M. Unfinished Business

N. New & Miscellaneous Business

19. City Manager options - discussion item

Mayor Koplín prefaced this discussion as not specifically about Manager **Lanning**. This was an item put on by Council members concerned with what Council should be thinking about since the current Manager might be exploring other employment options at this time and his contract comes up later this year. **Bailer** said he thinks that knowing what we all know, we should put an ad out and start the search for a City Manager, 60 days can go by really fast and we shouldn't get caught short without a manager. **Guard** opined that we were in the middle of reorganization and it would be a bad time to change horses in the middle of the stream. **Guard** thought Council should consider an extension of some kind of the current manager since he is the one who came up with the restructuring plan. **Allison** said we had scheduled an executive session at the last meeting to discuss this with the manager and amongst ourselves and we have an item for next meeting to do that so this item, he thinks is premature. **Jones** agreed with **Allison** - he said we need to have that discussion with all parties present, in an executive session, how that conversation goes will then dictate what they do next. There was more discussion and Council agreed at Pending Agenda to set that executive session item for the May 15 regular meeting.

20. Pending Agenda, Calendar and Elected & Appointed Officials lists

Mayor Koplín said per the last item, we will definitely have an executive session item on the May 15 agenda to discuss the City Manager's contract. **Allison** suggested the City Manager look into this school district budget request and ensure that if we need to act on this that we do so next time so that we don't get in a situation where we are forced to give them their request due to inaction on our part. **Bailer** had a future agenda item, he'd like the City self-funded health plan looked at, specifically he wanted to understand who had the ability to make amendments to the plan and possibly he'd like it to be a committee. Also, he wants to look at amendments 4 & 5. **Mayor Koplín** asked if he could get together with **Bailer** and maybe Manager **Lanning** to discuss and then it could be an agenda item later after more research is done on the topic. **Bailer** asked if it would be an agenda item next time then, **Mayor Koplín** said if there was another Council member who concurred now it could be. **Jones** and **Glasen** both said they would second the item. **Jones** asked if there could be a staff update on the harbor grants that we are currently seeking.

Mayor Koplín thanked **Robbie Lewis** of KIAM and **Emily Mesner** of the Cordova Times for always being present and reporting on City Council for their respective news sources.

O. Audience Participation - none

P. Council Comments

Jones thanked everyone for attendance on this sunny night, props to the Streets department for work on Second Street, looks great, he appreciates it, also he thanked the harbor department, the floats are looking good.

Schaefer thanked **Cathy Sherman** for stepping up as Acting City Manager this week and she really enjoyed the Manager's report she gave - overview of all the departments and what they are working on.

Bailer echoed the comments before him and also said the old library/museum building is really looking sharp – that is coming along nicely.

Q. Executive Session

21. Recommendations from City Attorney regarding Beecher v. City of Cordova – in executive session because the subjects which may be considered are matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government

M/Allison S/Bailer to go into an executive session to discuss recommendations from City Attorney regarding Beecher v. City of Cordova – in executive session because the subject is a matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the government

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

Mayor Koplin recessed the meeting at 8:17 pm to clear the room before the executive session.
Council entered executive session at 8:20 pm and came back into regular session at 8:46 pm.

R. Adjournment

M/Allison S/Schaefer to adjourn the meeting.

Hearing no objection Mayor Koplin adjourned the meeting at 8:47 pm.

Approved: May 15, 2019

Attest: _____
Susan Bourgeois, CMC, City Clerk



Susan Bourgeois, CMC
City of Cordova
Office of the City Clerk
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CITY CLERK'S REPORT TO COUNCIL

May 15, 2019 Regular Council Meeting

Date of Report: May 2 – May 10, 2019

Clerk's Office needs Council Feedback on 2 items:

- For June 5 meeting, a resolution setting the mill rate will be before you, please advise if you want it left blank or if you want the exact mill rate that would give the 2019 budgeted property tax revenue of \$2,533,433, inserted in the resolution. Council can still discuss and amend regardless of the mill rate inserted in the draft resolution. Per statute and municipal code, the mill rate must be set by June 15, 2019. Tax bills are mailed by July 1, 2019. If you want other options for mill rate, please advise what you'd like to see.
- The Clerk's office's procedure has been inconsistent over the years on Mayor & Council Christmas gifts and Mayor & Council proclamations and gifts upon finishing Council term(s). I'd like to be more consistent and I'd like to do this with your approval: upon beginning of Mayor or Council term purchase of a Copper River Fleece Vest with City Logo, nothing annually at Christmas, upon finishing term(s) of office, a proclamation written and presented at a Council meeting. To get the procedure started I'll get all Council members a vest this year and get 2 for the 2 who just left Council and we can present those with proclamations I am currently working on later this summer.

Clerk's Office activities:

- Conferred with attorney and council members about agenda items
- Assisted with coordination of the Northern Edge distinguished visitor invitations for Mayor, Council and City Manager
- Disseminated the passed/signed/sealed minutes/resolutions from regular meeting of 05-01-19
- Prepared agenda and packet for work session and regular meeting on 05-15-19
- Signed City payroll and accounts payable checks
- Attended staff meetings
- Submitted most recently approved ordinances to MuniCode for codification and inclusion into the City Code online
- Deputy Clerk prepared the certification of the tax roll spreadsheets and statistics and we collaborated on the explanatory memo
- Worked with DMV staff to renew registrations on City vehicles
- Suggested a few small edits and asked for a clarification on the soft release 2019 budget – looks great, well-done *Leif Stavig*

To: Mayor and City Council
Through: Alan Lanning, City Manager
From: Paul Trumblee, Fire Marshal
Date: May 8th 2019

CORDOVA VOLUNTEER FIRE DEPARTMENT

Quarterly Report

In this 1st quarter of 2019. The Cordova Volunteer Fire Department responded to 28 calls for Fire, Rescue and EMS for a total of 557-member hours. Including emergency calls, the volunteers of the fire department participated in the regular Thursday night meetings, public education and other activities for a total of 2393 member hours.

In Preparation for Alaska Shield 2019 the Disaster Management Team participated in multiple planning and training activities. To be conducted in the 2nd quarter of 2019.

The 2018 State Homeland Security and Disaster Management Grant, the 2018 NOAA Tsunami Siren Grant and the 2018-19 Emergency Management Program Grant brought in over 200 thousand dollars in new equipment and training to our community this year.

Including all the State and Federal Grants written over the years, our community received over 7 million dollars' worth of Equipment and Training to insure the safety of our constituents.

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

Jan. 2019 ACTIVITIES		Attendance	Hours	Total People Hours
	Thursday Meetings			
1/3	Bunker Gear / MCI Training	22	2	44
1/10	Business Meeting	20	2	40
1/17	Run Review	11	1	11
1/17	Blood Bourne Pathogens	27	2	54
1/24	Ambulance Inventory	7	1	7
1/24	Hazmat Refresher	25	2	50
1/31	Parade Preparation	17	3	51
	Total			257
Date	Public Education Taught			
	None			
	Total			0
Date	Other Activities			
1/7	Year End Financials	1	8	8
1/7	EMT 1	11	4	44
1/9	EMT 1	12	4	48
1/10	Mass Casualty Response Kits	1	5	5
1/11	EMT 1	11	4	44
1/12	EMT 1	8	8	64
1/14	2019 Budget	1	8	8
1/14	EMT 1	9	8	72
1/16	EMT 1	10	4	40
1/18	EMT 1	9	4	36
1/19	Ambulance Restock	1	1.5	1.5
1/19	EMT 1	9	8	72
1/21	Compensation Financials	1	8	8
1/21	EMT 1	9	4	36
1/23	Mini Practicals	16	4	64
1/25	EMT 1	8	4	32
1/26	EMT 1	8	8	64
1/28	EMT 1	9	4	36
1/30	EMT 1	5	4	20
	Total			703
Date	Fire Runs			
1/7	Service Call @ High School	1	0.5	1
1/7	Automated Alarm @ CCMC	22	0.5	11
1/22	Automated Alarm @ CCMC	14	0.5	7
1/28	Smoke in trailer	17	1	17
	Total			36
Date	Amb. Runs			
1/14	Lift Assist	3	1	3
1/19	Lift Assist	4	1	4
1/19	Asthma Attack	3	1	3
1/20	Unresponsive Female	4	1.5	6
	Total			16
Total hours for the month of January				1011

February 2019 ACTIVITIES		Attendance	Hours	Total People Hours
	Thursday Meetings			
2/7	Teamwork Challenges	19	2	38
2/14	Inventory	7	2	14
2/21	CPR Pro	12	4	48
2/28	HazMat Tabletop	22	2	44
	Total			144
Date	Public Education Taught			
				0
	Total			0
Date	Other Activities			
2/2	Iceworm Parade	13	4	52
2/2	Survival Suit Race Standby	3	4	12
2/4	IRS Filing	1	8	8
2/4	EMT 1	7	4	28
2/6	EMT 1	6	4	24
2/8	EMT 1	7	4	28
2/9	Annual Banquet	26	4	104
2/10	EMT 1	7	4	28
2/11	Constitution & Bylaws	1	8	8
2/12	EMT 1	9	4	36
2/13	EMT 1	8	4	32
2/14	Apparatus Maintenance	1	2	2
2/15	EMT 1	7	8	56
2/15	Restock Ambulance	1	2.5	2.5
2/16	EMT 1	7	4	28
2/18	EMT 1	6	4	24
2/19	Member Records	1	8	8
2/20	EMT 1	7	4	28
2/22	EMT 1	7	4	28
2/23	EMT 1	7	8	56
2/25	Member Records	1	8	8
2/25	EMT 1	9	4	36
2/27	EMT 1	7	4	28
	Total			665
Date	Fire Runs			
2/4	Smoke @ Elementary School	15	1	15
2/19	Fuel Smell	1	1	1
	Total			16
Date	Ambulance Runs			
2/2	Lift Assist	4	1	4
2/3	Lift Assist	5	1	5
2/4	Lift Assist	3	1	3
2/4	Lift Assist	3	1	3
2/8	Lift Assist	6	1	6
2/8	Diabetic Emergency	3	1.5	4.5
2/10	Sports Injury	3	0.5	1.5
2/19	Alcohol Intoxication	3	1.5	4.5
2/24	Medical Transport	3	3	9
2/24	Medical Transport	3	2.5	8
2/25	Respiratory Arrest	11	1.5	17
	Total			65
<u>Total hours for the month of February</u>				889

March 2019 ACTIVITIES		Attendance	Hours	Total People Hours
	Thursday Meetings			
3/7	Mass Decon	11	2	22
3/14	Ambulance Inventory	3	1	3
3/14	Business Meeting	21	2	42
3/21	Run Review	4	1	4
3/21	Respiratory Emergencies / Restricted Passage	18	2	36
3/28	Inventory	5	1	5
3/28	MARCH	22	2	44
				156
Date	Public Education Taught			
				0
	Total			0
Date	Other Activities			
3/1	FF1 Skill Training	2	3	6
3/4	CVFD Handbook	1	8	8
3/7	Decon Tube	2	5	10
3/9	Decon Tube	1	5	5
3/10	Decon Tube Test	2	2	4
3/11	Member Records	1	8	8
3/18	Skills Board	1	2	2
3/25	Engine Cleanup	1	3.5	3.5
3/30	Ammonia Training	16	8	128
3/31	Ammonia Training	16	8	128
	Total			303
Date	Fire Runs			
3/13	Burnt Food	13	1	13
3/16	Welfare Check	1	0.5	0.5
	Total			14
Date	Ambulance Runs			
3/4	Vomiting & Chest Pain	4	1	4
3/7	Possible Dislocation	5	1	5
3/17	Woman Fell	3	1	3
3/17	Medical Transport	3	2	6
3/19	Dizzyness	3	1	3
	Total			21
<u>Total hours for the month of March</u>				493



AGENDA ITEM 9b.
City Council Meeting Date: 05/15/2019
CITY COUNCIL COMMUNICATION FORM

FROM: Samantha Greenwood, Public Works Director and
Tony Schinella, Harbormaster

DATE: 05/08/2019

ITEM: Update on Public Works and Harbor Grants

☐ ORDINANCE
☐ MOTION

☐ RESOLUTION
☒ INFORMATION

I. REQUEST OR ISSUE:

City Council request for an update on grants. Presented is a summary of the grants being worked on by Harbor and Public Works.

II. FISCAL IMPACTS:

Tier 1 Harbor Facility Grant

FY 2021 Possibly execute bond

Repayment from Harbor Fee increases and implementation of raw fish tax

Build Grant

No Match Requirement

2019 Cost incurred PND contract **\$10,132.50** paid by Harbor as of 4/19.

Whitshed Road Pedestrian Path

MOU between City/NVE & State; Federal FY 2020 City portion of match due is

\$23,699.00; City /NVE equally share a 9.03% match, therefore, City match is

4.515%; total project cost estimate is \$9,150,000, match amounts due are broken down by years and over stages.

Possible Match Costs in FY 2020

Cordova Stairs Grant – **\$41,825.10** (which is 10.03% of total project cost)

Seventh Street Upgrades – **\$95,485.60** (which is 10.03% of total project cost)

III. BACKGROUND AND STATUS INFORMATION:

Tier 1 Harbor Facility Grant - Harbor Upgrade

We are working through the Tier 1 application. Last year's deadline for submitting was 01 Aug. The grant has not been announced by the State as of this date. We will continue to work on the application in anticipation of grant being announced. If the grant is not announced this year, we will update the application for the next announcement.

Build Grant Application

We have been working with PND on the application which has been announced and closes July 15th. We have a rough draft which we are tweaking and fine tuning with PND. The amount of funding has been reduced from last year and the definition of rural has changed to a population of 200,000 or less. PND received feedback from the Feds on the previous year's BUILD grant application. This information will be incorporated into our application.

Army Corps of Engineers for Harbor

Phone calls and emails have been sent to the Alaska division without success. The grants above are our first priority. As the grants above are completed we will begin to seriously pursue this option.

Cordova Center Stair Grant ATAP State of Alaska ADOT

Application has been submitted waiting for notification from State on awards.

Seventh Street Upgrades ATAP State of Alaska ADOT

Application has been submitted waiting for notification from State on awards.

Second Street Upgrades Community STIP grant ADOT

Working on application. Application is due September 15, 2019. Preapplication completed waiting on cost estimate from ADOT. Cost estimate will be used to create match resolution for council approval.



April 3, 2019

Governor, Senators and Representatives,

656,000 Alaskans voted over the last decade for new or improved schools. This occurred in fifteen of Alaska's nineteen boroughs, and in six of its cities. The promise made to voters was that the State would pick up 60-70% of the school bond debt and those taxpayers would pay for the rest. Yes, there's a provision in the agreement that this is subject to appropriation, but there was no reason to believe that this commitment would change, or should change.

The Governor has promised to restore "trust in government." His first step toward doing so is by breaking a promise the State made to those voters and to those local governments. Alaska residents and municipalities made their decision to support schools in good faith, faith that has been broken. The message to Alaska voters and to taxpayers is that the State cannot be a trusted partner, and that trust in government cannot go beyond a two-year election cycle, or an annual appropriation.

It is evident that the Governor is committed to balancing the budget, a campaign promise that rested on a higher price of oil than we're currently experiencing. Similarly, local governments have responsibility for the budgets that they deliver to taxpayers. For those 21 municipalities with school bond debt, which this year will be \$100 million, those budgets will be negatively impacted. Not only is the Governor proposing that today's bond debt can't be paid, but an entire repeal of that obligation will shift more than \$900 million to local taxpayers.

Balancing the State's budget on the backs of local governments cannot restore trust in government. In fact, taxpayers and voters will clearly feel like their trust has been misplaced.

The Governor has said that he cannot be responsible for how local governments respond. The truth is there is no common response. Local governments are incredibly diverse, and the State shifting almost a billion dollars their way will be met with a different approach across the state.

Some of the options are straightforward. The Mat-Su, Haines and Ketchikan have some room to increase taxes, but the scale will mean that they run up against their caps before their obligations are met. Anchorage, Mat-Su, Fairbanks and Juneau, for instance, can raise taxes outside the cap if it is for debt obligations. The Kenai can choose to spend from reserves or shift current services back to the State. In many areas, this would require an overhaul of the tax code. Some local governments, especially the Northwest Arctic Borough, have funding arrangements such as a PILT, which are structured differently than others; defunding or a moratorium threatens those agreements. Where the State preempts collection of revenues, this significantly impacts a municipality's ability to repay these bonds. Again, there's no easy or across the board solution. One thing is for sure, taxpayers are less likely to approve increased taxes for bond debt than they are for new and improved schools.

While options to address this vary, they are limited by voter approved tax caps, available cash reserves or tax bases, and participation in State pension programs. In some municipalities, where there isn't a property tax, and the State preempts collection of fisheries taxes that they depend on, there are few alternatives. What happens when the outcomes of the budget reductions are that residents leave, and

the tax base is further deteriorated? What happens to credit ratings, when receipt of State funding was pledged as part of the moral obligation of the State? What are the legal ramifications for the municipality and the State?

These questions raise the issue that the repeal of school bond debt reimbursement is not singular; municipalities face multiple impacts from the Governor's proposals. Reduced ability to collect taxes from some sectors, which drives the need to tax other sectors or additionally in the form of a new tax. Increased expectations to pick up the costs of education reductions. Loss of State supported services, and any number of different smaller programs which enhance community development. The combination of cuts and cost-shifting make dealing with any single issue that much more challenging.

The State must not renege on its promises. A commitment to school bond debt reimbursement should be treated just like its contracts with oil companies or investment firms. If we are to restore trust in government, then following through on promises – especially when it comes to schools – must be at the top of the list.



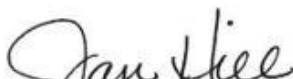
Tim Navarre
President, AML



Nils Andreassen
Executive Director, AML



Mayor Alvin Osterback
Aleutians East Borough



Mayor Jan Hill
Haines Borough



Mayor Mark Jensen
Petersburg Borough



Mayor Beth Weldon
City & Borough of Juneau



Mayor David Landis
Ketchikan Gateway Borough



Mayor Frank Kelty
City of Unalaska



Mayor Gary Paxton
City & Borough of Sitka



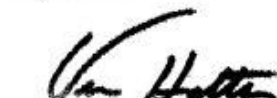
Mayor Glen Gardner, Jr
City of Sand Point



Mayor Jeremy O'Neil
City of Valdez



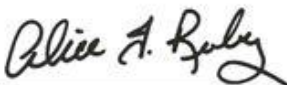
Mayor Stephen Prysunka
City & Borough of Wrangell



Mayor Vern Halter
Matanuska-Susitna Borough



Mayor Dan Rohrer
Kodiak Island Borough



Mayor Alice Ruby
City of Dillingham



Mayor Richard Beneville
City of Nome



Mayor Gerald Byers
City of Hoonah



Mayor Clay Koplin
City of Cordova



Mayor Lucy Nelson
Northwest Arctic Borough

Cordova Volunteer Fire Department

FIRE CHIEF MICHAEL HICKS



P.O. Box 304
Cordova, Alaska 99574
(907) 424-6117 or (907) 424-6100
Fax (907) 424-6120
email: fire@cityofcordova.net

April 18, 2019

Elke Doom, City Manager
212 Chenega Avenue
P.O. Box 307
Valdez, Alaska 99686
907 835-5460

Dear Ms. Doom,

I would like to extend my personal thanks to you, Chief Raynor, the City of Valdez, and the Valdez Mayor and City Council for your generosity in providing your surplus 1995 fire engine to the citizens of Cordova. This apparatus will fill a huge gap in our ability to provide fire service in our industrial areas.

It will restore our front-line engine capabilities within the city center by replacing our second front line engine, a 1985 Pierreville that is inoperable and not cost effective to repair.

Over the years we have participated in joint exercises with various Valdez entities and look forward to working with your community in the future.

Again, thank you to all involved.

Sincerely,

A blue ink signature of Michael Hicks, written in a cursive style.

Michael Hicks
Chief

A blue ink signature of Paul Trumblee, written in a cursive style.

Paul Trumblee
City Fire Marshal

A blue ink signature of Alan Lanning, written in a cursive style.

Alan Lanning
City Manager

A blue ink signature of Clay Koplin, written in a cursive style.

Clay Koplin
Mayor



Cordova Chamber of Commerce
PO Box 99
Cordova, AK 99574
907-424-7260
cordovachamber.com

Board of Directors

Lisa Koker, Cordova Telephone Cooperative
Stephen Phillips, Cordova Computers
Katrina Hoffman, Prince William Sound Science Center/OSRI
Osa Schultz, Seaview Condo/Pet Projects
Clay Koplin, Cordova Electric Cooperative
Teal Barmore, Cordova Creative Media
Natasha Casciano, Cordova Gear
LCDR Collin R. Bronson, US Coast Guard
Seawan Gehlbach, Alaska Marine Response/Seastar Suites
Jim Kacsh, Individual
Kerin Kramer, Native Village of Eyak
Alan Lanning, Cordova City Manager
Pete Mickelson, Individual
Scot Mitchell, Cordova Comm Med Center
Ryan Schuetze, Commercial Fisherman/Crow's Nest Printing
Theresa Tanner, Chugach National Forest - Cordova Ranger District

City of Cordova
PO Box 1210
Cordova, AK 99574

April 25, 2019

Dear Mr. Lanning, Mayor Koplin and City Council Members,

The Cordova Chamber of Commerce board of directors and I would like to thank you for your continued support of our organization. We greatly appreciate this year's grant of \$90,000. Our goal is to multiply your and all investments made in support of local businesses and sustainable economic development in Cordova.

Today we are writing to request the **2019 1st Quarter** installment of the City's grant to the Chamber in the amount of **\$22,500**.

2018 was a banner year for us. The Chamber was happy to provide Visitor Center services in Cordova and offer logistical support to several Cordova Center and outside event/meeting groups. We hosted a Transportation Roundtable, formed an Alaska Marine Highway Action Committee, and organized citizens to fight to protect Alaska Marine Highway and Essential Air service on Alaska Airlines. These efforts continue, and we look forward to working together with the City of Cordova and our regional partners to ensure reliable and affordable transportation for our community. We established a new Economic Committee and held our first Cordova Economic Summit, bringing together community leaders and business owners to discuss Cordova's business climate and ways to work together to ensure a more sustainable, diversified future.

Producing high quality events that create a desire to visit and live in Cordova is a key tool we use to support continual economic growth in every sector. Our efforts increase sales tax, bed tax and property tax revenue for the City, create opportunities for local businesses, and enhance quality of life for residents. Last year's Cordova Cleanup Day was very well-attended and provided locals with an opportunity to contribute to the environmental health and cleanliness of our community. The 28th annual Copper River Delta Shorebird Festival May 3rd-6th broke records for attendance **and** economic impact. With unprecedented levels of business support and the volunteer efforts of over 150 citizens, our annual Old Time Downtown 4th of July Celebration also saw its biggest turn-out ever. As a key partner in Copper River Salmon Jam July 13th-14th, we were happy to see participation numbers as well as the amount and variety of value-adding free educational events increase. Cordova Fungus Festival August 31st-September 2nd was also a hit this year, engaging over a hundred local residents and out of town guests to utilize the natural world around them in new ways! Lastly, we would like to thank our local partners and the City of Cordova for helping us put on another successful Holiday Kick-off, Tree Lighting, and Moonlight Madness on November 30th-December 1st; through which our Shop Cordova First Passport program encouraged over \$60,000 in local holiday spending! Media coverage and word of mouth for all these events also grew, adding perceived value to all businesses, organizations, and individuals based in Cordova as well as to the community and region as a whole.

With our increase in funding to \$90,000 for 2019, we look forward to continuing this destination marketing and quality of life work while growing our programming in the areas of Small Business Development Support and Targeted Tour & Meeting Group Outreach. We have already begun offering business development trainings and counseling through the Alaska Small Business Development Center. We are also quite excited to host the state's first AK SBDC Portal Kiosk at our office, which was installed April 18, 2019 and allows local small business owners to meet "face-to-face" for free and confidential business counseling with trained SBDC staff right here in Cordova even if they don't have a computer or internet connection of their own. Our



CHAMBER OF COMMERCE

PO Box 99

Cordova, AK 99574

907-424-7260

cordovachamber.com

Board of Directors

Lisa Koker, Cordova Telephone

Cooperative

Stephen Phillips, Cordova Computers

Katrina Hoffman, Prince William Sound

Science Center/OSRI

Osa Schultz, Seaview Condo/Pet Projects

Clay Koplin, Cordova Electric Cooperative

Teal Barmore, Cordova Creative Media

Natasha Casciano, Cordova Gear

LCDR Collin R. Bronson, US Coast Guard

Seawan Gehlbach, Alaska Marine

Response/Seastar Suites

Jim Kacsh, Individual

Kerin Kramer, Native Village of Eyak

Alan Lanning, Cordova City Manager

Pete Mickelson, Individual

Scot Mitchell, Cordova Comm Med Center

Ryan Schuetze, Commercial Fisherman/

Crow's Nest Printing

Theresa Tanner, Chugach National Forest -

Cordova Ranger District

Outreach efforts have also proven fruitful. We have secured the Cordova Center to host the Alaska State Chamber's annual Fall Forum event, bringing over 150 high-level business leaders from around the state to experience our unique community from October 21st-24th, 2019. We are also continuing our efforts to ready tourism infrastructure for UnCruise Adventures to begin seasonal weekly visits to Cordova with their 66-passenger vessel beginning April 2021.

Some of the ongoing ways we are working to enhance quality of life while supporting Cordova's economic base and strategizing for future growth include: providing business promotion to local member businesses; maintaining a state of the art destination marketing and local resource website at cordovachamber.com; and developing supporting materials like the Cordova Coupon Book, Cordova Shopping & Dining Guide, and several Cooperative Advertising campaigns.

At this moment, our staff is organizing two large-scale community events. We hope you can join us for Copper River Delta Shorebird Festival on May 2nd – 5th, 2019 and Cordova Cleanup Day on May 25th.

We could not do any of this work without your financial support and partnership. On behalf of all our members and Cordova's citizens – Thank you!

Sincerely,
Cathy Renfeldt

Executive Director
Cordova Chamber of Commerce



Agenda Item # 13
City Council Meeting Date: 5/15/2019
City Council Communication Form

FROM: Susan Bourgeois, CMC, City Clerk

DATE: 5/7/2019

ITEM: Resolution 05-19-21

ACTION: Establishing local school funding and approving CSD budget

☐ Ordinance
☒ Resolution

☐ Motion
☐ Information

- I. **REQUEST OR ISSUE:** Cordova school district has submitted its FY20 budget ending June 30, 2020 for Council approval and asks Council to set the local funding level.
- II. **RECOMMENDED ACTION:** Approval of Resolution 05-19-21
- III. **FISCAL IMPACTS:** City Council, in approving the City 2019 budget in December 2018, has already set a funding level for the school that covers the first half of the School District's fiscal year (i.e. June 1 – December 31, 2019). The resolution before Council tonight, delineates the first half dollar amounts and the second half dollar amounts and includes the in-kind contributions of the City as well.
- IV. **BACKGROUND INFORMATION:** In researching this request by the School District, several years of school budget approval resolutions were found that were usually passed by City Council in December of the year and made mention of the 30-day time frame for Council to act on the request, however, no mention of the May 1 deadline was made, nor were the requests made previous to the May 1 deadline as required in Statute (further research could not find where this statute had been changed recently).
- V. **LEGAL ISSUES:** relevant statutes attached AS 14.14.060 (c) and 14.14.065

- VI. CONFLICTS OR ENVIRONMENTAL ISSUES:** It may be difficult for Council to budget this midway through a year instead of while Council is creating the City's budget at year-end (often Oct-Dec). Following this memo is the school district's 2019-2020 proposed budget which claims "City Contribution – direct support – appropriated" of \$1,750,000. Unfortunately, that is a misleading line item because as explained in the resolution, the City's \$1,750,000 appropriation was for 6 months of the school's 2018 – 2019 budget (i.e. Jan 1 – June 30, 2019) and 6 months of the school's 2019 – 2020 budget (i.e. July 1 – Dec 31, 2019). If you see the attached finance department worksheet, that \$1,750,000 was divided into \$844,000 for first 6 months and \$906,000 for last 6 months of the calendar year 2019. Therefore, all the City has appropriated so far for the school's 2020 budget is \$906,000. If Council chooses to fund the school at it's request the actual increase in City appropriation would be \$1,044,000 – however, I am unsure if that would be an actual appropriation upon passage of this resolution or just a commitment from Council to say so and then appropriate in December 2019 upon passage of the City's 2020 budget.
- VII. SUMMARY AND ALTERNATIVES:** Council could amend the amount of City funding for the Cordova School District that is in the resolution; staff wrote the resolution to include the full amount being asked for by the school district.

Council could direct staff to write an ordinance that could change this time-frame to coincide with the City's calendar year. AS 14.14.060 (c) specifically says, "except as otherwise provided by municipal ordinance".

**CITY OF CORDOVA, ALASKA
RESOLUTION 05-19-21**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
ESTABLISHING THE LEVEL OF LOCAL FUNDING AND APPROVING THE BUDGET OF THE
CORDOVA PUBLIC SCHOOL DISTRICT FOR THE FISCAL YEAR ENDING JUNE 30, 2020**

WHEREAS, Alaska Statutes 14.14.060 (c) and 14.14.065 provide that the Cordova Public School District Board of Education shall submit the school budget for the following school year to the City Council by May 1 and the City Council shall determine the total amount of money to be made available from local sources for school purposes within 30 days of receipt of the School Board of Education's request; and,

WHEREAS, these statutes also provide that the City's failure to determine the funding level within 30 days would result in automatic approval of the amount requested; and,

WHEREAS, on May 1, 2019 the Cordova School District Superintendent submitted a draft of the District's 2019-2020 school year budget on behalf of the Board of Education which proposed an operating budget of \$7,161,999 for the Cordova Public School District which includes \$1,950,000 in revenue support from local sources and \$124,000 of in-kind support; and

WHEREAS, on December 19, 2018 City Council approved the City's fiscal year 2019 operating budget which included an appropriation from the General Fund of \$1,750,000 as revenue support and \$104,136 as in-kind support for the Cordova Public Schools; and

WHEREAS, due to the discrepancy in fiscal years between the City and the School District, \$906,000 of the \$1,750,000 and \$52,086 of the \$104,136 in-kind, has already been appropriated by the City to account for the first 6 months of the School's FY20 budget; and

WHEREAS, if City Council approves the full request of the Cordova School District, the amount the City will be committing to would be \$1,950,000 less the \$906,000 already committed or **\$1,044,000** which would be the revenue support level and \$124,000 less the \$52,086 already committed or **\$71,914** of in-kind support for January 1, 2020 through June 30, 2020.

NOW, THEREFORE BE IT RESOLVED THAT the City Council of the City of Cordova, Alaska, hereby **1)** establishes the level of local funding for the Cordova Public School District for their Fiscal Year 2020 ending June 30, 2020 at **\$2,074,000** consisting of \$1,950,000 cash contribution and in-kind contributions of \$124,000 for water, sewer, and garbage and **2)** hereby approves the operating budget of the Cordova Public School District for its Fiscal Year 2020 ending June 30, 2020 in the amount of \$7,161,999; and

BE IT FURTHER RESOLVED THAT, both the commitment to a local funding level and the approval of the operating budget are subject to modification during the City of Cordova FY20 budgeting process and appropriation.

PASSED AND APPROVED THIS 15th DAY OF MAY 2019.

Clay R. Koplin, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk

Cordova School District

2019-2020 Proposed Budget

Beginning Fund Balance	240,000
Revenue	
City Contribution	
- Direct Support - Appropriated	1,750,000
- Direct Support - Additional Requested	200,000
- In-Kind Support	124,000
Other Local Revenue	25,000
Tuition from Students	42,000
eRate	139,000
State Sources	4,636,202
Federal Sources - Direct	44,000
Total Revenue	6,960,202
Expenditures	
100 - Instruction	3,055,209
200 - Special Education Instruction	726,852
220 - Special Education Support Services	65,763
300 - Support Services (Students)	133,472
350 - Support Services (Instruction)	644,630
400 - School Administration	305,572
450 - School Administration Support Services	205,423
510 - District Administration	266,055
550 - District Administration Support Services	337,403
600 - Operations and Maintenance of Plant	883,491
700 - Student Activities	108,887
900 - Transfer to Student Activities and Food Service	429,242
Total Expenditures	7,161,999
Ending Fund Balance	38,203

* The City of Cordova has appropriated \$1,750,000 for School District Direct Support. The proposed budget relies on and requests an additional \$200,000 from the City of Cordova to support the school district's budgetary needs for Fiscal Year 2019-2020.

Cordova School District

Fiscal Year Beginning July 1, 2019

Basic Need Calculation			
Base			ADM
High School			158.00
Elementary			171.00
Total			329.00
<i>SpEd Intensive</i>			<i>12.00</i>
School Size Adjustment	Notes		ADM
High School	150 - 250 Students		226.74
Elementary	150 - 250 Students		240.78
Total			467.52
Other Factor Adjustments		Factor	ADM
+ Hold Harmless	<i>No longer applicable</i>	0.000	467.52
x District Cost Factor		1.234	576.92
x Special Needs Factor		1.200	692.30
x Vocational/Technical Factor		1.015	702.69
+ Correspondence 90%		1.000	703.59
+ Intensive Services Factor		156.000	859.59
Total Adjusted ADM	<i>Adjusted to match DEED</i>		859.59
Base Student Allocation			5,930
Funding			
Base Need Total			5,097,358
- Required Local Effort			905,380
- Deductible Impact	Estimate Full Deduction		44,000
+ Quality Schools	Estimate same as FY19		13,844
Projected State Entitlement			4,161,822
Local Effort Calculation			
2018 Full Value Determination	*Will update in Fall 2019		\$341,652,860
Prior Year Basic Need			5,145,876
Projected Basic Need			5,097,358
Full Value x 0.00265			905,380
45% Prior Year Basic Need	Whichever value is lesser.		2,315,644
Minimum Required Local Contribution			905,380
Full Value x 0.00200			683,306
23% of Projected Basic Need + Quality Schools	Whichever value is greater.		1,175,576
Additional Allowable Local Contribution			1,175,576
Maximum Allowable Local Contribution	Minimum + Additional Allowable		2,080,957

Estimate updated 05/01/2019

**Cordova School District
6-Year Historical Data
City of Cordova Contribution**

	FY14	FY15	FY16	FY17	FY18	FY19 Est.
City Contribution	1,654,727	1,747,458	1,792,579	1,879,270	1,602,052	1,604,000
Maximum Allowable	1,685,098	1,882,322	1,873,130	1,993,345	1,957,019	2,049,889
Difference	(30,371)	(134,864)	(80,551)	(114,075)	(354,967)	(445,889)

Sec. 14.14.060. Relationship between borough school district and borough; finances and buildings.

(a) The borough assembly may by ordinance require that all school money be deposited in a centralized treasury with all other borough money. The borough administrator shall have the custody of, invest, and manage all money in the centralized treasury. However, the borough assembly, with the consent of the borough school board, may by ordinance delegate to the borough school board the responsibility of a centralized treasury.

(b) When the borough school board by resolution consents, the borough assembly may by ordinance provide a centralized accounting system for school and all other borough operations. The system shall be operated in accordance with accepted principles of governmental accounting. However, the assembly, with the consent of the borough school board, may by ordinance delegate to the borough school board the responsibilities of the accounting system.

(c) Except as otherwise provided by municipal ordinance, the borough school board shall submit the school budget for the following school year to the borough assembly by May 1 for approval of the total amount. Within 30 days after receipt of the budget the assembly shall determine the total amount of money to be made available from local sources for school purposes and shall furnish the school board with a statement of the sum to be made available. If the assembly does not, within 30 days, furnish the school board with a statement of the sum to be made available, the amount requested in the budget is automatically approved. Except as otherwise provided by municipal ordinance, by June 30, the assembly shall appropriate the amount to be made available from local sources from money available for the purpose.

(d) The borough assembly shall determine the location of school buildings with due consideration to the recommendations of the borough school board.

(e) The borough school board is responsible for the design criteria of school buildings. To the maximum extent consistent with education needs, a design of a school building shall provide for multiple use of the building for community purposes. Subject to the approval of the assembly, the school board shall select the appropriate professional personnel to develop the designs. The school board shall submit preliminary and subsequent designs for a school building to the assembly for approval or disapproval; if the design is disapproved, a revised design shall be prepared and presented to the assembly. A design or revised design approved by the assembly shall be submitted by the board to the department in accordance with AS 14.07.020(a)(11).

(f) The borough school board shall provide custodial services and routine maintenance for school buildings and shall appoint, compensate, and otherwise control personnel for these purposes. The borough assembly through the borough administrator, shall provide for all major rehabilitation, all construction and major repair of school buildings. The recommendations of the school board shall be considered in carrying out the provisions of this section.

(g) State law relating to teacher salaries and tenure, to financial support, to supervision by the department and other general laws relating to schools, governs the exercise of the functions by the borough. The school board shall appoint, compensate, and otherwise control all school employees and administration officers in accordance with this title.

(h) School boards within the borough may determine their own policy separate from the borough for the purchase of supplies and equipment.

(i) Notwithstanding (e) and (f) of this section, a borough assembly and a borough school board may divide the duties imposed under (e) and (f) of this section by agreement between the borough assembly and borough school board.

Sec. 14.14.065. Relationship between city school district and city.
The relationships between the school board of a city school district and the city council and executive or administrator are governed in the same manner as provided in AS 14.14.060 for the school board of a borough school district and the borough assembly and executive or administrator.

Sec. 14.17.410. Public school funding.

(a) A district is eligible for public school funding in an amount equal to the sum calculated under (b) and (c) of this section.

(b) Public school funding consists of state aid, a required local contribution, and eligible federal impact aid determined as follows:

(1) state aid equals basic need minus a required local contribution and 90 percent of eligible federal impact aid for that fiscal year; basic need equals the sum obtained under (D) of this paragraph, multiplied by the base student allocation set out in AS 14.17.470; district adjusted ADM is calculated as follows:

(A) the ADM of each school in the district is calculated by applying the school size factor to the student count as set out in AS 14.17.450;

(B) the number obtained under (A) of this paragraph is multiplied by the district cost factor described in AS 14.17.460;

(C) the ADMs of each school in a district, as adjusted

CITY OF CORDOVA TRANSFER TO SCHOOLS 2019							
JAN 1, 2019 - DEC 31, 2019							
PMT	DUE DATE	CHECK NUMBER	CHECK DATE	CHECK AMOUNT	BALANCE	GL ACCOUNT #	
					\$844,000.00		
1	1/1/2019	106925	1/3/2019	\$140,666.67	\$703,333.33	101-902-57000	
2	2/1/2019	107057	2/1/19	\$140,666.67	\$562,666.66	101-902-57000	
3	3/1/2019	107194	3/18/19	\$140,666.67	\$421,999.99	101-902-57000	
4	4/1/2019	107331	4/16/19	\$140,666.67	\$281,333.32	101-902-57000	
5	5/1/2019	107410	5/3/19	\$140,666.67	\$140,666.65	101-902-57000	
6	6/1/2019			\$140,666.65	\$0.00	101-902-57000	STATE FISCAL YEAR END - 2019
					\$906,000.00		
7	7/1/2019			\$151,000.00	\$755,000.00	101-902-57001	STATE FISCAL YEAR BEGIN 2020
8	8/1/2019			\$151,000.00	\$604,000.00	101-902-57001	
9	9/1/2019			\$151,000.00	\$453,000.00	101-902-57001	
10	10/1/2019			\$151,000.00	\$302,000.00	101-902-57001	
11	11/1/2019			\$151,000.00	\$151,000.00	101-902-57001	
12	12/1/2019			\$151,000.00	\$0.00		



AGENDA ITEM 14
City Council Meeting Date: 05/15/2019
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk
DATE: 05/06/2019
ITEM: Certification of the 2019 Property Assessment Roll
NEXT STEP: Majority voice vote

☐ ORDINANCE
☒ MOTION

☐ RESOLUTION
☐ INFORMATION

- I. **REQUEST OR ISSUE:** Certification of the 2019 Property Assessment Roll.
- II. **RECOMMENDED ACTION / NEXT STEP:** Suggested motion:
I move to certify the 2019 Property Assessment Roll as presented by the City Clerk's Office.
- III. **FISCAL IMPACTS:** Certification of the roll is the next step toward collection of 2019 property taxes. The certification of the roll gives the full taxable value of the City. A mill rate will later be set which when multiplied by the assessed value determines property tax amounts which get billed to the individual property owners. Bills go in the mail per City Code by July 1, 2019 and the collection is in halves, the first half due on or before August 31, 2019 and the second half due on or before October 31, 2019.
- IV. **BACKGROUND INFORMATION:** Contract Assessor, Appraisal Company of Alaska conducted a customary review of Cordova's properties in the fall and winter of 2018 to arrive at new values for the 2019 assessment roll; all properties are assessed at their values as of January 1 of the assessment year. For 2019 the assessor determined that residential building values were below market value based on actual sale prices, so these were raised 10% and commercial building values were raised 5%. A list of sales ratios from the past several years is attached to this memo.
Assessment notices were mailed to all property owners on March 6, 2019. During

the 30-day appeal period, the Deputy Clerk received 58 appeals which were handled by Appraisal Company of Alaska, the City's contracted Assessor. The Board of Equalization Hearing was held on April 15, 2019, at which time, the Board heard 6 appeals which had not been resolved between the assessor and the appellant. Adjusted Assessment notices were sent to all appellants whose property values changed as a result of the appeal and BOE process, on April 19, 2019.

V. LEGAL ISSUES: The pertinent references to the Cordova Municipal Code are as follows:

5.36.190 - Appeal—Entry of changes by assessor.

Except as to supplementary assessments, the assessor shall enter the changes so certified upon his records, and certify the final assessment roll by June 1st.

(Ord. 777 (part), 1996: prior code § 13.121, as amended during 1979 codification).

5.36.230 - Delivery of statement to council.

When the final assessment records have been completed by the assessor as provided in this chapter, the assessor shall deliver to the council on or before June 1st of each year a statement of the total assessed valuation of all real property within the city.

(Ord. 777 (part), 1996: prior code § 13.125, as amended during 1979 codification).

5.36.240 - Amount set by resolution.

The council shall thereupon by resolution annually before June 15th fix a rate of tax levy and designate the number of mills upon each dollar of value of assessed taxable real property that shall be levied.

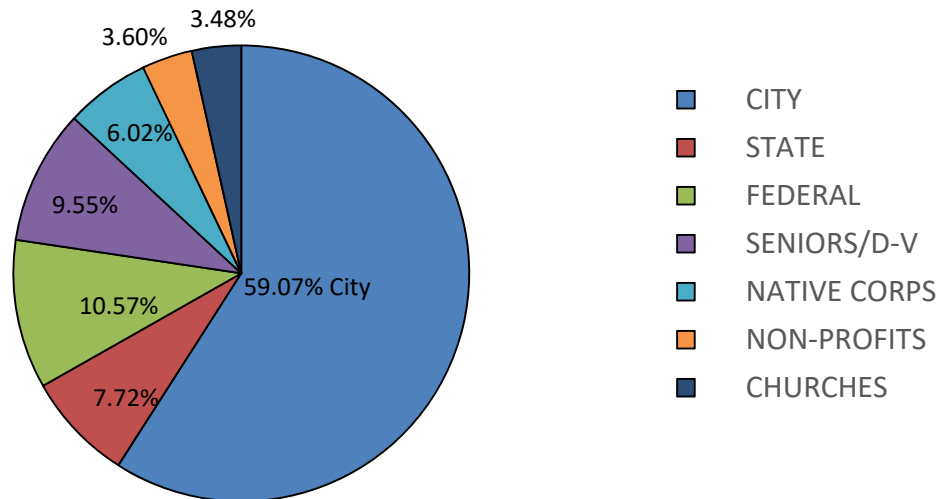
(Ord. 777 (part), 1996: prior code § 13.126, as amended during 1979 codification).

VI. SUMMARY AND ALTERNATIVES: Council should pass a motion to certify the roll unless there is reason to believe there was a breach in procedure or error in calculations by either by the Contract Assessor or the City Clerk's Office.

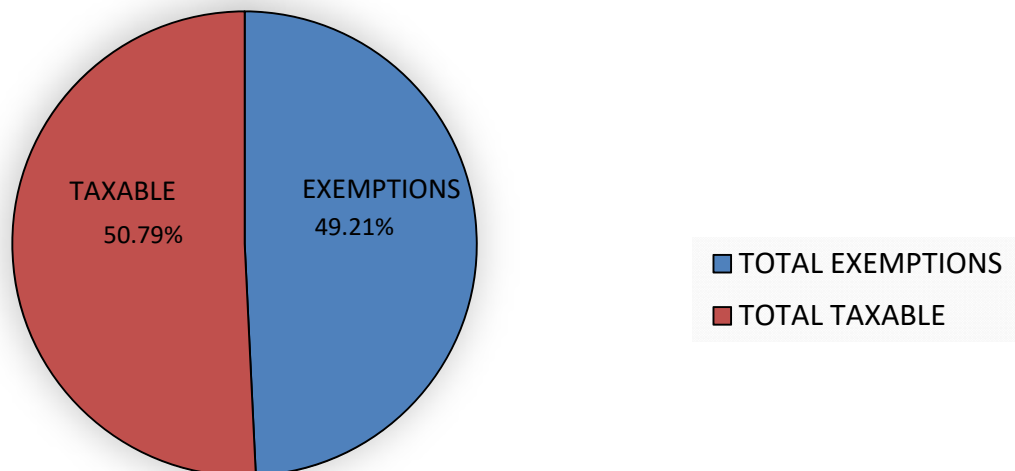
THREE YEARS COMPARISON OF EXEMPT VALUE TO TAXABLE VALUE

	2019	%	2018	%	2017	%
TOTAL LAND	\$92,933,500		\$93,650,400		\$90,337,900	
TOTAL IMPROVEMENTS	\$347,376,760		\$327,286,660		\$318,566,390	
TOTAL ASSESSED VALUE	\$440,310,260	100%	\$420,937,060	100%	\$408,904,290	100%
TOTAL EXEMPTIONS	\$216,689,879	49.21%	\$206,410,900	49.04%	\$203,768,000	49.83%
TOTAL TAXABLE	\$223,620,381	50.79%	\$214,526,160	50.96%	\$205,136,290	50.17%
EXEMPTIONS:						
CITY	\$128,002,100	59.07%	\$123,236,500	59.70%	\$121,668,900	59.71%
STATE	\$16,719,500	7.72%	\$15,752,500	7.63%	\$15,910,200	7.81%
FEDERAL	\$22,894,300	10.57%	\$22,536,600	10.92%	\$22,414,100	11.00%
SENIORS/D-V	\$20,685,579	9.55%	\$18,829,500	9.12%	\$18,064,500	8.87%
NATIVE CORPS	\$13,046,000	6.02%	\$12,370,100	5.99%	\$12,014,000	5.90%
NON-PROFITS	\$7,792,600	3.60%	\$6,619,400	3.21%	\$6,690,600	3.28%
CHURCHES	\$7,549,800	3.48%	\$7,066,300	3.42%	\$7,005,700	3.44%
TOTAL EXEMPTIONS	\$216,689,879	100%	\$206,410,900	100%	\$203,768,000	100%

2019 EXEMPTION CATEGORIES



2019 TAXABLE VS EXEMPT



CITY OF CORDOVA

TEN YEARS PROPERTY ASSESSMENTS COMPARISON

TAX YEAR	PROP TAX BILLED	MILL RATES	TAXABLE ASSESSMENT	EXEMPTED ASSESSMENT	TOTAL ASSESSMENT
2009	\$1,756,300	14.50 & 13.50	\$137,305,360	\$123,808,050	\$261,113,410
2010	\$2,093,027	13.90 & 12.90	\$146,419,540	\$124,237,950	\$270,657,490
2011	\$1,506,150	9.70 & 8.70	\$158,862,060	\$128,619,400	\$287,481,460
2012	\$1,500,605	9.43 & 8.43	\$162,764,496	\$130,722,764	\$293,487,260
2013	\$1,587,405	9.43 & 8.43	\$172,107,590	\$190,893,600	\$363,001,190
2014	\$2,129,122	12.07 & 11.07	\$179,527,870	\$200,270,200	\$379,798,070
2015	\$2,155,026	11.53	\$186,905,960	\$205,166,480	\$392,072,440
2016	\$2,234,841	11.05	\$202,118,470	\$205,663,800	\$407,782,270
2017	\$2,533,433	12.35	\$205,136,290	\$203,768,000	\$408,904,290
2018	\$2,533,554	11.81	\$214,526,160	\$206,410,900	\$420,937,060
2019	Unknown	Not Set Yet	\$223,620,381	\$216,689,879	\$440,310,260

City of Cordova Sales Ratios and General Assessment Changes 2014 - present				
assessment year	residential	commercial	other	sales ratio* as calculated for DCCED report of year prior
2014	land up 5%; improvements up 5%	land up 5%; improvements up 5%		76.7%
2015	improvements up 5%	correct local multiplier and increase depreciation		80.8%
2016	land up 10%; improvements up 15%; over \$300k improvements up 10%; well and septic valued @ \$5,000 each	improvements up 5%		77.6%
2017	no change	no change	first street land values standardized	90.2%
2018	no change	land up 12.5%		86.6%
2019	improvements up 10%	improvements up 5%		83.7%

* sales ratio is actual sale price/assessed value



AGENDA ITEM 15
City Council Meeting Date: 5/15/2019
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk
DATE: 5/6/2019
ITEM: Self-Funded Health Plan
NEXT STEP: Majority voice vote

☐ ORDINANCE
☒ MOTION(s)

☐ RESOLUTION
☐ INFORMATION

- I. **REQUEST OR ISSUE:** Council information and discussion of provisions of self-funded health plan and council action to make changes to procedures.
- II. **RECOMMENDED ACTION / NEXT STEP:** This has been requested by 2 council members to be a 2-part agenda item. Part **a.** Council action to change the procedures for approval of amendments to the self-funded health care plan for City employees (make the plan administrator a committee?). Part **b.** Council direction to the committee set in part a to report back to Council on amendment 5 to the health care plan.
- III. **FISCAL IMPACTS:** Could be many varied fiscal impacts based on the expenses associated with certain amendments to the self-funded insurance plan.
- IV. **BACKGROUND INFORMATION:** In 2015, the City switched from a Premera/Blue Cross of Alaska fully funded health insurance policy for employees to a self-funded plan which includes a stop-loss coverage after \$55,000 per month. The plan is administered by a claim's administrator (Professional Benefit Services). The intent was to mimic the coverages that were in the old Premera/Blue Cross policy. Over the first few years amendments were made when coverages were found to not be in line with the old Premera coverages. More recently, amendments 4 and 5 were agreed to by the plan administrator. Sponsors of this agenda item believe that perhaps City employees and/or City Council should have representation when amendments to the plan are being made. The sponsor of this agenda item seeks Council discussion on this item to ascertain the opinions of others.
Attached items for information: 1) the "plan administration" section of city self-funded health care plan, 2) amendments 1-7 to the plan.
- V. **LEGAL ISSUES:** Sponsors of this agenda item stressed the need for checks and balances,

similar to the requirement of 2 check signers for City payroll and accounts payable checks. City Attorney input has stressed reliance on Cordova Municipal Code 5.12.040 and 5.12.050 (B) and 4.04.060.

5.12.040 - Council approval of contracts.

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

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

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

(Ord. No. 1093, § 1, 1-4-2012)

5.12.050 - 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.

(Ord. 1019 § 2, 2008: Ord. 809 (part), 1998).

(Ord. No. 1093, § 2, 1-4-2012)

4.04.060 - City council responsibility and authority.

The city council shall have overall responsibility and authority regarding personnel matters including, but not limited to the following:

- A. Make appointments to the personnel board;
- B. Assign such additional duties to the personnel board as it deems appropriate;
- C. Approve the city's budget including requests for personnel management funds;
- D. Approve personnel policies and procedures reviewed by the city manager and the personnel board;
- E. Approve individual employment agreements for the city manager and city clerk.

(Ord. 685 (part), 1991).

VI. SUMMARY AND ALTERNATIVES:

The City Attorney has advised that when first implemented, this self-funded plan should have been approved by City Council pursuant to CMC 5.12.040 (such Council approval cannot be found). She suggests that if it is set for renewal on July 1, 2019, that the renewal should be approved by Council via a memo setting forth the requirements in 5.12.040. Then Council could do so with each renewal.

Further attorney advice is that the City Manager can adopt a policy and procedure document to change the "Plan Administrator" to a committee and that policy should be approved by Council under CMC 4.04.060 (D). Once established, the committee should determine if any amendments to the plan may cost the City more than \$25,000 or 110% of contract price and if so, then they would seek Council approval of such amendments.

RESPONSIBILITIES FOR PLAN ADMINISTRATION

PLAN ADMINISTRATOR. City of Cordova is the benefit plan of City of Cordova, the Plan Administrator, also called the Plan Sponsor. It is to be administered by the Plan Administrator in accordance with the provisions of ERISA. An individual or committee may be appointed by City of Cordova to be Plan Administrator and serve at the convenience of the Employer. If the Plan Administrator or a committee member resigns, dies or is otherwise removed from the position, City of Cordova shall appoint a new Plan Administrator as soon as reasonably possible.

The Plan Administrator shall administer this Plan in accordance with its terms and establish its policies, interpretations, practices, and procedures. It is the express intent of this Plan that the Plan Administrator shall have maximum legal discretionary authority to construe and interpret the terms and provisions of the Plan, to make determinations regarding issues which relate to eligibility for benefits, to decide disputes which may arise relative to a Plan Participant's rights, and to decide questions of Plan interpretation and those of fact relating to the Plan. The decisions of the Plan Administrator will be final and binding on all interested parties.

Service of legal process may be made upon the Plan Administrator.

DUTIES OF THE PLAN ADMINISTRATOR.

- (1) To administer the Plan in accordance with its terms.
- (2) To interpret the Plan, including the right to remedy possible ambiguities, inconsistencies or omissions.
- (3) To decide disputes which may arise relative to a Plan Participant's rights.
- (4) To prescribe procedures for filing a claim for benefits and to review claim denials.
- (5) To keep and maintain the Plan documents and all other records pertaining to the Plan.
- (6) To appoint a Claims Administrator to pay claims.
- (7) To perform all necessary reporting as required by ERISA.
- (8) To establish and communicate procedures to determine whether a medical child support order is qualified under ERISA Sec. 609.
- (9) To delegate to any person or entity such powers, duties and responsibilities as it deems appropriate.

PLAN ADMINISTRATOR COMPENSATION. The Plan Administrator serves **without** compensation; however, all expenses for plan administration, including compensation for hired services, will be paid by the Plan.

FIDUCIARY. A fiduciary exercises discretionary authority or control over management of the Plan or the disposition of its assets, renders investment advice to the Plan or has discretionary authority or responsibility in the administration of the Plan.

FIDUCIARY DUTIES. A fiduciary must carry out his or her duties and responsibilities for the purpose of providing benefits to the Employees and their Dependent(s), and defraying reasonable expenses of administering the Plan. These are duties which must be carried out:

- (1) with care, skill, prudence and diligence under the given circumstances that a prudent person, acting in a like capacity and familiar with such matters, would use in a similar situation;
- (2) by diversifying the investments of the Plan so as to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so; and
- (3) in accordance with the Plan documents to the extent that they agree with ERISA.

THE NAMED FIDUCIARY. A "named fiduciary" is the one named in the Plan. A named fiduciary can appoint others to carry out fiduciary responsibilities (other than as a trustee) under the Plan. These other persons become fiduciaries themselves and are responsible for their acts under the Plan. To the extent that the named fiduciary allocates its responsibility to other persons, the named fiduciary shall not be liable for any act or omission of such person unless either:

- (1) the named fiduciary has violated its stated duties under ERISA in appointing the fiduciary, establishing the procedures to appoint the fiduciary or continuing either the appointment or the procedures; or
- (2) the named fiduciary breached its fiduciary responsibility under Section 405(a) of ERISA.

CLAIMS ADMINISTRATOR IS NOT A FIDUCIARY. A Claims Administrator is **not** a fiduciary under the Plan by virtue of paying claims in accordance with the Plan's rules as established by the Plan Administrator.

FUNDING THE PLAN AND PAYMENT OF BENEFITS

The cost of the Plan is funded as follows:

For Employee and Dependent Coverage: Funding is derived from the funds of the Employer and contributions made by the covered Employees.

The level of any Employee contributions will be set by the Plan Administrator. These Employee contributions will be used in funding the cost of the Plan as soon as practicable after they have been received from the Employee or withheld from the Employee's pay through payroll deduction.

Benefits are paid directly from the Plan through the Claims Administrator.

THE TRUST AGREEMENT

If this Plan is established under a Trust agreement, that agreement is made a part of the Plan. A copy of the appropriate agreement is available for examination by Employees and their Dependent(s) at the office of the Plan Administrator during normal business hours. Also, upon written request, the following items will be furnished to an Employee or Dependent:

- (1) A copy of the Trust agreement.
- (2) A complete list of employers and employee organizations sponsoring the Plan.

Service of legal process may be made upon a Plan trustee.

PLAN IS NOT AN EMPLOYMENT CONTRACT

The Plan is not to be construed as a contract for or of employment.

CLERICAL ERROR

Any clerical error by the Plan Administrator or an agent of the Plan Administrator in keeping pertinent records or a delay in making any changes will not invalidate coverage otherwise validly in force or continue coverage validly terminated. An equitable adjustment of contributions will be made when the error or delay is discovered.

If, an overpayment occurs in a Plan reimbursement amount, the Plan retains a contractual right to the overpayment. The person or institution receiving the overpayment will be required to return the incorrect amount of money. In the case of a Plan Participant, the amount of overpayment may be deducted from future benefits payable.

AMENDING AND TERMINATING THE PLAN

If the Plan is terminated, the rights of the Plan Participants are limited to expenses incurred before termination.

The Employer reserves the right, at any time, to amend, suspend or terminate the Plan in whole or in part. This includes amending the benefits under the Plan or the Trust agreement (if any).

CERTAIN PLAN PARTICIPANTS RIGHTS UNDER ERISA

Plan Participants in this Plan are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA). ERISA specifies that all Plan Participants shall be entitled to:

Examine, without charge, at the Plan Administrator's office, all Plan documents and copies of all documents governing the Plan, including a copy of the latest annual report (form 5500 series) filed by the Plan with the U.S. Department of Labor and available at the Public Disclosure Room of the Employee Benefits Security Administration.

Obtain copies of all Plan documents and other Plan information upon written request to the Plan Administrator. The Plan Administrator may make a reasonable charge for the copies.

Continue health care coverage for a Plan Participant, Spouse, or other dependents if there is a loss of coverage under the Plan as a result of a Qualifying Event. Employees or dependents may have to pay for such coverage.

Review this summary plan description and the documents governing the Plan or the rules governing COBRA continuation coverage rights.

Reduction or elimination of exclusionary periods of coverage for Pre-Existing Conditions under this group health Plan, if an Employee or dependent has Creditable Coverage from another plan. The Employee or dependent should be provided a certificate of Creditable Coverage, free of charge, from the group health plan or health insurance issuer when coverage is lost under the plan, when a person becomes entitled to elect COBRA continuation coverage, when COBRA continuation coverage ceases, if a person requests it before losing coverage, or if a person requests it up to 24 months after losing coverage. Without evidence of Creditable Coverage, a Plan Participant may be subject to a Pre-Existing Conditions exclusion for 12 months (18 months for Late Enrollees) after the Enrollment Date of coverage, but only for Plan Years that begin before January 1, 2014.

If a Plan Participant's claim for a benefit is denied or ignored, in whole or in part, the participant has a right to know why this was done, to obtain copies of documents relating to the decision without charge, and to appeal any denial, all within certain time schedules.

Under ERISA, there are steps a Plan Participant can take to enforce the above rights. For instance, if a Plan Participant requests a copy of Plan documents or the latest annual report from the Plan and does not receive them within 30 days, he or she may file suit in a federal court. In such a case, the court may require the Plan Administrator to provide the materials and to pay the Plan Participant up to \$110 a day until he or she receives the materials, unless the materials were not sent because of reasons beyond the control of the Plan Administrator. If the Plan Participant has a claim for benefits which is denied or ignored, in whole or in part, the participant may file suit in state or federal court.

In addition, if a Plan Participant disagrees with the Plan's decision or lack thereof concerning the qualified status of a medical child support order, he or she may file suit in federal court.

In addition to creating rights for Plan Participants, ERISA imposes obligations upon the individuals who are responsible for the operation of the Plan. The individuals who operate the Plan, called "fiduciaries" of the Plan, have a duty to do so prudently and in the interest of the Plan Participants and their beneficiaries. No one, including the Employer or any other person, may fire a Plan Participant or otherwise discriminate against a Plan Participant in any way to prevent the Plan Participant from obtaining benefits under the Plan or from exercising his or her rights under ERISA.

If it should happen that the Plan fiduciaries misuse the Plan's money, or if a Plan Participant is discriminated against for asserting his or her rights, he or she may seek assistance from the U.S. Department of Labor, or may file suit in a federal court. The court will decide who should pay court costs and legal fees. If the Plan Participant is successful, the court may order the person sued to pay these costs and fees. If the Plan

Participant loses, the court may order him or her to pay these costs and fees, for example, if it finds the claim or suit to be frivolous.

If the Plan Participant has any questions about the Plan, he or she should contact the Plan Administrator. If the Plan Participant has any questions about this statement or his or her rights under ERISA, including COBRA or the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, that Plan Participant should contact either the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) or visit the EBSA website at www.dol.gov/ebsa/. (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.)

GENERAL PLAN INFORMATION

TYPE OF ADMINISTRATION

The Plan is a self-funded group health Plan and the administration is provided through a Third Party Claims Administrator. The funding for the benefits is derived from the funds of the Employer and contributions made by covered Employees. The Plan is not insured.

PLAN NAME

City of Cordova

PLAN NUMBER: 001

TAX ID NUMBER: 92-6000138

PLAN EFFECTIVE DATE: June 1, 2015

PLAN YEAR ENDS: May 31

EMPLOYER INFORMATION

City of Cordova
PO Box 1210
Cordova, Alaska 99574
907-424-6233

PLAN ADMINISTRATOR

City of Cordova
PO Box 1210
Cordova, Alaska 99574
907-424-6233

NAMED FIDUCIARY

City of Cordova
PO Box 1210
Cordova, Alaska 99574

AGENT FOR SERVICE OF LEGAL PROCESS

City of Cordova
PO Box 1210
Cordova, Alaska 99574

CLAIMS ADMINISTRATOR

Professional Benefit Services, Inc.
1193 Royvonne Ave. SE Suite 22
Salem, Oregon 97302
844-433-5183

TRUSTEE(S)

Randy Robertson
City Manager
PO Box 1210
Cordova, Alaska 99574

BY THIS AGREEMENT, City of Cordova is hereby adopted as shown.

IN WITNESS WHEREOF, this instrument is executed for City of Cordova on or as of the day and year first below written.

By _____
City of Cordova

Date _____

Witness _____

Date _____

HIPAA PRIVACY AMENDMENT

CITY OF CORDOVA

BY THIS AGREEMENT, City of Cordova, the medical, dental, prescription drug, and vision plan(s) (herein called the "Plan") are hereby amended as follows, effective as of June 1, 2015.

COMPLIANCE WITH HIPAA PRIVACY STANDARDS. Certain members of the Employer's workforce perform services in connection with administration of the Plan. In order to perform these services, it is necessary for these employees from time to time to have access to Protected Health Information (as defined below).

Under the Standards for Privacy of Individually Identifiable Health Information (45 CFR Part 164, the "Privacy Standards"), these employees are permitted to have such access only if the Plan is amended in accordance with the Privacy Standards.

Therefore, the Employer is amending the Plan as follows:

- (1) **General.** The Plan shall not disclose Protected Health Information to any member of the Employer's workforce unless each of the conditions set out in this HIPAA Privacy section is met. "Protected Health Information" shall have the same definition as set out in the Privacy Standards but generally shall mean individually identifiable health information about the past, present or future physical or mental health or condition of an individual, including genetic information and information about treatment or payment for treatment.
- (2) **Permitted Uses and Disclosures.** Protected Health Information disclosed to members of the Employer's workforce shall be used or disclosed by them only for purposes of Plan administrative functions. The Plan's administrative functions shall include all Plan payment and health care operations. The terms "payment" and "health care operations" shall have the same definitions as set out in the Privacy Standards, but the term "payment" generally shall mean activities taken with respect to payment of premiums or contributions, or to determine or fulfill Plan responsibilities with respect to coverage, provision of benefits, or reimbursement for health care. "Health care operations" generally shall mean activities on behalf of the Plan that are related to quality assessment; evaluation, training or accreditation of health care providers; underwriting, premium rating and other functions related to obtaining or renewing an insurance contract, including stop-loss insurance; medical review; legal services or auditing functions; or business planning, management and general administrative activities. However, Protected Health information that consists of genetic information will not be used for underwriting purposes.
- (3) **Authorized Employees.** The Plan shall disclose Protected Health Information only to members of the Employer's workforce who are designated and are authorized to receive such Protected Health Information, and only to the extent and in the minimum amount necessary for these persons to perform duties with respect to the Plan. For purposes of this HIPAA Privacy section, "members of the Employer's workforce" shall refer to all employees and other persons under the control of the Employer.
 - (a) **Updates Required.** The Employer shall amend the Plan promptly with respect to any changes in the members of its workforce who are authorized to receive Protected Health Information.
 - (b) **Use and Disclosure Restricted.** An authorized member of the Employer's workforce who receives Protected Health Information shall use or disclose the Protected Health Information only to the extent necessary to perform his or her duties with respect to the Plan.
 - (c) **Resolution of Issues of Noncompliance.** In the event that any member of the Employer's workforce uses or discloses Protected Health Information other than as permitted by the Privacy Standards, the incident shall be reported to the privacy official. The privacy official shall take appropriate action, including:

- (i) Investigation of the incident to determine whether the breach occurred inadvertently, through negligence, or deliberately; whether there is a pattern of breaches; and the degree of harm caused by the breach;
- (ii) Applying appropriate sanctions against the persons causing the breach, which, depending upon the nature of the breach, may include, oral or written reprimand, additional training, or termination of employment;
- (iii) Mitigating any harm caused by the breach, to the extent practicable; and
- (iv) Documentation of the incident and all actions taken to resolve the issue and mitigate any damages.

(4) Certification of Employer. The Employer must provide certification to the Plan that it agrees to:

- (a) Not use or further disclose the Protected Health Information other than as permitted or required by the Plan documents or as required by law;
- (b) Ensure that any agent or subcontractor, to whom it provides Protected Health Information received from the Plan, agrees to the same restrictions and conditions that apply to the Employer with respect to such information;
- (c) Not use or disclose Protected Health Information for employment-related actions and decisions or in connection with any other benefit or employee benefit plan of the Employer;
- (d) Report to the Plan any use or disclosure of the Protected Health Information of which it becomes aware that is inconsistent with the uses or disclosures permitted by this Amendment, or required by law;
- (e) Make available Protected Health Information to individual Plan members in accordance with Section 164.524 of the Privacy Standards;
- (f) Make available Protected Health Information for amendment by individual Plan members and incorporate any amendments to Protected Health Information in accordance with Section 164.526 of the Privacy Standards;
- (g) Make available the Protected Health Information required to provide any accounting of disclosures to individual Plan members in accordance with Section 164.528 of the Privacy Standards;
- (h) Make its internal practices, books and records relating to the use and disclosure of Protected Health Information received from the Plan available to the Department of Health and Human Services for purposes of determining compliance by the Plan with the Privacy Standards;
- (i) If feasible, return or destroy all Protected Health Information received from the Plan that the Employer still maintains in any form, and retain no copies of such information when no longer needed for the purpose of which disclosure was made, except that, if such return or destruction is not feasible, limit further uses and disclosures to those purposes that make the return or destruction of the information unfeasible; and
- (j) Ensure the adequate separation between the Plan and member of the Employer's workforce, as required by Section 164.504(f)(2)(iii) of the Privacy Standards.

Schedule I

The following members of City of Cordova's workforce are designated as authorized to receive Protected Health Information from City of Cordova ("the Plan") in order to perform their duties with respect to the Plan: Joe Smith.

IN WITNESS WHEREOF this Agreement has been executed on behalf of City of Cordova, a corporation on June 1, 2015.

By _____

By _____

By _____

By _____

Witness _____

HIPAA SECURITY AMENDMENT

CITY OF CORDOVA

BY THIS AGREEMENT, City of Cordova, the medical, dental, prescription drug, and vision plan(s) (herein called the "Plan") are hereby amended as follows, effective as of June 1, 2015.

COMPLIANCE WITH HIPAA ELECTRONIC SECURITY STANDARDS. Under the Security Standards for the Protection of Electronic Protected Health Information (45 CFR Part 164.300 et. seq., the "Security Standards"), the Plan documents must be amended to reflect certain obligations required of the Employer.

Therefore, the Employer is amending the Plan as follows:

- (1) The Employer agrees to implement reasonable and appropriate administrative, physical and technical safeguards to protect the confidentiality, integrity and availability of Electronic Protected Health Information that the Employer creates, maintains or transmits on behalf of the Plan. "Electronic Protected Health Information" shall have the same definition as set out in the Security Standards, but generally shall mean Protected Health Information that is transmitted by or maintained in electronic media.
- (2) The Employer shall ensure that any agent or subcontractor to whom it provides Electronic Protected Health Information shall agree, in writing, to implement reasonable and appropriate security measures to protect the Electronic Protected Health Information.
- (3) The Employer shall ensure that reasonable and appropriate security measures are implemented to comply with the conditions and requirements set forth in Compliance With HIPAA Privacy Standards provisions (3) Authorized Employees and (4) Certification of Employers.

IN WITNESS WHEREOF this Agreement has been executed on behalf of City of Cordova, a corporation on June 1, 2015.

By _____

By _____

By _____

By _____

Witness _____

AMENDMENT NO. 1

City of Cordova Health and Welfare Benefit Plan

Effective 6/1/2016, the City of Cordova Health and Welfare Benefit Plan (the “Plan”) is hereby amended in the following manner:

1. Outpatient Rehabilitation Therapy and Chronic Pain Care: Outpatient treatment for Rehabilitation Therapy and Chronic Pain Care will be subject to a \$25 copay in an office setting, up to a maximum of 45 visits per member each calendar year, when the below criteria are met. Benefits are also included for physical, speech and occupational assessments and evaluations related to rehabilitation.
 - i. You mustn’t be confined in a hospital or other medical facility.
 - ii. The therapy must be part of a formal written treatment plan prescribed by a physician.
 - iii. Services must be furnished and billed by a hospital, rehabilitation facility, physician, physical, occupational, or speech therapist.

All other sections of the Plan remain unchanged.

APPROVED AND ACCEPTED

By: _____
Signature

Title: _____

Date: _____

AMENDMENT NO. 2

City of Cordova Health and Welfare Benefit Plan

Effective 1/1/2017, the City of Cordova Health and Welfare Benefit Plan (the "Plan") is hereby amended in the following manner:

1. One Eye Exam will be covered per calendar year, per covered member at a \$25 copay. Any additional eye exams in the calendar year will not be covered.
2. Frame, lenses and/or contact lenses shall be limited in coverage to \$500 per calendar year for the cumulative benefit of all vision hardware.


APPROVED AND ACCEPTED

By: _____

Signature

Title: _____

Date: _____


City Manager
3/9/17

AMENDMENT NO. 4

City of Cordova Health and Welfare Benefit Plan

Effective 3/9/2018, the City of Cordova Health and Welfare Benefit Plan (the "Plan") is hereby amended in the following manner:

Medical Tourism

1. A member may be eligible for the medical tourism benefit if they meet the conditions below:
 - a. The procedure is currently eligible under the health plan, and;
 - b. The cost of the procedure is at least \$10,000, not including follow-up care, and;
 - c. The value of the savings, generated from transferring the member to a non-local provider facility, is greater than the projected travel costs and;
 - d. The Plan Administrator has reviewed and approved each instance of Medical Tourism
 - e. An exception may be made to one or all of the stated conditions (a)-(d) if the service in question is not available within 50 miles of the member's primary worksite.
2. The Medical Tourism benefit shall provide the following:
 - a. Travel reimbursement will be limited to flight cost (coach), daily per diem maximums (per GSA) and reasonable lodging costs.
 - b. Member having given procedure may bring one dependent (age 18 or older) and will be eligible to have their travel costs, per diem and reasonable lodging costs reimbursed by the plan.
 - c. All travel plans will need to be reviewed and approved by the Plan Administrator in advance.
 - d. Once approved, travel reimbursement will be paid at 100%, not subject to any other plan limitations.

All other provision remain unchanged.

APPROVED AND ACCEPTED

By: _____

Signature

Title: _____

Date: _____

3-9-18

AMENDMENT NO. 5

City of Cordova Health & Welfare Trust Benefit Plan Health

Effective 8/1/18, the City of Cordova Health and Welfare Benefit Plan (the "Plan") is hereby amended in the following manner:

Travel Reimbursement

The benefit is subject to the in-network calendar year deductible and coinsurance, if any.

Benefits are provided for ¹round trip air or surface transportation by a licensed commercial or private carrier. Benefits are limited to 3 round trip transports per calendar year. Benefits are available for:

- A life-endangering illness or injury
- A required surgery that cannot be performed locally
- An existing condition that cannot be treated locally

The trip must begin in Alaska where you became ill or injured and end at the ²nearest location equipped to provide treatment not available in a local facility. Transportation outside Alaska will be limited to Seattle, Washington unless the member has an ³existing relationship with their medical service providers.

When transportation is for a child under the age of 18, this benefit will also cover a parent or guardian to accompany the child.

If the procedure requires the assistance of another individual, for purposes of transportation, then the travel reimbursement will also apply for one additional individual. Required assistance will be documented in the form of a note from the medical provider indicating the necessity of a traveling companion.

Lodging, food, taxi and ridesharing are all excluded from the plan.

This amendment will not apply to any service(s) that are eligible for the National Medical Tourism program (Amendment #4).

¹Transportation costs will be limited to a reasonable coach fare.

²The nearest location equipped to provide treatment will be defined as an in-network provider, unless negotiated in advance by the Plan.

³Existing relationship, for the purpose of this amendment, will be defined as a healthcare provider who has performed multiple services for a given member either prior to the effective date of this amendment or prior to the employee's initial participation date into the health plan, whichever is later.

All other provision remain unchanged.

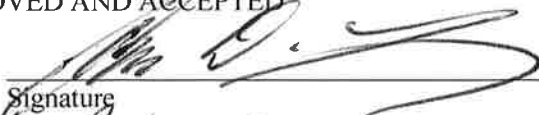
APPROVED AND ACCEPTED

By:

Signature

Title:

Date:


City Manager
7-30-18

AMENDMENT NO. 6
City of Cordova Health & Welfare Trust Benefit Plan Health

Effective immediately, the City of Cordova Health and Welfare Benefit Plan (the "Plan") is hereby amended in the following manner:

WHEREAS, The Employer desires to *amend* the insurance plan by making the following changes to the applicable portions of the City of Cordova Health & Welfare Trust Benefit Plan and Summary Plan Description, effective immediately as follows:

- 1) The employer's plan number is changed to:
Plan number 503 (instead of Plan number 001)

NOW THEREFORE, be it resolved, that the Employer hereby *amends* the Plan under the terms of the City of Cordova Health & Welfare Trust Benefit Plan, effective on the date listed above, as indicated herein.

RESOLVED, that the proper officers of the Employer are hereby authorized and directed to execute this Amendment setting forth the terms and conditions of the Employer's Plan;

RESOLVED, that the Plan be amended as per this Amendment and that by posting this amendment in a place accessible to all employees or by copying and distributing this Amendment to all employees, this Amendment shall also act as the required Notice to All Employees.

THIS AMENDMENT has been executed by the Sponsoring Employer and the Plan Trustee(s) on the 10th day of October, 2018.

By: Cindy Appleton
City Representative

By: Alan Lanning
Alan Lanning, Trustee

AMENDMENT NO. 7
City of Cordova Health & Welfare Trust Benefit Plan Health

Effective immediately, the City of Cordova Health and Welfare Benefit Plan (the "Plan") is hereby amended in the following manner:

WHEREAS, The Employer desires to *amend* the health & welfare plan by revising the list of designated Plan Trustees, effective immediately.

NOW THEREFORE, be it resolved, that the Employer hereby *amends* the Plan under the terms of the City of Cordova Health & Welfare Trust Benefit Plan Health Plan, effective on the date listed above, by revising the list of designated Plan trustees to read as follows:

Former Trustee, Randy Robertson

New Trustee, Alan Lanning

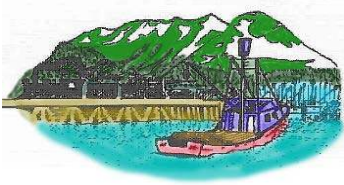
RESOLVED, that the proper officers of the Employer are hereby authorized and directed to execute this Amendment setting forth the terms and conditions of the Employer's Plan;

RESOLVED, that the Plan be amended as per this Amendment and that by posting this amendment in a place accessible to all employees or by copying and distributing this Amendment to all employees, this Amendment shall also act as the required Notice to All Employees.

THIS AMENDMENT has been executed by the Sponsoring Employer and the Plan Trustee(s) on the 10th day of October, 2018.

By: 
City Representative

By: 
Alan Lanning, Trustee



City Council of the City of Cordova, Alaska

Pending Agenda May 15, 2019 Regular Council Meeting

A. Future agenda items - topics put on PA with no specific date

- 1) Code change re Council member service on boards/commissions, re mobile restaurant approval
- 2) Need for a Federal Lobbyist/RFP regarding Harbor and Port future projects
- 3) Odiak Camper Park and/or other locations for long term rv/trailer space rentals in Cordova
- 4) Harbor expansion Town Hall type meeting - public input
- 5) Strategic Planning - revisit plan - schedule the next work session for this
- 6) Resolution 12-18-36 re E-911, will be back when a plan has been made, referred 12/19/18
- 7) Work Session w/ ADF&G re fisheries management decisions and their economic impact to Cordova
- 8) Joint work session with Harbor Commission on Waterfront Development
- 9) Summer schedule - gauge interest in 1 meeting per month: June, July, August

B. Upcoming Meetings, agenda items and/or events:

- 1) Capital Priorities List and Resolution to come before Council quarterly:

6/5/2019	9/4/2019	12/4/2019	3/4/2020
-----------------	-----------------	------------------	-----------------
- 2) Staff quarterly reports will be in the following packets:

7/17/2019	10/16/2019	1/15/2020	4/15/2020
------------------	-------------------	------------------	------------------
- 3) Healthcare study joint meetings Council, CCMCA Board & NVETC - mtg of the principles held 1/29/19
 next principles mtg: June 4, 2019
- 5) Alaska Municipal League fall conference including training **November 18-22**
 <http://www.akml.org/conferences/> let Clerk know if interested in attending
- 6) Final Comprehensive Plan should be ready for Council approval in **October 2019**
- 7) Council availability for a Special Meeting week of **May 27** - PW will have a bid re: RFP for Bidarki roof

**Clear direction should be given to Clerk/Manager on any proposed agenda item
including who is being tasked / what the action will be / when it will be on an agenda**

item for action	tasking which staff	proposed date
-----------------	---------------------	---------------

- 1) ...
- 2) ...
- 3) ...

Mayor Koplin or the City Manager can either agree to such an item and that will automatically place it on an agenda, or a second Council member can concur with the sponsoring Council member.



City Council of the City of Cordova, Alaska

Pending Agenda May 15, 2019 Regular Council Meeting

D. Membership of existing advisory committees of Council formed by resolution:

- 1) Fisheries Advisory Committee:

authorizing resolution 04-03-45	1-Torie Baker, chair (Marine Adv Prgm)	2-Jeremy Botz (ADF&G)
approved Apr 16, 2003	3-Tim Joyce (PWSAC)	4-Jim Holley (AML)
Mayor Koplin is currently contacting existing members and hopes to have new appointments for Council concurrence soon	5-Chelsea Haisman (fisherman)	6-Tommy Sheridan (processor)
- 2) Cordova Trails Committee:

re-auth res 11-18-29 app 11/7/18	1-Elizabeth Senear	2-Toni Godes
auth res 11-09-65 app 12/2/09	3-Dave Zastrow	4-Ryan Schuetze
	5-Wendy Ranney	6-Michelle Hahn
- 3) Fisheries Development Committee:

authorizing resolution 12-16-43	1-Warren Chappell	2-Andy Craig	3-Bobby Linville
approved Dec 23, 2016	4-Gus Linville	5-Tommy Sheridan	6-Bob Smith
- 4) Comprehensive Plan Committee:

authorizing resolution 10-18-28	1-Cathy Long	2-Kristin Carpenter	3-Tom McGann
approved Oct 3, 2018	4-Nancy Bird	5-Brooke Johnson	6-Katrina Hoffman
	7-Bret Bradford	8-Dave Zastrow	9-Olivia Carroll
	10-	11-	12-

E. City of Cordova appointed reps to various non-City Boards/Councils/Committees:

- 1) Prince William Sound Regional Citizens Advisory Council






Robert Beedle	re-appointed June 2018	2 year term until May 2020
	re-appointed March 2016	
	re-appointed March 2014	
	appointed April 2013	
- 2) Prince William Sound Aquaculture Corporation Board of Directors

Tom Bailer	re-appointed October 2018	3 year term until Sept 2021
	appointed February 2017-filled a vacancy	
- 3) Southeast Conference AMHS Reform Project Steering Committee

Mike Anderson	appointed April 2016	until completion of project
Sylvia Lange	alternate	

MAY 2019

CALENDAR MONTH	MAY
CALENDAR YEAR	2019
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
			6:00 Council work session 7:00 Council reg mtg CCAB	Copper River Delta Shorebird Festival May 2-5		
5	6	7	8	9	10	11
		6:30 P&Z CCAB	7:00 Sch Bd HSL 7:00 Harbor Cms CCM			
12	13	14	15	16	17	18
			5:30 CTC Board Meeting 6:00 Council work session 7:00 Council reg mtg CCAB			 Cordova LL opening day
19	20	21	22	23	24	25
			6:00 CEC Board Meeting	6:00 CCMCAB HCR		CHS Graduation
26	27	28	29	30	31	1
	Memorial Day City Hall Offices Closed	6:00 P&R CCM				
2	3	Notes				

Legend:
CCAB-Community Rms A&B
HSL-High School Library

CCA-Community Rm A
CCB-Community Rm B
CCM-Mayor's Conf Rm
CCER-Education Room

LN-Library Fireplace Nook
CRG-Copper River Gallery
HCR-CCMC Conference Room

Cncl - 1st & 3rd Wed
P&Z - 2nd Tues
SchBd, Hrb Cms - 2nd Wed
CTC - 3rd Wed
P&R - last Tues
CEC - 4th Wed
CCMCA Bd - last Thurs

JUNE 2019

CALENDAR MONTH	JUNE
CALENDAR YEAR	2019
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
			6:00 Council work session 7:00 Council reg mtg CCAB			
			7:00 Sch Bd HSL 7:00 Harbor Cms CCM			
		6:30 P&Z CCAB				
	17	18	19	20	21	22
			6:00 Council work session 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB			
			5:30 CTC Board Meeting	6:00 CCMCAB HCR		
23	24	25	26	27	28	29
30	1					
			6:00 P&R CCM	6:00 CEC Board Meeting		



Notes

Legend:
CCAB-Community Rms A&B
HSL-High School Library



CCA-Community Rm A
CCB-Community Rm B
CCM-Mayor's Conf Rm
CCER-Education Room

LN-Library Fireplace Nook
CRG-Copper River Gallery
HCR-CCMC Conference Room

Cncl - 1st & 3rd Wed
P&Z - 2nd Tues
SchBd, Hrb Cms - 2nd Wed
CTC - 3rd Wed
P&R - last Tues
CEC - 4th Wed
CCMCA Bd - last Thurs

JULY 2019

CALENDAR MONTH	JULY
CALENDAR YEAR	2019
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4	5	6
			6:00 Council work session 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB	July 4th Holiday City Hall Offices Closed		
7	8	9	10	11	12	13
			7:00 Sch Bd HSL 7:00 Harbor Cms CCM		 July 12-13, 2019	 See you on the road!
14	15	16	17	18	19	20
		6:30 P&Z CCAB	6:00 Council work session 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB 5:30 CTC Board Meeting			
21	22	23	24	25	26	27
			6:00 CEC Board Meeting	6:00 CCMCAB HCR		
28	29	30	31	1	2	3
4	5	6	7	8	9	10
		6:00 P&R CCM				

Notes

Legend:
CCAB-Community Rms A&B
HSL-High School Library

CCA-Community Rm A
CCB-Community Rm B
CCM-Mayor's Conf Rm
CCER-Education Room

LN-Library Fireplace Nook
CRG-Copper River Gallery
HCR-CCMC Conference Room

Cncl - 1st & 3rd Wed
P&Z - 2nd Tues
SchBd, Hrb Cms - 2nd Wed
CTC - 3rd Wed
P&R - last Tues
CEC - 4th Wed
CCMCA Bd - last Thurs

City of Cordova, Alaska Elected Officials & Appointed Members of City Boards and Commissions

Mayor and City Council - Elected

seat/length of term	email	Date Elected	Term Expires
Mayor:	Clay Koplin	March 5, 2019	March-22
3 years	Mayor@cityofcordova.net	March 1, 2016	
Council members:			
Seat A:	Tom Bailer	March 5, 2019	March-22
3 years	CouncilSeatA@cityofcordova.net		
Seat B:	Kenneth Jones	March 7, 2017	March-20
3 years	CouncilSeatB@cityofcordova.net		
Seat C:	Jeff Guard	March 7, 2017	March-20
3 years	CouncilSeatC@cityofcordova.net		
Seat D:	Melina Meyer, Vice Mayor	March 6, 2018	March-21
3 years	CouncilSeatD@cityofcordova.net		
Seat E:	Anne Schaefer <small>elected by cncl</small>	March 6, 2018	March-21
3 years	CouncilSeatE@cityofcordova.net	December 6, 2017	
Seat F:	David Allison	March 5, 2019	March-22
3 years	CouncilSeatF@cityofcordova.net	March 1, 2016	
Seat G:	David Glasen	March 5, 2019	March-22
3 years	CouncilSeatG@cityofcordova.net		

Cordova School District School Board - Elected

length of term		Date Elected	Term Expires
3 years	Barb Jewell, President	March 5, 2019	March-22
	bjewell@cordovasd.org	March 1, 2016	
		March 5, 2013	
3 years	Bret Bradford bbradford@cordovasd.org	March 6, 2018	March-21
		March 3, 2015	
3 years	Tammy Altermott	March 5, 2019	March-22
	taltermott@cordovasd.org	March 1, 2016	
		March 5, 2013	
3 years	Peter Hoepfner	March 6, 2018	March-21
	phoepfner@cordovasd.org	March 3, 2015	
		March 6, 2012	
		March 3, 2009	
		March 7, 2006	
3 years	Sheryl Glasen	March 7, 2017	March-20
	saglasen@cordovasd.org	March 4, 2014	

Vacant (appointed, non-voting)

City Council Rep

seat up for re-election in 2020	vacant
board/commission chair	
seat up for re-appt in Nov 19	

City of Cordova, Alaska Elected Officials & Appointed Members of City Boards and Commissions

CCMC Authority - Board of Directors - Elected

length of term		Date Elected	Term Expires
3 years	Kristin Carpenter, President	March 7, 2017	March-20
3 years	Greg Meyer	March 5, 2019 July 19, 2018	March-22
3 years	Barbara Solomon	March 5, 2019	March-22
3 years	Linnea Ronnegard	March 6, 2018	March-21
3 years	Gary Graham	March 5, 2019 May 31, 2018	March-21

Library Board - Appointed

length of term		Date Appointed	Term Expires
3 years	Mary Anne Bishop, Chair	November-16 November-13 November-10 November-06	November-19
3 years	Wendy Ranney	November-18 November-15 April-13	November-21
3 years	Sherman Powell	June-18	November-19
3 years	Sarah Trumblee	February-18	November-20
3 years	Krysta Williams	February-18	November-20

Planning and Zoning Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	Nancy Bird	November-16	November-19
3 years	Allen Roemhildt	November-16 January-14	November-19
3 years	Scott Pegau, vice chair	November-17 December-14 December-11	November-20
3 years	John Baenen	November-18 November-15 December-12	November-21
3 years	Tom McGann, chair	November-17 December-14 December-11 April-11	November-20
3 years	Chris Bolin	November-18 September-17	November-21
3 years	Trae Lohse	November-18	November-20

seat up for re-appt in Nov 19

seat up for re-election in 2019

vacant

board/commission chair

City of Cordova, Alaska Elected Officials & Appointed Members of City Boards and Commissions

Harbor Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	Mike Babic	November-17	November-20
3 years	Andy Craig	November-16	November-19
3 years	Max Wiese	November-17 January-14 March-11	November-20
3 years	Ken Jones	November-16 February-13	November-19
3 years	Jacob Betts, Chair	November-18 November-15	November-21

Parks and Recreation Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	Wendy Ranney, Chair	November-18 November-15 August-14	November-21
3 years	Anne Schaefer	November-17	November-20
3 years	Ryan Schuetze	August-18	November-21
3 years	Kirsti Jurica	November-18	November-21
3 years	Marvin VanDenBroek	November-16 February-14	November-19
3 years	Karen Hallquist	November-16 November-13	November-19
3 years	Dave Zastrow	November-17 February-15 September-14	November-20

Historic Preservation Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	Cathy Sherman	August-16	November-19
3 years	Heather Hall	August-16	November-19
3 years	Brooke Johnson	August-16	November-19
3 years	John Wachtel	November-18 August-16	November-21
3 years	Wendy Ranney	November-18	November-21
3 years	Nancy Bird	November-18 November-17	November-21
3 years	Jim Casement, Chair	November-17	November-20

seat up for re-election in 2019

board/commission chair

seat up for re-appt in Nov 19

vacant