

**Mayor**

James Kacsh

**Council Members**

Kristin Carpenter

Tim Joyce

Tom Bailer

Robert Beedle

Josh Hallquist

David Reggiani

James Burton

**City Manager**

Randy Robertson

**City Clerk**

Susan Bourgeois

**Deputy Clerk**

Tina Hammer

**Student Council**

summer vacation

**REGULAR COUNCIL MEETING**

**MAY 20, 2015 @ 7:00 PM**

**LIBRARY MEETING ROOM**

**AGENDA**



**A. CALL TO ORDER**

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

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

**C. ROLL CALL**

Mayor James Kacsh, Council members Kristin Carpenter, Tim Joyce, Tom Bailer, Robert Beedle, Josh Hallquist, David Reggiani and James Burton

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

**E. DISCLOSURES OF CONFLICTS OF INTEREST**

**F. COMMUNICATIONS BY AND PETITIONS FROM VISITORS**

**1. Guest Speakers**

a. **Max Mertz**, Agee Rehfeld Mertz, LLC - CCMC audit presentation..... (page 1)

b. **Sean McCallister**, Providence Health & Services Alaska

**2. Audience comments regarding agenda items..... (3 minutes per speaker)**

**3. Chairpersons and Representatives of Boards and Commissions (Harbor, HSB, Parks & Rec, P&Z, School Board)**

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

**4. Ordinance 1129..... (page 11)**

An ordinance of the City Council of the City of Cordova, Alaska, amending section 5.40.030 C, 5.40.030 D and 5.40.030 BB of the Cordova Municipal Code regarding exemptions from sales tax – 1<sup>st</sup> reading

**H. APPROVAL OF MINUTES**

**5. 04-15-15 Regular Meeting Minutes..... (page 14)**

**6. 05-06-15 Public Hearing Minutes..... (page 20)**

**I. CONSIDERATION OF BIDS**

**J. REPORTS OF OFFICERS**

**7. Mayor's Report**

**8. Manager's Report**

a. Cordova Center report – including updated financials..... (page 21)

**9. City Clerk's Report**

**K. CORRESPONDENCE**

**10. CEC letter in re Crater Lake feasibility study 04-17-15..... (page 24)**

**11. Thank you note from Chamber in re Cordova cleanup..... (page 25)**

## **L. ORDINANCES AND RESOLUTIONS**

- 12. Ordinance 1126..... (voice vote)(page 26)**  
An ordinance of the City Council of the City of Cordova, Alaska, amending section 3.12.035 of the Cordova Municipal Code regarding meetings - agenda and 3.12.060 (C) meetings - order of business – 1<sup>st</sup> reading
- 13. Ordinance 1130..... (voice vote)(page 29)**  
An ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code chapter 18.21 to revise section 18.21.080 and delete subsection 18.21.070(B) in order to reduce the yard requirements and eliminate the minimum lot width requirement in the RR3 rural residential district – 1<sup>st</sup> reading
- 14. Resolution 05-15-26..... (roll call vote)(page 35)**  
A resolution of the City Council of the City of Cordova, Alaska, authorizing the City Manager to use the UBS line of credit account in an amount not to exceed \$1.1 million to provide payment to Dawson Construction, Inc. for construction work completed by it on the Cordova Center
- 15. Resolution 05-15-27..... (voice vote)(page 37)**  
Certification of the official results of the May 12, 2015 Special Election  
(actual ballot counts to be brought to the meeting)

## **M. UNFINISHED BUSINESS - none**

## **N. NEW & MISCELLANEOUS BUSINESS**

- 16. City Council approval of COOP (continuity of operations plan)..... (voice vote)(page 38)**
- 17. Certification of the 2015 property assessment roll..... (voice vote)(page 102)**
- 18. City Clerk job description amendments/modifications..... (voice vote)(page 108)**
- 19. Pending Agenda, Calendar, Elected & Appointed Officials lists..... (page 112)**

## **O. AUDIENCE PARTICIPATION**

## **P. COUNCIL COMMENTS**

- 20. Council Comments**

## **Q. EXECUTIVE SESSION**

## **R. ADJOURNMENT**

xxxxxx GILL-NET THE COPPER RIVER MAY 14 FIRST OPENER xxxxxxxx

**Executive Sessions: Subjects which may be discussed are:** (1) Matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government; (2) Subjects that tend to prejudice the reputation and character of any person; provided that the person may request a public discussion; (3) Matters which by law, municipal charter or code are required to be confidential; (4) Matters involving consideration of governmental records that by law are not subject to public disclosure.

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

Full City Council agendas and packets available online at [www.cityofcordova.net](http://www.cityofcordova.net)

CORDOVA COMMUNITY MEDICAL CENTER  
(a Component Unit of the City of Cordova, Alaska)

LETTER TO THE BOARD

For the Year Ended December 31, 2014

April 20, 2015

# ELGEE REHFELD MERTZ, LLC

CERTIFIED PUBLIC ACCOUNTANTS

9309 Glacier Highway, Suite B-200 • Juneau, Alaska 99801  
907.789.3178 • FAX 907.789.7128 • www.ermcpa.com

April 20, 2015

Honorable Mayor, City Council and  
Cordova Community Health Services Board  
Cordova Community Medical Center  
Cordova, Alaska

Dear Members:

We have audited the financial statements of Cordova Community Medical Center (the “Medical Center”), a component unit of the City of Cordova, as of and for the year ended December 31, 2014, and have issued our report thereon dated April 20, 2015. Professional standards require that we advise you of the following matters relating to our audit.

## **Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter dated January 1, 2015, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Medical Center solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

## **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

## **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

## **Qualitative Aspects of the Entity's Significant Accounting Practices**

### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the Medical Center is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during 2014. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are management's estimate of the net realizable value of accounts receivable and the associated allowance for doubtful accounts.

Management's estimates of the net realizable value of accounts receivable and the associated allowance for doubtful accounts is based on historical collections of accounts receivable. We evaluated the key factors and assumptions used to develop the above mentioned values and determined that they are reasonable in relation to the basic financial statements taken as a whole.

### *Financial Statement Disclosures*

The financial statement disclosures are neutral, consistent, and clear.

## **Significant Difficulties Encountered during the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

## **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. Management has corrected all identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The following material misstatements that we identified as a result of our audit procedures were brought to the attention of, and corrected by, management:

- To adjust grant revenue and receivables.
- To record estimated liability to Medicare for open cost reports.
- To accrue liability for year-end payroll costs.
- To accrue liability for accounts payable for year-end invoices.
- To record capital assets contributed by the City.

### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Medical Center's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

### **Representations Requested from Management**

We have requested certain written representations from management, which are included in the attached letter.

### **Management Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

### **Other Significant Matters, Findings or Issues**

In the normal course of our professional association with the Medical Center, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Medical Center's auditors.

### **Other Information in Documents Containing Audited Financial Statements**

Pursuant to professional standards, our responsibility as auditors for other information in documents containing the Medical Center's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. However, in accordance with such standards, we have read the information and considered whether such information, or the manner of its presentation, is materially inconsistent with its presentation in the financial statements.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

## **Internal Control and Other Matters**

### ***Other Internal Control Matters Noted During the Current Audit***

No new matters to report for fiscal year 2014.

### ***Internal Control Matters Noted During the Prior Audit and Their Current Status***

During our prior audit we noted a material weakness in internal controls over financial reporting that was an opportunity for strengthening internal controls and operating efficiency. The following is the recommendation we made in the prior year and the current status of that recommendation.

#### **Finding 2013-001: Internal Controls over Financial Reporting**

In prior year, we recommended the Medical Center review its policies and procedures related to internal controls over financial reporting. In addition, we recommended that the Medical Center establish a monitoring process whereby the Administrator and/or Community Health Services Board can assure itself that the accounting records are being properly maintained.

*Current Year Status:* Over the past year, management has made significant improvements in its accounting functions and close process. However, there were several non-routine adjustments posted as part of the audit, and we encourage management to make these adjustments in future years as part of the monthly close process. The comment is considered resolved.

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This report is intended solely for the use of the Members of the Community Health Services Board, the City Council, and management of Cordova Community Medical Center and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

*ERM*



P: (907) 424-8000 | F: (907) 424-8116  
P.O. Box 160 | 602 Chase Ave., Cordova, AK 99574-0160

April 20, 2015

Elgee Rehfeld Mertz, LLC, CPAs  
9309 Glacier Highway, Suite B-200  
Juneau, AK 99801

This representation letter is provided in connection with your audits of the financial statements of Cordova Community Medical Center as of and for the year ended December 31, 2014 and as of and for the six months ended December 31, 2013, and the related notes to the financial statements, for the purpose of expressing an opinion on whether the basic financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows, where applicable, of Cordova Community Medical Center in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in the letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of April 20, 2015.

#### **Financial Statements**

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated January 1, 2015, for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- We acknowledge our responsibility for compliance with the laws, regulations, and provisions of contracts and grant agreements.
- We have reviewed, approved, and taken responsibility for the financial statements and related notes.
- The internal controls over the receipt and recording of contributions are appropriate.
- We have a process to track the status of audit findings and recommendations.
- We have identified and communicated to you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.



- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- Adequate provisions have been made for:
  - Estimated adjustments to revenue, such as for denied claims, changes to diagnosis-related group (DRG) assignments, or other estimated retroactive adjustments by third-party payors.
  - Obligations related to third-party payor contracts, including risk sharing and contractual settlements.
  - Audit adjustments by intermediaries, third-party payors, or other regulatory agencies.
  - Obligations related to providing future services under prepaid health care service contracts.

Medical malpractice obligations expected to be incurred with respect to services provided through April 20, 2015
- Recorded receivable valuation allowances are necessary, appropriate, and properly supported.
- The following have been properly recorded or disclosed in the financial statements:
  - Compliance with bond indentures or other debt instruments.
  - Agreements and settlements with third-party payors.
  - Professional liability insurance coverage information.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- There is no summary of unrecorded misstatements since all adjustments proposed by the auditor, material and immaterial, have been recorded
- The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
- All component units, as well as joint ventures with an equity interest, are included and other joint ventures and related organizations are properly disclosed.
- All funds and activities are properly classified.
- All components of net position, non-spendable fund balance, and restricted, committed, assigned, and unassigned fund balance are properly classified and, if applicable, approved.
- Our policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position/fund balance are available is appropriately disclosed and net position/fund balance is properly recognized under the policy.
- All revenues within the statement of activities have been properly classified as program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
- All interfund and intra-entity transactions and balances have been properly classified and reported.
- Special items and extraordinary items have been properly classified and reported.
- Deposit and investment risks have been properly and fully disclosed.

- Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.
- All required supplementary information is measured and presented within the prescribed guidelines.

#### **Information Provided**

- We have provided you with:
  - Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion entity referred to above, such as records, documentation, meeting minutes, and other matters;
  - Additional information that you have requested from us for the purpose of the audit;
  - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence;
  - All contracts with significant third-party payors or other providers; and
  - All reports and information related to peer review organizations, fiscal intermediaries, and third-party payors.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
  - Management;
  - Employees who have significant roles in internal control; or
  - Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, vendors, regulators, or others.
- We have disclosed to you all known instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements, including:
  - Violations or possible violations of laws or regulations, such as those related to the Medicare and Medicaid antifraud and abuse statutes, including but not limited to the Medicare and Medicaid Anti-Kickback Statute, Limitations on Certain Physician Referrals (the Stark law), and the False Claims Act, in any jurisdiction whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency (other than those disclosed or accrued in the financial statements); and
  - Communications, whether oral or written, from regulatory agencies, governmental representatives, employees, or others concerning investigations or allegations of noncompliance with laws and regulations in any jurisdiction, including those related to the Medicare and Medicaid antifraud and abuse statutes, deficiencies in financial reporting practices, or other matters that could have a material adverse effect on the financial statements.
- We have complied with all grants and donor restrictions.
- We have disclosed to you all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

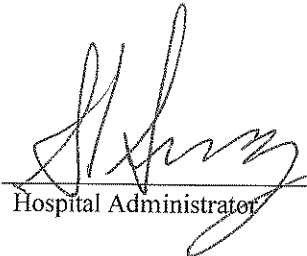
- We have complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance. In connection therewith, we specifically represent that we are responsible for determining that we are not subject to the requirements of the Single Audit Act and OMB Circular A-133. We have not engaged the entity to perform an audit in accordance with the Single Audit Act or OMB Circular A-133.
- Billings to third-party payors comply in all respects with applicable coding principles (for example, ICD-9-CM and CPT-4) and laws and regulations (including those dealing with Medicare and Medicaid antifraud and abuse), and billings only reflect charges for goods and services that were medically necessary, properly approved by regulatory bodies (for example, the Food and Drug Administration), if required, and properly rendered.
- With respect to cost reports:
  - We have filed all required Medicare, Medicaid, and similar reports.
  - We are responsible for the accuracy and propriety of all cost reports filed.
  - All costs reflected on such reports are appropriate, allowable under applicable reimbursement rules and regulations, patient-related, and properly allocated to the applicable payor(s).
  - The reimbursement methodologies and principles employed are in accordance with applicable rules and regulations.
  - Adequate consideration has been given to, and appropriate provision made for, audit adjustments by intermediaries, third-party payors, or other regulatory agencies.
  - All items required to be disclosed, including disputed costs that are being claimed to establish a basis for a subsequent appeal, have been fully disclosed in the cost report.
  - Recorded third-party settlements include differences between filed (and to be filed) cost reports and calculated settlements, which are necessary based upon historical experience or new or ambiguous regulations that may be subject to differing interpretations. While management believes the entity is entitled to all amounts claimed on the cost reports, management also believes the amounts of these differences are appropriate.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
- There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
- Cordova Community Medical Center has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
- We have disclosed to you all guarantees, whether written or oral, under which Cordova Community Medical Center is contingently liable.
- We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB Statement No. 62 (GASB-62), *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.
- We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
- There are no:
  - Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements

or as a basis for recording a loss contingency, including applicable budget laws and regulations.

- Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB-62.
  - Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62.
- Cordova Community Medical Center has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
  - We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

Cordova Community Medical Center

 Date 4/20/15  
Chief Financial Officer

 Date 4/20/15  
Hospital Administrator

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## A MEMO FROM SUSAN BOURGEOIS, CMC, CITY CLERK

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DATE: May 12, 2015  
TO: Mayor and City Council  
SUBJECT: Ordinance 1129

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Council member Bailer initiated discussion on the topic of sales tax exemptions and suggested an increase to the amount of a “per single purchase transaction” sales tax exemption that now exists in City Code. Council was in concurrence and directed staff to bring back an ordinance to change that amount from \$2,500 to \$3,000. There has been an error in another part of that code section since it was entered into code via citizen initiative and staff has decided this was a good time to remedy that as well; therefore the BB section is being corrected to read AC.

Required action: Majority voice vote on first reading.

**CITY OF CORDOVA, ALASKA  
ORDINANCE 1129**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,  
AMENDING SECTION 5.40.030 C, 5.40.030 D AND 5.40.030 BB OF THE CORDOVA  
MUNICIPAL CODE REGARDING EXEMPTIONS FROM SALES TAX**

**WHEREAS**, 5.40.030 C and D were initially entered into City Code via Ordinance 865 in June of 2000, almost 15 years ago; and

**WHEREAS**, in recent discussions, Council determined that raising the maximum on these two exemptions from \$2,500 to \$3,000 would not cause undue hardship for businesses or consumers; and

**WHEREAS**, 5.40.030 BB was code written by citizens and entered into code via a citizen initiative that passed by a vote of the people and contains a typo regarding the BB which should read AC.

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

Section 1. Section 5.40.030 of the Cordova Municipal Code is hereby amended as follows:

5.40.030 - Exemptions.

The following sales and services are exempt transactions and are not subject to taxation by the city:

A. Proceeds from casual, occasional or isolated sales which are easily identified as the sale of personal goods or property at such private functions as moving, garage, yard, food and bake sales, sale of private vehicles when the seller is not a dealer in used vehicles, or services such as babysitting or house-sitting. A city license is not required under this subsection A;

B. Sales of insurance and bonds of guaranty and fidelity;

C. Fees for sales and services in excess of ~~two-thousand, five-hundred~~ **two-three** thousand dollars per single purchase transaction. This exemption does not apply to accumulative purchases and billed as a lump sum in excess of ~~two-thousand, five-hundred~~ **two-three** thousand dollars except as provided in Section 5.40.030(D) relating to sales of construction materials and services.

In the event of an oil spill that requires mobilization of the oil spill response vessels, this exemption is automatically suspended for ninety days on all fees for sales and services commencing on the day of the oil spill;

D. Sales of construction materials and services exceeding ~~two-thousand, five-hundred~~ **two-three** thousand dollars for use in each construction project paid for by any one purchaser during any twelve consecutive month period; provided, that the purchaser has obtained a building permit from the city prior to the start of the project and all receipts for construction materials and services clearly show the building permit number. Construction materials are those items becoming a permanent part of the structure. Purchaser may pay all sales tax on

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

such materials and services and may apply for a refund as set out in Section 5.40.042 of this code or may pre-pay applicable city sales tax in advance and receive an exemption card;

**BB AC**. Home heating oil purchased for use in a dwelling, as defined in Section 18.08.190, for use at that location conditioned on the following:

1. That no more than fifty percent of the floorspace of the building(s) considered as dwellings be used as nonresidential use, including business activities.
2. That the dwelling be operated in compliance with all other regulations and laws.
3. If a fuel tank is used to supply more than one structure or area then no more than fifty percent of the floorspace and area supplied shall be nondwelling and nonresidential including business activities.

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

1st reading: May 20, 2015  
2nd reading and public hearing: June 3, 2015

**PASSED AND APPROVED THIS 3<sup>rd</sup> DAY OF JUNE, 2015**

\_\_\_\_\_  
James Kacsh, Mayor

Attest:

\_\_\_\_\_  
Susan Bourgeois, CMC, City Clerk

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

**CITY COUNCIL REGULAR MEETING  
APRIL 15, 2015 @ 7:00 PM  
LIBRARY MEETING ROOM  
MINUTES**

**A. CALL TO ORDER**

**Mayor James Kacsh** called the Council Regular Meeting to order at 7:00 pm on April 15, 2015, in the Library Meeting Room.

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

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

**C. ROLL CALL**

Present for roll call were **Mayor Kacsh** and Council members **Kristin Carpenter, Tim Joyce, Tom Bailer, Robert Beedle, Josh Hallquist, Dave Reggiani** and **James Burton**. Also present were City Manager **Randy Robertson**, City Clerk **Susan Bourgeois** and Student Council representative **Bhren Pena**.

**D. APPROVAL OF REGULAR AGENDA**

**M/Burton S/Joyce** to approve the Regular Agenda.

**Reggiani** asked if he could report from a recent MTAB meeting. **Mayor Kacsh** said yes and placed that after item 3.

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

**E. DISCLOSURES OF CONFLICTS OF INTEREST - none**

**F. COMMUNICATIONS BY AND PETITIONS FROM VISITORS**

1. Guest Speaker – **John Bitney** gave an update as the legislative session is coming to a close in Juneau. First he reported that the Capital budget has in it the authorization of the \$1.5 million in EVOS funds for completion of the Cordova Center. **Bitney** also commented on the fact that there would **not** be a harbor bond project coming out of this session and he updated where the legislature is on the AMHS budget (still in flux). He also updated Council on the education funding, still an uncertain now as things are still being negotiated.

2. Audience comments regarding agenda items - none

3. Chairpersons and Representatives of Boards and Commissions (Harbor, HSB, Parks & Rec, P&Z, School Board)  
**Burton** said Harbor Commission had a really productive meeting, tackling the infrastructure issues of the South Harbor. They passed a resolution that should be coming before Council.

**Wendy Ranney**, the chair, reported that Parks and Rec has a meeting scheduled on April 28 with a few things on the agenda; alternative funding sources for recreation and possible uses of City buildings.

**Bailer** said Planning and Zoning met last night they passed a resolution making Lots 12-18 (Library/Museum) available – that will be coming before Council. They also worked on some Code changes to the waterfront commercial district.

**Reggiani** spoke as an MTAB board member, he represents PWS communities and the Kenai Peninsula. This was his first in-person meeting and he got a sense from the staff that they want to avoid leaving road-less communities stranded and without service. He said the schedule is still an unknown because the year starts July 1 and funding is not definitively known at this time. He also mentioned that the system is moving towards efficiencies in check-ins, away from paper tickets.

**Carpenter** reported for the HSB that there is a special election coming up on May 12 and the question is whether or not we want to effectively dissolve the Health Services Board. We would be voting to change the charter so that we could facilitate third party management of the hospital.

4. Student Council Representative **Bhren Pena** said that Student Council just had Prom and a game night is upcoming on April 23; also there will be a softball spirit week next week.



## G. APPROVAL OF CONSENT CALENDAR

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

Item 6 was pulled and placed as item 19a

5. Ordinance 1123 An ordinance of the City Council of the City of Cordova, Alaska, amending Cordova municipal code sections 18.35.010, 18.35.020, 18.35.030, 18.35.040 and 18.35.050 and enacting Cordova municipal code section 18.35.035 conditional uses in the blue zone – 2<sup>nd</sup> reading

~~6. Ordinance 1126 An ordinance of the City Council of the City of Cordova, Alaska, amending section 3.12.035 of the Cordova Municipal Code regarding meetings agenda and 3.12.060 (C) meetings order of business – 1<sup>st</sup> reading~~

7. Resolution 04-15-20 A resolution of the City Council of the City of Cordova, Alaska, requesting FY 16 payment in lieu of taxes funding from the Department of Commerce, Community, and Economic Development

Vote on Consent Calendar: 7 yeas, 0 nays. Burton-yes; Joyce-yes; Beedle-yes; Hallquist-yes; Carpenter-yes; Reggiani-yes and Bailer-yes. Consent calendar was approved.

## H. APPROVAL OF MINUTES

**M/Joyce S/Burton** to approve the minutes.

8. 03-18-15 Regular Meeting Minutes

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

## I. CONSIDERATION OF BIDS - none

## J. REPORTS OF OFFICERS

9. Mayor's Report – **Mayor Kacsh** said he wanted to thank **Jennifer** and **Wendy** and **Dick Shellhorn** and **Gary Graham** and others who helped to organize the last minute ferry dock rally. He said the message was that Cordova was heard in Juneau. **Mayor Kacsh** said he called the sales department at RAVN Alaska and asked if they could look at expanding service to Cordova especially in light of the ferry cuts. He also has a call in to the Governor's chief of staff regarding the AMHS budget and he hopes to hear back from him tomorrow.

10. Manager's Report – **Robertson** said that there may be good news about timber receipts, possibly being funded at a level 5-7% under last year, which would be what we budgeted. He also reported that he has received a request to lease part of the fill lot for a mobile food truck for the summer months. He is bringing it up tonight so that these people could get going early next month. **Robertson** and **Greenwood** were seeking Council guidance. **Greenwood** said it could be done as a land use permit which are often less than six months in duration. She said an alternative would be to go through the process outlined in 5.22. Council opted for the idea of a land use permit and said they'd like to see this on a special meeting on April 20 as an action item.

a. Cordova Center update report – including financial summary

**Robertson** said that \$200 K or so of the EVOS interest money has become available to us; not originally what we anticipated but we are still working to get that to a higher number. **Robertson** said that **Nancy Bird** reported to the Cordova Center Committee today that roughly \$28 K was raised this weekend at the fundraising event in Anchorage. **Weston Bennett** gave a construction status report as to where they were currently on the Cordova Center project.

11. Staff Quarterly Reports – 1Q 2015

a. Library

b. Technology

12. City Clerk's Report – **Bourgeois** said that May 12 was the upcoming special election – so far she has received zero absentee by mail requests. She still believes there could be a good turnout on May 12 election day due to the fact that there should be plenty of people in town at that time.

## K. CORRESPONDENCE

13. Email from executive Director of Sitka Sound Science Center 03-25-15

14. 03-30-15 Letter from S. Pegau in re Ordinance 1125
15. March 2015 thank you not from Cindy Hough of Providence
16. 04-06-15 City Council letter to Stevens and Stutes in re Education Funding
17. 04-08-15 Email from Gary Stevens in re Education Funding

#### **L. ORDINANCES AND RESOLUTIONS**

18. Ordinance 1127 An ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code to repeal and reenact Chapter 5.22-disposal of city real property to permit the sale of city property for more than fair market value, institute a letter of interest process for acquisition of city real property, require a heightened sale price when city property is sold to remedy a violation of Title 18 of the code, and to generally update Chapter 5.22 of the City of Cordova Municipal Code to provide greater flexibility in the disposal of city property- 1<sup>st</sup> reading

**M/Joyce S/Burton** to adopt Ordinance 1127 an ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code to repeal and reenact Chapter 5.22-disposal of city real property to permit the sale of city property for more than fair market value, institute a letter of interest process for acquisition of city real property, require a heightened sale price when city property is sold to remedy a violation of Title 18 of the code, and to generally update Chapter 5.22 of the City of Cordova Municipal Code to provide greater flexibility in the disposal of city property.

**M/Bailer S/Reggiani** to amend by changing “may” to “shall” in 5.22.040 B in the first sentence.

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

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

19. Ordinance 1128 An ordinance of the City Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a thirty year lease agreement with Mobile Grid Trailers, Inc., which includes an option to purchase, for Lot 2, Block 7, Plat 86-6 located within the Cordova recording district in the North Fill Development Park – 1<sup>st</sup> reading

**M/Burton S/Hallquist** to adopt Ordinance 1128 an ordinance of the City Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a thirty year lease agreement with Mobile Grid Trailers, Inc., which includes an option to purchase, for Lot 2, Block 7, Plat 86-6 located within the Cordova recording district in the North Fill Development Park.

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

19a. Ordinance 1126 An ordinance of the City Council of the City of Cordova, Alaska, amending section 3.12.035 of the Cordova Municipal Code regarding meetings - agenda and 3.12.060 (C) meetings - order of business – 1<sup>st</sup> reading

**M/Reggiani S/Burton** to approve Ordinance 1126 an ordinance of the City Council of the City of Cordova, Alaska, amending section 3.12.035 of the Cordova Municipal Code regarding meetings - agenda and 3.12.060 (C) meetings - order of business.

**Reggiani** said he was ok with the part of this ordinance that spoke to meetings – agenda, but not the part that spoke to meetings – order of business. He said he doesn’t believe it is a violation of the open meetings act to add items to the agenda at approval of the regular agenda. **Bailer** agreed with that and said he learned at trainings he has been to, that items can be added but maybe not action items. **Joyce** said he disagreed. He agrees with how this ordinance is written.

**M/Reggiani S/Bailer** to refer to staff and ask the City attorney about this on Monday when we have her here in person.

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

#### **M. UNFINISHED BUSINESS**

20. Council action on disposal method for “Breakwater Fill Lot”

**M/Reggiani S/Bailer** to direct the City Manager to dispose of the Breakwater Fill Lot as an un-zoned lot by requesting sealed proposals to lease or purchase the property with the special conditions contained in the staff report.

**Beedle** had concerns about selling the armor rock along with the lot. **Bailer** said he supports the motion and requested that **Beedle** have the Harbor Commission weigh in on this – at this time we are just going out for proposals, the Harbor Commission should weigh in before we actually sell the lot. **Joyce** said there has always been a concern about the rip-rap part of the fill lot – we thought the best way to handle it would be sell it to the lot purchaser with a stipulation that they would maintain the rip-rap to a certain standard that we set. **Reggiani** agreed with **Joyce**.

Vote on motion: 6 yeas, 1 nay (Beedle). Motion was approved.

## **21. Disposal of current City Hall and/or other City Properties – consolidation possibilities**

**Mayor Kacsh** said that a discussion item was suggested for disposal of current City Hall – he opted to change the item a bit to include the discussion of consolidation of some building and functions of the City.

**Bailer** said he appreciates the Mayor taking the initiative on this he'd like to move forward with this, to explore these options, pros and cons, etc. **Carpenter** said the first question is what we have as ideas on the future of Parks and Rec – a lot of planning would have to go into this idea – would be a huge undertaking to put a bunch of functions into a building that wasn't designed for that vs. the existing Bidarki building. **Beedle** said that these are just ideas being thrown out, nothing definitive yet. **Hallquist** said he thinks it's a really good idea to start consolidating buildings with tight budgets and all – we can't afford to heat all these buildings. **Hallquist** said he thinks there could be a lot of opposition to this but he challenged the staff to take a real good look and see how they could make this work. **Burton** agreed that there would be opposition. He sees how much the gym and weight room are used at Bidarki – from men's league to day camp to youth programs. He really wants to hear from staff before even discussing this any further. **Reggiani** also appreciates the Mayor's leadership on this and he said it reminds him of the City Buildings Committee – he thinks that this "consolidation" effort needs some committee work. **Mayor Kacsh** wanted to let people know he was in no way interested in lessening the Parks and Rec programming at all; maybe just switching the location of some of the programming. He said we may find out that the cost of upgrading the City Hall building is way more than the savings we'd see in getting out of Bidarki. He said a next good step would be send this idea to Parks and Rec Commission and let them weigh in. He also thinks that an MOU with the School District should be drafted, regarding use of school gyms. **Robertson** offered a few thoughts: 1) Department of Defense – there is grant money being sought that could assist with a new Police and Fire building; 2) he has challenged **Chief Hicks** to get with the State Troopers and see whether co-locating the two agencies could be a cost savings to both. **Mayor Kacsh** said maybe an agenda item for the next meeting could be creation of a facilities task force.

## **22. Water consumption and rate discussion**

**Robertson** said he would like guidance to bring this back as an action item which may in fact be a revision to the fee schedule. **Joyce** said there is no easy solution to this, there is no grant money for the Crater Lake study as anticipated. He said it's a catch-22 as far as the processors – if we charge too much for water, they could choose to process elsewhere which we then lose fish tax and other revenues from that. **Carpenter** said she doesn't have a problem with the use of metering in the future and to consider rate increases if necessary this year, especially if we are below the averages. **Hallquist** – he knows the water department has been up on leak detection and we need to keep on that. He is not opposed to rate increases if we are having to run the pump a lot. **Joyce** thought a three year plan – up \$0.20 per year for three consecutive years would help the processors work on conservation and any other cost-savings measures they could come up with. **Bailer** wondered if there was a possibility of billing for a surcharge when we are using our pumps. **Robertson** said we meet with the canners on a quarterly basis and they are aware of the situation. He said we are anticipating this problem, this coming summer and that is why he is bringing this to them now. **Burton** said that in looking at Kodiak rates that's comparable to Cordova. He likes the idea of a surcharge if that's possible and second to that, rate increases. **Beedle** suggested letters to the canners and suggestions regarding savings and conservation of the supply. **Carpenter** said she also wants to encourage conservation. **Carpenter** would like to see any surcharge

imposed in a pro-rated format. **Hallquist** said he believes only on the processors as they are the reason we will be using the pumps and lake water.

## **N. NEW & MISCELLANEOUS BUSINESS**

### **23. Creation of an economic development committee**

Council discussed this for a bit and it was determined that the chamber of commerce already works on economic development and we would leave it to them.

### **24. Discussion of adjusting the sales tax cap maximum dollar amount – i.e. CMC 5.40.030**

**Bailer** said this hasn't been changed in years and it should be bumped up a bit. **Joyce** agreed and to go to \$3,000 is not unreasonable. **Mayor Kacsh** asked Council if they were amenable to a code change at the next meeting then. **Burton** said he wanted this discussed also because before they set the mill rate he wanted to at least make an attempt to spread out the burden. He wanted to know if there were options to Council besides just property tax. **Reggiani** said he would like to take a comprehensive look at all the sales tax exemptions. Council also asked about the idea of a marine fuel tax – there was a consensus of Council to bring an ordinance forward and also bring back information on a possible surcharge to the next meeting.

### **25. Council liaison to School Board – discussion**

**Bailer** said he would attend the next school board meeting.

### **26. Council direction to City Manager in re PWSSC request for reimbursement**

**Beedle** said he talked to **Mr. Stavig** and he said he would have to do some more research as to whether this was already paid or not. **Reggiani** said he would like staff to give more information on this – he feels as though Council has seen this before. **Bailer** said he is not convinced that we should pay them back on this bill. **Burton** said those are his thoughts exactly as well. **Bourgeois** said, ok, wait...what is the Council directive then, because now it appears as though 2 no longer agree to bring back information but instead are ready to be done with this issue. Upon further consideration, there were enough Council members interested in getting more information when staff was able to compile such information.

### **27. Pending Agenda, Calendar, Elected & Appointed Officials lists**

Monday April 20: noon-1:30pm training of board and commission members and possibly council members as well; **6pm** work session begins (training and other info from attorney for Council), **7pm** BOE, after BOE – special meeting to handle the food truck use permit & then we could reconvene work session after if it is not completed by **7pm**.

## **O. AUDIENCE PARTICIPATION**

**Jennifer Gibbins** said that she is putting out a story on the special election which gives some background and information. Thanked and applauded the community on helping preserve funding for Cordova, be it testimony, outreach, making phone calls, writing emails, and staying on message. The rally yesterday was really great! She thanked her chamber board members and the executive director for their work and the on-the-fly group that came together for the photo-op that became a rally: Dick Shellhorn, Kelsey Appleton, Wendy Ranney, Steve Ranney and Gary Graham and Vivian Kennedy. She said she printed 5000 copies of the recent Cordova Times and they are placed in strategic locations around the state mostly to market shorebird but great for Cordova generally and economic development.

**Donald Kurz** of 1001 Lake Avenue reported that **Dariah Songer** played in the AABC senior all-star game – kudos to her for that. **Jacob Werner** was selected too but couldn't play – I have heard he received a college offer – somewhere in Washington. He is glad you guys say you are “open for business” – he'll be glad if you make that food truck thing happen. He's glad Council is looking at options to help with a tight budget but he said, “if you mess with Bidarki, you might as well tell people they can't have kids anymore”.

## **P. COUNCIL COMMENTS**

### **28. Council Comments**

**Joyce** thanked ASLN and KLAM for their coverage of Council meetings. He said that there have been a lot of “discussion” items lately and a lot of times when we are done with those, we haven’t necessarily given staff good direction. We might want to be a little more careful with the amount of things on the agenda and where we want to go with them.

**Beedle** thanked staff for the nicely graded parking lots, swept streets and the south Harbor is getting ready for paving – nice to see. Also thanked ASLN and KLAM. **Mike Webber** will have completed his totem pole and there is a showing on 5/18 from 11am - 2pm.

**Carpenter** echoed Roberts’s comments on the parking lot.

**Reggiani** mentioned the idea of a water commission. Maybe a good way to partner with the heavy users – industrial users, etc.

**Bailer** back to the oil burner – he has run some numbers and has some opinions. Would like to see us do this.

#### **Q. EXECUTIVE SESSION**

**M/Reggiani S/Joyce** to recess for a few minutes at 10:01 pm.

With no objection the meeting was recessed until 10:06 pm.

**M/Reggiani S/Burton** to enter into an executive session to discuss matters the immediate knowledge of which would clearly have an adverse effect on the finances of the City, specifically: City Employees health insurance contract negotiations.

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

**29. City Employees health insurance contract negotiations**

The Council was in executive session from 10:06 pm until 10:55 pm.

#### **R. ADJOURNMENT**

**M/Joyce S/Beedle** to adjourn. Hearing no objections the meeting was adjourned at 10:55 pm.

Approved: May 20, 2015

Attest: \_\_\_\_\_  
Susan Bourgeois, CMC, City Clerk

**CITY COUNCIL PUBLIC HEARING  
MAY 06, 2015 @ 6:45 PM  
LIBRARY MEETING ROOM  
MINUTES**

**A. CALL TO ORDER**

*Mayor James Kacsh* called the Council public hearing to order at 6:45 pm on May 06, 2015, in the Library Meeting Room.

**B. ROLL CALL**

Present for roll call were *Mayor James Kacsh* and Council members *Kristin Carpenter*, *Tom Bailer* and *Josh Hallquist*. Council member *Tim Joyce* was present via teleconference. Council members *Robert Beedle*, *Dave Reggiani* and *James Burton* were absent. Also present was City Clerk *Susan Bourgeois*.

**C. PUBLIC HEARING**

1. Ordinance 1124 An ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code section 18.39.090 to repeal subsection 18.39.090(A), which removes the requirement that parking areas and drives shall be limited to fifty percent of required front yards in the Waterfront Commercial Park district

2. Ordinance 1125 An ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code chapter 18.48 to revise section 18.48.060 and add section 18.48.080 entitled commission reduction of parking spaces, to permit the Planning Commission to reduce the required number of parking spaces when it determines an unreasonable amount of parking spaces is required or a reduction is necessary to meet city development goals

3. Ordinance 1127 An ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code to repeal and reenact Chapter 5.22-disposal of city real property to permit the sale of city property for more than fair market value, institute a letter of interest process for acquisition of city real property, require a heightened sale price when city property is sold to remedy a violation of Title 18 of the code, and to generally update Chapter 5.22 of the City of Cordova Municipal Code to provide greater flexibility in the disposal of city property

4. Ordinance 1128 An ordinance of the City Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a thirty year lease agreement with Mobile Grid Trailers, Inc., which includes an option to purchase, for Lot 2, Block 7, Plat 86-6 located within the Cordova recording district in the North Fill Development Park

5. Resolution 05-15-24 A resolution of the City Council of the City of Cordova, Alaska, authorizing amendment to the FY15 fee schedule, previously adopted as Resolution 12-14-53, to increase water rates for heavy industrial users to \$1.60 per 1,000 gallons

*Mayor Kacsh* opened the hearing up for public comment; there was no public comment.

Hearing no objection, the Public Hearing was adjourned until 6:55 pm.

At 6:56 pm *Mayor Kacsh* called the public hearing back to order and asked if there was any further public comment. There was none.

**D. ADJOURNMENT**

*M/Bailer S/Carpenter* to adjourn the Public Hearing

Hearing no objection, the Public Hearing was adjourned at 6:58 pm.

Approved: May 20, 2015

Attest: \_\_\_\_\_  
Susan Bourgeois, City Clerk



20 May 2015

## Cordova Center Progress Update

### SCHEDULE

- Currently Aud Steel, Casework, Bathroom Tile, Acoustic Ceiling Tile, Elec
- 25 May Start Windows Install
- 01 June Elevator Install w/Otis
- 18 July Substantial Completion
- Aug / Sep Move In
- 30Sep-02Oct Host State Conference

### CONSTRUCTION

- See Weston's Weekly Construction Update (emailed out every Thursday)
- To 01 May: 180 days / 249 days = 72% time spent ~\$6M / \$10M = 60% money spent
- Pay Request #6 (April) is being reviewed at \$1.2 m
- Yet to invoice for windows, cabinetry, lights, railings, elevator
- Submittals are current. 151 RFI's are current. No current open RFI's
- Watch List: elevator install, window install, civil site design, exterior stair final design, review of finishes, electric progress
- Windows for sale: 50 units, mostly de-glazed, will be advertised

### CAPITAL CAMPAIGN

<b>Total Cash Received in 2014 &amp; 2015</b>	<b>\$ 272,195</b>
<b>Individuals (150+)</b>	<b>\$113,584</b>
<b>Businesses and Corporations (19)</b>	<b>\$139,700</b>
<b>Non-Profits/groups (7)</b>	<b>\$18,911</b>
<b>Total Pledges to Receive by 9/30/2015</b>	<b>\$11,070</b>
<b>Total in-kind donations</b>	<b>\$23,000</b>
<b>TOTAL Pledges, Cash &amp; in-kind Donations 2014 &amp; 2015</b>	<b>\$306,265</b>

*as of May 12, 2015*

### CORDOVA CENTER COMMITTEE

- Design Review Summary – Discussed Southwest Stair Design – Chose original design
- Completing review of **DRAFT** rental fees for facility spaces

----- End of Memo-----

## Cordova Center Project - Financial Summary

Updated May 2015

### #1 Funding Sources

Economic Development Administration	\$200,000	2002 awarded
Federal Financial Assistance Grant	\$300,000	2002 awarded
EVOS Trustee Council	\$7,000,000	2008 awarded
Congressional appropriation	\$2,488,100	2000-2004 awarded
Alaska Legislative appropriation	\$10,525,000	2004, 2009, 2011, 2014, 2015
Governor's Capital Budget	\$1,000,000	received 2005
City of Cordova land purchase	\$365,000	2005, 2009
City of Cordova appropriation	\$1,500,000	received 2005
City of Cordova match to EDA grant	\$85,000	2002 awarded
Local events and individuals	\$24,112	through 2009
Capital Campaign to date	\$272,195	5.13.15
<b>TOTAL income through 2015</b>	<b>\$23,759,407</b>	

### #2 Funds - Secured and Pending

<b>Secured Remaining</b>		
EVOS Trustee Council	\$256,630	
DCCED FY 15 Appropriation	\$262,970	
Capital Campaign To Date	\$272,195	
<b>Total Secured Remaining</b>	<b>\$791,795</b>	
<b>Pending</b>		
Municipal Bond	\$3,000,000	Passed 3.3.15
In-Kind	\$23,000	In-Kind Freight
EVOS Trustee Council	\$1,500,000	awarded for construction
Rasmuson Foundation	\$750,000	Top Off Grant/Must match
Capital Campaign Pledges	\$11,070	To Be Received by 9/2015
<b>Total Pending</b>	<b>\$5,284,070</b>	
<b>Total Income Secured &amp; Pending</b>	<b>\$6,075,865</b>	

### #3 Funds - Anticipated Sources

Other Sources	
Capital Campaign	\$505,335
EDA	\$500,000
<b>TOTAL</b>	<b>\$1,005,335</b>

### #4 Expenses - Actual Paid

Pre-Construction	\$1,040,456
Phase I construction	\$15,084,590
Phase II construction to date	\$4,515,615
<b>TOTAL expenses to date</b>	<b>\$20,640,661</b>

### #5 Expenses - Phase II Remaining

Phase II Construction	\$5,518,456	
Design Team Consultation: Phase II	\$313,487	Reduced from \$355,493
CoC Administration	\$67,687	Reduced from \$100,649
Professional Services	\$1,000	Reduced from \$44,038
Contingency 7% of construction costs	\$682,801	
1% for Art	\$110,000	Reduced from \$235,000
Furniture, Fixtures & Equipment	\$350,000	
<b>TOTAL Expenses Phase II</b>	<b>\$7,043,431</b>	

### SUMMARY As of May 15, 2015

Income now available for Phase II expenses	\$6,075,865
Income Anticipated	\$1,005,335
<b>Total Revenues</b>	<b>\$7,081,200</b>
<b>Est. Expenses for Phase II construction</b>	<b>\$5,518,456</b>
<b>Est. Expenses for other items (listed above)</b>	<b>\$1,523,013</b>
<b>Total Expenses</b>	<b>\$7,043,431</b>

### Overage/Shortage

**\$37,769**





## Cordova Center Project Addendum to Financial Summary

### Update May 15, 2015

- Includes construction costs from DCI for Pay Aps #1-5; other associated costs; includes Capital Campaign updates.

### Funds – Secured and Pending

- **EVOS Trustee Council:** Remainder of original \$7million.
- **DCCED FY15 Appropriation:** Remainder of FY15 \$4 million.
- **Municipal Bond:** Proceeds by early June.
- **Lynden:** This is an in-kind donation for freight. Dawson will acknowledge once used.
- **EVOS Trustee Council:** Pending Governor's Signature of Budget.
- **Rasmuson Foundation:** Pending Successful Capital Campaign Match.
- **Capital Campaign Pledges:** Cash secured through Campaign to date.

### Funds - Anticipated Sources

- **Foundations:** Rasmuson Foundation is complete. Paperwork has been submitted. We have moved Rasmuson into the Pending Category. MJ Murdock Charitable Trust proposal has now been submitted but is specifically for the museum exhibits. ***Neither the Murdock Trust request nor the museum exhibit costs are included in this financial summary.*** The museum exhibit work is being held within the Cordova Historical Society's realm. Continuing searches for additional foundation grants or awards for theaters and libraries.
- **Capital Campaign:** The Capital Campaign is under the auspices of the Cordova Center Committee which meets weekly in the library meeting room. The next meeting will be on Wednesday 20<sup>th</sup> at noon.
- **Economic Development Administration:** This is a newly identified potential source of funding that staff is drafting an application for at present. Applications due June 12, 2015 for funding cycle 3 of FY2015. Cordova is eligible and application will be in for review prior to submission to EDA staff.

### Expenses- Phase II Remaining

- **CoC Administration:** This budget line includes costs incurred within the Capital Campaign and preparations for opening the facility.
- **Professional Services** represent Consultants, Publicity and Legal Services.
- **Project Consultation and Management** reflects remaining costs for Construction oversight to MRV.
- **Contingency** is the City's line item for potential changes in construction costs.
- **1% for Art** reflects the funds dedicated to placing art within the facility.
- **Furnishings, Fixtures & Equipment:** Staff is continuing to fine tune numbers for furnishings and equipment.



**CORDOVA  
ELECTRIC  
COOPERATIVE, INC**

P.O. Box 20, 705 Second Street, Cordova, Alaska 99574-0020 \* (907) 424-5555 \* Fax (907) 424-5527

April 17, 2015

Cordova Mayor and City Council  
PO Box 1210  
Cordova, AK 99574-0172

RE: Crater Lake Feasibility Study

Dear City Mayor and Council:

When I originally provided the Council background information on the Crater Lake Feasibility Study that CEC is preparing to distribute early next week, I indicated that the State of Alaska had a loan program that could reimburse feasibility studies for projects if the project proved to be infeasible.

I have since learned that the program can take over a year for approval, results in several thousand dollars of legal fees for loan review and lien accommodations, and any forgiveness of any size needs Alaska State Legislative approval. Any Legislative approvals for debt forgiveness or reimbursements are not likely to occur in this legislative session. In addition, there are limited funds in the program and the legislature is not likely to apply more.

Given these new challenges, CEC does not feel that there is value in applying for this loan program and wanted make you aware that the forgiveness provision will not be available to CEC or the City. CEC plans to proceed with the study with the City as our cost-share partner. The request for proposal will be evaluated in May for selection and approval, with the study to be completed by late fall.

CEC is currently pursuing other promising grant opportunities for design and construction phases of this project if it proves feasible in this phase.

Sincerely,

Clay Koplin, CEO

CC: Randy Robertson, City Manager



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

City of Cordova  
PO Box 1210  
Cordova, AK 99574

#### **Board of Directors**

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**Kelsey Appleton**, SERVS  
**Mimi Briggs**, Alaskan Hotel/Cordova Museum  
**Rob Eckley**, Fisherman  
**Jennifer Gibbins**, The Cordova Times  
**Steve Graves**, Nichols Back Door Co.  
**Chelsea Haisman**, Haisman Photography  
**Katrina Hoffman**, Prince William Sound Science Center/OSRI  
**LCDR James L. Jarnac**, ex-officio, USCG  
**Jim Kacsh**, Mayor of Cordova, Anchor Marine/NAPA  
**Kerin Kramer**, Native Village of Eyak  
**Cathy Long**, Cordova Wireless  
**Wendy Ranney**, Orca Adventure Lodge/Cordova School Dist.  
**Randy Robertson**, ex-officio, Cordova City Manager  
**Osa Schultz**, Seaview Condo/Pet Projects  
**Robert Skorkowsky**, ex-officio, USFS  
**Ryan Schuetze**, Crow's Nest Printing  
**Thea Thomas**, Fisherman

---

**Christa Hoover**, Executive Director

*"No duty is more urgent than that of returning thanks."*

To say the words "Thank you" never seems enough but those are the words we have available to us to convey our gratitude for your participation in the annual Cordova Cleanup Day event as well as other chamber events in Cordova throughout the year. It is with member and community support that each chamber event is successful and meaningful. We live in such a beautiful place, it is disappointing that each spring we find the need to cleanup. It is the goal of the Cordova Cleanup Day organization to instill the value of a clean community every day, not only on Cleanup Day. Your contribution supports that end.

Thank you,

A handwritten signature in black ink, appearing to read "Christa Hoover", with a long, sweeping horizontal line extending to the right.

Christa Hoover

*Thank you  
Randy!*

---

## A MEMO FROM SUSAN BOURGEOIS, CMC, CITY CLERK

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DATE: May 13, 2015

TO: Mayor and City Council

SUBJECT: Ordinance 1126

---

At the April 1, 2015 meeting, Council directed staff to bring an ordinance to the next meeting remedying 3.12.035 and 3.12.060 C. On April 15, 2015, Council referred Ordinance 1126 because they wanted the opinion of the attorney on the 3.12.060 C section, while there seemed to be concurrence that the 3.12.035 change was amenable to the group. City Attorney Holly Wells gave a Council training on April 20 and the topic came up regarding 3.12.060 C and the gist of her opinion was that the open meetings act should be narrowly construed and while some might think adding items to an agenda at the approval of the regular agenda would be ok as long as those items were not action items, she did give examples of when the public could be left out even if an item just came for discussion before Council without being duly noticed as on the agenda. There was no consensus of Council on how they felt about that. I feel the only practical solution is to put this same ordinance language before you and Council can choose to amend it or not, adopt it or not.

Required action: Majority voice vote on first reading.

**CITY OF CORDOVA, ALASKA  
ORDINANCE 1126**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,  
AMENDING SECTION 3.12.035 OF THE CORDOVA MUNICIPAL CODE REGARDING  
MEETINGS - AGENDA AND 3.12.060 (C) MEETINGS – ORDER OF BUSINESS**

**WHEREAS**, 3.12.035 as written leaves room for individual interpretation which has led to confusion; and

**WHEREAS**, in recent discussions, Council, therefore, asked the City Clerk to prepare this ordinance to amend the language for clarity and to have the language coincide with the manner in which it has been practiced for many years; and

**WHEREAS**, while discussing amending 3.12.035, it was also raised that there was a provision in 3.12.060 that could perhaps be interpreted as anti to the Alaska Statute defining the Open Meetings Act; and

**WHEREAS**, Council determined that the controversial wording in 3.12.060 should be removed from City Code.

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

Section 1. Section 3.12.035 of the Cordova Municipal Code is hereby amended as follows:

**3.12.035 - Meetings—Agenda.**

All ~~matters of business or~~ written correspondence received from the public to be included in the agenda packet ~~and considered by council shall be submitted to the clerk's office no later than twelve noon on the Wednesday preceding the regular council meeting.~~ **and all matters of business submitted by** ~~Two members of the council, the mayor, or the manager, may submit items to the clerk to be placed on the agenda,~~ **shall be to the City Clerk by no later than twelve noon on the Wednesday preceding the regular council meeting.** The clerk shall prepare an agenda for each regular council meeting after consulting with the mayor and manager. Agenda items shall be listed according to the order of business with each item numbered consecutively. A complete agenda packet shall be made available to the mayor and council members by no later than seven p.m. on the Friday preceding the regular council meeting. A copy of the agenda packet shall be posted in the lobby of the City Hall and made available at the Cordova public library for public review by no later than seven p.m. on the Friday preceding the regular council meeting. Copies of the complete agenda will also be available for the public in council chambers during the meeting.

**3.12.060 - Meetings—Order of business.**

C. Approval of Regular Meeting Agenda. With no objection from council, items may be ~~added or~~ removed from the agenda by councilmembers, mayor, city manager or city clerk at the time of approval of regular meeting agenda. If a councilmember objects to the

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

~~addition or removal of an item to or from the regular agenda, a vote shall be required for action to be taken.~~

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

1st reading: April 15, 2015 – referred  
subsequent 1<sup>st</sup> reading: May 20, 2015  
2nd reading and public hearing: XXXX xx, 2015

**PASSED AND APPROVED THIS Xth DAY OF XXXX, 2015**

---

James Kacsh, Mayor

Attest:

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Susan Bourgeois, CMC, City Clerk

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

# Memorandum

**To:** City Council  
**From:** Planning Staff  
**Date:** 5/14/2015  
**Re:** Ordinance 1130 – Code Change for RR3 Rural Residential District

---

## **PART I – GENERAL INFORMATION**

Recently a building permit application was received for Lot 8 in the Alpine Properties Subdivision and the rear setback of 60 feet has been raising some issues about the zoning requirements for the district. During this building permit issue the developer, builder, and staff met and discussed the setback requirements in the RR3 Rural Residential District. The RR3 district was created in 2005. The Alpine Properties Subdivision is zoned RR3 and the surrounding area is the only land in the city limits with this zoning (see Attachment A). There has been minimal building in the subdivision and as of yet the zoning requirements have not been tested. The developer of the subdivision has asked that some of the requirements in RR3 be changed to encourage development while still meeting the purpose of a rural feel. All lots in the RR3 district are required to be three acres. The subdivision has been developed on a hillside and while the lots are large, the terrain is steep and building space within the required 3 acre lot size can still be limited.

The Planning Commission is being presented this same memo and a resolution supporting the code change at its May 19<sup>th</sup> meeting. The Commission's input will be provided at the May 20<sup>th</sup> City Council meeting. Placing the proposed changes to the RR3 district on the May 20<sup>th</sup> City Council meeting allows a cushion if there are substantial edits by City Council. The cushion is needed due to the code requirement of having to have 15 days public notice in the local paper for the public hearing and second reading. The 15 day requirement forces the agenda item to skip a meeting in order to meet the 15 days of public notice.

Proposed code changes are shown below with a brief explanation. Strike through is deletion of text and bold and underline is inserted text. Attachment B is the current complete code for the RR3 district.

18.21.070 - Minimum lot requirements.

Minimum lot requirements are as follows:

A. The minimum lot area shall be three acres.

~~B. The minimum lot width shall be one hundred sixty feet.~~

The hillside terrain and irregularly shaped lots make it difficult to meet the large minimum lot width requirement. The required lot area of 3 acres ensures that lots will remain large and continue to meet the purpose of the chapter.

18.21.080 - Minimum yard requirements.

Minimum yard requirements are as follows:

A. Front yard: ~~twenty-five~~ten feet;

B. Side yards: ~~thirty~~ten feet;

C. Rear yard: ~~sixty~~twenty-five feet.

Reducing the setbacks will help to expand potential building sites and allow for more flexibility of building on currently established building pads. Not changing the lot size requirement of 3 acres but reducing the setbacks helps to promote development but will still allow for the intent of the district which is for large lot, low-density residential purposes.

## **PART II – STAFF RECOMMENDATION**

Staff recommends adoption of Ordinance 1130. The proposed code changes may encourage development within the subdivision and the intent/purpose of the zoning district remains.

## **PART III –RECOMMENDED MOTION**

“I move to adopt Ordinance 1130”



**CITY OF CORDOVA, ALASKA  
ORDINANCE 1130**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA, AMENDING  
CORDOVA MUNICIPAL CODE CHAPTER 18.21 BY REPEALING SUBSECTION 18.21.070(B) AND  
AMENDING SECTION 18.21.080 IN ORDER TO ELIMINATE THE MINIMUM LOT WIDTH  
REQUIREMENT AND REDUCE THE YARD REQUIREMENTS IN THE RR3 RURAL RESIDENTIAL  
DISTRICT**

**WHEREAS**, it is in the City of Cordova's best interest to adopt land use regulations that provide for development in compliance with the City comprehensive plan and meet the City's development goals; and

**WHEREAS**, it is also in the City's best interest to delete the minimum lot width requirement in the RR3 Rural Residential District as a minimum lot size of three acres sometimes necessitates narrow portions of lots; and

**WHEREAS**, it is also in the City's best interest to reduce the yard requirements in the RR3 Rural Residential District to encourage more development that meets the City's development goals and its land use needs.

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

Section 1. The Cordova Code of Ordinances of Cordova, Alaska, is hereby amended to read as follows:

18.21.070 - Minimum lot requirements.

Minimum lot requirements are as follows:

A. The minimum lot area shall be three acres.

~~B. The minimum lot width shall be one hundred sixty feet.~~

18.21.080 - Minimum yard requirements.

Minimum yard requirements are as follows:

A. Front yard: ~~twenty five~~ten feet;

B. Side yards: ~~thirty~~ten feet;

C. Rear yard: ~~sixty~~twenty-five feet.

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

1st reading: May 20, 2015

2nd reading and public hearing: June 17, 2015

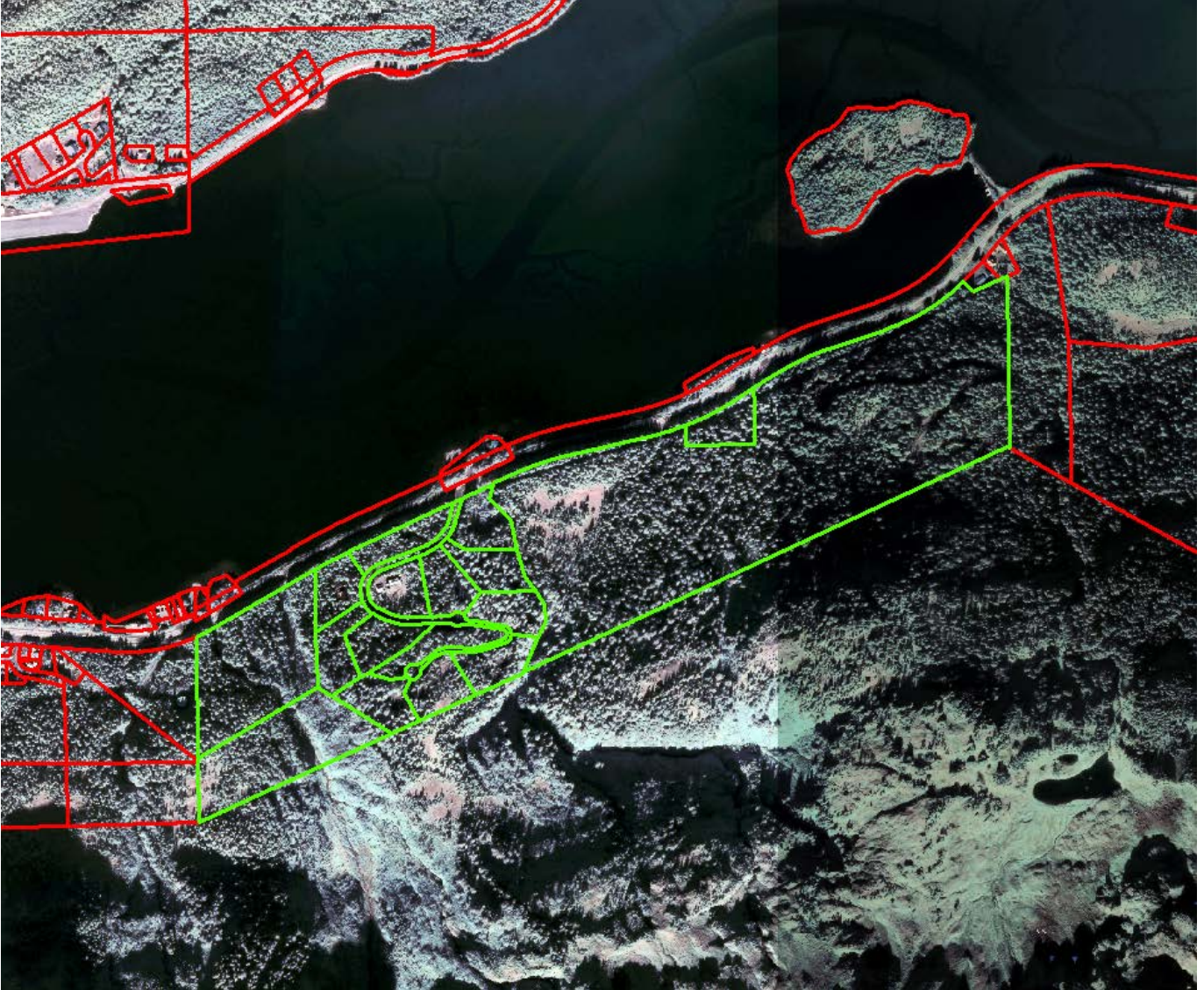
**PASSED AND APPROVED THIS 17<sup>th</sup> DAY OF JUNE, 2015**

\_\_\_\_\_  
James Kacsh, Mayor

ATTEST:

\_\_\_\_\_  
Susan Bourgeois, CMC, City Clerk

Attachment A – Property zoned RR3 Rural Residential District



## **Attachment B**

### Chapter 18.21 - RR3 RURAL RESIDENTIAL DISTRICT

#### Sections:

#### 18.21.010 - Purpose and intent.

The RR3 rural residential three zoning district is established as a land use district for large lot, low-density residential purposes. For the rural residential three district, in promoting the general purposes of this title, the specific intentions of this chapter are:

- A. To encourage the continued use of land for low-density purposes;
- B. To prohibit commercial and industrial land uses;
- C. To encourage the discontinuance of existing uses that are not permitted under the provisions of this chapter; and
- D. To discourage land uses which, because of their character and size, would create unusual requirements and costs for public services.

*(Ord. 974 (part), 2005).*

#### 18.21.020 - Permitted principal uses.

The following principal uses are permitted in the RR3 rural residential district:

- A. No more than one single-family dwelling unit per lot.

*(Ord. 974 (part), 2005).*

#### 18.21.030 - Permitted accessory uses.

The following accessory uses are permitted in the RR3 rural residential district:

- A. Private garages and required off-street parking;
- B. Greenhouses and tool sheds;
- C. The noncommercial keeping of animals solely for the personal use of the owner or occupant of the lot. The raising, breeding or keeping of animals for commercial purposes is prohibited. A lot where animals are kept shall be maintained in a sanitary and inoffensive condition, with structures necessary to the proper housing of the animals and to the confinement of the animals within the boundaries of the lot;
- D. Other buildings and uses customarily accessory and clearly subordinate to the permitted principal use of the lot.

*(Ord. 974 (part), 2005).*

#### 18.21.040 - Conditional uses.

Subject to the requirements of the conditional use standards and procedures of this title, the following conditional uses may be permitted in the RR3 rural residential district:

- A. Public utility, police and fire protection facilities, parks, libraries, elementary and secondary schools;
- B. Home occupations.

*(Ord. 974 (part), 2005).*

18.21.050 - Prohibited uses and structures.

Prohibited uses and structures are as follows:

- A. Any use or structure not of a character indicated under permitted uses and structures or permitted as a conditional use;
- B. Storage or use of mobile homes;
- C. Residential use of any travel trailer, basement, tent, shack, garage, barn or other structure not designed or intended for permanent residential use.

*(Ord. 974 (part), 2005).*

18.21.060 - Development requirements for principal and accessory uses.

Easements for installation and maintenance of utilities are as set out or reserved as shown on the recorded plat.

*(Ord. 974 (part), 2005).*

18.21.070 - Minimum lot requirements.

Minimum lot requirements are as follows:

- A. The minimum lot area shall be three acres.
- B. The minimum lot width shall be one hundred sixty feet.

*(Ord. 974 (part), 2005).*

18.21.080 - Minimum yard requirements.

Minimum yard requirements are as follows:

- A. Front yard: twenty-five feet;
- B. Side yards: thirty feet;
- C. Rear yard: sixty feet.

*(Ord. 974 (part), 2005).*

18.21.090 - Maximum lot coverage by all buildings.

Maximum lot coverage by all buildings shall be twenty-five percent.

*(Ord. 974 (part), 2005).*

18.21.100 - Maximum height of structures.

Maximum height of structures shall be two and one-half stories, but not exceeding thirty-five feet.

*(Ord. 974 (part), 2005).*



## CITY OF CORDOVA

### *Office of City Manager*

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

**TO: City Council, Mayor**  
**FROM: Randy Robertson, City Manager**  
**DATE: May 13, 2015**  
**RE: Authorization to utilize the UBS line of credit**

The attached resolution is to provide authorization to the City Manager to utilize the UBS line of credit to make timely payments to Dawson Construction, Inc.

This is in the event of a delay in receiving the \$3MM bond proceeds and having access to the additional \$1.5MM which is included in the State budget FY15. However, has yet to be passed and signed by the Governor.

The City of Cordova has established with UBS a line of credit in the amount of \$2,365,000. The purpose of which is to pay costs of the Cordova Center. The balance of the line of credit as of May 12, 2015 is \$1,015,557.68.

**Recommended action:** Roll Call Vote.  
I move to approve Resolution 05-15-26.

Thank you,

Randy Robertson, City Manager

**CITY OF CORDOVA, ALASKA  
RESOLUTION 05-15-26**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA,  
ALASKA, AUTHORIZING THE CITY MANAGER TO USE THE UBS LINE OF  
CREDIT ACCOUNT IN AN AMOUNT NOT TO EXCEED \$1.1 MILLION TO PROVIDE  
PAYMENT TO DAWSON CONSTRUCTION, INC. FOR CONSTRUCTION WORK  
COMPLETED BY IT ON THE CORDOVA CENTER**

**WHEREAS**, Dawson Construction, Inc. the company was contracted by the City of Cordova to complete work for Phase II on the Cordova Center; and

**WHEREAS**, the City of Cordova entered into a contract with Dawson Construction Inc. in July 2014 for Phases 1-4 of the Cordova Center; and

**WHEREAS**, the Alaska State Legislature has yet to pass a full operating budget for Fiscal Year 2015 and which includes \$1.5 million from the Exxon Valdez Oil Spill Trustee Council for the Cordova Center; and

**WHEREAS**, the City of Cordova has yet to receive proceeds of the \$3,000,000 bond approved by the citizenry of Cordova at this time; and

**WHEREAS**, time is of the essence to maintain regular payments to Dawson Construction, Inc. so as to not slow progress; and

**WHEREAS**, the City Council may consider an appropriation to repay the Line of Credit advance from various funding sources at a future meeting of the City Council.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Cordova, Alaska approves the use of the UBS Bank Line of Credit Account to make payment to Dawson Construction, Inc.

**PASSED AND APPROVED THIS 20<sup>th</sup> DAY OF MAY, 2015**

\_\_\_\_\_  
James Kacsh, Mayor

Attest:

\_\_\_\_\_  
Susan Bourgeois, CMC, City Clerk

**CITY OF CORDOVA, ALASKA  
RESOLUTION 05-15-27**

**CERTIFICATION OF THE OFFICIAL RESULTS  
OF THE MAY 12, 2015 SPECIAL ELECTION**

**WHEREAS**, the City of Cordova held a special election on May 12, 2015; and

**WHEREAS**, the Election Board has canvassed all of the votes at the election and has submitted its certification of election returns of all ballots to the City Clerk; and

**WHEREAS**, Cordova Municipal Code 2.48.120.A requires that the City Council meet within nine days after the election to review the certificate of returns prepared by the Election Board, and the City Council has reviewed such certificate of returns.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of Cordova, Alaska, does hereby:

Section 1: Accept the Election Board certification of election returns of all ballots; and

Section 2: Accept the Election Board certification of election returns cast at the polls and the Election Board certification of election returns of absentee, special needs and questioned ballots; and

Section 3: Determine that the special election was validly held and that substantial compliance with all voting procedures was effected and that no material discrepancies exist which may affect the outcome of the special election;

**BE IT FURTHER RESOLVED** that the Cordova City Council of the City of Cordova, Alaska, certifies the following as the official results of the May 12, 2015 special election:

	Number of Votes
<b><u>Proposition 1:</u></b>	
Yes	xxx
No	xx
Total Ballots Cast at Election	xxx

**BE IT FURTHER RESOLVED** that the City Clerk is directed to issue a Certificate of Election for the ballot proposition, and to publish the results of the election in a newspaper of general circulation in the City.

**PASSED AND APPROVED THIS 20<sup>th</sup> DAY OF MAY, 2015.**

\_\_\_\_\_  
James Kacsh, Mayor

\_\_\_\_\_  
Councilmember Kristin Carpenter

\_\_\_\_\_  
Councilmember Tim Joyce

\_\_\_\_\_  
Councilmember Tom Bailer

\_\_\_\_\_  
Councilmember Robert Beedle

\_\_\_\_\_  
Councilmember Josh Hallquist

\_\_\_\_\_  
Councilmember David Reggiani

\_\_\_\_\_  
Councilmember James Burton

**ATTEST:**

\_\_\_\_\_  
Susan Bourgeois, CMC, City Clerk



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## A MEMO FROM SUSAN BOURGEOIS, CMC, CITY CLERK

---

DATE: May 13, 2015  
TO: Mayor and City Council  
SUBJECT: Approval of COOP

---

Joanie Behrends, the City of Cordova's Contracted Emergency Management Planner, has asked for Council approval of the document attached as the COOP for the City of Cordova. The Continuity of Operations Plan is a plan that will be executed by City employees in the event that normal operations or infrastructure are interrupted/damaged by either a natural or manmade disaster, resulting in the interruption or relocation of services. The plan will assist in resuming/continuing City services after such an event.

Suggested Motion: I move to approve the COOP as present and direct the City Manager and Mayor to sign the proclamations page which is before the table of contents in the attached document.

Required action: Majority voice vote





# **CITY OF CORDOVA CONTINUITY PLANNING (COOP PLAN)**

## **\*\* DOCUMENT CLASSIFICATION NOTICE \*\***

The information in this document, while not confidential, is sensitive in nature. Therefore, it may not be distributed to or discussed with anyone outside of the City of Cordova without the authorization of the City Manager or any individual authorized to grant permission on his or her behalf.

# **CITY OF CORDOVA**

## **CONTINUITY OF OPERATIONS PLAN**

### **APPROVALS**

This Continuity of Operations (COOP) plan was prepared to develop, implement and maintain a viable COOP capability. This COOP plan complies with applicable internal City policies, state and local regulations and supports recommendations provided by the Federal Emergency Management City. This COOP plan has been distributed internally within the City of Cordova and with external agencies that may be affected by its implementation.

Approved: \_\_\_\_\_ Date \_\_\_\_\_

**Mayor**                      **Jim Kacsh**

Approved: \_\_\_\_\_ Date \_\_\_\_\_

**City Manager**              **Randy Robertson**

# CITY OF CORDOVA

## CONTINUITY OF OPERATIONS PLAN

### TABLE OF CONTENTS

	<u>Page</u>
<b>1. EXECUTIVE SUMMARY</b>	<b>1</b>
<b>2. INTRODUCTION</b>	<b>1</b>
A. Purpose	1
B. Applicability and Scope	2
C. Policy	2
D. Objectives	3
E. Assumptions	3
<b>3. AUTHORITIES AND REFERENCES</b>	<b>4</b>
A. Authorities	4
B. References	4
<b>4. ESSENTIAL BUSINESS FUNCTIONS</b>	<b>5</b>
<b>5. CONCEPT OF OPERATIONS (CONOPS)</b>	<b>5</b>
A. Planning Scenarios	6
B. COOP Execution	6
C. COOP Team	7
D. Time-phased COOP Implementation	8
Phase 1 – Activation and Relocation	9
Phase 2 – Alternate Operations	9
Phase 3 – Reconstitution	10
E. Notification and Alert	10
F. Delegation of Authority and Orders of Succession	11
<b>6. RESPONSIBILITIES AND PROCEDURES</b>	<b>11</b>
A. Responsibilities	11
B. Procedures	12
<b>7. ADMINISTRATION AND LOGISTICS</b>	<b>13</b>
A. Continuity facility	13
B. Vital Records, Equipment and Systems	13
C. Interoperable Communications	13
D. Resource Management	13
E. Employee Support	14
<b>COOP PLAN MAINTENANCE</b>	<b>14</b>
<b>8. COOP PLAN CERTIFICATION</b>	<b>14</b>
<b>APPENDICES</b>	
<b>Glossary</b>	<b>15</b>
<b>Form A. COOP Response Team</b>	<b>18</b>
<b>Form B. Prioritized Listing of Essential Functions</b>	<b>19</b>
<b>Form C. Personnel Contact List (Rapid Recall List)</b>	<b>20</b>
<b>Form D. Delegation of Authority</b>	<b>22</b>
<b>Form E. Orders of Succession</b>	<b>23</b>
<b>Form F. 1. Requirements for Alternate Work Site</b>	<b>24</b>
<b>2. City Alternate Facilities</b>	<b>26</b>

Form G.	1. Vital Records	27
	2. Vital Vendor Records	32
Form H.	Vital Systems, Equipment and Priority	34
Form I.	Alternative Modes of Communication	39
Form J.	Organizational Go Kit Contents and Maintenance List	40
Form K.	Training, Testing and Maintenance	44
Form L.	COOP Plan Maintenance	45
Checklists		47-58

# **City of Cordova**

## **CONTINUITY OF OPERATIONS PLAN**

### **1. EXECUTIVE SUMMARY**

The City of Cordova COOP is a plan that will be executed by City employees in the event that normal operations or infrastructure are interrupted/damaged by either a natural or manmade disaster, resulting in the interruption or relocation of services. The plan will assist in resuming/continuing City services after such an event.

### **2. INTRODUCTION**

The City of Cordova has essential functions that must be performed, or rapidly and efficiently resumed, in an emergency. While the specific effects of an emergency cannot be predicted, planning for operations under such conditions can mitigate the impact of the emergency on our people, our facilities and our mission. To that end, the City of Cordova has prepared a Continuity of Operations (COOP) plan.

This COOP plan establishes policy and guidance to ensure the execution of the essential functions for the City of Cordova in the event that an emergency at the City or in its service area threatens or incapacitates operations, and/or requires the relocation of selected personnel and functions.

COOP planning is a good business practice and is part of the fundamental mission of all agencies as responsible and reliable public agencies. The changing threat environment and recent emergencies have shifted awareness to the need for COOP capabilities that enable agencies to continue their essential functions across a broad spectrum of emergencies.

#### **A. Purpose**

The capability to prepare for, respond to and recover from emergencies affecting Cordova's operations is dependent upon the proficiency and well being of its employees and the clarity of its leadership. To ensure the capability to support employees and contractors, system users, emergency responders, local and regional emergency management agencies, and the general public during emergencies, the City of Cordova has adopted this COOP plan.

This COOP plan describes how the City of Cordova will sustain the capability to perform essential functions during and after a disruption in internal operations whether caused by severe weather, other natural or man-made disasters, or hostile attack. This COOP plan ensures that the City of Cordova:

- has the capability to implement the COOP plan both with and without warning;
- is able to perform essential functions no later than 12 hours after activation of the COOP plan;
- is able to maintain essential functions for up to 30 days (90 days in a pandemic influenza scenario);

- conducts regularly scheduled testing, training and exercising of City personnel, equipment, systems, processes and procedures used to support the City during a COOP event;
- provides for a vulnerability risk analysis of selected continuity operating facilities;
- plans the location of alternate facilities in areas where the ability to initiate, maintain and terminate continuity operations is maximized;
- develops standard operating procedures which enable the performance of essential functions; and
- promotes the development, maintenance and annual review of City COOP capabilities.

This COOP plan supports the performance of essential functions from continuity facilities (due to the primary facility becoming unusable for long or short periods of time) and also provides for continuity of management and decision-making, in the event that senior management or technical personnel are unavailable, inaccessible, or lost to the organization.

## **B. Applicability and Scope**

The COOP plan is applicable to all City of Cordova departments and personnel. This COOP plan describes the actions that shall be taken to activate a viable COOP capability within 12 hours of an emergency event, and to sustain that capability for up to 30 days. The COOP plan can be activated during business and non-business hours, both with and without warning.

The COOP plan covers all facilities, systems, vehicles and buildings operated or maintained by the City of Cordova. The COOP plan supports the performance of essential functions from an alternate (continuity) location(s) (due to the primary facility becoming unusable for long or short periods of time) and also provides for continuity of management and decision-making, in the event that senior management or technical personnel are unavailable.

The COOP plan has been distributed to senior managers within the City of Cordova. Training will be provided to the City of Cordova's personnel with identified responsibilities, and the COOP plan has been shared with Alaska Division of Homeland Security and Emergency Management.

## **C. Policy**

It is the policy of the State of Alaska and the City of Cordova to respond quickly at all levels in the event of an emergency or threat in order to continue essential functions and operations.

A viable COOP capability identifies essential functions and consists of plans and procedures, alternate facilities, and interoperable communications and data support systems, reinforced by comprehensive training, orientation, and exercise programs. COOP capabilities must be maintained at a high level of readiness, capable of being activated both with and without warning, ready to achieve operational status no later than 12 hours after activation, and able to maintain sustained operations for up to 30 days or until termination.

## **D. Objectives**

The objectives of this plan are to:

- ensure the continuation of essential functions;
- ensure the safety of City employees;
- maintain command, control and direction during emergencies;
- reduce disruptions to operations;
- protect critical facilities, equipment, records, and other assets;
- assess and minimize damages and losses;
- provide organizational and operational stability;
- facilitate decision-making during an emergency;
- achieve an orderly recovery from emergency operations;
- assist affected employees and their families;
- provide for the line of succession to critical management and technical positions;
- provide resources and capabilities to develop plans for restoring or reconstituting regular activities, depending upon the scope, severity, and nature of the incident; and
- fulfill the City's responsibilities in local, regional and state emergency operations plans and agreements.

## **E. Assumptions**

The following assumptions are made in considering continuity of operations planning by the City of Cordova, including:

- During business hours, each department will take responsibility for evacuation of their respective office spaces and resources, and create written SOP's to support such an evacuation.
- Upon declaration of COOP activation by senior leadership, employees will be instructed about their responsibilities under the activation and relocation phases of the COOP plan.
- Emergencies or threatened emergencies can adversely impact the City's ability to continue to support essential functions and to provide support to the operations of clients and external agencies.
- Appropriate resources and funding shall be available for the planning, implementation and maintenance of the COOP program. Required resources shall be dedicated in a timely fashion following activation of the COOP plan.
- When a COOP event is declared, the City shall implement a predetermined plan using trained and equipped personnel.
- City and non-City personnel and resources located outside the area affected by the emergency or threat shall be available as necessary to continue essential functions.

- The City shall provide operational capability within 12 hours of the event and be able to continue essential operations for 30 days, or until termination of the event, whichever is earlier. Pandemic influenza scenarios require the ability to continue essential functions for up to 90 days.
- Normally available staff members may be rendered unavailable by a disaster or its aftermath, or may be otherwise unable to participate in the recovery.
- Recovery of a critical subset of the City's functions and application systems shall occur to allow the City to continue essential functions adequately.
- A disaster may require City users, clients and local agencies to function with limited automated support and some degradation of service until full recovery is made.
- All COOP program activities shall incorporate the principles of NIMS and the Incident Command System (ICS).

### 3. AUTHORITIES AND REFERENCES

#### A. Authorities

The COOP plan has been developed with the full endorsement of the City of Cordova's Mayor and City Administration.

The COOP plan complies with the following state statutes:

- AK Statute 26.20

#### B. References

References used to develop this template include:

- Continuity of Operations (COOP) Plan Template, Federal Emergency Management City
- Continuity of Operations (COOP) Plan Template Instructions, Federal Emergency Management City
- Continuity Plan California Continuity Planning Guidance and Plan Template (December 2009)
- Guidance on Continuity of Operations Planning for State, Local, Tribal, Territorial and Private Sector Organizations, (FEMA), *draft*, August 2007
- The State of Idaho Continuity of Operations Planning Manual, August 2008
- The State of Idaho Continuity of Operations (COOP) Template, August 2008

Other references that have supported the development of this COOP plan include the following:



- Continuity Guidance Circular 1 (CGC1) Continuity Guidance for Non-Federal Entities (States, Territories, Tribal, and Local Government Jurisdictions and Private Sector Organizations) January 21, 2009
- State of Alaska Emergency Response Plan 2004

Though not required, the COOP plan addresses elements identified in the Federal Emergency Management, *Federal Continuity Directive 1*. The updated FCDs and other related FEMA documents can be found at:

<http://www.fema.gov/government/coop/index.shtm>

#### **4. ESSENTIAL BUSINESS FUNCTIONS**

When confronting events which disrupt normal operations, the City of Cordova is committed to ensuring that essential business functions will be continued even under the most challenging emergency circumstances. The City of Cordova has identified as essential only those priority business functions that are required by statute, regulation or executive order, or are otherwise necessary to provide vital services, exercise civil authority, maintain the safety and well being of the general populace, or to sustain critical support to the citizens of Cordova.

During activation of this COOP plan, all other activities may be suspended to enable the City to concentrate on providing the essential functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with regular or expected users of services provided by those suspended services shall be a priority.

The City of Cordova has identified and prioritized essential business functions in Form B, *Prioritized Listing of Essential Functions*, in the Appendix. Essential business functions and their supporting critical processes and services, support personnel, and resources shall be reviewed and updated on an as-needed basis or, at minimum, on an annual basis if there are no major programmatic or customer-based changes within the organization.

#### **5. CONCEPT OF OPERATIONS (CONOPS)**

To implement the COOP plan, the City has developed a Concept of Operations (CONOPS), which describes its approach to implementing the COOP plan, and how each COOP plan element shall be addressed. In particular, this CONOPS focuses on establishing emergency decision-making authority and defining a decision process for determining appropriate actions in implementing COOP plans and procedures. This concept of operations also identifies the different classes of threat or hazard for which the plan is devised. Finally, the CONOPS identifies how the City shall address issues associated with notification and alert, and command and control.

## A. Planning Scenarios

The COOP plan has been developed taking into account three separate “classes” of threats that may result in COOP activation. For each class, activities have been identified to ensure the activation of the COOP plan and the continuous capability of the City of Cordova to make decisions and take action.

Activation of the COOP plan may involve:

- the deliberate and pre-planned movement of selected key personnel and technical personnel to an alternate operating facility;
- the implementation of temporary work procedures;
- the delegation of emergency authorities to successors of senior management and technical personnel due to them being unavailable during the emergency; and/or
- the assignment of COOP teams to perform specific activities necessary to ensure essential functions.

The following three threat scenarios have been identified by the State as the most likely to trigger COOP plan activation:

- **Class 1 Scenario: Single Building/City:** In this scenario, a portion or all of the City’s operations are disrupted at one location, with limited displacement of operations to alternate facilities. There is limited impact on interdependencies between the City and other operations including customers, vendors and suppliers, and the event is most likely of a short to medium-term duration. The most likely causes of such a disruption are fire; system/mechanical failure; loss of utilities such as electricity, telephone, water, or steam; or explosion (regardless of cause) that produces no significant damage to any other facilities or systems used by the City.
- **Class 2 Scenario: Catastrophic Event:** This scenario assumes that an incident affects a geographic region with a cluster of City operations. This scenario also assumes the disruption of operations to a number of agencies, leading to a massive and widespread displacement of the workforce and a disruption to multiple interdependencies between and among agencies, as well as those with customers and critical suppliers. Disruption of normal business operations is assumed to be for an extended period of time.
- **Class 3 Scenario: Pandemic Influenza:** This scenario assumes that there is a pandemic-related disruption of the workforce that is indiscriminate as far as impact, and that infrastructure is affected only to the extent that systems require maintenance and/or operation by a severely depleted workforce. Operations from an alternate (continuity) location will probably not be required. A pandemic event will most likely last for 12-18 months with as many as three waves of new infections lasting 4-6 weeks each. Continuous essential function evaluation may be required. For instance, a function that may not be critical the first 3 months will become critical the 4<sup>th</sup> month.

## B. COOP Execution

The City Manager, or his or her designated successor, may implement this COOP plan. The COOP plan is implemented based on known or anticipated threats and emergencies that may occur with or without warning. The *State of Alaska All- Hazard Risk Mitigation Plan*, maintained by the Division of Homeland Security and Emergency Management, will help to understand these threats and to identify mitigation strategies:

- **Known Threats And Emergencies (With Warning)**: There are some threats to operations that may afford advance warning that shall permit the orderly alert, notification, evacuation, and if necessary, the relocation of employees. Situations that might provide such warning include seasonal flooding, a transportation accident resulting in a threat of a release of hazardous material (HAZMAT) or a threat of a terrorist incident.
- **Unanticipated Threats and Emergencies (No Warning) During Non-Business Hours**: Incidents may not be preceded by warning, e.g., earthquakes, arson, HAZMAT, or terrorist incidents, and may occur while a majority of the on-site staff is not at work. In these circumstances, while operations from the primary facilities may be impossible, the majority of our employees shall still be able to respond to instructions, including the requirement to relocate following proper notification.
- **Unanticipated Threats and Emergencies (No Warning) During Business Hours**: Incidents may also occur with no warning during normal office hours. In these circumstances, execution of the COOP plan, if indicated by the circumstances of the event, would begin with implementation of building evacuation and safe assembly procedures, continuing through to notification of the COOP Team.

## C. COOP Team

In the event of activation or partial activation of the COOP plan, a COOP response team has been identified and organized according to federal NIMS/ICS guidelines (Form A, *COOP Response Team*, in the Appendix). To staff the COOP teams, the City of Cordova has identified key positions to provide management and technical expertise necessary to establish essential functions within 12 hours after the emergency event, and these are identified in Form C, *Personnel Contact List (Rapid Recall List)* located in the Appendix.

#### D. Time-phased COOP Implementation

When confronting events disrupting the normal operations of the City, Cordova shall implement its COOP plan utilizing the following time- phased approach:

Phase	Time Frame	Activity
Phase I- Readiness and Perparedness	Before emergency	<ul style="list-style-type: none"><li>▪ Plan development and maintenance</li><li>▪ Risk analysis</li><li>▪ Testing, training, and exercise</li></ul>
Phase II- Activation and Relocation	0-12 Hours	<ul style="list-style-type: none"><li>▪ Notify continuity facility manager of impending activation and relocation requirements.</li><li>▪ Notify affected local, state, and federal agencies.</li><li>▪ Activate plans to transfer to continuity facility.</li><li>▪ Instruct advance team to ready continuity facility.</li><li>▪ Notify City employees and contractors regarding activation of COOP plan and their status.</li><li>▪ Assemble documents and equipment required for essential functions at continuity facility.</li><li>▪ Order needed equipment/supplies.</li><li>▪ Transport documents, equipment and designated communications.</li><li>▪ Secure original facility.</li><li>▪ Continue essential functions at regular facility, if available, until continuity facility is ready.</li><li>▪ Advise continuity facility on status.</li></ul>
Phase III- Continuity/ Work Site Operations	12 Hours to Termination of Emergency	<ul style="list-style-type: none"><li>▪ Provide guidance to contingency team personnel and information to the public.</li><li>▪ Identify replacements for missing personnel (delegation of authority and orders of succession).</li><li>▪ Commence full execution of operations supporting essential functions at the continuity facility.</li></ul>
Phase IV- Reconstitution	Termination of Emergency	<ul style="list-style-type: none"><li>▪ Inform all personnel that the threat no longer exists.</li><li>▪ Supervise return to normal operating facility.</li><li>▪ Conduct a review of COOP plan execution and effectiveness. Update COOP plan to correct deficiencies and/or incorporate best practices.</li></ul>

A brief description of the City of Cordova's approach to each phase of activation is provided below.

- **Phase I: Readiness and Preparedness**

*a. Readiness is the ability of an organization to respond effectively to any event that threatens its ability to continue mission-critical functions and services. Although readiness is a function of planning and training, it is ultimately the responsibility of an agency's leadership to ensure that an organization can perform its mission essential functions before, during, and after all-hazards emergencies or disasters. Phase I is addressed in this plan through the development and review and revision of plans, Testing, Training & Maintenance chart, and risk management.*

**\*\*\*SEE pages 44-46**

- **Phase 2: Activation and Relocation**

- a. **Alert and Notification:** *The City has established specific procedures to alert and notify the Mayor, the City Manager, senior management staff, and members of the advance team, that COOP activation is imminent.*

\*\*\*SEE page 48

**Initial Actions:** *The City has identified specific actions to be taken to terminate primary operations and activate the COOP team, communication links, and the continuity facility.*

\*\*\*SEE page 50

**Activation Procedures Business Hours:** *The City has established procedures for an efficient and complete transition of direction and control from the primary facility to the continuity facility, which includes security measures for both sites.*

\*\*\*SEE page 51

**Activation Procedures Non-Business Hours:** *Procedures for the notification of key staff when not at the primary site have been developed.*

\*\*\*SEE page 51

**Transition to and Activation of Continuity Facility Operations:** *The City has established minimum standards for communication, direction, and control that is to be maintained until the continuity facility is operational. Additionally, the City has developed a checklist to guide activation of the continuity facility.*

\*\*\*SEE page 52

- **Phase 3: Continuity Operations**

**Operational Hours:** *During activation of the COOP plan, the City of Cordova's operating hours may change to 10:00 am-2:00 pm. This will be the determination of the City Manager. As essential functions are provided and additional services come on line, these hours can be extended.*

- a. **Execution of Essential Functions:** *The City will perform any functions determined to be essential to operations from the continuity facility.*

- b. **Establishment of Communications:** *The City will re-establish normal lines of communication within the City, to other agencies, and to the public.*

\*\*\*SEE page 53

- c. **Support and Contingency Team Responsibilities:** *Responsibilities will be assigned to personnel to perform essential functions.*

\*\*\*SEE page 55

- d. **Augmentation of Staff:** *As the situation comes under control, additional staff may be shifted to provide other services and functions, as necessary.*

\*\*\*SEE page 55

- e. **Development of Plans and Schedules for Reconstitution and Termination:** *As soon as feasible, preparation for transferring operations of communication, vital records, databases and other activities back to the primary facility will begin. Circumstances may dictate that a new primary facility is designated and subsequently occupied.*

\*\*\*SEE page 57

- **Phase 4: Reconstitution**

- a. **Reconstitution Process/Procedures:** *The City will develop general guidelines and policies for ending alternate operations and returning to a non-emergency status at the designated primary facility.*

\*\*\*SEE page 57

- b. **After-Action Review and Remedial Action Plans:** *The City will develop a task force to assess all phases and elements of the alternate operations and provide specific solutions to correct any areas of concern.*

\*\*\*SEE page 57

## **E. Notification and Alert**

The City of Cordova recognizes that the COOP plan should be able to be activated under all conditions:

- **With Warning:** It is expected that, in many cases, the City of Cordova will receive a warning of at least a few hours prior to an event. This will normally

enable the full execution of the COOP plan with a complete and orderly alert, notification, and deployment of key personnel to an assembly site or pre-identified deployment location. Notification will occur through beeper/pager, email and telephonic methods using standard procedures developed by the City *Emergency Operations Plan*.

- **Without Warning:** The ability to execute the COOP plan following an event that occurs with little or no warning will depend on the severity of the emergency and the number of personnel that survive.
  - a. **Non-Business Hours.** COOP team personnel will be alerted and activated to support operations for the duration of the emergency. Notification will occur through beeper/pager and telephonic means.
  - b. **Business Hours.** If possible, the COOP plan will be activated and available members of the COOP teams will be deployed as directed to support operations for the duration of the emergency. Depending on the status of communications, notification will be made by beeper/pager, telephone, in-person at facilities, and using the designated call-out roster procedures.

#### **F. Delegations of Authority and Orders of Succession**

In the event that executive leadership, senior management or senior technical personnel are unavailable during an emergency, the City of Cordova has developed a set of procedures to govern both orders of succession and delegations of authority.

- Authorities have been identified for temporary delegation in support of policy determinations and executive decisions. All such temporary delegations specify what the authority covers, what limits may be placed upon exercising it, which (by title) will have the authority, and under what circumstances. [*Reference Form D: Delegation of Authority*]
- Authorized successors (in the event of death or long-term unavailability of the key staff position) have been identified for key management and technical positions within the City. [*Reference Form E: Orders of Succession*]

### **6. RESPONSIBILITIES AND PROCEDURES**

#### **A. Responsibilities**

See Form A

#### **B. Procedures**

The City of Cordova has developed specialized lists of responsibilities by unit based on its unique organizational structure. Responsibilities are presented in checklist format for those key personnel that shall:



- manage the activation of the COOP plan;
- oversee implementation of emergency response procedures to ensure the safety of employees, contractors, customers and the general public;
- activate alternate facilities and supporting communications and information technology systems;
- support legal activities on behalf of the City;
- provide public information;
- perform situation assessment for the City infrastructure;
- perform inspection and repair;
- develop temporary service plans;
- lead the recovery transition; and
- oversee recovery/care of employees' children/special needs family members/ and pets .

The following table indicates where checklists and procedures supporting key COOP activities can be located within the City.

<b>Checklist/Procedure</b>	<b>Location</b>
<i>Building Evacuation Plan/Accountability Plan</i>	Page 47 of this Plan
<i>Procedure for employee advisories, alerts and instructions</i>	Page 48 of this Plan
<i>Roster of fully equipped and trained personnel</i>	Page 20 of this Plan
<i>Implementation of order of successions in emergency situations</i>	Page 48 of this Plan
<i>Initial actions checklists and/or procedures</i>	Page 50 of this Plan
<i>Activation during business hours checklist</i>	Page 51 of this Plan
<i>Activation during non-business hours checklists</i>	Page 51 of this Plan
<i>Procedures for Transition to and Activation of Continuity facility</i>	Page 52 of this Plan
<i>Re-establishment of communications checklists and/or procedures</i>	Page 53 of this Plan
<i>Protection and safeguarding of vital record and databases and vital equipment procedures</i>	Page 54 of this plan
<i>Resource acquisition checklists and/or procedures</i>	Page 54 of this Plan
<i>Support and contingency team checklists and/or procedures</i>	Page 55 of this Plan
<i>Family Support and Preparedness Plan (including the recovery of children from daycare facility or from remote evacuation site)</i>	Page 56 of this Plan
<i>Reconstitution and termination checklist and/or procedure</i>	Page 57 of this Plan
<i>Pandemic Influenza Plan</i>	In Emergency Operations Plan
<i>Devolution of command and control</i>	Page 58 of this Plan



## **7. ADMINISTRATION AND LOGISTICS**

### **A. Continuity Facility**

The City of Cordova recognizes that normal operations may be disrupted and that there may be a need to perform essential business functions at alternate facilities.

Information on requirements for alternate facilities that would be capable of supporting essential business functions is collected on Form F1 *Requirements for Continuity Work Site*, found in the Appendix. In addition, depending on the emergency conditions, the City of Cordova, through cooperative agreements and mutual aid agreements, also has access to additional facilities that could support essential business functions. The current options for Continuity Work Sites, including any unmet space needs are captured in Form F2, *City Continuity Facilities* located in the Appendix.

### **B. Vital Records, Equipment and Systems**

The City of Cordova has identified vital records, equipment and systems that must be available to support performance of essential functions. These are the records, equipment and systems that will be prioritized for restoration and recovery by the City in the event that a supplier or suppliers need to be contracted. *Vital Records* are identified in Form G, and *Vital Systems, Equipment and Priority* are identified in Form H, both of which are found in the associated Appendix.

### **C. Interoperable Communications**

Communications is a critical component of a successful COOP capability. Communication systems must support connectivity to internal organizations, other agencies, critical customers, and the public. To ensure communications during COOP events, the City of Cordova has identified primary and alternate modes of communication. Communication systems, alternate providers and alternate modes of communications are identified in Form I, *Alternative Modes of Communication*, and included in the Appendix.

### **D. Resource Management**

Resource management responsibilities include the pre-positioning of vital record and data bases, preferably in an off-site or protected location; pre-positioning of resources at the continuity site; preparation and maintenance of emergency drive-away kits; arranging for travel of key personnel to the continuity facility as well as the transfer of documents and needed communications, data processing and other equipment to the continuity site.

The City of Cordova has identified the resource requirements necessary to relocate to the continuity facility and to continue operations on Form J *Organizational Go Kit Contents and Maintenance List*, located in the Appendix. This list includes basic communications and operational tools required to initiate essential functions from a continuity site, as well as the responsibilities for providing specific resources and the circumstance under which this responsibility may shift. Unspecified resource requests or procurements shall be handled by the Logistics Chief or his designated personnel.

## **E. Employee Support**

If circumstances require, the City of Cordova recognizes that the well being of an employees' dependants and domestic companion animals are of mutual concern to ensure that employees remain available to perform their duties. Employees must coordinate with their daycare providers to determine when it is appropriate to pick up their child. In some cases, the parent may be able to withdraw their child from the facility immediately. In other cases, the parent should plan to pick up the child from a remote evacuation site, as in the case of a catastrophic event. Employees must determine a prudent course of action in coordination with daycare providers, and management must take this into consideration. The City of Cordova will provide 24/7 childcare for all responders at Bidarki Recreation Center. Care of elderly/infirm/ or special needs family members will be provided at one of the special needs shelters (The Reluctant Fisherman or Prince William Motel). Pets will be cared for by the decisions of the Pet Shelter Manager. There will also be an employee hotline dedicated solely to employees and their families.

## **8. COOP PLAN MAINTENANCE**

The City of Cordova has developed a multi-year strategy that provides staff with a regularly scheduled and integrated testing, training and exercise program to ensure that the City's COOP capability remains viable. Testing, training, and exercising is intended to familiarize City staff members with their roles and responsibilities during an emergency, ensure that systems and equipment are maintained in a constant state of readiness, and validate aspects of the COOP plan.

The City's schedule of tests, training and exercises of COOP capability are reflected in Form K, *Training, Testing and Maintenance*, found in the Appendix.

The City multi-year strategy and program management plan is recorded in Form L, *COOP Plan Maintenance* and found in the Appendix.

## **9. COOP PLAN CERTIFICATION**

To ensure that this plan is realistic and adequately provides for emergency performance of all essential functions, this COOP plan shall be cross-walked against Federal and State planning guidelines.

## **GLOSSARY**

- A. **ACTIVATION:** When a COOP plan has been implemented whether in whole or in part.
- B. **ADVANCE TEAM:** Group of people assigned responsibility for preparing the continuity facility for operations once the activation decision has been made.
- C. **AFTER-ACTION REPORT (AAR):** A narrative report that presents issues found during an incident and recommendations on how those issues can be resolved.
- D. **CONTINUITY FACILITY:** An alternate work site that provides the capability to perform minimum essential functions until normal operations can be resumed.
- E. **CONTINGENCY STAFF/TEAM:** Personnel of a department or jurisdiction who are designated to report to the continuity facility during COOP implementation to ensure that the department or jurisdiction is able to perform its essential functions.
- F. **CONTINUITY OF GOVERNMENT (COG):** The term COG applies to the measures taken by a state or local government to continue to perform required functions during and after a severe emergency. COG is a coordinated effort within each branch of the government to continue its minimum critical responsibilities in a catastrophic emergency.
- G. **CONTINUITY OF OPERATIONS (COOP):** An internal effort within individual components (e.g. – executive, legislative, judicial branches) of a government to assure the capability exists to continue critical component functions across a wide range of potential emergencies, including localized acts of nature, accidents, and technological and/or attack-related emergencies.
- H. **COOP EVENT:** Any event that causes a department or jurisdiction to activate all or part of its COOP plan. It may or may not include relocation to an continuity site to assure continuance of essential functions.
- I. **COOP RESPONSE AND RECOVERY TEAM:** Individuals, identified by position, within a state department or local jurisdiction that are responsible for ensuring that essential functions are performed in an emergency and taking action to facilitate that performance, and to initiate planning necessary for the resumption of non-emergency operations at a primary facility.
- J. **CRITICAL CUSTOMERS:** Organizations or individuals for which a state department or local jurisdiction performs mission-essential functions.
- K. **CRITICAL OPERATIONS:** Those operations, stated or implied, that are required to be performed by statute or executive order or are otherwise deemed necessary.
- L. **CRITICAL COOP PERSONNEL:** Staff of a department or jurisdiction that are needed for the performance of the organization's essential functions.
- M. **DELEGATED AUTHORITY:** An official mandate calling on an individual holding a specific position to assume responsibilities and authorities not normally associated with that position when specified conditions are met.
- N. **DEVOLUTION:** The capability to transfer statutory authority and responsibility for

essential functions from a department's or jurisdiction's primary staff to other employees and facilities, and sustain that operational capability for an extended period of time.

- O. **DRIVE-AWAY KIT:** An easily transported set of materials, technology and vital records that shall be required to establish and maintain minimum critical operations. Also referred to as a go-kit or fly-away kit.
- P. **EMERGENCY:** A sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies can range from localized events that affect a single office in a building, to human, natural or technological events that damage, or threaten to damage, local operations. An emergency could cause the temporary evacuation of personnel or the permanent displacement of personnel and equipment from the site to a new operating location environment.
- Q. **EMERGENCY OPERATIONS RECORDS:** Records that support the execution of the organization's essential functions.
- R. **ESSENTIAL FUNCTIONS:** Those functions, stated or implied, that state departments and local jurisdictions are required to be performed by statute, regulation or executive order or are otherwise necessary to provide vital services, exercise civil authority, maintain the safety and well being of the general populace, and sustain the industrial and economical base in an emergency.
- S. **INCIDENT ACTION PLAN (IAP):** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.
- T. **INCIDENT COMMAND SYSTEM (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of resources during incidents.
- U. **INCIDENT COMMANDER (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and releasing of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident management operations.
- V. **INTEROPERABLE COMMUNICATIONS:** Alternate communications that provides the capability to perform minimum essential functions, in conjunction with other agencies, until normal operations can be resumed.
- W. **LEGAL AND FINANCIAL RECORDS:** Records that are needed to protect the legal and financial rights of government and of the people affected by its actions.
- X. **LOGISTICS SECTION:** The section responsible for providing facilities, services and material support of an incident.

- Y. MANAGEMENT PLAN: An operational guide that ensures the implementation, maintenance and continued viability of the COOP plan.
- Z. MISSION CRITICAL FUNCTIONS: See Essential Functions.
- AA. MITIGATION: Any sustained action taken to reduce or eliminate the long-term risk to life and property from a hazard event.
- BB. NATIONAL INCIDENT MANAGEMENT SYSTEM: A system mandated by Homeland Security Presidential Directive #5 (HSPD-5) that provides for a consistent national approach for Federal, state, local and tribal governments; the private-sector, and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause size or complexity.
- CC. NON-CRITICAL PERSONNEL: Staff of a department or jurisdiction who are not required for the performance of an organization's mission essential functions.
- DD. OPERATIONS SECTION: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions and groups.
- EE. ORDERS OF SUCCESSIONS: Provisions for the assumption of senior department and jurisdictional offices and other positions held by critical COOP personnel when the original holder of those responsibilities and/or authorities is unable or unavailable to execute their duties.
- FF. PLAN MAINTENANCE: Steps taken to ensure the plan is reviewed annually and updated whenever major changes occur.
- GG. PLANNING SECTION: Responsible for the collection, evaluation and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to an incident.
- HH. PRIMARY FACILITY: The site of normal, day-to-day operations; the location where the employee usually goes to work.
- II. RECONSTITUTION: The resumption of non-emergency operations at a primary facility following emergency operations at a continuity facility.
- JJ. SITUATION REPORT (SITREP): A written, formatted report that provides a picture of the response activities during a designated reporting period.
- KK. VITAL RECORDS: Electronic and hardcopy documents, references and records needed to support essential functions during a COOP event, to recover full operations following an emergency, and to protect the legal rights and interests of citizens and government. The two basis categories of vital records are emergency operating records (e.g. plans and directives, orders of succession, delegations of authorities and staffing assignments) and rights and interests records.
- LL. VITAL EQUIPMENT AND SYSTEMS: Equipment and systems that are needed to support essential functions during a COOP event

## FORM A: COOP Response team

AUTHORITY TO IMPLEMENT COOP PLAN				
Key Executive	Title/Position	Office Phone #	Alternate Phone	email
Jim Kacsh	Mayor	424-7278	429-7710	mayor@cityofcordova.net

	Team Members	Team Responsibilities
Commander	Randy Robertson, City Manager	Example: Determine objectives and establish priorities based on nature of the incident
Planning	Samantha Greenwood, City Planner	Example: Develop IAPs Track resources Responsibility for Situation Report
Operations	Rich Rogers, Director of Public Works	Example: Directs all resources. Directs resources to conduct damage assessment and damage mitigation
Logistics	Cindy Appleton, Human Resources	Example: Assembles stored historical documents and records (departmental vital records are assembled by each individual department) Continuity site establishment
Finance/ Administration	Jon Stavig, Finance Director	Example: Manages costs
Advance Team	Supervisor Weston Bennett, Facilities Temporary Employee List	Prepares Continuity Facility (under direction of Logistics)
Reconstitution Team	COOP Response Team Temporary Employee List	Prepares to return to Primary (or new) Facility

## FORM B: Prioritized Listing of Essential Functions

Essential Functions	Recovery Time Objective (RTO)	Priority
Law Enforcement	immediately	1
Family member care	immediately	1
Dispatch	immediately	1
Fire , Rescue, EMS	immediately	1
Vital Records	immediately	1
Communications	1 day	1
Transportation/Roads	12 hours	3
Potable Water	1 day	3
Electricity	12 hours	2
Sewage	1 day	4
Accounts Receivable	12 hours	5
Accounts Payable	12 hours	5
Refuse Collection	1 day	6
Council Meetings	1 day	7
Tax collection	1 day	8

# FORM C: Personnel Contact List (Call-out Roster)

The Personnel Contact List is a short document with a cascade call list and other critical phone numbers. The cascade list should include COOP team members, key personnel, organization management and emergency personnel, both inside and outside the organization. Dispatch will activate the list, at the request of the City Manager (or designated alternate), and initiate the first contact with the organization head and COOP team. **\*\*\*UPDATED January 2015**

Who To Notify?	Contact Info- Day	Contact Info- Night	Via
City Manager (Incident Commander) Randy Robertson x	424-6224 (w) 253-6223 (c) Fax 424-6120	423-8181 (h) 253-6223 (c) 513-252-5594 (c)	Telephone/fax or messenger
Public Information Officer Jim Kacsh- The Mayor x	Work 424-7278	429-7710	Telephone
CVFD ( <b>PAGE THEM</b> )	<b>911 PAGE IMMEDIATELY</b>	<b>911 PAGE IMMEDIATELY</b>	Pagers
CVFD Fire Chief- Mike Hicks x	424-6100 (w) or 253-4001(c)	253-4001 (c) or 424-5896(h)	Telephone or Pager
Cordova Police Department Chief Mike Hicksx	<b>RADIO IMMEDIATELY</b>	253-4001 (c) or 424-5896(h)	Messenger
Emergency Management Coordinator Joanie Behrends x	763-242-6535	763-242-6535	Cell phone
Operations Section Chief Rich Rogers x	253-6224 (c) 424-6231 (w)	253-6224 or 518-225-0703	Telephone
Planning Section Chief Samantha Greenwood x	424-6233 or 253-3007 (c)	424-5729 (h) or 253-3007 (c)	Telephone
Logistic Section Chief Cindy Appleton x	424-6223	424-5126 / 331-8880	Telephone
Finance/Administration Chief Jon Stavig x	424-6225	424-5581 (h)	Telephone
Harbormaster- Tony Schinella x	424-6400 (w) or 253-6400 (c)	253-6400 (c)	Telephone
KLAM/KCDV Radio Station JR Lewis x	424-3796 anytime Fax 424-3737	907-253-3796 Emergency <u>ONLY</u>	Telephone or fax
CCMC Hospital Nurses Station	424-8000	424-8000	Telephone
Cordova Family Resource Center Nicole Songerx <b>***SPECIAL NEEDS CONTACT***</b>	424-3400	429-3400	Telephone
Cordova School District Rich Carlson <b>**CONTACT FOR SHELTERS**</b>	424-3265	424-8233	Telephone
Bidarki Recreation Center Susie Herschleb x	424-7282 (w)	907-253-3217	Telephone



<b>*CHILDCARE CONTACT FOR RESPONDER's CHILDREN... NOTIFY in ANY MAJOR DISASTER*</b>			
Public Health Nurse –Melissa Guy <b>x</b>	424-4547 Fax 4548	907-888-7228 (c)	Telephone
AK Wildlife Troopers <b>x</b>	424-3184 (w)	424-6100 (City Dispatch)	Telephone
Information Services- Cathy Sherman <b>x</b>	424-6665 (w) 253-6664	424-3759	Telephone
DOT Rob Mattson <b>x</b>	424-3202 (w)	429-3202 (c)	Telephone
US Forest Service Robert Skorkowsky <b>X</b>	424-4747 (w)	907-575-4394 (c)	Telephone
Alaska Dept of Fish and Game Tom Sheridan <b>x</b>	424-3212 (w)	424-8140 (h) 429-8999 (c)	Telephone
US Coast Guard Cutter	424-3434	424-3434	Telephone
USCG Air Station Chief Joseph Cockrel <b>x</b>	424-3382 (w)	503-791-4266 (c) or 228-233-5548 (c)	Telephone
USCG Sector - Anchorage	907-271-6769	907-271-6769	Telephone
Alaska America Red Cross	1-800-660-4272	1-800-660-4272	Telephone
CERT Dick Groff <b>x</b>	429-5542 (c)	424-5542 (h)	Telephone
CEC Andy Gentry <b>x</b>	424-5555 (w) 253-5031 (c)	424-7959 (h) 253-5031(c)	Telephone
CTC Paul Kelly <b>x</b>	424-2345 (w)	424-3109 (h) 429-2111 (c)	Telephone
Alaska Marine Highway- Cordova Toni Bocci <b>x</b>	424-7333 (w) 253-7333 (c)	424-5182 (h) 253-7333 (c)	Telephone
GCI Channel 1 scanner Cindy Bradford <b>x</b>	424-5142 or 424-7317 Fax 424-5183	423-0303 (Cindy) or 423-0300 (Bret) 424-5804 (h)	Telephone or fax
State Emergency Operation Center (SEOC)	1-800-478-2337	1-800-478-2337	Telephone
Tatitlek <b>x</b>	Health Clinic 325-2235 325-3000 (health aide cell 24/7**)	David Totemoff 325-2386 325-3000 (health aide cell 24/7)	Telephone or VHF 16,21,or 22
Chenega Bay <b>x</b>	Health Clinic 573-5129 or (EMERGENCY ONLY 573-2003 )	Andy McLaughlin 573-5092 or Larry Evanoff 573-2100 (c)	Telephone or VHF FM Channel 16
Prince William Aquaculture Corporation (hatcheries)	424-7511 Fax 424-7514	424-3147	Telephone or messenger
Boswell Bay <b>Tom or Leslie Justice</b> - still trying to confirm	253-7303	253-7303	Telephone
Canoe Pass <b>Alan or Jane Jensen</b> - still trying to confirm	424-7373	424-7373	Telephone or VHF FM



## FORM D: Delegation of Authority

In developing this list, the City can assign pre-delegated authorities for making policy determinations and decisions at headquarters, field levels, and other organizational locations as appropriate. Delegation of Authority is used when the Key Authority is temporarily unavailable. There may be specific limits to the authority of the temporary person, since he/she is stepping in only temporarily.

Authority	Position Title Temporarily Holding Authority	Triggering Considerations	Limitations of Authority
City Manager	Pre-Designated City Manager (by Council)	City Manager temporarily unavailable	None
City Planner	Planning Assistant	Temporarily unavailable	None
Finance Director	Accounts Payable Clerk	Temporarily unavailable	None
Director of Public Works	Streets Superintendent	Temporarily unavailable	None
City Clerk	Deputy City Clerk	City Clerk temporarily Unavailable or summoned For Logistics duty	Spending authority
Harbormaster	Harbor Ops Supervisor	Harbormaster temporarily unavailable	None
Chief of Police	Dispatch Supervisor	Temporarily unavailable	None
Dispatch Supervisor	Senior Dispatcher	Temporarily unavailable	None
Human Resources	none		x
Information Services	Senior Info Services. personnel	Information Services Director temporarily unavailable	
Parks and Recreation Director	Senior Recreation Aid	Director temporarily unavailable	None
Refuse Division	Maintenance Worker 1	Temporarily unavailable	None
Water & Sewer Division	Water/Sewer Tech	Temporarily Unavailable	None
Streets Division	Equipment Operator I	Temporarily Unavailable	None
Fire/Rescue/EMS	Deputy Chief	Fire Chief temporarily unavailable	None

## FORM E: Orders of Succession

List orders of succession to key positions critical to the City's COOP plan. Based on previous experience, whenever possible, agencies may choose to investigate options that enable key successors to be geographically dispersed to ensure that succession to office can occur during any type of emergency. Remember orders of succession should run at least **THREE DEEP**. Orders of Succession will be instituted when the Key Executive is not available or able to do their job, due to extended illness, death, or circumstances that prevent them from working for an extended period of time. In this case, there are no limits to the authority of the successor.

Key Executive	1 <sup>st</sup> Successor Name/Position	2d Successor Name/Position	3d Successor Name/Position
Mayor: Jim Kacsh	Vice-mayor: Dave Reggiani	Senior Council member: EJ Cheshier	2 <sup>nd</sup> Senior Council: David Allison
City Manager: Randy Robertson	Jon Stavig City Finance Director	Samantha Greenwood City Planner	Laura Cloward Information Services
City Planner: Samantha Greenwood	Leif Stavig Assistant Planner		
Finance Director: Jon Stavig	Barb Webber Acts Rec. Clerk	Carol Merritt Utilities/Acts Rec. Clerk	
Director of Public Works: Rich Rogers	None – Divisions Function Independently	None – Divisions Function Independently	None – Divisions Function Independently
Water/Sewer Division: Malvin Fajardo	Joel Felix / W/S Tech	Donald Peck/ Labor Maint. II	Joseph Jay Sison/ Labor Maint. I
Solid Waste Division: Aaron Muma	Chris Griffith – Maintenance I	Todd Mair – Maintenance I	Aaron DeVille – Maintenance I
Building Maint. Div: Josh Halquist	N/A	N/A	N/A
Streets Division: Bill Howard	Mike Arvidson – Equipment Operator	Chris Bolin – Equipment Operator	Chris Mallory – Equipment Operator
City Clerk: Susan Bourgeois	Tina Hammer Deputy City Clerk Appointed by Clerk	N/A	N/A
Harbormaster: Tony Schinella	Glenn Anderson/ Ops Supervisor	Jason Shapleigh / Harbor Maint. 1	Brandy Griffith / Administration
Police Department: Mike Hicks	Nate Taylor/ Police Officer	Zack Johns/ Police Officer	Natalie Webb/ Dispatch Supervisor
Dispatch: Natalie Webb	Rick Silveira/ Dispatcher	Eric Long / Dispatcher	Blake Reece/ Dispatcher
Human Resources: Cindy Appleton	none		
Information Services: Laura Cloward	Info Services: Cathy Sherman	Info Services: Miriam Dunbar	Info Services: Sally Campbell
Parks and Recreation: Susie Herschleb	Shannon Phillips/ Admin Assistant	Pool Manager Meghan Mullins	Equip Op/Labor Maint Micah Rendfeldt
Fire/Rescue/ EMS: Mike Hicks	Deputy Chief: Robert Mattson	Chief Engineer:	Company Officer:

# FORM F1: Requirements for Continuity Work Site

Directorate/ Bureau/ Division	Critical Business Function	Resources Needed	Space Needed?	# Staff Required	Tele-work Possible ? Y/N	Interdependent Function? Y/N	Dependent Upon?
City Administration <b>City Manager/ Human Resources</b>	City records, personnel records, grant paperwork	Database, grant files, personnel files	At least 10' x 20'	1 City Manager and 1 Human Resources employee	Y	Y	Communication w/other city departments
City Administration: <b>City Clerk</b>	Property tax roll admin, public records index, cemetery info	Computer, records index, cemetery map and records, property record cards, Minutes, ordinances and resolutions, articles of incorporation, supplies	At least 10' x 20'	2 Full time	N	Y	Property tax payment information from Finance Dept.
City Administration <b>Finance</b>	Administer City Finances, Accounts Payable/ Receivable, Payroll, Budget	Databases, City Server, computers, printers, fax, scanner, budget documents, finance files	Enough for 3 people to each have a workspace	3 Full time	Y	Y	Communication w/other city departments
City Administration <b>Planning</b>	Mapping Drafting	Computer, City Server Large format Printer, telephone, desk	At least 10x20	2	Partially	Self sufficient	N/A
City Administration <b>Public Works Department</b>	Oversight of Water/Sewer, Solid Waste, Streets, Equipment Maintenance, and Facilities Maintenance Divisions	Desk, Electricity, Computer, Printer, Comms	8' x 8' minimum	1	Yes	Yes	City Admin, Divisions within Public Works
Water & Sewer Division	Keeping potable water and sewage systems flowing	Trucks, heavy equipment, computers, fuel, tools	Office space, access roads	4 minimum	N	N	Water & Sewer Division
Solid Waste Division	Garbage collection and transfer to landfill	Trucks, tools, fuel, access roads	Access roads	4 minimum	N	N	
Facilities Maintenance Division	Repair and maintenance of City buildings	Pickup truck, tools, fuel, access roads	Access roads	1 minimum	N	N	
Streets Division	Repair and maintenance of City roads, snow plowing, and storm water management	Trucks, heavy equipment, fuel, tools, shop space	30' x 50' shop minimum, access roads	3 minimum	N	Y	State DOT

Equipment Maintenance Division	Maintain City rolling stock	Shop space, tools, fuel, pickup truck	30' x 50' shop minimum	1 minimum	N	N	
Harbor Master	Vessel Moorage/ Facility Maintenance/ Facility, Vessel Security/ Billing, Records Keeping	Apparatus Radios Phones Supplies Tools Computers Records		Variable	N	N	N/A
Police Dept/	Responding to Service calls, enforcement actions, jail	Radios Vehicles Phones Computers Records Secure Jail facility	Work space 10x20 Jail cell 10x10	1/shift, plus relief	Partially	Self sufficient	N/A
Dispatch	Taking phone calls , routine and emergency, dispatching, Record keeping	Radios Phones computers Records Chairs/Tables Lighting	10x10	1/shift, plus relief	Y	Self sufficient	N/A
Information Services	Public Communication/ IT Services	Computers Phones Printer Internet Access	10' x 12'	1-2	Y	Y	City Administration
Parks and Recreation	Outdoor facilities	N/A	variable	Minimum 3	N	N	N/A
CVFD	Fire/ Rescue/ EMS/Hazmat	Apparatus PPE Supplies Computers Vital Records		variable	N	N	N/A

**Note 1: Pandemic flu social distancing planning requirement is 3-6 feet in each direction between employees**

## FORM F2: City Continuity Facilities

Entity- Alternate Location	Type of Arrangement	Unmet Space Needs
EOC- US Forest Service or CTC	Verbal	N/A
City Administration- Bidarki or the Library building	City owned	N/A
Public Works Department – Mt Eccles Elementary School	By MOU	N/A
Water & Sewer Division – City Shop	By MOU	0.5 acre
Solid Waste Division – Mile 17 Landfill	Self contained	N/A
Building Maintenance Division – City Hall	By MOU	10' x 12'
Streets Division – Solid Waste Transfer Station (Baler)	By MOU	1 acre
Harbormaster Masonic – Temp Office Illanka – Temp Office Shipping Containers-supplies	Verbal/MOU pending Verbal/MOU pending Verbal w/Samson	Apparatus/Equipment to be kept in Harbor storage areas if needed.
Police Department (see City Administration)		
Dispatch(see City Administration)		
Information Services	City Owned - Library	N/A
Parks and Recreation	City Ball field 13 outdoor properties	None
Refuse		
CVFD- DOT storage @ City airport Mile 13 St crash station/SREB USCG hanger DOT shop Facility City shop Ambulance Bay @ hospital and rear entrance Shipping containers (supplies) Skaters Cabin (supplies)	Verbal Verbal Verbal Verbal Verbal Verbal MOU w/AML City Owned	Numerous apparatus outside None None Numerous apparatus outside Numerous apparatus outside Fire engines outside None None

# FORM G1: Vital Records

List only those records that are necessary for the continued operation of essential/critical processes or services. Records can be electronic or paper form. Do not include records that may be useful but are not critical to performing the service.

Essential Function: **CITY MANAGER/HUMAN RESOURCES** (Form G1:Vital Records)

Critical Service or Process	Vital record	Form of Record
City Information base	All City related databases	Computer Database Hard Copies
Personnel History	Personnel files	Computer Database Hard Copies
Grant administration	Grant files	Hard Copies

Essential Function: **CLERK DEPARTMENT** (Form G1:Vital Records)

Critical Service or Process	Vital record	Form of Record
Property Tax Admin.	Property cards and database	Hard Copies and electronic
Special Assessments	Assessment Cards	Binders
Equipment	Computers and software	
Records Retention	Records index and destruction schedule	Hard copy and electronic
Legal documents	Minutes, Ordinances, Resolutions, Articles of Incorporation,	Hard Copy
Notary	Notary Certification	Seal, certificate and log
City Seal	Seal	
Equipment manuals		



Essential Function: **LAW ENFORCEMENT** (Form G1:Vital Records)

Critical Service or Process	Vital record	Form of Record
Reporting	Case Reports	Computer Database Hard Copies
Personal History	Personal History files	Computer Database Hard Copies
Budgeting	Budget	Computer Database Hard Copies
Contracts	Contracts	Hard Copy

Essential Function: **DISPATCH** (Form G1:Vital Records)

Critical Service or Process	Vital record	Form of Record
Reporting	Radio Logs	Computer Database

Essential Function: **PLANNING – ADMIN** (Form G1:Vital Records)

Critical Service or Process	Vital record	Form of Record
Mapping	Mapping database	Computer database
Mapping	City Maps/Plats/	Hard Copies
Administrative Files	Misc. Administrative	Hard Copies

Essential Function: **PUBLIC WORKS DEPARTMENT - ADMIN**(Form G1:Vital Records)

Critical Service or Process	Vital record	Form of Record
City Infrastructure	City Maps, Project Plan Sheets, Spec Books, Historical Data	Hard Copies
Coordination with internal and external entities	Relevant data for: Safe Routes to School, LT2, current projects, Cordova Center	Hard Copies, email, electronic files

Essential Function: **PUBLIC WORKS DEPT. – STREETS DIVISION**(Form G1:Vital Records)

Critical Service or Process	Vital record	Form of Record
Street Repair	Location Data (type of material, thickness, design mix)	Hard Copies
Storm Drainage System Repair	Location Data (pipe type, depth, diameter)	Hard Copies

Essential Function: **PUBLIC WORKS DEPARTMENT – EQUIPMENT MAINTENANCE DIVISION** (Form G1:Vital Records)

Critical Service or Process	Vital record	Form of Record
Repair heavy equipment	Equipment inventory, parts lists, repair manuals	Hard Copies

Essential Function: **PUBLIC WORKS DEPARTMENT – WATER & SEWER DIVISION** (Form G1:Vital Records)

Critical Service or Process	Vital record	Form of Record
Water Plant Operator Report	Sampling Criteria, Dates, Results to DEC	Electronic & hard
Potable water level monitoring	SCADA computer system monitoring	Electronic & hard
Sewage Lift Station Pumps	SCADA computer system monitoring	Electronic & hard
Waste Water Treatment Plant DMR (discharge monitoring report)	Historical data to DEC	Electronic & hard
Waste Water Treatment Plant permit NPDES (national pollution discharge elimination system)	Historical data to DEC	Electronic & hard

Essential Function: **PUBLIC WORKS DEPARTMENT – SOLID WASTE DIVISION** (Form G1:Vital Records)

Critical Service or Process	Vital record	Form of Record
Garbage Collections	Customer Database	Hard Copies
Truck and equipment repairs	Repair manuals, truck and equipment repair histories	Hard copies

Essential Function: **PUBLIC WORKS DEPARTMENT – FACILITIES MAINTENANCE DIVISION** (Form G1:Vital Records)

Critical Service or Process	Vital record	Form of Record
Structure and installed equipment repair	Work order history, Installed equipment parts lists, repair manuals	Hard Copies

Essential Function: **FINANCE DEPT** (Form G1:Vital Records)

Critical Service or Process	Vital record	Form of Record
Payroll	Payroll database	Computer Database Hard Copies
Accounts Payable/ Receivable	Invoices/Notifications/Bills	Computer Database Hard Copies
Customer files	Agreements, MOU's	Computer Database Hard Copies
Investments	Numerous various investments	Computer Database Hard Copies
City Finance Record	General Ledger	Computer Database

Essential Function: **HARBOR** (Form G1:Vital Records)

Critical Service or Process	Vital record	Form of Record
Customer Accounts	FSM Marina Software	Computer Database
Vessel Information	Moorage Agreement Vessel Registration FSM Marina Software	Computer Database Hard Copies
Maint./Vendor Info.	Maintenance Records	Hard Copies
Repairs of Equipment	Equipment Manuals/Records	Hard Copies

Essential Function: **CVFD** (Form G1: Vital Records)

Critical Service or Process	Vital record	Form of Record
Personnel Mngt.	Personnel Files Training Records	Hard Copies
Service Database	Fire Run Reports/ Ambulance Run Reports	Hard copies and computer database
Grant Acquisition	Grant paperwork	Hard copies and computer database
Emergency Management	EOP Emergency Resource Manual	Hard copy and computer database
Emergency Management IMT guidance	Brown Boxes	Suitcase of information
Repairs of Equipment	Equipment manuals	Hard Copies
Misc. managerial processes	numerous	Computer database

Essential Function: **Parks and Recreation** (Form G1:Vital Records)

Critical Service or Process	Vital record	Form of Record
Liability/Accountability	Medical Waiver/Registrations	Hard Copy
Historical Data	Record Book/Journal	Hard Copy/Green journal
Communication	Contact Sheet	Hard Copy

## FORM G2 Vital Vendor Records

Name of Vendor or Supporting Agency	Description of Product or Service	Which Activity or Task Does this Vendor or Supporting Agency Support?	Alternate Providers or Modes
<b>FINANCE DEPT:</b>	See attached list*		
<b>CLERK DEPT.:</b> Capital	Property Tax database software	Property Tax Roll	Access Database
<b>CLERK DEPT:</b> MuniCode	Municipal Code Publishing	Maintains our municipal code on their database	
<b>CLERK DEPT:</b> Appraisal Company of Alaska	City contract assessor	Contract assessor	N/A
<b>HARBOR:</b> Seamans Hardware	Supplies	Harbor Maint.	
<b>HARBOR:</b> Harbor Hydraulics	Hoses/Fittings	Crane Maint.	
<b>HARBOR:</b> North Star Lumber	Lumber	Dock Maint./Repair	
<b>HARBOR:</b> Ferguson Enterprises, 151 West 95 <sup>th</sup> Circle, Anchorage, AK 99515	Water Service Components	Waterline Maint.	
<b>HARBOR:</b> North Coast Elec., 5410 Fairbanks Street, Anchorage, AK 99515	Elec. Supplies	Elec. Services	
<b>FIRE/EMS:</b> Henry Schein 800-845-3550	Medical Supplies	EMS	EMP, Moore Medical, Bound Tree
<b>PUBLIC WORKS:</b> Grainger	Tools and maintenance supplies	All Public Works Divisions	McMaster-Carr
<b>PUBLIC WORKS:</b> Cal Worthington Ford	Vehicle Parts	Public Works Dept – Streets Division	Other Ford Dealers
<b>PUBLIC WORKS:</b> Servern Trent	Water maintenance	Chlorine generators	
<b>PLANNING:</b> Staples	Office Supplies	Mapping,etc.	Many other options
<b>PLANNING:</b> Hewlett Packard	Printing Supplies/Equipment	Mapping, etc.	Prefer this vendor
<b>PARKS and RECREATION:</b> Univar	Pool Maintenance (chemical)	Public Health Sanitation	NONE

<b>PARKS and RECREATION:</b>	Training	Pool operator training	DEC
<b>PARKS and RECREATION:</b> American Red Cross	Training	Pool/Recreation Certifications	J Ellis and Associates/Valdez training
<b>PARKS and RECREATION:</b> AK Fitness/BSN	Recreational Equipment	All	Many other options
<b>PARKS and RECREATION:</b> Local Vendors	Misc. Supplies/Camp supplies	Operating supplies/heating fuel	
<b>PARKS and RECREATION:</b> Life Guard Store/Keifer	Rescue Equipment	Pool Safety	Many other options
<b>PARKS and RECREATION:</b> AK Mill and Feed	Park Maintenance	Turf maintenance	Many other options
<b>PARKS and RECREATION:</b> Frontier Supply	Parks/Facility Maintenance	Janitorial/ general maintenance	Many other options
<b>PARKS and RECREATION:</b> Waxie Supply	Maintenance	Facility maintenance	Many other options
<b>PARKS and RECREATION:</b> Chester Pool	Maintenance	Trouble shooters for pool/manufacturer of pool	NONE
<b>PARKS and RECREATION:</b> Severn Trent	Maintenance /water	Chlorine Generators	
<b>POLICE/DISPATCH:</b> Local			

## FORM H: Vital Systems, Equipment, and Priority

List only those systems and equipment that are absolutely necessary for the continued operation of essential/critical processes or services (i.e. computer, software, etc.). Do not include systems or equipment that may be useful but are not critical to performing the service.

Essential Function: **CITY MANAGER/HUMAN RESOURCES** (Form H: Vital Systems, Equipment and Priority)

Critical Process or Service	Critical System or Equipment	Networks or Servers Required	Priority	Description
City Manager database	Critical computers	yes	1	On desk
Administration	Office files/supplies	no	2	Take all files/supplies in office
Grant Administration	Offices files	no	1	In files near City Manager office
Personnel management	Office files	no	1	Current files in file cabinet in Human Resource office/archived ones in vault

Essential Function: **CLERK DEPT.** (Form H:Vital Systems, Equipment and Priority)

Critical Process or Service	Critical System or Equipment	Networks or Servers Required	Priority	Description
Property Tax Roll	Computers & printers/file cabinets for property cards	Y	1	
Communication	Phone or radio	N	2	
Recording equipment	Digital recorder for meetings	N	2	

Essential Function: **LAW ENFORCEMENT/DISPATCH** (Form H: Vital Systems, Equipment and Priority)

Critical Process or Service	Critical System or Equipment	Networks or Servers Required	Priority	Description
Database	Critical computers	yes	2	On desks..server in Admin Asst. office
Administration	Office files/supplies	no	3	Take all files/supplies in office
Communications	Radios	N	1	In dispatch...and in radio room upstairs,City Hall
Security	Weapons and ammunition	N	1	Equipment room, first floor

Essential Function: **Public Works Department – All Divisions** (Form H: Vital Systems, Equipment and Priority)

Critical Process or Service	Critical System or Equipment	Networks or Servers Required	Priority Level ( 1-3)	Description
PW-Admin	1 Laptop, 1 printer, 1 memory stick	No	1	
PW-Streets	2 loaders, 1 dump truck, 1 service truck, 2 chainsaws, hand tools	No	1	
PW-Water/Wastewater	SCADA computer, 2 PC's, 1 laptop, 1 external hard-drive, 1 van, 2 pickups, 1 tractor-backhoe, 1 vac truck	No	1	
PW-Solid Waste	2 front loading collection trucks, 1 container truck, each truck with 1 dumpster	No	1	
PW-Facilities Maintenance	1 pickup truck, 1 ladder, hand tools	No	1	



Essential Function: **PLANNING DEPT** (Form H: Vital Systems, Equipment and Priority)

Critical Process or Service	Critical System or Equipment	Networks or Servers Required	Priority	Description
General City Planning Process	Critical computers	yes	1	Server -in City Hall...someone else will transport
Administration	Office files/supplies	no	2	Take all files/supplies in office

Essential Function: **FINANCE DEPT** (Form H: Vital Systems, Equipment and Priority)

Critical Process or Service	Critical System or Equipment	Networks or Servers Required	Priority	Description
General City Finance Process	Critical computers	yes	1	Server -in City Hall
Administration	Office files/supplies	no	2	Take all files/supplies in office

Essential Function: **CLERK DEPT.** (Form H:Vital Systems, Equipment and Priority)

Critical Process or Service	Critical System or Equipment	Networks or Servers Required	Priority	Description
Property Tax Roll	Computers & printers/file cabinets for property cards	Y	1	
Communication	Phone or radio	N	2	
Recording equipment	Digital recorder for meetings	N	2	

Essential Function: **HARBOR** (Form H: Vital Systems, Equipment and Priority)

Critical Process or Service	Critical System or Equipment	Networks or Servers Required	Priority	Description
Customer/Vessel Database	Critical Computer	None	3	
Apparatus	All Vehicles	N/A	1	
Maintenance	Tools	N/A	4	
Apparatus	Pumps/Generator	N/A	5	
Communication	Radios/Cell phones	N/A	2	

Essential Function: **CVFD** (Form H: Vital Systems, Equipment and Priority)

Critical Process or Service	Critical System or Equipment	Networks or Servers Required	Priority	Description
CVFD database	Critical computers	Yes	8	
Air supply	Compressor Spare bottles	N/A	4	
Apparatus	All vehicles	N/A	1	
Medical Services	Medical Supplies	N/A	3	
Protective Clothing	Fire bunker gear EMS PPE	N/A	2	
Fire suppression	Portable Pumps	N/A	5	
Fire suppression	Floating Pump	N/A	5	
Fire suppression	Foam supply	N/A	5	
Communication	Spare radios	N/A	6	
SAR locker supplies	Search and rescue equipment	N/A	7	

Essential Function: **PARKS and RECREATION** (Form H: Vital Systems, Equipment and Priority)

Critical Process or Service	Critical System or Equipment	Networks or Servers Required	Priority	Description
Accountability	Membership notebook	N/A	3	3- ring binder behind outside desk
Data Management	Computer	no	1	Susie's desk
Communications	VHF Radio	no		Near entry office desk
Historical	Record book and Rolodex	no	2	Susie's desk
Communications	Cell Phones			
Safety	AED/First Aide Kit	no		Susie's office

# FORM I: Alternative Modes of Communication

## For All City Departments

Identify current and alternative providers, and/or alternate modes of communication. Communication systems already in place can be named as alternative modes for other modes of communication. For example, radios could be an alternative mode of communication for voice lines.

Communication Mode	Current Provider	Alternate Provider	Alternative Mode #1	Alternative Mode #2
Voice Lines	GCI	CTC	Cell phone	radios
Fax Lines	GCI	CTC	email	voice
Data Lines	GCI	CTC	Voice lines	
Pagers			radio	Voice line
Cell Phones	GCI	CTC	Voice lines	Sat phone
email	GCI	CTC	fax	
Internet Access	GCI	CTC		
Instant Messenger				
Blackberry/PDAs	ATT/ACS	ATT/ACS	Voice lines	Sat phone
Radio Communications	Dispatch		Cell phones	Voice lines
HAM radio	Private individuals	none		

# FORM J: Organizational “Go Kit” Contents and Maintenance

Essential function: **CITY MANAGER/HUMAN RESOURCES** (Form J:Go Kit)

Item	Location	Quantity
City Database	Office Computer	1
Human Resources Database	Office Computer Personnel file cabinets/Grant file cabinet	Numerous files
Office Supplies	Offices	Variable

Essential function: **LAW ENFORCEMENT** (Form J:Go Kit)

Item	Location	Quantity
Server	Admin Asst. office	1
Weapon and ammunition	Equipment room, first floor	variable
Inmates and jail restraints	In jail	variable
Personal equipment for each officer Variable, depending upon officer variable		

Essential function: \_\_\_\_\_ **DISPATCH** (Form J:Go Kit) \_\_\_\_\_

Item	Location	Quantity
“Bugout Bag” (EOP and other items)	Under Dispatch Supervisor desk	1
Dispatch Manual		1
Backup Diskettes	(Cartridges to the computer)	
911 Book		1
Portable radios		variable
Motorola Astro radio and transformer	Dispatch Supervisor’s desk	1
Computers and associated equipment	Dispatch Supervisor’s desk & left side of dispatch console desk.	
Other electronic equipment	Dispatch, Chief’s office, squad room, and admin assistant’s office.	variable

Essential function: **PLANNING DEPARTMENT**\_(Form J:Go Kit)

Item	Location	Quantity
COOP Plan	Director of Public Works Office, on bookshelf – labeled 'COOP Plan'	1
Computer	Under the desk of the Director of Planning	1
Computer	Under the desk of the Planning Assistant	1
Daily Record Tablet	On the desk of the Director of Planning	1
Misc. Office Supplies	In Office	variable

Essential function: **PUBLIC WORKS DEPARTMENT**\_(Form J:Go Kit)

Item	Location	Quantity
COOP Plan	Director of Public Works Office, on bookshelf – labeled 'COOP Plan'	1
Communications Equipment	Director of Public Works Office, on window shelf – radio base station	1
Computer Equipment	Director of Public Works Office, laptop on conference table	1
Emergency Resource Manual (contact list)	Director of Public Works Office, on bookshelf	1
Memorandums of Agreement	Director of Public Works office – on bookshelf with COOP Plan.	variable
Vital Records	Director of Public Works office, hard copies and computers	variable

Essential function: **FINANCE DEPT.** (Form J:Go Kit)

Item	Location	Quantity
Finance Database	Office Computer	1
Hard copies of all files	File cabinet- In office	1
Office Supplies	Printer, scanner, fax machine	1 each

Essential function: **CLERK DEPARTMENT** (Form J: Go Kit)

Item	Location	Quantity
Computer Equipment (& manuals) & software	Second Floor of City Hall	2
Current tax roll	Clerk's office, second floor of city hall	1
Special Assessment Records	Deputy Clerk's office	2
Code Book	Clerk's office	1
Files index	Clerk's office	1
Cemetery Records & Map	Clerk's office	variable
Property Record Cards	File Cabinets in Deputy Clerk's office, second floor of city hall	2,000
Office Supplies	Clerk's storage closet, second floor city hall	variable
File Cabinet of city property transactions and fleet vehicles	Vault, first floor of city hall	1
Vital Records (min, ords, res, art. Of incorp)	Vault, first floor of city hall	variable

Essential function: **HARBOR** (Form J:Go Kit)

Item	Location	Quantity
Vessel/Customer Database	Harbor Office Computer	2
Communications	Radios/Cell Phones – Harbor Office	Variable
Office Supplies	Supply Room/Harbor Office	Variable
Pumps/Generator/Tools	Harbor Shop	Variable

Essential function: **CVFD** (Form J:Go Kit)

Item	Location	Quantity
COOP Plan	Fire Marshal Office, in bookshelf	1
Communications Equipment	Handheld Radios: Cabinet in tool room SAR Radios (FSRs): SAR locker in cabinet	variable
Computer Equipment		variable
Emergency Resource Manual (contact list)	Fire Marshal Office, in bookshelf	1
Memorandums of Agreement	City Hall	variable
Vital Records	Fire Marshal's office, hard copies and computers	variable
Office Supplies	Office supply storeroom	variable
Brown Boxes	Training room	6
CERT equipment	CVFD van	variable
Extra pumps	CVFD van	2



## FORM K: Training, Testing and Maintenance

	Training Components	Training Type	Targeted Staff	Whose Responsibility?	Frequency	Date Scheduled	Date Completed
Training	Example: COOP Awareness	Online – FEMA IS 546	COOP Team	City Manager	Annually		
	Testing Components			Whose Responsibility?	Frequency	Date Scheduled	Date Completed
Testing	Example: Table Top with Senior Leadership			Emergency Management Coordinator	Bi-Annually		
	Example: Functional Exercise (Alt Site Relocation)			Emergency Management Coordinator	Bi-annually, alternating year of tabletop		
	Maintenance Components			Whose Responsibility?	Frequency	Date Scheduled	Date Completed
Maintenance	Example: Update Call Trees			Emergency Management Coordinator	Annually		
	Example: Update Vital records Schedule			Emergency Management Coordinator	Annually		

## FORM L: COOP Plan Maintenance (1 of 2)

Activity	Tasks	Frequency	Date required	Date Completed
Plan Update and Certification	1. Review entire plan 2. Incorporate lessons learned and changes in policy 3. Manage distribution of plan updates	Annually		
Maintain and update Orders of Succession/Delegations of Authority	1. Obtain names of current incumbents and designated successors 2. Update Delegations of Authority	As needed		
Checklists	1. Update and revise checklists 2. Ensure annual update	As needed Annually		
Update rosters of all positions	Confirm/update information on roster members of COOP Team	Annually		
Appoint new members of COOP Team	1. Qualifications determined by COOP leaders 2. Issue appointment letter and schedule orientation	As needed		
Maintain alternate work site readiness	1. Check all systems 2. Verify access codes and systems 3. Cycle supplies and equipment as needed	Annually		
Review and update supporting MOU/MOA	1. Review for currency and new needs 2. Obtain signatures renewing agreement or confirming validity	Every three years		
Train new members	1. Provide orientation and training class 2. Schedule participation in all training and exercise events	Within 30 days of appointment		

## FORM L: COOP Plan Maintenance (2 of 2)

Activity	Tasks	Frequency	Date Required	Date Completed
Orient new policy officials and senior management	1. Brief officials on COOP 2. Brief each official on his/her responsibilities under COOP	Within 30 days of appointment		
Plan and conduct exercises	1. Conduct internal exercises 2. Conduct external/joint exercises with local/regional/state agencies 3. Support and participate in City exercises	Bi-Annually Bi-Annually  As needed		
Maintain Security Clearances	Obtain, maintain and update appropriate security clearances	Ongoing		

# COOP CHECKLISTS & PROCEDURES

<b>BUILDING EVACUATION CHECKLIST</b>	<b>Responsible Party</b>	<b>Done?</b>	<b>Comments</b>
***Train personnel regularly in evacuation procedures, and orient new employees to the plan. Training will include portable fire extinguisher placement and usage	Emergency Management Coordinator		
**Generally , evacuation will be initiated by the fire alarm in each City facility. If that method is not available, radios or word of mouth will be used			
Treat all alarms as REAL	All		
“GO KITS” for each department will be taken out by pre-designated personnel.	Pre-designated person/facility		
All employees meet at a pre-determined spot, where head count is taken by Dept. head	Department Heads		
If safe, assign two people to re-check rooms... close all doors...and check restrooms	Department Heads		
If any visitors are in the building at the time, include them in the group.	All		
Employee list for each facility is taken along	Pre-designated person/facility		
Any hand-held radios will be taken along	Pre-designated person/facility		
Main electrical panels will be switched to OFF	Pre-designated person/facility		
Exit building, using regular exits, unless blocked. Do NOT run	All		
<b>ELEVATORS WILL NOT BE USED</b>	All		
Doors will be locked on the way out	Last person		
All employees will meet outside of the building, at a pre-determined rendezvous point	All		
In an evacuation, each department head will be responsible for employee accountability by reading off the employee list	Department Heads		
Unaccounted employees will be reported to the Fire Dept.	Department heads		
During inclement weather , employees may be given permission to move to a non-threatened building	City Manager or designee		
Permission to reenter building(s) will come from the City Manager , or designee	City Manager or designee		
If unable to leave building: Seal room. Don't break windows, crack them open if possible. Stay low if there is smoke. Signal for help.	All		
All Employees will report to City Manager, or designee, for COOP briefing	All		

## COOP CHECKLISTS & PROCEDURES

Procedure for employee advisories, alerts and instructions	Responsible Party	Done?	Comments
In the event that the COOP plan is activated, employees will be responsible to check in each morning with the City Front Desk Clerk to get the current advisories, alerts, and instructions. If mid-day events require additional instructions to be disseminated, the city receptionist will notify each employee, if possible. Additionally, ( <u>and</u> in the event that telecommunications are interrupted), notices will be posted by the City Front Desk Clerk 3x/daily near the exterior door of the building being used by the COOP Team.	City Front Desk Clerk		

Implementation of Order of Successions in emergency situations	Responsible Party	Done?	Comments
In the event that the COOP plan needs to be activated, the City Manager (or designee) will direct operations initially by having a COOP Briefing. At this briefing, accountability will be verified and implementation of order of successions will be officially implemented by the City Manager. All of this will be done prior to any other actual COOP operations.	City Manager		

## COOP CHECKLISTS & PROCEDURES

Alert and Notification Procedure	Responsible Party	Done?	Comments
Local government has the primary responsibility for Continuity of Operations, even during a disaster. When the emergency exceeds the local government's capability to respond or has unusual circumstances that are not readily managed by departmental SOP's, the individual in charge of the incident (police chief, fire chief, public works director, etc.) will inform the City Manager and the Mayor; the Mayor will then declare a local disaster emergency. <b>SUCH A DECLARATION ACTIVATES the EOP and COOP PLAN</b> , if necessary, and puts the Incident Commander (IC) in charge, automatically activates the Emergency Operations Center (EOC), and authorizes use of emergency powers defined in the EOP plan. <b>THE CITY MANAGER, OR HIS DESIGNEE, WILL BE THE INCIDENT COMMANDER and the COOP Response Team Commander</b>	Mayor and City Manager		
To implement the COOP plan during business hours, Dispatch will use the fastest means available to contact all employees. This will be a combination of messengers, radio transmissions, and telephone calls. If evacuation is necessary, fire alarms may also be utilized. Phone numbers to call can be found in the COOP chapter of the DISASTER MANUAL(found in Dispatch Office) to notify the COOP response team and others on the Personnel Contact List (call-out roster).This is the same list	Dispatch will use call out roster in disaster manual		
To implement the COOP plan during non-business hours, Dispatch will use the COOP chapter of the DISASTER MANUAL (found in Dispatch Office) to notify the COOP response team and others on the Personnel Contact List (call-out roster).			

## COOP CHECKLISTS & PROCEDURES

Initial Actions	Responsible Party	Done?	Comments
Normal primary operations will be suspended temporarily by the declaration of the City Manager, if during business hours	City Manager		
Dispatch will be notified and the COOP team will be activated.	City Manager		
To implement the COOP plan, Dispatch will use the COOP chapter of the DISASTER MANUAL (found in Dispatch Office) to notify the COOP response team	Dispatch		
The COOP team will initiate the development of an IAP, utilizing ICS	COOP Response Team		
Communications will be re-established, if interrupted			
A continuity site that satisfies identified requirements (see Form F1) will be chosen by the COOP Team.	COOP Response Team		
Prior to transfer to the site, a site vulnerability analysis is conducted	Public Works		
The continuity facility will then be contacted	COOP Response Team		

## COOP CHECKLISTS & PROCEDURES

Activation checklist (during business hours OR during non-business hours)	Responsible Party	Done?	Comments
Either follow procedures to notify employees during business hours...or non-business hours... whichever is appropriate. (see page 49)	Dispatch		
Activate shelters for children/special needs family members/pets of responders	COOP Response Team		
Law enforcement will secure primary and continuity sites during the moving process	Police		
Notify continuity facility manager of impending activation and relocation requirements	COOP Response Team		
Instruct advance team to ready continuity facility	Command		
Assign Reconstitution Team	Command		
Continue essential functions at regular facility, if available, until continuity facility is ready	COOP Response Team		
Assign radios to Advance Team and maintain close communications with them	COOP Response Team		
Survey continuity facility to confirm communication links and computer readiness	Advance Team		
Establish hotline for City employees at continuity site	Advance Team		
Inform general public of the transfer to new facility(ies)	PIO		
Post signage at both primary and continuity sites, enlightening public about the move	Advance Team		
Notify City employees and contractors regarding their status and regarding hotline telephone #	City Receptionist		
Activate communications re-establishment checklist (see page 46)	Advance Team		
Assemble documents and equipment required for essential functions at continuity facility	Operations		
Order/acquire needed equipment/supplies	Logistics		
Transport documents, equipment and designated communications using all available City vehicles/apparatus	Public Works		
Notify COOP Response Team when continuity site is ready	Advance Team		
All employees meet for briefing at continuity site for update.	All		
Doors will be locked, and the site secured, upon leaving the damaged site	Police Advance Team		



## COOP CHECKLISTS & PROCEDURES

Procedures for Transition to and Activation of Continuity facility	Responsible Party	Done?	Comments
The COOP Response Team will remain in contact with Dispatch and with the Advance Team during transition via VHF radios	COOP Response Team		
The City Manager will remain at the original facility until the transition is complete, but will be in constant communication with the advance team at the continuity facility.	City Manager		
The COOP Response Team will continue in their roles of supervision and guidance, maintaining clear direction for the Advance Team	COOP Response Team		
Continue essential functions at regular facility, if available, until continuity facility is ready	variable		
Upon notification that the continuity facility is ready, secure the original site	Police Advance Team		
Upon arrival at the new site, gather all personnel for an update	City Manager		
After that, personnel are required to check in every morning for updated information, whether they are on site, or working from home. This will assure that information is disseminated and employees are accounted for	All employees		
During activation of the COOP plan, the City of Cordova's operating hours may change to 10:00 am-2:00 pm. This will be the determination of the City Manager. As essential functions are provided and additional services come on line, these hours can be extended	City Manager		
Normal procedures for City essential functions will be followed, at the level that can be achieved under the circumstances. The City Manager will be notified of any deviations from the norm			
Telecommunications and informational technology will have continued priority			

## COOP CHECKLISTS & PROCEDURES

Re-establishment of Communications Procedures	Responsible Party	Done?	Comments
Call-out Roster for COOP plan will be activated	Dispatch		
Radios will be issued to COOP Response Team and Advance Team	Logistics		
Cordova's Radio in a Box will be activated and tested.	Dispatch		
Cordova's Radio in a Box will be dispatched to appropriate site when ready	Dispatch		
The Radio in a Box will be utilized as the <u>primary</u> Communications Center during the transition from the primary facility to the continuity facility. The timing of this shift will be made by the City Manager.	Dispatch		
Immediately after call-out roster has been completed, radio checks or cell phone checks will be initiated with all City personnel and outside agencies.	Dispatch		
CTC and GCI, as well as CEC will be contacted immediately via whatever means is available, and will be requested to give priority to City communication repairs, if necessary. MOU's have been established with all entities.	Emergency Management Coordinator		
KLAM/KCDV radio and GCI Channel 1 scanner will be requested to disseminate public information as soon as it becomes available	PIO		
Updates and alerts to the public will also be posted near the outside door of the operating "City Hall" facility, wherever that may be	PIO		
Communications will shift back to Dispatch (from Radio in a box) as soon as continuity facility Dispatch Center is ready, based on decision of City Manager.	Dispatch		
HAM radio operations will be initiated near Dispatch (and near Radio in a Box) as a secondary backup	Cordova Amateur Radio Club		
HAM radio operators may be dispatched to critical sites, as a secondary backup to communications	Dispatch		

## CHECKLISTS & PROCEDURES

<b>Protection and safeguarding of vital record and databases and vital equipment procedures</b>	<b>Responsible Party</b>	<b>Done?</b>	<b>Comments</b>
<p>All vital records and databases, as well as vital equipment, will be identified and inventoried annually.</p> <p>Plans to protect and safeguard all vital records, databases and equipment will be the responsibility of each individual department.</p> <p>Those plans will include (to the extent applicable) the pre-positioning of vital record and data bases, preferably in an off-site or protected location; pre-positioning of resources at the continuity site; preparation and maintenance of emergency GO Kits; as well as the transfer of documents and needed communications, data processing and other vital equipment to the continuity site.</p> <p>SOP's for each department will be written and approved by the City Manager.</p>	Individual Department Heads		

<b>Resource acquisition checklists and/or procedures</b>	<b>Responsible Party</b>	<b>Done?</b>	<b>Comments</b>
Resource needs are clearly communicated to direct supervisor, who will direct request to Logistics	All		
Emergency Resource Manual will be checked to see if the resource is readily available in the community, prior to ordering it in	Logistics		
Resources will be acquired	Logistics		
Resources will be tracked	Planning		

## COOP CHECKLISTS & PROCEDURES

Contingency team Checklist	Responsible Party	Done?	Comments
<i>***It is expected that all staff will be utilized during a COOP Response</i>			
Responsibilities will be assigned to personnel to perform essential functions	City Manager		
Immediately after the COOP plan has been implemented, the City Manager will convene a briefing of the COOP team and all employees available to accomplish this step.	City Manager		
As the situation comes under control, staff may be shifted to provide whatever services and functions are necessary	City Manager		
All employees will be responsible to check with direct supervisor regularly for updates/briefings throughout each day. The situation may change rapidly.	All Employees		
All employees will check in with the employee hotline daily to access pertinent information on payroll, time and attendance, and duty assignment updates.	All employees		

## COOP CHECKLISTS & PROCEDURES

<b>Family Support and Preparedness Plan (including the recovery of children from daycare facility/or remote evacuation site)</b>	<b>Responsible Party</b>	<b>Done?</b>	<b>Comments</b>
All employees will be encouraged to create a family/neighborhood emergency plan, create the 7 Day Survival Kit, and take the RESPONDER READY course. See <a href="http://www.cityofcordova.net">www.cityofcordova.net</a>	City Council		
Parks and Recreation will be immediately notified when the COOP Plan is activated	Dispatch		
The Bidarki Recreation Center will be activated as a 24/7 shelter to house/supervise/ and feed children of all responders to the disaster (including the children of non-City responders)	Parks and Rec		
If necessary, one of the special needs shelters (The Reluctant Fisherman and the Prince William Motel) will be mobilized for elderly/infirm/or special needs family members of the responders.	Shelter Manager(s)		
If necessary, the Pet Shelter Response Team will open a pet shelter to care for City Employee pets...or the team will arrange to take care of the animals in their respective homes. The decision of how to care for the animals will remain with the Pet Shelter Manager.	Pet Shelter Manager		
Parks and Recreation staff will accept requests from responders to transport their children/family members from daycare or from evacuation sites... to Bidarki or special needs shelter.	Parks and Rec		
If normal telecommunications are interrupted, a HAM radio operator will be assigned to applicable shelters, so that City personnel will always be able to check on the well-being of their family members.	Dispatch		
Shelters will report regularly, at least once every 4 hours, to dispatch with a "family well-being" report. That news will be disseminated.	Shelter Managers		
A dedicated City employee hotline will be immediately established for employees. That number will be disseminated to employees.	Logistics		
All City employees will be allowed to stay at the same shelter as their family members.			
If employees choose to stay in their own homes when they are not working, they may still choose to leave their family members at the shelters, if that is best for the family.			

## COOP CHECKLISTS & PROCEDURES

Reconstitution and termination checklist	Responsible Party	Done?	Comments
Reconstitution planning begins immediately after transfer to continuity facility has been accomplished	Reconstitution Team		
Plans will be formulated for transferring operations of communications, vital records, databases, personnel, and other activities to the primary facility. <i>Circumstances may dictate that a new primary facility is designated and subsequently occupied.</i>	Reconstitution Team		
The same procedures that are used for activation Phase 1 will be used to move back to the primary site (or new primary site), in reverse order.	Reconstitution Team		
Guideline will be established, based on the situation, for ending alternate operations and returning to non-emergency status	Reconstitution Team		
The City Manager will appoint an After-Action Review task force as soon as normal operations have been re-established.	City Manager		
All elements of the COOP operation will be assessed, identifying problems and suggesting solutions.	After-Action Review Team		
The review/remedial action plans will be discussed at an additional dedicated staff meeting.	City Manager		
The Phase III section should explain the procedures for resuming normal operations – a time phased approach may be most appropriate			

# COOP CHECKLISTS & PROCEDURES

## Devolution Continuity Partners

Office/Position	Primary Operating Facility Continuity Personnel	Devolution Emergency Response Group Counterpart
City Manager	Randy Robertson 424-6224	City Council members, by seniority or... contact Alaska Municipal League. They will contact all municipalities and attempt to find help.
All other positions		

Devolution Procedures	Responsible Party	Done?	Comments
<i>The devolution section addresses how the City will identify and conduct its essential functions in the aftermath of a worst-case scenario, one in which the leadership is incapacitated. The organization should be prepared to transfer all of their essential functions and responsibilities to personnel at a different office or location.</i>			
The Devolution Emergency Response Group (DERG) will assume total responsibility and authority for city mission and essential functions	Senior Council members ...or Alaska Municipal League members		
An official call/or radio report to the SECC, with the time noted, will initiate the authority of the DERG	Same as above		
The DERG will execute notification procedures, citing the official time that the DERG activated	Same as above		
The Devolution Director will ensure the complete notification of all local and regional offices, utilizing the call-out roster	Same as above		
Devolution Director will do roll call/status of each department and determine operational capabilities/limitations of each to perform essential functions. Based on that information, each department will or will not devolve their essential functions to the Director	Same as above		
Devolution Director will announce any specific instructions for the day and the time for the next roll call/status report	Same as above		
The DERG will continue to operate only until the City of Cordova's primary operating facility reconstitutes and assumes its mission authority	Same as above		

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## A MEMO FROM SUSAN BOURGEOIS, CMC, CITY CLERK

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DATE: May 13, 2015

TO: Mayor and City Council

SUBJECT: 2015 Property Assessment Roll Certification

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This is the City Clerk's certification of the 2015 property assessment roll with reports of total assessed value, taxable value and exempt value. The Deputy Clerk is the author of the reports and they are presented tonight after all adjustments related to the appeal period and the Board of Equalization Hearing have been completed.

A "mill rate scenarios" worksheet has been provided to assist Council in establishing a mill rate for the 2015 tax year. The 2015 budget includes \$2.129 million for property tax revenues. The dollar amount in the column second from the right, inside the box, indicates the total that would be collected at the specified mill rate. Council needs to establish the mill rate by June 15, 2015. I will bring a resolution to the June 3, 2015 meeting for your approval. I ask that you consider giving direction tonight as to what **other** scenarios you would like to see on the worksheet provided for the June 3 Regular Meeting. The mill rate setting resolution requires a public hearing which will be held previous to the June 3 regular meeting.

Council should also direct staff at this time to prepare financial reports for the June 3, 2015 that Council would deem pertinent to assisting them in setting the 2015 mill rate (i.e. how revenues and expenses are tracking or other legislative updates regarding federal and/ or state funding sources).

Also attached to this memo are citations from Cordova Municipal Code 5.36.190, 5.36.230, 5.36.240 & 5.36.245 all referring to certifying the roll and setting the mill rate (tax levy) and dates by which those are required to be done. NB the City Code section in grey (5.36.245) which was repealed effective January 1, 2015.

STAFF RECOMMENDATION: Move to certify the 2015 property assessment roll.

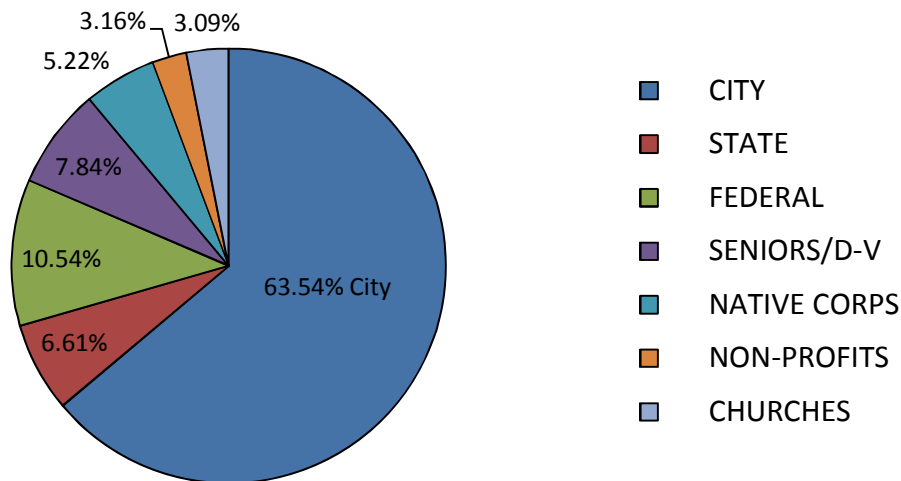
REQUIRED ACTION: Majority voice vote.



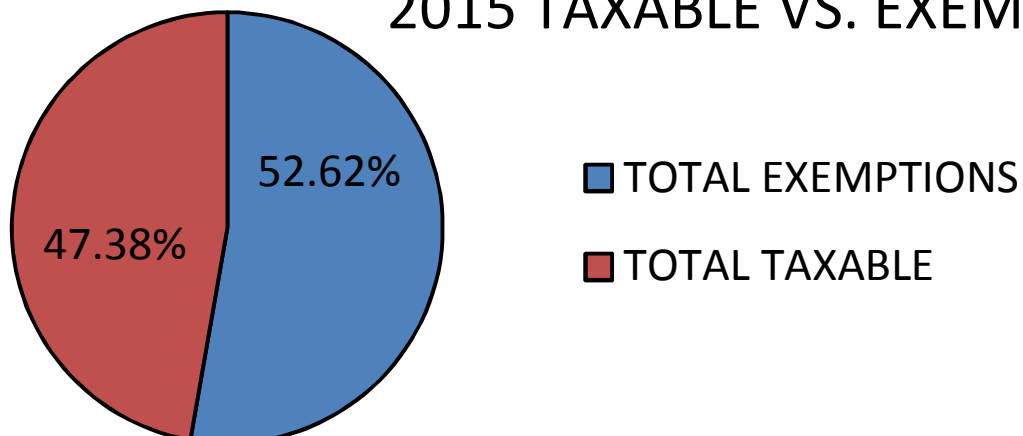
### THREE YEARS COMPARISON OF EXEMPT VALUE TO TAXABLE VALUE

	2015	%	2014	%	2013	%
<b>TOTAL LAND</b>	\$84,600,200		\$83,491,800		\$80,282,400	
<b>TOTAL IMPROVEMENTS</b>	\$305,289,090		\$296,306,270		\$282,718,790	
<b>TOTAL ASSESSED VALUE</b>	\$389,889,290	100%	\$379,798,070	100%	\$363,001,190	100%
<b>TOTAL EXEMPTIONS</b>	\$205,166,480	52.62%	\$200,270,200	52.73%	\$190,893,600	52.59%
<b>TOTAL TAXABLE</b>	\$184,722,810	47.38%	\$179,527,870	47.27%	\$172,107,590	47.41%
<b>EXEMPTIONS:</b>						
<b>CITY</b>	\$130,365,100	63.54%	\$127,882,000	63.85%	\$122,155,400	63.99%
<b>STATE</b>	\$13,561,000	6.61%	\$13,368,900	6.68%	\$12,530,400	6.56%
<b>FEDERAL</b>	\$21,615,600	10.54%	\$21,849,300	10.91%	\$21,251,600	11.13%
<b>SENIORS/D-V</b>	\$16,079,180	7.84%	\$14,983,700	7.48%	\$13,818,700	7.24%
<b>NATIVE CORPS</b>	\$10,710,200	5.22%	\$10,773,200	5.38%	\$10,247,300	5.37%
<b>NON-PROFITS</b>	\$6,488,800	3.16%	\$5,100,700	2.55%	\$4,868,900	2.55%
<b>CHURCHES</b>	\$6,346,600	3.09%	\$6,312,400	3.15%	\$6,021,300	3.15%
<b>TOTAL EXEMPTIONS</b>	\$205,166,480	100%	\$200,270,200	100%	\$190,893,600	100%

### 2015 EXEMPTION CATEGORIES



### 2015 TAXABLE VS. EXEMPT



**CITY OF CORDOVA**  
**PROPERTY ASSESSMENTS COMPARISON**

<b>TAX YEAR</b>	<b>PROP TAX BILLED</b>	<b>MILL RATES</b>	<b>TAXABLE ASSESSMENT</b>	<b>EXEMPTED ASSESSMENT</b>	<b>TOTAL ASSESSMENT</b>
2000	\$1,334,448	13.50 & 10.99	\$103,604,891	\$95,222,444	\$198,827,335
2001	\$1,380,837	13.50 & 10.99	\$106,648,368	\$96,542,662	\$203,191,030
2002	\$1,398,363	13.50 & 12.50	\$105,559,408	\$97,613,212	\$203,172,620
2003	\$1,455,977	13.50 & 12.50	\$109,433,718	\$97,741,372	\$207,175,090
2004	\$1,493,619	14.00 & 13.00	\$109,591,140	\$100,413,210	\$210,004,350
2005	\$1,584,360	14.00 & 13.00	\$114,867,647	\$106,751,693	\$221,619,340
2006	\$1,599,752	13.35 & 12.35	\$121,859,603	\$115,678,687	\$237,538,290
2007	\$1,621,154	13.35 & 12.35	\$123,424,858	\$114,058,652	\$237,483,510
2008	\$1,660,068	13.00 & 12.00	\$129,773,078	\$122,555,522	\$252,328,600
2009	\$1,756,300	14.50 & 13.50	\$137,305,360	\$123,808,050	\$261,113,410
2010	\$2,093,027	13.90 & 12.90	\$146,419,540	\$124,237,950	\$270,657,490
2011	\$1,506,150	9.70 & 8.70	\$158,862,060	\$128,619,400	\$287,481,460
2012	\$1,500,605	9.43 & 8.43	\$162,764,496	\$130,722,764	\$293,487,260
2013	\$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	Unknown	Not Set Yet	\$184,722,810	\$205,166,480	\$389,889,290

## MILL RATE SCENARIOS 2015

**TOTAL TAXABLE VALUE IS \$184,722,810, THEREFORE,  
EACH MILL GAINS \$184,722.81 IN PROPERTY TAXES**

### CLOSEST TO BUDGETED REVENUE AMOUNT OF \$2.129M

mill rate decrease of 0.54 mills or 4.47%

Cordova City Limits Total Taxable	\$184,722,810.00		Total Tax Revenue	\$2,129,854.00
		<b>11.53</b>		
total taxable	\$184,722,810.00		<b>\$2,129,854.00</b>	TOTAL PROPERTY TAXES

	value of home	taxes	
2014	\$200,000.00	\$2,414.00	
2015	\$200,000.00	\$2,306.00	
	annual decrease	<b>-\$108.00</b>	-4.47%
	monthly decrease	<b>-\$9.00</b>	

### BACK TO THE 2012 & 2013 MILLRATE OF 9.43

mill rate decrease of 2.64 mills or 22%

Cordova City Limits Total Taxable	\$184,722,810.00		Total Tax Revenue	\$1,741,936.10
		<b>9.43</b>		
total taxable	\$184,722,810.00		<b>\$1,741,936.10</b>	TOTAL PROPERTY TAXES

	value of home	taxes	
2014	\$200,000.00	\$2,414.00	
2015	\$200,000.00	\$1,886.00	
	annual decrease	<b>-\$528.00</b>	-21.87%
	monthly decrease	<b>-\$44.00</b>	

Tax Year	Mill Rate	
	City	Annexed
1975	17	
1976	18.5	
1977	22	
1978	18	
1979	15	
1980	15	
1981	1	
1982	1	
1983	1	
1984	1	
1985	3	
1986	3	
1987	3	
1988	7.9	
1989	7.13	
1990	7.94	
1991	7.94	
1992	11	
1993	11	
1994	12.5	11.5
1995	13.25	10.74
1996	13.25	10.74
1997	14.48	11.97
1998	14.48	11.97
1999	14	11.49
2000	13.5	10.99
2001	13.5	10.99
2002	13.5	12.5
2003	13.5	12.5
2004	14	13
2005	14	13
2006	13.35	12.35
2007	13.35	12.35
2008	13	12
2009	14.5	13.5
2010	13.9	12.9
2011	9.7	8.7
2012	9.43	8.43
2013	9.43	8.43
2014	12.07	11.07

**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).*

**5.36.245 - Rural zone and mill rate differential.**

There shall be a differential tax zone, known as the rural zone. The rural zone shall encompass the 68.23 square miles of land annexed to the city in March 1993. All property taxes on property in the rural zone shall be levied at mill rate 1.00 mills less than all other property in the city. This mill rate differential is based upon the lower levels of service in the rural zone for the following services: police protection (.30 mills), fire and emergency medical services (.23 mills), parks and recreation (.26 mills), library and museum services (.16 mills) and public works (.05 mills).

**Editor's note—**

Ord. No. 1118, § 1, adopted July 2, 2014, repeals § 5.36.245, in its entirety. Said repeal shall be effective January 1, 2015.

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## A MEMO FROM SUSAN BOUREOIS, CMC, CITY CLERK

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DATE: May 13, 2015  
TO: Mayor and City Council  
SUBJECT: Clerk job description

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I have attached the Clerk's job description, per Mayor Kacsh's direction, so that Council can make changes if so desired. This is the description used when the last City Clerk search was conducted in April 2010, with a few minor administrative edits made by the Human Resources Director. Attached here also are the Charter and Code regarding the City Clerk position.

Suggested motion: I move to amend the Clerk's job description by...

Required vote: majority voice vote by Council.

**JOB DESCRIPTION  
CITY CLERK**

**Contract, Exempt, Salaried and Confidential Position, DOE + Benefits**

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<u>POSITION TITLE:</u>	<u>CITY CLERK</u>
<u>DEPARTMENT:</u>	<u>CITY CLERK</u>
<u>SUPERVISOR:</u>	<u>City Council</u>
<u>CLASSIFICATION:</u>	<u>CONTRACT, EXEMPT, SALARIED and CONFIDENTIAL POSITION</u>

POSITION SUMMARY: In accordance with the Cordova Municipal Code, serves as Clerical Officer to the City Council. Serves as ex-officio tax assessor; administers municipal elections, maintains city records and archives, custodian of city seal, administers oaths of office, ensures proper licensing of city equipment.

ESSENTIAL FUNCTIONS:

1. Serves as Clerical Officer for the City Council.
2. In conjunction with the City Manager, prepares Council meeting agendas and packets for regular and special meetings and work sessions. Coordinates use of meeting facilities. Serves as Council's parliamentarian. Takes minutes and records all meetings. Maintains secured, public records of all council proceedings to include minutes, ordinances, resolutions, rules and regulations.
3. Provides access to public records and ensures public notice of all council meetings, public hearings, appointments, ordinances and other council events as required by municipal code and state law.
4. Maintains the official municipal and state code books. Files code amendments with the state and other agencies as required by law.
5. Assists the City Council in legislative matters. Conducts legal research. Prepares reports, correspondence, resolutions and ordinances for council agendas as directed.
6. Ensures proper maintenance and security of all city records as required by law. Maintains the official city map.
7. Serves as custodian of the city seal and attests seal to all documents as required by the municipal code and state law.
8. Serves as Ex-Officio Tax Assessor. Maintains real property field records. Prepares and distributes assessment notices in accordance with state law. Processes senior citizen applications for city property tax and sales tax rebate. Records property assessment appeals and action by the Board of Equalization. Distributes property tax statements. Prepares foreclosure documentation for court filing by the city's attorney. Records all property transfers. Researches property assessments and taxes, special assessments and other tax information as requested by title companies and the general public.
9. Administers regular and special municipal elections. Accepts filings for council and school board positions and proposed charter and code amendments. Ensures conformance with municipal code regarding publications, notifications, candidate verifications, certifications, recall initiatives and referendum petitions. Maintains all election records.
10. Supervises state and federal elections. Serves as registrar for state elections.
11. Administers oath of office. Orients new council members in administrative and legal

- procedures and requirements. Notifies public of vacancies on council and school board.
12. Ensures proper licensing of municipal equipment.

OTHER RESPONSIBILITIES:

1. Receives and records petitions, bonds and miscellaneous claims.
2. Provides clerical support to city manager and department heads as needed.
3. Issues burial permits and maintains city cemetery records.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Minimum of five years experience as an Administrative Assistant, Executive Secretary, Legal Secretary or City Clerk in a city of comparable size required.
2. Experience in Municipal law and Robert's Rules of Order preferred.
3. Experience in computerized records management and word processing systems preferred.
4. High School graduate or G.E.D. required. Associates degree or secretarial, municipal clerk, or legal assistant training preferred.
5. Ability to conduct independent research utilizing written and oral resources.
6. Ability to compose correspondence and develop ordinances and reports.
7. Ability to handle multiple tasks and perform effectively under extended pressure.
8. Ability to maintain accurate and organized records.
9. Ability to work with the public, local and governmental officials and agencies with discretion, tact and courtesy.
10. Ability to maintain the utmost confidentiality in handling all information.

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The above job description is to be used as a guide for accomplishing organizational and department objectives, and only covers the primary functions and responsibilities of the position. It is in no way to be construed as an all encompassing list of duties. 5/15



## **City Charter:**

### **Section 2-6. - City clerk.**

There shall be a city clerk, who shall be an officer of the city appointed by a majority vote of all members of the council for an indefinite term.

The city clerk shall serve as the clerical officer of the council. The clerk shall keep the journal of the proceedings of the council, and shall enroll in a book or books kept for the purpose all ordinances and resolutions passed by it. The clerk shall be custodian of such documents, records and archives as may be provided by law or ordinance; shall be custodian of the seal of the city, and shall attest, and affix the seal to, documents when required in accordance with this charter, law or ordinance; and shall keep a correct and up-to-date record of the city boundaries and changes therein.

*(Amended by Resolution 5-95-56, approved by the voters on July 19, 1995).*

## **City Code:**

### **Chapter 3.16 - CITY CLERK**

3.16.010 - City clerk established.

3.16.020 - Duties generally.

3.16.023 - Deputy city clerk established.

3.16.026 - Duties generally.

3.16.030 - Ex officio tax assessor.

### **Chapter 3.16 - CITY CLERK**

#### **Sections:**

#### **3.16.010 - City clerk established.**

There shall be a city clerk who shall be an officer of the city in accordance with [Section 2-6](#) of the City Charter. The city clerk shall be appointed by a majority vote of all members of the council for an indefinite term and shall have supervision and control of the city clerk's office.

*(Ord. 787 § 2, 1997).*

#### **3.16.020 - Duties generally.**

The city clerk shall attend all meetings of the city council and keep a full record of all the proceedings. It shall be his duty to attest all deeds and other city documents executed by the mayor or city manager in accordance with the acts of the city council, and he shall also file and keep all the records and public papers of the city, and shall to all intents and purposes be deemed to be the clerk of the city and shall act as such.

*(Ord. 568 (part), 1984).*

#### **3.16.023 - Deputy city clerk established.**

There shall be a deputy city clerk who shall be an assistant to the city clerk. The deputy city clerk shall be appointed by the city clerk for an indefinite term. The city clerk shall be responsible for the evaluation and discharge of the deputy city clerk.

*(Ord. 909, 2002; Ord. 820 (part), 1999).*

#### **3.16.026 - Duties generally.**

The deputy city clerk shall assist the city clerk as assigned, including, but not limited to preparing council packets, filing and keeping all records and public papers of the city, and preparing and maintaining property tax records, billings and reports. In the absence of the city clerk, the deputy city clerk shall assume the duties of the city clerk as defined in [Section 2-6](#) of the City Charter and [Section 3.16.020](#) of the Cordova municipal code.

*(Ord. 820 (part), 1999).*

#### **3.16.030 - Ex officio tax assessor.**

Within the department of city clerk there shall be a tax assessor as provided by the city charter. Unless otherwise provided by resolution of the city council, the city clerk shall serve as ex officio tax assessor for the city.

*(Ord. 568 (part), 1984).*

## **Pending agenda:**

Capital Priorities List Meeting **June 3, 2015; Sep 2, 2015; Dec 2, 2015; Mar 2, 2016;**

HSB Quarterly regular meetings **July 1, 2015; Oct 7, 2015; Jan 6, 2016; Apr 6, 2016**

Staff quarterly reports in packets: **Aug 5, 2015; Nov 5, 2015; Jan 20, 2016; April 20, 2016**

**June 3** – possible follow up Work session with Providence (McCallister and Gough) after March 18 work session

## **Committees:**

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

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

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

## **Calendars:**

3 months of calendars are attached hereto  
May 2015; June 2015; July 2015

# May 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Location Legend CH-City Hall Conference Room LMR-Library Mtg Rm HSL-High School Library					1 —Absentee CH 8-5—	2
3	4 —Absentee CH 8-5—	5 —Absentee CH 8-5—	6 —Absentee CH 8-5— 6:45 pub hrg LMR 7:00 reg mtg LMR	7 —Absentee CH 8-5—	8 —Absentee CH 8-5—	9
10	11 —Absentee CH 8-5—	12 City Special Election Polls open 7am—8pm LMR	13 7:00 Sch Bd HSL 7:00 Hrbr Cms CH	14	15	16 4pm HS Graduation
17	18	19 6:30 P&Z LMR	20 7:00 reg mtg LMR	21	22 Last day of school!!	23
24 <hr/> 31	25 Memorial Day City Hall Offices Closed	26 6 pm Parks & Rec CH	27	28	29	30

# June 2015

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

# July 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Location Legend CH-City Hall Conference Room LMR-Library Mtg Rm HSL-High School Library			1  6:45 pub hrg (maybe) LMR 7:00 reg mtg LMR	2	3 Independence Day observed City Hall Offices Closed	4
5	6	7  6:30 P&Z LMR	8  7:00 Sch Bd HSL 7:00 Hrbr Cms CH	9	10	11
12	13	14	15  6:45 pub hrg (maybe) LMR 7:00 reg mtg LMR	16	17	18
19	20	21	22	23	24	25
26	27	28  6 pm Parks & Rec CH	29	30	31	Location Legend CH-City Hall Conference Room LMR-Library Mtg Rm HSL-High School Library

**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
<b>Mayor:</b> 3 years	<b>James Kacsh</b> <a href="mailto:Mayor@cityofcordova.net">Mayor@cityofcordova.net</a>	March 5, 2013	March-16
Council members:			
Seat A: 3 years	<b>Kristin Carpenter</b> <a href="mailto:CouncilSeatA@cityofcordova.net">CouncilSeatA@cityofcordova.net</a>	March 5, 2013	March-16
Seat B: 3 years	<b>Timothy Joyce</b> <a href="mailto:CouncilSeatB@cityofcordova.net">CouncilSeatB@cityofcordova.net</a>	March 4, 2014 March 14, 2013 August 2, 2012	March-17 filled vacancy appt to A
Seat C: 3 years	<b>Tom Bailer</b> <a href="mailto:CouncilSeatC@cityofcordova.net">CouncilSeatC@cityofcordova.net</a>	March 4, 2014	March-17
Seat D: 3 years	<b>Robert Beedle</b> <a href="mailto:CouncilSeatD@cityofcordova.net">CouncilSeatD@cityofcordova.net</a>	March 3, 2015	March-18
Seat E: 3 years	<b>Josh Hallquist</b> <a href="mailto:CouncilSeatE@cityofcordova.net">CouncilSeatE@cityofcordova.net</a>	March 3, 2015	March-18
Seat F: 3 years	<b>David Reggiani</b> <a href="mailto:CouncilSeatF@cityofcordova.net">CouncilSeatF@cityofcordova.net</a>	March 5, 2013 March 2, 2010 March 3, 2009	March-16 1 yr trm
Seat G: 3 years	<b>James Burton, Vice-Mayor</b> <a href="mailto:CouncilSeatG@cityofcordova.net">CouncilSeatG@cityofcordova.net</a>	March 5, 2013	March-16

**SCHOOL BOARD - ELECTED**

length of term		Date Elected	Term Expires
3 years	<b>Bret Bradford</b>	March 3, 2015	March-18
3 years	<b>Tammy Altermott</b>	March 5, 2013	March-16
3 years	<b>Peter Hoepfner</b>	March 3, 2015 March 6, 2012 March 3, 2009 March 7, 2006	March-18
3 years	<b>Sheryl Glasen</b>	March 4, 2014	March-17
3 years	<b>Barb Jewell, President</b>	March 5, 2013	March-16
3 years	<b>Vacant (appointed, non-voting)</b>		

**LIBRARY BOARD - APPOINTED**

length of term		Date Appointed	Term Expires
3 years	<b>Wendy Ranney</b>	April-13	November-15
3 years	<b>Shannon Mallory</b>	November-13	November-16
3 years	<b>Krysta Williams</b>	December-14 November-11	November-17
3 years	<b>Kay Groff</b>	December-14 December-11 January-09	November-17
3 years	<b>Mary Anne Bishop, Chair</b>	November-13 November-10 November-06	November-16

## CORDOVA COMMUNITY MEDICAL CENTER – HEALTH SERVICES BOARD - with Council election

length of term		Date Appointed	Term Expires
3 years	<b>Kristin Carpenter, President</b>		with Council office
3 years	<b>Tom Bailer</b>		with Council office
3 years	<b>Tim Joyce</b>		with Council office
3 years	<b>James Burton</b>		with Council office
3 years	<b>Robert Beedle</b>		with Council office
3 years	<b>Josh Hallquist</b>		with Council office
3 years	<b>David Reggiani</b>		with Council office

### PLANNING AND ZONING COMMISSION - APPOINTED

length of term		Date Appointed	Term Expires
3 years	<b>Allen Roemhildt</b>	January-14	November-16
3 years	<b>Scott Pegau</b>	December-14	November-17
		December-11	
3 years	<b>John Baenen</b>	December-12	November-15
3 years	<b>Tom Bailer</b>	November-13	November-16
		December-11	
		November-08	
3 years	<b>Tom McGann</b>	December-14	November-17
		December-11	
		April-11	
3 years	<b>John Greenwood, Chair</b>	December-12	November-15
		November-09	
3 years	<b>Mark Frohnapfel</b>	February-15	November-17

### HARBOR COMMISSION - APPOINTED

length of term		Date Appointed	Term Expires
3 years	<b>Robert Beedle</b>	January-14	November-17
3 years	<b>Greg LoForte</b>	February-13	November-16
		January-10	
		January-07	
3 years	<b>Max Wiese</b>	January-14	November-17
		March-11	
3 years	<b>Ken Jones</b>	February-13	November-16
3 years	<b>James Burton, Chair</b>	July-14	November-15
		April-13	

### PARKS AND RECREATION COMMISSION - APPOINTED

length of term	chair vacant	Date Appointed	Term Expires
3 years	<b>Kara Johnson</b>	February-15	November-17
		December-12	
3 years	<b>Miriam Dunbar</b>	August-14	November-15
3 years	<b>Wendy Ranney, Chair</b>	August-14	November-15
3 years	<b>Stephen Barnes</b>	December-12	November-15
3 years	<b>Marvin VanDenBroek</b>	February-14	November-16
3 years	<b>Karen Hallquist</b>	November-13	November-16
3 years	<b>Dave Zastrow</b>	February-15	November-17
		September-14	