

Mayor

Clay Koplin

Council Members

James Burton

Kenneth Jones

Jeff Guard

Robert Beedle

Josh Hallquist

David Allison

James Wiese

City Manager

Alan Lanning

City Clerk

Susan Bourgeois

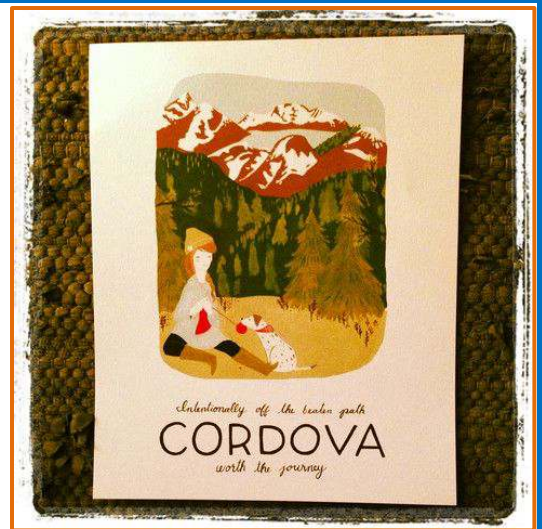
Deputy Clerk

Tina Hammer

Student Council

Corinne Pegau

Regular City Council Meeting
October 18, 2017 @ 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, Kenneth Jones, Jeff Guard, 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 (CCMCABoD, School Board)
 - a. CCMC Authority CEO, **Scot Mitchell's** report to CCMC Authority BoD..... (page 1)
informational item for City Council
4. Student Council Representative Report

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

5. Resolution 10-17-26..... (page 18)
A resolution of the City Council of the City of Cordova, Alaska, requesting that the State of Alaska prioritize the stabilization of Power Creek Road
6. Record excused absence of **Josh Hallquist** from the October 4, 2017 Regular Meeting

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

7. Minutes of 10-04-17 Council Regular Meeting..... (page 21)

I. Consideration of Bids

J. Reports of Officers

8. Mayor's Report..... (page 25)
9. Manager's Report
10. City Clerk's Report
11. Staff Quarterly Reports – Third Quarter 2017
 - a. Cordova Police Department, **Mike Hicks**, Police Chief..... (page 26)
 - b. Cordova Harbor & Port, **Tony Schinella**, Harbormaster..... (page 28)

- c. Information Services, **Cathy Sherman**, Museum, PIO, Library, IT, Cordova Center..... (page 30)
- d. Parks and Recreation, **Susan Herschleb**, Director..... (page 37)
- e. Public Works Department, **Rich Rogers**, PWD/City Engineer..... (page 40)
- f. City Investments, **Chad Adams**, UBS Financial..... (page 42)
- g. Cordova Fire Department, **Paul Trumblee**, Fire Marshal..... (page 43)

K. Correspondence

- 12. 09-28-17 Letter from Office of the State Assessor re 2017 Full Value Determination..... (page 47)

L. Ordinances and Resolutions

- 13. Ordinance 1156..... (voice vote)(page 48)
An ordinance of the City Council of the City of Cordova, Alaska, adopting Chapter 5.39, “motor fuel excise tax” and imposing an excise tax of \$.04 per gallon on motor fuel dispensed into vehicles and watercraft from a fuel facility within Cordova - 1st reading
- 14. Ordinance 1158..... (voice vote)(page 53)
An ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code Chapter 5.40 to decrease sales tax from 6% to 4% from October 1st through March 31st and increase sales tax from 6% to 8% from April 1st through September 30th - 1st reading
- 15. Ordinance 1159..... (voice vote)(page 56)
An ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code section 5.40.030(c) and CMC 5.40.030(d) to increase the cap on sales tax from \$3,000 to \$7,500 - 1st reading
- 16. Ordinance 1160..... (voice vote)(page 62)
An ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code Chapter 5.40 to repeal CMC 5.40.090, eliminating the compensatory collection discount from sales tax - 1st reading

M. Unfinished Business

N. New & Miscellaneous Business

- 17. Pending Agenda, Calendar and Elected & Appointed Officials lists..... (page 65)

O. Audience Participation

P. Council Comments

Q. Executive Session

- 18. City Manager’s Annual Evaluation

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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To: Cordova Community Medical Center Authority Board of Directors
From: Scot Mitchell, FACHE, Chief Executive Officer
RE: Critical Access Hospital Periodic Evaluation for 2016
Date: July 12, 2017

A review of Cordova Community Medical Center was conducted for the calendar year 2016 as required by the Centers for Medicare and Medicaid Services (CMS) Conditions of Participation for Critical Access Hospitals. This annual report is submitted to you for your review and approval. The information for this report was collected by the Leadership Team at CCMC. I have compiled the report and it has been reviewed by the Leadership Team, Quality Management Committee and the Medical Staff.

EXECUTIVE SUMMARY

2016 was another year of transition for CCMC. For many years now, the facility has been subject to a great deal of staff turnover, which has led to a significant lack of continuity of leadership within the facility. CCMC started seeing a change in this phenomena last year. Dr. Sanders joined Dr. Blackadar on the Medical Staff, so the organization now has two full-time local, board certified physicians. This is the first time in about 15 years that CCMC has had two full-time local physicians. As the new CEO started in June, a concerted effort was made to try to address the lack of full-time local staff. Numerous staff, especially in nursing were hired in 2016, which has reduced the reliance on temporary staff. The lack of leadership continuity is the most significant issue facing CCMC, without it you cannot adequately develop and implement improvement plans.

With the addition of the two new physicians over the past two years, CCMC has seen a continuity of the Medical Staff that has led to an increase in patient volumes and a reduction in transfers out of the facility. Our acute care patient days went up more than 150% while our emergency room visits are staying steady at about 2 per day. Clinic visits last year increased 9% over 2015.

The radiology department added Computed Tomography (CT) scanning services in 2016. This led to an increase in imaging procedures by 19%, as well as helped reduce the number of transfers out of CCMC. Our average length of stay was 57.8 hours, below the CAH requirement of 96 hours. More detailed information is included in the main report.

We started resurrecting our quality improvement program in 2016. Staff has developed and the board approved a QI plan for 2017, so we are now on the way to improving our quality program. CCMC also started submitting quality data in September 2016, participating in the Partnership for Patients program between the Alaska State Hospital and Nursing Home Association and the Washington State Hospital Association.

CCMC has a contract with the Healthcare Quality Service for external physician peer review. 100% of acute and observation admissions, transfers, blood transfusions and unexpected deaths are subject to internal physician peer review. CCMC has a contract with Partners in Health Network, an NCQA certified Credentials Verification Organization, to perform the primary source verification for the physician privileging.

As part of this evaluation, every clinical service impacting health and safety, including contracted services, were evaluated and reviewed by the Quality Management Committee. There was an issue noted in radiology services that has led to the process of changing radiology services providers in 2017.

The clinical policies review process was used, but not fully, to evaluate those policies. As a result most of the policies were reviewed and some changes were recommended and approved by the Health Services Board in 2016. A new process has now been implemented to improve this process.

Recommendation

The Critical Access Hospital program continues to meet the needs of CCMC from a clinical perspective, as well as a financial one. While still financially struggling, it would be very difficult to continue operations without the CAH designation. The clinical services provided by CCMC are appropriate for the needs of the community.

MAIN REPORT

Financial Review

Like a lot of critical access hospitals, CCMC has struggled financially for many years. There are several factors at play for our facility. The geographic isolation of Cordova, combined with small population limits the volume of utilization of services, but we are still required to provide certain services, which means having the staff, equipment and supplies for services that will never receive enough utilization to allow us to recover our fixed costs. The high cost of being located in Alaska also puts us at a disadvantage. It is extremely difficult to recruit and retain quality healthcare professionals in such a remote, frontier area. Despite these, and other factors, CCMC started making a dent in the financial issues in 2016.

The end of 2016 was improved over 2015 as it pertains to the balance sheet. Total current assets increased by more than 13% from the previous year. Accounts payable decreased by 38% compared to the prior year. Other changes included the addition of underfunding of the Public Employees Retirement System pension fund, which was finally determined by the State of Alaska under the GASB 68 accounting standard.

2016 total patient revenue increased more than one million dollars, or 12%. This is due to the addition of another full time physician to the medical staff. With two board certified local physicians, more patients were seen in the clinic and admitted to the hospital, as well as transfers out of CCMC were reduced significantly over 2015.

Wages and benefits increased by almost 8% in 2016 as compared to 2015. This was due to a focus on reducing the reliance on temporary staff in the latter half of 2016. The nursing staff in the hospital was 100% temporary when I started at the end of June, but we hired three permanent RNs before the end of the year.

A change in accounting methodology in 2016 resulted in our utilities expense showing a significant increase over the prior year as the USAC grant funds we receive had previously been shown as a reduction in costs was shifted to the other revenue category. This did not affect cash flow, but was strictly an accounting change. Depreciation expense increased 73% due to the project costs for adding the CT scanner was completed and the scanner is now in use.

A permanent Chief Financial Officer started in September 2016 and he has already made a positive impact on several areas such as revenue cycle management, accounting and electronic health record research.

Volume and Utilization of Services










Facility Capacity

Cordova Community Medical Center is licensed as a Critical Access Hospital by the State of Alaska for 23 beds. Ten of those beds are designated as long term care and the remaining 13 are dual licensed as acute care and swing bed. The emergency department has two beds, and does have the capability to expand when surge capacity is required. The laboratory was staffed with two full-time technicians. A laboratory director shared time with other departments. The imaging department had one full-time technician who also covered on-call almost entirely by himself. Our rehabilitation department had one Occupational Therapist and a Physical Therapist position that was covered by temporary staff for the entire year. The Occupational Therapist also provided services to children at the local school system.

Our family medicine clinic started 2016 with one full-time, board certified family medicine physician who also covered call 24/7 for the emergency department. Dr. Hannah Sanders joined Dr. Sam Blackadar last spring, marking the first time in more than a decade that CCMC had two permanent, board certified full-time physicians who live in Cordova.

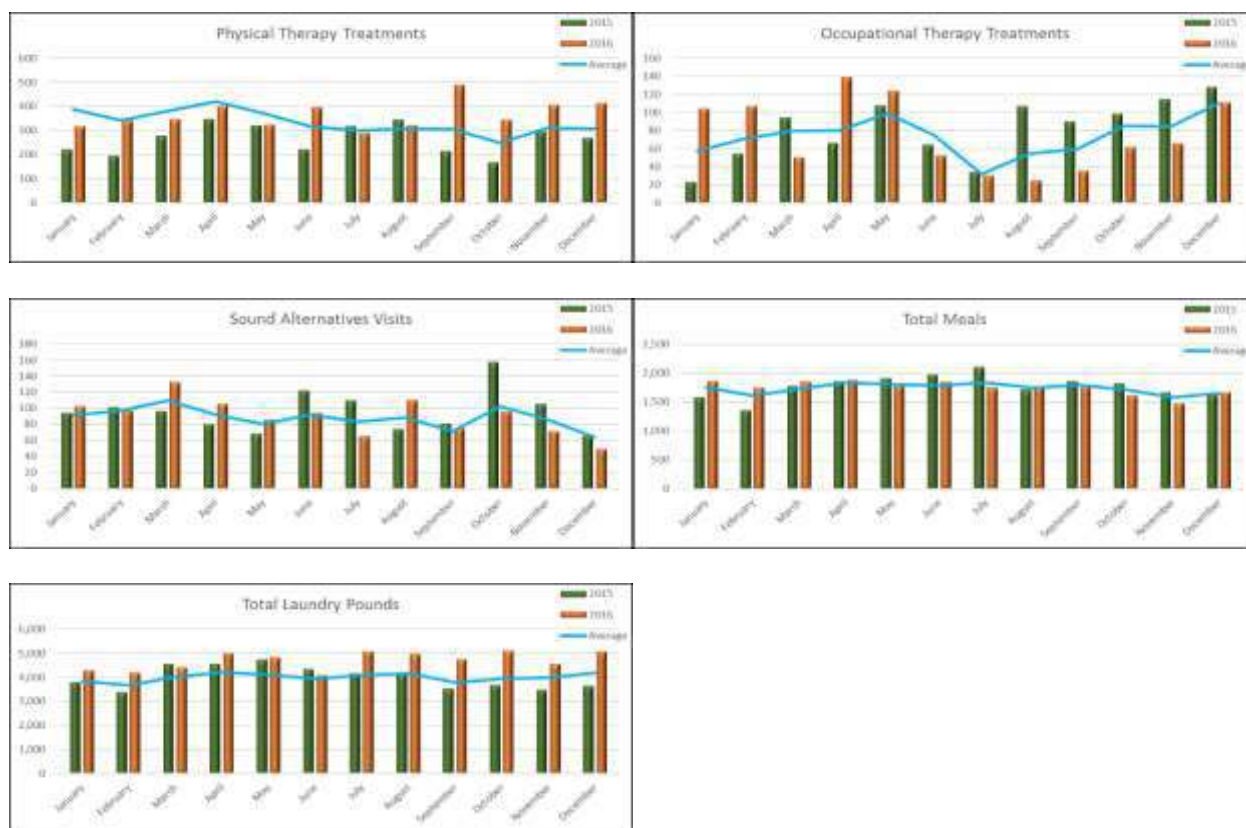
Volumes

CCMC saw both increase and decreases in utilization of services in 2016. With the addition of Dr. Sanders we continued to see increases that started when Dr. Blackadar joined the medical staff in 2015. For example, the number of acute care admissions more than doubled in 2016. Clinic visits increased 9% over the previous year. Although swing bed admissions increased by about one-third, the number of swing bed days actually dropped by about the same percentage, due to differences in rehabilitation therapy. Emergency room visits and laboratory procedures dropped from 2015 volumes. Radiology procedures increased 19% in 2016, partially due to the addition of CT services. Physical therapy volumes increased by more than one-third while occupational therapy volumes decreased by about 8%. The occupancy of our nursing home increased from 96.9% in 2015 to 99.5% in 2016. The number of behavioral health visits decreased 6%. The table and charts below show utilization volumes from various CCMC departments, as pulled from our electronic health record system. We believe these numbers to be fairly accurate, but due to issues with the system we suspect slight variances from actual.

Statistic	2015	2016	% Change
Acute Admissions	38	82	116% 
Acute Patient Days	80	202	153% 
Swing Bed Admissions	14	19	36% 
Swing Bed Patient Days	375	250	-33% 
Long Term Care Resident Days	3,546	3,650	3% 
Observation Patients	60	69	15% 
Emergency Room Visits	715	699	-2% 
Clinic Visits	2,182	2,377	9% 
Laboratory Procedures	4,505	3,901	-13% 

Radiology Procedures	648	774	19%	↑
Physical Therapy Billed Units	3,208	4,407	37%	↑
Occupational Therapy Billed Units	988	911	-8%	↓
Sound Alternatives Visits	1,152	1,081	-6%	↓
Total Meals Served	21,179	20,935	-1%	↓
Total Laundry Pounds	48,061	56,398	17%	↑





Average Length of Stay




In 2016 the acute care average length of stay for the 82 admissions was 57.8 hours, well under the 96 hour average required for the CAH conditions of participation. CCMC did have 16 acute care patients who had lengths of stay longer than the 96 hour average. In comparison, the acute care length of stay in 2015 was 50.4 hours for the 40 admissions. There were 4 patients that year with a length of stay longer than 96 hours.

Average Length of Stay	2015	2016	% Change
Acute care average length of stay (hours)	50.4	57.8	15%
Number of patients with LOS more than 96 hours	4	16	300%
Swing bed average length of stay (days)	26.8	13.2	-51%
Observation average length of stay	N/A	103.4	N/A

Transfers

With the addition of Dr. Blackadar and Dr. Sanders over the past two years, CCMC has seen a significant decrease in the number transfers out of our facility. Another positive impact on reducing transfers was seen when the CT scanner was installed in the winter of 2016. We had 51 transfers in 2015 and only 36 in 2016. When you consider the average costs of emergency transfers via airplane from Cordova, the reduction in 2016 saved local citizens about \$500,000. The Medical Staff reviews all transfers to determine the appropriateness of the transfers as well as to identify any potential issues with EMTALA

compliance. There were no instances of inappropriate transfers and no instances of lack of compliance with EMTALA regulations.

Transfers	2015	2016	% Change
Inpatient Transfers	1	6	500% 
Emergency Room Transfers	50	30	-40% 
Total Transfers	51	36	-29% 

Medical Record Review

Health Information Management Reviews

The HIM department reviews 100% of the patient records, both inpatient and outpatient as well as the clinic, as part of their routine monitoring program. These chart reviews include abstracting data from each episode of care to determine if required documentation is present. The following items are reviewed for inclusion in the patient charts: complete and accurate physician and nurse notes, lab results and imaging reports are scanned into the chart, all ordered medications are documented appropriately, other test results are scanned into the chart and any other information specific to the patient is included to make the chart complete and accurate. HIM also serves as a double check to make sure we are capturing all charges for services provided.

In 2016 the HIM department reviewed 4,629 patient episodes and abstracted the inpatient, outpatient and clinic charts for their review. The table below shows the top deficiencies and opportunities for improvement noted during the review.

Deficiency Area	Number of Charts with Deficiency	Percentage of Charts
Order status	237	5.1%
Incomplete or inaccurate documentation	213	4.6%
Missing or inaccurate charges	127	2.7%
Missing diagnosis	19	0.4%

When a documentation deficiency is found during the chart review, the HIM department works with the appropriate provider, nurse or ancillary staff member to correct the problem. This process is completed shortly after the patient episode has occurred, which helps increase accuracy for future charts.

Medical Staff and Peer Review

The Medical Staff of CCMC has undergone significant changes over the past several years. The current Medical Staff has been actively involved in improving the many roles that the Medical Staff plays in the hospital, clinic and nursing home settings. For example in 2015 there was really no peer review process until Dr. Blackadar joined the staff and he instituted an internal review process and led the process to contracting with an outside peer review entity for cases that needed an external review. CCMC contracted with Healthcare Quality Service, based out of Seattle, Washington in October 2015 for external physician peer review services. There have been no cases sent to Healthcare Quality Service for peer review in 2015 or 2016.

The CCMC Medical Staff has implemented a process whereby they perform internal reviews of 100% of all of the following cases:

- Admissions to acute care
- Admissions to observation
- Transfers
- Blood transfusions
- Unexpected deaths

These internal reviews of the physician's cases are conducted by the other physician. For example in 2016, Dr. Blackadar reviewed a total of 48 cases where Dr. Sanders was the admitting physician in the above categories, while Dr. Sanders reviewed 35 of Dr. Blackadar's cases. The Medical Staff has also recently started utilizing locum tenens physicians to perform peer reviews when they are onsite. There were no instances of inappropriate care or adverse outcomes noted as part of these reviews.

Review of Services

Nursing Services

The CCMC Nursing Department provides nursing services for several areas, including acute care, swing bed, emergency room, observation and clinic. A Registered Nurse (RN) is on duty 24 hours a day, 7 days a week in the acute care department. An RN or Licensed Practical Nurse (LPN) is also available 24/7 in the nursing home as well. In addition, Certified Nursing Assistants are also scheduled on both the day and night shifts in the nursing home. All of the nursing staff is trained in Basic Life Support and the RN's are also trained in Advanced Cardiac Life Support, Pediatric Advanced Life Support and specialty training in trauma care.

In the acute care setting, the nurses provide skilled nursing services for those patients who are generally expected to stay less than 96 hours. The acute care status is generally what people think of when someone is admitted to the hospital. Swing bed care is a category whereby the status of the patient can 'swing' between acute care and skilled care. Observation bed services are available when a patient needs short term care and monitoring, while giving the physician an opportunity to determine if the patient needs to be admitted for a longer amount of time.

The CCMC long term care unit is licensed for 10 beds, which stayed full almost the entire year of 2016. Our nursing home provides restorative care that focuses on helping the residents maintain their functional abilities and preventing their physical decline. The nursing staff is trained in managing difficult behaviors, dementia and Alzheimer's disease along with the nuances of caring for the completely disabled.

The emergency room is available 24 hours a day, 7 days a week to provide care to those with serious illnesses and injuries. Initial assessment and stabilization is provided by a Registered Nurse, who contacts the physician to come to the ER to treat the patient. Our policies require our physicians to arrive in the emergency room within 30 minutes of being called. In reality, our physician response time is much quicker than 30 minutes.

The nursing department was active in 2016 in many improvement processes. Below is a brief overview of some of the nursing services accomplishments last year.

- Moved to evidence based nursing procedures by implementation of Lippincott Learning system
- Continued customization and recalibration of the electronic health record

- Completed an inventory and assessment of our medical equipment, prioritizing items for the budget
- All immunizations performed are being tracked on the Alaska VacTrak system
- Successfully developed a Plan of Correction for the nursing area deficiencies in the long term care surveys
- Staff participated in the Long Term Care Committee of the Alaska State Hospital and Nursing Home Association
- Started the preparation for the development of an action plan to meet the Phase 1 Conditions of Participation for the new federal long term care regulations
- In conjunction with the Medical Staff developed clinical protocols for conscious sedation

Clinic

CCMC operates a provider based family medicine clinic on the hospital campus. For many years, CCMC has been forced to rely on locum tenens physicians to cover short periods of time. This situation is not optimal for continuity of care for local patients. The past two years have seen major strides in improving the quality and continuity of care provided in the clinic. Dr. Sam Blackadar started a full time practice at the clinic in 2015. Dr. Hannah Sanders joined the practice in 2016. Having two full time, local physicians has led to much better consistency and quality care for our patients and the community. It has been almost 15 years since CCMC has had two local, full time physicians on staff.

Now that Cordova has two full time, board certified family medicine physicians who live here, we have started seeing an increase in patients utilizing the clinic. 2016 saw clinic visits increase by 9% to 2,377 visits. There were 2,182 clinic visits in 2015. Having full time physicians has also allowed us to add expand upon our services. The list below is a sample of some of the services provided in the clinic.

- Comprehensive family medicine
- Routine health prevention
- Coordinated disease management including diabetes, heart disease, pulmonary and rheumatologic conditions
- Comprehensive women's healthcare
- Family planning
- Prenatal care
- Well child checkups
- Adult and pediatric vaccines
- Merchant Marine/Coast Guard physicals
- Sports physicals and school entry physicals
- Non-operative orthopedics
- Dermatologic conditions including skin exams and removal or biopsy of suspicious lesions
- Quarterly visits from a Pediatrician

Laboratory

The Cordova Community Medical Center laboratory is a Clinical Laboratory Improvement Amendments (CLIA) certified, moderate complexity laboratory. We perform numerous test in-house such as chemistry, hematology, urinalysis and coagulation. We can also perform several screening and kit tests such as influenza, respiratory syncytial virus, streptococcus, etc. CCMC laboratory offers chain of custody

collection and processing of drug screening specimens for employers and healthcare providers. In 2016 the laboratory conducted about 3,900 tests, with about 1,100 of those being reference tests sent to Quest.

Radiology

Cordova Community Medical Center has maintained x-ray and ultrasound equipment for use in providing diagnostic imaging services. Computed Tomography (CT or CAT scan) services were launched in February 2016, which added a much needed modality to the diagnostic imaging services repertoire. Not only did the CT services help enhance the quality of care to the community we serve, it was also a significant component in helping to reduce the number of transfers from CCMC to other hospitals outside Cordova. We performed 590 x-rays last year with an average of 5 minutes per exam. The new CT was used to perform 184 CT scans, with an average exam time of 15 minutes.

Rehabilitation

In 2016, the CCMC Rehabilitation department included physical therapy and occupational therapy services. Occupational Therapy was provided by a permanent OT, who was also the director of the Rehabilitation department. Physical Therapy was provided by temporary staff that was available full time throughout the entire year. Physical therapy billed units increased 37% from 3,208 in 2015 to 4,407 in 2016. Occupational therapy billed units dropped from 988 in 2015 to 911 in 2016.

Behavioral Health

Sound Alternatives exists to help improve the quality of life for all local residents, particularly those with mental or emotional problems, substance abuse and addiction problems and/or developmental disability limitations. We do this by promoting health and well-being, fostering self-sufficiency and empowering all individuals toward a more productive community contribution. In 2016 Sound Alternatives had six staff members. Below is an overview of the services provided by Sound Alternatives staff.

- Comprehensive intake assessment for mental health and substance abuse
- Individual outpatient psychotherapy for children, youth and adults
- Family therapy
- Psychiatric evaluations
- Provide 24/7 on-call crisis intervention
- Functional assessments
- Referral to other providers as necessary
- Outreach services
- EAP counseling to CCMC employees
- Consultation for hospital staff and community agencies as requested
- Rehabilitation treatment for substance abuse
- Respite care for developmental disabilities
- Residential habilitation/in-home support
- Case management
- Disability awareness and training
- Medicaid travel
- Tele-psychiatry for medication evaluation and management

The total volume of visits to Sound Alternatives dropped to 1,081 in 2016, down about 6% from the 1,152 in 2015. These numbers are still higher than the 944 visits in 2014.

Dietary

The Dietary department is responsible for providing the nutritional meals to all our LTC residents and acute care patients. We currently utilize a five week cycle of menus and offer substitutions and menu options for every meal to honor individual preferences of our residents and patients. Each resident receives an annual Medical Nutrition Therapy assessment and quarterly care plan updates. Special diets and individual preferences are followed. CCMC employs a Certified Dietary Manager and contracts with a Registered Dietician. Monthly Interdisciplinary Team meetings are held to review resident and patient progress and care plans. On a quarterly basis the residents and/or a family member are invited to care conferences where they are given the opportunity to ask questions of their care givers and give their opinions and suggestions on food services.

CCMC has partnered with the State of Alaska Nutrition, Transportation and Support grant program for more than 20 years. This program provides congregate and home delivered meals and transportation is offered to eligible seniors Monday through Friday. This program functions with the guidance of an elected senior council, and the congregate meals are provided in the CCMC cafeteria. The meals and transportation are provided for a suggested donation, but there is no mandatory payment from the recipients.

The total meals served in 2016 dropped slightly to 20,935 compared to 21,179 in 2015. LTC resident meals increased 5% from the previous year due to an increase in resident days. Acute care meals saw a 35% increase over 2015 due to the increase in acute care patients. Swing bed meals dropped 27%, coinciding with the decrease in swing bed days. Congregate meals dropped 25% from 5,616 to 4,233 in 2016, and home delivered meals also dropped 25% to 2,778 compared to 3,772. The number of rides dropped about 8% from 2,248 in 2015 to 2,071 in 2016.

Social Services

CCMC hired a new Medical Social Worker/Admissions and Discharge Planner in February 2016. There had been an incumbent in this position previously, so it was not a new position. The Social Services department carries out the following broad categories of duties for CCMC: work with other health care entities to facilitate transfers to our facility; completes long term care and swing bed authorizations and re-authorizations when due; assess and document bi-psycho-social assessments of patients and residents; discuss discharge plans with patients and families; facilitates interdisciplinary team meetings and quarterly care conferences; helps arrange for the safe discharge of patients and residents. These are just a few of the social services duties performed.

Review of Contract Services

Pharmacist

CCMC currently has contracted with a Consultant Pharmacist, Adam Baxter, RPh. Mr. Baxter comes onsite to CCMC on a quarterly basis which coincides with the quarterly care conferences for the long term care residents. During his visits, the Pharmacy and Therapeutics (P&T) Committee also meets. He completes medication reviews each month while off site, so we do not incur travel expenses. The P&T Committee

conducted a yearly evaluation of pharmacy services and found the service from Mr. Baxter was meeting the needs of our facility.

Dietician

Renee Legan, RD, is the contracted Dietician for CCMC. She comes onsite quarterly to coincide with the LTC resident care conferences. During her onsite visits, she meets with and conducts chart reviews of all residents and current patients. Renee analyzes data and recommends dietary adjustments and attends the care conferences. Throughout the year, Renee reviews and approves all nutritional assessments and care plans. She is available for consultation, reviews and assists in menu planning and creating dietary spreadsheets for all five cycles of weekly menus. Renee also assists in reviewing and drafting Dietary policies and procedures and is part of a team designated to improve the residents dining experience.

Reference Laboratory

The CCMC laboratory has been using Quest Diagnostics as our main reference lab for several years now. Quest performs the majority of our reference lab tests. Specimens are transported via Alaska Airlines Goldstreak service to Quest. In 2016, the medical staff expressed concerns about the turnaround time for receiving results of cultures sent to Quest for review. As a result of the analysis of this issue, it was found that we can receive faster turnaround times on cultures by using Providence Anchorage Medical Center instead of Quest. There are several factors at play in this issue, so staff is using the quickest method to get these results returned so the physicians can use that information in their care plans for patients.

Blood Bank Services

Blood Bank of Alaska provides blood products for CCMC. We receive four units of O negative blood every two weeks. These units are kept in the laboratory for use in case of an emergency transfusion. If the units are not used before the next shipment is received, the original units are returned to Blood Bank of Alaska so we will always have four fresh units of blood on stock. Blood Bank of Alaska also provides processing and transport of blood products in the event a CCMC patient requires a transfusion of type specific, cross matched blood. The services received from Blood Bank of Alaska have been sufficient to meet the needs of our patients.

Radiology

Radiology Associates, PC (RAPC) has been the contracted radiology service for several years now. They read all of the images produced in our radiology department. RAPC provides their services via telemedicine only, and do not provide onsite medical services. Over the past year or so, we have seen some issues with a lack of providing us with quality improvement reports as well as some credentialing issues. With the concerns about RAPC service, we have been conducting research into switching our radiology professional services to a different group. Based on recent discussions, we expect that this change will take place prior to the end of 2017.

Pediatrics Specialty Clinic

Dr. Susan Beesley is certified by the American Board of Pediatrics and provides care to the children of Cordova on a quarterly basis in the CCMC clinic. Dr. Beesley provides comprehensive pediatric care in a

very busy schedule that fills up weeks in advance of her visits. There have been no changes in her practice from 2015 to 2016.

Medication Management

Medication management is an important component of the care plan for our patients. CCMC takes a multi-disciplinary approach to medication management that involves the Medical Staff, Nursing Staff, Pharmacy and Therapeutics Committee and the consulting pharmacist. Both formal and informal communication strategies are utilized to review medication therapy for our patients, and any one of the above groups can escalate concerns about any medication issues.

Quality Improvement

The past few years have been difficult for CCMC when it comes to the lack of continuity with senior leadership positions. The excessive turnover has made it very challenging for the facility to develop and implement an effective quality improvement program. With a new CEO starting mid-year of 2016, the facility embarked on a course of action to restore a systemic quality improvement process. This led to the Health Services Board approving a 2017 Continuous Quality Improvement Plan in December of 2016. Prior to this time, there was really no coordinated quality improvement program over the past few years.

The CCMC Quality Management Committee (QMC) is tasked with the responsibility to oversee this plan. Below are the specific responsibilities as outlined in the approved plan.

- Ensuring that the review functions for each department and sub-committee are completed
- Ensuring that the quality plan is reviewed and acted upon appropriately and includes:
 - Review of long term care and critical access hospital regulatory updates
 - Review of life safety regulatory updates
 - Provide a summary report to the QMC on a quarterly basis
- Prioritizing and reviewing issues referred to the QMC
- Ensuring that data obtained through QI activities are analyzed, recommendations made and appropriate follow-up of problem resolution is done
- Covering utilization review
- Ensuring completion of periodic evaluation functions to meet Conditions of Participation requirements as a critical access hospital

In 2015 CCMC did not complete quality data submission for the Physician Quality Reporting System (PQRS). This will result in a penalty on some future Medicare reimbursements. We did submit PQRS quality data for both Drs. Blackadar and Sanders for 2016, in the areas of hemoglobin A1C control in diabetic patients, tobacco use in adults and documentation of current medications. As a result of this data submission, Drs. Blackadar and Sanders will not be subject to the reimbursement penalty in 2018.

Infection Control

The same issues resulting from the lack of continuity in senior leadership that affected the quality improvement process also impacted the infection control program. Accountability for the infection control program has been the responsibility of the Director of Nursing. While there has been minimal activity in this area in 2016, CCMC has recently hired a nurse who will have infection control as one of her

essential responsibilities. The Infection Control Committee is responsible for staff training and monitoring the infection control system facility wide.

Policy Review

CCMC has utilized the Quality Management Committee (QMC) as the main method for reviewing and approving policies. The members of the QMC are the Chief Executive Officer, Medical Director, Director of Nursing, Department Managers and the Chief Financial Officer. The individual departments are responsible for reviewing current policies and writing new policies as needed. Once the policies are reviewed by the Department Managers, they are brought to the QMC for final review. New policies followed the same procedure and were then taken to the Health Services Board for final approval.

Again, the lack of continuity in staffing has led to less than perfect performance in this area. The following departments did complete the full review of their policies in 2016: Administration, Dietary, Health Information Management, Infection Control, Materials Management, Pharmacy, Radiology, Senior Services, Social Services and Sterile Processing. The Long Term Care and Nursing departments completed a partial review of their policies. In order to address this area of need, in early 2017 CCMC developed a new more streamlined methodology for the annual policy review process, and has recently adopted a new online process for writing policies utilizing the MCN Healthcare system.

Organizational Plans

Quality Improvement

The quality improvement plan utilizes the following sub-committees to help complete its functions: Fire/Safety/Disaster, Infection Control, Medical Staff, Pharmacy and Therapeutics, Quality Improvement and Utilization Review. As mentioned previously, there was no approved quality improvement plan in 2015 and 2016, but the Board did approve a plan for 2017 in December of 2016. The approved plan for 2017 includes 39 different quality improvement projects between the hospital, nursing home and clinic.

Infection Control

CCMC has had an infection control plan in place for some time now, but minimal activity has occurred in recent years due to the excessive turnover in the senior leadership at the hospital. This has historically been the responsibility of the Director of Nursing, and that position has been one of the ones that has had the most turnover.

Corporate Compliance

The Corporate Compliance program exists to make sure that CCMC is obeying all federal, state and local laws that apply to our facility. In particular, the program helps us do the best we can to prevent fraud, waste or abuse at our facility. When a compliance issue is reported, an initial investigation is started, all of the supporting information is gathered and then the details are reported to the Chief Executive Officer. The CEO will review the complaint and if an employee is involved, the employee related information will be shared with the department manager for resolution. When the matter is resolved, the method of resolution is documented and the issue is closed. In 2016, there were two reported potential compliance issues, both of which were resolved appropriately. This is a reduction from the three issues reported in 2015.

Disaster

The CCMC Emergency Management Plan was reviewed and approved with limited changes by the Fire/Safety/Disaster Committee in 2016. After this approval, copies of the previous plan were replaced with the updated version and distributed throughout the facility. Work was started in 2016 on developing a presentation to be used for educating staff on the various components of the plan. This presentation was completed in 2017. The Fire/Safety/Disaster Committee held quarterly meetings in 2016. Three CCMC staff members attended the Hale Borealis statewide emergency management conference last fall in Anchorage. CCMC participated in the statewide earthquake exercise in the spring of 2016.

Survey Readiness

Critical Access Hospital

The State of Alaska, Department of Health and Social Services performed an unannounced standard CAH survey September 7-18, 2015. Several deficiencies were found, and the DHSS accepted the written Plan of Correction on November 2, 2015.

Long Term Care

The State of Alaska, Department of Health and Social Services performed an unannounced standard LTC survey February 16-19, 2015. Several deficiencies were found and the DHSS accepted the written Plan of Correction.

The DHSS performed an unannounced LTC survey on January 4-8, 2016. Several deficiencies were found, and the DHSS accepted the written Plan of Correction on February 16, 2016.

The DHSS conducted another unannounced LTC survey on November 7-11, 2016. Several deficiencies were found, and the DHSS accepted the written Plan of Correction on January 12, 2017.

Life Safety

The State of Alaska, Department of Health and Social Services conducted a standard unannounced life safety code survey in conjunction with each of the LTC and CAH surveys mentioned above. Several deficiencies were found during each of these surveys, and written Plans of Correction were submitted and accepted by DHSS, the most recent one was accepted on January 12, 2017.

Mock Survey

CCMC has not had a mock survey for several years. We did have Long Term Care and Life Safety surveys in 2016, and our last Critical Access Hospital survey was in 2015. We do have a CAH mock survey scheduled for July 2017.

Continuous Survey Readiness

Several CCMC committees included various components of survey readiness as part of their committee work, but the facility did not have a formal program in 2015 nor 2016 outside of the committee actions.

A formal survey readiness team was seated in early 2017, and is now actively working on preparing for future CAH, LTC and life safety code surveys.

Evaluation Participants

The following staff members participated and provided data and information in the CAH Periodic Evaluation of Cordova Community Medical Center for 2016.

- Charles Blackadar, MD, Medical Director
- Hannah Sanders, MD, Chief of Staff
- Scot Mitchell, Chief Executive Officer
- Lee Holter, Chief Financial Officer
- Helen McGaw, RN, Interim Chief Nursing Officer/LTC Director of Nursing
- Carmen Nourie, Laboratory Manager
- Kevin Byrd, Radiology Manager
- Vivian Knop, Materials Manager/Pharmacy Technician
- Faith Wheeler-Jeppson, Compliance Officer
- Chasity Brand, HIM Manager
- Holly Rikkola, HIM
- Kim Wilson, HR Coordinator
- Susan Banks, Dietary Manager
- Giovanna Atkins, Social Worker
- Brian Butler, Facilities Manager

Applicable CAH Conditions of Participation

- **C-0331 §485.641(a) Standard: Periodic Evaluation**
 - The CAH carries out or arranges for a periodic evaluation of its total program. The evaluation is done at least once a year and includes review of:
- **C-0332 §485.641(a)(1)(i)**
 - The utilization of CAH services, including at least the number of patients served and the volume of services.
- **C-0333 §485.641(a)(1)(ii)**
 - A representative sample of both active and closed records. A representative sample of both active and closed records means not less than 10% of both active and closed patient records.
- **C-0334 §485.641(a)(1)(iii)**
 - The CAH's health care policies.
 - C-0272 §485.635(a)(2) The policies are developed with the advice of members of the CAH's professional health care staff, including one or more doctors of medicine or osteopathy and one or more physician assistants, nurse practitioners or clinical nurse specialists, if they are on staff.
 - C-0272 §485.635(a)(4) These policies are reviewed at least annually by the group of professional personnel required under paragraph (a)(2) of this section, and reviewed as necessary by the CAH.
- **C-0335 §485.641(a)(2)**
 - The purpose of the evaluation is to determine whether the utilization of services was appropriate, the established policies were followed, and any changes are needed.

- **C-0336 §485.641(b) Standard: Quality Assurance**
 - The CAH has an effective quality assurance program to evaluate the quality and appropriateness of the diagnosis and treatment furnished in the CAH and of the treatment outcomes. An effective quality assurance program means a QA program that includes:
 - Ongoing monitoring and data collection
 - Problem prevention, identification and data analysis
 - Identification of corrective actions
 - Implementation of corrective actions
 - Evaluation of corrective actions, and
 - Measures to improve quality on a continuous basis
- **C-0337 §485.641(b)(1)**
 - All patient care services and other services affecting patient health and safety, are evaluated.
- **C-0338 §485.641(b)(2)**
 - Nosocomial infections and medication therapy are evaluated.
- **C-0339 §485.641(b)(3)**
 - The quality and appropriateness of the diagnosis and treatment furnished by nurse practitioners, clinical nurse specialists and physician assistants at the CAH are evaluated by a member of the CAH staff who is a doctor of medicine or osteopathy or by another doctor of medicine or osteopathy under contract with the CAH.
- **C-0340 §485.641(b)(4)**
 - The quality and appropriateness of the diagnosis and treatment furnished by doctors of medicine or osteopathy at the CAH are evaluated by:
 - One hospital that is a member of the network, when applicable
 - One QIO or equivalent entity
 - One other appropriate and qualified entity identified in the State rural health care plan
 - In the case of distant-site physicians and practitioners providing telemedicine services to the CAH's patients under a written agreement between the CAH and distant-site hospital, the distant-site hospital, or
 - In the case of distant-site physicians and practitioners providing telemedicine services to the CAH's patients under a written agreement between the CAH and a distant-site telemedicine entity, one of the entities listed in paragraphs (b)(4)(i) through (iii) of this section.
- **C-0341 §485.641(b)(5)(i)**
 - The CAH staff considers the findings of the evaluations, including any findings or recommendations of the QIO, and takes corrective actions if necessary.
- **C-0342 §485.641(b)(5)(ii)**
 - The CAH also takes appropriate remedial action to address deficiencies found through the quality assurance program.
- **C-0343 §485.641(b)(5)(iii)**
 - The CAH documents the outcome of all remedial action.

**Cordova Community Medical Center
Critical Access Hospital Periodic Evaluation for 2016
Approvals**

Quality Management Committee:

K. Kedzierski, RN
Kelly Kedzierski, RN, Committee Chair

9-28-2017
Date

Medical Director:

Sam Blackadar, MD
Sam Blackadar, MD

28 Sep 17
Date

Chief Executive Officer:

Scot Mitchell
Scot Mitchell, FACHE

28 Sep 2017
Date

Cordova Community Medical Center Authority Board of Directors:

Kristin Carpenter
Kristin Carpenter, Board Chair

28 Sept. 2017
Date



AGENDA ITEM # 5

City Council Meeting Date: 10/18/2017

CITY COUNCIL COMMUNICATION FORM

FROM: Planning Staff

DATE: 10/11/2017

ITEM: Recommendation to City Council for Power Creek Stabilization resolution

NEXT STEP: Pass Resolution

☐ ORDINANCE
☐ MOTION

☒ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE:

The Planning Commission is recommending that the City Council provide a resolution of support for the stabilization of Power Creek Road.

II. RECOMMENDED ACTION / NEXT STEP:

“I move to pass resolution 10-17-26.”

III. FISCAL IMPACTS:

Hydropower generation from the power creek facility reduces the cost of electricity for Cordova, helping to keep the cost down for the city and the citizens.

IV. BACKGROUND INFORMATION:

The power creek road has eroded multiple times in the past year. There is concern for the continued access to the facility and for the transmission lines which are located below grade in the power creek road.

Power Creek hydro plant produces most of Cordova's electricity when operating, reducing the cost of electricity for citizens. It is an important piece of making Cordova a more affordable and environmentally responsible.

The Planning Commission would like to recommend that the City Council provide a resolution of support to the State of Alaska to prioritize the stabilization of Power Creek road to ensure continued operation of the Power Creek hydro plant.

At the regular planning commission meeting on October 10

M/Bird S/Bolin to recommend City Council provide the State of Alaska a resolution supporting the repair of Power Creek Road from the erosion that is washing the road out many, many multiple times a year.

Bird said that they had talked about this before and that **Pegau** thought having a resolution would help get the state's attention. **Bolin** said it had been happening for years and the culvert keeps getting washed out. **Pegau** thought it was important that as a Planning Commission they recognize the value of Power Creek Road. Losing access to the hydropower would have a huge economic impact.

Upon voice vote, main motion passed 7-0.

Yea: McGann, Pegau, Baenen, Roemhildt, Frohnappel, Bird, Bolin

V. **LEGAL ISSUES:**

No legal review required.

VI. **CONFLICTS OR ENVIRONMENTAL ISSUES:**

N/A

VII. **SUMMARY AND ALTERNATIVES:**

Approve the Resolution

Reject the Resolution

**CITY OF CORDOVA, ALASKA
RESOLUTION 10-17-26**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
REQUESTING THAT THE STATE OF ALASKA PRIORITIZE THE STABILIZATION
OF POWER CREEK ROAD**

WHEREAS, the cost of electricity is high in Cordova and hydropower generation dramatically reduces the cost of electricity; and

WHEREAS, the Power Creek hydro plant produces most of Cordova's electricity which is delivered on transmission lines located below grade in Power Creek road; and

WHEREAS, inclement weather is rapidly eroding Power Creek Road multiple times per year, preventing access to Power Creek to keep it operational through rainstorms and threatening to physically washout and destroy the transmission lines,

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Cordova, Alaska hereby requests that the State of Alaska prioritize the stabilization of power creek road.

PASSED AND APPROVED ON THIS 17th DAY OF OCTOBER, 2017.

Clay Koplin, Mayor

Attest:

Susan Bourgeois, City Clerk

Regular City Council Meeting
October 4, 2017 @ 7:00 pm
Cordova Center Community Rooms A & B
Minutes

A. Call to order

Mayor Clay Koplin called the Council regular meeting to order at 7:00 pm on October 4, 2017, in the Cordova Center Community Rooms.

B. Invocation and pledge of allegiance

Mayor Koplin led the audience in the pledge of allegiance.

C. Roll call

Present for roll call were **Mayor Clay Koplin** and Council members **James Burton, Ken Jones, Jeff Guard, Robert Beedle, David Allison** and **James Wiese**. Council member **Josh Hallquist** was absent. Also present were City Manager **Alan Lanning** and City Clerk **Susan Bourgeois**.

D. Approval of Regular Agenda

M/Burton S/Allison to approve the Regular Agenda.

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

E. Disclosures of Conflicts of Interest

F. Communications by and Petitions from Visitors

1. Guest Speakers - none

2. Audience comments regarding agenda items

Greg Meyer of 1 Cannery Row offered opinions about the sales tax ordinances before Council tonight. He thought the single purchase cap should go to \$10,000 and the bed tax should be lowered if the sales tax went to an 8%/4% split. He was fine with the proposed \$.04 per gallon motor fuel tax.

Mike Mickleson of 206 Lake Avenue opined that the motor fuel tax is a good direction as it hits a broad user-ship. He would not support a summer sales tax increase, we should encourage people to spend their money here.

Bill Fisher of 605 Cedar Street said the cap increase will hurt his business especially engine sales, etc. The difference could cover the freight and encourage people to buy outside.

Jerry Blackler of 921 Center Drive said he was opposed to changing the sales tax to 8%/4%. He was also against raising the cap.

Tom Bailer of Orca Inlet Drive didn't like the raising the cap idea. He said companies like North Star lumber have really tight margins as it is and this could lose them business to Seattle. He also wondered if the budget is cut to the bone - have we not filled positions like we said we weren't going to.

3. Chairpersons and Representatives of Boards and Commissions

CCMC Authority Board of Directors - CCMCA CEO **Scot Mitchell** mentioned that the nursing home received an excellence in quality award recently; he says the hospital has been able to simultaneously improve quality while making financial improvements as well.

Cordova School Board - no report

4. Student Council Representative Report - not present

G. Approval of Consent Calendar

Mayor Koplin declared the consent calendar was before the City Council.

5. Record excused absence of **Mayor Clay Koplin** from the September 20, 2017 Regular Meeting

6. Record unexcused absence of Council member **Hallquist** from the September 20, 2017 Regular Meeting

Vote on the consent calendar: 6 yeas, 0 nays, 1 absent. Allison-yes; Beedle-yes; Jones-yes; Guard-yes; Wiese-yes; Burton-yes and Hallquist-absent. Consent Calendar was approved.

H. Approval of Minutes

M/Burton S/Jones to approve the minutes.

7. Minutes of 09-20-17 Council Regular Meeting

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

I. Consideration of Bids

8. Direction to Manager to negotiate contract for engineering of waterline relocation as part of ADOT Hippie Cove culvert project

M/Allison S/Wiese to direct the city manager to negotiate a contract with R&M Consultants, Anchorage, AK, to provide engineering services for water line relocation per RFP#17-01 for a sum not to exceed twenty nine thousand nine hundred ninety one dollars and forty five cents (\$29,991.45).

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

J. Reports of Officers

9. Mayor's Report - **Mayor Koplin** mentioned the SHTF meeting tomorrow at 1:30 pm here. He also reminded Council about the work session with the Navy next Wednesday at 6 pm.

10. Manager's Report - **Lanning** said the audit was completed and is in the mail - he will forward to Council. He also said that P&Z is hearing the 2 conditional use permit requests at their next meeting on Tuesday October 10. **Lanning** reminded Council that he would be out of the office from October 20-30. He said the State is finally starting to talk about the Adams Sr. paving /sidewalk project. Live-streaming is getting worked out should be available by October 11 or 18. Allison asked where we are with a lease for the Polar Bear/ for the moorage. **Lanning** said he would get an update and report back on that.

11. City Clerk's Report - **Bourgeois** said she had a written report in tonight's packet.

K. Correspondence - none

L. Ordinances and Resolutions

12. Ordinance 1156 An ordinance of the City Council of the City of Cordova, Alaska, adopting chapter 5.39, "motor fuel excise tax" and imposing an excise tax of \$.04 per gallon on motor fuel dispensed into vehicles and watercraft from a fuel facility within Cordova - 1st reading

M/Allison S/Guard to adopt Ordinance 1156 an ordinance of the City Council of the City of Cordova, Alaska, adopting chapter 5.39, "motor fuel excise tax" and imposing an excise tax of \$.04 per gallon on motor fuel dispensed into vehicles and watercraft from a fuel facility within Cordova.

Guard wondered about the language that said "into a vehicle or watercraft" - would that rule out fuel into a tank on a tender for resale? **Burton** and others seemed on the fence about this but willing to pass on first reading - they seemed to need to discuss the next ordinance too as they were interested in a combination of these taxes but not every one of them. **Beedle** said he supports this motor fuel tax one the most.

Vote on the motion: 5 yeas, 1 nay (Jones), 1 absent (Hallquist). Motion was approved.

13. Ordinance 1157

An ordinance of the City Council of the City of Cordova, Alaska, amending Cordova municipal code chapter 5.40 to decrease sales tax from 6% to 4% from October 1st to March 31st of each year and increase the sales tax from 6% to 8% from April 1st through September 30th of each year, increase the cap on sales tax from \$3000 to \$7500, and repeal CMC 5.40.090, eliminating the compensatory collection discount - 1st reading

M/Allison S/Guard to adopt ordinance 1157 an ordinance of the City Council of the City of Cordova, Alaska, amending Cordova municipal code chapter 5.40 to decrease sales tax from 6% to 4% from October 1st to March 31st of each year and increase the sales tax from 6% to 8% from April 1st through September 30th of each year, increase the cap on sales tax from \$3000 to \$7500, and repeal CMC 5.40.090, eliminating the compensatory collection discount.

Allison said he supports parts of this - like the cap but maybe with exemptions for boat engines and if you have a building permit. **Guard** said he'd be on board for the cap going to \$7500 as well, he'd like to see these split into three ordinances in order to vote on things separately.

M/Guard S/Burton to separate this into three pieces, sec. 1, sec. 2, and sec. 3.

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

Guard said that all of these things together total about \$600K in additional revenue when all that is needed is \$354K to balance the budget. Therefore, we will only need a portion of each of these. We are aiming at equity among taxpayers, segments of the economy. **Burton** said he is good with repealing the compensatory discount, for him it will either be one or the other between the 8/4 seasonal sales tax split and raising or eliminating the cap. He is not in favor of going for all of them and raise the \$640K if that's more than is needed. He wishes there could be more public input, he wants to hear what the people think. **Allison** agreed with the splitting of these into 3 ordinances and with repealing the compensatory discount. **Jones** said the businesses are more burdened with a split tax and he's not sure about taking away the compensatory discount when we're asking them to do more work. He can't support any of these without first looking at expenses. He thinks we can get close to the deficit with Motor Fuel Tax and cuts.

Lanning said he could further assist by bringing these back as 4 separate ordinances with options written right into the ordinances. He can show you 8/4, 7/5, etc. on the sales tax split. Also, motor fuels of 3 cents and 4 cents, etc.

After further discussion, Council opted to refer.

M/Beedle S/Allison to refer back to staff.

Vote on the motion to refer: 6 yeas, 0 nays, 1 absent (Hallquist). Motion was approved.

M. Unfinished Business

14. Leo Americus performance deed of trust extension

M/Allison S/Burton to extend Leo Americus' performance deed of trust substantial completion date to October 1, 2018.

Allison said we still have a few of these performance deed of trust sales out there and this is the best alternative or else he could pay the fine and really sit and speculate on the property.

Beedle was of the opposite opinion and is not in favor of the extension.

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

N. New & Miscellaneous Business

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

Council changed the work session with the Navy on Oct 11 to begin at 5 pm so they could discuss expenses in the budget before the vote on the revenue ordinances on the Oct 18 meeting. So 5 - 6 would be budget work session then the Navy to present at 6 pm.

School Board joint work session is on Oct 18 at 6 pm. City Manager's evaluation would be on that agenda as well.

O. Audience Participation

Lee Holter of 102 East Henrichs Loop, CFO at the hospital, has been a resident of Cordova for one year. He understands now that quite a few fishermen don't live here; make their money and leave with it. He advised that Council looks at the big picture here, he commented that you have to have some kind of revenue to maintain the City.

Scott Pegau 110 Mt. Eccles Estates, thanked Council for dealing with these tough issues - taxes and revenues. He is a consumer and will whine about increased fuel costs but it won't bother him. He spoke against seasonal sales tax adjustments, but he said it won't change his shopping habits.

Tom Bailer of 304 Orca Inlet Road, said the motor fuel tax wouldn't upset him too much. The seasonal shift 4%/8% would probably force him to spend more in the spring at Costco. Property tax hurts him the most. His opinion on the building permit, sales tax exemption is that the builder should pay the sales tax at the point of sale and then go and get reimbursed after the fact with receipts at the City. This would help with all of the work being done under the table, unlicensed contractors, not paying sales tax. He wants to see more efficiencies being taken advantage of at the City. He wants accountability. He complimented the City staff for the work being done at the City Shop - paving the inside - heat pipe underneath - taking the initiative to better the place. As far as marijuana he'd like to see a vote of the people on whether or not they want retail sales here. He thinks it should be on the March election. He praised the manager for his calm and collected approach to these difficult budget discussions.

Chris Bolin of 607 Birch - thanked **Bailer** for noticing the improvements at the shop. He thinks the City shop is also one of the leaders on burning waste oil. Appreciated the Council for what they do.

Greg Meyer of 1 Cannery Row, said that on a different topic - the ferry schedule killed his business this summer. He commented that it costs him money to collect sales tax for the City - when he takes credit cards from consumers - so the 2% is a payback he looks at as covering a portion of that. He appreciates the process, the City Manager, Mayor and all of Council has been going through - identifying needs of the community, etc. He has watched this for nine months now and it looks and seems like we are down to bare bones - a lot of cuts have been made. He is in support of these increased taxes. He gave a scenario about the cap - his fuel purchase for the hotel (\$15,000) - he's only paying \$160 in tax on that - \$12,000 in sales is going untaxed - he'd rather pay that tax (behind his customer) rather than an increased sales tax on the customer. He'd rather be in control of raising prices at his hotel/bar/restaurant, rather than the City. The insurance jobs on boats, etc. huge jobs taking place in the City and we're only getting \$160 on those - leaving a lot on the table. He appreciated Council's work.

P. Council Comments

Wiese - thanked the people for comments tonight and telling council what they can and cannot stomach.

Jones - echoed the thanks - said we need more input in the future too

Allison - echoed the thanks - also said people can get ahold of Council members, tell friends to get ahold of Council members - let us know now how you feel

Burton – reiterated the importance of hearing from people, wants to hear all perspectives – he thanked everyone for their patience

Q. Adjournment

M/Burton S/Wiese to adjourn the meeting.

Hearing no objection the meeting was adjourned at 9:23 pm.

Approved: October 18, 2017

Attest: _____
Susan Bourgeois, CMC, City Clerk

DRAFT

Mayor's Report
10-12-17
Clay Koplin

I have been contacted by residents and area businesses concerned with the process and regulations in place governing the use, growth, and sale of marijuana in Cordova. I encourage Council to place this item on the November 1st or November 15th agenda for discussion of whether or not to include a ballot measure on the regular election of March, 2018. Options could include a community opt-in or opt-out vote or an advisory vote. A draft ordinance for the local regulation of marijuana has been drafted and will soon be under consideration. Presently, the state ballot measure has legalized the use, sale, and production of marijuana under state regulations, but local regulations can provide more specific guidance or prohibition.

The Navy (Admirals, environmental staff, and Alaska command staff) presented an after report on the Northern Edge 2017 joint command exercises in the Gulf of Alaska this May 1st through 12th. The meeting was well attended by Cordova residents and concerned citizens, and by Greg Kaplan of Senator Murkowski's office. I reminded the command of our request to move the timing and they said they would consider it. The public participated in over an hour of comments and questions, with most concerned with the potential impacts both immediate and cumulative, during peak migration of birds, fish, and marine mammals. Comments also thanked the command for their service and role in protecting the country and State of Alaska, recognizing that the exercises are important for national security. I answered the questionnaire on behalf of the community based on direct feedback and testimony at the public workshops the command has been hosting in Cordova. I expressed particular interest in a community visit by one of the participating vessels, and in a community guest participant on board one of the vessels during the exercises.

Power Creek Road continues to wash out during storm events, but has currently been repaired for the fifth time. I will be working with ADOT staff to try to find funding and encourage permanent repairs on a swifter timeline.

A salmon harvest task force meeting was held on October 5th at the Cordova Center and was well attended by the fishing fleet, processors, and fisheries affiliated organizations. I was able to attend most of the meeting, which primarily concerned bylaws changes and clarifications, a review of the membership and various roles including the role of ADF&G as meeting chair and reporting roles, but not as voting roles since the task force is advisory to the Department. The next regular meeting will likely implement some of the bylaws changes.

Have a safe, rewarding fall, Cordova

Thank You for all of your participation in the budget process, the various meetings, and of course all of the volunteer efforts on City Boards and Commissions and other service roles throughout the community.

Remember to drive cautiously as roads ice up, and take care to watch for pedestrians as school resumes.

Respectfully,

Mayor Clay



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

CITY OF CORDOVA

Office of Chief of Police

From: Michael Hicks, Chief
To: Mayor and Council
Via: Alan Lanning, City Manager
Subject: 3rd Quarter 2017 Police Report
Date: October 8, 2017

PERSONNEL:

Dispatcher/DMV Clerk Devena Whitcomb is scheduled for DMV Road Test Training in Anchorage which will add a second road test examiner to our DMV office.

Officer Cameron Hayden successfully completed the Alaska Police Standards Council Field Training Evaluation Program.

The 600-hour program is designed to evaluate, reinforce, and expand the new officer's abilities to safely and professionally carry out the duties of a Police Officer while being evaluated daily by a Field Training Officer.

He should be receiving his Basic Police Officer Certification from the state shortly.

We survived the busy summer routine even with the added workload of being short two officers. I will be interviewing a couple of possible candidates in the next few days.

The Cordova Police Department received a total of 661 calls for service during the 3rd Quarter of 2017. This is a 26% increase over 2016. Of those 661 calls, 63 were turned into investigative cases resulting in 8 arrests. 33 citations were issued for various violations and infractions. Also, 43 warnings for various traffic related violations were issued.

Senate Bill 91 continues to be put to the test. We have been following it closely and it appears that there is a move to make some major changes to the bill and/or repeal it all together. This is making it increasingly more difficult for our officers to do their jobs so stay tuned on this one.

We have been working closely with the Native Village of Eyak and the state Department of Corrections on funding opportunities to help offset the substantial budget cuts we received 2 years ago.

The state has put approximately \$19,000.00 back into our budget to support some new programs regarding pretrial services and NVE has secured grant money for Electronic Monitoring and camera equipment for the harbor.

TRAINING:

The department took part in an exercise at the 13-mile airport which tested various response protocols for the Police, Fire, and EMS personnel. CCMC and NVE also participated in the exercise.

Units of the National Guard Civil Support team from Idaho also participated and gave our folks some excellent training in hazardous materials response during the exercise that was a simulated terrorist chemical attack on an aircraft.

We received outstanding support from the community as over 100 folks came out as role players to help us achieve our objectives.

DMV:

The DMV office had 664 paid transactions this quarter by 881 customer's totaling \$32,274.00. \$12,726.30 of that was the city's share.

PROJECTS / EQUIPMENT:

We have met briefly with the Harbormaster and representatives from NVE and are in the planning stages to set up camera equipment in the harbor area for security and safety reasons. This will be funded by grant money from NVE and we hope to have something in place soon.

Respectfully,



Mike Hicks
Chief

TO: City Manager
 FROM: Harbormaster Schinella
 DATE: 10/9/2017
 RE: Quarterly Activity Report Jul-Sept 2017

Exclusive Slips Assigned	707 out of 711 Total Slips			99% Occupancy (as of 7/01/17)
	Jul	Aug	Sept	Total
Vessels Charged Daily Rate	5	6	4	22
Vessels Charged Monthly Rate	5	0	2	7
Vessels In Impound Status	1	1	1	1

Port Arrivals:

Shoreside	2	2	2	6
Samson	2	1	2	5

Used Oil Collected (Jul-Sept)	7800 Gals
Used Oil Collected(Jan-Sept)	15,750 Gals
Used Oil Delivered (Jul-Sept)	2850 Gals
Used oil shipped out (Apr-Jun)	10,000 Gals

Vessels Towed	2
Vessels Pumped	7
Vessel Bilges Pumped	3
Vessel Sewage Tanks Pumped	0

Vessel Haul outs Jan-Sept 2017	128
--------------------------------	-----

GENERAL ACTIVITIES

Transferred used oil from sorting tank to storage tank
 Repaired broke restroom stall door
 Removed and or painted over graffiti in North Harbor restrooms
 Cleaned Shipyard washdown pad system
 Repaired overhead door in shop
 Assisted with moorage of 4 Stan Stevens tours vessels
 USCG Valdez conducted Facility Security spot check inspection
 Installed 20 new stall name tags
 Repaired 6 electrical issues with electrical pedestals in harbor
 Conducted maintenance on harbor 911 phone boxes
 Installed 3 new LED overhead dock lights
 Installed 2 new pile hoops
 Issued 3 parking tickets
 Replaced 40 board feet of decking on loading dock
 Cleaned up net clipping throughout the harbor

Three after work hours call outs
Removed growth from Ocean Dock
Rebuilt dock hoist hose swivels
Removed growth on K & J floats
Monthly bills for vessel moorage and storage
Reconnected four finger floats on G float
Removed 2 damaged sections of the North ramp floating dock
Alaska Marine Exchange conducted the Facility Security Plan audit
Conducted dock rounds twice daily
Cleaned restrooms
Pumped and cleaned oil collection sumps
Completed 5 Smartash burner cycles
Picked up net clippings throughout the dock system multiple times
Picked trash out of the water throughout the harbor
Rescued 3 harbor carts floating within the harbor
Replaced 400 board feet of splash board on finger floats
Picked up trash around dumpster areas

Information Services Department 3rd Quarter 2017

Compiled by Cathy Sherman, Debbie Carlson and Jason Gabrielson

Museum:

Visitation: 3070 Last Year: 3039

- Attendance Attached Separately
- Visitors were from:
 - **Alaska:** Cordova, Fairbanks, Valdez, Soldotna, Homer, Anchorage, Palmer, Girdwood, Bethel, Willow, Port Alsworth, McCarthy, Kodiak, Wasilla, Chenega Bay, Eagle River, Juneau, Sterling, Kenai, McCarthy, and Palmer.
 - **United States:** Washington, Hawaii, California, Virginia, Wisconsin, Michigan, Vermont, Pennsylvania, Maryland, Maine, Illinois, Alabama, Montana, Massachusetts, Oregon, Florida, Kentucky, Utah, Missouri, Texas, Ohio, Oklahoma, Minnesota, New York, Arizona, West Virginia, Georgia, South Carolina, Connecticut, Idaho, South Dakota, Nebraska, North Carolina, Texas, Colorado, Idaho, Louisiana, Kansas, Iowa, New Hampshire, Mississippi, Arkansas, and New Mexico.
 - **International:** Mexico, Japan, Ecuador, Switzerland, Australia, Netherlands, Chile, Russia, British Columbia, Switzerland, France, United Kingdom, Ontario, Finland, Alberta, Germany, Norway, Argentina.

Copper River Gallery Events:

- David Little Solo Show
- "Skyboys" Exhibit and Presentation
- "The Art and Science of Katmai" David Rosenthal

Programs:

- "Skyboys – The Bush Pilots of the Wrangell Mountains; a presentation by Author Katie Ringsmuth, NPS historian.
- "Barrett Willoughby – Alaska's First Novelist;" a presentation by Cathy Sherman

Museum Accomplishments:

- **183** Cordova Historical Society members, **51** of whom are life members.
- Work continues in the **permanent exhibit** gallery. Installation was completed of the restored **bear gut parka** made by Fred Tedishoff and an **information panel** adjacent to the parka display. Work is underway now on the Native History and Culture exhibits. A **kayak frame** was donated to the Cordova Historical Society and will be added to the early transportation exhibit.
- Wrote and submitted a **grant application** to Cordova Electric Cooperative for multimedia displays within the museum exhibits.
- Cordova Historical Society will be celebrating the **museum's 50th anniversary** on Saturday, November 4th.
- The museum had two **volunteers** this quarter, **Ira Grindle**, who completed research requests and **Lauren Bearman**, who assisted the Curator with Collections Management.
- Restarted School Class Visits:
 - September – Timelines in History and Your Life
 - October – Native Clothing – Bear Gut and Seal Gut Parkas

-More-

Public Information Officer (PIO)

Cordova Conversation E-News:

3 rd Quarter:	426 Subscribers
2 nd Quarter:	417 Subscribers
1 st Quarter:	415 Subscribers
31 December 2016:	384 Subscribers
31 December 2015:	288 Subscribers

- **Press Releases** included:
 - Public Works Updates
 - Fuel Spill Response
 - CVFD LED Retro in Training Room
 - North Fill Dock Damage
 - 2018 AKDOT Projects
 - Weather Events to Alaska Dispatch News/KTUU Channel 2
- Completed advertisements for the City of Cordova in newspaper, radio and websites.
- Organized **Third Quarter City Mug Up**.

Library

Current Circulation:

- Checked out: 514
- Overdue: 302
- Lost: 106
- Interlibrary loans 32

Collection:

- Titles: 21,371
- Copies: 22,220
- Added: 177
- Removed: 59

Patrons:

- Total: 2,773
- Permanent: 2,529
- Temporary: 211



Our summer interns were a great help with inventory!

3rd Quarter Statistics

Date	Library Weekly Report Statistics									
Week ending	Visitation	Circulation	Youth program	attendance	PatronCPU	ADigital(overdrive)	Reference	Adult program	Attendance	
7/7/2017	517	212	1	8	86	29	27	1	13	
7/14/2017	319	215	1	13	107	36	22	3	42	
7/22/2017	443	291	1	12	159	48	21	1	7	
7/28/2017	514	277	2	45	148	42	21	3	19	
TOTAL JULY	1793	995	5	78	500	155	91	8	81	
8/4/2017	487	248			193	81	18			
8/11/2017	481	202	1	20	161	47	29			
8/18/2017	475	228	1	7	169	36	29	2	20	
8/25/2017	561	224	1	16	181	75	31	1	25	
9/1/2017	481	173	1	12	125	46	28	1	2	
TOTAL AUG.	1998	827	4	55	636	204	117	4	47	
9/8/2017	448	179	1	12	140	31	28	1	7	
9/15/2017	391	196	4	74	107	29	26	1	7	
9/22/2017	385	160	5	70	108	30	23	0		
9/29/2017	391	156	3	53	106	65	19	3	22	
TOTAL SEPT.	1167	512	12	197	321	124	68	4	29	
TOTAL										
QUARTER	4958	2334	21	330	1457	483	276	16	157	



Cordova Library Youth Programing

The staff finished another Summer Reading Program and began the after- school programing in September.

After School Art with Debbie
Friday 3:00 to 4:00



Adult and Family Programs

- **Sunday Movie:** Alec Christopher sets up the library education room every Sunday with a featured film from the library collection.
- **Outreach to seniors at CCMC:** Debbie Carlson delivers magazines, books, and music to the senior citizens at CCMC.
- **Tech Time:** Jason Gabrielson offers occasional tech classes and tech support for patrons on the use of computers, laptops, Ipads, & phones.
- **Alaska Digital Library:** Patrons can borrow and download books and audio books; Jason Gabrielson and the library staff are on hand to help
- **Interlibrary loan Services:** When patrons can't find an item in our library Debbie Carlson will order it from another library in Alaska if its available.
- **Senior Books and Coffee:** Last Tuesday of the month, seniors gather around the fireplace to share books, coffee & treats, word games.
- **Knit and Lit:** Knitting at the fireplace and talking about books on the last Tuesday of every month at 7pm.

Some of the Knit and Lit crew!



-More-

Information Technology

This memo summarizes activities and accomplishments of the Information Services Department (Information Technology) during the second quarter of 2017.

Web Site Traffic

Due to pending web host updates website stats are currently unavailable. Planning of host type and software changes are being explored. The current www.cityofcordova.net site is on an old web-based hosting method and is likely going to be migrated to a Linux server base.

Websites

- CMS (Content Management Software) updates for cityofcordova.net are ready to be installed as time permits. Scheduling the time will be crucial to minimize downtime of the site.

IT (Network, Systems, Policies)

- Jason has configured an encoder to **live stream audio/video** to the City of Cordova YouTube station. It has been tested and is working, however some infrastructure changes need to be made to complete the project. Existing cabling to the multi-media tower in the Community Rooms has failed likely in part to power failures. Jason and Weston met to address these issues, and have an alternate means of connection on order. Upon arrival of the parts Jason and Weston will install and test the changes to be sure streaming of city council is viable. Information Services Department is seeking an individual/s to train to manage the stream during council sessions.
- An Android Tablet for **Public Works on-call** was purchased and configured to monitor SCADA alerts from afar. **This alleviates the cost** of an additional smartphone thus reducing costs by \$300 in just the first year, and \$600 each year after. This also eliminates a laptop originally for the purpose which will **further reduce the annual cost** by \$1020, for a total annual savings of up to \$1620.
- Jason and Weston **refurbished old library computer desks** to make smaller desks for the youth area. These desks house 1 – touchscreen early literacy station, 2 – tablet early literacy stations, and 1 – internet connected computer.
- Jason assisted Park & Rec. to install and configure software for the Bob Korn Memorial Pool. This will **allow the pool to track patron usage** as well as issue passes onsite.
- A new router was configured and installed at Bob Korn Memorial Pool that will allow for **better remote administration**.
- **UPS battery replacements** were installed on 4 workstations.
- The media tower in the theatre had a NIC (Network Interface Card) fail. The card was under warranty and **has been replaced**.
- Jason and Weston have been working with Cordova Arts & Pageants to **buy lighting with grant money** that they have received. The order has been placed for 3 LED fixtures to provide up lighting in the theatre. Jason and Weston will be doing the installation and programming of the fixtures to save on cost.
- The printer at the front desk in city hall failed. Jason **replaced it with a printer from the police department that was no longer in use** due to a broken fax unit. The fax function was not needed by city hall so it was fine for their use.
- The Library Wifi users for the quarter: 2707

-END-

Museum Attendance

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
1981					2483
1982					2928
1983					2618
1984					1973
1985					1414
1986	221	682	1004	209	2116
1987					1677
1988	262	645	1326	345	2578
1989	238	629	1270	374	2511
1990	411	765	1534	415	3125
1991	445	936	1355	308	3044
1992	443	509	1857	705	3514
1993	281	1078	1481	406	3246
1994	608	1255	1726	452	4041
1995	458	882	2067	548	3955
1996	905	1897	2358	741	5901
1997	634	1216	2896	936	5682
1998	1047	4330	6502	906	12,785*
1999	1288	3948	4890	853	10,979*
2000	1076	1562	2931	740	6,309
2001	1185	2484	3777	934	8380
2002	1242	2343	4176	1155	8916
2003	1590	2461	4111	963	9125
2004	1839	3063	4907	1206	11,015
2005	1834	3071	5216	1508	11,629
2006	2355	2953	6,189	1771	13,268
2007	1919	3613	4166	1442	11,140
2008	2092	3210	4919	1476	11,697
2009	1543	2436	3618	1138	8735
2010	1121	1866	2735	1051	6773
2011	1569	2275	3314	862	8020
2012	1268	2128	2329	1068	6783
2013	952	1868	2868	1320	7008
2014	1548	1876	2527	1639	7590
2015	1291	1737	2033	2015	7076
2016	1680	2461	3039	1454	8634
2017	1115	2098	3070		

*Norwegian Cruise Lines

1996—School classes begin coming to the museum.

Cordova Center 3rd Quarter Report 2017

Compiled by Cathy Sherman, Weston Bennett

The Cordova Center Management Team consists of: Weston Bennett, Mimi Briggs, Jason Gabrielson, Paula Payne and Cathy Sherman.

- Cordova Center **Use Policy**. Posted on website. *Continuing to make notes for year-end review.*
- **Bookings:**
 - **\$4,568 in Rental Revenue for Quarter**
 - Bookings for the 4th Quarter include a number of conferences, live concerts and wedding.
- **Donations:**
 - **\$1,000 Theatre Seats**
 - **\$ 150**
- **Landscaping:**
 - The Public Works Crew and Cordova Center Team are beginning to make the first in-roads on the landscaping around the Cordova Center.
 - Designs and materials are being completed and orders placed. We hope to have flagpoles installed prior to Iceworm Festival in 2018.



© Ken Graham Photography.com

From the Administrative Office of the City of Cordova Parks and Recreation Department



DATE: 10/11/2017
TO: Council and Mayor Koplin
FROM: Susan Herschleb / Director of Parks and Recreation
RE: 3rd Quarter Report / P&R Dept.

Dear Council and Mayor Koplin,

If you were to compare last year's 3rd quarter revenue with this year's; you would assume we are behind. The truth is, pass and membership sales are ahead. We receive a little over \$1700.00 each quarter from the USCG for membership; none of which is reflected in our pass sales so far, this year.

Late last year we entered into an agreement with the USCG. We agreed to use their quarterly payments to justify spending, related to preparing our building for 24-hour access. The total cost was approx. 3k+. Below is a list of expenditures related to developing 24-hour access for the USCG active duty members.

- Lighting / motion detection
- 3 new cameras for increased security
- Reno/development of arctic entry / bar code extended access entry
- Bar code door reader
- Exit door alarms

This was a great move to make. Community passholders gained more access to the weight room than ever before (5am-10pm 7 days a week); in a year that the Parks and Recreation Dept. temporary employee budget was reduced by 50%! Had we not placed the bar code door reader and security system in the building, we would not have offered adequate service to those who desire a consistent regimen of personal fitness.

Odiak Camper Park:

Odiak appears to be behind however, this is not at all the case. Our new management practices for the Park require tenants pay a security deposit of \$950.00 to move in. This deposit is placed into an account and is applied to their last month's rent and electric bill. After checking out for the season, tenants receive a reimbursement for any overages (which is generally the case since most leave prior to the end of Sept). Only after we process their bill, is the revenue from the last month reflected in the fund. We believe there will be an addition 11k of revenue in the Odiak Camper Park enterprise fund by the end of October.

Summer Camp:

The projected revenue for Summer Camp was \$13,000.00. We did not offer any summer programming this year. This projection should be adjusted in the 2018 budget as we have not funded for a Recreation Operations Leader in 2018.

Skater's Cabin:

Skater's Cabin is slightly ahead in the 3rd quarter this year. We have made some progress on the beach expansion project. The Parks and Rec. maintenance team has cleared the beach and soon the Public Works Dept. will be assisting us in hauling and placing the rock donated to this project from the Chugach Corp. and Eyak Corp. This project along with the new vault toilet will make the Cabin more marketable to larger events. We continue to fundraise to repair the rotten logs on the lower portion of the Cabin; 5k has been raised so far.

CITY OF CORDOVA - PARKS AND RECREATION DEPARTMENT - 2017
BIDARKI RECREATION CENTER 3RD QUARTER REPORT

Month	Drop In	Pass	Activity	Skaters	F.Mem						Other	Totals
July	278	2115.84		500	700							3593.84
August	610	4100.63		936	1050						4.4	6701.03
Sept.	182	3818.46	15	385							985.93	5386.39
Totals	1070	10034.93	15	1821	1750	0	0	0	0	0	990.33	15681.26

3RD QUARTER ATTENDANCE

July	2193											
August	2345											
Sept.	2272											
Totals	6810											

CITY OF CORDOVA - PARKS AND RECREATION DEPARTMENT - 2017
BOB KORN MEMORIAL POOL 3RD QUARTER REPORT

Month	Drop In	Pass	Facility	Program	Lesson						Other	Totals
July	1380.4	180										1560.4
August	839.05	285	150								2	1276.05
Sept.	743	155	150									1048
Totals	2962.45	620	300	0	0	0	0	0	0	0	2	3884.45

* * Bidarki Recreation Center took in \$1289.47 in pass revenue for the pool.

3RD QUARTER ATTENDANCE

July	901											
August	854											
Sept.	1296											
Totals	3051											

CITY OF CORDOVA PARKS AND RECREATION DEPARTMENT - 2017
ODIAK CAMPER PARK & SHELTER COVE REVENUE

July	17798.32											
August	17401											
Sept.	10678.8											
Totals	45878.12											



AGENDA ITEM # 13e
City Council Meeting Date: 08/02/2017
CITY COUNCIL COMMUNICATION FORM

FROM: Rich Rogers, Public Works
DATE: 11Oct2017
ITEM: Quarterly Report 3Q 2017
NEXT STEP: Read/FYI

☐ ORDINANCE
☐ RESOLUTION

☒ INFORMATION
☐ MOTION

- I. **REQUEST OR ISSUE:** This report is submitted as requested.
- II. **RECOMMENDED ACTION / NEXT STEP:** FYI / Reading.
- III. **FISCAL IMPACTS:** We really ought to chip seal next year.
- IV. **BACKGROUND INFORMATION:** n/a
- V. **LEGAL ISSUES:** n/a
- VI. **CONFLICTS OR ENVIRONMENTAL ISSUES:** n/a
- VII. **SUMMARY AND ALTERNATIVES:**

Public Works Quarterly Report 3Q2017

Jul Aug Sep 2017

Water Sewer

- Completed the Post LT2 \$3.8M Water Upgrades Project including 3 new hypochlorite generators & 24 actuated valves & new Eyak Plant control panel & SCADA upgrades & sandblasting/painting of 4 steel water tanks
- Revised wastewater treatment and testing parameters to comply w/new WWTP Permit
- Repaired major leak in Meals Reservoir 80 year old 10” wooden stave pipe supply line
- Produced 180Mgal safe drinking water and treated 22Mgal wastewater per State permits
- Continue redesign of 16” water main at ADOT Hippy Cove Culvert replacement

Streets

- Swept streets 18 hours; pushed up burn pile 42 times; graded roads 110 hours
- Completed 62 shop vehicle PM/CM work orders and filled 160 potholes
- Constructed Shop Bay 5 heated reinforced concrete floor – 85% complete
- Modified/reduced operations to adjust to 3 heavy equipment operators instead of 4

Refuse

- Continued non-baled MSW landfilling and ceased baling recyclables
- Processed 0 bales and 75 loads of MSW, 43 C&D rollofs, and 12 metal rollofs
- Hosted annual ADEC Landfill Inspector Aug 14-15 and rec’d good verbal feedback
- Changed landfill permit from baling to truck hauling & compacting w/equipment
- Began excavating MSW Cell 10 feet from ground level before refuse placement which will gain cover soils gravel & approximately 4.5 years of landfill space
- Completed new Sewer Solids disposal cell which will last approximately 10 years
- Started planning to remove conveyor system

Planning

- Continued writing & development of Marijuana Code
- Assisted ADOT in review of Adams Avenue grant & plans
- Continued negotiation with Chase Ave lot buyers
- Worked with ADOT on amendment to Whitshed Road Bikepath Project MOU

Facilities

- Completed many events in Cordova Center to include 190 person wedding, Salmon Task Force, SERVS, and Fungus Festival
- Resolved commissioning issues w/new controls system at Mt. Eccles & fire control panel
- Closed out fuel oil spill at Chamber & drafted plan with ADEC for soil disposal
- Completed PM/CM tasks to include elevator issues, boiler maintenance/adjustments, motor failures, exterior door wind damage, new lighting, interior/exterior cleaning
- Continued work w/CCMC to design the CT Scanner backup power system

(End of Quarterly Report)

**UBS Financial Services Inc.**

3000 A Street, Suite 100
Anchorage, Alaska 99503

Chad Adams, CFP®, ChFC®
Portfolio Manager
chad.adams@ubs.com
Direct: (907) 261-5971

October 3rd, 2017

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

Dear Council Members and Staff,

The City of Cordova had a total of **\$8,905,724** (including accrued interest), on deposit with UBS, distributed among five funded accounts as of September 30th, 2017. Three of these accounts are under active investment management, utilizing the UBS Portfolio Management Program (one Moderate Conservative World Allocation Portfolio within the Permanent Fund, as well as a Quality Fixed Income portfolio in both the Central Treasury and Permanent Fund). Both the Permanent Fund and Central Treasury also contain an additional account, primarily used for cash management.

*Through the third quarter, the City has experienced a net gain of **\$701,934** year-to-date.*

The City remains highly diversified across a broad range of asset classes, to include Stocks, Bonds and Alternative investments. In addition, we incorporate an additional level of diversification and risk management by allocating assets to several different investment management firms and styles within each asset class.

During the third quarter the global stock and bond markets continued their positive trend, which has persisted year-to-date in 2017. While the market's positive trend continued into the third quarter, we did take note of a few interesting changes in market leadership in September. For the majority of the year, the expansion in the equity market has been led by what we classify as 'Large Growth' companies. These are companies which do not appear to be trading at a discount to their market value. The prevailing market sentiment being that, these companies will continue to grow their earnings at a faster than the market rate. Some of the tech giants and certain sectors in the healthcare market are examples of the growth bias so far this year.

However, in September, we noted that market leadership began to transition into both smaller businesses and larger 'Value' companies. These are companies trading at a discount to their fair value estimate. The change occurred as names in the financial and energy sectors began to show market leadership. To put this shift into perspective, through August, investment strategies focused on a combination of both smaller, value-oriented companies, were predominantly negative on the year, as contrasted with the broad market's double-digit expansion.

This shift may signal the market's expectation of increasing inflation, largely due to the prospects of economic growth resulting from tax reform, a subject we previously commented on shortly after the 2016 election. If the markets do begin to focus more on the impact of legislative action, we may see a return to a period of higher volatility, as it takes time for markets to adjust to legislative and economic changes. Sticking with our long-standing policy of not trying to second guess market reactions, the City's portfolios remain well-diversified across a wide spectrum of equity, fixed income and alternative investments.

We appreciate the opportunity to continue to serve the City and citizens of Cordova.

Sincerely,

Chad Adams, CFP®, ChFC® and Buck Adams, CFP®, CIMA®, ChFC®

Enc: COC, Total portfolio, Central Treasury, Permanent Fund reports

To: Mayor and City Council
Through: Alan Lanning, City Manager
From: Paul Trumblee, Fire Marshal
Date: October 12th, 2017

CORDOVA VOLUNTEER FIRE DEPARTMENT
Quarterly Report

In this 3rd quarter of 2017. The Cordova Volunteer Fire Department responded to 59 calls for Fire, Rescue and EMS with a total of 295 member hours. YTD 149 Calls for service.

Including emergency calls, the volunteers of the fire department participated in the regular Thursday night meetings, public education and other activities for a total of 1020 member hours. YTD 4650 member hours.

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

July 2017 ACTIVITIES		Attendance	Hours	Total People Hours
Date	Thursday Meetings			
7/6	Live Burn	14	4	56
7/20	Run Review	5	1	5
7/20	Patient Care Report Writing	8	3	24
7/20	Engine Inventory	3	2.5	7.5
7/27	Ambulance Inventory	3	1	3
7/27	Tent Setup	10	2	20
	Total			116
Date	Public Education Taught			
7/15	Small Fry Event	3	4	12
	Total			12
Date	Other Activities			
7/3	Tent Raising	12	2	24
7/11	Light Fixtures	2	3	6
7/15	Salmon Run Medical Standby	3	6	18
7/23	Training Room Lights	5	5	25
7/24	Training Room Lights	4	4	16
7/25	Training Room Lights	3	3	9
	Total			98
Date	Fire Runs			
7/1	Automated Alarm @ Ocean Beauty	10	0.5	5
7/2	Automated Alarm @ Ocean Beauty	7	0.5	3.5
7/4	Automated Alarm @ Ocean Beauty	9	0.5	4.5
7/7	Fuel Spill	1	1	1
7/8	Fuel Spill	1	2	2
7/17	Heavy Black Smoke	5	0.5	2.5
7/27	Fuel Spill	1	1	1
7/28	Automated Alarm @ Orca Lodge	4	0.5	2
7/31	Automated Alarm @ Ocean Beauty	4	0.5	2
	Total			24
Date	Ambulance Runs			
7/3	Hurt Ribs	3	1	3
7/3	Medical Transport	2	2	4
7/4	Broken Ankle	3	1	3
7/7	Man Collapsed	3	2	6
7/8	Injured Person	4	1.5	6
7/9	Dizzy & Confused	3	1	3
7/10	Head Injury	3	1.5	4.5
7/11	Unconscious Person	3	1	3
7/15	Difficulty Breathing	4	2.5	10
7/19	Difficulty Breathing	3	1	3
7/19	Low Blood Sugar	3	1	3
7/21	Low Blood Sugar	3	1.5	4.5
7/23	Chest Pain	3	1.5	4.5
7/24	Deceased	4	3	12
7/24	Medical Transport	3	2	6
7/26	Injury from Vehicle	3	1.5	4.5
7/28	Cut Finger	4	1	4
7/30	Medical Transport	3	2.5	7.5
	Total			92
<u>Total hours for the month of July</u>				341

August 2017 ACTIVITIES		Attendance	Hours	Total People Hours
Date	Thursday Meetings			
8/3	LDH Test	8	3	24
8/10	Officer Meeting	6	1	6
8/10	Ambulance Inventory	5	1	5
8/10	Business Meeting	16	2	32
8/17	Run Review	9	1	9
8/17	Drill Prep	11	2	22
8/17	EMT Stations	10	2	20
8/24	Decon Walkthrough	19	2	38
8/31	Trailer Inventory & Restock	10	2	20
	Total			176
Date	Public Education Taught			
				0
	Total			0
Date	Other Activities			
8/5	Sign Hanging	1	2	2
8/11	Ambulance Bay Inventory	1	5	5
8/11	EMS Paperwork	1	3.5	3.5
8/23	MCI SOP Revision	2	4	8
8/23	HazMat Prep	1	6	6
8/23	Resupply MCI Trailer	1	1.5	1.5
8/26	Airport Drill	20	4	80
8/26	Airport Drill Cleanup	13	2	26
8/29	R1 Detail	1	5	5
8/30	Pump Testing	1	5	5
	Total			142
Date	Fire Runs			
8/14	Controlled Burn Check	1	1	1
8/15	Controlled Burn Check	1	1	1
8/15	Elevator Alarm	1	1	1
8/18	Gas Leak	1	1	1
8/25	ELT Activation	1	1	1
8/31	SAR	11	1	11
	Total			16
Date	Ambulance Runs			
8/7	Behavioral	4	2	8
8/9	Nauseous Female	3	2	6
8/11	Medical Transport	3	2	6
8/14	Abdominal Pain	3	2	6
8/14	Medical Transport	3	2	6
8/14	Unresponsive Female	4	2	8
8/15	Medical Transport	3	4	12
8/20	Unresponsive Female	3	2	6
8/26	Broken Ankle	3	1	3
8/26	Medical Transport	2	2	4
8/26	Whoozy Female	2	1	2
8/29	Unresponsive Female	4	2	8
	Total			75
Total hours for the month of August				409

September 2017 ACTIVITIES		Attendance	Hours	Total People Hours
Date	Thursday Meetings			
9/7	Tool Inventory & Inspections	13	2	26
9/14	Business Meeting	13	2	26
9/21	Golden Stethoscope	13	3	39
9/28	Responder Ready	20	3	60
	Total			151
Date	Public Education Taught			
				0
	Total			0
Date	Other Activities			
9/9	Golden Stethoscope Planning	2	4	8
9/11	BOM Meeting	3	2	6
9/27	Fit Testing	3	3	9
9/30	House Captain	2	4	8
	Total			31
Date	Fire Runs			
9/5	Automated Alarm at CCMC	8	1	8
9/8	Fire Phone Check	1	1	1
9/5	Automated Alarm at Orca Lodge	8	1	8
9/13	CO check	1	1	1
9/14	Automated Alarm at 13 mile USCG	12	1	12
9/17	Automated Alarm at Trident North	7	1	7
9/21	CO check	1	1	1
9/23	Fuel spill on roadway	1	1	1
	Total			39
Date	Ambulance Runs			
9/7	Difficulty Breathing	3	1	3
9/11	Unable to walk	9	2.5	22.5
9/13	Unconscious Female	3	1.5	4.5
9/19	Medical Transport	3	1.5	4.5
9/27	Lift Assist	10	1	10
9/29	Fallen Woman	3	1.5	4.5
	Total			49
<u>Total hours for the month of September</u>				270



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

**Department of Commerce, Community,
and Economic Development**

DIVISION OF COMMUNITY AND REGIONAL AFFAIRS

550 West Seventh Avenue, Suite 1640
Anchorage, Alaska 99501
Main: 907.269.4501/907.269.4581
Programs fax: 907.269.4539

September 28, 2017

CERTIFIED/RETURN RECEIPT REQUESTED
7015 1730 0000 6840 9946

Office of the Mayor
City of Cordova
PO Box 1210
Cordova, AK 99574

RE: 2017 FULL VALUE DETERMINATION

Dear Sir or Madam,

As required by AS 14.17.510 (Public Schools Foundation Program), the Department of Commerce, Community, and Economic Development has determined that, as of January 1st of the current year, the full and true value of taxable real and personal property within your municipality is as follows:

Real Property:	\$226,033,100
Personal Property	\$90,380,600
State Assessed Property (AS 43.56):	\$9,301,190
<hr/>	
TOTAL:	\$325,714,890

This full value determination is a final determination of the Department of Commerce, Community, and Economic Development. Pursuant to AS 14.17.510(a) and Alaska Rule of Appellate Procedure 602(a)(2), you have thirty days to appeal this determination to superior court. If you have any questions concerning this full value determination, please contact our office at (907) 269-4605.

Sincerely,

A handwritten signature in cursive script that reads "Marty McGee".

Marty McGee, State Assessor



AGENDA ITEM # 13

City Council Meeting Date: 10/18/2017

CITY COUNCIL COMMUNICATION FORM

FROM: Alan Lanning, City Manager

DATE: 10/18/2017

ITEM: Motor Vehicle Fuel Tax Ordinance FY2018 Budget

NEXT STEP: Seeking Council Motion

☒ ORDINANCE
☐ MOTION

☐ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE:

As directed by Council at the 10/4/2017 Council meeting, we have revised the attached Ordinance related to the Motor Vehicle Fuel Tax, provided individual revenue assumptions. Staff is seeking official guidance from Council regarding a Motor Vehicle Fuel Tax in the attached Ordinance for first reading.

- Motor Vehicle Fuel Tax rate of 2 cents per gallon, raising approximately \$88,000.
- Motor Vehicle Fuel Tax rate of 3 cents per gallon, raising approximately \$132,000.
- Motor Vehicle Fuel Tax rate of 4 cents per gallon, raising approximately \$176,000.

II. RECOMMENDED ACTION / NEXT STEP:

Council motion to approve Ordinance as submitted or with appropriate changes.

III. FISCAL IMPACTS:

The budget as submitted is in the red, just over \$367,000. Very little funding is available for capital or improved maintenance. This option would provide up to \$176,000 in new revenue, depending upon Council's direction.

IV. BACKGROUND INFORMATION:

During the Strategic Planning process, considerable discussion focused on arriving at the nexus of personnel vs. operational costs. The discussion using FY2106 as the baseline required decreasing personnel costs and increasing operational costs. At this point in time, that nexus cannot be achieved without additional revenue or extremely radical cuts. Cuts, which in my professional opinion would severely limit our ability to provide quality services to the City. I would like to reiterate, this is the General Fund only. I would also reiterate, the Strategic Plan was the culmination of 8 special meetings, specifically focused on strategic planning and economic sustainability. Also termed the 20/20 plan, it is intended for the City to reach expense and revenue parity, no later than 2020, without complete reliance upon either State or federal funding. It was also asked and indicated at a later meeting, the overall revenue need was \$620,000 to reach the nexus of operations and personnel. Combined with the other submitted Ordinance, potential new revenue would be approximately \$631,000.

V. LEGAL ISSUES:

None that we are aware of.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

There are none anticipated.

VII. SUMMARY AND ALTERNATIVES:

Approve the Ordinance.
Reject the Ordinance.
Alter the Ordinance.

**CITY OF CORDOVA, ALASKA
ORDINANCE 1156**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
ADOPTING CHAPTER 5.39, "MOTOR FUEL EXCISE TAX" AND IMPOSING AN EXCISE
TAX OF \$.04 PER GALLON ON MOTOR FUEL DISPENSED INTO VEHICLES AND
WATERCRAFT FROM A FUEL FACILITY WITHIN CORDOVA**

WHEREAS, the City of Cordova ("City") is currently facing financial challenges and budgeting concerns, and

WHEREAS, it is in the City's best interest to generate revenue to support the valuable services the City provides its citizens, residents, and visitors; and

WHEREAS, the implementation of a comprehensive motor fuel tax is in the City's best interest as it provides the City additional revenues to meet the needs of its population and visitors.

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

Section 1. Cordova City Code Title 5 is amended to adopt Cordova City Code Chapter 5.39, entitled "Comprehensive Motor Fuel Tax" to read as follows:

Chapter 5.39 Motor Fuel Excise Tax

Sections:

- 5.39.010 Levy of tax
- 5.39.020 Payment by consumer and collection by distributor
- 5.39.030 Returns- Filing required- Remittance of tax
- 5.39.040 Definitions

5.39.010 Levy of tax.

A. An excise tax is levied on all motor fuel dispensed into vehicles and watercraft from any fueling facility within the City other than a fueling facility located on property for which the City receives rent calculated based on the number of gallons of fuel sold from the fueling facility.

B. The tax is \$0.04 per gallon.

5.39.020 Payment by consumer and collection by distributor.

A. The fuel distributor shall be responsible for collecting the tax from the consumer. If the distributor has reasonable cause to believe that fuel sold is ultimately destined to be dispensed subject to this excise tax, the distributor shall require the customer to pay the tax at the time of the sale or cause the customer to sign a statement that the fuel is either: (1) not going to be dispensed into a vehicle or watercraft within the City or (2) will be dispensed into a watercraft from the floating fuel dock located in the Cordova small boat harbor. Except as otherwise provided in this chapter, the fuel distributor shall be jointly and severally liable with the consumer to the City for all taxes the distributor is required to collect, whether or not collected by the distributor.

B. It shall be a misdemeanor to falsely sign or cause to sign, such a statement or to do so with false intent. The maximum fine shall be \$500.00.

C. All excise taxes collected or which should have been collected pursuant to this chapter are City moneys for which the fuel distributor is liable and at all times accountable to the City. All such City moneys shall be held by the fuel distributor in trust for the City in an account that is separate from other moneys of the fuel distributor.

5.39.030 Returns- Filing required- Remittance of tax.

A. Every fuel distributor shall file an excise tax return, on forms furnished by the City on a monthly basis.

B. The completed return, together with remittance in full for the amount of tax due, must be transmitted to the City no later than the first business day following the last day of the month following the end of each reporting period (i.e., March's reporting period is due the first business day of May).

5.39.040 Definitions.

For the purpose of this chapter when not clearly indicated by the context, the following words and phrases have the following meanings:

“Consumer” means and includes each person who purchases motor fuel for which the tax under this chapter has not previously been paid.

“Motor fuel” means fuel used in and on vehicles and watercraft for any purpose, or in a stationary engine, machine, or mechanical contrivance that is run by an internal combustion motor; “motor fuel” does not include:

1. Fuel consigned to foreign countries;
2. Fuel used in stationary power plants operating as public utility plants and generating electrical energy for sale to the general public;
3. Fuel used by nonprofit power associations or corporations for generating electric energy for resale;
4. Fuel used by charitable institutions;
5. Fuel sold or transferred between qualified dealers;
6. Fuel sold to Federal, state, and local government agencies for official use;
7. Fuel used in stationary power plants that generate electrical energy for private residential consumption;
8. Fuel used to heat private or commercial buildings or facilities;
9. Fuel used in stationary power plants of 100 kilowatts or less that generate electrical power for commercial enterprises not for resale; or

10. Residual fuel oil used in and on watercraft if the residual fuel oil is sold or transferred in the state or consumed by a user; for purposes of this subparagraph, “residual fuel oil” means the heavy refined hydrocarbon known as number 6 fuel oil that is the residue from crude oil after refined petroleum products have been extracted by the refining process and that may be consumed or used only when sufficient heat is provided to the oil to reduce its viscosity rated by kinetic unit and to give it fluid properties sufficient for pumping and combustion.

“Vehicle” means a vehicle of a type that is subject to registration under AS 28.10.011, without regard to the exceptions in that statute.

“Watercraft” means and includes vessels, ships or crafts of all types including but not limited to motor ships, tugs, barges, sailing vessels, and motor boats.

Section 2. This ordinance shall be effective on January 1, 2018. This ordinance shall be enacted in accordance with Section 2.13 of the Charter of the City of Cordova, Alaska, and published within ten (10) days after its passage.

1st reading: October 18, 2017

2nd reading and public hearing: _____

PASSED AND APPROVED THIS _____ DAY OF _____, 2017.

Clay Koplin, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk



AGENDA ITEM # 14

City Council Meeting Date: 10/18/2017

CITY COUNCIL COMMUNICATION FORM

FROM: Alan Lanning, City Manager

DATE: 10/18/2017

ITEM: Sales Tax Ordinance FY2018 Budget

NEXT STEP: Seeking Council Motion

☒ ORDINANCE
☐ MOTION

☐ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE:

In an effort to move forward the ongoing FY2018 budget discussion and given there has been no consensus regarding revenues necessary to run operations in FY2018, staff has prepared the following Ordinance. Staff is seeking official guidance from Council regarding a potential change to the Sales Tax Ordinance for first reading.

- Splitting the sales tax rate to a seasonal 8/4, raising approximately \$300,000.
- Splitting the sales tax rate to a seasonal 7/6, raising approximately \$320,000
- Splitting the sales tax rate to a seasonal 8/5, raising approximately \$470,000.

II. RECOMMENDED ACTION / NEXT STEP:

Council motion to approve Ordinance as submitted or with appropriate changes.

III. FISCAL IMPACTS:

The budget as submitted is in the red, just over \$367,000. Very little funding is available for capital or improved maintenance. A sales tax change could provide up to \$470,000 in additional revenue as presented in the options listed above.

IV. BACKGROUND INFORMATION:

During the Strategic Planning process, considerable discussion focused on arriving at the nexus of personnel vs. operational costs. The discussion using FY2106 as the baseline required decreasing personnel costs and increasing operational costs. At this point in time, that nexus cannot be achieved without additional revenue or extremely radical cuts. Cuts, which in my professional opinion would severely limit our ability to provide quality services to the City. I would like to reiterate, this is the General Fund only. I would also reiterate, the Strategic Plan was the culmination of 8 special meetings, specifically focused on strategic planning and economic sustainability. Also termed the 20/20 plan, it is intended for the City to reach expense and revenue parity, no later than 2020, without complete reliance upon either State or federal funding. It was also asked and indicated at a later meeting, the overall revenue need was \$620,000 to reach the nexus of operations and personnel.

V. LEGAL ISSUES:

None that we are aware of.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

There are none anticipated.

VII. SUMMARY AND ALTERNATIVES:

Approved the Ordinance.
Reject the Ordinance.
Alter the Ordinance.

**CITY OF CORDOVA, ALASKA
ORDINANCE 1158**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
AMENDING CORDOVA MUNICIPAL CODE CHAPTER 5.40 TO DECREASE SALES TAX
FROM 6% TO 4% FROM OCTOBER 1ST THROUGH MARCH 31ST AND INCREASE SALES
TAX FROM 6% TO 8% FROM APRIL 1ST THROUGH SEPTEMBER 30TH**

WHEREAS, the City of Cordova ("City") is currently facing financial challenges and budgeting concerns; and

WHEREAS, it is in the City's best interest to generate revenue to support the valuable services the City provides its citizens, residents, and visitors; and

WHEREAS, amending the rate of the sales tax is in the City's best interest as it provides the City additional revenues to meet the needs of its population and visitors.

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

Section 1. Cordova Municipal Code 5.40.010 is amended to read as follows:

5.40.010 – Levied.

There is levied on all sales equal to or more than twenty cents, services provided, and rents collected within the city, except sales, services, and rents that are exempt from taxation under this chapter, a tax equal to six percent of the sale price **a tax as set forth in this section. From April 1 through September 30, a tax is levied equal to eight percent of the sale price, charge for services, or rents collected. From October 1 through March 31, a tax is levied equal to four percent of the sale price, charge for services, or rents collected.**

Section 2. This ordinance shall be effective on January 1, 2018. This ordinance shall be enacted in accordance with Section 2.13 of the Charter of the City of Cordova, Alaska, within ten (10) days after its passage.

1st reading: October 18, 2017

2nd reading and public hearing: _____

PASSED AND APPROVED THIS _____ DAY OF _____, 2017.

Clay Koplin, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk



AGENDA ITEM # 15

City Council Meeting Date: 10/18/2017

CITY COUNCIL COMMUNICATION FORM

FROM: Alan Lanning, City Manager

DATE: 10/18/2017

ITEM: Single Sales, Sales Tax Ordinance FY2018 Budget

NEXT STEP: Seeking Council Motion

☒ ORDINANCE
☐ MOTION

☐ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE:

As directed by Council at the 10/4/2017 Council meeting, we have revised the attached Ordinance related to the Single Sales-Sales Tax Cap, and have provided individual revenue assumptions. Staff is seeking official guidance from Council regarding a change to the Single Sales Cap in the attached Ordinance for first reading.

- Single Sales Cap-\$5,000, raising approximately \$100,000.
- Single Sales Cap-\$7,500, raising approximately \$125,000.
- Single Sales Cap-eliminated, raising approximately \$225,000.

II. RECOMMENDED ACTION / NEXT STEP:

Council motion to approve Ordinance as submitted or with appropriate changes.

III. FISCAL IMPACTS:

The budget as submitted is in the red, just over \$367,000. Very little funding is available for capital or improved maintenance. This option would provide up to \$225,000 in additional revenue, depending upon Council's direction.

IV. BACKGROUND INFORMATION:

During the Strategic Planning process, considerable discussion focused on arriving at the nexus of personnel vs. operational costs. The discussion using FY2106 as the baseline required decreasing personnel costs and increasing operational costs. At this point in time, that nexus cannot be achieved without additional revenue or extremely radical cuts. Cuts, which in my professional opinion would severely limit our ability to provide quality services to the City. I would like to reiterate, this is the General Fund only. I would also reiterate, the Strategic Plan was the culmination of 8 special meetings, specifically focused on strategic planning and economic sustainability. Also termed the 20/20 plan, it is intended for the City to reach expense and revenue parity, no later than 2020, without complete reliance upon either State or federal funding. It was also asked and indicated at a later meeting, the overall revenue need was \$620,000 to reach the nexus of operations and personnel. Combined with the other submitted Ordinance, potential new revenue would be approximately \$631,000.

V. LEGAL ISSUES:

None that we are aware of.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

There are none anticipated.

VII. SUMMARY AND ALTERNATIVES:

Approved the Ordinance.
Reject the Ordinance.
Alter the Ordinance.

**CITY OF CORDOVA, ALASKA
ORDINANCE 1159**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
AMENDING CORDOVA MUNICIPAL CODE SECTION 5.40.030(C) AND CMC 5.40.030(D)
TO INCREASE THE CAP ON SALES TAX FROM \$3,000 TO \$7,500**

WHEREAS, the City of Cordova (“City”) is currently facing financial challenges and budgeting concerns; and

WHEREAS, it is in the City’s best interest to generate revenue to support the valuable services the City provides its citizens, residents, and visitors; and

WHEREAS, amending the rate of the sales tax is in the City’s best interest as it provides the City additional revenues to meet the needs of its population and visitors.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Cordova, Alaska that:
Section 1. Cordova Municipal Code 5.40.030 is amended to read as follows:

5.40.030- Exemptions.

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

- A. Proceeds from casual, occasional or isolated sales which are easily identified as the sale of personal goods or property at such private functions as moving, garage, yard, food and bake sales, sale of private vehicles when the seller is not a dealer in used vehicles, or services such as babysitting or house-sitting. A city license is not required under this subsection A;
- B. Sales of insurance and bonds of guaranty and fidelity;
- C. Fees for sales and services in excess of \$7500.00~~three thousand dollars~~ per single purchase transaction. This exemption does not apply to accumulative purchases and billed as a lump sum in excess of \$7500.00~~three thousand dollars~~ except as provided in subsection (D) relating to sales of construction materials and services. In the event of an oil spill that requires mobilization of the oil spill response vessels, this exemption is automatically suspended for ninety days on all fees for sales and services commencing on the day of the oil spill;
- D. Sales of construction materials and services exceeding \$7500.00~~three thousand dollars~~ for use in each construction project paid for by any one purchaser during any twelve consecutive month period; provided, that the purchaser has obtained a building permit from the city prior to the start of the project and all receipts for construction materials and services clearly show the building permit number. Construction materials are those items becoming a permanent part of the structure. Purchaser may pay all sales tax on such materials and services and may apply for a refund as set out in [Section 5.40.042] or may pre-pay applicable city sales tax in advance and receive an exemption card;
- E. Gross receipts or proceeds derived from servicing, freezing, storing, handling or wharfing of fisheries commodities awaiting shipment or in the process of being shipped;
- F. Gross receipts or proceeds derived from sales or services which the municipality is prohibited from taxing under the laws of the state, or under the laws and the Constitution of the United States, including but not limited to:

1. Sales by the U.S. Postal Service,
 2. Sales of any items purchased with food coupons, food stamps or other type of certificate issued under 7 U.S.C. Sections 2011-2025 (Food Stamp Act),
 3. Purchases made under the authority of or made with any type of certificate issued pursuant to 42 U.S.C. Sections 1771-1789 (Child Nutrition Act of 1966),
 4. Interstate sales,
 5. Air transportation including that portion of any chartered fishing or hunting expedition which covers the cost of air transportation,
 6. Gross receipts or proceeds derived from sales to the United States, state, city or any political department thereof;
- G. Gross receipts or proceeds from the transportation (including freight and shipping charges), loading, unloading or storing of cargo from marine vessels or aircraft in foreign, interstate or intrastate commerce;
- H. Services of a person licensed or certified by the state of Alaska as a doctor of medicine and surgery, a doctor of osteopathy and surgery, a doctor of veterinary medicine, a chiropractor, a dentist, a naturopath, an optometrist, an audiologist, a hospital, an occupational therapist, a physical therapist, a massage therapist or a licensed or practical nurse; provided, that the service is within the scope of the state license or certificate;
- I. Services of a person licensed or certified by the state of Alaska as a psychologist or psychological associate, a clinical social worker, an alcohol and drug counselor, or a marital and family therapist;
- J. Fees for supplies, equipment and services provided by a hospital, medical clinic or dental clinic for patient treatment including laboratory and x-ray services;
- K. Gross receipts or proceeds of the retail sale of prescription drugs;
- L. Sale of cemetery plots, caskets, funeral and burial related items and the services by a funeral home;
- M. Commissions received by travel agencies for their services that are not set by and billed by the travel agencies. Service charges set by and billed by the travel agencies are not exempt from taxation under this chapter;
- N. Dues or fees to clubs, labor unions or fraternal organizations;
- O. Fees and charges for extracurricular activities or events promoted or undertaken by educational or student organizations;
- P. Sales by any student organization, parent/teacher organization or booster club recognized by the school or educational organization in which it operates, which proceeds are utilized to further the purposes for which the organization was formed;
- Q. Sales and services by schools or other educational organizations made in the course of their regular functions and activities, which proceeds are utilized to further the purposes for which such organization was formed;
- R. Sales of food at educational and hospital cafeterias and lunchrooms which are operated primarily for staff and/or students, and which are not operated for the purpose of sale to the general public for profit;
- S. Sales, services and rentals by or to religious organizations which have obtained a 501(c)(3) or 501(c)(4) exemption certificate from the Internal Revenue Service and which are made in the normal conduct of religious activity; provided, the income from the exempt transaction is also exempt from federal income taxation;
- T. Sales, services and rentals by or to scouting, 4H or similar youth organizations which have obtained a 501(c)(3) or 501(c)(4) exemption certificate from the Internal Revenue

- Service and which are made in the normal conduct of activity; provided, the income from the exempt transaction is also exempt from federal income taxation;
- U. Sales, services and rentals by or to benevolent or civic organizations which have obtained a 501(c)(3) or 501(c)(4) exemption certificate from the Internal Revenue Service and which are made in the normal conduct of activity; provided, the income from the exempt transaction is also exempt from federal income taxation and the income is donated to a charity. Such organizations shall pay the sales taxes at the time of purchase and shall apply to the city for a refund as provided in Section 5.40.040;
 - V. Proceeds from contract services provided by a state-licensed child care contractor;
 - W. Proceeds from contract services provided by a person for the purpose of taking temporary care of minors for another person;
 - X. Proceeds from products sold as wholesale sales to businesses designated by the state of Alaska as wholesalers. These include the sales of goods, wares, or merchandise to a retail dealer, manufacturer, or contractor, for resale within the city as is or incorporated into a product or commodity to be sold by the dealer, manufacturer or contractor within the city, if the subsequent sale is subject to the city sales tax. In this connection a retailer must stock that merchandise for resale, display the same to the public and hold himself out as regularly engaged in the business of selling such products;
 - Y. Proceeds from products sold for resale:
 - 1. Sales of goods, wares or merchandise to a retail dealer, manufacturer or contractor, for resale within the city as is or incorporated into a product or commodity to be sold by the dealer, manufacturer or contractor within the city, if the subsequent sale is subject to the city sales tax. The product must be an item that is sold as part of the reseller's primary business and must be of such nature that it can be purchased by the general public in a transaction that is not dependent upon the purchase of another product or service,
 - 2. Goods, wares or merchandise that can be purchased only as part of a package purchase of services, such as a bed-and-breakfast or a fishing or hunting charter and not by the general public as separate and individual items are not exempt under this chapter,
 - 3. Food products that are purchased for resale must be purchased and sold as is or prepared in a kitchen that is DEC-certified in order to qualify for sales tax exemption. Proof of certification must be available upon request;
 - Z. Proceeds from services for resale: Services that are provided by a subcontractor to a contractor for a third party is considered services for resale and is exempt from taxation;
 - AA. Sales of real property. Rentals of real property are not exempt from taxation by the city.
 - AB. Commissions or fees in excess of \$7,500.00~~two thousand five hundred dollars~~ earned by brokers or agents in real estate sales transactions.
 - AC. Home heating oil purchased for use in a dwelling, as defined in [Section 18.08.190], for use at that location conditioned on the following:
 - 1. That no more than fifty percent of the floorspace of the building(s) considered as dwellings be used as nonresidential use, including business activities.
 - 2. That the dwelling be operated in compliance with all other regulations and laws.
 - 3. If a fuel tank is used to supply more than one structure or area then no more than fifty percent of the floorspace and area supplied shall be nondwelling and nonresidential including business activities.

Section 2. This ordinance shall be effective on January 1, 2018. This ordinance shall be enacted in accordance with Section 2.13 of the Charter of the City of Cordova, Alaska, within ten (10) days after its passage.

1st reading: October 18, 2017
2nd reading and public hearing: _____

PASSED AND APPROVED THIS _____ DAY OF _____, 2017.

Clay Koplin, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk

DRAFT



AGENDA ITEM # 16

City Council Meeting Date: 10/18/2017

CITY COUNCIL COMMUNICATION FORM

FROM: Alan Lanning, City Manager

DATE: 10/18/2017

ITEM: Compensatory Collection Discount Ordinance FY2018 Budget

NEXT STEP: Seeking Council Motion

☒ ORDINANCE
☐ MOTION

☐ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE:

As directed by Council at the 10/4/2017 Council meeting, we have revised the attached Ordinance related to the Compensatory Collection Discount for timely Sales Tax payments along with the revenue assumption. Staff is seeking official guidance from Council regarding a change to the Compensatory Collection Discount contained in the attached Ordinance for first reading.

- Elimination of Compensatory Collection Discount, raising approximately \$30,000.

II. RECOMMENDED ACTION / NEXT STEP:

Council motion to approve Ordinance as submitted or with appropriate changes.

III. FISCAL IMPACTS:

The budget as submitted is in the red, just over \$367,000. Very little funding is available for capital or improved maintenance. This option would provide up to \$30,000 in additional revenue, depending upon Council's direction.

IV. BACKGROUND INFORMATION:

During the Strategic Planning process, considerable discussion focused on arriving at the nexus of personnel vs. operational costs. The discussion using FY2106 as the baseline required decreasing personnel costs and increasing operational costs. At this point in time, that nexus cannot be achieved without additional revenue or extremely radical cuts. Cuts, which in my professional opinion would severely limit our ability to provide quality services to the City. I would like to reiterate, this is the General Fund only. I would also reiterate, the Strategic Plan was the culmination of 8 special meetings, specifically focused on strategic planning and economic sustainability. Also termed the 20/20 plan, it is intended for the City to reach expense and revenue parity, no later than 2020, without complete reliance upon either State or federal funding. It was also asked and indicated at a later meeting, the overall revenue need was \$620,000 to reach the nexus of operations and personnel. Combined with the other submitted Ordinance, potential new revenue would be approximately \$631,000.

V. LEGAL ISSUES:

None that we are aware of.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES:

There are none anticipated.

VII. SUMMARY AND ALTERNATIVES:

Approved the Ordinance.
Reject the Ordinance.
Alter the Ordinance.

**CITY OF CORDOVA, ALASKA
ORDINANCE 1160**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
AMENDING CORDOVA MUNICIPAL CODE CHAPTER 5.40 TO REPEAL CMC
5.40.090, ELIMINATING THE COMPENSATORY COLLECTION DISCOUNT FROM
SALES TAX**

WHEREAS, the City of Cordova (“City”) is currently facing financial challenges and budgeting concerns; and

WHEREAS, it is in the City’s best interest to generate revenue to support the valuable services the City provides its citizens, residents, and visitors; and

WHEREAS, amending the rate of the sales tax is in the City’s best interest as it provides the City additional revenues to meet the needs of its population and visitors.

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

Section 1. Cordova Municipal Code 5.40.090 “Compensatory collection discount” is hereby repealed.

Section 2. This ordinance shall be effective on January 1, 2018. This ordinance shall be enacted in accordance with Section 2.13 of the Charter of the City of Cordova, Alaska, within ten (10) days after its passage.

1st reading: October 18, 2017

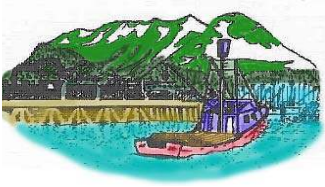
2nd reading and public hearing: _____

PASSED AND APPROVED THIS _____ DAY OF _____, 2017.

Clay Koplin, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk



City Council of the City of Cordova, Alaska

Pending Agenda - October 18, 2017 Regular Council Meeting

A. Future agenda items - when will these be heard before Council?

- 1) Council direction to staff in pursuing Crater Lake Water & Power project from City (water) side
- 2) Code change re Council member service on boards/commissions (ordinance being drafted for Nov/Dec)
- 3) Land Disposal vs. Land Development policy
- 4) Discussion/action regarding water charges at the Harbor
- 5) Odiak Camper Park and/or other locations for long term rv/trailer space rentals in Cordova
- 6) Marijuana ordinance - City Manager has attorney working toward this
- 7) Harbor centrifuge for waste oil - building/project - awaiting resolution from Harbor Commission
- 8) Cordova Center bird mitigation - for 2018

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

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

12/6/2017	3/7/2018	6/6/2018	9/5/2018
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- 2) Staff quarterly reports will be in the following packets:

1/17/2018	4/18/2018	7/18/2018	10/17/2018
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- 3) Goal for passing the 2018 budget:

C. Mayor/Council member/staff member suggestions for future agenda items:

Clear direction should be given to Clerk/Manager on the what and when of this proposed agenda item.

item:

suggested
agenda date:

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

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



City Council of the City of Cordova, Alaska

Pending Agenda - October 18, 2017 Regular Council Meeting

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

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

- 2) Cordova Trails Committee:** 1-Elizabeth Senear 2-Toni Godes
authorizing resolution 11-09-65 3-Dave Zastrow
approved Dec 2, 2009 4-vacant 5-vacant

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

E. City of Cordova appointed representatives to various Boards et al:

- 1) Prince William Sound Regional Citizens Advisory Council**

Robert Beedle re-appointed March 2016 2 year term
re-appointed March 2014
appointed April 2013

- 2) Prince William Sound Aquaculture Corporation Board of Directors**




Tom Bailer term until Oct 2018 3 year term
appointed February 2017

- 3) Southeast Conference AMHS Reform Project Steering Committee**

Mike Anderson appointed April 2016 through December 2017
Sylvia Lange alternate






OCTOBER 2017

CALENDAR MONTH **OCTOBER**
CALENDAR YEAR **2017**
1ST DAY OF WEEK **SUNDAY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 12:30 SHTF CCAB	6 CHS Volleyball @ Unalaska 	7
8	9	10	11 6:00 Council work session 7:00 Council reg mtg CCAB	12 	13	14 CHS swimming @ Palmer Invite 
15	16	17 6:30 P&Z CCAB	18 7:00 Sch Bd HSL 7:00 Harbor Cms CCM	19	20 7pm movie TBA NST	21 7pm Pirates of the Caribbean, NST
22	23	24	25 AK Day-City Hall Offices Closed	26	27	28
29	30	31 5pm, Trick or Treat for books, CCER	1 6:00 Council work session 7:00 Council reg mtg CCAB	2 6:00 CCMCAB HCR	3	4
5 1pm, 4pm, 7pm, Harry Potter Movies, NST	6	7	8	9	10	11
12	13	14	15	16	17	18
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NOVEMBER 2017

CALENDAR MONTH	NOVEMBER
CALENDAR YEAR	2017
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
		----- absentee voting @ City Hall Oct 24 - Nov 6 M-F 8a-5p -----				7pm movie TBA NST
			6:00 Council work session 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB			CJHS Basketball home games w-Valdez
5	6	7	8	9	10	11
	last day of absentee voting	 Cordova Special Election 7am - 8pm, CCA	7:00 Sch Bd HSL 7:00 Harbor Cms CCB		Veterans' Day- City Hall Offices Closed	
12	13	14	15	16	17	18
		 7pm, La Santa Cecilia Concert, NST	6:00 Council work session 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB			 CHS wrestling @ Lancer Smith Tourney, Palmer
19	20	21	22	23	24	25
		6:30 P&Z CCAB	6:00 CEC Board Meeting	Thanksgiving Holiday-City Hall Offices Closed		7pm Current Rhythms, <i>The Nutcracker</i> , NST
				6:00 CCMCAB HCR	7pm Current Rhythms, <i>The Nutcracker</i> , NST	
26	27	28	29	30	1	2
			5:30 CTC Board Meeting			
		6:00 P&R CCM		HS Basketball practice starts		
3	4	Notes				

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

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

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

DECEMBER 2017

CALENDAR MONTH	DECEMBER
CALENDAR YEAR	2017
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

6:00 Council work session
6:45 Council pub hrg
(maybe) CCAB
7:00 Council reg mtg CCAB

6:30 P&Z CCAB

7:00 Sch Bd HSL
7:00 Harbor Cms CCB

CHS Basketball home
endowment games w-Valdez,
Fri & Sat, 12/15-16

6:00 Council work session
6:45 Council pub hrg
(maybe) CCAB
7:00 Council reg mtg CCAB

5:30 CTC Board Meeting

6:00 CEC Board Meeting

Christmas holiday -
City Hall Offices
Closed

6:00 P&R CCM

Cordova Teams to Rally the Regions Hardwood Classic Basketball Tourney
in ANC Dec 27-30

6:00 CCMCAB HCR

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

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

Mayor and City Council - Elected

seat/length of term	email	Date Elected	Term Expires
Mayor:	Clay Koplin	March 1, 2016	March-19
3 years	Mayor@cityofcordova.net		
Council members:			
Seat A:	James Burton	March 1, 2016	March-19
3 years	CouncilSeatA@cityofcordova.net	March 5, 2013	
Seat B:	Kenneth Jones	March 7, 2017	March-20
3 years	CouncilSeatB@cityofcordova.net		
Seat C:	Jeff Guard	March 7, 2017	March-20
3 years	CouncilSeatC@cityofcordova.net		
Seat D:	Robert Beedle	March 3, 2015	March-18
3 years	CouncilSeatD@cityofcordova.net		
Seat E:	Josh Hallquist, Vice Mayor	March 3, 2015	March-18
3 years	CouncilSeatE@cityofcordova.net		
Seat F:	David Allison	March 1, 2016	March-19
3 years	CouncilSeatF@cityofcordova.net		
Seat G:	James Wiese	March 1, 2016	March-19
3 years	CouncilSeatG@cityofcordova.net		

Cordova School District School Board - Elected

length of term		Date Elected	Term Expires
3 years	Barb Jewell, President	March 1, 2016	March-19
	bjewell@cordovasd.org	March 5, 2013	
3 years	Bret Bradford	March 3, 2015	March-18
	bbradford@cordovasd.org		
3 years	Tammy Altermott	March 1, 2016	March-19
	taltermott@cordovasd.org	March 5, 2013	
3 years	Peter Hoepfner	March 3, 2015	March-18
	phoepfner@cordovasd.org	March 6, 2012	
		March 3, 2009	
		March 7, 2006	
3 years	Sheryl Glasen	March 7, 2017	March-20
	sglasen@cordovasd.org	March 4, 2014	
	<i>Vacant (appointed, non-voting)</i>		
	<i>City Council Rep</i>		

seat up for re-election in 2018

board/commission chair

seat up Nov 17

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

CCMC Authority - Board of Directors - Elected

length of term		Date Elected	Term Expires
3 years	Kristin Carpenter	March 7, 2017	March-20
3 years	Sally Bennett	March 7, 2017	March-19
3 years	April Horton	March 7, 2017	March-19
3 years	Dorne Hawxhurst	March 7, 2017	March-18
3 years	vacant	to be appointed	March-18

LIBRARY BOARD - APPOINTED

length of term		Date Appointed	Term Expires
3 years	Mary Anne Bishop, Chair	November-16 November-13 November-10 November-06	November-19
3 years	Wendy Ranney	November-15 April-13	November-18
3 years	Erica Clark	November-16	November-19
3 years	Krysta Williams	December-14 November-11	November-17
3 years	Kay Groff	December-14 December-11 January-09	November-17

PLANNING AND ZONING COMMISSION - APPOINTED

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

seat up Nov 17

seat up for re-election in 2018

board/commission chair

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

HARBOR COMMISSION - APPOINTED

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

PARKS AND RECREATION COMMISSION - APPOINTED

length of term		Date Appointed	Term Expires
3 years	Wendy Ranney, Chair	November-15	November-18
		August-14	
3 years	Kara Johnson	February-15	November-17
		December-12	
3 years	Miriam Dunbar	November-15	November-18
		August-14	
3 years	Stephen Phillips	November-15	November-18
3 years	Marvin VanDenBroek	November-16	November-19
		February-14	
3 years	Karen Hallquist	November-16	November-19
		November-13	
3 years	Dave Zastrow	February-15	November-17
		September-14	

HISTORIC PRESERVATION COMMISSION - APPOINTED

length of term		Date Appointed	Term Expires
3 years	Cathy Sherman	August-16	November-19
3 years	Heather Hall	August-16	November-19
3 years	Brooke Johnson	August-16	November-19
3 years	John Wachtel	August-16	November-18
3 years	Sylvia Lange	August-16	November-18
3 years	Tom McGann	August-16	November-18
3 years	Jim Casement, Chair	August-16	November-17

seat up for re-election in 2018

board/commission chair

seat up Nov 17