

Mayor
James Kallander

Council Members
Tim Joyce
James Kacsh
David Allison
Bret Bradford
EJ Cheshier
David Reggiani
Robert Beedle

City Manager
Mark Lynch

City Clerk
Susan Bourgeois

Deputy Clerk

Student Council

**REGULAR COUNCIL MEETING
OCTOBER 3, 2012 @ 7:30 PM
LIBRARY MEETING ROOM**



AGENDA

A. CALL TO ORDER

B. INVOCATION AND PLEDGE OF ALLEGIANCE

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

C. ROLL CALL

Mayor James Kallander, Council members Tim Joyce, James Kacsh, David Allison, Bret Bradford, EJ Cheshier, David Reggiani and Robert Beedle

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. Superintendent’s Report..... (page 1)

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

5. Resolution 10-12-44..... (page 2)
A resolution of the City Council of the City of Cordova, Alaska, authorizing the City Manager to enter into an agreement with Appraisal Company of Alaska for tax year 2013 assessment services in the amount of fifteen thousand dollars (\$15,000)
6. Record excused absence of Council member Bret Bradford from 9/19/12 Regular Council Meeting

H. APPROVAL OF MINUTES

7. Minutes of 09-19-12 City Council Public Hearing..... (page 4)
8. Minutes of 09-19-12 City Council Regular Meeting..... (page 5)

I. CONSIDERATION OF BIDS

J. REPORTS OF OFFICERS

9. Mayor’s Report
10. Manager’s Report..... (page 11)
11. City Clerk’s Report..... (page 12)
12. Staff Reports

K. CORRESPONDENCE

13. Mayor Kallander letter to Tom Bailer in re Health Care housing..... (page 13)

L. ORDINANCES AND RESOLUTIONS

14. Substitute Ordinance 1098..... (voice vote)(page 14)
An ordinance of the City Council of the City of Cordova, Alaska, adopting Cordova Municipal Code 3.36.080 and 3.36.090 to clarify the authority and responsibilities of the School Board – 1st reading

M. UNFINISHED BUSINESS

N. NEW & MISCELLANEOUS BUSINESS

15. Pending Agenda and Calendar..... (page 30)

O. AUDIENCE PARTICIPATION

P. COUNCIL COMMENTS

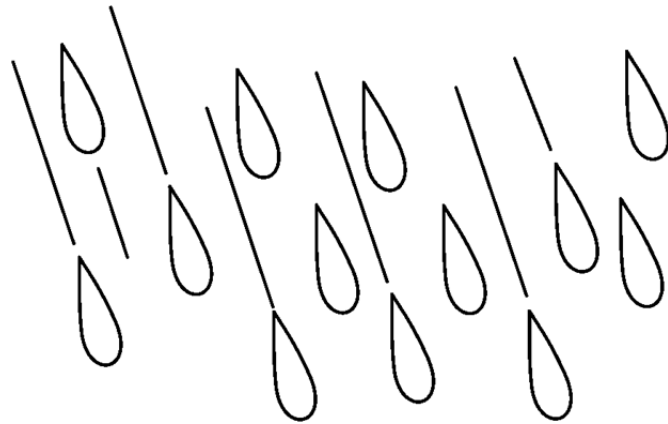
16. Council Comments

Q. EXECUTIVE SESSION

17. Cordova Center Phase I & II Financial Updates

18. Personnel matters

R. ADJOURNMENT



RAIN, RAIN GO AWAY COME AGAIN ANOTHER DAY!!

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

**If you have a disability that makes it difficult to attend city-sponsored functions,
you may contact 424-6200 for assistance.
Full City Council agendas and packets available online at www.cityofcordova.net**

Superintendent's Report to Cordova City Council

October 3, 2012

Maintenance

- Finished interviews for new maintenance director. It was really encouraging to have such a rich choice for the position. Jared Niles is a great addition to our Administrative Team.
- HS Electric upgrade is almost complete. The Energy Audit miscounted the actual number of lights in the building, so we evaluating the scope of the remaining retrofit, but anticipate completion by the end of October.
- The Waste-Oil burner is in the process of being put back into service. We anticipate functionality within the next week or two.
- Boiler #1 has been completely shut down, as it has not been fired for at least 5 years, but the pump was still activated.
- Capital Glass and Dar-Con Corporation came into town to provide an assessment of the windows at Mt. Eccles. I will be receiving a scope of repair/replace that ranges from short term fix for leakage through a complete replacement of the windows, and are working with Mark Lynch at the city to facilitate the quick resolution to repair.
- We are moving forward with the repair of the crickets and pipe boots repair at the High School.
- We have a Legislative Grant to replace windows at the High School in the vocational classrooms that were targeted in our Energy Audit, so we are moving forward with getting estimates to expend the grant funds.

Budget

- We will be participating in the City's budget workshop on October 17 to present rough numbers for the 13-14 school year budgets, as well as a short synopsis of the funding formula as an information item.

A MEMO FROM SUSAN BOURGEOIS, CITY CLERK

DATE: September 17, 2012
TO: Mayor and City Council
SUBJECT: Resolution 10-12-44

Appraisal Company of Alaska has asked us to renew a one year contract for City Assessing Services. The Assessor fees for 2012 were \$15,000. Therefore, reevaluation for 2013 at the cost of \$15,000 is reasonable. Appraisal Company has been the City Assessor since 1988. Mike Renfro and his crew of Assessors are easy to work with and have extensive knowledge of Cordova's property files. Appraisal Company of Alaska has also been researching, at the request of the Clerk's office in Cordova, software that can/will streamline the process and make assessing information more accessible to the public and to those researching property in Cordova online. The Clerk's office sees no reason to put our Assessing Contract out for bid at this time.

Recommended motion: Move to approve Resolution 10-12-44

Staff recommendation: Majority Voice Vote

**CITY OF CORDOVA, ALASKA
RESOLUTION 10-12-44**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH
APPRAISAL COMPANY OF ALASKA FOR TAX YEAR 2013 ASSESSMENT SERVICES
IN THE AMOUNT OF FIFTEEN THOUSAND DOLLARS (\$15,000).**

WHEREAS, the City of Cordova is required by the Cordova Municipal Code to perform annual property assessment; and

WHEREAS, the City Clerk has identified Appraisal Company of Alaska as the company most compatible with the needs of the City.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Cordova, Alaska, hereby authorizes the City Manager to enter into an agreement, attached as Exhibit "A", with Appraisal Company of Alaska for tax year 2013 assessment services in the amount of Fifteen Thousand dollars (\$15,000).

PASSED AND APPROVED THIS 3rd DAY OF OCTOBER, 2012

James Kallander, Mayor

ATTEST:

Susan Bourgeois, City Clerk

**CITY COUNCIL PUBLIC HEARING
SEPTEMBER 19, 2012 @ 7:15 PM
LIBRARY MEETING ROOM
MINUTES**

A. CALL TO ORDER

Vice Mayor David Reggiani called the Council public hearing to order at 7:15 pm on September 19, 2012, in the Library Meeting Room.

B. ROLL CALL

Present for roll call were *Vice Mayor David Reggiani* Council members *Tim Joyce, James Kacsh, David Allison, EJ Cheshier* and *Robert Beedle*. *Mayor James Kallander* was present via teleconference. Council member *Bret Bradford* was absent. Also present were City Manager *Mark Lynch* and City Clerk *Susan Bourgeois*.

C. PUBLIC HEARING

1. Ordinance 1096

An ordinance of the City Council of the City of Cordova, Alaska, authorizing the conveyance to Shoreside Petroleum Inc. of Lot 1 and Tract D Alaska Tideland Survey No. 1598 Cordova Recording District

2. Ordinance 1097

An ordinance of the City Council of the City of Cordova, Alaska, adopting Cordova Municipal Code Chapter 13.06 governing the creation of public and private road names and addresses and the display of such names and addresses in the City of Cordova, Alaska

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

Council recessed the public hearing at 7:17 pm; then reconvened at 7:25 pm at which time *Vice Mayor Reggiani* reopened the meeting for public comment – there was still no public comment

D. ADJOURNMENT

M/Allison S/Kacsh to adjourn the Public Hearing
Hearing no objection, the Public Hearing was adjourned at 7:26 pm.

Approved: October 3, 2012

Attest: _____
Susan Bourgeois, City Clerk

**CITY COUNCIL REGULAR MEETING
SEPTEMBER 19, 2012 @ 7:30 PM
LIBRARY MEETING ROOM
MINUTES**

A. CALL TO ORDER

Vice Mayor David Reggiani called the Council Regular Meeting to order at 7:30 pm on September 19, 2012, in the Library Meeting Room.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Vice Mayor David Reggiani led the audience in the Pledge of Allegiance.

C. ROLL CALL

Present for roll call were Council members *Tim Joyce, James Kacsh, David Allison, EJ Cheshier, David Reggiani* and *Robert Beedle*. *Mayor James Kallander* was present via teleconference. Council member *Bret Bradford* was absent. Also present were City Manager *Mark Lynch* and City Clerk *Susan Bourgeois*.

D. APPROVAL OF REGULAR AGENDA

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

Vice Mayor Reggiani said there were a few changes to the agenda to note. The auditor did not make it in on the airplane so there would be no guest speaker and executive sessions 21 and 22 were no longer necessary. *Lynch* said that the auditors will be here for the second October meeting (October 17).

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

E. DISCLOSURES OF CONFLICTS OF INTEREST - none**F. COMMUNICATIONS BY AND PETITIONS FROM VISITORS**

1. Guest Speakers – ~~Michelle Drew of Mikunda Cottrell to present the City's 2011 audit~~

2. Audience comments regarding agenda items

Pete Hoepfner of Box 1204 and Orca Circle in Cordova was present to speak to Ordinance 1098. He recommended that the ordinance be stricken, voted down, removed. He said there had been two workshops but that this ordinance included things that were not discussed at the workshops. He said term limits were added but state statute does not allow for this. He said it is inappropriate for the Council to intervene in the School District budget.

Kate Morse of 101 Whiskey Ridge Rd was present as a school board member. She appreciates the time council and school board had in joint work sessions, she left the last work session thinking the City Manager and Superintendent would be getting together to create another draft that we would work toward getting approved. She was surprised and is a bit suspicious to read the ordinance as it is tonight.

Tom Bailer 304 Orca Inlet spoke about his letter in the packet concerning health care worker housing. He thinks the questions he posed could be answered very quickly and easily. He figures the rest of the answers will be forthcoming when *Bitney* starts to work on the grant proposal. On the school board issue, he said you have to build a record. There wasn't background material provided in the packet. He supports term limits. He said people don't like to run, unless there is a vacant spot that is unopposed.

3. Chairpersons and Representatives of Boards and Commissions

Beedle said the Harbor Commission had a good meeting at City Hall last Wednesday at 7pm which is the regular schedule; second Wednesday. Allen Marquette gave a speech on the Clean Harbor project. They looked at a North Fill Land purchase request that Planning had given them. They looked at finger float replacement costs. New Harbormaster starts in November.

Allison said the HSB had met previous to tonight's Council meeting. They credentialed four providers. They received an update on EMR options being considered.

Reggiani said that P&Z had a regular meeting and a special meeting. We approved and recommended a couple of variances and a site plan.

Reggiani asked *Hoepfner* if he would like to speak concerning School Board since *Bradford* (City Council representative to School Board) was absent. *Hoepfner* said that schools are open, up and running, just completed MAP testing. The windows at Mt. Eccles are still leaking.

G. APPROVAL OF CONSENT CALENDAR

Vice Mayor Reggiani informed Council that the consent calendar was before them.

4. Ordinance 1096

An ordinance of the City Council of the City of Cordova, Alaska, authorizing the conveyance to Shoreside Petroleum Inc. of Lot 1 and Tract D Alaska Tideland Survey No. 1598 Cordova Recording District – 2nd reading

5. Ordinance 1097

An ordinance of the City Council of the City of Cordova, Alaska, adopting Cordova Municipal Code Chapter 13.06 governing the creation of public and private road names and addresses and the display of such names and addresses in the City of Cordova, Alaska – 2nd reading

6. Resolution 09-12-42

A resolution of the City Council of the City of Cordova, Alaska, approving Planning & Zoning Commission Resolution 12-07 and authorizing the vacation of right-of-way of Boat Dock Road and portions of Barnacle Boulevard

7. Council concurrence of Mayor's appointment to fill vacancies on HSB

Vote on Consent Calendar: 6 yeas, 0 nays, 1 absent (Bradford). Beedle-yes; Joyce-yes; Cheshier-yes; Kacsh-yes; Reggiani-yes and Allison-yes. Consent Calendar was approved.

H. APPROVAL OF MINUTES

M/Cheshier S/Kacsh to approve the minutes.

8. Minutes of 09-05-12 City Council Regular Meeting

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

I. CONSIDERATION OF BIDS - None

J. REPORTS OF OFFICERS

9. Mayor's Report

Mayor Kallander stated he reviewed cost reports and budgets for the Civic Center that *Cathy Sherman* had prepared and will make recommendations to her. He will respond to *Tom Bailer's* letter when he gets back to town. He responded to a few phone calls from the public as well.

10. Manager's Report

Lynch reported that he had mentioned the school budget in his report and he handed that page out that he had referred to. Also he handed out a letter he had written to the contractor for the school renovation regarding the school windows. There has been a proposal to add to the floating dock project – the cost is about \$20K to widen the access by 2 feet which would allow a larger landing craft to use it. *Lynch* said he was going forward with this and mentioned if there was a problem with that he would like to hear from Council. *Beedle* said it would be nice if they could see some things like this at the Harbor Commission for input. *Allison* said he didn't know this would be discussed and he has a conflict since he works for the contractor on this project. *Joyce* asked if CASI had responded to Mark's letter yet. *Lynch* said he has not received a response.

11. City Clerk’s Report – written report in packet and the Clerk also mentioned that she has hired a Deputy Clerk; **Tina Hammer** would be starting on October 8. The Assessor would be coming in November and he was considering raising values again as sales have been active in Cordova of late.

12. Superintendent’s Report – **Keel** said she has yet to receive the estimates from Capital Glass and Darcon Associates regarding the leaking windows at Mt. Eccles. She said the waste oil burner should be back online shortly at the high school. There is a window replacement project in progress at the high school (grant funded); also the boots and crickets roof project is moving along. Snow damage repairs continue although the playground will not be replaced until next spring.

Keel also wanted to speak to Ordinance 1098. She was expecting to get together with **Mr. Lynch** to work on the ordinance and instead she sees it on the agenda in such a different form. She said the City needs to be involved in maintenance of the building and budget only; the rest is a gross overstep. She feels as though her time has been consumed by this ordinance since she has been here and she feels like that is a waste of her resources; keeping her from the job she has been paid to do.

13. Staff Reports

a. **Moe Zamarron**, Director of Public Works, street lights South Fill

Zamarron said there are a few places in town, South Fill by Redden, the owners there are asking for these lights to be put back up. It is dark and with the new businesses in that location, it could be done.

Kacsh said that we set criteria for street lights a few years ago and it was defined by safety, if a private enterprise wants street lights they can do so on their own. **Joyce** said **Moe** would just need to review the criteria. **Zamarron** said he would like to request taking the street light pole in front of Northstar lumber down altogether. Council concurred that **Zamarron** should do so.

K. CORRESPONDENCE

14. PWSSC Letter to Mark Lynch 08-03-12

15. Lynch letter to PWSSC 09-07-12

16. PWSRCAC Letter in re: Project Planning Request, 08-27-12

17. Tom Bailer Letter in re: Health Care Housing, 09-06-12

Beedle said he would like to see a report with some numbers generated about housing costs at the hospital, in reference to **Bailer’s** letter agenda item 17. **Mayor Kallander** mentioned that information would be forthcoming as Bitney prepared the grant application.

L. ORDINANCES AND RESOLUTIONS

18. Ordinance 1098

An ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code Chapter 3.36 to clarify the authority and responsibilities of the School Board – 1st reading

M/Kacsh S/Cheshier to adopt Ordinance 1098

An ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code Chapter 3.36 to clarify the authority and responsibilities of the School Board

Kacsh said he thinks this needed to be written together as the Council and the School Board. How it is written, he will not support it.

Reggiani said he took the lead and drafted the ordinance based on notes and discussions from work sessions. He clarified some of the confusion saying he used our code; notes from the work sessions and code and charter portions from Anchorage and Juneau. He agreed that the attorney has written us a memo which states that 3.36.020 (d) should be stricken. He would agree and expects an amendment to strike that part. He clarified that 3.36.080 is basically Alaska Statute and putting it in our Code provides clarification between the City Council and the School District on timing of budget submission. The November 1 deadline is nothing new. 3.36.090 was basically the heart of the work sessions; he believes

he captured what was discussed and agreed upon at the two work sessions. 3.36.100 joint conference is a new section he got this idea from looking at Juneau and Anchorage examples and they meet two times and four times per year respectively. 3.36.110 school facility leases – he got this language from his notes from the work sessions as well.

Joyce said he does agree that per the attorney, the term limit part should be taken out. He also feels there was a great amount of discomfort on the part of the school district as to the process of coming up with this draft. He would like to see the process followed before the Council takes action; he won't support it as it sits, he'd like to see further refinement and clarification on a few items. He intends to refer to staff.

Allison said he is more inclined to vote this down vs. referring to staff. He finds it disheartening and surprising that we had two full workshops and then the ordinance shows up with things in it that were never discussed.

Kacsh said he suggested to vote it down because the school board, school district are setup in state statute. We are getting too deep into something we don't need to be involved in.

Cheshier said he doesn't know why everyone is so riled. He sees two things that were added that were apart from what everyone agreed upon. Term limits need to go and the joint conference was added and is in there for discussion.

Mayor Kallander said there are some important points in this document that do need straightening out before winter. He agrees with Council's comments and he would encourage referral to staff so that something is in place before winter comes.

Joyce said that we had opted for ordinance vs. MOU because MOU's can get forgotten yet Code will be in place into the future. So, maybe a very simple ordinance can be written to clarify the few issues – the ones we have agreed upon.

M/Joyce S/Cheshier to refer to staff.

Reggiani apologized to the School Board and School District for the appearance of leaving you out of the loop.

Beedle opined that so much wasn't broken and didn't need to be fixed. He did not think we were finished with the joint work sessions. He is inclined to not refer to staff; he'd like it to go away. **Allison** and **Kacsh** commented against referring to staff as well.

Reggiani said he would like to see it referred to staff.

After more discussion, Council said they wanted three things to be in the ordinance that comes back, if they do, in fact, refer this to staff. The items they would like in the ordinance are 3.36.090(a), 3.36.090(b) and 3.36.110.

Vote on motion to refer: 6 yeas, 0 nays. Motion passes.

18a. Resolution 09-12-43

A resolution of the City Council of the City of Cordova, Alaska, approving a site plan for Trident Seafoods Inc. for construction of 2 separate three story bunkhouses on Lots 7 and 8 of the Cordova Industrial Park; the bunkhouse adjacent to Jim Poor Avenue will be 133' by 53' and the smaller bunkhouse will be 68' by 48'

M/Joyce S/Kacsh to approve Resolution 09-12-43 a resolution of the City Council of the City of Cordova, Alaska, approving a site plan for Trident Seafoods Inc. for construction of 2 separate three story bunkhouses on Lots 7 and 8 of the Cordova Industrial Park; the bunkhouse adjacent to Jim Poor Avenue will be 133' by 53' and the smaller bunkhouse will be 68' by 48'.

Joyce said he supports this because Trident Seafoods owns the lot and this has gone through P&Z and they have recommended it. Also, he knows the condition of their existing bunkhouse which could certainly be improved. **Allison** agreed but had a question about the setbacks. **Greenwood** explained that Trident was denied the variance for 20' setbacks (by P&Z) and so they adjusted their plans to the required 10' setbacks and P&Z had a special meeting to approve their site plan with the 10' setbacks.

That is what is before Council tonight as well, because site plans in the industrial zone require Council approval. *Allison* was concerned about where the trailers are going to go.

Vote on motion: 6 yeas, 0 nays. Motion passes.

M. UNFINISHED BUSINESS - none

N. NEW & MISCELLANEOUS BUSINESS

19. Pending Agenda and Calendar

Budget work sessions begin in October

10/3 – revenues; 10/17, 11/1, 11/6, 11/8, 11/20 other planned budget work sessions

Lynch mentioned that many staff members might be gone the week of AML (Nov 12-16), *Bourgeois* said that the second November meeting might be unnecessary due to the fact that there was already a special meeting scheduled for November 28, and Thanksgiving is November 22 and the Clerk and Manager will be gone November 12-16 – she said Council could/should take that action at the first November meeting, if they so choose. *Bourgeois* also asked about AML – *Kacsh* said he would get with her as he is interested in attending.

O. AUDIENCE PARTICIPATION

Kate Morse 101 Whiskey Ridge thanked Council for their discussion on Ordinance 1098 – she is ok with how it sounds now and will be glad to see it in the end.

Theresa Keel 1013 Whitshed forgot to mention in her Superintendent’s report that she has heard from DoT on the SRTS grant. The work needs to begin in October and she would like to turn it over now to the City as what is left is City improvements.

Pete Hoepfner thanked Council for taking the time to relook at the ordinance. He mentioned that insurance is considered in-kind so there is no savings to have the City taking on the school’s insurance costs.

Tom Bailer 304 Orca Inlet said that the playground roof scenario could have been avoided and it’s a shame. He said they did not take the help when it was offered.

P. COUNCIL COMMENTS

20. Council Comments

Kacsh said would like to see 5.22 in front of Council again soon.

Cheshier he wanted to reiterate what had been said; he thinks that one of the impetuses for 1098 was that the City didn’t think the school was taking care of their buildings so well last year and it was upsetting.

Vice Mayor Reggiani recessed the meeting at 9:35 pm; the meeting was reconvened at 9:44 pm.

Q. EXECUTIVE SESSION

~~21. Cordova Center Phase I & II Financial Updates~~

~~22. City of Cordova Financial Audit for 2011~~

23. Personnel matters

M/Joyce S/Kacsh to go into executive session to discuss personnel matters, which are matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government.

Vote on motion: 6 yeas, 0 nays. Motion passes.

Council entered executive session at 9:45 pm (the City Manager, Cathy Sherman, Sam Greenwood and the City Clerk stayed for the executive session); Council came out of executive session at 10:10 pm.

24. City Manager Goals and Expectations

M/Joyce S/Beedle to go into executive session to discuss subjects that tend to prejudice the reputation and character of any person; provided that the person may request a public discussion, specifically City Manager goals and expectations.

Vote on motion: 6 yeas, 0 nays. Motion passes.

Council entered executive session at 10:10 pm (the City Manager stayed for the executive session); Council came out of executive session at 10:47 pm.

M/Joyce S/Kacsh to direct the City Manager to proceed as was directed in the executive session.

R. ADJOURNMENT

M/Joyce S/Cheshier to adjourn the regular meeting at 10:47 pm

Hearing no objection the meeting was adjourned.

Approved: October 03, 2012

Attest: _____
Susan Bourgeois, City Clerk



City of Cordova
602 Railroad Ave.
P.O. Box 1210
Cordova, Alaska 99574

Phone: (907) 424-6200
Fax: (907) 424-6000
Email:

citymanager@cityofcordova.net

CITY OF CORDOVA

Office of City Manager

September 26, 2012 Manager's Report (for 10/03/12 Council meeting)

Personnel issues: Tony Schinella, our new Harbormaster, will be attending the annual Harbormaster's meeting in Sitka prior to leaving Seattle to travel to Cordova. This may push his arrival back a week, but will be valuable to him and the City as he gets established in his new position. Public Works is still looking for an equipment operator, and the Police Department is looking for Communications Clerks (Dispatchers).

Safe Routes to School: Met with Theresa Keel, City department heads, Vice Mayor, and Council Rep to discuss the project. A memo is in your packet to move the project forward.

Hospital Roof: Construction is under way and still on schedule to be finished by October 23rd. Weather has slowed progress, but the contractor is still confident they can finish on time.

Harbor Study & Boardwalks: I have asked DHI to suspend work on Harbor planning until our new Harbormaster is in place. Boardwalk design work continues.

Breakwater/Fill Project: Project underway and on schedule.

Science Center Lease/Purchase Negotiation: No new proposals have been received since my last communication with them.

School Window Issue: Time for warranty has elapsed and the City is moving ahead with having the windows repaired, to be paid for by funds withheld from CASI final payment for that purpose.

Shipyard Fill: Permitting work underway by DHI Engineering.

North Fill Floating Dock: Project is underway. Pile installation should be underway any day, and concrete plank replacement should begin soon. The goal is for the dock to be in place and fully functional for the 2013 fishing season (no later than May 1, and sooner if weather allows).

Ambulance Billing: All billing items are in place. However, we are waiting for Medicare to send us a billing number before we can proceed. Once that is received we also have to obtain a State Medicaid number and schedule a visit with a Medicare inspector to visit our ambulance facility for final approval.

Samson Lot Swap: Street vacation approved by P&Z. Council resolution in packet. Preparing for utility move.



City of Cordova,
Office of the City Clerk
Cordova, AK 99574
602 Railroad Avenue * PO Box 1210

Phone: 907.424.6248
Fax: 907.424.6000
Cell: 907.253.6248
E-mail: cityclerk@cityofcordova.net

CITY CLERK'S REPORT TO COUNCIL

October 03, 2012 Regular Council Meeting

Date of Report: September 26-28, 2012

Things I need feedback on:

- I have heard from Two Council Members – you still have time – let me know if interested - The AML Conference is November 14-16 at the Captain Cook in Anchorage, please advise if you are interested in attending – I should reserve rooms and buy tickets NOW! Speak up at the meeting or email me with your request for travel (ferry/fly/hotel choice/dates) please see AML website for Conference schedule http://akml.org/Annual_Conference.html
- The Clerk, I, am asking for 2 weeks off in December/January for vacation – dates are not exact yet but probably Dec 27 through Jan 15 (eleven working days off), I have plenty of time coming and will miss one Council meeting (new Deputy should be sufficiently capable by then of handling the meeting); I will assume this is acceptable unless I hear otherwise from Council

Things I have been working on:

- Signed paychecks/other AP checks
- Prepared agendas and packets for regular mtg and work session on October 03, 2012
- Responded to varied requests from the public, mortgage companies, banks, in re assessed values, mill rates, taxes owing, etc.
- Hired a new Deputy Clerk – Tina Hammer will begin work with the City on October 8 – yea!!
- In the absence of the Deputy Clerk I have been handling all of the minutes, property taxes and records requests
- Worked with Council member Reggiani on Substitute Ordinance 1098
- Passed on the MOA with DoT for Whitshed Pedestrian/Bike pathway to City Attorney as was directed at last Council meeting, awaiting review from Attorney
- Attended beginning of Butler hearing on Monday September 24 to setup and begin recording for Attorney, Manager and Finance Director
- Sent delinquent notices to those property tax payers who missed the first half due date of August 31, 2012
- Prepared resolution to approve contract with the City Assessor for tax year 2013
- Began preparations for City Assessor visit in November in re 2013 assessing
- Assisted Mayor with a response letter

CITY OF CORDOVA



September 28, 2012

Tom Bailer
PO Box 2533
Cordova, AK 99574

Tom:

Thanks for your recent letter concerning health care housing in Cordova. You posed numerous questions and I wanted to take this opportunity to answer those for you. At the September 5, 2012 Council meeting, the City Council voted to authorize the City Manager to enter into an agreement with John Bitney to begin preparing an application for a grant through AHFC to construct a health care workers' housing project. My thoughts in pursuing this action were mostly to free up the large number of rental units that the hospital occupies in Cordova. During the snow emergency last winter we were made keenly aware of the lack of available residential housing units in Cordova. I have also heard personally from Cordova business owners who have been forced to turn away new-hires because of their inability to locate housing in Cordova.

You asked many questions about the current need for such health care worker housing. Presently, CCMC has seven contracted rental properties comprised of a total of eleven bedrooms. The cost to CCMC averaged \$1,003 per bedroom per month. Depending on individual contracts, some of these include all utilities such as heat, electric, water, sewer garbage plus cable/internet. There is no housing coordinator per se at CCMC. The hospital administrator works with the human resources coordinator, the administrative assistant and maintenance staff to ensure all travelling staff has their housing needs met. The 2012 occupancy rate for these units has been approximately 82%.

John Bitney's research is underway and his final product will offer a cost analysis determining the benefit of owning versus renting. At this time, the City Planner has only been involved to the extent that she has assisted with information regarding available lots in the vicinity of the hospital. No particular lots have been set aside as of yet because it is premature in the process for that step to be taken.

The grant application with AHFC isn't due until May 2013 and Council will surely be kept in the loop as Bitney garners more information in his fact-finding. I encourage you to stay involved and am always glad to hear the concerns of Cordova's citizens on important matters that the Council is working on.

Thank you,

Jim Kallander, Mayor
City of Cordova

JK:sb

A MEMO FROM SUSAN BOURGEOIS, CITY CLERK

DATE: September 26, 2012
TO: Mayor & City Council
SUBJECT: Substitute Ordinance 1098

The City Council has met two times with the School Board in joint work sessions to discuss the Cordova Municipal Code section 3.36. Ordinance 1098 appeared before Council for first reading on September 19. Council referred Ordinance 1098 to staff for edits. Substitute Ordinance 1098 is before Council tonight for first reading.

RECOMMENDED MOTION: Move to adopt Substitute Ordinance 1098.

REQUIRED ACTION: Majority voice vote.

SUBSTITUTE ORDINANCE 1098

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA, ADOPTING CORDOVA MUNICIPAL CODE 3.36.080 AND 3.36.090 TO CLARIFY THE AUTHORITY AND RESPONSIBILITIES OF THE SCHOOL BOARD

WHEREAS, the City of Cordova (“City”) is responsible to provide for a system of public schools for the municipality; and

WHEREAS, the system of public schools for the municipality is operated by a board of education (“School Board”); and

WHEREAS, two joint work sessions between the City Council and School Board were held to clarify the authority and responsibilities of the School Board regarding the maintenance and leases of the City-owned school buildings; and

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

Section 1. Cordova Municipal Code sections 3.36.080 and 3.36.090 are adopted as follows:

Chapter 3.36 - SCHOOL BOARD

- 3.36.010 - Existing board to continue.
- 3.36.020 - Members—Terms of office.
- 3.36.030 - Vacancy—Declaration of candidacy.
- 3.36.040 - Vacancy—Method of filling.
- 3.36.050 - Members—Oath.
- 3.36.060 - Powers and duties generally.
- 3.36.070 - Superintendent.
- 3.36.080 – School Maintenance
- 3.36.090 – School Facility leases

3.36.080 – School maintenance.

- a) The school board shall provide custodial services, routine maintenance and repair, and walkway snow removal for the city-owned school buildings and shall provide employees for these purposes. Routine repairs shall be all repairs of less than \$5,000 for a specific individual item or project.
- b) The city council shall provide insurance, major maintenance and all rehabilitation, repair and construction, water/sewer/refuse services, and snow removal from buildings and grounds for the city-owned school buildings. Major repairs shall be all repairs of more than \$5,000 for a specific individual item or project.

3.36.090 – School facility leases

Leases of the city-owned school buildings under school board management with a term of 30 consecutive days or more shall be in accordance with CMC 5.22.

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

1st reading: October 3, 2012

2nd reading and public hearing: October 17, 2012

PASSED AND APPROVED THIS 17th DAY OF OCTOBER 2012.

James Kallander, Mayor

ATTEST:

Susan Bourgeois, City Clerk

David Reggiani

From: David Reggiani [dave.pwsac@ak.net]
Sent: Thursday, September 20, 2012 8:57 PM
To: Theresa Keel
Cc: Mark Lynch; Jim Kallander; Pete Hoepfner; Kate Alexander
Subject: CMC Chapter 3.36 - 9.20.12 draft
Attachments: City of Anchorage - Education.pdf; City of Juneau - Public Schools.pdf; BP 3100 Budget.pdf; AR 3100 Budget.pdf; CMC Chapter 3.36 - 9.20.12 draft.docx

Tracking:	Recipient	Read
	Theresa Keel	Read: 9/21/2012 8:04 AM
	Mark Lynch	Read: 9/20/2012 9:26 PM
	Jim Kallander	
	Pete Hoepfner	
	Kate Alexander	

Hi Theresa,

I want to once again offer my apology for jumping out in front with the draft ordinance last night. I regret not sending you and the School Board a copy of the draft for review and comments prior to the City Council meeting. I sincerely believed that we reached an agreement at the end of the second joint work session regarding 3.36.090-school maintenance and 3.36.110-school facility leases and that we were ready to start the process of adopting the ordinance (1st hearing, public hearing, and then a 2nd hearing prior to adopting).

With that, I must admit that I was very much surprised by the reaction expressed at the meeting along with the comments regarding the additional sections 3.36.010-public school system, 3.36.080-budget, and 3.36.100-joint conference. These three additional sections were included in the draft with the same intent of clarifying expectations, responsibilities, and a way to provide structure to improve the communications between the Council and the School Board. I truly believed that these were non-issue items since they are all grounded in Alaska Statute, existing City Code/Charter, and/or existing School Board Policy. I also regret that I was not contacted by those with concerns prior to the meeting so that we could have discussed them.

Attached for reference are the examples from the City of Juneau and the City of Anchorage that were utilized in the drafting process following the second work session. As you can see, both are similar in their structure outlining the relationship and partnership between the Council/Assembly and the School Board. Also attached are copies of Cordova's School Board Policy 3100 Budget and AR 3100 Budget that were also used as references. As you can see, AR 3100 establishes that the school board shall adopt and submit an annual budget to the City Council by November 1.

In any case, the two joint work sessions and the meeting last night highlighted the need for all involved to work hard to strengthen the communications and relationship between the City and School District. I personally look forward to working together to accomplish that and toward our common goal of providing the best education we can for our kids.

To that end, attached is a copy of the draft version of the CMC 3.36 as requested by the City Council last night. Both Mark and I would like to meet with you early next week if you or any of the School Board members have comments, suggestions, or concerns. Please let me know.

Take care,
Dave

ARTICLE VI. - EDUCATION

[Section 6.01. - Public school system.](#)

[Section 6.02. - Qualification, term and compensation.](#)

[Section 6.03. - Powers of the school board.](#)

[Section 6.04. - Joint conferences.](#)

[Section 6.05. - Budget and six-year plan.](#)

Section 6.01. - Public school system.

The system of public schools for the municipality shall be operated by a school board of seven persons elected at-large from seats designated as seat A, seat B, seat C, seat D, seat E, seat F, and seat G.

Section 6.02. - Qualification, term and compensation.

- (a) A candidate for school board shall be a qualified municipal voter. A school board member shall serve a three-year term and shall remain a resident of Anchorage while in office.
- (b) The compensation of school board members shall be fixed by the commission on salaries and emoluments.
- (c) A person who has served on the school board for three consecutive terms may not be reelected to the school board until one full term has intervened.

(AO No. 90-93, prop. 8, 10-2-90; AO No. 90-95, prop. 7, 10-2-90)

Section 6.03. - Powers of the school board.

The school board has the powers provided by law, including but not limited to, the power to:

- (1) Formulate policy for the operation of the schools;
- (2) Appoint and provide for suspension and removal of school personnel, including the superintendent;
- (3) Serve as a board of personnel appeals;
- (4) Generally supervise school district fiscal affairs, including preparation and submission of the annual budget and six-year plan.

Section 6.04. - Joint conferences.

The assembly and school board shall meet at least four times yearly in public session to discuss and coordinate financial planning, capital improvement needs, the comprehensive plan, and other matters of mutual concern.

Section 6.05. - Budget and six-year plan.

- (a)

The superintendent of schools shall submit to the school board at such time as the board directs a proposed budget for the next fiscal year and a proposed six-year program for capital improvements and fiscal policies. The board shall hold at least one public hearing on the proposed budget and program before they are submitted to the assembly, and at least one public hearing after assembly action if the total amount is different. The proposed budget and program shall be approved and submitted to the assembly at least 90 days before the end of the current fiscal year of the school district.

- (b) The assembly may increase or decrease the budget of the school district only as to total amount. The school district may not appropriate or otherwise incur the expenditure of any funds, regardless of the source, in excess of the total amount of the budget, as approved by the assembly, without prior approval by the assembly.
- (c) The assembly shall approve the budget of the school district as amended and appropriate the necessary funds at least 60 days prior to the end of the fiscal year of the school district. If the assembly fails to approve the school district budget and make the necessary appropriation within the time stated, the budget proposal shall become the budget and appropriation for the fiscal year of the school district without further assembly action.

(AO No. 90-88, prop. 9, 10-2-90)

Juneau, Alaska, Code of Ordinances >> PART I - HOME RULE CHARTER >> ARTICLE XIII. - PUBLIC SCHOOLS >>

ARTICLE XIII. - PUBLIC SCHOOLS ¹⁹¹

[Section 13.1. - Public school system.](#)

[Section 13.2. - Board of education.](#)

[Section 13.3. - Vacancies.](#)

[Section 13.4. - Powers.](#)

[Section 13.5. - Public meetings.](#)

[Section 13.6. - Budget.](#)

[Section 13.7. - Administration of budget.](#)

[Section 13.8. - Capital improvements.](#)

[Section 13.9. - School maintenance.](#)

[Section 13.10. - Joint conference.](#)

Section 13.1. - Public school system.

The system of public schools for the municipality shall be operated by a board of education, pursuant to law, except as otherwise provided by the Charter.

Section 13.2. - Board of education.

- (a) The board of education shall be composed of seven members or such number required of home rule municipalities by law.
- (b) Board members shall be elected at large by the qualified voters of the municipality at regular municipal elections.
- (c) The term of office of board members shall begin immediately following certification of the election.

Section 13.3. - Vacancies.

The office of a board member shall become vacant upon the member's death, resignation, removal from office for cause by a vote of two-thirds of the members of the board, or upon forfeiture of office.

- (a) "Cause" means:
 - (1) Incompetency which is the unintentional or intentional failure to perform the duties of a board member; or
 - (2) Conviction of a felony involving moral turpitude, and the board determines that the crime or circumstances of its commission are of sufficient magnitude for the board member to have been shown to be unfit to hold office.
- (b) A board member shall forfeit office if the board member:
 - (1) Lacks any qualification prescribed by law; or
 - (2)

Fails to attend three consecutive regular meetings of the board without being excused by the board.

- (c) The board shall conduct hearings and appeals under this section in the same manner as provided for the assembly in Sections [3.7\(b\)](#) through (e) of this Charter.

(Serial No. 90-30, § 11, 1990/10-2-1990)

Section 13.4. - Powers.

The board shall have all powers and duties provided by Title XIV, Alaska Statutes, consistent with this Charter, including but not limited to the following:

- (a) Set the broad, general policy for the operation of public schools in the municipality;
- (b) Establish the educational policy including but not limited to approval of curriculum study guides, curriculum materials and textbooks;
- (c) Serve as a board of appeals for certificated education personnel appealing decisions of the superintendent;
- (d) Be responsible for the appointment, promotion, demotion, suspension, removal, compensation, and control of all school employees and administrators and hear and determine grievances related thereto. For these purposes, the board shall be controlled by and derive its powers, duties and guidelines from the following sources, which are listed in direct order of priorities should any inconsistencies arise in the provisions thereof:
 - (1) The provisions of this Charter.
 - (2) Title XIV, Alaska Statutes.
 - (3) The provisions of the municipality's comprehensive personnel system plan, enacted pursuant to [Section 3.14](#) of this Charter.
- (e) Meet at least once a month with meetings open to the public.

Section 13.5. - Public meetings.

All meetings shall be conducted as provided for the assembly in Section [3.12\(d\)](#) of this Charter.

State law reference— Public meetings, AS 29.20.020.

Section 13.6. - Budget.

- (a) Upon submission to the board by the superintendent, the school budget shall be a public record available for public inspection and for distribution at such reasonable price as the board may direct. The board shall hold a public hearing on the school board budget before approval and submission to the assembly for final action.
- (b) The board shall submit the annual budget for the following school year to the assembly by April 5 of the current year for approval of the total amount. Within 30 days after receipt of the budget, the assembly shall determine the amount to be made available from local sources for school purposes, and shall furnish the board with a statement of the sum to be made available. If the assembly does not, within 30 days, furnish the board with a statement of the sum to be made available, the amount requested in the budget is automatically approved. By May 31, the assembly shall appropriate the amount to be made available from local sources from money available for the purpose.

(Serial No. 93-22am, § 5, 1993/10-5-1993)

Section 13.7. - Administration of budget.

No payment may be made and no obligation incurred except in accordance with appropriations duly made. No payment may be made and no obligation incurred against any appropriation unless the superintendent ascertains that there is a sufficient unencumbered balance in the appropriation and that sufficient funds are or will be available to cover the obligation. After adoption of the school budget by the assembly, the board shall not exceed the total budget without assembly approval.

Section 13.8. - Capital improvements.

- (a) The board shall make recommendations to the assembly concerning the necessity for school construction and other capital improvements, site selection, employment of architects, and building plans. The board shall submit preliminary plans to the assembly for suggestions before recommending final plans.
- (b) Decisions by the assembly shall be final in all matters concerning school construction and other capital improvements, site selection, employment of architects, and building plans.
- (c) The assembly shall appoint a four-man committee from its membership which shall deliberate with the board in formulating all plans to be recommended under [Section 13.8\(a\)](#) of this Charter.

Section 13.9. - School maintenance.

The board, unless specifically transferring such responsibilities to the assembly, shall provide custodial services and routine maintenance for school buildings and shall provide employees for these purposes. The assembly shall provide major maintenance and all rehabilitation, repair and construction of school buildings.

Section 13.10. - Joint conference.

The assembly and board shall meet jointly at least twice a year at public meetings to deliberate upon matters of mutual interest. Minutes of the board shall reflect the business carried on at such meetings.

FOOTNOTE(S):

⁽⁹⁾ *State Law reference— Public schools, AS 14.03.010 et seq.; qualifications of school board, AS 14.12.080. [\(Back\)](#)*

BP 3100 BUDGET

The School Board shall establish and maintain a balanced budget. The Board shall adopt an annual budget which is compatible with district goals and objectives.

(cf. [0200](#) - *Goals for the School District*)

(cf. [3460](#) - *Financial Reports and Accountability*)

The district budget shall be prepared annually from the best possible estimates of revenues and expenditures. The Superintendent or designee(s) shall determine the manner in which the budget shall be prepared and shall schedule the budget adoption process in accordance with legal time requirements. A public hearing shall be held prior to the adoption of the budget or a revised budget.

In order to receive public input early in the budget preparation process, a budget advisory committee, composed of members of the community and staff, may review the proposed budget at regular intervals during its preparation and may report its findings and recommendations to the Board.

(cf. [1220](#) - *Citizen Advisory Committees*)

Legal Reference:

ALASKA STATUTES

[14.07.030](#) Powers of state department

[14.07.170](#) Additional powers and duties of state board

[14.12.020](#) Support, management and control

[14.14.060](#) Relationship between borough school district and borough

[14.14.065](#) Relationship between city school district and city

[14.17.300 - 14.17.990](#) Financing of public schools

ALASKA ADMINISTRATIVE CODE

[4 AAC 09.006 - 4 AAC 09.050](#) State Aid

[4 AAC 09.110 - 4 AAC 09.990](#) School Operating Fund

Revised 1/03

ADOPTED: 3/9/05

CORDOVA SCHOOL DISTRICT

AR 3100 BUDGET

Public Hearing and Availability of Proposed Budget

The proposed budget, showing expenditures, cash balances and all revenues, shall be made available for public inspection before the public hearing date.

The Board shall hold a public hearing on the proposed budget for the purpose of permitting any district resident to appear and speak to the budget or any item on the budget.

Adoption of the Budget

The adoption of the budget shall not take place until the public hearing is concluded. The district budget shall conform to state regulations regarding form and content.

By November 1, the Board shall adopt and submit an annual budget to the city council for approval of the local contribution of revenue to the school district. If budget revisions are necessary based on the amount of local contribution to the schools approved by the city council, the Board shall conduct a public hearing prior to adopting a revised budget. ([A.S. 14.14.060/14.14.065](#))

By July 15, the adopted budget shall be submitted to the state department of education for approval. The state commissioner may reject the district budget if it is not in the form required by the state, is not balanced, does not meet local effort requirements of law, or does not meet the requirements for minimum expenditure for instruction. If rejected by the state, a revised budget shall be submitted within twenty days of the date the notice of rejection is mailed. If the budget contains a prior year fund balance as revenue, the budget shall be revised and resubmitted if the annual audit shows the fund balance to be less than projected. ([4 AAC 09.110/09.120](#))

Revised 1/03

ADOPTED: 3/9/05

CORDOVA SCHOOL DISTRICT

Chapter 3.36 - SCHOOL BOARD

3.36.010 - Existing board to continue.

The existing school board, composed of five members, who are and shall be qualified voters of the city, shall continue to serve and hold office in the manner hereinafter specified.

3.36.020 - Members—Terms of office.

The present members of the school board shall continue to serve as such members for the terms for which they have been elected. All members now serving shall hold office until their successors are elected and qualified to serve. The term of office of any member elected shall be three years.

3.36.030 - Vacancy—Declaration of candidacy.

Any qualified city voter may be a candidate for the school board of the Cordova public schools, by filing, not more than eight weeks nor less than four weeks prior to the election, with the city clerk, a sworn declaration of his candidacy. (Alaska Statute 14.12.080 expressly requires that school board members must have the same qualifications as are necessary to be a municipal voter; code Section [2.08.010](#) requires that municipal voters be eighteen years of age as set out in Article V State Constitution.)

3.36.040 - Vacancy—Method of filling.

Candidates for member of the school board shall file for office in the same manner as candidates for mayor may file now or hereafter, and the members of the school board shall be elected in the same manner as the mayor is elected now or may be elected hereafter. Vacancies in the school board shall be filled by the board until the next regular election, when a member shall be elected to serve the rest of the unexpired term in the same manner that a mayor is now or may hereafter be elected to serve the rest of an unexpired term.

3.36.050 - Members—Oath.

Before entering upon the discharge of their duties, each member of the board shall take and subscribe an oath to faithfully perform the duties of such office, in the manner provided by ordinance as to officers of the city.

3.36.060 - Powers and duties generally.

The school board shall have and exercise such powers and duties as conferred upon it by this code and the state laws relating to a "City School District" as defined in Section 14.12.010(l) Alaska Statutes. The board shall constitute and shall exercise such powers as granted by the state laws.

3.36.070 - Superintendent.

The school board shall employ a superintendent who shall have the active management of city schools, subject to the laws of the state and the supervision of the board.

3.36.080 – School maintenance.

- a) The school board shall provide custodial services, routine maintenance and repair, and walkway snow removal for the city-owned school buildings and shall provide employees for these purposes. Routine repairs shall be all repairs of less than \$5,000 for a specific individual item or project.

- b) The city council shall provide insurance, major maintenance and all rehabilitation, repair and construction, water/sewer/refuse services, and snow removal from buildings and grounds for the city-owned school buildings. Major repairs shall be all repairs of more than \$5,000 for a specific individual item or project.

3.36.090 – School facility leases

Leases of the city-owned school buildings under school board management with a term of 30 consecutive days or more shall be in accordance with CMC 5.22.

David Reggiani

From: David Reggiani [dave.pwsac@ak.net]
Sent: Saturday, September 22, 2012 8:45 AM
To: 'tkeel@cordovasd.org'
Cc: 'Mark Lynch'; 'Jim Kallander'; 'csd_board@cordovasd.org'
Subject: RE: CMC Chapter 3.36 - 9.20.12 draft

Hi Theresa,

Thanks for the emails and the suggested revisions. Tuesday at 1pm works for us.

See you then,
Dave

David Reggiani
General Manager
Prince William Sound Aquaculture Corporation
PO Box 1110
Cordova, Alaska 99574
907-424-7511
dave.pwsac@ak.net

From: Theresa Keel [<mailto:tkeel@cordovasd.org>]
Sent: Friday, September 21, 2012 8:57 AM
To: dave.pwsac@ak.net
Cc: 'Mark Lynch'; 'Jim Kallander'; csd_board@cordovasd.org
Subject: RE: CMC Chapter 3.36 - 9.20.12 draft
Importance: High

Dave and all,

I have attached a revised version of CMC Chapter 3.36 to reflect the wishes of the School District. Although we appreciate the offer to handle insurance, we feel more comfortable being directly involved with our insurance companies, so our claims can be handled as expeditiously as possible. Also, I have added verbiage to 3.36.090 to reflect the power of the school district to lease its own buildings.

I look forward to meeting regarding this!

Theresa

Theresa Keel
Superintendent of Schools
Cordova School District
907-424-3265
tkeel@cordovasd.org

Excellence for All!

Chapter 3.36 - SCHOOL BOARD

3.36.010 - Existing board to continue.

The existing school board, composed of five members, who are and shall be qualified voters of the city, shall continue to serve and hold office in the manner hereinafter specified.

3.36.020 - Members—Terms of office.

The present members of the school board shall continue to serve as such members for the terms for which they have been elected. All members now serving shall hold office until their successors are elected and qualified to serve. The term of office of any member elected shall be three years.

3.36.030 - Vacancy—Declaration of candidacy.

Any qualified city voter may be a candidate for the school board of the Cordova public schools, by filing, not more than eight weeks nor less than four weeks prior to the election, with the city clerk, a sworn declaration of his candidacy. (Alaska Statute 14.12.080 expressly requires that school board members must have the same qualifications as are necessary to be a municipal voter; code Section [2.08.010](#) requires that municipal voters be eighteen years of age as set out in Article V State Constitution.)

3.36.040 - Vacancy—Method of filling.

Candidates for member of the school board shall file for office in the same manner as candidates for mayor may file now or hereafter, and the members of the school board shall be elected in the same manner as the mayor is elected now or may be elected hereafter. Vacancies in the school board shall be filled by the board until the next regular election, when a member shall be elected to serve the rest of the unexpired term in the same manner that a mayor is now or may hereafter be elected to serve the rest of an unexpired term.

3.36.050 - Members—Oath.

Before entering upon the discharge of their duties, each member of the board shall take and subscribe an oath to faithfully perform the duties of such office, in the manner provided by ordinance as to officers of the city.

3.36.060 - Powers and duties generally.

The school board shall have and exercise such powers and duties as conferred upon it by this code and the state laws relating to a "City School District" as defined in Section 14.12.010(l) Alaska Statutes. The board shall constitute and shall exercise such powers as granted by the state laws.

3.36.070 - Superintendent.

The school board shall employ a superintendent who shall have the active management of city schools, subject to the laws of the state and the supervision of the board.

3.36.080 – School maintenance.

- a) The school board shall provide custodial services, routine maintenance and repair, and walkway snow removal for the city-owned school buildings and shall provide employees for these purposes. Routine repairs shall be all repairs of less than \$5,000 for a specific individual item or project.

- b) The city council shall provide ~~insurance,~~ major maintenance and all rehabilitation, repair and construction, water/sewer/refuse services, and snow removal from buildings and grounds for the city-owned school buildings. Major repairs shall be all repairs of more than \$5,000 for a specific individual item or project.

3.36.090 – School facility leases

The School Board has authority to ~~Leases of the~~ city-owned school buildings under school board management with a term of 30 consecutive days or more. ~~shall be in accordance with CMC 5.22.~~

Pending agenda:

Capital Priorities List Meeting –December 2012, March 2013, June 2013, September 2013

Budget Work Sessions:	10/3/12	Revenues
	10/17/12	CM submits draft budget to Council
	11/1/12	Fees and Revenues
	11/6, 7, 8/12	Expenses
	11/20/12	Finalize budget (if necessary)

Alaska Municipal League Conference – November 12 – 16, Anchorage
Clerk out of office Nov 9 – 15; Manager out Nov 12 – 16; Clerk vacation Dec 27 – Jan 15

Committees:

Cordova Center Committee: Tim Joyce, Sylvia Lange, Dan Logan, Mark Lynch, Sam Greenwood, Moe Zamarron, Dave Reggiani, Cathy Sherman

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

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

Public Services Building Design Committee: David Reggiani - Chairman, Chief Bob (Griffiths), Martin Moe, Jim Kacsh, Dick Groff, Mike Hicks, Tom Bailer

E-911 Committee: Chief Bob Griffiths – Chairman, Bret Bradford, Gray Graham, Dick Groff, Mike Hicks (and/or Paul Trumblee), David Allison, George Covell

Calendars: 3 months’ of calendars are attached hereto

September 2012; October 2012; November 2012

October 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Location Legend CH—City Hall Conference Room LMR—Library Meeting Room HSL—High Sch Lib	1	2	3 6:30 bdgt wksn LMR 7:30 reg mtg LMR	4	5	6
7	8	9 5:30 Prks & Rec LMR P&Z Commission Mtg 7pm CH	10 Sch Bd 7pm HSL Hrbr Cms 7pm CH	11	12	13
14	15	16	17 6:30 bdgt wksn LMR 7:15 pub hrg LMR 7:30 reg mtg LMR	18 Alaska Day—City Hall Offices Closed	19	20
21	22 absentee in person CH	23 absentee in person CH	24 absentee in person CH	25 absentee in person CH	26 absentee in person CH	27
28	29 absentee in person CH	30 absentee in person CH	31 3Q sales tax due 2012 2nd half prop taxes due absentee in person CH			Location Legend CH—City Hall Conference Room LMR—Library Meeting Room HSL—High Sch Lib 31

November 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Location Legend CH—City Hall Conference Room LMR—Library Meeting Room HSL—High Sch Lib				1 6:30 bdgt wksn LMR absentee in person	2 absentee in person CH	3
4	5 absentee in person CH ---City Assessors---	6 ELECTION DAY 6:30 bdgt wksn CH ---2013 review---	7 6:30 bdgt wksn LMR 7:15 pub hrg LMR 7:30 reg mtg LMR ---City Assessors---	8 6:30 bdgt wksn LMR ---2013 review---	9 ---Clrk @ AAMC Conf---	10 ---Clrk @ AAMC Conf---
11 ---Clrk @ AAMC Conf---	12 Veteran's Day—City Hall Offices Closed ---Clrk @ AAMC Conf--- ---AML Conf---	13 P&Z Commission Mtg 7pm CH ---Clrk @ AAMC Conf--- ---AML Conf---	14 Sch Bd 7pm HSL Hrbr Cms 7pm CH ---Clrk @ AAMC Conf--- ---AML Conf---	15 ---Clrk @ AAMC Conf--- ---AML Conf---	16 ---AML Conf---	17
18	19	20 6:30 bdgt wksn LMR (if necessary)	21 7:15 pub hrg (maybe) LMR 7:30 reg mtg LMR	22 Thanksgiving—City Hall Offices Closed	23 Thanksgiving—City Hall Offices Closed	24
25	26	27	28 7pm spec mtg LMR	29	30	Location Legend CH—City Hall Conference Room LMR—Library Meeting Room HSL—High Sch Lib

December 2012

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