

**Mayor**

Clay Koplin

**Council Members**

James Burton

Tim Joyce

Tom Bailer

Robert Beedle

Josh Hallquist

David Allison

James Wiese

**Interim City Manager**

Mike Hicks

**City Clerk**

Susan Bourgeois

**Deputy Clerk**

Tina Hammer

**Student Council**

John Appleton

August Jewell

**Regular City Council Meeting**  
**July 6, 2016 @ 7:00 pm**  
**Cordova Center Community Rooms**  
**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 Clay Koplin, Council members James Burton, Tim Joyce, Tom Bailer, Robert Beedle, Josh Hallquist, David Allison and James Wiese

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

**E. Disclosures of Conflicts of Interest**

**F. Communications by and Petitions from Visitors**

- 1. Guest Speakers
- 2. Audience comments regarding agenda items..... (3 minutes per speaker)
- 3. Chairpersons and Representatives of Boards and Commissions (**Harbor, HSB, Parks & Rec, P&Z, School Board**)
- 4. Student Council Representative Report - summer vacation

**G. Approval of Consent Calendar..... (roll call vote)**

- 5. Resolution 07-16-28..... (page 1)  
A resolution of the City Council of the City of Cordova, Alaska, establishing local government contribution of National Forest receipts for the Cordova public school district for the school fiscal year ending June 30, 2017
- 6. Record excused absence of Council member **Burton** from the June 1, 2016 Regular meeting

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

- 7. Minutes of 01-27-16 Special Council Meeting..... (page 21)
- 8. Minutes of 03-10-16 Special Council Meeting..... (page 23)
- 9. Minutes of 04-27-16 Special Council Meeting..... (page 25)
- 10. Minutes of 05-20-16 Council Public Hearing..... (page 26)
- 11. Minutes of 05-20-16 Special Council Meeting..... (page 27)
- 12. Minutes of 06-01-16 Council Public Hearing..... (page 29)
- 13. Minutes of 06-01-16 Regular Council Meeting..... (page 30)

**I. Consideration of Bids**

**J. Reports of Officers**

- 14. Mayor's Report..... (page 36)
- 15. Manager's Report
  - a. City of Cordova telecommunications policy..... (page 38)
- 16. City Clerk's Report..... (page 46)

**K. Correspondence**

- 17. 05-31-16 email from J. Reynolds regarding Resolution 06-16-23..... (page 47)
- 18. 05-31-16 email from M. Bishop regarding Resolution 06-16-23 & Manager merit award..... (page 48)
- 19. 06-01-16 email from P. Oswalt Stimson regarding Resolution 06-16-23, Manager..... (page 49)  
merit award and Ordinance 1146
- 20. 06-12-16 request for Southeast Conference membership (voting or non-voting)..... (page 50)

**L. Ordinances and Resolutions**

- 21. Resolution 07-16-27..... (voice vote)(page 53)  
A resolution of the City Council of the City of Cordova, Alaska supporting the establishment of new businesses in Cordova that will expand the economy, broaden the tax base, create new jobs, and provide economic benefits to the citizens of Cordova, Alaska

**M. Unfinished Business**

- 22. Council direction regarding Cordova’s E-911 system improvements..... (voice vote)(page 55)
- 23. Council action on insurance reimbursement for Sheridan Alpine Association..... (voice vote)(page 63)
- 24. Council discussion of selection criteria for City Manager search..... (page 73)
- 25. CIP list update discussion and staff direction..... (voice vote)(page 74)

**N. New & Miscellaneous Business**

- 26. City Council residency requirements..... (voice vote)(page 78)
- 27. Council action on land disposal method for Tract B, Lot 34 USS449..... (voice vote)(page 84)
- 28. Pending Agenda, Calendar and Elected & Appointed Officials lists..... (page 89)

**O. Audience Participation**

**P. Council Comments**

**Q. Executive Session**

**R. Adjournment**

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

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# **MEMO, City of Cordova**

To: Mayor and City Council

Through: Mike Hicks, Acting City Manager

From: Jon K. Stavig, Finance Director

Date: June 28, 2016

RE: Resolution National Forest Receipts

Each year the City of Cordova passes a resolution committing the National Forest Receipts Title 1 School payments to the Cordova Public School District and setting the City's local government contribution to the School District for their budget.

The Cordova School District provided their approved budget to the City on 6-17-2016. The approved School budget for FY '17 is \$1,786,000.00 excluding estimated in-kind of \$98,500.00.

Please note that the Secured Rural Schools Act has yet to be reauthorized on a go forward basis.

**CITY OF CORDOVA, ALASKA  
RESOLUTION 07-16-28**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,  
ESTABLISHING LOCAL GOVERNMENT CONTRIBUTION OF NATIONAL FOREST  
RECEIPTS FOR THE CORDOVA PUBLIC SCHOOL DISTRICT FOR THE SCHOOL  
FISCAL YEAR ENDING JUNE 30, 2017**

**WHEREAS**, the City of Cordova has received National Forest Receipts in the amount of \$652,554.32 for public schools; and

**WHEREAS**, payment made under the national forest receipts program for public schools must be used only for operation, maintenance, repair or construction of public schools and may be used as the local government contribution to public schools under AS 14.17.410; and

**WHEREAS**, \$1,786,000.00 has been committed as local funding for operations to the Cordova Public School District for the school fiscal year ending June 30, 2017, plus \$93,269.00 as in-kind contribution; and

**WHEREAS**, the total commitment of the City of Cordova as local government contribution to public schools for the School Fiscal year 2017 is \$1,786,000.00 excluding in-kind contributions and capital projects, payable one-half in the last six months of calendar year 2016 and the other half in the first six months of calendar year 2017; and

**WHEREAS**, the City of Cordova adopted budget shows \$925,000.00 appropriated to be paid to the public school for the last six months of calendar year 2016.

**NOW, THEREFORE, BE IT RESOLVED THAT**, the City of Cordova commits \$652,554.32 in forest receipts money to the public schools and at such time as adopted, the City of Cordova's calendar year 2017 budget and appropriation for Local Government Contribution for the Cordova Public School District, shall include \$861,000.00, payable in six installments, January through June 2017, unless adopted otherwise or amended by City Council.

**PASSED AND APPROVED THIS 6<sup>th</sup> DAY OF JULY, 2016.**

\_\_\_\_\_  
Clay Koplin, Mayor

Attest:

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

**Alaska Department of Education and Early Development - School Finance  
FY2017 School Operating Fund Budget  
Signature Page**

School District Name: Cordova School District

Proj. District ADM: 340+3  
brick & mortar ADM + correspondence ADM

Proj. Intensive count: 6

Prepared by: *Genevieve Hollins* Contracted Business Manager 6/17/2016  
Signature/Title Date

Phone Number: 907-230-2169

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent's Signature

Approval of City/Borough Official of Local Contribution designated on Page 3:



\_\_\_\_\_  
Official Signature/Title Date

**Alaska Department of Education and Early Development - School Finance  
FY2017 School Operating Fund Budget Summary**

Cordova School District  
District Name

<b>Beginning Fund Balance: July 1, 2016 (Subject to 10% Limit per AS 14.17.505(a))</b>	<u>\$647,115</u>
<b>(Excluded from the 10% Limit)</b>	<u>\$112,393</u>
<b>Total Beginning Fund Balance</b>	<u>\$759,508</u>

**Revenue**

010 City/Borough Appropriations	(1) <u>\$1,884,500</u>	
030 Earnings on Investments	(2) <u>100</u>	
040 Other Local Revenues	(3) <u>18,000</u>	
041 Tuition from Students	(4) <u>15,000</u>	
042 Tuition - Other Districts	(5) <u>0</u>	
047 E-Rate Program	(6) <u>83,689</u>	
050 State Sources	(7) <u>4,321,131</u>	
100 Federal Sources - Direct	(8) <u>24,000</u>	
150 Federal Sources - Through the State	(9) <u>0</u>	
190 Federal Sources - Other Agencies	(10) <u>0</u>	
250 Transfers From Other Funds	(11) <u>0</u>	
<b>Total Revenue</b>		<u>\$6,346,420</u>

**Expenditures**

100 Instruction	(12) <u>\$3,130,040</u>	
200 Special Education Instruction	(13) <u>535,982</u>	
220 Special Education Support Services	(14) <u>3,300</u>	
300 Support Services - Students	(15) <u>138,839</u>	
350 Support Services - Instruction	(16) <u>439,747</u>	
400 School Administration	(17) <u>323,889</u>	
450 School Administration Support Services	(18) <u>197,054</u>	
510 District Administration	(19) <u>260,855</u>	
550 District Administration Support Services	(20) <u>288,076</u>	
600 Operations and Maintenance of Plant	(21) <u>896,663</u>	
700 Student Activities	(22) <u>0</u>	
780 Community Services	(23) <u>0</u>	
900 Other Financing Uses	(24) <u>304,567</u>	
<b>Total Expenditures</b>		<u>\$6,519,012</u>

<b>Ending Fund Balance: June 30, 2017 (Subject to 10% Limit per AS 14.17.505(a))</b>	<u>\$472,916</u> **
<b>(Excluded from the 10% Limit)</b>	<u>\$114,000</u>
<b>Total Ending Fund Balance</b>	<u>\$586,916</u>

\*\* Must be greater than or equal to zero

**Minimum Expenditure for Instruction Calculation  
AS14.17.520 & 4 AAC 09.115**

<b>Total Instructional Expenditures (Functions 100-400)</b>	<b>(a)</b> <u>\$4,571,797</u>
<b>Total Expenditure Codes (Functions 100-780)</b>	<b>(b)</b> <u>\$6,214,445</u>
<b>Total Instructional Expenditures (a) divided by Total Expenditures (b)</b>	<u>74%</u>

**Alaska Department of Education and Early Development - School Finance  
FY2017 School Operating Fund Budget Revenues**

Cordova School District  
District Name

**010 City/Borough Appropriations**

	Amount	
011 City/Borough Direct Appropriation	<u>1,786,000</u>	
012 City/Borough "In-Kind"		
<u>(detail descriptions &amp; dollar amts required for in-kind)</u>		
In-Kind is a required code and must be presented separately		
or budget will be returned.		
Water, Sewer, Refuse	<u>40,000</u>	
Property Insurance	<u>58,500</u>	
<b>Total City/Borough Appropriations</b>		<u><u>\$1,884,500</u></u>
		Transferred to (1) on page 2

**030 Earnings on Investments**

030 Earnings on Investments	<u>100</u>	
<b>Total Earnings on Investments</b>		<u><u>\$100</u></u>
		Transferred to (2) on page 2

**040 Other Local Revenues**

040 Other Local Revenues - Identify:		
<u>(provide detail descriptions &amp; dollar amts for local revenues)</u>		
Donations, jury duty, refunds, gate receipts	<u>18,000</u>	
<b>Total Other Local Revenues</b>		<u><u>\$18,000</u></u>
		Transferred to (3) on page 2

**041 Tuition from Students**

041 Tuition from Students	<u>15,000</u>	
<b>Total Tuition from Students</b>		<u><u>\$15,000</u></u>
		Transferred to (4) on page 2

**042 Tuition - Other Districts**

042 Tuition		
<b>Total Tuition - Other Districts</b>		<u><u>\$0</u></u>
		Transferred to (5) on page 2

**047 E-Rate Program**

047 E-Rate Program Revenue	<u>83,689</u>	
<b>Total E-Rate Program</b>		<u><u>\$83,689</u></u>
		Transferred to (6) on page 2

**Alaska Department of Education and Early Development - School Finance  
FY2017 School Operating Fund Budget Revenues**

Cordova School District  
District Name

**050 State Sources** (051 includes quality schools grants)

051 Foundation Program	<u>3,952,621</u>
055 Supplemental Aid	
056 TRS On-Behalf Payments	<u>332,433</u>
057 PERS On-Behalf Payments	<u>36,077</u>
059 Tuition	
090 Other State Revenues - <b>Identify</b>	

<b>Total State Sources</b>	<u><u>\$4,321,131</u></u>
	Transferred to (7) on page 2

**100 Federal Sources - Direct**

	Amount
110 Impact Aid (Public Law 874 (100%))	<u>24,000</u>
140 Other Federal Revenue - <b>Identify</b>	

<b>Total Federal Sources - Direct</b>	<u><u>\$24,000</u></u>
	Transferred to (8) on page 2

**150 Federal Sources - Through the State of Alaska - Identify:**

<b>Total Federal Sources - Through the State</b>	<u><u>\$0</u></u>
	Transferred to (9) on page 2

**190 Federal Sources - Other Agencies - Identify:**

<b>Total Federal Sources - Other Agencies</b>	<u><u>\$0</u></u>
	Transferred to (10) on page 2

**250 Transfers From Other Funds - Identify:**

<b>Total Transfers From Other Funds</b>	<u><u>\$0</u></u>
	Transferred to (11) on page 2

<b>Total Projected Revenues</b>	<u><u>\$6,346,420</u></u>
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**Alaska Department of Education and Early Development - School Finance  
FY2017 School Operating Fund Budget Expenditures**

Cordova School District  
District Name

<b>Function 200 Special Education Instruction</b>	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	<u>117,413</u>	<u>2.00</u>
320 Non-Certificated Salaries	<u>164,621</u>	<u>6.56</u>
<b>Total Salaries</b>	<u>\$282,034</u>	
Employee Benefits		
360 Employee Benefits	<u>216,948</u>	
380 Housing Allowance/Subsidy	<u>          </u>	
390 Transportation Allowance	<u>          </u>	
<b>Total Employee Benefits</b>	<u>\$216,948</u>	
<b>Total Salaries &amp; Employee Benefits</b>	<u><u>\$498,982</u></u>	
Non-Personnel		
410 Professional and Technical Services	<u>31,000</u>	
420 Staff Travel	<u>          </u>	
425 Student Travel	<u>          </u>	
430 Utility Services	<u>          </u>	
435 Energy	<u>          </u>	
440 Other Purchased Services	<u>          </u>	
445 Insurance and Bond Premiums	<u>          </u>	
450 Supplies, Materials and Media	<u>6,000</u>	
480 Tuition and Stipends	<u>          </u>	
490 Other Expenses - Identify:	<u>          </u>	
_____	<u>          </u>	
_____	<u>          </u>	
_____	<u>          </u>	
510 Equipment	<u>          </u>	
<b>Total Non-Personnel</b>	<u><u>\$37,000</u></u>	
<b>Total Salaries, Benefits, Non-Personnel</b>	<u><u>\$535,982</u></u>	

Transferred to (13) on page 2

**Alaska Department of Education and Early Development - School Finance  
FY2017 School Operating Fund Budget Expenditures**

Cordova School District  
District Name

<b>Function 220 Special Education Support Services - Students</b>	Amount	Personnel FTE
Salaries		
310 Certificated Salaries		
320 Non-Certificated Salaries		
<b>Total Salaries</b>		\$0
Employee Benefits		
360 Employee Benefits		
380 Housing Allowance/Subsidy		
390 Transportation Allowance		
<b>Total Employee Benefits</b>		\$0
<b>Total Salaries &amp; Employee Benefits</b>		\$0
Non-Personnel		
410 Professional and Technical Services		
419 Chief Administrator Contract Services		
420 Staff Travel	2,300	
425 Student Travel		
430 Utility Services		
435 Energy		
440 Other Purchased Services		
445 Insurance and Bond Premiums		
450 Supplies, Materials and Media	1,000	
480 Tuition and Stipends		
490 Other Expenses - Identify:		
_____		
_____		
_____		
510 Equipment		
<b>Total Non-Personnel</b>		\$3,300
<b>Total Salaries, Benefits, Non-Personnel</b>		\$3,300

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**Alaska Department of Education and Early Development - School Finance  
FY2017 School Operating Fund Budget Expenditures**

Cordova School District  
District Name

<b>Function 300 Support Services - Students</b>	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	<u>77,178</u>	<u>1.00</u>
320 Non-Certificated Salaries	<u>          </u>	<u>          </u>
<b>Total Salaries</b>	<u>          \$77,178</u>	
Employee Benefits		
360 Employee Benefits	<u>51,261</u>	
380 Housing Allowance/Subsidy	<u>          </u>	
390 Transportation Allowance	<u>          </u>	
<b>Total Employee Benefits</b>	<u>          \$51,261</u>	
<b>Total Salaries &amp; Employee Benefits</b>	<u>          \$128,439</u>	
Non-Personnel		
410 Professional and Technical Services	<u>          </u>	
420 Staff Travel	<u>4,500</u>	
425 Student Travel	<u>          </u>	
430 Utility Services	<u>          </u>	
435 Energy	<u>          </u>	
440 Other Purchased Services	<u>          </u>	
445 Insurance and Bond Premiums	<u>          </u>	
450 Supplies, Materials and Media	<u>5,900</u>	
480 Tuition and Stipends	<u>          </u>	
490 Other Expenses - Identify:	<u>          </u>	
<u>  </u>	<u>          </u>	
<u>  </u>	<u>          </u>	
<u>  </u>	<u>          </u>	
510 Equipment	<u>          </u>	
<b>Total Non-Personnel</b>	<u>          \$10,400</u>	
<b>Total Salaries, Benefits, Non-Personnel</b>	<u>          \$138,839</u>	

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**Alaska Department of Education and Early Development - School Finance  
FY2017 School Operating Fund Budget Expenditures**

Cordova School District  
District Name

<b>Function 350 Support Services - Instruction</b>	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	<u>91,386</u>	<u>1.00</u>
320 Non-Certificated Salaries	<u>33,141</u>	<u>1.00</u>
<b>Total Salaries</b>	<u>\$124,527</u>	
Employee Benefits		
360 Employee Benefits	<u>82,970</u>	
380 Housing Allowance/Subsidy	<u>          </u>	
390 Transportation Allowance	<u>          </u>	
<b>Total Employee Benefits</b>	<u>\$82,970</u>	
<b>Total Salaries &amp; Employee Benefits</b>	<u>\$207,497</u>	
Non-Personnel		
410 Professional and Technical Services	<u>33,000</u>	
420 Staff Travel	<u>13,000</u>	
425 Student Travel	<u>          </u>	
430 Utility Services	<u>105,000</u>	
435 Energy	<u>          </u>	
440 Other Purchased Services	<u>12,900</u>	
445 Insurance and Bond Premiums	<u>          </u>	
450 Supplies, Materials and Media	<u>46,800</u>	
480 Tuition and Stipends	<u>20,000</u>	
490 Other Expenses - Identify:		
Dues & Fees	<u>1,550</u>	
_____	<u>          </u>	
_____	<u>          </u>	
510 Equipment	<u>          </u>	
<b>Total Non-Personnel</b>	<u>\$232,250</u>	
<b>Total Salaries, Benefits, Non-Personnel</b>	<u>\$439,747</u>	

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**Alaska Department of Education and Early Development - School Finance  
FY2017 School Operating Fund Budget Expenditures**

Cordova School District  
District Name

<b>Function 450 School Administration Support Services</b>	Amount	Personnel FTE
Salaries		
320 Non-Certificated Salaries	<u>100,581</u>	<u>3.42</u>
<b>Total Salaries</b>		<u>\$100,581</u>
Employee Benefits		
360 Employee Benefits	<u>94,673</u>	
380 Housing Allowance/Subsidy	<u>          </u>	
390 Transportation Allowance	<u>          </u>	
<b>Total Employee Benefits</b>		<u>\$94,673</u>
<b>Total Salaries &amp; Employee Benefits</b>		<u><u>\$195,254</u></u>
Non-Personnel		
410 Professional and Technical Services	<u>800</u>	
420 Staff Travel	<u>          </u>	
425 Student Travel	<u>          </u>	
430 Utility Services	<u>          </u>	
435 Energy	<u>          </u>	
440 Other Purchased Services	<u>          </u>	
445 Insurance and Bond Premiums	<u>          </u>	
450 Supplies, Materials and Media	<u>1,000</u>	
480 Tuition and Stipends	<u>          </u>	
490 Other Expenses - Identify:	<u>          </u>	
_____	<u>          </u>	
_____	<u>          </u>	
_____	<u>          </u>	
510 Equipment	<u>          </u>	
<b>Total Non-Personnel</b>		<u><u>\$1,800</u></u>
<b>Total Salaries, Benefits, Non-Personnel</b>		<u><u>\$197,054</u></u>

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**Alaska Department of Education and Early Development - School Finance  
FY2017 School Operating Fund Budget Expenditures**

Cordova School District  
District Name

<b>Function 700 Student Activities</b>	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	_____	_____
320 Non-Certificated Salaries	_____	_____
<b>Total Salaries</b>		\$0
Employee Benefits		
360 Employee Benefits	_____	
380 Housing Allowance/Subsidy	_____	
390 Transportation Allowance	_____	
<b>Total Employee Benefits</b>		\$0
<b>Total Salaries &amp; Employee Benefits</b>		<u>\$0</u>
Non-Personnel		
410 Professional and Technical Services	_____	
420 Staff Travel	_____	
425 Student Travel	_____	
430 Utility Services	_____	
435 Energy	_____	
440 Other Purchased Services	_____	
445 Insurance and Bond Premiums	_____	
450 Supplies, Materials and Media	_____	
480 Tuition and Stipends	_____	
490 Other Expenses - Identify:		
_____	_____	
_____	_____	
_____	_____	
510 Equipment	_____	
<b>Total Non-Personnel</b>		<u>\$0</u>
<b>Total Salaries, Benefits, Non-Personnel</b>		<u>\$0</u>

Transferred to (22) on page 2

**Alaska Department of Education and Early Development - School Finance  
FY2017 School Operating Fund Budget Expenditures**

Cordova School District  
District Name

<b>Function 780 Community Services</b>	Amount	Personnel FTE
Salaries		
310 Certificated Salaries	_____	_____
320 Non-Certificated Salaries	_____	_____
<b>Total Salaries</b>		<u>\$0</u>
Employee Benefits		
360 Employee Benefits	_____	
380 Housing Allowance/Subsidy	_____	
390 Transportation Allowance	_____	
<b>Total Employee Benefits</b>		<u>\$0</u>
<b>Total Salaries &amp; Employee Benefits</b>		<u><u>\$0</u></u>
Non-Personnel		
410 Professional and Technical Services	_____	
420 Staff Travel	_____	
425 Student Travel	_____	
430 Utility Services	_____	
435 Energy	_____	
440 Other Purchased Services	_____	
445 Insurance and Bond Premiums	_____	
450 Supplies, Materials and Media	_____	
480 Tuition and Stipends	_____	
490 Other Expenses - Identify:		
_____	_____	
_____	_____	
_____	_____	
510 Equipment	_____	
<b>Total Non-Personnel</b>		<u><u>\$0</u></u>
<b>Total Salaries, Benefits, Non-Personnel</b>		<u><u>\$0</u></u>

Transferred to (23) on page 2

**Alaska Department of Education and Early Development - School Finance  
 FY2017 School Operating Fund Budget Other Financing Uses**

Cordova School District  
 District Name

**Function 900 Other Financing Uses**

Amount

Transfers To:

550 Transfer to Other Funds

**(Provide a detailed explanation for all transfers)**

Pupil Transportation	<u>10,228</u>
Food Service	<u>59,339</u>
Student Activities	<u>235,000</u>

<u>Total Other Financing Uses</u>	<u>\$304,567</u>
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Transferred to (24) on page 2

**Alaska Department of Education and Early Development - School Finance  
FY2017 School Operating Fund Budget TRS/PERS Functional Breakdown**

Cordova School District  
District Name

The department uses two required revenue object codes, 056 and 057, for the purpose of recording TRS and PERS on-behalf revenue. The full amount of the TRS and PERS on-behalf from all funds must be recorded in the operating fund. The district is to calculate the functional break-out in order to allocate the related on-behalf expenditure.

The district is to use the following allocation method for breaking out the TRS by function.

- 1) To calculate the TRS on-behalf amount take the difference between the Board Recommended Rate and the Effective Rate and multiply the difference by the total district wide TRS payroll from all funds. You will now have the total dollar amount of the TRS on-behalf for all funds.
- 2) Divide the (total district wide TRS payroll by function from all funds) by the (total district wide TRS payroll from all funds) to derive a percentage of total district wide TRS payroll by function.
- 3) The total district wide TRS payroll by function percentage is multiplied by the total TRS on-behalf to come up with the total TRS on-behalf by function to be recorded in the operating fund.

The district is to use the same methodology for recording total PERS on-behalf. The TRS and PERS on-behalf allocations are to be recorded in the schedule below and also included in the employee benefits in each function. The total on-behalf employee benefits by function should reconcile to the total on-behalf revenues recorded from page 4.

	<b>TRS</b>	<b>PERS</b>
<b>Total On-Behalf Revenue from page 4</b>	<u>332,433</u>	<u>36,077</u>
Function 100 On-Behalf Expenditures	<u>245,560</u>	<u>3,434</u>
Function 200 On-Behalf Expenditures	<u>18,152</u>	<u>6,109</u>
Function 220 On-Behalf Expenditures		
Function 300 On-Behalf Expenditures	<u>11,932</u>	<u>4,867</u>
Function 350 On-Behalf Expenditures	<u>14,128</u>	<u>1,372</u>
Function 400 On-Behalf Expenditures	<u>27,877</u>	
Function 450 On-Behalf Expenditures		<u>3,968</u>
Function 510 On-Behalf Expenditures	<u>14,784</u>	<u>1,527</u>
Function 550 On-Behalf Expenditures		<u>5,300</u>
Function 600 On-Behalf Expenditures		<u>9,500</u>
Function 700 On-Behalf Expenditures		
Function 780 On-Behalf Expenditures		
<b>Total On-Behalf Employee Benefits by Function</b>	<u>332,433</u>	<u>36,077</u>

Note: TRS and PERS on-behalf for Pupil Transportation and Food Service should be included in function 300 and TRS and PERS on-behalf for Construction & Facilities Acquisition should be included in function 600.

Special City Council Meeting  
January 27, 2016 @ 7:00 pm  
Cordova Center Community Rooms A & B  
Minutes

**A. Call to order**

*Mayor James Kacsh* called the Council Special Meeting to order at 7:00 pm on January 27, 2016 in the Cordova Center Community Rooms.

**B. Roll call**

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

**C. Approval of agenda**

*M/Burton S/Reggiani* to approve the agenda.

Vote on motion: 6 yeas, 0 nays, 1 absent. Beedle-absent; Hallquist-yes; Burton-yes; Joyce-yes; Carpenter-yes; Bailer-yes; Reggiani-yes. Motion was approved.

**D. Disclosures of conflicts of interest - none**

**E. Communications by and petitions from visitors**

1. Audience Comments regarding agenda item - none

**F. New business**

2. Resolution 01-16-06 A resolution of the City Council of the City of Cordova, Alaska, authorizing a transfer of \$200,000 from the general fund reserve to Cordova Community Medical Center in order to fund short term operational expenses

*M/Reggiani S/Burton* to approve Resolution 01-16-06 A resolution of the City Council of the City of Cordova, Alaska, authorizing a transfer of \$200,000 from the general fund reserve to Cordova Community Medical Center in order to fund short term operational expenses.

Interim Hospital Administrator *Noel Rea* introduced himself and also introduced *Olinda White* who has been hired on as interim CFO over at CCMC. *Robertson* said he wrote the resolution so he thought he'd speak to it; especially because *Noel* has been on for 3 days and *Olinda* has been on staff for all of seven hours. *Robertson* wrote it at a reasonable level to start with hoping they could give a little input as to whether this figure would cover things. *Rea* agreed that the \$200k would get CCMC caught up on all of the local vendors and it will get everyone paid, i.e. travelers, payroll, etc. The actual number *Noel* said he and *Olinda* came up with was at about \$219k. *Rea* said that the cost report preparer has said that over \$1 million could be anticipated as meaningful use money - unfortunately the timing on that is an unknown.

*Reggiani* said he supports the motion - a good use of City funds, a stop-gap measure. He appreciates the two of them being here and he appreciates the hard work they'll be undertaking. *Joyce* said the council had discussed budgeting for the hospital last fall but we could never get a good number from them. *Burton* asked what the actual number was that was needed - the response was \$219k and change. *Burton* is in favor of adjusting this number to the amount *Rea* mentioned.

*M/Carpenter S/Reggiani* to amend the resolution to \$225,000 in place of the \$200,000 figure in the title and the 'now therefore be it resolved' paragraph.

*Carpenter* agreed with *Burton* and thought this was appropriate. *Robertson* asked *Stavig* if that is ok, *Stavig* said yes.

Vote on motion to amend: 6 yeas, 0 nays, 1 absent. Joyce-yes; Bailer-yes; Burton-yes; Beedle-absent; Reggiani-yes; Hallquist-yes and Carpenter-yes. Motion was approved.

Vote on main motion: 6 yeas, 0 nays, 1 absent. Carpenter-yes; Beedle-absent; Joyce-yes; Bailer-yes; Burton-yes; Reggiani-yes and Hallquist-yes. Motion was approved.

**G. Audience participation - none**

**H. Council comments**

*Burton* said welcome to *Noel Rea* and *Olinda White*

*Hallquist* said, same - welcome.

*Reggiani* said he appreciates having them here - thanks for coming to help us out.

*Carpenter* ditto and asked *White* how long she'd be here - the response was a few weeks to start but we will see how things go.

*Joyce* said thanks to **Mr. Rea** and good luck.

**I. Adjournment**

*M/Bailer S/Burton* to adjourn.

Hearing no objection, the meeting was adjourned at 7:16 pm

Approved: July 6, 2016

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

DRAFT



Special City Council Meeting  
March 10, 2016 @ 12:00 pm  
Cordova Center Community Rooms A & B  
Minutes

**A. Call to order**

*Mayor James Kacsh* called the Council Special Meeting to order at 12:00 pm on March 10, 2016 in the Cordova Center Community Rooms.

**B. Roll call**

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

**C. Approval of agenda**

*M/Burton S/Carpenter* to approve the agenda.

Vote on motion: 4 yeas, 0 nays, 3 absent. Carpenter-yes; Beedle-yes; Joyce-yes; Bailer-absent; Burton-yes; Reggiani-absent and Hallquist-absent. Motion was approved.

**D. Disclosures of conflicts of interest - none**

**E. Communications by and petitions from visitors**

1. Audience Comments regarding agenda item - none

**F. New business**

2. Resolution 03-16-10 Certification of the official results of the March 1, 2016 General Election

*M/Burton S/Carpenter* to approve Resolution 03-16-10 Certification of the official results of the March 1, 2016 General Election.

*Burton* said there was a good voter turnout.

Vote on motion: 4 yeas, 0 nays, 3 absent. Beedle-yes; Hallquist-absent; Burton-yes; Joyce-yes; Carpenter-yes; Bailer-absent and Reggiani-absent. Motion was approved.

3. Resolution 03-16-11 A resolution of the City Council of the City of Cordova, Alaska authorizing Randy Robertson, City Manager, to execute any and all documents that may be required by the State of Alaska Department of Environmental Conservation to reflect the indebtedness, the terms of its repayment, and any security therefor, including but not limited to an agreement for the loan and a promissory note regarding water system improvements

*M/Burton S/Carpenter* to approve 03-16-11 A resolution of the City Council of the City of Cordova, Alaska authorizing Randy Robertson, City Manager, to execute any and all documents that may be required by the State of Alaska Department of Environmental Conservation to reflect the indebtedness, the terms of its repayment, and any security therefor, including but not limited to an agreement for the loan and a promissory note regarding water system improvements.

*Burton* said Council tossed this around, eventually put it before the voters and now it has passed so we need to keep moving in that direction and get it done. *Beedle* said he had hoped we had some better numbers. He was looking forward to some solid numbers.

Vote on motion: 4 yeas, 0 nays, 3 absent. Joyce-yes; Bailer-absent; Burton-yes; Beedle-yes; Reggiani-absent; Hallquist-absent and Carpenter-yes. Motion was approved.

**G. Audience participation - none**

**H. Council comments**

*Burton* welcome aboard (to the new Council members present in the audience - *Allison & Wiese*).

*Carpenter* said ditto - thanks for stepping forward.

*Beedle* also said welcome aboard and to *Mayor Jim Kacsh*, he said, thanks it's been fun.

*Joyce* asked who was in the room - *Mayor Kacsh* said that *David Allison* and *James Wiese* were both in the room. *Joyce* asked if they were being sworn in immediately and then attending the HSB meeting today?

City Clerk *Bourgeois* said that an email had been sent explaining that *Carpenter* (the seated HSB President) asked if she could meet one more time with the board as it existed and asked the 2 new members to stay and get up to speed a bit and then be sworn in timely for any subsequent HSB and/or Council meetings. *Bourgeois* said she thought that was a reasonable request.

**I. Adjournment**

*M/Carpenter S/Burton* to adjourn.

Hearing no objection, the meeting was adjourned at 12:10 pm

Approved: July 6, 2016

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

DRAFT

**Special City Council Meeting  
April 27, 2016 @ 5:45 pm  
Cordova Center Community Rooms A & B  
Minutes**

**A. Call to order**

*Vice Mayor Tom Bailer* called the Council Special Meeting to order at 5:47 pm on April 27, 2016 in the Cordova Center Community Rooms.

**B. Roll call**

Present for roll call were Council members *Tom Bailer*, *Josh Hallquist* and *David Allison*. Council members *James Burton* and *Tim Joyce* were present via teleconference. *Mayor Koplín* and Council members *Robert Beedle* and *James Wiese* were absent. Also present was City Manager *Randy Robertson*.

**C. Approval of agenda**

*M/Allison S/Hallquist* to approve the agenda.

Vote on motion: 5 yeas, 0 nays, 2 absent. Beedle-absent; Hallquist-yes; Wiese-absent; Joyce-yes; Allison-yes; Bailer-yes and Burton-yes. Motion was approved.

**D. Disclosures of conflicts of interest - none**

**E. Communications by and petitions from visitors**

1. Audience Comments regarding agenda item - none

**F. New business**

2. Resolution 04-16-19 A resolution of the City Council of the City of Cordova, Alaska, authorizing a transfer of \$261,443.46 from the general fund reserve to Cordova Community Medical Center in order to fund short term operational expenses

*M/Allison S/Hallquist* to approve Resolution 04-16-19 A resolution of the City Council of the City of Cordova, Alaska, authorizing a transfer of \$261,443.46 from the general fund reserve to Cordova Community Medical Center in order to fund short term operational expenses.

*Allison* said that Council has been provided with the spreadsheets to show where the hospital is financially; this won't cover nearly all of what is needed but it will get them through for now. He also said according to *Randy (Robertson)* and *Jon (Stavig)* on the City side, this is an ok number for now, the City funds can handle this transfer. *Allison* said he supports this and suggests a work session or special meeting in the not too distant future so that the community understands the support the City gives the hospital and in the future it needs to be budgeted so we know where the money is coming from. *Joyce* asked if this will pay down some of the debt that was anticipated to be paid down with some of the meaningful use money. He wanted to know if this was a loan or a grant; will the City be paid back when some of the meaningful use money comes in. Hospital Administrator *Noel Rea* said this will cut the Accounts Payable figure down to a little less than half of what is owed presently. However, that is not what the meaningful use money was intending to pay; the answer to *Joyce's* question was no.

**G. Audience participation - none**

**H. Council comments**

*Joyce* agreed with *Allison* and said we should sit down and make a better plan for hospital funding; we cannot keep doing this.

*Burton* and *Hallquist* both commented that they agreed with both *Allison* and *Joyce*.

*Bailer* asked if we should set a time for that - *Allison* said certainly by budget time - so there is a good solid number in the City budget for next year - he would not intend to adjust the mill rate this year for this.

**I. Adjournment**

*M/Burton S/Allison* to adjourn. Hearing no objection, the meeting was adjourned at 5:59 pm

Approved: July 6, 2016

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

City Council Public Hearing  
May 20, 2016 @ 2:00 pm  
Cordova Center Community Rooms A & B  
Minutes

**A. Call to order**

*Mayor Clay Koplín* called the Council public hearing to order at 2:00 pm on May 20, 2016, in the Cordova Center Community Rooms.

**B. Roll call**

Present for roll call were *Mayor Clay Koplín* and Council members *James Burton* and *Tim Joyce*. Council members *David Allison* and *James Wiese* were present via teleconference. Council members *Robert Beedle*, *Tom Bailer* and *Josh Hallquist* were absent. Also present were City Manager *Randy Robertson* and City Clerk *Susan Bourgeois*.

**C. Public hearing**

**1. Ordinance 1145**

An ordinance of the City Council of the City of Cordova, Alaska, authorizing the city manager to enter into an agreement with the State of Alaska Department of Administration on behalf of the State of Alaska Wildlife Troopers for the lease of 2,500 square feet of office space in the city-owned building commonly known as “the old city hall building”

*Mayor Koplín* opened the hearing up for public comment on ordinance 1145.

*Mayor Koplín* asked if there was any public comment and there was none.

*M/Joyce S/Burton* to recess the public hearing at 2:02 pm until 2:13 pm.

Hearing no objection, the Public Hearing was recessed until 2:13 pm.

At 2:13 pm *Mayor Koplín* called the public hearing back to order and asked again if there was any public comment. There was none.

**D. Adjournment**

*M/Joyce S/Burton* to adjourn the Public Hearing

Hearing no objection, the Public Hearing was adjourned at 2:13 pm

Approved: July 6, 2016

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

**Special City Council Meeting  
May 20, 2016 @ 2:15 pm  
Cordova Center Community Rooms A & B  
Minutes**

**A. Call to order**

*Mayor Clay Koplín* called the Council Special Meeting to order at 2:15 pm on May 20, 2016 in the Cordova Center Community Rooms.

**B. Roll call**

Present for roll call were *Mayor Clay Koplín* and Council members *James Burton*, *Tim Joyce* and *Robert Beedle*. Council members *David Allison* and *James Wiese* were present via teleconference. Council members *Tom Bailer* and *Josh Hallquist* were absent. Also present were City Manager *Randy Robertson* and City Clerk *Susan Bourgeois*.

**C. Approval of agenda**

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

Vote on motion: 5 yeas, 0 nays, 2 absent. Allison-yes; Beedle-yes; Joyce-yes; Bailer-absent; Wiese-yes; Burton-yes and Hallquist-absent. Motion was approved.

**D. Disclosures of conflicts of interest - none**

**E. Communications by and petitions from visitors**

1. Audience Comments regarding agenda item - none

**F. New business**

2. Ordinance 1145 An ordinance of the City Council of the City of Cordova, Alaska, authorizing the city manager to enter into an agreement with the State of Alaska Department of Administration on behalf of the State of Alaska Wildlife Troopers for the lease of 2,500 square feet of office space in the city-owned building commonly known as "the old city hall building" - 2nd reading

*M/Joyce S/Burton* to adopt Ordinance 1145 An ordinance of the City Council of the City of Cordova, Alaska, authorizing the city manager to enter into an agreement with the State of Alaska Department of Administration on behalf of the State of Alaska Wildlife Troopers for the lease of 2,500 square feet of office space in the city-owned building commonly known as "the old city hall building"

*Joyce* said he reviewed the new lease before them, it seems to answer all of the questions that Council had at the second reading 2 nights ago which is why it was referred and put on this special meeting. *Beedle* said he just got a phone call before the meeting and got his a#\$ reamed and got "chewed out". He has issues - \$2600/month is about \$1.04/square foot which he thinks is low. He is not in favor of the City competing with private enterprise and he will not support this. *Burton* said he is in favor of the ordinance and the lease. He said he thinks this is a win for the public as there is now money coming in - it is cost effective as the utilities need to be on anyway. *Allison* and *Wiese* both said they would support this.

*M/Burton S/Joyce* to amend the ordinance by replacing the lease that was in the last packet as "Attachment A" with the newest, most current copy of the lease, "Attachment A", that the attorney has presented (also in today's packet).

Vote on motion to amend: 4 yeas, 1 nay, 2 absent. Allison-yes; Hallquist-absent; Joyce-yes; Beedle-no; Wiese-yes; Burton-yes and Bailer-absent. Motion was approved.

Vote on main motion: 4 yeas, 1 nay, 2 absent. Joyce-yes; Bailer-absent; Wiese-yes; Beedle-no; Burton-yes; Hallquist-absent and Allison-yes. Motion was approved.

3. QHR Contract - Council direction to City Manager (Council opted to make a motion on this after discussing it in executive session)

**G. Audience participation - none**

**H. Council comments**

*Beedle* said he would like to see a financial accounting of this contract that Council just approved. He said they have set a precedent of below market value.

**I. Executive session**

4. City Manager recruitment

***M/Joyce S/Burton*** to go into an executive session to discuss matters the immediate knowledge of which would clearly have an adverse effect on the finances of the government, specifically the QHR contract (from item 3 above) and City Manager recruitment.

Vote on motion: 5 yeas, 0 nays, 2 absent. Hallquist-absent; Burton-yes; Bailer-absent; Beedle-yes; Allison-yes; Joyce-yes and Wiese-yes. Motion was approved.

Council entered executive session at 2:31pm and reconvened the special meeting at 3:13 pm. Council member ***Wiese*** left the meeting due to a poor cell phone connection during the executive session.

***M/Joyce S/Burton*** to direct the City Manager to proceed as was discussed in the executive session regarding QHR and the City Manager recruitment.

Vote on motion: 4 yeas, 0 nays, 3 absent. Hallquist-absent; Burton-yes; Beedle-yes; Allison-yes; Joyce-yes; Bailer-absent and Wiese-absent. Motion was approved.

**J. Adjournment**

***M/Beedle S/Joyce*** to adjourn.

Hearing no objection, the meeting was adjourned at 3:22 pm

Approved: July 6, 2016

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

DRAFT

**City Council Public Hearing  
June 1, 2016 @ 6:45 pm  
Cordova Center Community Rooms A & B  
Minutes**

**A. Call to order**

*Mayor Clay Koplín* called the Council public hearing to order at 6:45 pm on June 1, 2016, in the Cordova Center Community Rooms.

**B. Roll call**

Present for roll call were *Mayor Clay Koplín* and Council members *Tim Joyce, Tom Bailer, Josh Hallquist, David Allison* and *James Wiese*. Council members *James Burton* and *Robert Beedle* were absent. Also present were City Manager *Randy Robertson* and Deputy City Clerk *Tina Hammer*.

**C. Public hearing**

1. Ordinance 1146 An ordinance of the City Council of the City of Cordova, Alaska, amending Cordova municipal code chapter 8.40 entitled “marijuana establishments” to prohibit marijuana establishment operations within the City of Cordova until January 1, 2017, to add definitions for regulating the marijuana industry within the city, and to add enforcement and penalty procedures and repealing Cordova municipal code chapter 8.44 entitled “prohibited acts regarding marijuana” and integrating the prohibitions and definitions from chapter 8.44 into chapter 8.40 of the code

2. Resolution 06-16-22 A resolution of the City Council of the City of Cordova, Alaska, setting the mill rate for the 2016 tax year

*Mayor Koplín* opened the hearing up for public comment on Ordinance 1146 and/or Resolution 06-16-22.

*Janet Elisovsky* of Seventh Street in Cordova spoke against legalized marijuana in Cordova. She voted against it and says a drug is a drug is a drug. She said the police officers need more help – citizens must help. There is a drug problem in Cordova.

*Gabriel Scott* of 612 Fourth Street said he agrees there is a drug problem and far and away he believes it is with alcohol; drinking and driving, drinking and driving boats, etc. He thinks legalized marijuana is helpful, it takes away the stigma, like alcohol. He thinks legalized marijuana puts drug dealers out of business; makes it so that marijuana users don't have to buy from criminals, they can go to a legal establishment. He hopes Council will not pass the ordinance that was overwhelmingly approved by the voters.

*Nick Barshay* of the slough house, spoke against the passage of the ordinance – he said the people of Alaska voted it in and in Cordova the vote was 445 to 250 also in support. He opined that the elected officials are costing us a great revenue source by doing this. As far as the mill rate setting resolution he thinks the Council should weigh the increased revenues that were promised by the building of the Cordova Center and also the lost revenue due to the stalling over marijuana. He mentioned snow removal budget which must be down and also the energy budget which was also probably down.

*Alice Grimwood* said she appreciated Council taking the time to think through all of the laws and regulations about marijuana before jumping in. She was in favor of the ordinance.

*Cully Merritt* of 808 Lake Avenue spoke about the mill rate resolution: she said she hoped there could be a way to not penalize the year-round residents of Cordova. She wished there was a way that the summer-only people could help pay the burden.

**D. Adjournment**

*M/Allison S/Joyce* to adjourn the Public Hearing  
Hearing no objection, the Public Hearing was adjourned at 7:02 pm

Approved: July 6, 2016

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

Regular City Council Meeting  
June 1, 2016 @ 7:00 pm  
Cordova Center Community Rooms A & B  
Minutes

**A. Call to order**

**Mayor Clay Koplín** called the Council Regular Meeting to order at 7:04 pm on June 1, 2016 in the Cordova Center Community Rooms.

**B. Invocation and pledge of allegiance**

**Mayor Koplín** led the audience in the Pledge of Allegiance.

**C. Roll call**

Present for roll call were **Mayor Koplín** and Council members **Tim Joyce**, **Tom Bailer**, **Josh Hallquist**, **David Allison** and **James Wiese**. Council member **Robert Beedle** was present via teleconference. Council member **James Burton** was absent. Also present were City Manager **Randy Robertson** and Deputy City Clerk **Tina Hammer**.

**D. Approval of Regular Agenda**

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

**M/Bailer S/Hallquist** to remove item 20 from the agenda.

**Bailer** said he thought that was a sole source type of contract and there needed to be specific reasons for entering a sole source agreement which haven't been presented. **Joyce** said due to rules of the RCA (regulatory commission of Alaska) this is the only entity that will ever deliver gas to Cordova as they presently own the certificates to do so. **Bailer** disagreed and said there is another company in town that sells propane. **Joyce** said that is not a regulated utility, like this would be. **Beedle** said he agrees with **Bailer**. **Allison** said he is not in favor of the resolution but he does believe it should be discussed and it should be left on the agenda.

Vote on the motion: 4 yeas, 2 nays, 1 absent (Burton). Beedle-yes; Joyce-no; Hallquist-yes; Bailer-yes; Allison-no and Wiese-yes. Motion approved.

Vote on the main motion: 6 yeas, 0 nays, 1 absent (Burton). Allison-yes; Hallquist-yes; Bailer-yes; Beedle-yes; Wiese-yes and Joyce-yes. Motion approved.

**E. Disclosures of Conflicts of Interest**

**Joyce** said he would indicate that there is a potential for a conflict of interest on 21 but he does not have a substantial financial interest in whether or not the City Manager gets a merit award.

**Mayor Koplín** agreed that there is no conflict for Council member **Joyce**.

**Mayor Koplín** said he does not have a substantial financial interest regarding item 20 but he is having the CEC attorneys look into a previously signed non-disclosure agreement with a competitor of AIGCO's.

**F. Communications by and Petitions from Visitors**

1. Guest Speakers - none

2. Audience comments regarding agenda items

**Dan Logan** mile 2.2 Whitshed Road, said that **Mr. Robertson** has a lot to be proud of, he has done an outstanding job. There was applause from the audience. **Logan** said he was surprised to see the merit award being mentioned now; he said normally that would be at the time of his evaluation (annually) as to whether he met the goals set by Council. He said if Council was uncertain about what to offer they could look at industry standards or maybe look as closely as similar jobs in the community such as the CEOs of our 2 local cooperatives.

**Cindy Appleton** of Prince William Marina Rd, said she has worked for the City for 10 years and has worked under three City Managers and several interims and by far **Randy** has been the best City Manager; he's been flexible and fair. She mentioned that within a few days of being hired he called a meeting of the entire City staff and introduced himself - that had never been done before. **Randy** exhibited the most professional, supportive, and thoughtful techniques, mannerisms toward employees that she's seen. He challenged his staff to do more, to rise up to a bar that he set - it has been hard and we are the ones better for it. She mentioned that a few City Manager's ago there was a hefty bonus awarded to the manager who assisted over at CCMC - **Randy** has spent significant time there as well and this bonus being suggested is not too much at all for the amount of time and effort he has given to the City.

**Jim Kacsh**, 824 Woodland Drive, thanked **Randy** - was an honor working with him for all the years, he said that Council tasked him with completing the Cordova Center and he did that and so many other things - he thanked him.



**Gabriel Scott** of 612 Fourth Street spoke to item 26 and said it was important for the city to have competent attorneys that they could rely on to provide advice and opinions.

**Molly Mulvaney** of 1000 Pipe Street also spoke to item 26. She agreed with Mr. Scott and said that it is important that Council can give the attorneys contracts that are presented to them and they can receive attorney advice regarding those contracts.

### 3. Chairpersons and Representatives of Boards and Commissions

**Allison** reported that the HSB had a special meeting tonight with an executive session and the next regular meeting is Thursday June 9.

### 4. Student Council Representative Report - none were present

## G. Approval of Consent Calendar

**Mayor Koplín** declared the consent calendar before Council.

5. Ordinance 1146 An ordinance of the City Council of the City of Cordova, Alaska, amending Cordova municipal code chapter 8.40 entitled "marijuana establishments" to prohibit marijuana establishment operations within the City of Cordova until January 1, 2017, to add definitions for regulating the marijuana industry within the city, and to add enforcement and penalty procedures and repealing Cordova municipal code chapter 8.44 entitled "prohibited acts regarding marijuana" and integrating the prohibitions and definitions from chapter 8.44 into chapter 8.40 of the code - 2<sup>nd</sup> reading

6. Proclamation of Appreciation to **James Kacsh**

7. Proclamation of Appreciation to **David Reggiani**

8. Proclamation of Appreciation to **Kristin Carpenter**

9. Record excused absences of **Mayor Koplín** and Council members **Burton** and **Hallquist** from the May 18, 2016 Regular meeting

Vote on the consent calendar: 6 yeas, 0 nays, 1 absent (Burton). Wiese-yes; Joyce-yes; Beedle-yes; Hallquist-yes; Allison-yes and Bailer-yes. Consent Calendar approved.

**Mayor Koplín** read the proclamations into the record.

## H. Approval of Minutes

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

10. Minutes of 05-18-16 Council Public Hearing

11. Minutes of 05-18-16 Regular Council Meeting

Vote on the motion: 6 yeas, 0 nays, 1 absent (Burton). Beedle-yes; Allison-yes; Wiese-yes; Hallquist-yes; Bailer-yes and Joyce-yes. Motion was approved.

## I. Consideration of Bids

12. Council action on ITB 16-03 - Mt. Eccles School Windows Upgrades Project

**M/Allison S/Joyce** to direct the City Manager to negotiate a contract with Dawson Construction Inc., Bellingham, WA, to provide design-build services per RFP#16-03 for a sum not to exceed seventy thousand dollars and zero cents (\$70,000.00) per the attached Fiscal Note.

**Allison** said it looks like no one responded to the RFP and this was the best way to get the job done so I am in support of it. **Hallquist** said he has a problem with this, we have re-glazed those windows twice already, he doesn't think we should do it for and third time and he thinks the RFP wasn't written well, because otherwise people would have bid it (if they understood what was required). He is not in support of this as it sits. **Bailer** said he agrees with that; says they should have been replaced not re-glazed for a third time. **Joyce** asked questions of **Hallquist** to better understand what he would prefer that the City do. **Joyce** continued that since this is just a letter of interest from Dawson, we could go back and discuss with them, we could say we are looking for more than what the RFP said specifically, if that is what Council directs the manager to do. **Allison** agreed that the motion here is just directing manager to negotiate - a contract will then be worked up. **Robertson** said he brought this around to the local contractors (the two big ones anyway) they said they were too busy and the project was too small. **Dawson** expressed an interest. The operative word is we would negotiate. **Robertson** deferred to **Bennett** (City Facilities Manager) who was present. **Bennett** said the RFP had two parts: 1) replace the window wall in room 220 - the one that was leaking most - where most damage and staining was being seen: 2) do gasket work - not full re-glazing of windows in rooms 218, 218A and 212. **Robertson** said that his negotiation with Dawson would be open-ended. Also, staff was tasked with getting this done over the summer so this is what we have come up with to achieve that end.

Vote on the motion: 5 yeas, 1 nay, 1 absent (Burton). Wiese-yes; Beedle-no; Hallquist-yes; Allison-yes; Joyce-yes and Bailer-yes. Motion was approved.

## J. Reports of Officers

13. Mayor's Report - **Mayor Koplín** had a written report in the packet and added: 1) he participated in a teleconference with NVE and Representative Stutes regarding a Tanner Crab fishery and NVE is interested in taking a lead role in this and among those involved it seems the best course of action so he plans to stay involved but kind of pass that torch. They have some access to federal grant funds that could help fund a test fishery that could generate some good data. 2) He said he will appoint a few others to the Ferry committee; 3) He owes the USFS a letter on heli-skiing that he intends to get out later this week.

## 14. Manager's Report

### a. City Financial Report, **Jon Stavig**, Finance Director

**Robertson** said he wanted City Planner **Sam Greenwood** to update Council on a grant opportunity. **Greenwood** reported that Council encouraged staff to seek out grants - **Mr. Robertson** sent her a link to this one: TAP (transportation alternatives program) a federally funded grant through the state. It is similar to a safe routes to school program - it's not for paving but it is for sidewalks and bike paths. It has to be a shovel ready project and there is a 20% match required. Thanks to the paving bond we have a shovel ready project which could work - the sidewalks along Adams between First Street and Second Street. **Greenwood** was presenting this to Council preliminarily tonight because she would need to bring them a resolution of support to pass which shows the 20% match - she doesn't have that number yet but if she compares it to the safe routes project she might estimate a \$60K - \$80K City match. Before she works on this for the next few weeks she wanted a gauge of Council support. There were some questions about if it would be this year or next year as far as the match. **Robertson** said he thought it would be relatively easy to find this amount in this year's budget. Council's consensus was they like the idea but it was hard to make the financial decision with a quick briefing. **Mayor Koplín** said it sounded as though Council was supportive and the Manager seemed to think the money could be found in the 2016 budget. **Robertson** continued his report by passing around book bags that were for sale in the Library. He mentioned the auction that would be Saturday. He also showed a picture of two benches that **Micah Renfeldt** over at Bidarki has made that are placed on Main Street - the wood used was salvaged from Nirvana Park and more are being made. **Robertson** said that the siding is almost completed on the water treatment plant building (below reservoir) on Whitshed. **Robertson** read an email from **Bitney** that said the legislature had passed both the operating and capital budgets for FY17. The constitutional budget reserve was used to fund the deficit. Education funding was increased - the BSA went up \$50 per student. They are adjourned until next Friday and then have to handle some other taxation legislation. It is his last meeting - he appreciates working with this team - they have done a fabulous job, he thanked Council, he thanked the citizens, he thanked his wife **Darlene**. They have moved 22 times in 40 years.

15. City Clerk's Report, **Bourgeois** had a written report in the packet and **Deputy Clerk Hammer** had nothing to add.

## K. Correspondence

16. Letter from Randy Robertson 05-16-16 re departure from Cordova

17. Letter from State Homeland Security Director thanking Cordova for AK Shield participation

18. Info email from Randy Robertson on USGC station planning visit (June 17, 2016)

**Robertson** stressed the importance of this June 17 meeting with the USCG personnel coming to Cordova. He said what a great opportunity this is for Cordova - he thought the Mayor should be the lead on this and he is pulling together the important information with the assistance of **Cathy Sherman** - he has briefed **Sam Greenwood** and **Leif Stavig** on this opportunity and how this first impression is really important. **Robertson** has been involved from the military side on this sort of thing - he wished he would still be here to assist. This is a multi-million dollar opportunity for Cordova - we have a 20% chance of getting this - this boat could mean several families in town in addition to the Sycamore - this is not replacing the Sycamore - it is in addition to it. They will be in this room for 1.5 hours - **Mr. Schinella** and **Ms. Greenwood** will escort them the rest of the day - in the field to explore what they came to see.

## L. Ordinances and Resolutions

19. Resolution 06-16-22 A resolution of the City Council of the City of Cordova, Alaska, setting the mill rate for the 2016 tax year

**M/Joyce S/Bailer** to approve Resolution 06-16-22 A resolution of the City Council of the City of Cordova, Alaska, setting the mill rate for the 2016 tax year at 11.05 mills.

**Joyce** said the 11.05 mill rate would put us to a revenue amount of that which was the amount we budgeted in the fall when we approved the budget. **Robertson** said that first quarter sales tax was up a bit. Timber receipts funding through

the federal government is scheduled to sunset, so that is something to keep an eye on. **Bailer** said that would be a decrease to the mill rate of .48 mills from last year. He said he would like to cut this more but he is supportive of this figure. **Joyce** said that the Cordova Center building has had indirect impact to the City coffers as well – in sales tax revenue from hotel bookings and other sales tax revenues when people come to town for an event at the Cordova Center. **Allison** said he supports the motion because that gets us to the amount that was budgeted, but he knows there will be more money expended this year on the hospital.

Vote on the motion: 6 yeas, 0 nays, 1 absent (Burton). Beedle-yes; Joyce-yes; Hallquist-yes; Wiese-yes; Allison-yes and Bailer-yes. Motion was approved.

~~20. Resolution 06-16-23 A resolution of the City Council of the City of Cordova, Authorizing the City Manager to enter into a gas supply agreement with Alaska Intrastate Gas Company~~  
this item was removed from the agenda at approval of the regular agenda

#### M. Unfinished Business

21. Council decision regarding City Manager merit award

**M/Joyce S/Allison** to award **Randy Robertson** a merit award of 10% of his salary equal to \$13,200.

**Joyce** said he provided a list of **Robertson's** accomplishments while working as City Manager. We heard some testimony about the appropriate timing of a merit award being after a performance review, but we haven't done one of those in two years. **Joyce** said that was Council's error as we never sat down with him to go over goals and then accomplishments. **Joyce** said along with all of the things he has written down, **Robertson** was instrumental in getting an engineering firm to contribute to the settlement made concerning the Cordova Center litigation – a significant amount of money. **Joyce** said that **Robertson** opted not to take the City insurance for himself and his spouse, instead he relied on his military insurance – which saved the City about \$20k per year of his employment. **Joyce** said he has been on other boards and he knows that bonuses like this are common for other CEO's – he has not heard one person complain about how the City has been managed. **Allison** said that Cordova is usually a 50/50 place but not on **Randy Robertson's** abilities and service he thinks there are many more Cordovans that are supportive of **Randy** – he is supportive of this motion. He said that **Robertson** saved us 3 times this amount just in our recent hospital CEO negotiations. **Allison** said he wasn't on Council during **Robertson's** evaluation and if it was only done one time in three years that is Council's fault. We should be evaluating our manager annually and setting goals and objectives. **Hallquist** said **Robertson** did a pretty good job but he doesn't agree with everything on **Joyce's** list and he doesn't support this merit award. **Beedle** said an evaluation was offered to **Robertson** and he didn't want one. **Beedle** said the proclamations earlier were to people who devoted a lot of time to the City and they were given a plaque – he was of the opinion that **Robertson** was compensated well for his service so he doesn't support this award. **Beedle** said the previous manager that received a bonus was running the hospital at the time and was being compensated for that. **Joyce** said he wants to make a very strong statement and correction of some public testimony earlier and of **Mr. Beedle's** statement just now. It is against charter and code for a City Manager to do both of those jobs – he was not compensated for being the hospital administrator he was given a merit bonus for doing excellent work for the City.

Vote on the motion: 3 yeas, 3 nays, 1 absent (Burton). Joyce-yes; Wiese-yes; Allison-yes; Beedle-no; Bailer-no and Hallquist-no. Motion fails.

22. Council direction to staff regarding Interim City Manager – Council wanted to go into an **executive session** for this item and they opted to do so after they completed the rest of the open session agenda items (i.e. under item 25).

#### N. New & Miscellaneous Business

23. Pending Agenda, Calendar Elected & Appointed Officials lists

**Mayor Koplín** said that **Emily Stolarczyk** of EPC had asked for a resolution from Council against the US Navy exercises in the gulf. **Mayor Koplín** wanted Council's opinion first before he decided whether it should go on an agenda. **Mayor Koplín** also asked Council what their will was regarding the second June meeting. Council concurred to not have the second June meeting and to try to be available for special meetings if possible. Council member **Joyce** asked about a hiring committee. **Mayor Koplín** also said that the Rasmuson Board will be here June 24 for a week and they made a substantial contribution to the Cordova Center – so he would like to acknowledge them in a way.

#### O. Audience Participation

**Emily Stolarczyk** of Eyak Preservation Council and 509 Fifth Street spoke about the US Navy training in the Gulf of Alaska scheduled for 2017. She hoped Council would pass a resolution at their next meeting that would update the resolution that was passed in 2015.

**Kelley Weaverling** of 303 Browning Street wanted to speak against the resolution that was removed from the agenda regarding a gas supply agreement with AIGCO. He was against the gas supply agreement. He thought other clean energy and less expensive sources/options should be explored.

**Nick Barshay** of slough house in Cordova spoke in support of sidewalks.

**Cliff Ward** of 204 First Street in Cordova agrees with **Kelley Weaverling's** ideas on AIGCO. Also he commented on the City's land disposal methods. He thought there were more proposals than just the one on the breakwater fill lot but the Council was all for the one - the Salty Steer. He opined that would be a great place for a park. Should there be a City plan here before we develop anything else instead of just some random business to support our tax base?

**Alice Grimwood** suggested a Fire Department car wash and dog wash due to the very dusty state of town right now.

**Doug Lechner** of 13101 Bainbridge Rd in Anchorage, VP Shoreside Petroleum, thanked Council for the wise decision to be more sensible and prudent about the resolution that was pulled from the agenda. He agrees with most of what **Kelley Weaverling** had to say as well. Shoreside is not opposed to competition; we offer what they have, it's called propane and the only difference between ours and theirs is they inject air into theirs.

**Mark Frohnapfel** of 828 Woodland Drive and the terminal manager for Shoreside in Cordova, said he wished that an RFP had been put out for this because we can deliver propane to Cordova to all the facilities with the infrastructure that we have in place right now. Roughly at 1 million BTUs, for propane would be about \$28.87 and for #1 stove oil that the City uses now it would come in at \$20.65 for the same 1 million BTU's. He doesn't believe that would equate to a cost savings especially after having to retrofit all of our buildings.

#### **P. Council Comments**

**Wiese** thanked NVE for the interest in the Tanner Crab issue. He also thanked **Emily Stolarcyk** for the information about Northern Edge - he appreciates the education she has offered the community about that. He thanked **Kelley Weaverling** wants him to know his comments are appreciated and heard.

**Bailer** appreciated the public input and noted that the restaurant/hotel proposal on the breakwater fill lot is actual written in the comprehensive plan.

**Allison** said for clarification on a few comments made tonight: 1) raising the mill rate for the CT scanner project was in 2014 not 2015, 2) Council was accused of being obstructionist as far as marijuana and there has yet to be filed any applications for any licenses for marijuana within Cordova - so the delay is just to allow the regulations to get ironed out - unless there are changes to the regs regarding testing facilities there may never be marijuana cultivation, manufacture or retail happening in Cordova - we are delaying, not obstructing. Regarding the AIGCO contract - he wanted it to stay on the agenda so Council could give staff direction. He would be in favor of an MOU agreeing to buy gas if it is cheaper and they put gas out at the best price - he'd be willing to agree to something like that with anyone, Shoreside, etc. - but not the way the agreement before them was written. **Allison** wanted to express his appreciation to **Randy Robertson** for the efforts he has put into the city for his time here, and to **Darlene Robertson** - she has saved us at the hospital numerous times in numerous capacities - she probably worked a lot more in Cordova than she intended too and that is greatly appreciated.

**Joyce** said that last year we asked the Navy to move their training to the fall - he is not sure why we can't make that same request again; he said for him that would not be a problem. He also wanted to correct a couple of things said tonight.

**Joyce** said regarding **Mr. Weaverling's** comments, the City was to have no financing whatsoever for the gas company - he didn't know if that was not clear. There would be no City money going into this - other than buying the product from them and installing parts on furnaces, etc. that's it. **Joyce** also said that this contract was reviewed by an attorney - we always have attorneys review contracts and things like this. **Joyce** said he was glad to hear that Shoreside is willing to compete and that they enjoy competition and we will try to make that happen so you can have a fulfilled life.

**Beedle** said he'd like to see a City of Cordova scholarship maybe named after a prominent citizen to a HS senior attending a trade school. He wondered if he could bring fish in for the USCG people coming - is there a dinner planned? He thanked **Randy** - he appreciated all he did - no disrespect meant as far as the merit award.

**Bailer** commented about the recent graduation. He said he saw some Cordovans who were recently from the Dominican Republic and he said they took the national anthem very seriously and it made him proud to see how much it meant to them to be part of this country.

#### **Q. Executive Session**

**M/Joyce S/Bailer** to go into an executive session to discuss matters the immediate knowledge of which would clearly have an adverse effect on the finances of the government specifically the City Manager recruitment Interim City Manager - see item 22, Legal Services - relationship with City Attorney firm of Birch Horton Bittner & Cherot and a City contract.

~~24. City Manager merit award— see item 21. Council did not use this~~

25. City Manager recruitment Interim City Manager - see item 22.

26. Legal Services - relationship with City Attorney firm of Birch Horton Bittner & Cherot  
With no objection, the motion was approved.

At 9:10 pm **Mayor Koplin** called a five minute recess to clear the room.

Council entered the executive session at 9:15 pm and was back in open session at 10:17 pm.

**M/Joyce S/Allison** to direct the Manager to appoint the Interim City Manager and to direct the Mayor to proceed with clarification of legal services with the City Attorneys as was discussed in the executive session.

Vote on the motion: 6 yeas, 0 nays, 1 absent (Burton). Motion approved.

**R. Adjournment**

**M/Joyce S/Bailer** to adjourn the meeting.

Hearing no objection the meeting was adjourned at 10:22 pm.

Approved: July 6, 2016

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

DRAFT

Mayor's Report  
7-1-16  
Clay Koplín

I met with Dave Reggiani, extended the Council and community's appreciation for his many years of (continuing) volunteer service to Cordova. Dave agreed to serve with the manager application review committee, and had several good suggestions, including the need for Council to establish some criteria to assist the committee with the screening of applications into a final cut for council. As I mentioned in my verbal report at the special meeting, the committee needs council guidance on specific criteria, i.e. economic development strength, personnel management strength, strong general managerial skills with no one particular strength/weakness, etc.

Mike Anderson applied for, and received Cordova support for, the new Lt. Governor's ferry committee for SE through SE Conference. I will disband the Cordova ferry committee that was partially formed when I became mayor. The Chenega employees are being laid off, and I am working with Alaska Dispatch to try and get an opinion piece about how again, we are cutting jobs and economy from key business infrastructure that will hamper our ability to diversify our economy, and by "we" and "our", Anchorage is a bigger loser in this move than Cordova.

I have scheduled a meeting with Bill Bittner and Dave Gross, senior partners of Birch, Horton, Bittner on July 11 in their Anchorage offices. They were not available 4<sup>th</sup> of July week, but will be available the 3<sup>rd</sup> Wednesday July, or first or third Wednesday August to meet on site with City Council to review the relationship and expectations with BHB. Given recent Council/HSB correspondence, this would be a good opportunity for clarifying roles and responsibilities and best practices for internal communications.

On Friday, June 17<sup>th</sup>, I met with City staff and the USCG regarding deployment of a new fast class 154' cutter in southcentral Alaska.

On Friday, June 17<sup>th</sup> I was able to meet State House Representative Duncan Fields and show him and his wife, former Representative Alan Austerman and his wife, around Cordova including a tour of the Power Creek Hydroelectric project and we discussed items of interest to Cordova.

On June 18<sup>th</sup> and 19<sup>th</sup>, over Copper River Nouveau weekend, I was also able to meet with Senator Murkowski and Representative Stutes to discuss the naval exercises in the Gulf and Cordova's concern with the timing of those exercises.

On June 27<sup>th</sup>, I joined interim manager Hicks, Cathy Sherman, and staff to represent the City of Cordova during the Rasmuson Foundation Board meeting and reception. Rasmuson has funded the Cordova Center, Pioneer Igloo, Family Resource and Crisis Center, Prince William Sound Science Center, Red Dragon renovations, and CCMC CT scanner purchase, over \$2.3M in five years. I presented Ed Rasmuson the key to the City and extended our appreciation for the foundation's investments in Cordova.

On June 27<sup>th</sup>, I met with Kerin Kramer and John Whissel of NVE and Representative Stutes to continue working toward a Prince William Sound Tanner Crab fishery.

On June 29<sup>th</sup>, Kelly Tilford, Crater Lake Water and Power Project feasibility study project manager from McMillen-Jacobs, City Engineer Rich Rogers, and I, as Cordova Electric CEO and Engineer, presented a public hearing on the proposed Crater Lake Water and Power Project. Key community concerns revolved

around the cost of the project and the cost to citizens, access road construction, aesthetics and safety. There were comments/questions regarding a real need for the project. The meeting was well attended, with approximately 40 participants including CEC Board and City Council members. It is now time for City Council to consider the project. City and CEC staff need to know what City Council will need to help facilitate a decision on whether or not to proceed with the project. That is listed on the pending agenda in tonight's packet. Council could direct staff accordingly.

Still Pending: I will be drafting a City letter to the USFS encouraging helicopter skiing in the Chugach in the proximity of Cordova as an agenda item for their internal review committee on special use permits.

# City Cordova Telecommunications Policy

*Read this carefully: It establishes policies about your privacy rights and other important subjects.*

## Section 1. Introduction

The City of Cordova is a leading proponent and user of telecommunications and information technologies. These technologies, when properly used support our governmental functions and enable closer and timelier communications within the City and with the public. There is a continuing evolution of laws and conventions governing acceptable use of telecommunications tools. Careless use of these tools can have dramatic consequences, harming the City, our citizens and our employees. These policies are intended to minimize the likelihood of such harm by educating our employees and guiding their actions. Existence of these policies will also serve to protect the City in litigation and other disputes.

These policies are mandatory. Employees who violate them are subject to discipline up to and including termination from service. City department and division heads should adopt and communicate these policies. Please direct any questions to the Information Services Department. The City intends generally to observe these policies but also reserves the right to change them at any time without prior notice. The City will make reasonable efforts to provide such notice.

These policies apply to “telecommunications tools”, a term which includes email, voice mail, and internet access. These policies do not apply to voice telephone, voice radio, facsimile machines, or public use of public internet terminals in libraries.

## Section 2. Use and Misuse of General Telecommunications Tools

**2.0 Access.** Access to City telecommunications tools is provided in conjunction with official City business and your job responsibilities. Your use of these tools is subject to this policy and to other City policies and procedures. All instruments provided by the City of Cordova, whether they be telephones, cell phones, radios, PC’s or any other items used to communicate with others, are the property of the City and are primarily intended to be used for Official Business. City telecommunications tools also may be made available to individuals who are not City employees, such as members of advisory committees, contractors, temporary service people, vendors, and members of the public. Use of these tools by such persons is subject to this policy and to applicable agreements.

Telecommunications tools and all messages produced or carried by such tools **are City property**, subject to reasonable inspection by City supervisors.

**2.1 Use and Misuse of Cellular Phones** This policy applies to both incoming and outgoing cellular calls, on both personal and work cell phones.

Employees may carry and use personal cell phones while at work on a sporadic basis. If employee use of a personal cell phone causes disruptions or loss in productivity, the employee may become subject to disciplinary action.

Cell phones issued by the City of Cordova are intended for work purposes and should be utilized minimally for personal use. If an employee’s personal use of an issued cell phone is deemed excessive by their superiors the employee may be subject to disciplinary action.



If an employee wishes to have their City of Cordova email on their cell phone they may at the discretion of the Information Services Department. If said employee accepts the permissions presented upon linking their email to their cell phone they have granted the Information Services Department the authority to remotely reset their phone to factory default should the need arise.

If an employee is operating a City of Cordova vehicle and receives a call on a cell phone, the employee may answer, but shall ask the caller to hold, put the phone down and pull to the side of the roadway, into a parking lot or other safe location to respond to the call. Failure to follow this policy may result in disciplinary action up to and including termination.

All employees must abide by state and federal laws (absolutely no texting while driving) regarding cell phone use while operating a City of Cordova motorized vehicle.

Employees should turn off ringers or change ringers to "mute" or "vibrate" during training, conferences and the like; when meeting with clients or serving customers.

**2.2 Acceptable Use.** In the course of your job, you may use these telecommunications tools to communicate internally with City co-workers or externally with citizens, consultants, vendors, and other business acquaintances. The City provides you with telecommunications tools to facilitate official telecommunications and to enhance your productivity. As with the telephone, there may be occasion to use these facilities for personal purposes. Personal use is permitted so long as it does not interfere with the performance of your job, consume significant resources, give rise to more than **extremely** nominal additional costs, or interferes with the activities of other employees. Such facilities are not to be used for personal financial gain, or to solicit others for activities unrelated to official business, or for the purpose of advocating voting for or against a candidate for federal, state or municipal office, or a federal, state or municipal ballot issue, with the following exception: the Information Services Department may make available or otherwise authorize special-purpose bulletin boards and web pages enabling employees to market and sell personal property (other than for commercial purposes), and in connection with City-approved social events, sporting events, and other sanctioned activities. When making use of these City-provided facilities for personal use, always remember that you have a very limited expectation of privacy (see discussion below).

In addition to other restrictions and conditions discussed here, you may not use any telecommunications tool:

- To carry any defamatory, discriminatory, or obscene material;
- In connection with any infringement of another person's intellectual property rights such as copyrights;
- In a manner that violates the terms of any applicable telecommunications license or any laws governing data collection, protection, privacy, confidentiality, and security;
- In connection with any attempt to penetrate computer or network security of any City or other system, or to gain unauthorized access or attempted access to any other person's computer, email or voicemail accounts or equipment; or
- In connection with the violation or attempted violation of any other law.

For purposes of this policy,<sup>4</sup> “obscene” means sexually explicit images or text which depict sexual conduct in a patently offensive way, which, taken as a whole, appeal to prurient interest and which lack serious literary, artistic, political, or scientific value. “Sexual conduct” is defined in detail in the footnote below.

The City understands that web “surfing” may be business-related and serve a legitimate business function, but the potential for abuse exists. The Internet provides access to a huge amount of information and resources that can greatly enhance our ability to deliver services efficiently to our customers. Today there is no single, comprehensive directory of resources available for the Internet and users sometimes must navigate through much unneeded information to reach useful material. The City allows exploration of the Internet for legitimate business-related or professional activities, but you should avoid “browsing the web” on City of Cordova time, creating personal “home pages”, or otherwise using City facilities to access Internet sites for reasons unrelated to the City’s business and your job responsibilities.

Individuals found to have deliberately violated City guidance relating to the injection of non-authorized software, or opening unrecognizable email that causes harm (i.e., a virus) to that unit or to the city’s overall email system may be held fiscally responsible for the damages incurred.

**2.3 Representing the City in Your Postings.** The information you publish electronically (sometimes called a “posting”) reflects on the City in general. Despite any disclaimers that you make (e.g., that your views are your own and may not reflect those of your employer) readers elsewhere will make the association between your posting and the City. You should know that true anonymity is very difficult to obtain when using these tools. While Internet relay chat (“IRC”) , newsgroup visits, and net “surfing” sometimes appear to be done anonymously (e.g., by employing pseudonyms), accessing such services or servers through City network facilities normally leaves an “audit trail” indicating at least the identity of the City internet server, and may leave a trail pointing directly to you. Inappropriate use of City of Cordova facilities may damage the City’s reputation and could give rise to agency and individual liabilities. Accordingly, you should make every effort to be professional in all usage of City telecommunications tools.

**2.4 Unacceptable Content.** Although the City does not regularly monitor voicemail or electronic messages it reserves the right to do so at any time for any official purpose. Please be aware that even personal email and voicemail messages may be viewed publicly or by City management without further notice. Under no circumstances may any posting, voicemail or email originating at the City be in violation of the letter or the spirit of the City’s Equal Employment Opportunity or Sexual Harassment policies. Remember, as a City employee, and therefore a public servant, the tone, tenor and language you use in an email may well be perceived to represent the official position of City government. While a reasonable discourse is to be expected in many matters, the overall content of your dialogue should remain respectful.

Examples of unacceptable content include:

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<sup>4</sup> “Sexual conduct“ means actual or simulated: (1) sexual penetration;(2) the lewd touching by one person of another person’s genitals, anus, or breast;(4) masturbation;(S) bestiality;(6) the lewd exhibition of genitals; or(7) sexual masochism or sadism.

- Obscene messages, images, cartoons, or jokes (for the definition of “obscene”, see section 2.1);
- Unwelcome propositions, requests for dates, or love letters;
- Inflammatory and/or disrespectful language that if made public would poorly reflect on the City of Cordova;
- Slander or libel;
- Ethnic, religious, or racial slurs;
- Profanity
- Any other message that could reasonably be construed as harassment or disparagement of others based on their sex, physical or mental disability, marital status, changes in marital status, pregnancy, parenthood, race, religion, color, or national origin.

Everyone should be aware that “sexual harassment” includes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome conduct (including comments) of a sexual nature. The standard for sexual harassment is whether the recipient could reasonably consider the message to be offensive - the sender’s intentions are irrelevant. In addition to prohibitions on sending or uploading offensive materials, City telecommunications tools also shall not be used to access or download obscene materials.

**2.5 Electronic Forgery.** Electronic forgery is defined as misrepresenting your identity in any way while using telecommunications tools. This includes using another’s email account without permission, or by modifying another’s messages without permission. For example, messages written by others should be forwarded “as-is” and with no changes, except to the extent that you clearly indicate where you have edited the original message (for example, by using brackets or by using other characters such as \* \* \* to flag edited text).

Electronic forgery is not allowed for any purpose. For email messages, you may not take any action to misrepresent the identity of the person responsible for the message. You may send email messages using another person’s account, but only with prior express approval from the account owner, and only when the text of the message indicates that you are the author.

**2.6 Intellectual Property.** The Internet offers a universe of information, useful in conducting and furthering business operations. You must always respect copyrights and trademarks of third parties and their ownership claims in images, text, video and audio material, software, information and inventions. Do not copy, use, or transfer others’ materials without appropriate authorization. Be aware that downloaded software and other copyrighted material may be subject to licensing obligations or restrictions. Even ‘freeware’ or “shareware” may contain restrictions that prohibit or limit the usage or commercialization of such items. If you have any questions in this regard, submit a request to your department head to contact the City Attorney.

**2.7 Transmitting Confidential Information.** Confidential information (whether owned by the City, its vendors, or other persons) is not to be disclosed to unauthorized persons without prior authorization. The question of “authorization” will be a function of the type and ownership of the confidential information. (For example, different authority may be required for disclosure of City-owned information than for vendor-owned information). Also, “authorization” for disclosure may be limited to certain specific individuals within the agency on a need-to-know basis.

Generally, the common-sense prohibition of casual disclosures means that confidential information should not be contained in email sent to outsiders or posted to newsgroups, and should not be placed on City telecommunications tools that are available to third-parties, such as unsecure notebook

computers that are accessible to non-City personnel. You should post such information on web pages only when you are certain that the web page is not accessible from locations outside the City firewall. Also, you should not set your City email account to forward automatically your email to any non-City account unless approved by your department head and Information Services Department.

**2.8 Encryption.** City security standards and policies also govern the use of encryption tools. Only authorized encryption tools (software and hardware) may be used in connection with any City telecommunications tools. Except with the prior written consent of the Information Services Department, all such tools must implement key-recovery or key-escrow techniques to permit the City to access and recover all encrypted information (e.g., in the case of the absence of the employee who performed the encryption).

### **Section 3. Limits of Privacy**

**3.0 Retention and Security of messages.** Email and voicemail messages and computer-stored items all are City property and business records. They are also public documents. They must be administered as required by the Alaska Archives Act, the Alaska Open Records Act, and City document retention policies. In addition, messages may become evidence in a lawsuit and thus subject to the rules of court regarding discovery.

It is the policy of the City that email messages are temporary informal documents. Emails are eventually destroyed through the Microsoft global retention policy, unless you make a deliberate decision to preserve them.

As specified by the authorities listed above, and by this policy directive, you are required to administer your email messages as follows:

- Immediately upon sending or receiving a message, you should make a determination whether the copy of that message on your computer has any lasting administrative, legal, or historical value, or if it is evidence in a pending or probable lawsuit.
- If the message has no lasting value and does not constitute evidence, you may destroy it immediately or you may do nothing: just leave it in the “inbox” or whatever your email program calls the general reception area for incoming messages. Before a message is destroyed, you may change your mind about the value of a message, or its status as evidence. If so, remove it from the inbox and preserve it as described below.
- If the message has any lasting administrative, legal, or historical value, or if it is evidence in a pending or probable lawsuit, 1) remove it from your general “in” or “out” folder and preserve it in an appropriate location on your system; either within a special folder; and 2) notify the Information Services Department so that appropriate action can be taken.

Email messages are official documents until they are destroyed, and may have legal and operational effect identical to that of traditional, hardcopy documents. Accordingly, all email messages preserved in a special folder, or held in your inbox but not yet destroyed, should be treated as though they may later be viewed by others (while confidential information may be contained in such messages, these messages should be created with the same care you would use in creating hardcopy documents).

Messages preserved outside your inbox folder are subject to inspection and copying by the public under the Open Records Act. They are also subject to discovery by the parties in a lawsuit under the rules of court.

Messages in your inbox folder but not yet destroyed are regarded as temporary documents and are not subject to inspection or copying by the public under the Open Records Act. However, they are still subject to discovery by the parties in a lawsuit.

Do not attempt to evade these requirements by moving or destroying documents in response to legitimate requests under the Open Records Act or because a lawsuit has been or probably will be filed. Any such attempt is illegal, will probably be detected, and will subject the City and you to severe penalties.

Remember that no electronic communications facility is completely secure. This means that information stored or carried over City telecommunications tools may be the subject of accidental or intentional interception, miss delivery, attack, or authorized City review.

When stored on computers, email messages and other files typically are subject to routine backup procedures. This means that copies of these files may be retained for long periods of time (in accordance with backup recycling and document retention procedures). Also, keep in mind that many site-wide backup systems do not guarantee privacy of backup copies (e.g., system administrators may have access).

**3.1 A Limited Expectation of Privacy.** The City respects the personal privacy of its employees. However, because telecommunications tools are provided for City's official purposes, employee rights of privacy in this context are quite limited. Employees and others subject to this policy should have no expectation that any information transmitted over City facilities or stored on City-owned computers is or will remain private. These systems are owned and controlled by the City and are accessible at all times by the City for maintenance, upgrades, or other business or legal purposes. Employees who use City telecommunications tools should be aware that our security tools create an audit log detailing every request for access in either direction by each user. Also, in the course of their duties, system operators and managers may monitor employee use of the Internet or review the contents of stored or transmitted data. Passwords for email and other systems are issued to employees for the purpose of excluding unauthorized personnel, and not in order to provide privacy from official review.

The City permits personal use of all these telecommunication tools on the express understanding that it reserves the right for official purposes to review employee use of; and to inspect all material created by or stored on, these telecommunications tools. Use of these tools constitutes each employee's permission for the City to monitor telecommunications and to access files that are made on or with these telecommunications tools.

**3.2 Agency Access to Computers, Voicemail, and Email Systems.** City Supervisors will not routinely examine employees' communications or files. However, such examination generally may be expected to occur in the following circumstances, and other situations where warranted:

- Ensuring that City of Cordova systems are not being used to transmit discriminatory or offensive messages, or in connection with the infringement or violation of any other person's rights,
- Determining the presence of illegal material or unlicensed software,
- Counteracting theft,
- Ensuring that telecommunications tools are not being used for inappropriate purposes
- Responding to legal proceedings that call for producing electronically stored evidence, or
- Locating, accessing, and retrieving information in an employee's absence.

**3.3 Unsolicited Email.** Unsolicited commercial email, also known as "spam", is a waste of City of Cordova resources. Do not respond to spam, even to request removal from a mailing list: it only invites more unwanted messages. Email from an unknown source can also present the danger of viruses contained in attachments to the email. For these reasons, you should proceed cautiously when dealing with email from an unknown source.

This policy takes effect on January 25<sup>th</sup>, 2016.

Dated at Cordova, Alaska, this 25th day of January, 2016.

---

City Cordova City Manager

## STATEMENT OF NOTIFICATION AND COMPLIANCE

This is to advise that on the below date, I, a City Employee of the City of Cordova, Alaska, was provided, read and understand the provisions of the City Cordova Telecommunications Policy. By this acknowledgement, I also am stating that I will comply with the contents and provisions of this policy.

If I have any questions, I will raise them to my Department Head or the Information Services Department.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Sign Name \_\_\_\_\_ Date \_\_\_\_\_

### IT Orientation

\*Note – if a computer will be available to you, please ensure with your Supervisor that IT has been contacted to set you up with your own computer address. You will need to complete IT Orientation Training. It is online at the city’s website. [www.cityofcordova.net](http://www.cityofcordova.net) On the home page scroll down to the bottom right under Employee Resources. Click on Notices, Forms, & Documents. Log in User Name is **xxx** and Password is **xxx**. From there you will see the Orientation and Training on the right above the logout button. Click on the box and the orientation will begin. Please sign and date below when you’ve completed.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date completed



City of Cordova,  
Office of the City Clerk  
Cordova, AK 99574  
601 First Street \* PO Box 1210

Phone: 907.424.6248  
Fax: 907.424.6000  
Cell: 907.253.6248  
E-mail: [cityclerk@cityofcordova.net](mailto:cityclerk@cityofcordova.net)

## CITY CLERK'S REPORT TO COUNCIL

*July 06, 2016 Regular Council Meeting*

**Date of Report:** June 1-30, 2016

### **Things the Clerk's Office needs feedback on:**

- City Clerk's contract with the City Council is up on August 8, 2016

### **Things the Clerk's Office has been working on:**

- Prepared agenda and packet for special council meeting on 06-22-16, ensured Council attendance and sent several reminder emails/texts
- Prepared agenda and packet for regular meeting on 07-06-16
- Renewed several City vehicle registrations and updated the spreadsheet of City owned vehicles accordingly
- Signed City payroll and accounts payable checks
- Completed many sets of minutes – all for approval tonight, several sets left to be completely caught up – WooHoo!
- Answered property related questions, i.e. foreclosures, sales, financing entities' requests of taxes paid/owed, etc.
- Attended staff meetings June 14, June 21, June 28
- Published adopted ordinances on City website and requested Cordova Times publish as well – also posted notice to the public per City Code requirements
- Deputy Clerk perfected the Caselle import for the 2016 tax year and imported the mill rate into the database
- Deputy Clerk printed the 2016 tax bills and then mailed them out on Thursday June 30
- Deputy Clerk completed and submitted the 2016 state report required by DCCED, Office of the State Assessor; that report contributes to the Alaska Taxable Report that the State Assessor completes each year which can be found at <https://www.commerce.alaska.gov/web/dcra/OfficeoftheStateAssessor.aspx>
- Assisted City Planner with the memo, resolution regarding sidewalk grant for the special meeting 6/22/16
- Contributed to an AAMC email conversation regarding charter provisions in home rule municipalities – Soldotna has a newly established charter commission (via citizen initiative) to update their City Charter (Cordova did this in 1995)
- Responded to request regarding alcohol at a Cordova Center event – newly adopted code 6.12.040
- Assisted with room prep for the USCG meeting with key personnel
- Researched old resolutions for Council member as he intends to sponsor a resolution for a future agenda – received/formatted that resolution for tonight's packet
- Advertised possible Council or other City board quorums could be at CEC Crater Lake meeting
- Prepared CIP list agenda item for tonight's packet – researched old meeting minutes to accomplish the timeline
- Contacted Southeast conference regarding City of Cordova membership – researched our past membership, included as correspondence tonight
- Received Alyeska property tax payment - per statute Oil & Gas Props must pay by June 30 (\$103,710.55)
- Assisted Division of Elec regarding primary and general election location – Education Room at Cordova Center, August 16 & November 8



Received by email Tuesday May 31, 2016 @ 10:50 PM

Dear Council Members,

Please do not authorize the City Manager to enter into a gas supply agreement with Alaska Intrastate Gas Company. The citizens of Cordova voted that down when it was proposed to be established near Hippy Cove several years ago. The reason for that petition and subsequent ballot proposition was not the location of the enterprise, but rather the poor quality of said enterprise.

Lack of experience, lack of capital and lack of anyone in Alaska letting them bring this proposal to their town were the reasons we voted it down. Please don't make us go through another petition and ballot process to vote down the same shoddy enterprise.

How would it effect CEC and the fantastic hydro power we all enjoy? Clean renewable energy is where everyone should be headed. Who will pay for the extensive infrastructure? Who would use the natural gas, if only a few businesses, that would surely not support the massive infrastructure.

Please stop this resolution!

Sincerely,

Julie Reynolds

(single fishing-mom, putting her kids to bed while you are meeting Wednesday night)

From: mary bishop <[bishopmary@yahoo.com](mailto:bishopmary@yahoo.com)>  
To: [CouncilSeatF@cityofcordova.net](mailto:CouncilSeatF@cityofcordova.net)  
Sent: Tue, 31 May 2016 02:03:34 -0400 (EDT)  
Subject: Council June 1 resolution & merit award

Dear Councilman Allison,

I am writing to you regarding 2 items on the June 1 City Council agenda.

Resolution 06-16-23

First, I am writing to urge you to vote NO on this resolution authorizing the City Manager to enter into a gas supply agreement with Alaska Intrastate Gas Company (AIGCO). There is not enough information for the public or council to make an informed decision. For example, this contract states that the City will convert all its buildings and build all the connections from the delivery point and AIGCO will build their delivery system within 24 months of the contract's execution. Given that during their almost 30 years of existence, AIGCO has never had one project does the City have any assurance that AIGCO can or will build a gas delivery system?

Before any contract is considered there needs to be a cost-benefit analyses, proof of the financial fitness of AIGCO (something AIGCO has never been able to demonstrate), proof that they have a supplier, and a public discussion of whether or not this is the correct energy choice for Cordova. There is no need to rush into a contract with AIGCO.

**MERIT AWARD FOR THE CITY MANAGER**

While I appreciate Mr. Robertson's service and hard work, a merit award of \$13,200 is excessive and I urge you to deny Councilman Joyce's request. Mr. Robertson was given extra vacation time in recognition of his ongoing work and was also reimbursed handsomely for running the city (>\$130,000 a year). A nice going away party is sufficient. I would also like to point out that it is inappropriate for Councilman Joyce to be the person making this merit award suggestion given that Councilman Joyce has personally benefitted financially from Mr. Robertson by renting Mr. Robertson his Cordova residence while Councilman Joyce lives in California.

Thank you for your service and please vote NO on these two issues.

Mary Anne Bishop  
700 Fourth Street  
Cordova, Alaska

Received by email Wednesday June 1, 2016 @ 10:42 AM

Dear Mr. Mayor and Cordova City Councilmen,

I am writing to urge you to vote no on several issues at tonight's council meeting. Unfortunately I will not be able to attend.

1st, I hear a rumor that it has been brought up to give our departing City Manager a \$13,000 Bonus. I really like Randy and his wife and think they have done a good job, but I think that this is a bit excessive in a year when we are having to tighten our belts and cut costs. We have put a great deal of funds into training Mr. Roberts in disaster management and other areas of expertise and now he is leaving. That really should be bonus enough. We have paid him a good wage to manage our city, I don't feel the need to hand out large bonus. A couple of thousand to help pay moving expenses will do.

2nd, There appears to be a contract being brought forth before the Council tonight regarding the AIGO company that presented at the last Council Meeting. Wow, that was fast!! When did we go from another informational meeting from a group that the voters turned down several years ago to a contract. I totally urge you to vote NO. These people are unproven, unfunded, with what I believe will be a high cost product and infrastructure to change over and use their product. I would rather see us do some more research and meetings on alternative and sustainable energy choices then switch to gas, that would require the community to switch systems and still have to deal with a shipped product that fluctuates at whim of the producer.

3rd, Your Nuisance ordinance is very, very vague. I believe that this ordinance will be unenforceable and will cause additional attorney costs for the city as they fight every citizen that decides this or that is an eyesore or a nuisance to them. I am not saying I want Cordova to look like a dump, but the way this ordinance is written, it leaves the City open for defending every neighbor that doesn't like what another neighbor is doing. Very "big brother is watching you".

Please spend some time and revise so that specific complaints can be addressed in a meaningful manner for all citizens.

Thank you for your time in reading this email.

Penelope Oswald Stimson  
240 Eyak Drive  
Cordova, Ak 99574



## We invite you to become a member of Southeast Conference!

In September, Southeast Conference will be hosting its 3-day 2016 Annual Membership Meeting in Petersburg. We are offering your business or organization a special deal! Join now! As a new member, you will receive many opportunities to view, and participate with, our organization in action. You will also receive:

- Advertising in our monthly e-mail newsletter. Our newsletter goes out to more than 1,500 individuals all over our region and our state.
- A free registration\* to attend the 2016 Annual Membership Meeting. This event covers many issues of regional importance in areas of industry and economic development, such as energy, timber, tourism, and transportation. \*meal ticket not included with free pass

### As a member, you will enjoy of all the rewarding benefits that participating in Southeast Conference brings to you and your organization.

Here are a few of the many reasons to become a member of SEC:

- Stay on top of the industries that matter most to you by attending regular committee meetings
- Current developments and highlights on events affecting our region are discussed in our monthly newsletters
- Your name will be listed in our membership directory on our website and the monthly emails
- Your vote matters in the Board of Directors' annual elections and on other regional key issues
- SEC advocates for economic development interests in legislative and policy issues that impact your home, recreation, and business in Southeast Alaska

Another consideration is our 2-day Mid-Session Summit in Juneau in the spring of each year. As a member, you'll be able to attend these important networking and educational events at a lower cost than non-members.

I certainly hope we can count on your support as a member of Southeast Conference. Please take a moment to fill out the enclosed membership information. If your organization requires an invoice before payment, please contact us at (907) 586-4360 or [info@seconference.org](mailto:info@seconference.org). Your membership is very important to us and we'd love to answer any questions you may have.

Garry White, President, SEC Board of Directors

*Feel free to contact any of our Board of Directors at the address listed:*

Chelsea Goucher - Ketchikan - [chelseaig1@hotmail.com](mailto:chelseaig1@hotmail.com)

Merrill Sanford - Juneau - [fish3duck@aol.com](mailto:fish3duck@aol.com)

Carol Rushmore - Wrangell - [ecodev@wrangell.com](mailto:ecodev@wrangell.com)

Dennis Watson - Craig - [dwatson@interislandferry.com](mailto:dwatson@interislandferry.com)

Glen Thompson - Ward Cove - [glenktn@gmail.com](mailto:glenktn@gmail.com)

Sheila Kleinschmidt - Ketchikan - [skleinschmidt@firstbankak.com](mailto:skleinschmidt@firstbankak.com)

Bryce Dahlstrom - Craig/Klawock - [dahlstrombryce@gmail.com](mailto:dahlstrombryce@gmail.com)

Garry White - Sitka - [garrywhite@gci.net](mailto:garrywhite@gci.net)

Joe Jacobson - Juneau - [jjacobson@hunatotem.com](mailto:jjacobson@hunatotem.com)

Patty Phillips - Pelican - [pacific@hughes.net](mailto:pacific@hughes.net)

Gordy Wrobel - Elfin Cove - [gordonwrobel@mac.com](mailto:gordonwrobel@mac.com)

Liz Cabrera - Petersburg - [lcabrera@petersburgak.gov](mailto:lcabrera@petersburgak.gov)

Jan Hill - Haines - [jhill@haines.ak.us](mailto:jhill@haines.ak.us)



PO Box 21989  
612 W. Willoughby Ave. Suite B

907-586-4360 Office  
907-463-5670 Fax  
info@seconference.org  
www.seconference.org  
W9 / EIN: 92-0089028

City of Cordova  
PO Box 1210  
Cordova, AK 99574

## Invoice

Invoice # 4102  
Date 7/1/2016

<i>DESCRIPTION</i>	<i>AMOUNT</i>												
FY16 Annual Membership Dues – Municipality with population of 2,321 – 3 votes July 1, 2016 through June 30, 2017  Have your personnel changed positions, titles, locations, faces in the last year or two? Has your organization changed its address, officers, interests? If so, please mark the changes on the included list or download a copy of the Membership Form from our website, fill it out and send it to us! We appreciate having current info for our invitations, emails, and newsletters! REVISED 6-30-16 by CL	1,624.70T												
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;"> <p><b><i>We gladly accept most major credit cards!</i></b>            Complete the information below, then mail, fax, or email it to us!</p> <p>Type _____ Billing Zip Code _____</p> <p>Card # _____</p> <p>Exp. ____/____/____ Security Code _____</p> </td> <td style="width: 40%; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;"><b>Subtotal</b></td> <td style="text-align: right; padding: 2px 5px;"><b>\$1,624.70</b></td> </tr> <tr> <td style="padding: 2px 5px;"><b>Sales Tax (0.0%)</b></td> <td style="text-align: right; padding: 2px 5px;"><b>\$0.00</b></td> </tr> <tr> <td style="padding: 2px 5px;"><b>Total</b></td> <td style="text-align: right; padding: 2px 5px;"><b>\$1,624.70</b></td> </tr> <tr> <td style="padding: 2px 5px;"><b>Payments/Credits</b></td> <td style="text-align: right; padding: 2px 5px;"><b>\$0.00</b></td> </tr> <tr> <td style="padding: 2px 5px;"><b>Balance Due</b></td> <td style="text-align: right; padding: 2px 5px;"><b>\$1,624.70</b></td> </tr> </table> </td> </tr> </table>		<p><b><i>We gladly accept most major credit cards!</i></b>            Complete the information below, then mail, fax, or email it to us!</p> <p>Type _____ Billing Zip Code _____</p> <p>Card # _____</p> <p>Exp. ____/____/____ Security Code _____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;"><b>Subtotal</b></td> <td style="text-align: right; padding: 2px 5px;"><b>\$1,624.70</b></td> </tr> <tr> <td style="padding: 2px 5px;"><b>Sales Tax (0.0%)</b></td> <td style="text-align: right; padding: 2px 5px;"><b>\$0.00</b></td> </tr> <tr> <td style="padding: 2px 5px;"><b>Total</b></td> <td style="text-align: right; padding: 2px 5px;"><b>\$1,624.70</b></td> </tr> <tr> <td style="padding: 2px 5px;"><b>Payments/Credits</b></td> <td style="text-align: right; padding: 2px 5px;"><b>\$0.00</b></td> </tr> <tr> <td style="padding: 2px 5px;"><b>Balance Due</b></td> <td style="text-align: right; padding: 2px 5px;"><b>\$1,624.70</b></td> </tr> </table>	<b>Subtotal</b>	<b>\$1,624.70</b>	<b>Sales Tax (0.0%)</b>	<b>\$0.00</b>	<b>Total</b>	<b>\$1,624.70</b>	<b>Payments/Credits</b>	<b>\$0.00</b>	<b>Balance Due</b>	<b>\$1,624.70</b>
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W9 / EIN: 92-0089028

**City of Cordova**  
**PO Box 1210**  
**Cordova, AK 99574**

# Invoice

Invoice # 4102

Date 7/1/2016

<i>DESCRIPTION</i>	<i>AMOUNT</i>
FY16 Annual Membership Dues – Associate Municipality – 0 vote July 1, 2016 through June 30, 2017  Have your personnel changed positions, titles, locations, faces in the last year or two? Has your organization changed its address, officers, interests? If so, please mark the changes on the included list or download a copy of the Membership Form from our website, fill it out and send it to us! We appreciate having current info for our invitations, emails, and newsletters! REVISED 6-30-16 by CL	330.00T
<p><b><i>We gladly accept most major credit cards!</i></b>  <i>Complete the information below, then mail, fax, or email it to us!</i></p>	
Type _____ Billing Zip Code _____	<b>Subtotal</b> <b>\$330.00</b>
Card # _____	<b>Sales Tax (0.0%)</b> <b>\$0.00</b>
Exp. _____ / _____ Security Code _____	<b>Total</b> <b>\$330.00</b>
	<b>Payments/Credits</b> <b>\$0.00</b>
	<b>Balance Due</b> <b>\$330.00</b>

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## A Memo from Susan Bourgeois, CMC, City Clerk

---

DATE: June 28, 2016  
TO: Mayor, City Council and Public  
SUBJECT: Resolution 07-16-27

---

Council member Joyce has sponsored this resolution and Council member Allison let me know he supported inclusion of this in a Council packet. Per Cordova Municipal Code 3.12.035 I have received the matter of business from 2 council members and timely and therefore, have included it in tonight's packet.

**3.12.035 - Meetings—Agenda.**

All written correspondence received from the public to be included in the agenda packet and all matters of business submitted by two members of the council, the mayor, or the manager, 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 city 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

*(Ord. 972, 2005; Ord. 887, 2001; Ord. 616 § 1, 1987).*

*(Ord. No. 1025, § 1, 6-4-2008; Ord. No. 1126, § 1, 6-17-2015)*

Recommended Motion: Move to approve Resolution 07-16-27

Required Action: Majority voice vote

**CITY OF CORDOVA  
RESOLUTION 07-16-27**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA  
SUPPORTING THE ESTABLISHMENT OF NEW BUSINESSES IN CORDOVA THAT  
WILL EXPAND THE ECONOMY, BROADEN THE TAX BASE, CREATE NEW JOBS,  
AND PROVIDE ECONOMIC BENEFITS TO THE CITIZENS OF CORDOVA,  
ALASKA**

**WHEREAS**, the City of Cordova recognizes that new businesses in the city will create new jobs, expand the economy, broaden the tax base, and provide economic benefits to the citizens of Cordova; and

**WHEREAS**, broadening the tax base in the City of Cordova will reduce the individual tax burden within the community; and

**WHEREAS**, new business will create employment for citizens of Cordova allowing many young adults to remain in Cordova and raise families; and

**WHEREAS**, new businesses will provide the citizens of Cordova purchasing choices to get the best value for the money which provides an economic benefit to our community; and

**WHEREAS**, the City of Cordova encourages business in our city to be environmentally friendly and supportive of our community; and

**WHEREAS**, the City of Cordova has been presented with a proposed project by the Alaska Interstate Gas Company to provide an approximate 25% to 50% energy savings to consumers using a clean, efficient, and environmentally friendly gas utility service.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Cordova supports the efforts of the Alaska Interstate Gas Company in obtaining financing for the proposed project from the Alaska Industrial Development and Export Authority.

**PASSED AND APPROVED THIS 6<sup>th</sup> DAY OF JULY, 2016**

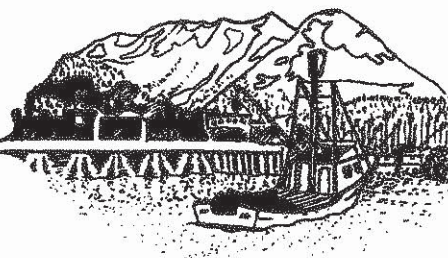
\_\_\_\_\_  
Clay Koplin, Mayor

Attest:

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



# CITY OF CORDOVA



SUBJECT: E911 Emergency Services

9 June 2016

FROM: R. Robertson, City Manager

Gentlemen:

The purpose of this memo is to request your thoughts and guidance at the next regularly scheduled Council meeting regarding the above.

On 18 May 2016, Mr. Gary Peters, a representative of ProComm Alaska, provided you with an overview of advances and improvements made in national emergency numbering (e.g., 911) technology (attached). As noted at that session, Cordova has a relatively antiquated 911 system, and with the proliferation of cell phones there is an opportunity to effectively and easily update our electronic address identification system via 911 upgrades.

As you may recall, Mr. Trumblee and Mr. Hicks both relayed recent instances where the lack of updated locational addressing architecture was a primary contributor to a delay in emergency response within our community. They also noted those occurrences have increased.

As you know, a city-wide 911 improvement initiative has been under consideration for several years. The last major effort did not move forward primarily due to the link between the city's GIS addressing processes and the disconnect between the then automated 911 locational technology. As Mr. Peter's advised, advances in GIS and telephony technology coupled with widespread use of cell phones has made that issue relatively moot. What we request is specific Council guidance as to the direction they wish staff to take in this matter. Many man hours have been expended by staff and volunteers to examine options in this matter, and based on phone surcharges, a fiscal capability is in place to handle most, if not all of the associated expenses. Since there were few questions raised during the 18 May briefing, and no guidance rendered, both Mr. Trumblee and Mr. Hicks now seek your direction in whether to proceed with an RFP for improvements to Cordova's 911 capabilities.

Most respectfully,

  
R. Robertson  
City Manager

CF:  
Paul Trumblee  
Mike Hicks



### **City Council Agenda Talking Points – 16 May 2016 - Gary Peters - ProComm Alaska**

- History of 911 in Cordova since the late 1990's / What we do....
- Radio system and Console upgrades for Public safety brought Cordova forward.
- Law Enforcement Leadership Changes...
- 911 Surcharge Funds start to flow with Chief R. Baty and Gary Graham
- Alaska Statute AS 29.35.131 for 911 Surcharges (attached at the bottom of this agenda).
- Cordova E911 RFP – 2009 budgetary / Dec 2010 – Intent to Award to Motorola 2011
- Funding priorities were redirected, and no award was finalized with Motorola
- Continued to escalate after Baty through Chief's Wintle and Griffiths, now Chief Hicks
- Surcharge collection suspended due to lack of funding and providing 911 services
- Effort renewed for 911 services and product so City can offset expenses for operations
- Where do we go from here...and when can Cordova start collecting funds again?

### **NENA – National Emergency Number Association - What is E911?**

The three-digit telephone number "9-1-1" has been designated as the "Universal Emergency Number," for citizens throughout the United States to request emergency assistance. It is intended as a nationwide telephone number and gives the public fast and easy access to a Public Safety Answering Point (PSAP).

- In the United States, the first catalyst for a nationwide emergency telephone number was in 1957, when the National Association of Fire Chiefs recommended use of a single number for reporting fires.
- In 1967, the President's Commission on Law Enforcement and Administration of Justice recommended that a "single number should be established" nationwide for reporting emergency situations. The use of different telephone numbers for each type of emergency was determined to be contrary to the purpose of a single, universal number.

Other Federal Government Agencies and various governmental officials also supported and encouraged the recommendation. As a result of the immense interest in this issue, the President's Commission on Civil Disorders turned to the Federal Communications Commission (FCC) for a solution.

- In November 1967, the FCC met with the American Telephone and Telegraph Company (AT&T) to find a means of establishing a universal emergency number that could be implemented quickly. In 1968, AT&T announced that it would establish the digits 9-1-1 (nine-one-one) as the emergency code throughout the United States.

- The code 9-1-1 was chosen because it best fit the needs of all parties involved. First, and most important, it met public requirements because it is brief, easily remembered, and can be dialed quickly. Second, because it is a unique number, never having been authorized as an office code, area code, or service code, it best met the long range numbering plans and switching configurations of the telephone industry.
- Congress backed AT&T's proposal and passed legislation allowing use of only the numbers 9-1-1 when creating a single emergency calling service, thereby making 9-1-1 a standard emergency number nationwide. A Bell System policy was established to absorb the cost of central office modifications and any additions necessary to accommodate the 9-1-1 code as part of the general rate base.
- With Enhanced 9-1-1, or E9-1-1, local PSAPs are responsible for paying network trunking costs according to tariffed rates, and for purchasing telephone answering equipment from the vendor of their choice.
- On February 16, 1968, Senator Rankin Fite completed the first 9-1-1 call made in the United States in Haleyville, Alabama. The serving telephone company was then Alabama Telephone Company. This Haleyville 9-1-1 system is still in operation today.
- On February 22, 1968, Nome, Alaska implemented 9-1-1 service.
- In March 1973, the White House's Office of Telecommunications issued a national policy statement which recognized the benefits of 9-1-1, encouraged the nationwide adoption of 9-1-1, and provided for the establishment of a Federal Information Center to assist units of government in planning and implementation.

The intense interest in the concept of 9-1-1 can be attributed primarily to the recognition of characteristics of modern society, i.e., increased incidences of crimes, accidents, and medical emergencies, inadequacy of existing emergency reporting methods, and the continued growth and mobility of the population.

- In the early 1970s, AT&T began the development of sophisticated features for the 9-1-1 with a pilot program in Alameda County, California. The feature was "selective call routing." This pilot program supported the theory behind the Executive Office of Telecommunication's Policy.
- By the end of 1976, 9-1-1 was serving about 17% of the population of the United States. In 1979, approximately 26% of the population of the United States had 9-1-1 service, and nine states had enacted 9-1-1 legislation. At this time, 9-1-1 service was growing at the rate of 70 new systems per year. By 1987, those figures had grown to indicate that 50% of the US population had access to 9-1-1 emergency service numbers.
- In addition, Canada recognized the advantages of a single emergency number and chose to adopt 9-1-1 rather than use a different means of emergency reporting service, thus unifying the concept and giving 9-1-1 international stature.
- At the end of the 20th century, nearly 93% of the population of the United States was covered by some type of 9-1-1 service. Ninety-five percent of that coverage was Enhanced 9-1-1. Approximately 96% of the geographic US is covered by some type of 9-1-1.

**What is Enhanced 9-1-1?** Enhanced 9-1-1, or E9-1-1, is a system which routes an emergency call to the appropriate 9-1-1 answering point (PSAP) for the caller's location, AND automatically

displays the caller's phone number and address. The 9-1-1 call taker will typically ask the caller to verify the information, which appears on his or her computer screen. In most areas, phone number and location information is available for 9-1-1 calls made from a cellular/wireless phone.

### **Who pays for 9-1-1?**

In most areas each household and business pays a small monthly fee for 9-1-1 service that appears on their phone bill. There is no per-call charge for calling 9-1-1. However, EMS/ambulances dispatched through 9-1-1 may charge for taking someone to the hospital; this is a separate ambulance charge, not a 9-1-1 charge.

### **When should you use 9-1-1?**

Nine-one-one (9-1-1) is only to be used in emergency situations. An emergency is any situation that requires immediate assistance from the police/sheriff, the fire department or an ambulance. If you are ever in doubt of whether a situation is an emergency you should call 9-1-1. It's better to be safe and let the 9-1-1 call taker determine if you need emergency assistance.

### **Do not call 9-1-1:**

- for information
- for directory assistance
- when you're bored and just want to talk
- for paying traffic tickets
- for your pet
- as a prank

If you call 9-1-1 by mistake, do not hang up. Tell the call taker what happened so they know there really isn't an emergency.

### **What about 9-1-1 prank calls?**

It's a prank call when someone calls 9-1-1 for a joke, or calls 9-1-1 and hangs up. Prank calls not only waste time and money, but can also be dangerous. If 9-1-1 lines or call takers are busy with prank calls, someone with a real emergency may not be able to get the help they need. In most places, it's against the law to make prank 9-1-1 calls.

### **What if a 9-1-1 caller doesn't speak English?**

When necessary, a 9-1-1 call taker can add an interpreter from an outside service to the line. A non-English speaking caller may hear a short conversation in English and some clicking sounds as the interpreter is added to the line.

### **What if a 9-1-1 caller is Deaf, or hearing/speech impaired?**

9-1-1 call takers are trained to answer emergency calls from persons who are deaf, deaf/blind, hard of hearing or speech impaired.

If you use a TTY/TDD, a caller/user should:

- Stay calm, using your TTY dial 9-1-1.

- You may receive a quicker response from 9-1-1 by pressing any of the TTY keys a few times.
- Give the call taker time to connect their TTY. If necessary, press the TTY keys again. The 9-1-1 call taker should answer and type "GA" for Go Ahead.
- Tell what type of help is needed-police, fire department, or ambulance. Give your name, phone number and the address or location where help is needed.
- Stay on the telephone if it is safe. Answer the call taker's questions.

If you use a VRS (Video Relay Service) or IP (Internet Protocol) Relay, you should:

- Register and provide your address with the relay provider of your choice. Keep your address updated.
- Be aware that relay calls may take several minutes to connect. If you hang up, your call may not be connected to 9-1-1.
- Be prepared to provide your location information using an address, cross streets or landmarks, especially if you are not at your registered location.
- Your call may need to be transferred to reach the correct 9-1-1 center.
- Stay on the telephone if it is safe. Answer the call taker's questions.

If you do not have a TTY/TDD or access to relay services, you should dial 9-1-1, preferably from a landline phone. With 9-1-1 calls made from a landline phone, the caller's address is displayed on the call taker's screen. Do not hang up; keep the line open so that the call taker can listen for background noise. If you must call from a cell phone, leave the line open. Call from cell phones may display your approximate location.

### **#Can I send a text to 9-1-1?**

Texting to 9-1-1 is not available in most areas and relies on the cell carrier technology. The 9-1-1 industry is committed to working with wireless carriers and the FCC to implement texting to 9-1-1 throughout the country in the next few years. When text to 9-1-1 is available in your area please remember "**Call when you can, text when you can't.**" Texting should only be used when you are unable to make a voice call to 9-1-1.

Here are a few things to know if you need to text an emergency to 9-1-1:

Text location information is not as robust as current location technology.

- The first thing 9-1-1 needs to know is location and type of help needed.
- Text in full words.
- Be prepared to answer questions and follow instructions from the 9-1-1 call taker.
- Like all text messages, messages can take longer to receive, messages can get out of order or your message may not be received at all.
- If texting to 9-1-1 is not available in your area or is temporarily unavailable you should receive a message on your phone to indicate that the text was not received by 9-1-1.

This information above was provided by NENA and copied from their website at [www.nena.org](http://www.nena.org)

## State Statutes and Authority

### AS 29.35.131. 911 Surcharge.

(a) A municipality may, by resolution or ordinance, elect to provide an enhanced 911 system at public safety answering points and may purchase or lease the enhanced 911 equipment or service required to establish or maintain an enhanced 911 system at public safety answering points from a local exchange telephone company or other qualified vendor. The municipality may impose an enhanced 911 surcharge within the enhanced 911 service area. An enhanced 911 surcharge may not exceed \$2 per month for each wireless telephone number and \$2 per month for each local exchange access line for wireline telephones. The maximum surcharge amount of \$2 provided for in this subsection may be increased above that level if the surcharge amount is approved by the voters of the enhanced 911 service area. The amount of surcharge imposed for each wireless telephone number must equal the amount imposed for each local exchange access line for a wireline telephone. An enhanced 911 service area may be all of a city, all of a unified municipality, or all or part of the area within a borough and may include the extraterritorial jurisdiction of a municipality in accordance with AS [29.35.020](#). The governing body of a municipality shall review an enhanced 911 surcharge annually to determine whether the current level of the surcharge is adequate, excessive, or insufficient to meet anticipated enhanced 911 system needs. When a municipality imposes an enhanced 911 surcharge or the amount of the surcharge is changed, the municipality shall notify in writing the telephone customers subject to the surcharge and provide an explanation of what the surcharge will be used for.

(b) A local exchange telephone company providing service in a municipality that has imposed an enhanced 911 surcharge shall bill each month and collect the surcharge from customers in the enhanced 911 service area. A wireless telephone company that provides telephone service to wireless telephone customers with billing addresses within the enhanced 911 service area shall impose an enhanced 911 surcharge each month and collect the surcharge from customers in the enhanced 911 service area. A local exchange telephone customer may not be subject to more than one enhanced 911 surcharge on a local exchange access line for a wireline telephone. A wireless telephone customer may not be subject to more than one enhanced 911 surcharge for each wireless telephone number. A customer that has more than 100 local exchange access lines from a local exchange telephone company in the municipality is liable for the enhanced 911 surcharge only on 100 local exchange access lines.

(c) A local exchange telephone company or wireless telephone company shall include the appropriate enhanced 911 surcharge, stated separately and included in the total amount owed, in the bills delivered to its customers. The Regulatory Commission of Alaska may not consider the enhanced 911 surcharge as revenue of the telephone company and has no jurisdiction over an enhanced 911 system. A customer is liable for payment of the enhanced 911 surcharge in the amounts billed by the telephone company until the amounts have been paid to the telephone company.

(d) A local exchange telephone company or wireless telephone company that has collected the enhanced 911 surcharge shall remit the amounts collected to the municipality no later than 60 days after the end of the month in which the amount was collected. From each remittance made in a timely manner under this subsection, the telephone company is entitled to deduct and retain the greater of one percent of the collected amount or \$150 as the cost of administration for collecting the enhanced 911 surcharge. In addition, a wireless telephone company is entitled to

full recovery of the recurring and nonrecurring costs associated with implementation and operation of Phase I E911 service as allowed under Federal Communications Commission proceedings entitled "Revision of the Commission's Rules to Ensure Compatibility with Enhanced 9-1-1 Emergency Calling Systems" (CC Docket No. 94-102; RM-8143).

(e) A local exchange telephone company or wireless telephone company is not obligated to take legal action to enforce collection of the enhanced 911 surcharge. However, if a telephone company is attempting to collect an unpaid debt from a customer, the telephone company shall also attempt to collect any unpaid enhanced 911 surcharge that the customer owes. If a customer pays a portion of a bill that includes an enhanced 911 surcharge, the amount paid shall be prorated between the telephone company and the enhanced 911 surcharge. The telephone company shall annually provide the municipality with a list of the amounts due for the nonpayment of enhanced 911 surcharges, together with the names and addresses of those customers who carry a balance that can be determined by the telephone company to be for the nonpayment of the enhanced 911 surcharges. The telephone company is not liable for uncollected amounts.

(f) The municipality may, at its own expense, require an annual audit of a local exchange telephone company's or wireless telephone company's books and records concerning the collection and remittance of the enhanced 911 surcharge.

(g) A village, as defined in AS [09.65.070](#) (e), or a public corporation established by a municipality has the powers granted to a municipality under this section.

(h) [Repealed, Sec. 6 Ch 55 SLA 2005].

(i) A municipality may only use the enhanced 911 surcharge revenue for those costs of the enhanced 911 system that are authorized in this subsection. The surcharge revenue may not be used for any capital or operational costs for emergency responses that occur after the call is dispatched to the emergency responder. The surcharge revenue may not be used for constructing buildings, leasing buildings, maintaining buildings, or renovating buildings, except for the modification of an existing building to the extent that is necessary to maintain the security and environmental integrity of the public safety answering point and equipment rooms. The surcharge revenue may be used for the following costs to the extent the costs are directly attributable to the establishment, maintenance, and operation of an enhanced 911 system:

(1) the acquisition, implementation, and maintenance of public safety answering point equipment and 911 service features;

(2) the acquisition, installation, and maintenance of other equipment, including call answering equipment, call transfer equipment, automatic number identification controllers and displays, automatic location identification controllers and displays, station instruments, 911 telecommunications systems, teleprinters, logging recorders, instant playback recorders, telephone devices for the deaf, public safety answering point backup power systems, consoles, automatic call distributors, and hardware and software interfaces for computer-aided dispatch systems;

(3) the salaries and associated expenses for 911 call takers for that portion of time spent taking and transferring 911 calls;

(4) training costs for public safety answering point call takers in the proper methods and techniques used in taking and transferring 911 calls;

(5) expenses required to develop and maintain all information necessary to properly inform call takers as to location address, type of emergency, and other information directly relevant to the

911 call-taking and transferring function, including automatic location identification and automatic number identification databases.

(j) If a city in an enhanced 911 service area established by a borough incurs costs described under (i) of this section for the enhanced 911 system, before the borough may use revenue from an enhanced 911 surcharge, the borough and city must execute an agreement addressing the duties and responsibilities of each for the enhanced 911 system and establishing priorities for the use of the surcharge revenue. If the Department of Public Safety also provides services as part of the enhanced 911 system or uses the enhanced 911 system in that enhanced 911 service area, the department must be a party to the agreement.

(k) For purposes of (i) of this section, "call taker" means a person employed in a primary or secondary answering point whose duties include the initial answering of 911 or enhanced 911 calls and routing the calls to the agency or dispatch center responsible for dispatching appropriate emergency services and a person in a primary or secondary answering point whose duties include receiving a 911 or enhanced 911 call either directly or routed from another answering point and dispatching appropriate emergency services in response to the call; the term "call taker" is synonymous with the term "dispatcher" in that it is inclusive of the functions of both answering the 911 or enhanced 911 calls and dispatching emergency services in response to the calls.

End of Alaska Statute

#### **AS 29.35.131. 911 Surcharge.**

#### **ProComm Information:**

Gary Peters, ProComm Alaska, was appointed to be the NENA Alaska Chapter Commercial Advisory Member in 2005 for the State Association as well as the Commercial Advisor for the Association of Public Safety Communications Officials (APCO) for Alaska. Gary founded ProComm in 2000 and has served Alaska public safety as President & CEO of this organization since then. Gary and his team of professionals have decades of successful experience and service more than 30 PSAPs around the state, and have been Cordova's public safety systems supplier and advisor since 2002 working with Whetsell, Kirko, Delpino, Graham, Trumblee, and Hicks.



May 5, 2016

RECEIVED

MAY 06 2016

Mayor Koplin and City Council  
PO Box 1210  
Cordova, AK 99574

City of Cordova



Sheridan Alpine Association  
Box 2446  
CORDOVA, ALASKA 99574  
(907) 424-7766

RE: Sheridan Alpine Association Insurance Reimbursement Request

Dear Mayor and Council,

As you know, the City of Cordova (City) contracted the Sheridan Alpine Association (SAA) for Ski Area Management Services outlined in the 7/14/2013 agreement (Attachment 1). The purpose of the agreement is to promote the public health and welfare by contracting for the safe, orderly and lawful management and operation of the Mount Eyak Recreational Area for the benefit of the City and the public.

Section 5.13 of the agreement provides that the SAA shall carry commercial general liability insurance with the City named as an additional insured. It also provides that insurance reimbursement will be submitted to the City in the annual budget request submitted by the SAA.

SAA did indeed submit an insurance reimbursement request to the City during its FY16 annual budget request. At that time, the City Council elected not to reimburse the insurance expense.

SAA has suffered significant financial difficulties due to the lack of snow during the past two winter seasons similar to other ski areas in Alaska (i.e. City of Juneau's Eaglecrest, Attachment 2). SAA realized a lift ticket sales revenue shortfall of approximately \$35,000 for the 2015/2016 season; nearly \$70,000 for the last two seasons combined.

SAA requests that the City Council reconsider SAA's insurance reimbursement request of \$10,620.00. SAA made the insurance policy payment on March 14, 2016. A copy of the canceled check is attached.

Please let me know if you have any questions or need additional information.

Sincerely,

Paul Swartzbart  
President, Sheridan Alpine Association

Attachments:

1. Ski Area Management Services Contract, July 14, 2013
2. *Eaglecrest ends season with \$100K deficit*, Juneau Empire, March 30, 2016
3. Sheridan Alpine Association Insurance Payment, Check #6475

*CONTRACT FOR SKI AREA MANAGEMENT SERVICES*

**SECTION ONE: PARTIES**

1.1 The parties to this Contract are the City of Cordova, Alaska ("City"), a home rule municipality organized and existing under the laws of the State of Alaska, and the Sheridan Alpine Association ("Contractor"), a non-profit corporation organized and existing under the laws of the State of Alaska.

1.2 There are no other parties to this Contract.

**SECTION TWO: PURPOSE**

The purpose of the Contract is to promote the public health and welfare by contracting for the safe, orderly and lawful management and operation of the Mount Eyak Recreation Area for the benefit of the City and the public.

**SECTION THREE: TERM AND RENEWAL**

3.1 The term of this Contract commences on July 14, 2013, and expires on August 4, 2027. Contractor shall commence performance of its obligations under this Contract on or before July 14, 2013.

3.2 Contractor may renew the Contract for three additional five year terms so long as it receives written approval of such renewal from the City at least ninety (90) days before expiration of the original Contract term and renewal is approved by the City Council of the City.

**SECTION FOUR: REPRESENTATIONS**

4.1 The City represents that it holds a lawful leasehold interest, pursuant to Alaska Division of Lands Lease No. 57396 executed on August 4, 1972 between the City and the State of Alaska ("State Lease") for a term of fifty-five (55) years beginning on August 4, 1972 and ending on August 4, 2027, in that parcel of land lying within the U.S.S. 1765 described by metes and bounds in the State Lease, located in Sections 21 and 22, Township 15 South, Range 3 West, Copper River Meridian ("Mount Eyak Recreation Area"). A copy of the State Lease is attached to this Contract as Appendix A. The terms of the State Lease are incorporated into this Contract and, where the terms of the State Lease conflict with the terms of this Contract, the State Lease terms shall control.

4.2 The City further represents that it is entitled to contract for services to manage and operate the Mount Eyak Recreation Area for the benefit of the City and the public and that the City has determined that it is in the public interest that Contractor perform those services.

4.3 Contractor represents that it is competent, willing and able to safely and lawfully manage and operate the Mount Eyak Recreation Area for the benefit of the City and the public.

4.4 Contractor further represents that it expressly intends and in fact enters into its obligations under this Contract strictly and solely for the purpose of providing a public service for the benefit of the City and the public and that it expressly intends and understands that it will not receive any compensation for profit in any form from the City in consideration for or in connection with performance of those obligations.

#### SECTION FIVE: DUTIES OF CONTRACTOR

5.1 Contractor shall manage and operate the Mount Eyak Recreation Area in a safe, orderly and lawful manner so as to provide reasonable and seasonable opportunity for the public to enjoy recreational downhill skiing at the Mount Eyak Recreation Area during the term of this Contract.

5.2 Contractor shall be permitted to use in the course of managing and operating the Mount Eyak Recreation Area under this Contract, taking all reasonable precautions not to commit waste or injury to same, the following property owned or leased by City:

- a. One (1) mechanically-powered chairlift including parts, fixtures and appurtenances on hand;
- b. All buildings owned by the City and situated on Mount Eyak Recreation Area necessary to safe, orderly and lawful operation of Mount Eyak Recreation Area by Contractor;
- c. All real property designated as the Mount Eyak Recreation Area as described in legal description contained in ADL Lease No. 57396 appended hereto as Appendix A.

5.3 Contractor shall furnish and provide all equipment, parts and tools not listed above and necessary to safe and adequate maintenance and operation of all buildings and machinery located on or used in the course of Contractor's management and operation of the Mount Eyak Recreation Area. Upon Contractor's request, the City in its sole discretion may lease, sell or lend any such available city equipment, parts and tools to Contractor.

5.4 Contractor shall furnish and provide all labor necessary to the safe, orderly and lawful management of the Mount Eyak Recreation Area including, but not limited to, an Operations Manager skilled and competent in the management of a recreational ski area. A temporary summer seasonal caretaker may reside at the ski area, providing a presence and watch over buildings, equipment and property.

5.5 Contractor shall have at the time of Contract commencement and maintain during the Contract term all necessary permits, licenses, and other permissions or entitlements that are required for the performance of its obligations under this Contract. Contractor shall perform all of its obligations under this Contract in compliance with all federal, state, and local laws and all applicable ordinances, rules, regulations and permits.

5.6 Contractor shall charge reasonable user fees for admission to and use of Mount Eyak Recreation Area. Revenue from such fees shall be collected by Contractor, deposited in a separate account, and disbursed by Contractor solely for the following purposes and in the following order of priority: First, to payment of all labor, material, maintenance and overhead expense incurred in maintenance and operation of the Mount Eyak Recreation

Area, and second, to financing of capital improvements in, on and to Mount Eyak Recreation Area.

5.7 Contractor shall keep and maintain complete and accurate business and financial records documenting its receipts, purchases and all other expenditures related to Contractor's performance of its obligation under this Contract. Contractor shall make such records available for inspection and audit by the City within five (5) business days of written request for such records.

5.8 Contractor shall permit City, state and federal officials, employees, agents and representative access to all buildings, equipment and tools and every area of Mount Eyak Recreation Area for purposes of inspecting and monitoring Contractor's performance of its obligations under this Contract and as may otherwise be necessary to protect the public health, safety and welfare.

5.9 When the chair lift is open to the public, Contractor shall not at any time offer or sell, or knowingly permit the consumption or possession of, alcoholic beverages within Mount Eyak Recreation Area.

5.10 Contractor shall institute and comply with all skiing safety regulations relating to ski area operations and activities as published and promulgated by the local, state and federal authorities and the Western Area Ski Insurance Program. Contractor shall also observe and comply with American National Standard Institute safety requirements for the maintenance and operation of aerial passenger tramways or chairlifts.

5.11 Contractor shall comply with the terms and conditions of the State Lease as if Contractor were lessee under that lease, and Contractor shall further comply with the terms and conditions of the grant from the Bureau of Outdoor Recreation of the U.S. Department of the Interior to the City for creation and operation of the Mount Eyak Recreation Area.

5.12 Contractor shall not be required by City to change, improve or modify the following pre-existing conditions of the Mount Eyak Recreation Area except as the parties may otherwise stipulate in writing as an amendment to this Contract: Any pre-existing oil spill or spills within the Ski Area.

5.13 Required Insurance Coverage. Before commencing its performance under this Contract, and at all times during the Term of this Contract, Contractor shall carry Commercial general liability insurance, including without limitation insurance against assumed or contractual liability under this Contract, with limits of liability not less than \$1,000,000 combined single limit bodily injury and property damage, \$1,000,000 personal injury, and \$1,000,000 aggregate. Contractor may meet this insurance requirement with any combination of primary and excess/umbrella policies. Contractor shall provide City with certificates of insurance and/or copies of each policy acceptable to City for the coverage's listed herein. Commercial general liability insurance policies shall name City as additional insured and shall require that the insurer provide the City with thirty (30) days written notice before it cancels, refuses to renew or materially alters coverage required by this Contract.

Insurance reimbursement will be submitted to city council in the annual budget request submitted by the Contractor

## SECTION SIX: DUTIES OF CITY

6.1 City shall provide seasonable and adequate maintenance and snow removal of the road leading to and from the parking lot of Mount Eyak Recreation Area.

6.2 City shall provide or cause to be provided all water, wastewater, electric, telephone and other utilities necessary for the safe, orderly and lawful operation of Mount Eyak Recreation Area under this Contract.

6.3 City shall be responsible for administration and contract maintenance regarding the State Lease and all current and future subleases under the State Lease. The terms of future subleases under the State Lease shall be subject to the approval of City, Contractor and the State of Alaska. Contractor will be the point of contact for logistical assistance concerning access to the Mount Eyak Recreational Area.

6.4 City shall provide the State of Alaska annually with financial documentation that confirms that all amounts payable to City by sublessees under the State Lease have been remitted to Contractor.

## SECTION SEVEN: RELATIONSHIP OF PARTIES

7.1 Contractor shall perform its obligations under this Contract as an independent contractor to the City, and this Contract will not be construed to create any partnership, joint venture, agency or employment relationship between Contractor and City. Contractor will not represent itself to be an employee, representative, partner, joint venture or agent of City. Contractor will have no authority: (a) to enter into any agreement on City's behalf or in City's name or represent City for any purpose whatsoever. Contractor will retain full control over the manner in which it performs all services provided to City and Contractor's employees shall not be entitled to workers' compensation, retirement, insurance, stock options or other benefits afforded to employees of City.

7.2 City shall retain ownership and control of all real and personal property owned or leased by City to Contractor under this Contract unless otherwise provided in this Contract. Property created or purchased by Contractor using the funds generated by Contractor from sources other than Mount Eyak Recreation Area shall remain in ownership of Contractor.

7.3 The City will be agent for all new and renewed leases pertaining to the physical use of Mount Eyak Recreation Area or lease property. Leases shall be developed with joint agreement between the City, Contractor and any lessee. Any conflicts between existing or developing leases which are not resolved by Contractor and City administration shall be mediated and resolved by the Cordova City Council.

## SECTION EIGHT: ENTIRE AGREEMENT; AMENDMENT

This agreement constitutes the final and binding agreement of the parties and all prior oral or written agreements and understandings of any kind are merged herein and

superseded hereby. This Contract and the provisions herein may be modified only by a writing signed by both parties.

#### SECTION NINE: DEFAULT

The failure of either party to perform or observe any covenant or condition of this Contract which is not cured within 30 days after notice thereof from the non-breaching party shall be an event of default under this Contract, unless the breach is of a kind that cannot be cured within such 30-day period, in which case no event of default shall be declared so long as the breaching party shall commence the curing of the breach within such 30 day period and thereafter shall diligently and continuously prosecute the curing of same. Upon the occurrence of an event of default, the non-defaulting party may terminate this Contract by giving notice of the termination to the defaulting party.

#### SECTION TEN: TERMINATION

This Contract may be terminated either by (a) mutual consent of the parties expressed in writing or (b) by either party with thirty (30) days written notice to the other party.

#### SECTION ELEVEN: WAIVER

The failure of either party to object to non-performance of, or to seek to compel performance of, an obligation under this Contract shall not constitute a waiver of any subsequent breach of same, or of any different obligation under this Contract.

#### SECTION TWELVE: AVAILABILITY OF FUNDS

City is not and shall not be obligated under any term of this Contract the performance of which requires the expenditure of City funds, except to the extent that funds lawfully appropriated are available for that expenditure.

#### SECTION THIRTEEN: CHOICE OF LAW-VENUE

The laws of The State of Alaska shall govern the rights and duties of the parties under this Contract. Any action or proceeding arising from this Contract shall be brought in the trial courts of the State of Alaska in the Third Judicial District.

#### SECTION FOURTEEN: CONTRACT REPRESENTATIVES-NOTICE

City's representative for the administration of this Contract shall be the City Manager of Cordova, Alaska or his/her designated agent(s). Contractor's representative for administration of this Contract shall be its President or his/her designated agent(s). . Any notices concerning this Contract may be given, and all notices required by this Contract concerning performance under this Contract shall be given, in writing, and shall be personally delivered or mailed addressed to the respective contract representative at the address set forth below. Either party may change its contract representative or address for noticing by providing written notice to the other party.

FOR THE CITY OF CORDOVA:

Cathy Sherman  
City Manager  
City of Cordova  
P.O. Box 1210  
Cordova, Alaska 99574

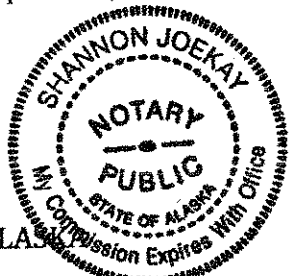
FOR CONTRACTOR:

Paul Swartzbart  
President  
Sheridan Alpine Association  
P.O. Box 2446  
Cordova, Alaska 99574

ACKNOWLEDGEMENTS

STATE OF ALASKA )  
 ) SS.  
THIRD JUDICIAL DISTRICT )

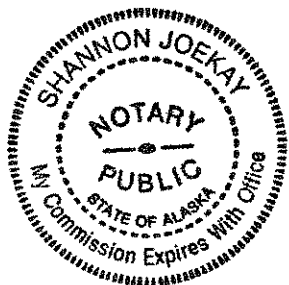
The foregoing instrument was acknowledged before me this 14th day of July 2013, by Cathy Sherman for City Manager of the CITY OF CORDOVA, an Alaska municipal corporation, on behalf of the City.



Shannon JoeKay  
Notary Public in and for Alaska  
My commission expires: with office

STATE OF ALASKA )  
 ) SS.  
THIRD JUDICIAL DISTRICT )

The foregoing instrument was acknowledged before me this 14th day of July 2013, by Paul Swartzbart, President of the SHERIDAN ALPINE ASSOCIATION, an Alaska nonprofit corporation, on behalf of the corporation.



Shannon JoeKay  
Notary Public in and for Alaska  
My commission expires: with office

## Eaglecrest ends season with \$100K deficit

Posted: March 30, 2016 - 12:06am

By SAM DeGRAVE

JUNEAU EMPIRE

After a second consecutive disappointing season, Eaglecrest Ski Area officials are staring down a \$100,000 revenue shortfall, and they're not yet sure how they're going to balance their budget.

"To make ourselves whole for the FY '16 budget, we're going to need approximately \$100,000," Eaglecrest Director Matt Lillard told the Empire after the ski area's finance committee meeting Monday evening. "When we have to address our shortfall this year, we're going to rely on our endowment and any sources we can band together."

Eaglecrest is owned by the city and operates as an enterprise fund, but it is not a true enterprise fund because its revenues and expenses don't match, City Finance Director Bob Bartholomew said by phone Tuesday. In a situation like this, the city typically picks up the shortfall provided the Assembly approves, he said.

As a part of the normal budgetary procedure, Eaglecrest will be meeting with the Assembly in April. At its meeting Monday, the ski area's finance committee decided that Eaglecrest will be asking for an increase in city funding for the coming fiscal year. In FY '16, Eaglecrest received about \$660,000 in city funding, which is down from what it received a couple years before.

"We went from a high of \$750,000 a couple years ago to what we got this year," Lillard said. "Now we're asking to get some of those reductions back."

Eaglecrest will be asking for \$700,000 in city funding for FY '17, but that doesn't address the ski area's current budgetary woes. The \$100,000 revenue shortfall will likely also be addressed when Eaglecrest officials meet with the Assembly in April, Bartholomew said.

Though Lillard doesn't yet know how the ski area will make itself whole, relying entirely on Eaglecrest's endowment isn't desirable, he said. Pulling \$100,000 from the endowment would leave it only about a third of the size it is currently. And in an industry that lives or dies by the weather, it's not a bad idea to keep a rainy-day fund.

Still, Lillard and other members of the Eaglecrest finance committee are hopeful that the mild winters of the past two seasons are outliers, not the new normal. Though it's nearly impossible to predict what the weather holds in store for future ski seasons, the fact that the past two seasons were exceptionally bad is certifiable. In terms of snowfall, the past two seasons are the worst on record for Eaglecrest.

The ski area was open for 69 days this past season, but it still struggled to escape the ghosts of the previous year's miserable five-day season. Lots of skiers were justifiably hesitant to buy season passes heading into this year after they were not refunded last year. Few people were surprised when this season got off to a rocky start, failing to hit its previous season-pass sales mark.

This was problematic for Eaglecrest because season-pass sales typically make up 70 percent of its winter revenue. This meant that the ski area would have to rely on its daily ticket sales in a way that it never had before, and for a while it was working. A couple good snowstorms in November and December led to a couple days that saw record-setting sales for daily passes.

"The hope was that given good snow, we'd make up the revenue with ticket sales, but then the weather turned on us and as the snow dwindled, skiers stopped coming," Lillard said.

After closing portions of the mountain due to a lack of snow, the ski area closed for the season last weekend. The past two seasons were certainly bad for skiers, but they "could've been worse" from a fiscal standpoint, according to Lillard.

"It's not always the nicest thing to say, but it's true," he said.

The last time Eaglecrest saw a couple bad winters in a row was from 2002 to 2004. The snowfall was still better in those years than in was in the past two years, but during that time the ski area went almost \$1 million into the hole.

The way Bartholomew sees it, "it's always a risk" funding a weather-dependent venture like Eaglecrest. But he's glad that the ski area officials have been more frugal of late than they were in the early 2000s.

"At this point I think Eaglecrest and the board have been pretty prudent in managing their resources," he said. He added it's worth at least allowing them to try and have a successful season even when the weather doesn't seem to want to cooperate.

• Contact reporter Sam DeGrave at 523-2279 or [sam.degrave@juneauempire.com](mailto:sam.degrave@juneauempire.com).

Attachment 2.





Sheridan Alpine Association  
 Budget Summary FY13-FY16  
 Fiscal Year (November 1 - October 31)

	Actual FY13	Actual FY14	Actual FY15	Budget FY16	Actual as of 5/19/2016	Projected End Balance	Variance
<b>Revenue</b>							
Facility Use Fees	\$ 450.00	\$ 225.00	\$ 450.00	\$ -	\$ -	\$ -	\$ -
Fundraising - Film Festival	\$ 4,068.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fundraising - Clothing Sales	\$ 192.73	\$ 748.17	\$ 260.86	\$ 300.00	\$ 100.96	\$ 100.96	\$ (199.04)
Fundraising - Gaming	\$ 27,131.22	\$ 12,048.48	\$ -	\$ -	\$ -	\$ -	\$ -
Donations	\$ 2,068.00	\$ 200.00	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance Reimbursement - City	\$ -	\$ 10,811.85	\$ -	\$ 10,620.00	\$ -	\$ 10,620.00	\$ -
Lift - Chair Lift Tickets	\$ 32,739.70	\$ 12,934.29	\$ 254.72	\$ 35,000.00	\$ 1,187.00	\$ 1,187.00	\$ (33,813.00)
Lift - Lift Starts & Standby	\$ 4,375.00	\$ 6,275.00	\$ 9,200.00	\$ 5,000.00	\$ 2,225.00	\$ 4,225.00	\$ (775.00)
Membership Fees	\$ 3,140.00	\$ 3,860.00	\$ 120.00	\$ 400.00	\$ 254.00	\$ 254.00	\$ (146.00)
Other Miscellaneous Income	\$ 225.90	\$ 16.06	\$ 10.30	\$ -	\$ 5.90	\$ 5.90	\$ 5.90
Rental Shop	\$ 3,553.00	\$ 320.00	\$ 75.00	\$ 1,000.00	\$ -	\$ -	\$ (1,000.00)
Sale of Assets - Chairs	\$ 8,239.64	\$ 6,116.30	\$ 6,076.15	\$ 4,000.00	\$ 2,407.15	\$ -	\$ (4,000.00)
Sales Tax Discount	\$ 112.55	\$ 97.71	\$ 79.78	\$ -	\$ 37.39	\$ -	\$ -
Site Lease - City Pass Through	\$ 34,833.33	\$ 33,458.33	\$ 57,083.33	\$ 62,317.00	\$ 36,351.58	\$ 62,317.00	\$ -
Land Lease	\$ 30,773.39	\$ 43,102.28	\$ 44,818.37	\$ 45,000.00	\$ 26,365.88	\$ 45,000.00	\$ -
Concessions	\$ 45.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trail Usage Income	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -	\$ -
<b>Total Revenue</b>	\$ 151,947.46	\$ 130,213.47	\$ 123,428.51	\$ 163,637.00	\$ 68,934.86	\$ 123,709.86	\$ (39,927.14)
<b>Expenditures</b>							
Accounting Fees	\$ 3,722.28	\$ 3,815.48	\$ 5,795.12	\$ 5,800.00	\$ 2,702.21	\$ 5,800.00	\$ -
Advertising	\$ 109.73	\$ -	\$ 200.00	\$ 200.00	\$ -	\$ 200.00	\$ -
Bank - Service Charge	\$ 284.71	\$ 81.00	\$ 66.00	\$ 80.00	\$ 64.00	\$ 80.00	\$ -
CC Merchant Fee Discounts	\$ 868.62	\$ 96.17	\$ -	\$ -	\$ -	\$ -	\$ -
Dues/Licenses/Fees	\$ 110.00	\$ 555.00	\$ 75.00	\$ 200.00	\$ 110.00	\$ 200.00	\$ -
Expense of Sale - Chairs	\$ 449.85	\$ 296.18	\$ 1,658.38	\$ 1,000.00	\$ 579.11	\$ 579.11	\$ 420.89
Fuel/Oil/Grease	\$ 7,724.38	\$ 3,375.75	\$ 3,770.92	\$ 4,000.00	\$ 2,251.03	\$ 4,000.00	\$ -
Fundraising - Gaming	\$ 25,970.33	\$ 11,115.67	\$ 580.90	\$ -	\$ 100.14	\$ -	\$ -
Concession Supplies	\$ 138.35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance - General Liability	\$ 10,811.85	\$ 1,524.39	\$ 402.36	\$ 10,620.00	\$ 10,620.00	\$ 10,620.00	\$ -
Insurance - Workmans Comp	\$ 10,681.00	\$ 8,863.00	\$ 7,630.00	\$ 16,985.00	\$ 8,454.00	\$ 13,588.00	\$ 3,397.00
Legal and Professional	\$ -	\$ 930.00	\$ -	\$ 500.00	\$ 1,060.00	\$ 1,060.00	\$ (560.00)
Miscellaneous	\$ 1,414.67	\$ 134.75	\$ 207.24	\$ 200.00	\$ 70.14	\$ 70.14	\$ 129.86
Office Supplies	\$ 333.70	\$ 166.70	\$ 109.80	\$ 200.00	\$ -	\$ 100.00	\$ 100.00
Payroll Expense	\$ 60,060.35	\$ 58,596.00	\$ 26,952.76	\$ 60,000.00	\$ 29,864.01	\$ 48,000.00	\$ 12,000.00
Programs - Community Events	\$ -	\$ 532.54	\$ -	\$ -	\$ -	\$ -	\$ -
Property Tax	\$ 271.58	\$ 364.51	\$ 348.20	\$ 400.00	\$ -	\$ 400.00	\$ -
Repairs and Maintenance	\$ 18,729.56	\$ 3,122.46	\$ 4,242.30	\$ 12,533.00	\$ 916.20	\$ 12,000.00	\$ 533.00
Sales Tax Expense - Lift	\$ 2,326.90	\$ 984.13	\$ -	\$ 2,100.00	\$ 10.98	\$ 10.98	\$ 2,089.02
Ski Patrol Expense	\$ 1,087.68	\$ 170.00	\$ 471.00	\$ 1,000.00	\$ 166.00	\$ 166.00	\$ 834.00
Supplies	\$ 3,936.31	\$ 5,011.83	\$ 2,092.23	\$ 3,500.00	\$ 677.88	\$ 3,500.00	\$ -
Tax Preparation	\$ 2,120.00	\$ 1,325.00	\$ -	\$ 1,400.00	\$ 225.08	\$ 1,400.00	\$ -
Telephone	\$ 1,085.54	\$ 807.11	\$ 654.43	\$ 700.00	\$ -	\$ -	\$ 700.00
Tools	\$ 324.50	\$ 1,151.04	\$ 21.03	\$ 1,200.00	\$ -	\$ 1,200.00	\$ -
Website	\$ 214.20	\$ 16.99	\$ 242.67	\$ 250.00	\$ -	\$ 250.00	\$ -
Utilities - Snowmaker Water Usage	\$ -	\$ -	\$ -	\$ -	\$ 1,032.13	\$ 1,032.13	\$ (1,032.13)
Debt Service	\$ -	\$ -	\$ -	\$ 31,200.00	\$ -	\$ 31,200.00	\$ -
<b>Total Expense</b>	\$ 152,776.09	\$ 103,035.70	\$ 55,520.34	\$ 154,068.00	\$ 58,902.91	\$ 135,456.36	\$ 18,611.64
Depreciation Expense	\$ 36,680.00	\$ 22,333.00	\$ 15,941.00	\$ 9,569.00	\$ 9,569.00	\$ 9,569.00	\$ -
<b>Net Income</b>	\$ (37,508.63)	\$ 4,844.77	\$ 51,967.17	\$ -	\$ 462.95	\$ (21,315.50)	\$ (21,315.50)

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## CITY OF CORDOVA

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DATE: JULY 1, 2016  
TO: CITY COUNCIL, PUBLIC  
FROM: CINDY APPLETON, HR  
RE: CITY MANAGER RECRUITMENT PROCESS

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The outline of the selection process is generally as follows:

The City Manager Assessment Committee will hold an organizational meeting and receive the initial batch of applications submitted to date. The advertised first review is July 15, so the CMAC's first meeting will hopefully be sometime the following week.

Each committee member will review and rank applications individually. The committee will meet again to collectively review their choices and determine whether there are candidates with adequate qualifications to schedule telephonic interviews. Those interviews will be conducted by them after which they will decide whether there are qualified candidates that merit an in person interview with the City Council.

When the committee determines there are such qualified candidates, we will arrange to bring them to Cordova to be introduced to the community and interviewed before the City Council.

The process outlined above will be the general path to follow, but is subject to variation because applications will continue to be received as the committee is conducting their reviews. As a result, the committee may meet several times to review and rank the latest applications as they come in.

Respectfully submitted,

Cindy Appleton, HR

Following are the hiring criteria which should be prioritized:

- College Graduate or 5 yrs Supervisory Experience/Ability
- Personnel Management Experience
- Budgeting and Financial Analysis Skills at the organizational level
- Interpersonal Communication (both orally and in writing)
- Public Relations Skills
- Strategic Planning and Economic Development
- Planning/Management Experience in Delivering Services
- Contract Negotiation Skills
- Community Compatibility
- Quality of written application
- Consistent/Progressive job history
- Doesn't change jobs too frequently
- Ability to understand and interpret municipal laws, ordinances and federal and state regulations.

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## A Memo from Susan Bourgeois, CMC, City Clerk

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DATE: June 28, 2016  
TO: Mayor & City Council, Public  
SUBJECT: CIP List update

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Council had decided several years ago to revisit the Capital Improvements Projects Resolution and list at least quarterly in order to keep eyes on it at the legislative level and to keep the list fresh for staff and lobbyist in case a funding source became available that could fit one of the City's priorities. The most recent list was approved as Resolution 12-14-55 at the December 17, 2014 regular council meeting. The December iteration of the resolution usually stays in place through the legislative session as this one did through March of 2015.

Attached here are portions of the minutes from the March 4, 2015 and September 2, 2015 regular meetings. At both of those times, no changes were made which is why the same resolution is still in place. So far in 2016, the CIP resolution/list has been on the Pending Agenda page, in each regular meeting packet, labeled as "on hold" based on the very small State Capital budget that was anticipated for 2016. Council had an opportunity at each meeting to direct staff to bring it forward for a refresher, but no one had done so. At this time, **Mayor Koplín** has asked to put the Capital Priorities Resolution and List before Council for discussion and a decision as to whether or not to edit the list, re-prioritize the projects, etc. Subsequently, Council should direct staff to bring a new resolution with an updated 2016 number to the next meeting for Council approval.

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**Recommended motion:** move to reorder the priorities as follows: 1. \_\_\_\_\_, 2. \_\_\_\_\_, 3. \_\_\_\_\_, 4. \_\_\_\_\_, and/ or delete priorities, add priorities, etc. and direct the City Clerk to bring a new resolution number and list to the next Council meeting (either July 15 or August 3).

**Required Action:** Majority voice vote.

**CITY OF CORDOVA, ALASKA  
RESOLUTION 12-14-55**

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

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

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

1. G Float Replacement
2. CCMC Technological Improvements
3. Water Tank Restoration
4. Public Safety Building
5. General Harbor Improvements
6. Shipyard Fill & Shipyard Building
7. South Fill Sidewalks
8. Sawmill Avenue Extension
9. Recreation Building
10. Ferry Trail

and;

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

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

**PASSED AND APPROVED THIS 17<sup>th</sup> DAY OF DECEMBER, 2014**



  
James Kacsh, Mayor

ATTEST:

  
Tina Hammer, Deputy City Clerk

Council to establish management of city-owned healthcare facilities by ordinance and to eliminate the requirement for a separate healthcare facilities services board.

Vote on motion: 6 yeas, 0 nays, 1 absent (Bradford). Reggiani-yes; Hoover-yes; Carpenter-yes; Joyce-yes; Bailer-yes and Burton-yes. Motion was approved.

~~13. Resolution 03-15-14 A resolution of the City Council of the City of Cordova, Alaska, approving the site plan of Roemhildt Holdings LLC to construct an 8,348 square foot commercial/retail building on Lot 5, Block 2, South Fill Development Park~~

~~(item 13 was removed from the agenda by Council vote during approval of regular agenda)~~

## M. UNFINISHED BUSINESS

### 14. CIP List/Resolution quarterly Council discussion item

**Joyce** said that G Float is top on our list and in hearing from **Bitney** earlier that seems appropriate because if the state were to go to bond on such harbor type items (i.e. the Anchorage port), then we are in a good place to have that tacked on to such a bond. **Joyce** wondered if **Bitney** thinks we should add other Harbor improvements, really he wondered how much **Bitney** thinks we should be asking for. **John Bitney** spoke to Council about this item and said G Float replacement is a \$4 million project and when we submitted it to CAPSIS we put it in as a total of \$8 million. Council seemed comfortable with that and **Bitney** agreed.

15. City Council discussion of proposal packet for land disposal Lot 4A Block 5 North Fill Addn No. 2  
City Planner **Sam Greenwood** said that these next two items are before Council because they wanted to put very specific criteria on these land disposal processes. They had asked **Bill Howard** to come to speak to them on the next lot in particular because it is currently used as a snow dump. She said that she has placed the entire proposal packet before them so they can see how it's done and they could now make recommendations to her as to any other changes they would like. Part of what the Planning and Zoning Commission does for this is ranking the proposals using criteria and multipliers, for this specific lot, Council adjusted some of the multipliers. **Reggiani** said he underscores with this entire idea that he wants to make sure the applicant is clear on what the council's intent is for the lot. On this North Fill Lot they spoke to the fact that they want this to be a "marine based business". **Burton** opined that he's heard some people say they want "something new". He fears the Council putting such strict criteria will keep them from hearing someone's great idea, which might not exactly fit the bill but might be the best option, if allowed to be even proposed. **Reggiani** said this is all about City Council being able to steer the development and focus the proposers.

16. City Council discussion of proposal packet for land disposal Lot 13 Block 12 Original Townsite  
Council looked at the criteria on this lot and wondered why such things as number of employees was even being considered for this. **Burton** thought we had this back in front of us to hear from **Bill Howard** on whether or not he needed this as a snow dump. **Reggiani** said so, should a criteria be that the proposer be an adjacent land owner. After lengthy discussion on this lot...

**M/Joyce S/Bailer** to rescind the previous motion that was made to put this lot out for proposals.

**Bailer** said he agrees with that. He thinks that there isn't really interest in this lot, he wonders where the interested party is, we've been talking about this for weeks. He prefers to keep it a snow dump. **Reggiani** said he disagrees. He said there is a letter of interest on this lot so there is an interested person. He does not support rescinding at this time. **Reggiani** is in favor of setting up some criteria and if we do not like the proposals we do not have to accept one. He does still want to hear from **Bill Howard**. **Joyce** said he is willing to withdraw the motion to rescind and instead refer to staff. Since this is only a discussion item, Council directed staff to bring back the original motion with **Mr. Howard** present so Council can hear from him.

### 17. Title 15 Code rewrite discussion

**Reggiani** asked City Attorney Wells how she imagines the code rewrite of Title 15 will go now that we have the charter change moving forward. **Wells** said there will be some clear revisions that will make it easier to read. She said the charter change will completely open it up for us. She went on to say that she cannot really change it now, because we will be living in a loophole; we have to know what direction we are going before

Vote on motion: 5 yeas, 0 nays, 2 absent. Hallquist-absent; Reggiani-yes; Bailer-yes; Beedle-yes; Carpenter-yes; Joyce-yes and Burton-absent. Motion was approved.

**M. UNFINISHED BUSINESS**

**13. CIP List/Resolution quarterly City Council item – direction to staff**

**Reggiani** suggested that we keep the list until we are closer to the legislative session. Council concurred also that we should look maybe while we are looking at budget.

**N. NEW & MISCELLANEOUS BUSINESS**

**14. Council confirmation of Mayor Kacsh’s** appointment of the City of Cordova representative to the PWSAC Board of Directors – **Reggiani** left the table and the room due to his conflict on this matter. Council contemplated this and no names had come to mind specifically, it was decided to find someone who was interested timely enough to vote on this at the next regular meeting.

**15. Pending Agenda, Calendar, Elected & Appointed Officials lists**

**Mayor Kacsh** said they had to schedule a special for CCMC – it was set for noon on Tuesday, September 8, 2015 in the Library.

**O. AUDIENCE PARTICIPATION - none**

**P. COUNCIL COMMENTS**

**16. Council Comments**

**Bailer** said patience=profit, fear=loss – he heard this recently about the stock market – so he said, be patient, it will come around.

**Beedle** said as far as the proposal for these buildings – there was someone interested who didn’t know anything about it. Every time he suggests alternative advertising it is shot down. He wished people would consider non-traditional advertising.

**Carpenter** said that she was at the baler the other day and she was very impressed with how great it looks, there were signs directing people where to go, it was well-maintained. She wants to commend Aaron Muma and his staff. She also mentioned a community meeting on Wednesday September 9 @ 7pm in Mt. Eccles on Elodea (invasive weed in the lake).

At 8:52 pm Mayor Kacsh called for a 3 minute recess; there was no objection.

Council was back in the regular session at 8:56 pm.

**Q. EXECUTIVE SESSION**

**17. Breakwater Fill Lot negotiation**

**Robertson** added an item under #4 – the Quorum Health contract

**M/Carpenter S/Bailer** to go into an executive session to discuss matters the immediate knowledge of which would clearly have an adverse effect on the finances of the government, specifically the Breakwater Fill Lot negotiation and the hospital management contract with QHR

Vote on motion: 5 yeas, 0 nays, 2 absent. Beedle-yes; Carpenter-yes; Burton-absent; Hallquist-absent; Bailer-yes; Reggiani-yes and Joyce-yes. Motion was approved.

Council entered executive session at 8:57 pm and was back in regular session at 10:05 pm. **Mayor Kacsh** stated that direction was given to the City Manager regarding negotiations.

**R. ADJOURNMENT**

**M/Reggiani S/Bailer** to adjourn.

Hearing no objections the meeting was adjourned at 10:05 pm.

Approved: September 16, 2015

Attest: \_\_\_\_\_

Susan Bourgeois, CMC, City Clerk

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## A Memo from Susan Bourgeois, CMC, City Clerk

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DATE: June 28, 2016  
TO: Mayor and City Council, public  
SUBJECT: Council member residency requirements

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This email, from Council member Hallquist to Mayor Koplín asking for an agenda item, was cc'd to the City Clerk.

Clay,

I would like to have a council discussion about adding residency requirements to the council. A number of folks have been asking me how some councilors can be on council and not live here for 9 months out of the year. As I understand it now there is no requirement that a councilor reside in Cordova Alaska or even be a resident of the state.

I can work with Susan to develop a resolution (or whatever vehicle I required) to include in the agenda so we have an actionable item.

THX

JH

Mayor Koplín said I should put it on the agenda and allow Council to discuss and determine if changes are warranted and then a Council member would have the option to make a motion to direct staff to change code accordingly.

The charter and code that could be pertinent to this discussion are attached (charter 2-1 and 10-3 and City Code 2.08 and 2.12 and 3.12.022).

RECOMMENDED MOTION: Move to direct staff to change code as follows...

REQUIRED ACTION: Majority voice vote.



## **CHARTER:**

### **Section 2-1. - Mayor and City Council: Number and qualifications, designated council seats.**

There shall be a city council of seven members, each of whom shall be elected to a designated seat (Seats A through G). There shall be a mayor, who shall not be a member of the council. Only qualified voters of the city who, at the time of their election or appointment to fill a vacancy, are at least eighteen years old and have resided within the city at least one year, shall be qualified for the offices of mayor and council member. During their terms of office, and for a period of one year thereafter, neither the mayor nor a council member may hold any compensated position in the city government, except that of volunteer fireman. The mayor or any council member who is no longer a resident of the city shall cease to hold office.

(Amended by Resolution 89-69, approved by the voters on October 3, 1989, and by Resolutions 5-95-39, 5-95-45, 5-95-54 and 5-95-56, approved by the voters on July 19, 1995).

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

### **Section 10-3. - Filing.**

Any qualified person may have their name placed on the ballot for the election as a candidate for mayor or council member by filing, not more than eight weeks and at least four weeks prior to the election, with the city clerk, a sworn declaration of their candidacy. (Amendment approved by voters October 2, 1984, and by Resolution 5-95-56, approved by the voters on July 19, 1995).

## **CITY CODE:**

### **Chapter 2.08 - CANDIDATES**

Sections:

#### **2.08.010 - Eligibility—Affidavits—Withdrawal—Residency requirements.**

- A. Any qualified voter who meets the residency and age requirements of an elective office must file, not more than eight weeks and at least four weeks prior to the election, with the city clerk, a sworn declaration of candidacy in order for the city clerk to include such voter's name on the ballot as a candidate for that elective office. The city clerk shall notify in writing any person whose name does not appear on the state of Alaska voter registration list with a residence address in Cordova or who has not registered at least thirty days immediately preceding the election that such person is ineligible for the office and that person's name shall not appear on the ballot.
- B. Declaration of candidacy affidavits shall be provided by the city clerk and shall include a provision for a statement by the candidate affirming the candidate's qualifications to fill the office for which the candidate is filing.
- C. Any candidate may withdraw the declaration of candidacy affidavit at any time up to the time the names are submitted to the printer for placement on the ballot, by appropriate written notice to the city clerk.
- D. When residency is required for an office, then the required term of residency must be within the city limits, continuous and immediately preceding the election.

(Ord. 912 (part), 2002)

**2.08.020 - Declaration of candidacy—Form.**

The declaration of candidacy shall be substantially in the following form:

**DECLARATION OF CANDIDACY**

I, \_\_\_\_\_, declare that I reside at \_\_\_\_\_ (residency address), Cordova, Alaska; that my mailing address is \_\_\_\_\_; that I am at least 18 years of age; that I am a citizen of the United States; that I am a qualified voter of the State of Alaska; that I have been registered in Cordova for at least 30 days prior to the election; that I am not disqualified under Article V of the Alaska Constitution; and that I meet the specific residency requirements for the office for which I declare myself to be a candidate in that I have resided in the City of Cordova for \_\_\_\_\_ (years/months) immediately preceding the election. I declare myself a candidate for the office of \_\_\_\_\_ for a term of years and request that my name be printed as follows \_\_\_\_\_ upon the official ballot for the City election to be held in the City of Cordova, Alaska on the \_\_\_\_\_; day of \_\_\_\_\_

\_\_\_\_\_  
Name of Candidate

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Signature of Candidate

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ (month), \_\_\_\_\_ (year).

\_\_\_\_\_  
Notary Public

(Ord. 912 (part), 2002)

**Chapter 2.12 - VOTER QUALIFICATION**

Sections:

**2.12.010 - Qualifications—Designated.**

To be qualified to vote in a regular or special municipal election, a voter must be:

- A. Qualified to vote in state elections, and registered to vote in state elections at a residence address within the city limits of Cordova at least thirty days immediately preceding the municipal election;
- B. A resident of the city for thirty days immediately preceding the election; and
- C. Not disqualified under Article V of the Alaska Constitution.

(Ord. 912 (part), 2002)

**2.12.020 - Qualifications—Certification.**

Each person before voting shall certify as to his qualifications as a voter.

- A. Except as provided in subsection B of this section, certification shall be by the voter's affixation of signature on the original voter registration, qualification and certification book maintained at each polling place which shall contain the following statement:

I, the undersigned, do hereby swear that I am of legal voting age; that I have not been convicted of a felony involving moral turpitude for which my civil rights have not been restored nor disqualified because I have been judicially determined to be of unsound mind; that I am a citizen of the United States, and have been a resident of the State of Alaska and of Cordova for 30 days immediately preceding this election; that I am registered and am duly qualified to vote in the City of Cordova municipal election; and that I have not voted in another state or city election since establishing my residency requirements; all in accordance with qualifications specified in the Cordova City Charter and the Cordova Municipal Code, Article V of the Alaska Constitution and Title 15 of the Alaska Statutes.

- B. For a person voting a questioned, absentee or special needs ballot, certification shall be made as specified in Chapter 2.28 and Chapter 2.44, as applicable.

(Ord. 912 (part), 2002)

### **2.12.030 - Registration.**

The book(s) containing voter qualification certifications may be used to satisfy the original register requirements of Section 2.28.080.

(Ord. 912 (part), 2002)

### **3.12.022 - Absences to terminate membership.**

- A. If a council member is absent from more than one-half of all the regular meetings of the council held within any period of four consecutive calendar months, without being excused from attending such meetings, the council shall declare the member's seat vacant. The council shall determine whether any absence is excused.
- B. For purposes of this section, an absence will be considered excused if due to the following causes and shall require approval by council at the next regularly scheduled meeting:
  - 1. The illness or injury of the council member or a family member;
  - 2. The death of a family member;
  - 3. An employment-related commitment;
  - 4. A commitment for city business; or
  - 5. Other good cause approved by the council.
- C. Whenever possible, absences should be noticed to the city clerk prior to the meeting for purposes of securing a quorum at the meeting.
- D. A council member may participate in a council meeting by teleconference.

(Ord. 957 § 2, 2004).

## COUNCIL ATTENDANCE RECORD

### JANUARY - JUNE 2015

	01/07/15	01/21/15	02/04/15	02/18/15	03/04/15	03/18/15	04/01/15	04/15/15	05/06/15	05/20/15	06/03/15	06/17/15
Mayor Kacsh	u	v	v	v	v	v	v	v	v	v	v	v
James Burton	v	e	v	v	v	v	v	v	e	e	e	v
Tim Joyce	v	v	v	v	v	v	v	v	v	v	v	v
Tom Bailer	v	v	v	v	v	v	v	v	v	v	v	v
Robert Beedle 3-18-15	u	v	v	v	e	v	v	v	e	v	v	v
Josh Hallquist 3-18-15	v	v	u	v	v	v	v	v	v	v	e	v
David Reggiani	v	v	v	v	v	v	v	v	e	u	v	v
Kristin Carpenter	v	v	v	v	v	u	v	v	v	v	v	v

### JULY - DECEMBER 2015

	07/01/15	07/15/15	08/05/15	08/19/15	09/02/15	09/16/15	10/07/15	10/21/15	11/04/15	11/18/15	12/02/15	12/16/15
Mayor Kacsh	v	v	e	v	v	v	v	c	v	v	v	v
James Burton	v	v	e	e	u	v	v	a	v	v	v	v
Tim Joyce	u	u	v	v	v	v	v	n	u	v	v	v
Tom Bailer	v	v	v	v	v	v	v	c	v	v	v	v
Robert Beedle	v	v	v	v	v	v	v	e	v	v	v	v
Josh Hallquist	v	v	v	u	u	v	u	l	v	v	v	v
David Reggiani	v	e	v	e	v	e	v	e	e	v	v	v
Kristin Carpenter	v	v	v	v	v	v	v	d	v	v	v	v

	2015 record			23 regular mtgs	
	present	excused	unexcused	% present	% present or excused
Mayor Kacsh	21	1	1	91.30%	95.65%
James Burton	16	6	1	69.57%	95.65%
Tim Joyce	20	0	3	86.96%	86.96%
Tom Bailer	23	0	0	100.00%	100.00%
Robert Beedle 3-18-15	17	1	0	94.44%	100.00%
Josh Hallquist 3-18-15	14	1	3	77.78%	83.33%
David Reggiani	17	5	1	73.91%	95.65%
Kristin Carpenter	22	0	1	95.65%	95.65%

LEGEND	
	previous council member i.e. pre-2015 election
	canceled mtg
	absence - either e or u (excused or unexcused)

# COUNCIL ATTENDANCE RECORD

## JANUARY - JUNE 2016

	01/06/16	01/20/16	02/03/16	02/17/16	03/02/16	03/23/16	04/06/16	04/20/16	05/04/16	05/18/16	06/01/16	06/15/16
Mayor Koplin 3-23-16						v	v	v	u	e	v	c
James Wiese 3-23-16						v	v	e	v	v	v	a
Tim Joyce	v	v	v	v	v	v	v	v	v	v	v	n
Tom Bailer	v	v	v	v	v	v	v	v	v	v	v	c
Robert Beedle	v	v	u	v	v	v	v	v	v	v	v	e
Josh Hallquist	v	v	v	v	v	v	v	u	v	e	v	l
David Allison						v	v	v	v	v	v	e
James Burton 3-23-16	e	v	v	v	u	e	v	v	v	e	e	d

## JULY - DECEMBER 2016

	07/06/16	07/20/16	08/03/16	08/17/16	09/07/16	09/21/16	10/05/16	10/19/16	11/02/16	11/16/16	12/07/16	12/21/16
Mayor Koplin												
James Wiese												
Tim Joyce												
Tom Bailer												
Robert Beedle												
Josh Hallquist												
David Allison												
James Burton												

2016 record			xx regular mtgs	
present	excused	unexcused	% present	% present or excused

Mayor Koplin 3-23-16				0.00%	0.00%
James Wiese 3-23-16				0.00%	0.00%
Tim Joyce				0.00%	0.00%
Tom Bailer				0.00%	0.00%
Robert Beedle				0.00%	0.00%
Josh Hallquist				0.00%	0.00%
David Allison				0.00%	0.00%
James Burton 3-23-16				0.00%	0.00%

LEGEND	
	previous council member i.e. pre-2016 election
	canceled mtg
	absence - either e or u (excused or unexcused)

# Memorandum

**To:** City Council  
**From:** Planning Staff  
**Date:** 6/29/16  
**Re:** Disposal of Tract B, Block 34, U.S.S. 449

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## **PART I – GENERAL INFORMATION**

Requested Actions: Determine Disposal Method  
Legal Description: Tract B, Block 34, U.S.S. 449  
Area: 3069.13 SF  
Parcel Number: 02-061-412  
Zoning: Low Density Residential  
Attachments: Location Map  
Plat  
Letter of Interest

## **PART II – BACKGROUND**

ALASCOM, INC. has leased Tract B from the city since 1976. The current lease expired on May 31, 2016 and is in hold over. ALASCOM has submitted a letter of interest to renew the lease. The area leased from the city is adjacent to an area that ALASCOM leases from Sheridan Alpine Association. Both properties have improvements on them.

The Comprehensive Plan states as a development strategy to “protect the citizens of the community and the investments that have been made.” ALASCOM has invested money into improvements on the leased lot, which provides services to citizens. Allowing them to continue to lease the property protects their investments and services.

**6/7/16** – At the Planning Commission Regular Meeting the following action was taken:

M/Pegau S/McGann to recommend to City Council to dispose of Tract B, Block 34, U.S.S. 449 by negotiating an agreement with ALASCOM, INC. to lease the property at fair market value.

*Pegau* said that it makes sense since they have the facilities already on the property. It can't be used for anything else so it should just be a straight negotiation with them. *McGann* said that the lot was developed and is worthless. *Roemhildt* asked if there was a way to encompass the surrounding area into one lot. *Stavig* said that this lot is the only city-owned lot.

Upon voice vote, motion passed 7-0.

Yea: *Bailer, McGann, Pegau, Baenen, Roemhildt, Frohnapfel, Kocan*

In accordance with the Cordova Municipal Code, the City Council will direct the City Manager how to dispose of the property.

### **PART III – APPLICABLE CRITERIA**

#### **5.22.040 - Letter of interest to lease or purchase.**

*C. The planning commission shall review the letter of interest and recommend to the city council whether to offer the real property interest for disposal by one of the methods as described in Section 5.22.060(B).*

#### **5.22.060 - Methods of disposal.**

*B. In approving a disposal of an interest in city real property, the city council shall select the method by which the city manager will conduct the disposal from among the following:*

- 1. Negotiate an agreement with the party who submitted a letter of interest to lease or purchase the property;*
- 2. Invite sealed bids to lease or purchase the property;*
- 3. Offer the property for lease or purchase at public auction;*
- 4. Request sealed proposals to lease or purchase the property.*

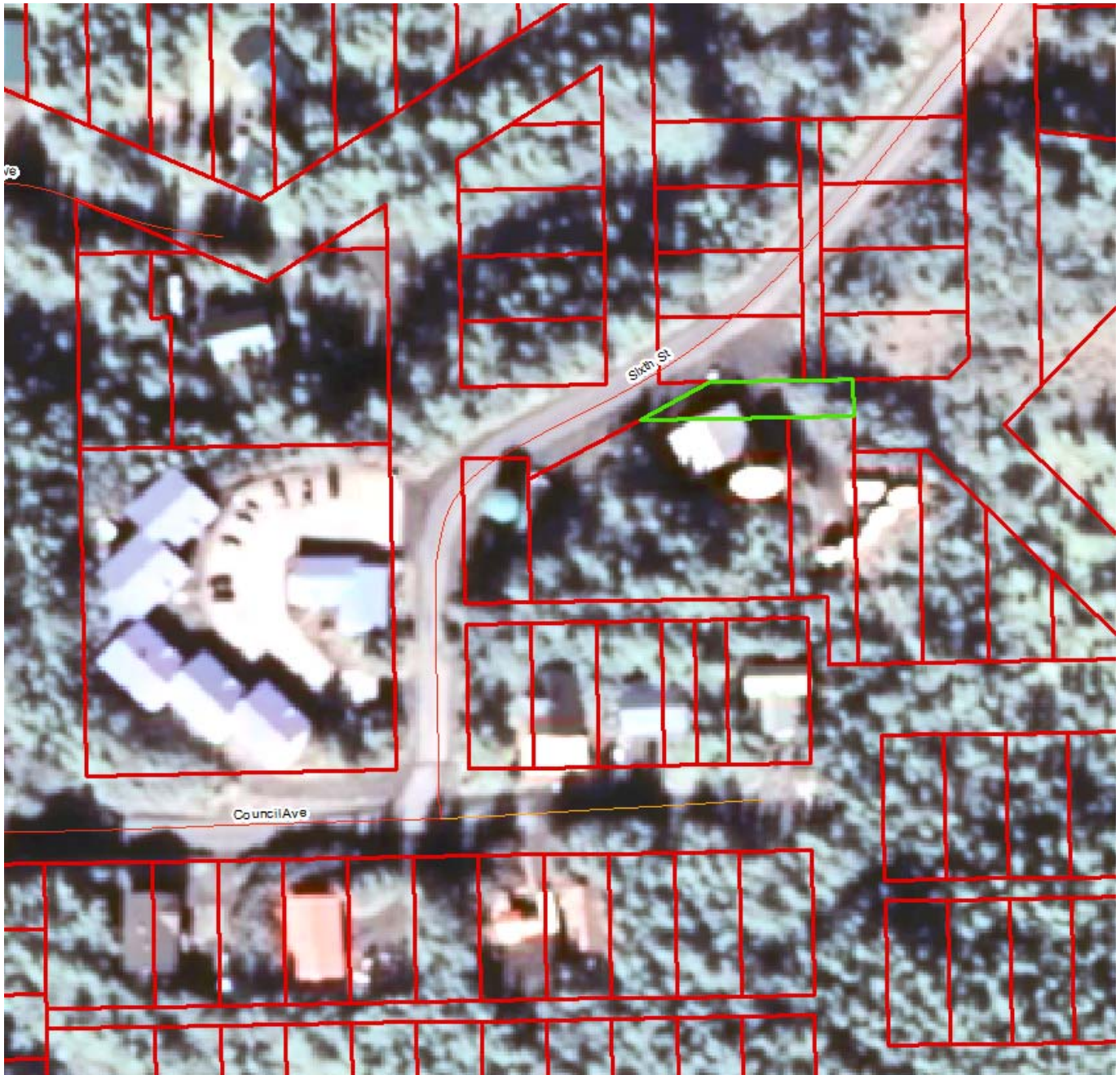
### **PART IV – STAFF RECOMMENDATION**

Staff recommend that the city continue to lease Tract B to ALASCOM, INC. at fair market value as they have improvements on the property. In addition, the parcel is narrow, oddly shaped, and less than 4000 square feet. It would be impractical to dispose of the lot to another entity.

### **PART V – SUGGESTED MOTION**

“I move to direct the City Manager to dispose of Tract B, Block 34, U.S.S. 449 by negotiating an agreement with ALASCOM, INC. to lease the property at fair market value.

Attachment A – Location Map







**From:** ORLOSKI, HAMLET <ho626t@att.com>  
**Sent:** Tuesday, April 05, 2016 11:18 AM  
**To:** Leif Stavig  
**Subject:** RE: AT&T Lease

Hi Leif,

We would like to renew our lease with the City of Cordova. Please use this email as out letter of interest for the property.

1. ALASCOM, INC., an Alaska corporation, d.b.a AT&T Alaska
2. 5001 Executive Parkway, Rm 4W000-o, San Ramon, CA 94583
3. This lease supports a portion of Alascom's earth station communication facility at 602 Orca Street, Cordova AK.

Let me know if you need any additional info or if you have any questions.

Thanks,  
Hamlet Orloski  
AT&T Corporate Real Estate  
Portfolio Manager – No. CA, AZ, ID, MT, UT, WY, OR, WA, AK  
5001 Executive PKWY, Room 4W000-o  
San Ramon, CA, 94583  
Tel. (925)277-6710

## **Pending agenda:**

Council to meet with **Bill Bittner** of Birch Horton Bittner & Cherot regarding City Attorney capabilities/services and Council training and development (possibly **July 20, Aug 3** or **Aug 17**)

**Date TBD** (future agenda item) – Council direction to staff regarding City involvement/participation in furthering the Crater Lake Water and Power Project

2<sup>nd</sup> July meeting (**July 20**) – Council to give direction here: staff may need another special meeting in between if July 20 is canceled

**Date TBD** (future agenda item) – discussion regarding water charges at the harbor

**HSB** meetings are being held on the 2<sup>nd</sup> Thursday of the month at 7pm

Staff quarterly reports in packets: **Jul 20, 2016; Oct 19, 2016; Jan 18, 2017; Apr 19, 2017**

Capital Priorities List Meeting **Jul 6, 2016; Sep 7, 2016; Dec 7, 2016; Mar 1, 2017**

**October 1, 2016** – effective date of substitute ordinance 1137 (plastic bag and polystyrene container ban) Council wants this on Pending Agenda so as to keep an eye on public opinion/effectiveness of the enactment of this ordinance

## **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




**City Manager Assessment Committee:** **Ex-officio:** Mayor Clay Koplun, **members:** Jim Kacsh, Darrel Olsen, Bret Bradford, Alex Russin, Kelsey Appleton, Emma Roemhildt, Rich Rogers, Will Osborn, Dave Reggiani

## **Calendars:**

3 months of calendars are attached hereto  
July 2016; August 2016; September 2016

# JULY 2016

CALENDAR MONTH JULY  
 CALENDAR YEAR 2016  
 1ST DAY OF WEEK SUNDAY





Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4  Independence Day-City Hall Offices Closed	5	6 7:00 Council reg mtg CCAB	7	8	9
10	11	12 6:30 P&Z CCB	13 7:00 Sch Bd HSL 7:00 Harbor Cms CCB	14 7:00 HSB CCAB	15  Copper River Wild Salmon Festival Salmon Jam	16 Salmon Runs Salmon Jam
17	18	19	20 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB (these may be canceled at the July 6 mtg)	21	22	23
24	25	26	27  CSD JH & HS cross country season begins	28	29	30
31	1	<b>Notes</b>				

Legend:  
 CCAB-Cordova Center Community Rms A&B  
 HSL-High School Library  
 CCA-Cordova Center Community Rm A  
 CCB-Cordova Center Community Rm B  
 CCM-Cordova Center Mayor's Conference Rm  
 CCER-Cordova Center Education Room

# AUGUST 2016

CALENDAR MONTH AUGUST  
 CALENDAR YEAR 2016  
 1ST DAY OF WEEK SUNDAY







absentee/early voting for State Primary Election Aug 1-15 M-F 8am-4:45pm Cdv Ctr Top Floor Vestibule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31  CHS swimming starts August 3	1	2	3 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB	4	5	6
7	8	9	10 7:00 Sch Bd HSL 7:00 Harbor Cms CCB	11 7:00 HSB CCAB	12	13
14	15	16 State Primary Election 7am - 8pm CCER	17 6:45 Council pub hrg CCAB (maybe) 7:00 Council reg mtg CCAB (these may be canceled at the Aug 3 mtg)	18	19	20
21	22	23	24 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB	25  CSD - students' first day of school	26 	27
28	29	30	31	1	2	3
Alaska State Fair Aug 25 - Sep 5				Alaska State Fair Aug 25 - Sep 5		
4	5	Notes				

Legend:  
CCAB-Cordova Center Community Rms A&B  
HSL-High School Library  
CCA-Cordova Center Community Rm A  
CCB-Cordova Center Community Rm B  
CCM-Cordova Center Mayor's Conference Rm  
CCER-Cordova Center Education Room

# SEPTEMBER 2016

CALENDAR MONTH SEPTEMBER  
 CALENDAR YEAR 2016  
 1ST DAY OF WEEK SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
						
				Alaska State Fair Aug 25 - Sep 5		
4	5	6	7	8	9	10
	 Labor Day-City Hall Offices Closed CSD Holiday		6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB			
	Alaska State Fair Aug 25 - Sep 5					
11	12	13	14	15	16	17
			 CHS volleyball starts 7:00 Sch Bd HSL 7:00 Harbor Cms CCB	7:00 HSB CCAB		
		6:30 P&Z CCB				
			 JH basketball starts			
18	19	20	21	22	23	24
			6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB			
25	26	27	28	29	30	1
			 CHS wrestling starts Sept 28		CSD Inservice	
2	3	<b>Notes</b>				

Legend:  
CCAB-Cordova Center  
 Community Rms A&B  
HSL-High School Library  
CCA-Cordova Center  
 Community Rm A  
CCB-Cordova Center  
 Community Rm B  
CCM-Cordova Center Mayor's  
 Conference Rm  
CCER-Cordova Center  
 Education Room

**CITY OF CORDOVA, ALASKA – ELECTED OFFICIALS  
& APPOINTED MEMBERS OF CITY BOARDS and COMMISSIONS**

**MAYOR AND CITY COUNCIL - ELECTED**

seat/length of term	email	Date Elected	Term Expires
Mayor: 3 years	<b>Clay Koplin</b> <a href="mailto:Mayor@cityofcordova.net">Mayor@cityofcordova.net</a>	March 1, 2016	March-19
Council members:			
Seat A: 3 years	<b>James Burton</b> <a href="mailto:CouncilSeatA@cityofcordova.net">CouncilSeatA@cityofcordova.net</a>	March 1, 2016 March 5, 2013	March-19
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, Vice Mayor</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 Allison</b> <a href="mailto:CouncilSeatF@cityofcordova.net">CouncilSeatF@cityofcordova.net</a>	March 1, 2016	March-19
Seat G: 3 years	<b>James Wiese</b> <a href="mailto:CouncilSeatG@cityofcordova.net">CouncilSeatG@cityofcordova.net</a>	March 1, 2016	March-19

**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 1, 2016 March 5, 2013	March-19
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 1, 2016 March 5, 2013	March-19
3 years	<b>Vacant (appointed, non-voting) City Council Rep</b>		

**LIBRARY BOARD - APPOINTED**

length of term		Date Appointed	Term Expires
3 years	<b>Wendy Ranney</b>	November-15 April-13	November-18
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>James Burton</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 Wiese</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 Allison, President</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 December-11	November-17
3 years	<b>John Baenen</b>	November-15 December-12	November-18
3 years	<b>Tom Bailer, chair</b>	November-13 December-11 November-08	November-16
3 years	<b>Tom McGann, vice chair</b>	December-14 December-11 April-11	November-17
3 years	<b>Heath Kocan</b>	November-15	November-18
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, chair</b>	January-14	November-17
3 years	<b>Greg LoForte</b>	February-13 January-10 January-07	November-16
3 years	<b>Max Wiese</b>	January-14 March-11	November-17
3 years	<b>Ken Jones</b>	February-13	November-16
3 years	<b>Jacob Betts</b>	November-15	November-18

**PARKS AND RECREATION COMMISSION - APPOINTED**

length of term		Date Appointed	Term Expires
3 years	<b>Kara Johnson</b>	February-15 December-12	November-17
3 years	<b>Miriam Dunbar</b>	November-15 August-14	November-18
3 years	<b>Wendy Ranney, Chair</b>	November-15 August-14	November-18
3 years	<b>Stephen Phillips</b>	November-15	November-18
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 September-14	November-17

seat up for re-election in 2017

termed out in 2017