

**Mayor**

Clay Koplin

**Council Members**

Tom Bailer  
Cathy Sherman  
Jeff Guard  
Melina Meyer  
Anne Schaefer  
David Allison  
David Glasen

**City Manager**

Helen Howarth

**City Clerk**

Susan Bourgeois

**Deputy Clerk**

Tina Hammer

**Student Council**

vacant

**Regular City Council Meeting  
November 4, 2020 @ 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 Tom Bailer, Cathy Sherman, Jeff Guard, Melina Meyer, Anne Schaefer, David Allison, and David Glasen

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

**E. Disclosures of Conflicts of Interest and Ex Parte Communications**

- conflicts as defined in Cordova Municipal Code 3.10.010 should be declared, then Mayor rules on whether member should be recused, Council can appeal the Mayor's ruling
- ex parte should be declared here, the content of the ex parte should be explained when the item comes before Council, ex parte does not recuse a member, it is required that ex parte is declared and explained

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

1. Guest Speakers
  - a. Incident Management Team, COVID-19 Update
2. Audience comments regarding agenda items..... (3 minutes per speaker)
3. Chairpersons and Representatives of Boards and Commissions (CCMCA BoD, School Board Rep)
4. Student Council Representative Report – *awaiting contact from CHS*

**G. Approval of Consent Calendar**

5. Minutes of the 10-21-2020 Council Regular Meeting..... (page 1)
6. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of excused absence of the following: Council member Cathy Sherman from the October 21, 2020 Regular Meeting

**H. Approval of Minutes - in consent calendar**

**I. Consideration of Bids - none**

**J. Reports of Officers**

7. Mayor's Report
8. City Manager's Report
9. City Clerk's Report

**K. Correspondence**

10. 10-20-20 Mayor Koplin letter of support for PKS Ocean Plastic Recycling..... (page 5)
11. 10-22-20 Mayor Koplin letter of support for Alaska Air Essential Air Service..... (page 6)
12. 10-22-20 USDA News Release re Public Feedback on Outdoor Projects..... (page 7)
- 12a. 10-22-20 Mayor Koplin letter to Governor re Fast Ferry Interest..... (page 8)
- 12b. 10-29-20 PWSRCAC letter to DC delegation re deficiencies in PWS..... (page 9)

## L. Ordinances and Resolutions

13. Ordinance 1192..... (roll call vote)(page 12)  
An ordinance of the Council of the City of Cordova, Alaska, repealing and reenacting Cordova Municipal Code Title 2 “Elections” to update and clarify the City election process, add authority to modify voting requirements during an emergency, adopt an early voting process and expand the vote by-mail process to promote and support remote voting – 2<sup>nd</sup> reading
14. Resolution 11-20-39..... (voice vote)(page 57)  
A resolution of the Council of the City of Cordova, Alaska, placing a ballot proposition before the voters at the Regular Election of March 2, 2021 amending Section 5-19 entitled “Personal Interest” to clarify the language and expand the city’s ability to purchase, exchange, sell and contract with elected officials and the city manager without competitive procurement so long as council approves sales, purchases, exchanges or contracts of substantial value via ordinance and the city publicly discloses the essential terms of all such transactions
15. Resolution 11-20-40..... (voice vote)(page 60)  
A resolution of the Council of the City of Cordova, Alaska, continuing the City’s declaration of a local emergency arising from Covid-19

## M. Unfinished Business

16. Overview of E-911 and City addressing, Council discussion..... (page 63)

## N. New & Miscellaneous Business

17. Discussion of COVID-19 Emergency Response
18. Pending Agenda, CIP List, Calendar, Elected & Appointed Officials lists..... (page 88)

## O. Audience Participation

## P. Council Comments

## Q. Executive Session

19. Disposal of ASLS 79-258 in executive session because it is a matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the government

City Council is permitted to enter an executive session if an explicit motion is made to do so calling out the subject to be discussed and if that subject falls into one of the 4 categories noted below. Therefore, even if specific agenda items are not listed under the Executive Session header on the agenda, any item on the agenda may trigger discussion on that item that is appropriate for or legally requires an executive session. In the event executive session is appropriate or required, Council may make a motion to enter executive session right during debate on that agenda item or could move to do so later in the meeting.

## R. Adjournment

*Public Call-in number 907-253-6202, each call is placed on hold, then calls will ring through in the order received, please stay on the phone until you’ve been addressed or thanked by the Chair or Council, then hang up, comments limited to 3 minutes*

### Executive Sessions per Cordova Municipal Code 3.14.030

- **subjects which may be considered are:** (1) matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government; (2) subjects that tend to prejudice the reputation and character of any person; provided that the person may request a public discussion; (3) matters which by law, municipal charter or code are required to be confidential; (4) matters involving consideration of governmental records that by law are not subject to public disclosure.
- **subjects may not be considered in the executive session except those mentioned in the motion calling for the executive session, unless they are auxiliary to the main question**
- **action may not be taken in an executive session except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations**

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Regular City Council Meeting  
October 21, 2020 @ 7:00 pm  
Cordova Center Community Rooms A & B  
Minutes

**A. Call to order**

*Mayor Clay Koplín* called the Council regular meeting to order at 7:05 pm on October 21, 2020, in the Cordova Center Community Rooms.

**B. Invocation and pledge of allegiance**

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

**C. Roll call**

Present for roll call were *Mayor Clay Koplín* and Council members *Tom Bailer* and *Anne Schaefer*. Council members *Jeff Guard*, *Melina Meyer*, *David Allison*, and *David Glasen* were present via teleconference. Council member *Cathy Sherman* was absent. Also present were City Manager *Helen Howarth* and City Clerk *Susan Bourgeois*.

**D. Approval of Regular Agenda**

With no objection, Mayor Koplín declared the agenda approved.

**E. Disclosures of Conflicts of Interest and ex parte communications**

Council member *Glasen* said he wanted to make it known that his grandfather is the applicant for the plat in agenda item 16. *Mayor Koplín* said that since there is no substantial financial interest for him, he did not believe that was a conflict, but Council could appeal that ruling. There was no appeal.

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

1. Guest speaker

a. State of Alaska DHSS representatives, *Commissioner Adam Crum*, *Director Paul Nelson*, *Eliza Muse* and *Bryan Fisher* were present via teleconference to report to the Council and the community concerning the State response to the Covid-19 emergency.

b. Incident Management Team, Covid-19 update – *Dr. Hannah Sanders*, Medical Team lead for the IMT emergency response reported: 1) we are currently at 4 active cases – we were able to catch the initial case through in-state travel testing that we are able to offer the community – the effects of early detection and aggressive testing have been good and we are hoping to continue on this trend.

2. Audience comments regarding agenda items - none

3. Chairpersons and Representatives of Boards and Commissions

*Dr. Hannah Sanders*, CCMCA CEO was present via teleconference and reported: 1) the hospital continues with Covid preparedness and currently we are very well prepared with PPE and other equipment (ventilators and the like).

a. Planning Commission Resolution 20-03 Capital Improvement List

*Schaefer* commented that E-911 and addressing, we have discussed before but there was talk of getting this handled at the State level and that was back in 2018 – so perhaps we can get a follow up on that. *Bailer* said he did not know if these were in order, but his opinion would be that number 3 on Crater Lake water siphon, he'd list that as number 1. *Bailer* also said he doesn't believe that we should pay an attorney to redo title 17 and 18 – he thinks the planning commission can do that themselves. *Allison* agreed with *Bailer* on the code re-writes. *Allison* also said as far as E-911 we need to do the addressing either way and he believes we have the money set aside for it, so he'd like to get that done. *Guard* said he is wholeheartedly in favor of getting the addressing done, he'd like to see it done before the next census.

4. Student Council representative – vacant

**G. Approval of Consent Calendar**

5. Minutes of the 10-07-2020 Regular Council Meeting

Vote on the consent calendar: 6 yeas, 0 nays, 1 absent. Glasen-yes; Schaefer-yes; Bailer-yes; Sherman-absent; Guard-yes; Allison-yes and Meyer-yes. Consent calendar was approved.

**H. Approval of Minutes – in Consent Calendar**

**I. Consideration of Bids**

6. Direction to Manager to negotiate with *Quality Controls, Inc.*, for School HVAC upgrades

*M/Schaefer S/Bailer* to direct the City Manager to negotiate a contract with *Quality Controls, Inc*, to repair and upgrade the school HVAC system for a sum not to exceed one hundred ninety-five thousand, nine hundred seventy-five dollars (\$195,975).

*Schaefer* said this is being paid with CARES funding the upgraded air handling system will be good for students, teachers, staff. *Bailer* said in speaking with *Russin*, they had left out thermostats so he'd like to amend to not to exceed \$200,000 so they could add those in.

*M/Bailer S/Allison* to amend the motion by changing the amount to not to exceed two hundred thousand dollars (\$200,000).

*Allison* said he agreed. *Glaser, Meyer, Bailer, Guard, Schaefer* all said they supported the amendment.

Vote on the motion to amend: 6 yeas, 0 nays, 1 absent. Meyer-yes; Guard-yes; Schaefer-yes; Glaser-yes; Bailer-yes; Sherman-absent and Allison-yes. Motion was approved.

Vote on the main motion: 6 yeas, 0 nays, 1 absent. Schaefer-yes; Meyer-yes; Allison-yes; Sherman-absent; Bailer-yes; Guard-yes and Glaser-yes. Motion was approved.

## J. Reports of Officers

7. Mayor's Report - *Mayor Koplun* reported: 1) he had 2 letters to show Council that he'd written that need to be sent, so he asked if Council was ok with them - a letter of support for AK Air Essential Air Service and a grant application letter of support for a project concerning ocean plastics cleanup. There was no council objection to those. 2) Lobbyist *Bitney* said it doesn't seem as though there will be a special legislative session so the tier one harbor loan program - we will have to work with the Governor's office to try to get into his budget before December 15. 3) state is liquidating the Fairweather and Chenega - we should discuss at pending agenda if we want to explore any options with those. 4) State did issue a test fishery for King Crab in PWS - pretty exciting - 15 thousand pounds - a Cordova fisherman bid on and received that.

8. Manager's Report - City Manager *Helen Howarth* reported: 1) recognized City staff at all levels - she agreed as the state DHSS reps mentioned, we are rock stars - she thanked all staff for handling this emergency - all City facilities are open, Bidarki is having all floors replaced currently but then will be reopened looking great. 2) she introduced *Curtis Fincher* - new communications and special projects manager, already hard at work looking at funding sources and seeking opportunities, also will be lead in communications, letting community know what we are up to and what is happening at the City.

a. *Sam Greenwood* and *Aaron Muma*, presentation re: Refuse Loan Ballot Prop - staff gave a presentation about the needs at the refuse department and the loan opportunity including a \$500,000 subsidy - Council has a resolution to consider later in the meeting (item 15 res 10-20-37) that would put the loan consideration on the March 2021 ballot for the citizens to consider.

9. City Clerk's Report - *Bourgeois* reported: 1) absentee in person voting is happening at the Cordova Center M-F 8 - 4:30 on weekdays until Mon Nov 2. On Election Day, Nov 3, voting will be in the Education Room from 7am until 8pm.

10. Staff Quarterly reports

a. Library, Department Director, *Debbie Carlson*

b. CVFD, City Fire Marshal, *Paul Trumblee*

c. Cordova Historical Museum and Cordova Center, Dept Director, *Mimi Briggs*

d. Cordova Harbor and Port, City Harbormaster, *Tony Schinella*

e. Cordova Police Department, Acting Chief, *Nate Taylor*

f. Parks and Recreation Department, Department Director, *Susan Herschleb*

g. Finance Department, Department Director, *Ken Fay*

h. City Investments, UBS Financial Services, *Chad Adams*

Council members thanked staff for the reports. *Bailer* commented on CVFD - he appreciated the purchase of a used vehicle vs. brand new. He also thanked the harbor, school and city shop for recycling the used oil and burning it to heat buildings - important cost savings for the City, Schools and citizens. He is also excited to get the investment committee together - he'd really like the City to look at other avenues on investing money.

## K. Correspondence

11. 10-08-20 State Assessor letter with Cordova 2020 Full Value Determination

12. 10-13-20 CVFD Board of Managers letter re volunteer compensation

13. 10-14-20 Chamber Email with 2 quarterly letters/updates

*Bailer* commented that the letter from the CVFD perhaps could come to us with more information and through a different channel.

## L. Ordinances and Resolutions

14. Ordinance 1192 An ordinance of the Council of the City of Cordova, Alaska, repealing and reenacting Cordova Municipal Code Title 2 “Elections” to update and clarify the City election process, add authority to modify voting requirements during an emergency, adopt an early voting process and expand the vote by-mail process to promote and support remote voting – 1<sup>st</sup> reading

*M/Bailer S/Schaefer* to adopt Ordinance 1192 An ordinance of the Council of the City of Cordova, Alaska, repealing and reenacting Cordova Municipal Code Title 2 “Elections” to update and clarify the City election process, add authority to modify voting requirements during an emergency, adopt an early voting process and expand the vote by-mail process to promote and support remote voting.

City Attorney *Holly Wells* said there have been a lot of court cases coming down lately about rigid rules on the books that don’t necessarily allow voters to protect themselves from Covid. The code re-write creates emergency plan options because your administration wanted to ensure voters rights and safety would be as protected as possible. *Schaefer* asked about the need for a witness signature in casting an absentee ballot. *Wells* said the state supreme court has ruled that for this Nov 3, 2020 election the witness signature may be waived. *Wells* said that as far as policy, she is not 100% sure if we could do away with it, because there are cases on both sides, also those who believe the integrity of the election is threatened if witness signatures for absentee ballots are not required. She said currently all jurisdictions she is aware of in Alaska have the requirement in Code. We did work into this code the ability to pass an ordinance making exceptions to the code provisions such as the ability to waive the signature. You may see an ordinance forthcoming making use of that flexibility. *Guard* asked when such an ordinance might be before them concerning signature waiver for the March 2, 2021 Election. *Bourgeois* said probably right away as she will be planning for advertising and supplies orders for that election in December, so possibly as early as the second regular meeting in November. *Meyer* asked about early voting ballots that are voted either in-person or mailed to voters and dropped in the drop box; when would those ballots be counted – *Wells* confirmed that per this code, those will be counted on Election Day.

Vote on the motion: 6 yeas, 0 nays, 1 absent. Allison-yes; Meyer-yes; Bailer-yes; Schaefer-yes; Guard-yes; Glasen-yes and Sherman-absent. Motion was approved.

15. Resolution 10-20-37 A resolution of the Council of the Council of the City of Cordova, Alaska, authorizing the City of Cordova to issue general obligation debt, consisting of a loan from the Alaska Department of Environmental Conservation, in the principal amount of not to exceed \$1,120,000 to finance the purchase of landfill heavy equipment, and to submit the question of the issuance of such debt to the qualified voters of the City at the March 2, 2021 Regular City Election

*M/Bailer S/Schaefer* to approve Resolution 10-20-37 A resolution of the Council of the Council of the City of Cordova, Alaska, authorizing the City of Cordova to issue general obligation debt, consisting of a loan from the Alaska Department of Environmental Conservation, in the principal amount of not to exceed \$1,120,000 to finance the purchase of landfill heavy equipment, and to submit the question of the issuance of such debt to the qualified voters of the City at the March 2, 2021 Regular City Election

*Bailer* asked for the amount that we would actually be borrowing, if it is the \$1.2 million less \$500,000, then he wishes we could say that. *Greenwood* said the ballot language must say the actual amount of the loan, not including the subsidy. *Bailer* said he just thinks that it will be important during the education piece of this to make that very clear to the voters.

*M/Schaefer S/Bailer* to amend the resolution by replacing all the places in the resolution where the amount referenced is \$1,120,000 with \$1,210,000.

Vote on the motion to amend: 6 yeas, 0 nays, 1 absent. Allison-yes; Schaefer-yes; Glasen-yes; Sherman-absent; Meyer-yes; Bailer-yes and Guard-yes. Motion was approved.

*Schaefer* said she appreciated the presentation by *Aaron Muma* and *Sam Greenwood*, and she is in support. Council members *Allison*, *Guard* and *Glasen* were also in support and had no further comment. *Meyer* and *Bailer* contemplated another amendment to the proposition language, but *Mayor Koplín* reiterated that staff would be doing an extensive public education campaign around this. *Mayor Koplín* reiterated that it would be good for the record to show that even though the loan will be for \$1,210,000 if we receive the full subsidy (which we anticipate happening) the actual fiscal note to the City will be only \$710,000.

Vote on the main motion: 6 yeas, 0 nays, 1 absent. Guard-yes; Schaefer-yes; Meyer-yes; Allison-yes; Sherman-absent; Glasen-yes and Bailer-yes. Motion was approved.

16. Resolution 10-20-38 A resolution of the Council of the City of Cordova, Alaska, approving the final plat for Yarbrough Subdivision

*M/Bailer S/Schaefer* to approve Resolution 10-20-38 A resolution of the Council of the City of Cordova, Alaska, approving the final plat for Yarbrough Subdivision.

Council members each spoke in support.

Vote on the motion: 6 yeas, 0 nays, 1 absent. Glasen-yes; Meyer-yes; Sherman-absent; Schaefer-yes; Bailer-yes; Allison-yes and Guard-yes. Motion was approved.

**M. Unfinished Business - none**

**N. New & Miscellaneous Business**

**17. Discussion of Covid-19 Emergency Response**

*Schaefer* asked *Howarth* if we were in line with State mandates, so that the new changes to their travel mandates, do affect us the same way. *Howarth* said yes, that is correct and IMT is currently preparing new signage/posters to clarify for people/businesses.

**18. Pending Agenda, Calendar and Elected & Appointed Officials lists**

*Bailer* brought up that we'd like to see an update or more information on E-911 next time. *Howarth* said *Paul Trumblee* would bring that information to the next Council meeting. Next meeting there will also be a resolution extending the local emergency. Council also asked again if NVE or *Bert Adams* could report at the next Council meeting.

**O. Audience Participation - none**

**P. Council Comments**

*Schaefer* thanked staff for quarterlies, and she said it was good to see all their faces.

*Glasen* said same, thanks staff, especially *Sam* and *Aaron*.

*Meyer* echoed the thanks and to the DHSS officials. She said sometimes we focus on the number of cases and it is so nice to see that we have so many recovered now. She only wishes the best to anyone who tests positive that they get better quickly. She wanted to acknowledge the human aspect to the virus.

*Bailer* said thanks to PW department for finding that great opportunity, we do need that equipment, and this will save the City money. He also gave kudos to the City water department who opened up a big hole in front of Ace to replace old pipe and did a great job - no damage, very professional and well done - used that new machine, which sometimes citizens wonder why we buy things like that. On prop 1 - he asked the Clerk to resend that to him with the changed language.

*Guard* also thanked staff and asked the *Mayor* to clarify as to whether we got a letter to the state or not about the liquidating the ferries. *Mayor Koplin* said he will go back and look and get one together if it hasn't been done.

**Q. Executive Session**

**19. Case update and settlement discussion for Beecher litigation in executive session because it is a matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the government**

*M/Schaefer S/Bailer* to go into executive session to receive a case update and settlement discussion for Beecher litigation in executive session because it is a matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the government.

Vote on the motion: 6 yeas, 0 nays, 1 absent. Guard-yes; Meyer-yes; Glasen-yes; Sherman-absent; Allison-yes; Schaefer-yes and Bailer-yes. Motion was approved.

*Mayor Koplin* recessed the meeting at 9:34 pm to clear the room.

Council entered the executive session at 9:38 pm and came back not open session at 9:52 pm.

*Mayor Koplin* stated that the item discussed was Beecher litigation with the City Attorney.

**R. Adjournment**

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

Hearing no objection *Mayor Koplin* adjourned the meeting at 9:53 pm.

Approved: October 21, 2020

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

# CITY OF CORDOVA



October 20, 2020

Small Business Innovation Research Program  
US Department of Agriculture

RE: Letter of Support, USDA SBIR, Plastic Ocean Waste Eco-Recycler

To Whom it May Concern:

The City of Cordova supports the removal of plastics from our oceans. The prevalence of waste plastics and their degradation into micro-plastics is contaminating ocean seafood upon which Cordova's economy depends. With the growth of local aquaculture and mariculture production in our region, plastics may have an even stronger negative effect on filter feeders such as mussels and oysters.

The community of Cordova has collectively spent thousands of volunteer man hours and resources into collecting ocean trash from our beaches. This has a small and temporary impact on the plastic trash loads transported into our region by ocean currents.

Mr. Simpson's proposal offers a feasible option for cleaning plastic from the oceans for recycling. This model would create a more lasting and effective solution for removing ocean pollution.

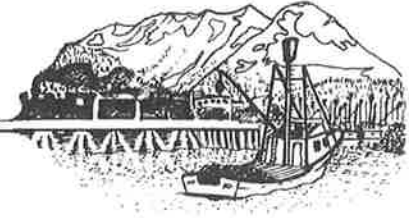
The City of Cordova supports Patrick Simpson of PKS consulting's proposal to remove and recycle ocean plastics with a modular collection and management system.

Respectfully,

A handwritten signature in blue ink that reads "Clay Koplin". The signature is written in a cursive style.

Clay Koplin  
Mayor of Cordova, Alaska

# CITY OF CORDOVA



October 22, 2020

Michael D. Gormas, Office of Aviation Analysis  
United States Department of Transportation  
1200 New Jersey Ave SE  
Washington, DC 20590

Re: Order 2020-9-11, Essential Air Service (EAS) at Cordova, Gustavus, Petersburg,  
Wrangell, and/or Yakutat, Alaska – OST-1998-4899

Dear Mr. Gormas:

The community of Cordova, Alaska, strongly supports the selection of Alaska Airlines to continue providing essential air service to our community and Southeast Alaska with commercial jet aircraft.

Alaska's service connects Southeast Alaska passengers and cargo to one or more major communities of interest, with single-plane service to Anchorage, Juneau, Ketchikan, or Seattle. From these hubs, our community can access the airline's extensive route system and benefit from its marketing relationships with other carriers. The 737-jet aircraft, which Alaska Airlines will continue using on this route, provides freight and mail capacity that other carriers simply cannot provide.

Since we are not connected to a road system, having safe, scheduled air service is vital to keeping our communities connected. Further, Alaska Airlines aircraft are equipped with Required Navigation Performance Technology, which enables the airline to reliably access Southeast Alaska's airports during inclement weather, thus reducing diversions and cancellations and, in turn, enabling people and products to dependably reach the community.

Simply put, Alaska Airlines' service is critical to the economic well being of our community and Cordova supports their application to provide Essential Air Service to Southeast Alaska.

Sincerely,

Clay Koplín  
Mayor of Cordova, Alaska





**Forest Service**  
Alaska Region  
709 West 10<sup>th</sup> Street  
Juneau, AK 99801  
907-586-8806  
[www.fs.usda.gov/r10](http://www.fs.usda.gov/r10)

# News Release

Media Contact:  
Erica Keene, Public Affairs Specialist,  
[erica.keene@usda.gov](mailto:erica.keene@usda.gov)  
907-586-8892

## Alaska Region Launches Public Feedback Forum for Outdoor Projects

**JUNEAU**, Oct. 22, 2020 - The USDA Forest Service, Alaska Region, is launching an interactive web-based map on Oct. 22 to collect public input on proposed outdoor recreation and infrastructure projects for 2022, and ideas for 2023 through 2025. Projects may include work on cabins, campgrounds, trailheads, trails, roads, bridges, parking areas, visitor centers, day-use areas, boat ramps, marine facilities, and picnic areas.

A website with general information and a link to an interactive map is available for 13 days at <https://www.fs.usda.gov/detail/r10/home/?cid=FSEPRD796806>. The online forum displays proposed projects for 2022. Each project has a comment section available for feedback.

To share an idea for a future project, public, partners, and others can click on the ranger district closest to their project idea and submit a comment detailing the idea for Forest Service staff to take into consideration.

"We look forward to hearing project feedback and ideas from the public and other stakeholders as we work together to improve our Alaska National Forests," said Regional Forester Dave Schmid. "We hope to build on work already being accomplished and find new, innovative ways to care for our land."

The Forest Service hopes a variety of stakeholders, public, partners, tribes, Alaska Native corporations and local government, will help us identify needed work on outdoor projects. The comment period will conclude at 11:59 p.m. Nov. 3.

For information on Alaska Forests visit: <https://www.fs.usda.gov/main/r10/home>

###

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# CITY OF CORDOVA



October 28, 2020

Governor Mike Dunleavy  
3<sup>rd</sup> Floor, State Capitol  
PO Box 110001  
Juneau, AK 99811

RE: Cordova Fast Ferry Letter of Interest

Dear Governor Dunleavy:

With the release of the Alaska Marine Highway Reshaping Work Group final report, I would like to offer some comments from the City of Cordova.

The Work Group report provides a starting point in coming up with a reliable and efficient marine highway system. Obviously, the budget proposal for FY22 that is due by December 15<sup>th</sup> will mark the next milestone of these discussions.

Cordova's biggest concern is the loss of the availability to consider fast-ferry service in Prince William Sound going forward. Both the Fairweather and Chenega have been put out to bid for disposal by the State.

Given a reasonable amount of time and opportunity, Cordova would like to initiate efforts to keep at least one fast ferry serving Prince William Sound. Whether the vessel is operated by the State, private investor, or some kind of public authority – our community has faith in the viability of a fast ferry to operate more efficiently and reliably and have support from other communities in the Sound.

Obviously, the ongoing sealed bid process is underway and may make any discussions moot. But if experience and history are any indicator, I am confident that the State will need to continue searching for solutions for these vessels after bidding is done.

Cordova has more than just a strong economic self-interest in seeing fast ferry service. Our community has watched these vessels for years – seen how they operate and knows what they can do. This is also a community loaded with people heavily experienced in marine and vessel operations. Given the opportunity, I know we can put together ideas and proposals to build a better system. We have done it before, and we can do it again.

Respectfully,

Mayor of Cordova, Alaska

CC: COS Ben Stevens, Rep. Louise Stutes, Sen. Gary Stevens, Admiral Barrett



**Regional Citizens' Advisory Council** / "Citizens promoting environmentally safe operation of the Alyeska terminal and associated tankers."

In Anchorage: 3709 Spenard Road / Suite 100 / Anchorage, Alaska 99503 / (907) 277-7222 / FAX (907) 277-4523  
In Valdez: P.O. Box 3089 / 130 South Meals / Suite 202 / Valdez, Alaska 99686 / (907) 834-5000 / FAX (907) 835-5926

**MEMBERS**

October 29, 2020

Alaska State  
Chamber of Commerce

Senator Lisa Murkowski  
United States Senate  
522 Hart Senate Office Bldg.  
Washington D.C. 20510

Chugach Alaska  
Corporation

City of Cordova

Senator Dan Sullivan  
United States Senate  
302 Hart Senate Office Bldg.  
Washington, D.C. 20510

City of Homer

City of Kodiak

Congressman Don Young  
U.S. House of Representatives  
2314 Rayburn House Office Bldg.  
Washington, D.C. 20515

City of Seldovia

City of Seward

City of Valdez

**Subject:** Serious deficiencies in the radar and VHF coverage of oil tanker and other maritime vessels transiting Prince William Sound that could potentially contribute to another major oil spill

City of Whittier

Dear Senator Murkowski, Senator Sullivan, and Congressman Young:

Community of  
Chenega

This is to express to you the critical concern that the Prince William Sound Regional Citizens' Advisory Council (PWSRCAC or the Council) has regarding degraded VHF Radio Communication System and radar capability in Prince William Sound (PWS), Alaska. The PWSRCAC is writing to ensure that you are aware of this important problem and to recommend your assistance and support for the U.S. Coast Guard and other agencies of the federal government in taking remedial action as quickly as possible to restore full and robust VHF and Radar coverage and capability in PWS.

Community of  
Tatitlek

Cordova District  
Fishermen United

Kenai Peninsula  
Borough

Kodiak Island  
Borough

Kodiak Village Mayors  
Association

The Council first learned that the Coast Guard was experiencing intermittent and degraded VHF radio communications capability within the 3,745 square mile area of PWS by way of a Coast Guard press release at the end of December 2019. Since the initial report, the Coast Guard has been able to restore VHF radio coverage for PWS. However, ***problems with the old and outdated infrastructure*** that supports VHF radio coverage and directly impacts the Coast Guard's ability to hear and respond to search and rescue (SAR) calls from the maritime public, or other calls from the commercial maritime industry ***still persist***.

Oil Spill Region  
Environmental  
Coalition

Port Graham  
Corporation

Prince William Sound  
Aquaculture  
Corporation

In addition to the serious concerns regarding the intermittent VHF/SAR outage in PWS that occurred between September and December 2019, the Council has serious concerns regarding ***the complete loss of radar capability in PWS as it relates to the safe transportation of oil through PWS***.

Currently, the Coast Guard has radar equipment installed at three locations within PWS including, Reef Island, Potato Point, and the Valdez Small Boat Harbor that covers the Valdez Arm, Valdez Narrows, and Port Valdez portions of the tanker shipping lanes. Based on PWSRCAC discussions with the Coast Guard, ***all these radar systems have been inoperable for at least ten months***, and based on limited funding and resources it will take considerable time to repair and eventually replace this aging and inoperable equipment. In addition to the Council's maritime safety concerns over the lack of Coast Guard radar capability in PWS, there are also homeland/national security implications of such radar inoperability.

To provide you with background and context for this high level of concern regarding the inoperability of this equipment, the following language is excerpted from the ***National Transportation Safety Board's Marine Accident Report on the Grounding of the U.S. Tankship EXXON VALDEZ on Bligh Reef, Prince William Sound near Valdez Alaska, March 24, 1989, pages 66-70 [emphasis in quote added]***:

"The 1600-2400 VTC watchstander stated that he often had to turn the gain control on the VTS radar all the way up in order to maintain radar contact with vessels being monitored. He believed that the radar was not working properly on the day of the accident...

"The Operations Officer also stated that, overall, he did not believe that the VTS radar was operating as well as it should have been. He said that when he first arrived in Valdez during the summer of 1987, the VTC watchstanders were often able to view the top of Naked Island on the radar scope. He stated that during the past 2 years, however, he had observed a marked deterioration in the range performance of the radar. ***He believed that the age and condition of the microwave video link between the Potato Point remote radar site and the VTC might have been one reason that the VTC lost contact with the EXXON VALDEZ before it grounded...***

"Both the [Commanding Officer] CO and Operations Officer of MSO Valdez stated that Commander, Seventeenth Coast Guard District, was aware of the problems they were having operating and maintaining the communication equipment in Prince William Sound. In 1985, the CO submitted a planning proposal to Coast Guard headquarters requesting that the communication system in Prince William Sound be updated... 'due to obsolescence and increasing difficulty in obtaining parts support, system reliability and performance are expected to begin deteriorating at the end of the current life cycle...'

"In a letter dated December 6, 1988, to the Commander, Maintenance and Logistics Command Pacific (MLCPAC), the CO of MSO Valdez requested information regarding the status of the project (PP #17-012-85) to upgrade the communications system in Valdez. The MSO was subsequently notified that as of February 13, 1989, "There is no project plan, or funds established for your upgrade at MLCPAC or COMDT."

Members of the PWSRCAC and other residents from across the Exxon Valdez oil spill region of PWS and the Kodiak Archipelago remember the devastating effects that the Exxon Valdez oil spill had on Alaskans, their livelihoods, on commercial, sport, and subsistence fishing, sport and subsistence hunting, the economy, fish and wildlife and their habitats, and the environment. Serious concerns then remain today regarding the current status of this communications and tracking equipment in PWS, and the impacts

these communications deficiencies could have on the safe navigation and security of oil tankers transiting into and out of PWS.

The Council has been told by Coast Guard representatives that the existing VHF and radar equipment is antiquated and obsolete, and that in some cases parts can no longer be obtained resulting in jerry rigging equipment and manufacturing one-off replacement parts. In the case of the radars, attempts to keep the equipment running could no longer be maintained such that the equipment is inoperable with no current plans for repair.

The risks to navigation safety in PWS increase significantly during the spring and summer months when cruise ships, hundreds of commercial fishing vessels, and equal numbers of recreational boaters converge on PWS. Therefore, the current VHF and radar problems will be compounded in the coming months into 2021.

Commercial fishing vessels and pleasure craft under 300 gross tons are not required to have an Automatic Identification System (AIS) on board and ***are therefore not visible to the U.S. Coast Guard.*** AIS serves a very important safety role but cannot replace the importance and functionality of radar. ***It is therefore very important to secure adequate funding such that replacement equipment can be procured, and plans put in place to get these systems fully functioning as soon as possible.***

The Council is aware that the Coast Guard recently entered into a new contract to support the maintenance and repair of the remote VHF sites in PWS. While PWSRCAC appreciates all the work that the Coast Guard and its contractors are doing to repair and replace this aging communications equipment including VHF radios and repeaters, radars, and AIS, the members of the PWSRCAC understand that additional funding and resources are needed by the Coast Guard to remedy these critical issues. The Council is concerned that adequate resources are not yet committed to these priorities. The Council advises/recommends that congressional action be taken, including possibly extraordinary measures, to provide funding to the Coast Guard for the purpose of upgrading vital VHF and radar capabilities in PWS as soon as possible.

The Council will continue to meet with the various stakeholders, including the Coast Guard, and other entities involved with this set of major transportation safety issues and will advise you of any further developments that bear on these serious deficiencies outlined above as you seek to help remediate this crucial set of maritime safety problems.

Thank you for your continued strong support of navigation safety, security, and strong oil spill prevention and response in Prince William Sound and the State of Alaska. The Council looks forward to whatever actions you may be able to take to help remediate these serious deficiencies in the safety and security of tankers and other vessel traffic in Prince William Sound before they contribute to oil laden tanker and other shipping accidents including potential major oil spills.

Sincerely,

  
Robert Archibald  
President

  
Donna Schantz  
Executive Director

cc: PWSRCAC Board Members



**AGENDA ITEM # 13**  
**City Council Meeting Date: 11/04/2020**  
**CITY COUNCIL COMMUNICATION FORM**

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**FROM:** City Clerk, Susan Bourgeois  
**DATE:** 10/22/2020  
**ITEM:** Ordinance 1192  
**NEXT STEP:** Council adoption of Ordinance 1192

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ORDINANCE  
 RESOLUTION

MOTION  
 INFORMATION

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**I. REQUEST OR ISSUE:** Ordinance 1192 is the repeal and reenactment of Title 2 of the Cordova City Code - Elections.

**II. RECOMMENDED ACTION / NEXT STEP:** Council motion to adopt Ordinance 1192, roll call vote on second reading.

**III. FISCAL IMPACTS:** The fiscal impact is that elections might be a little more expensive annually but only to safeguard the health of Election employees and the citizens. Covid funding was helpful in the purchase of the ballot drop box. Covid funding was also used to pay the attorney time required for this extensive rewrite.

**IV. BACKGROUND INFORMATION:** Council directed staff to rewrite Title 2 timely before the next City Regular Election in March 2021 based on the pandemic and need to adjust timelines to allow for easier access to absentee voting and more opportunity for citizens to safely vote. City Attorney Holly Wells has provided Council with a detailed memo that discusses the major changes. There was a complete strikethrough copy that can be accessed in the Oct 21 packet online, but I will not include it again here.

**V. LEGAL ISSUES:** There is a public hearing and second reading tonight. The ordinance will be effective 30 days after final passage and publication which would be December 4 which would be timely for the Clerk to begin the election notices later in December.

**VI. SUMMARY AND ALTERNATIVES:** City Council can adopt the Ordinance, fail to adopt the ordinance, or suggest an alternative.

Susan,

After much thought, and given that we do not yet have the Supreme Court's written opinion regarding the witness-signature requirement and constantly changing guidance regarding necessary mitigation efforts arising from COVID-19...and given that I anticipate there will be many more arising from the November election, I recommend the City wait to adopt an ordinance under the proposed 2.04.090 "Deviation from procedures and requirements" but instead amend Ordinance 1192 to require deviations from Title 2 by Council to occur via resolution rather than ordinance. More specifically, I recommend the following motion:

"I hereby move to amend Ordinance 1192 proposed section 2.04.090 to delete the word ordinance in the last sentence and replace it with the words "resolution subject to a public hearing."

Given that there is no change to the right to a public hearing before adoption and it retains the need for Council action, this amendment should not require a third reading of the ordinance.

If you have concerns regarding this approach please don't hesitate to contact me.

Thanks!

Holly Wells

Birch Horton Bittner and Cherot

510 L. Street, Suite 700

Anchorage, AK 99501

907-276-1550

**MEMORANDUM**

**TO: CORDOVA CITY COUNCIL  
CITY MANAGER HELEN HOWARTH**

**FROM: HOLLY C. WELLS  
SUSAN BOURGEOIS**

**RE: REPEAL AND REENACTMENT OF TITLE 2 “ELECTIONS” TO MAKE  
VOTING MORE ACCESSIBLE**

**CLIENT: CITY OF CORDOVA**

**FILE NO.: 401777-264**

**DATE: OCTOBER 19, 2020**

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**INTRODUCTION**

City Clerk Bourgeois and City Manager Howarth recently requested a review of Title 2 of the Cordova Municipal Code in light of the challenges COVID-19 creates for voters and the City’s interest in ensuring its election process is safe and accessible during the current COVID-19 outbreak and beyond. To this end, Ordinance 1192 proposes substantial changes to the City’s election process which, if adopted, would:

1. Increase voter accessibility by expanding the early voting options available to Cordova residents;
2. Provide for safe and socially-distanced voting during the COVID-19 pandemic;
3. Ensure maximum voter participation even during a state of emergency;
4. Provide City Council authority to hold at-home elections through voting by mail;
5. Provide City Council authority to deviate from election procedures and/or requirements when necessary to protect individual voting rights or public health and safety;



6. Permit the City Clerk to take emergency actions, when necessary, to promote voter access; and
7. Clarify and simplify the election process.

Due to the substantial revisions to Title 2, the Ordinance repeals and reenacts Title 2 rather than attempting to amend it as currently codified. While repealing and reenacting Title 2 ensures that the proposed language is easy to identify and review, it eliminates Council’s and the public’s ability to easily compare the current election laws with those proposed in the Ordinance. For this reason, this memorandum provides a summary of the proposed substantial changes and the reasons for these changes. Additionally, a redlined comparison of the current and the proposed Title 2 language is attached to this memo for Council review. Additionally, the most substantial changes have been highlighted in red to ensure Council focuses on these changes during its consideration of the Ordinance.

**UNDERSTANDING THE PROPOSED CHANGES**

While the above provides an overview of the most substantial changes in the Ordinance, the following table presents a more detailed summary of the differences between the governing law in this area and the Code provisions proposed in the Ordinance. The table shows the differences between existing Code Title 2 and Title 2 as proposed in the Ordinance. It also provides the new locations to various sections and chapters of the Code to assist Council in navigating between the two documents during its review. For ease of reference, the current Code is referred to as CMC (“Cordova Municipal Code”) but proposed sections are identified as PCMC (“Proposed Cordova Municipal Code”).

***Table 1: Title 2 Comparison***

While the table provides identification of many of the notable proposed changes, the more substantial changes have been highlighted in red and bolded for convenience.

Current CMC Title 2	Proposed Title 2 per Ordinance (“PCMC”)
CMC 2.04 - GENERAL PROVISIONS 2.04.010 – Subjects of elections and applicability of provisions. 2.04.020 – Payment of expenses. 2.04.030 – City Clerk to supervise City elections.	PCMC 2.04 – GENERAL PROVISIONS Incorporated a definition section (PCMC 2.04.030) and moved the basic “when and where” provisions scattered throughout CMC Title 2 into this Chapter. PCMC 2.04 now includes not only scope of title and incorporation of federal and state law, but also election duties of the Clerk, election times, polling locations and hours, election expenses, and preservation of election records. Removed exact oath language from Code so that the oath can reflect current law and any specific requirements of a given election. Integrated Clerk and election official duties into PCMC 2.04.040.

	<p><b>PCMC 2.04.090 authorizes Council to deviate from the City’s election laws when necessary to protect voter rights and/or public health and safety but requires any deviation to be approved by ordinance.</b></p>
<p>CMC 2.06 – NONE</p>	<p>PCMC 2.06 – ELECTION NOTICES</p> <p>2.06.010 – Notice of registration.</p> <p>2.06.020 – Notice of election.</p> <p>2.06.030 – Notice of offices to be filled.</p> <p>2.06.040 – Notice at polling locations.</p> <p>PCMC Chapter 2.06 “Election Notices” is new and incorporates all the notice provisions located in multiple sections of CMC Title 2 to ensure a reader can go straight to these provisions. It includes notices of registration, election, and positions to be filled.</p> <p><b>PCMC 2.06.030 “Notice of offices to be filled,” includes a requirement that the notice be posted on the City’s website. Deadlines changed from 8-12 weeks to 60-90 days to provide more exact deadlines.</b></p>
<p>Chapter 2.08 - CANDIDATES</p> <p>2.08.010-Eligibility—Affidavits—Withdrawal—Residency requirements.</p> <p>2.08.020 - Declaration of candidacy—Form.</p>	<p>CMC 2.08 regarding candidates has been moved to PCMC 2.10.</p> <p>PCMC 2.08 – VOTER QUALIFICATIONS</p> <p>2.08.010 – Voter qualifications.</p> <p>2.08.020 – Rules for determining residence of voter.</p> <p>2.08.030 – Registration.</p> <p>PCMC 2.08 incorporates CMC 2.12 “Voter Qualification” as well as registration requirements to ensure a voter has all the information he or she needs in one place. The language was changed to remove the exact language of the oath and instead focus on the requirements. Removing the oath language permits the City Clerk to tailor oaths to specific elections, which may require additional attestations where procedures are changed to mitigate COVID-19 risks or other unanticipated emergency situations.</p> <p><b>One significant change was the addition of language defining “residency” so that potential voters understand whether or not they are a “resident” before attempting to register and candidates understand the scope of “residency” for purposes of City elections and elected City offices.</b></p>

<p>CMC 2.10 - NONE</p>	<p>PCMC 2.10 – CANDIDATE QUALIFICATIONS</p> <p>A new chapter incorporating candidate qualifications from CMC 2.08 while adding a specific section on “qualifications” to sections on the declaration of candidacy and <b>adding PCMC 2.10.030, which incorporates a disqualification complaint and review process.</b></p>
<p>CMC 2.12 - VOTER QUALIFICATION</p> <p>2.12.010 - Qualifications—Designated.</p> <p>2.12.020 - Qualifications—Certification.</p> <p>2.12.030 - Registration.</p>	<p>CMC 2.12 moved to PCMC 2.06. <i>See PCMC 2.06.</i></p> <p>PCMC 2.12 - BALLOTS</p> <p>PCMC 2.12 incorporates sections regarding ballots from CMC 2.28 “Ballots, election materials and voter registration.” The provisions regarding ballots were revised to reflect current ballot preparation procedures and also to provide greater record keeping regarding ballot numbers, which may be more important with an increase in remote voting.</p>
<p>CMC 2.14 - NONE</p>	<p>PCMC 2.14 – OPERATION OF THE POLLS ON ELECTION DAY</p> <p>2.14.020 – Opening of polling place.</p> <p>2.14.030 – Keeping of register.</p> <p>2.14.040 – Voter identification and qualification at the polling place.</p> <p>2.14.050 – Voting procedure at a polling place.</p> <p>2.14.060 – Voter assistance.</p> <p>2.14.070 – Write-in candidates.</p> <p>2.14.080 – Questioned ballot-issuance and voting procedure.</p> <p>2.14.090 – Poll Watchers.</p> <p>2.14.100 – Prohibited acts while polls are open.</p> <p>2.14.110 – Closing of the polls – polling places and drop boxes.</p> <p>PCMC 2.14 is a new section gathering scattered sections regarding the operation of polls into one section, including “Poll Watchers” from CMC 2.36 and “Questioning voter qualification” and “voter assistance” from CMC 2.40. <b>PCMC 2.14.040 permits a tribal identification card as a form of identification at the polling place.</b></p> <p>This chapter also incorporates operations and requirements for drop boxes (PCMC 2.14.100(C) and 2.14.120).</p>

<p>CMC 2.16 - TIME, PLACE AND HOURS OF ELECTION</p> <p>2.16.010 - When held—Regular and special elections.</p> <p>2.16.020 - Polling place.</p> <p>2.16.030 - Hours when polls are open.</p>	<p>CMC 2.16 moved to PCMC 2.04.</p> <p>PCMC 2.16 – ALTERNATIVE VOTING METHODS</p> <p>PCMC 2.16 is a new chapter that attempts to provide clarity to voters regarding the alternative voting methods available to them. The alternative voting methods available are early in-person voting and absentee voting. PCMC walks the voter through each voting method, including the ways a voter can apply for absentee voting, receive an absentee ballot, and cast that ballot. This chapter also addresses when ballots cast will be counted: on election day or at the later All Ballot Canvassing Session.</p> <p><b>PCMC 2.16.080 permits absentee voting by electronic transmission if Council authorizes it 60 days before the election and after a public hearing. This provision is yet another tool to increase voter participation if COVID-19 exposure is high or other abnormal conditions exist.</b></p> <p><b>CMC 2.28.090 “Register for persons voting absentee ballots in person” was repealed and an early voting option incorporated into alternative voting methods via PCMC 2.16. While voters may still pick up an absentee ballot at an early voting site, voters may now cast their ballot at an early voting site directly. Voters picking up an absentee by-mail ballot from an early voting site cast such a ballot like any other absentee ballot; by-mail or by depositing it in a drop box. PCMC 2.16.020 governs early voting site locations.</b></p> <p><b>CMC 2.44.050 only permits absentee voting in person 14 days before the election and up to 5:00 p.m. the day before the election. CMC 2.16.020 opens in-person early voting site voting 21 days before the election.</b></p>
<p>CMC 2.18 - NONE</p>	<p>PCMC 2.18 – CANVASSING ELECTION RETURNS</p> <p>2.18.010 – Election Day canvassing session.</p> <p>2.18.020 – Ballot counting rules.</p> <p>2.18.030 – All-Ballot canvassing session.</p> <p>2.18.040 – Determination of elected candidates and passage of propositions.</p> <p>2.18.050 – Validity of election-Certification by City Council.</p> <p>Incorporates CMC 2.48 canvassing procedures but clarifies when ballots are counted and how.</p>

	<p><b>PCMC 2.18.030</b> clearly notifies voters that casting two ballots will result in a rejection of all ballots cast. This notification is important in light of an anticipated increase in remote voting during COVID.</p> <p><b>PCMC 2.18.030</b> provides for a counting procedure that includes all votes cast by drop box, at an early voting site or by special needs ballot at a drop box, polling place or early voting site. Provisions increase the time between election day and the All Ballot Canvassing Session to provide more time for receipt of by-mail absentee ballots by the Clerk.</p>
<p>CMC 2.20 - NOTICE OF ELECTION 2.20.010 - Notice of election.</p>	<p>CMC 2.20 moved to PCMC 2.06 "Election Notices."</p> <p><b>PCMC 2.20 – ELECTION CONTESTS, RECOUNTS, AND RUN-OFFS</b></p> <p>PCMC 2.20 incorporates CMC 2.48.130 and 2.48.140 regarding contests, CMC 2.52 regarding recounts, and CMC 2.48.060 regarding run-offs. This creates clarity for candidates or individuals seeking to challenge an election.</p> <p>PCMC 2.20.020 provides clearer direction on contesting an election but removes the oath included in a notice of contest so that the oath can be tailored to a specific election, if needed.</p> <p><b>PCMC 2.20.040</b> revises the Code to trigger a recount when there is less than 1% difference between two candidates or between passage or failure of a proposition. Previously, recount was triggered by less than 1% or less than 5 votes difference.</p>

<p>CMC 2.22 - NONE</p>	<p>PCMC 2.22 – ELECTIONS BY MAIL</p> <p>2.22.010 – Conduct of an election by mail.</p> <p>2.22.020 – Election date.</p> <p>2.22.030 – Notification to voters.</p> <p>2.22.040 – Casting ballots.</p> <p>2.22.050 – Ballot return envelope review.</p> <p>2.22.060 – Counting ballots.</p> <p><b>This proposed chapter permits a wholly by-mail election to occur if Council determines that doing so is in the best interest of the voters and adopts an ordinance approving a by-mail election no later than 90 days before the election date. This chapter provides for the timing, ballot casting, and canvassing in a by-mail election. While the City may not be currently contemplating a by-mail election, the uncertainties surrounding COVID warrant the adoption of a process for conducting a by-mail election if needed in March 2021 or beyond.</b></p>
<p>CMC 2.24 - NOTICE OF OFFICES TO BE FILLED</p> <p>2.24.010 - Notice of offices to be filled.</p>	<p>CMC 2.24.010 moved to PCMC 2.06.030. PCMC 2.24 is entitled “Election Emergency Plan.”</p> <p>PCMC 2.24 – ELECTION EMERGENCY PLAN</p> <p>2.24.010 – Policy.</p> <p>2.24.020 – City Clerk emergency election authority.</p> <p>2.24.030 – Unofficial ballots in an emergency.</p> <p>2.24.040 –Emergency assistance of peace officers.</p> <p><b>This Chapter adds provisions that permit the City Clerk to deviate from the election process when there is a state of emergency and in the interest of promoting voters’ rights and preservation of the election process.</b></p>
<p>CMC 2.28 - BALLOTS, ELECTION MATERIALS AND VOTERS' REGISTRATION</p> <p>2.28.010 - City Clerk to prepare and furnish ballots and election materials.</p> <p>2.28.020- Ballots—Required information &amp; design.</p> <p>2.28.030 - Ballots—Inspection by candidates.</p> <p>2.28.040 - Ballots—Delivery to election board.</p> <p>2.28.050 - Ballots—Security of ballots.</p> <p>2.28.060 - Materials to be issued for absentee voting &amp; questioned voting.</p>	<p>CMC 2.28 REPEALED and incorporated into various sections of the proposed Code.</p> <p>CMC 2.28.010-050 are now entitled PCMC 2.12 “Ballots”</p> <p>CMC 2.28.060 moved to PCMC 2.16.050 “absentee ballot-application process”</p> <p>CMC 2.28.070 moved to PCMC 2.16.070 “absentee voting a special needs ballot”</p> <p>CMC 2.28.080 moved to PCMC 2.14.030 “keeping of register”</p>

<p>2.28.070 - Materials to be issued for special needs voting.</p> <p>2.28.080 – Voters’ Registration Book.</p> <p>2.28.090 - Register for persons voting absentee ballots in person.</p> <p>2.28.100 - Register for persons voting questioned ballots.</p> <p>2.28.110 - Register for representatives of special needs voters.</p> <p>2.28.120 - Miscellaneous materials, forms and certifications.</p> <p>2.28.130 - Retention of election records.</p>	<p>CMC 2.28.090 moved to PCMC 2.16.020 “early in-person voting”</p> <p>CMC 2.28.100 moved to PCMC 2.14.080 “questioned ballot-issuance and voting procedure”</p> <p>CMC 2.28.110 moved to PCMC 2.16.070 “absentee voting a special needs ballot”</p> <p>CMC 2.28.120 moved to PCMC 2.04.020 “opening of polling place”</p> <p>CMC 2.28.130 moved to PCMC 2.04.080 “preservation of election records”</p> <p>The purpose of this change is to ensure that the Code is in order of the election events, repetitive provisions are eliminated, and the language is simplified.</p>
<p>CMC 2.32 - ELECTION BOARD AND ELECTION CLERKS</p> <p>2.32.010 - Appointment.</p> <p>2.32.020 - Compensation.</p> <p>2.32.030 - Duties.</p> <p>2.32.040 - Oath or affirmation.</p> <p>2.32.050 - Filling vacancies.</p> <p>2.32.060 - Duties, oath, and vacancies of additional election officials.</p> <p>2.32.070 - Majority decision of election board.</p>	<p>CMC 2.32 is repealed and merged with former CMC 2.40 and new PCMC 2.14 “Operation of Polls on Election day.” The purpose of this change is to ensure that the Code is in order of the election events, repetitive provisions are eliminated, and the language is simplified.</p> <p>CMC 2.32.070 stating that the majority the election board members determines the action that the board takes regarding questions arising during the election was incorporated into PCMC 2.04.040 regarding election officials.</p>
<p>CMC 2.36 - POLL WATCHERS</p> <p>2.36.010 - Designation and privileges of poll watchers.</p>	<p>CMC 2.36 Repealed and moved to PCMC 2.14.090 – Poll Watchers.</p> <p>Simplified to address all persons present at the polling places in an official capacity. It reduced the number of poll watchers to one per polling location per candidate or sponsor. Candidates and sponsors have not traditionally had more than one but this change ensures that the number of individuals inside the polling place is limited to a reasonable and necessary number of persons.</p>
<p>CMC 2.40 - VOTING PROCEDURES</p> <p>2.40.010 - One vote per person.</p> <p>2.40.020 - Administration of oaths.</p> <p>2.40.030 - Voter assistance.</p> <p>2.40.040 - Prohibited acts in the polling place while polls are open.</p> <p>2.40.050 - Election board reporting to the polling place.</p>	<p>CMC 2.40 REPEALED and incorporated into various sections of the proposed Code.</p> <p>CMCs moved to 2.14 “Operation of Polls on Election Day”</p> <p>CMC 2.40.010 moved to PCMC 2.14.050</p> <p>CMC 2.40.020 moved to PCMC 2.14.080</p> <p>CMC 2.40.030 moved to PCMC 2.14.060</p> <p>CMC 2.40.040 moved to PCMC 2.14.100</p>

2.40.060 - Official opening of polls.	CMC 2.40.060 moved to PCMC 2.14.020
2.40.070 - Verification of empty ballot box.	CMC 2.40.070 moved to PCMC 2.14.020 "Opening of polling place"
2.40.080 - Keeping of registers.	CMC 2.40.080 moved to PCMC 2.14.030 "Keeping of register"
2.40.090 - Voter identification at the polls.	CMC 2.40.090 moved to PCMC 2.14.040 "Voter ID and qualifications at polling place"
2.40.100 - Voters on official registration list.	CMC 2.40.100 moved to PCMC 2.14.040
2.40.110 - Voters not on official registration list.	CMC 2.40.110 moved to PCMC 2.14.040
2.40.120 - Questioning voter qualification.	CMC 2.40.120 moved to PCMC 2.14.040(D) and expanded the right to question a voter to all persons. It eliminates the rigid "duty" language imposed upon election officials while preserving the mandate that election official's challenge a voter when they have good reason to suspect the voter is not qualified. It also provides clear language that a questioned voter has a right to cast a questioned ballot.
2.40.130 - Providing ballot to voter.	CMC 2.40.130 moved to PCMC 2.14.050
2.40.140 - Materials and instructions to be issued to questioned voter.	CMC 2.40.140 moved to PCMC 2.14.080
2.40.150 - Marking of the ballot.	CMC 2.40.150 moved to PCMC 2.14.050
2.40.170 - Placing ballot in ballot box by voter.	CMC 2.40.170 moved to PCMC 2.14.050
2.40.180 - Ballots—Grounds for rejection—Endorsement—Disposition.	CMC 2.40.190 moved to PCMC 2.14.050
2.40.190 - Disposition of spoiled ballot.	CMC 2.40.210 moved to PCMC 2.14.120
2.40.200 - Processing of questioned ballots.	CMC 2.40.220 moved to PCMC 2.14.120
2.40.210 - Official closing of polls.	CMCs moved to 2.16 "Alternative Voting Methods"
2.40.220 - Voters in line when polls close.	CMC 2.40.230 moved to PCMC 2.16.060
2.40.230 - Votes cast by special needs voters returned after polls close.	CMCs moved to 2.18 "Canvassing Election Returns"
2.40.240 - Ballots—Unused—Recordation and disposal.	CMC 2.40.050 moved to PCMC 2.18.010
2.40.250 - Commencement of ballot count	CMC 2.40.200 moved to PCMC 2.18.030
	CMC 2.40.240 moved to PCMC 2.18.010
	CMC 2.40.250 moved to PCMC 2.18.020
	CMCs moved to 2.20 "Election Contests, Recounts, and Run-offs"
	CMC 2.40.180 moved to PCMC 2.20.010



<p>CMC 2.44 - ABSENTEE AND SPECIAL NEEDS VOTING</p> <p>2.44.010 - Absentee voting permitted—Eligibility.</p> <p>2.44.020 - Provision for general administrative supervision.</p> <p>2.44.030 - Designation of absentee voting officials and stations.</p> <p>2.44.040 - Notice of absentee voting time and place.</p> <p>2.44.050 - Absentee voting in person.</p> <p>2.44.060 - Application for ballot by mail or facsimile transmission.</p> <p>2.44.070 - Determination of voter qualification—Ballot delivery—List of absentee voters.</p> <p>2.44.080 - Absentee voting by mail.</p> <p>2.44.090 - Special needs voting.</p> <p>2.44.100 - Processing of absentee and special needs ballots.</p> <p>2.44.110 - Ballot—Rejection—Questioned—Procedure.</p>	<p><b>CMC 2.44 REPEALED and moved to PCMC 2.16 “Alternate voting methods”</b></p> <p>CMC 2.44.110 moved to PCMC 2.14.080 “questioned ballot-issuance and voting procedure”</p> <p><b>The absentee and early in-person voting methods were substantially revamped to expand the time for absentee voting and the methods. The absentee voting process was broken into a more user-friendly process identifying:</b></p> <ol style="list-style-type: none"> <li><b>1) The types of alternative voting methods (PCMC 2.16.010)</b></li> <li><b>2) Voting at an early voting site (PCMC 2.16.020)</b></li> <li><b>3. How to apply for absentee ballot (PCMC 2.16.030-2.16.050); and</b></li> <li><b>4. How to cast an absentee ballot (PCMC 2.16.060)</b></li> </ol> <p><b>PCMC 2.16.060 clarifies that a special needs ballot is a form of absentee ballot, but requires special needs ballots cast at the polling place to be counted on election day instead of later with questioned and by-mail ballots.</b></p> <p><b>PCMC 2.16.020 replaces early in-person absentee voting with actual in-person voting at an early voting site. The main difference in absentee in-person and early voting is the ability for the voter to cast their ballot at the early voting site as if casting at the polling place rather than completing the absentee voter envelope, which is then submitted for inclusion with the absentee by-mail ballots at the All Ballot Canvassing Session.</b></p>
<p>CMC 2.48 - CANVASSING RETURNS</p> <p>2.48.010 - Ballots—Accounting.</p> <p>2.48.020 - Ballot box and ballots to remain in the room.</p> <p>2.48.030 - Counting and canvassing to be done in public.</p> <p>2.48.040 - Canvassing and marking determination.</p>	<p>CMC 2.44 REPEALED and moved to PCMC 2.18 – “Canvassing Election Returns”</p>

<p>2.48.050 - Determination of elected candidates and passage of propositions.</p> <p>2.48.060 - Run-off elections.</p> <p>2.48.070 - Certificate of election returns cast at the polls.</p> <p>2.48.080 - Ballots delivered to city clerk.</p> <p>2.48.090 - Counting and canvassing of other ballots.</p> <p>2.48.100 - Certificates of election, return of other ballots and all ballots.</p> <p>2.48.110 - Rejected ballots.</p> <p>2.48.120 - Validity of election—Certification by city council.</p> <p>2.48.130 - Contest of election.</p> <p>2.48.140 - Election contest in Superior Court.</p>	
<p>CMC 2.52 - RECOUNTS</p> <p>2.52.010 - Automatic recount.</p> <p>2.52.020 - Recount of votes by application.</p> <p>2.52.030 - Recount deposit required and conditions for refund.</p> <p>2.52.040 - Recount to be held as soon as practicable.</p> <p>2.52.050 - Recount notice to be given.</p> <p>2.52.060 - Tie vote after recount.</p> <p>2.52.070 - Appeal to the courts after recount.</p>	<p>CMC 2.52 repealed and moved to PCMC 2.20 – “Election Contests, Recounts, and Run-Offs.” See <i>CMC 2.20 above</i>.</p>
<p>CMC 2.56 - INITIATIVE, REFERENDUM AND RECALL</p> <p>2.56.010 - Provisions of City Charter and this chapter to govern.</p> <p>2.56.011 - Reservations of powers.</p> <p>2.56.012 - Petition Filing-Generally.</p> <p>2.56.013 - Petition-Form and contents-Signatures.</p> <p>2.56.014 - Petitions-Review.</p> <p>2.56.015 - Petitions-Subsequent filings.</p> <p>2.56.016 - Effect of initiative or referendum.</p> <p>2.56.017 - Petitions-Publication.</p> <p>2.56.020 - Recall-City Charter provisions.</p> <p>2.56.030 - Recall-Grounds.</p> <p>2.56.035 - Application for recall petition.</p>	<p>No substantive changes.</p>

<p>2.56.040 - Recall petition.</p> <p>2.56.050 - Recall petition signature requirements.</p> <p>2.56.060 - Sufficiency of recall petition.</p> <p>2.56.070 - New recall petition application.</p> <p>2.56.080 - Recall petition submission.</p> <p>2.56.090 - Recall election.</p> <p>2.56.100 - Recall Ballot form.</p> <p>2.56.110 - Recall Election Procedure.</p> <p>2.56.120 - Effect.</p> <p>2.56.130 - Successors.</p>	
<p>CMC 2.60 - ELECTION OFFENSES</p> <p>2.60.010 - Violations—Removal from office.</p> <p>2.60.020 - Violations—Recovery of costs.</p>	<p>No substantive changes.</p>

**CONCLUSION**

While this memorandum attempts to identify the changes between existing Code and the Ordinance, City Clerk Bourgeois and I are prepared to walk Council and the public through the changes in a presentation and any other medium that Council deems helpful.

**CITY OF CORDOVA, ALASKA  
ORDINANCE 1192**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA, REPEALING AND REENACTING CORDOVA MUNICIPAL CODE TITLE 2 “ELECTIONS” TO UPDATE AND CLARIFY THE CITY ELECTION PROCESS, ADD AUTHORITY TO MODIFY VOTING REQUIREMENTS DURING AN EMERGENCY, ADOPT AN EARLY VOTING PROCESS AND EXPAND THE VOTE BY-MAIL PROCESS TO PROMOTE AND SUPPORT REMOTE VOTING**

**WHEREAS**, Alaska Statute 29.26.010 provides that the local governing body shall prescribe the rules for conducting an election; and

**WHEREAS**, the Cordova City Council cannot predict when the dangers posed by COVID-19 will end or how these dangers will manifest in the coming months and, as a result, City Council finds it necessary to: (1) prepare for election alternatives that would allow residents to cast their votes from home or from alternative voting locations; (2) clarify the existing voting procedures so voters and candidates can navigate the Code independently; and (3) provide for an emergency voting plan to authorize the City Clerk to take action in times of emergency to facilitate voter’s rights and access; and

**WHEREAS**, Council finds that it is in the City’s best interest, and the best interest of its voters, to expressly provide voters assistance from election officials and translators while preserving an individual voter’s ability to get such assistance and still cast a ballot from home; and

**WHEREAS**, in response to the current State-wide public health emergency disaster, the Governor signed Senate Bill 241 into law, which, in part, authorizes elections to be conducted by mail during the emergency disaster.

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

Section 1. Cordova Municipal Code Title 2 - Elections is repealed and reenacted to read as follows:

**TITLE 2 - ELECTIONS**

**CHAPTER 2.04 - GENERAL PROVISIONS**

- 2.04.010**     **Scope of Title.**
- 2.04.020**     **Incorporation of State and federal law.**
- 2.04.030**     **Definitions.**
- 2.04.040**     **City Clerk and election officials-election duties.**
- 2.04.050**     **Election dates and times.**
- 2.04.060**     **Polling location and hours.**
- 2.04.070**     **Election expenses.**
- 2.04.080**     **Preservation of election records.**
- 2.04.090**     **Deviation from election procedures and requirements.**

**2.04.010 - Scope of Title.**

Except as otherwise provided in City Code or Charter, this Title governs all City elections.

**2.04.020 - Incorporation of State and federal law.**

All provisions of the United States Constitution, the Alaska Constitution, and the City Charter applicable to and governing City elections are incorporated into this Title.

## **2.04.030 - Definitions.**

For the purpose of this Title, the words and terms set forth in this chapter shall have the following meanings:

“Alternate voting site” means any location designated by the City Clerk that is not solely for casting votes.

“All-Ballot Canvassing Session” means the meeting held by the Election Board to count remaining absentee ballots and verified questioned ballots and to add the tally of those ballots to the tally of ballots counted on Election Day.

“Authorized official” means notary public, commissioned officer of the armed forces including the National Guard, district judge or magistrate, United States postal official, or other person qualified to administer oaths.

“Ballot” means any document provided by the City Clerk or designee on which votes may be cast for candidates or propositions. The Clerk shall prepare and distribute only official ballots and sample ballots in accordance with Chapter 2.12 of this Title. When the term “ballot” is used in this Title it shall mean the official ballot, except where the context clearly indicates it means the sample ballot or both types of ballots.

“Ballot drop box” or “drop box” means a device placed within City boundaries by the City Clerk’s office for the purpose of receiving absentee ballot envelopes.

“Ballot statement” means data collected in paper or electronic form that accounts for the ballots supplied to, cast, and collected at a specific location, including absentee, questioned, unvoted, and spoiled ballots. The data may contain additional information determined by the City Clerk to be necessary for the proper administration of the election.

“Business day” means days during which the City Clerk’s office is open and excludes City holidays and weekends.

“By drawing” means a method to determine the result of a tie vote by placing names or initials of candidates or answers to a proposition on pieces of paper and drawing one, the winner, from an opaque container with all the pieces of paper not visible to the person drawing.

“City election” means any election held by the City (1) to fill a City office; (2) submit a proposition to the voters as required or permitted under City charter or code or (3) that the City is required by law to administer.

“City office” means an elective office under the City Charter or Code.

“Clerk” and “City Clerk” means the Cordova City Clerk or an authorized designee.

“Day” means a calendar day.

“Election” includes a regular, special or run-off City election and elections by City boards required to be administered by the City under City Charter or Code.

“Election day or Election date” means the final day for casting a ballot for a specific election.

“Election Day Canvassing Session” means the meeting held by the Election Board to count ballots cast at early voting sites, ballots cast at polling places, and absentee ballots deposited into drop boxes.

“Election official” includes election officials at the polls, early or absentee voting officials appointed by the Clerk, the election commission, boards appointed or created under this Title, counting teams, receiving teams, the Clerk, and the Clerk’s office staff.

“Electronic transmission” means email or facsimile.

“Oath” means affirmation on penalty of perjury.

“Political party” means an organized group of voters that represents a political program and that nominated a candidate for governor who received at least three percent of the total votes cast at the preceding general election for governor.

“Proposition” means a proposal offered for acceptance or rejection and is stated as a question on a ballot.

“Qualified voter” means a person qualified to vote in a “City election” as that term is defined in this section.

“Signature” includes any mark intended as a signature or subscription and authorized by state law, including controlling court decisions.

“Special ballot(s)” means any ballot not cast in-person at a polling place by an unquestioned qualified voter on the register, including but not limited to questioned ballots, absentee ballots cast by-mail, electronically or in person, special needs ballots, and drop box ballots.

“Voter certification” means the signature or mark of the voter certifying, under penalty of perjury, that the voter is: (1) a citizen of the United States; (2) a resident of the State of Alaska; (3) a resident of the City of Cordova for the 30 days immediately preceding the election; (4) 18 years of age on the date of the election; (5) not disqualified from voting due to a felony conviction or court order; (6) has not already voted in the election; and (7) voting the ballot provided to the voter by the City.

“Voting Assistance Center” means a site where individuals can access in-person information regarding an election held by mail.

#### **2.04.040 – City Clerk and election officials-election duties.**

A. The City Clerk shall, in accordance with the provisions of this Title, administer all City elections and determine whether candidates for City office are qualified in accordance with this Title.

B. The City Clerk, before the date of the election, shall appoint from the qualified voters of the City, three or more persons to serve as members of the Election Board and shall designate one of the Election Board members to serve as chairperson. Appointment of Election Board members shall not take effect until the appointments are adopted and approved by City Council. If no chairperson is appointed or the chairperson is unable to fulfill the chairperson’s duties, the other election officials shall perform those duties. The City Clerk may appoint other election officials from the qualified voters of the City to assist the Election Board as needed. Members of the Election Board and all election officials shall be required to perform their duties on the dates and at the times designated by the City Clerk.

C. Before appointment, all election officials, including Election Board members, must complete the election official appointment application and the oath included within it. The application shall be available at the Clerk’s office before the notice of election is published. Before serving as an election official, a person must take an oath confirming that they are a qualified voter and that they will perform their election official duties faithfully and lawfully.

D. The City Clerk shall supervise and conduct, with assistance from election officials, early voting sites and absentee voting. The Election Board shall supervise and conduct, with assistance from election officials,

polling places open on election day and the processing of ballots at the Election Day Canvassing Session and at the All-Ballot Canvassing Session.

E. The Election Board shall be responsible for reviewing and making a determination on questioned ballots. The decision of the majority of Election Board members determines the action that the Election Board shall take regarding any question that arises during the course of the election. If there is a tie vote on the Election Board, the City Clerk shall break the tie.

**2.04.050 - Election dates and times.**

A. Time of Regular Elections. There shall be a regular election held in the City on the first Tuesday of every March for the election of vacant City offices and determination of other matters placed on the ballot.

B. Time of Special Elections. The Council, by adoption of an ordinance, may call a special election at any time at least 45 days before the election date. Unless Council has set a date for a required special election, the City Clerk shall call a special election when required by law to place an initiative, referendum, recall or other question before the voters.

**2.04.060 - Polling location and hours.**

A. The City Clerk shall secure a polling place for every regular and special City election. Except as otherwise provided in this Title or in a specific notice of election:

1. Polls are open on election day from 7:00 a.m. until 8:00 p.m.
2. Early voting sites are open on business days from 8 am until 5 pm starting 21 days before the election date and ending the business day before the election date

B. The location of all polling places, and early voting sites shall be included in the notice of election.

**2.04.070 – Election expenses.**

A. Except as otherwise provided in this Title, the City shall pay all necessary expenses relating to the conduct of each City election.

B. The City shall pay each election official for time spent performing election duties, including the receiving of instructions and posting of notices.

**2.04.080 - Preservation of election records.**

All election materials, including ballots from the polls, absentee ballots, questioned ballots, registration books and other operational and statistical files, shall be kept in accordance with the City’s record retention schedule.

**2.04.090 - Deviation from election procedures and requirements.**

Council may approve deviations from election procedures and/or requirements under this Title if Council determines that deviation is necessary to protect individual voting rights or public health and safety. Any deviation under this Section must be approved by Council via ordinance.

**CHAPTER 2.06 - ELECTION NOTICES**

- 2.06.010 Notice of registration.**
- 2.06.020 Notice of election.**
- 2.06.030 Notice of offices to be filled.**

**2.06.040 Notices at polling locations.**

**2.06.010 - Notice of registration.**

Notice of Voter Registration. Not more than 12 weeks or less than eight weeks before an election, the City Clerk shall post a notice of voter registration. The notice of voter registration shall include the qualifications required of voters and registration instructions.

**2.06.020 - Notice of Election**

A. The City Clerk shall publish notice of an election at least one time per week in the three weeks directly preceding the week of that election. Each notice of election shall include:

1. The type of election: regular or special;
2. The date of election;
3. The hours of operation and location of all polling places, early voting sites, alternative voting sites, and ballot drop boxes;
4. The offices to which candidates are to be elected and the subjects of propositions and questions to be voted upon;
5. Instructions for absentee voting; and
6. Notification that anyone needing special assistance in casting a vote due to a disability or bilingual need shall contact the City Clerk at least 24 hours before casting that ballot or the expiration of the time for casting such ballot.

B. The City Clerk shall publish in full every City Charter amendment, every ordinance and every other question which is to be submitted at an election, except that a referred ordinance which was published in full after passage not more than eight weeks or less than four weeks before the election need not be published in full again.

C. The City Clerk shall advertise on at least one local radio and at least one local television station, if such stations exist, for 40 days before the election. Any radio or television notice under this subsection must include the:

1. Election type (special or regular);
2. Date of election;
3. Polling hours and location(s), and
4. Location of the other notices required under this chapter.

**2.06.030 - Notice of offices to be filled.**

At least 60 days and not more than 90 days before each regular election, the City Clerk shall publish in at least one newspaper of general circulation within the City and post on the City's website, a notice of offices to be filled at the upcoming regular election, the manner of declaring candidacy, and final dates for filing for candidacy.

**2.06.040 - Notices at polling locations.**



A. The City Clerk shall post notices at every polling place, early voting site, and voting assistance center, if any, identifying prohibited conduct at the site, hours of operation, and the ballot marking procedure. Notices required under this section shall include a statement notifying voters that if they need assistance voting or need assistance interpreting ballot language into another language, they should notify the City Clerk or an election official before casting their ballots so assistance may be provided. The notified election official shall ensure all voters get assistance before the time to cast a ballot at that election expires.

B. The Clerk shall prepare and post at every polling place a “Notice to Questioned Ballot Voters.” That notice shall contain:

1. Information as to how a questioned ballot will be counted;
2. The date, time, and place of the All-Ballot Canvassing Session at which questioned ballots will be reviewed and either counted or rejected; and
3. The notification procedure regarding questioned ballots rejected by the Election Board.

C. The City Clerk shall send written notification to voters casting rejected questioned ballots no more than 30 days after the election date at which the ballot was cast. The notice shall be sent to the mailing address on record for the voter and must include the reason(s) the questioned ballot was rejected.

## **CHAPTER 2.08 - VOTER QUALIFICATIONS**

**2.08.010 Voter qualifications.**

**2.08.020 Rules for determining residence of voter.**

**2.08.030 Registration.**

**2.08.010 – Voter qualifications.**

A person is permitted to vote in a City election only if the person:

- A. Is qualified to vote in State of Alaska elections under AS 15.05.010;
- B. Has been a resident of the City for 30 days immediately preceding the election; and
- C. Is registered to vote in State of Alaska elections at a residence address within the City 30 days prior to the City election; and
- D. Is not disqualified under Article V, section 2 of the Alaska Constitution.

**2.08.020 - Rules for determining residence of voter.**

For the purpose of determining residence for voting, the place of residence is governed by the following rules:

- A. The residence of a person is that place in which habitation is fixed, and to which, whenever the person is absent, the person has the intention to return. If a person resides in one place but does business in another, the place the person resides is the person’s place of residency.
- B. A change of residence is made only by the act of removal joined with the intent to remain in another place. A person may only be a resident in one place.
- C. A person does not gain or lose residence solely by reason of a person’s presence or absence while employed in civil or military service of the United States or Alaska, or because of presence or absence due to marriage to a person in the civil or military service of the United States or Alaska, or while a student of

an institution of learning, or while kept in an institution or asylum at public expense, or while confined in a public prison, or while residing upon an Indian or military reservation, or while residing in the Alaska Pioneers Home.

D. A person does not lose residence if the person leaves home and goes to another country, state, or place within this state for temporary purposes only and with the intention of returning.

E. A person loses residence in Alaska if the person votes in an election held in another state, either in person or by U.S. or electronic mail, and will not be eligible to vote in Alaska until again qualifying under AS 15.05.

F. The term of residence is computed by including the day on which the person's residence commences and by excluding the day of election.

#### **2.06.030 - Registration.**

A person may vote in an election only if the person is a qualified voter under the Alaska State Constitution, State of Alaska laws, City Charter and this Code and the person has registered as required by State of Alaska law and CMC 2.06.010.

### **CHAPTER 2.10 - CANDIDATE QUALIFICATIONS**

**2.10.010 Candidate qualifications.**

**2.10.020 Declaration of candidacy form and requirements.**

**2.10.030 Candidate eligibility-complaint and review process.**

#### **2.10.010 - Candidate qualifications**

A. Any person is eligible for City office if the person is a qualified voter of the State of Alaska and a resident of the City for at least one year immediately preceding filing for office.

B. A person must declare candidacy on the form and in the manner prescribed in CMC 2.10.020 not earlier than the posting of the notice of offices to be filled under CMC 2.06.030 nor later than 30 business days before the election.

#### **2.10.020 - Declaration of candidacy form and requirements.**

A. A person who seeks to be a candidate for elected office with the City shall complete, execute, and file a declaration of candidacy on a form provided by the City Clerk and shall sign the declaration of candidacy form under oath before an authorized official.

B. The declaration of candidacy shall be on a form provided by the City Clerk and shall certify that: (1) the person is qualified to run for the office sought; (2) the person meets all the requirements for holding the office sought by that person; and (3) all the information in the declaration of candidacy is true and accurate.

C. A declaration of candidacy shall also identify the elected office for which the person is declaring and provide the person's full name, residence and mailing addresses, main telephone number, and email address. Unless the person specifically requests otherwise, the full name provided in the declaration will appear on the ballot.

D. Any candidate may amend, revise or withdraw the declaration of candidacy at any time up to the time the names are submitted to the printer for placement on the ballot. Requests for amendments, revisions or withdrawal under this subsection must be submitted to the City Clerk in writing. Any amendments or

revisions to a declaration, other than updates to candidate contact information, shall require certification of the form as revised and the candidate's signature on the revised form attesting that the form, as revised contains true and accurate information.

**2.10.030 - Candidate eligibility-complaint and review process.**

A. The City Clerk shall notify a person filing a declaration of candidacy form in writing within four business days if the declaration form is deficient and the reasons for the deficiency. A person may file a new declaration of candidacy within the declaration period identified in CMC 2.10.020(D).

B. The City Clerk shall determine whether each candidate filing a declaration of candidacy for City office is qualified by law. At any time before the election, the Clerk may disqualify a candidate whom the Clerk determines is not qualified under law.

C. Any person may question the eligibility of a candidate who has filed a declaration of candidacy by filing a complaint with the City Clerk. The complaint must include the name, mailing address, contact phone number, and signature of the person making the complaint and the grounds for challenging the candidate's eligibility.

D. Upon receipt of a complaint under this Section, the Clerk shall notify the challenged candidate in writing within three business days of receiving the complaint and request that the candidate provide the Clerk with any evidence supporting the candidate's eligibility no more than three business days after the notice of complaint has been sent to the candidate.

E. The Clerk will review any evidence relevant to the candidate's eligibility presented with the complaint, by the candidate or otherwise available to the Clerk. After reviewing the evidence, the Clerk will either:

1. issue a final written decision supporting the candidate's eligibility if the Clerk finds that a preponderance of the evidence supports the eligibility of the candidate; or
2. issue a final written decision notifying the candidate of the candidate's ineligibility for office.

F. The Clerk shall issue the final written decision within 10 business days of receiving the complaint. The City Clerk's decision is final.

**CHAPTER 2.12 – BALLOTS**

**2.12.010 Ballots-form.**

**2.12.020 Ballots-preparation and distribution.**

**2.12.030 Ballots-sample.**

**2.12.010 – Ballots-form.**

A. The City Clerk shall prepare and furnish all official ballots in City elections to facilitate fairness, simplicity, and clarity in the voting procedure, to reflect most accurately the intent of the voter, and to expedite the administration of elections.

The following directives shall all be followed in preparing the ballot:

1. The City Clerk shall determine the size of the ballot, the type of print, necessary additional instruction notes to voters, and other similar matters of form not provided by law.
2. The City Clerk shall print the ballots on white paper.

3. The Clerk shall number ballots in series to assure simplicity, preserve confidentiality, and to prevent fraud.
4. The names of the candidates shall be rotated so that each candidate name is listed in each position on the ballot on, as near as possible, an equal number of printed ballots. The first rotation shall include moving the first name to the last position and the second position to the first position. This pattern of rotation should be followed until each candidate's name has appeared first.
5. Each ballot shall bear the words "Official Ballot," the date of the election and shall identify the election as "Cordova General Election" or "Cordova Special Election" as appropriate.
6. Candidates for the same office shall be placed on one ballot. The title of each office to be filled shall be followed by the printed names of all candidates for that office and provisions shall be made on the ballot for write-in candidates equal in number to the positions to be filled.
7. On the ballot between the title of the office and names of the candidates shall be placed the instruction "vote for one" or "vote for two," as applicable.
8. The length of the term shall be specified after the title of the office to be filled with the phrases "for one-year term," "for two-year term" or "for regular three-year term," as applicable.
9. The names of the candidates shall be printed as they appear on the declaration of candidacy and may include a nickname or familiar form of the proper name requested and specified on the declaration of candidacy.
10. Ballot propositions and questions shall be placed on the ballot in the manner prescribed by the Clerk. Provisions shall be made for marking the proposition "Yes" or "No." All ballot propositions shall be stated in the affirmative and not the negative so that a "yes" vote will always mean that the voter approves of the affirmative of a proposition and not the negative, and a "no" vote disapproves the affirmative statement of an issue.

#### **2.12.020 - Ballots-preparation and distribution.**

- A. The Clerk shall possess the printed ballot at least 25 days before each election. At that time, the ballots may be inspected by any candidate whose name is on the ballot or by the candidate's authorized representative, and any discovered mistake shall be corrected as soon as possible.
- B. The City Clerk may contract for the preparation and printing of the ballots without obtaining competitive bids.
- C. Sufficient ballots for the number of registered voters shall be made available to election officials. The ballots shall be delivered in a separate sealed package with the number of ballots enclosed clearly marked on the outside of the package. The Election Board chairperson or a designated election official shall sign a certificate confirming receipt of the ballots.
- D. All official ballots, whether voted or not voted, shall be kept in a secure manner until destroyed in accordance with the City's record retention schedule. The City Clerk shall provide for the security of ballots during transportation and storage. Voted ballots may not be inspected or handled by a member of the general public.

E. No ballots shall be taken from the polling place before the closing of the polls, unless the Clerk for good cause directs that the ballots be removed. A record shall be kept by the election officials of the ballots removed from the polling place.

F. If emergency ballots are needed in carrying out an election, the City Clerk shall be responsible for the preparation and distribution of those ballots. Emergency ballots shall be in the same form as the regular ballots at that election, and have a serial number listed on each ballot.

### **2.12.030 – Ballots-sample.**

A. In each City election, the City Clerk shall have sample ballots printed on colored paper identical in form to the official ballot for that election and shall make such sample ballots available in the polling place. All sample ballots for each election shall be made available to the public in the City Clerk’s office and on the City’s website.

B. The City Clerk shall provide voting booths at the polling place with appropriate supplies and conveniences to enable each voter to mark that voter’s ballot screened from observation. Ballot boxes shall be placed outside of the voting booths in plain view of Election Board members, voters and other persons at the polling place.

## **CHAPTER 2.14 - OPERATION OF THE POLLS ON ELECTION DAY**

- 2.14.020 Opening of polling place.**
- 2.14.030 Keeping of register.**
- 2.14.040 Voter identification and qualification at a polling place.**
- 2.14.050 Voting procedure at a polling place.**
- 2.14.060 Voter assistance.**
- 2.14.070 Write-in candidates.**
- 2.14.080 Questioned ballot-issuance and voting procedure.**
- 2.14.090 Poll watchers.**
- 2.14.100 Prohibited acts while polls are open.**
- 2.14.120 Closing of the polls-polling places and drop boxes.**

### **2.14.020 - Opening of polling place.**

A. On election day, the Election Board shall open polls for voting at 7:00 a.m. and keep the polls open continuously for voting until 8:00 p.m.

B. The City Clerk shall furnish an adequate supply of official ballots, sample ballots, and all other necessary supplies and materials to the Election Board before the City election.

C. The City Clerk shall prepare instructions explaining to the voters how to obtain ballots, how to mark them, how to obtain information from Election Board members and how to obtain new ballots to replace those destroyed or spoiled. These instructions shall be printed on cards in large, clear type and shall be distributed to the Election Board to be prominently displayed in each polling booth.

D. Before issuing any ballots, election officials must, in the presence of any persons assembled at a polling place, open and exhibit the ballot box to be used at that polling place to demonstrate that it is empty. The ballot box shall then be closed and sealed and shall not be opened again or removed from the polling place until the polls have closed.

### **2.14.030 - Keeping of register.**

The election officials shall keep an original register or registers in which each voter shall sign the voter's name. The names of persons who offer to vote but who actually do not vote, and a brief statement of explanation shall be recorded in the register. The signing of the register constitutes a declaration by the voter that the voter is qualified to vote in the election. A copy of the register shall be returned to the state elections supervisor for recordation of voter history.

#### **2.14.040 - Voter identification and qualification at a polling place.**

- A. Before being allowed to vote at a polling place, each voter shall exhibit to an election official one form of identification, which may be an official voter registration card, birth certificate, driver's license, passport, hunting or fishing license, state identification card or tribal identification card.
- B. An election official may waive the identification requirement if the election official knows the first and last name of the voter.
- C. Voters who cannot exhibit a satisfactory form of identification and voters whose name does not appear on the official registration list at a polling place have a right to cast a questioned ballot and an election official shall inform them of that right.
- D. An election official shall question, and any other person qualified to vote may question, a person attempting to vote if the questioner has good reason to suspect that the questioned person is not qualified to vote in the election. All questions regarding a person's qualifications to vote shall be made in writing and shall specify the reason for questioning a person's qualifications. A questioned person has a right to cast a questioned ballot and an election official shall inform them of that right.

#### **2.14.050 - Voting procedure at a polling place.**

- A. When a voter has qualified to vote, an election official shall give the voter an official ballot. The voter shall enter a booth or private place to mark the ballot. A person may only cast one ballot in an election. After the voter has marked the ballot, the voter shall deposit the ballot in the ballot box in the presence of an election official unless the voter requests that an election official deposit the ballot.
- B. Except as otherwise provided in this Title, a voter may not exhibit the voter's ballot to an election official or any other person in a manner that enables another person to ascertain how the voter marked the ballot.
- C. If a voter mutilates, improperly marks, spoils or otherwise damages the voter's ballot, the voter may require, and the election official shall provide another ballot upon the voter returning the damaged ballot to the election official. The election official shall record the replacement ballot number on the ballot accountability form and return the spoiled ballot unexamined to the voter who shall destroy and discard it immediately in the presence of an election official. A voter may obtain a maximum of three replacements for each ballot in an election.
- D. The ballot box at any polling place shall be public and in full view of persons present. The Election Board shall not permit anyone present to interfere in any way or to distract the Election Board from its duties.

#### **2.14.060 - Voter assistance.**

A qualified voter may request assistance to vote or bring up to two persons to assist them in casting a ballot. If a voter requests assistance from an election official, the election official shall assist the voter. Persons assisting a voter must take an oath before an election official, and election officials shall take an oath before the City Clerk, promising, under penalty of perjury, not to divulge to anyone any information contained on

the assisted voter's ballot. A candidate in the election or an immediate family member of a candidate in the election may not provide assistance to a voter in that election.

**2.14.070 - Write-in candidates.**

In order to vote for a write-in candidate, the voter must write in the candidate's name in the space provided and mark the box to the left of the space for write-in candidate's names. Stickers bearing the candidate's name may be affixed to the ballot in the space provided for writing in a candidate's name but only if the write-in votes or ballots are otherwise permitted. If a sticker is affixed to the ballot, the voter must also mark the box opposite the sticker in order for the vote to be counted.

**2.14.080 - Questioned ballot-issuance and voting procedure.**

A. An election official may require a voter to cast a questioned ballot if the voter's qualifications or eligibility to cast a ballot at a specific polling place are in question.

B. Except as otherwise required in this section, a voter who casts a questioned ballot shall comply with the voting procedures under this Title. All persons required to cast a questioned ballot must take an oath or affirmation on a form provided by the election official attesting that the person is qualified to vote in the election and has not yet voted in the election before being permitted to cast their questioned ballot. If the questioned voter refuses to execute the oath, that person may not vote in the election.

B. After casting a questioned ballot, the voter shall insert the ballot into a small envelope and put the small envelope into a large envelope on which the voter's oath is located. The larger envelope shall also contain a signed statement by the election official identifying the reasons why the voter's ballot is in question. The larger envelope shall be sealed and placed in a large plain envelope kept for the deposit of all questioned ballots at that polling place. The envelope shall be endorsed with the City Clerk's name and title and the words "questioned ballots, to be opened only at the All-Ballot Canvassing Session." All envelopes containing questioned ballots shall be placed in the large plain envelope and delivered to the City Clerk with the other special ballots after the close of the Election Day Canvassing Session.

C. The Election Board shall review the questioned ballots and determine if they should be counted or rejected at the All-Ballot Canvassing Session.

**2.14.090 - Poll watchers.**

Each candidate and initiative, referendum or recall sponsor may designate one poll watcher at the polling place to monitor election official conduct while the polls are open. No election official shall interfere with the poll watcher's ability to observe election official conduct. Poll watchers and the candidates or sponsors they represent must complete and submit a written Poll Watcher Authorization Form to the City Clerk in the manner specified on the form by 10:00 a.m. on the last business day before the election date. The City Clerk shall provide each polling place with a list of designated poll watchers before polls open. Poll watchers shall not interfere with the election process and may not handle any election supplies or materials, including ballots. A poll watcher who creates a public disturbance or violates any provision in this Code while observing may be removed by the police.

**2.14.100 - Prohibited acts while polls are open.**

The following acts are prohibited in a polling place while the polls are open:

A. During the hours that the polls are open, an Election Board member may not discuss any political party, candidate or issue while on duty.

B. During the hours the polls are open, a person who is in a polling place or within 200 feet of any entrance to the polling place may not display campaign buttons or literature or attempt to persuade a person to vote for or against a candidate, proposition or question. The election officials shall post warning notices at the required distance in the form and manner prescribed by the City Clerk.

C. During the time a drop box is open for voting, a person within 50 feet of a drop box may not display campaign buttons or literature or attempt to persuade a person to vote for or against a candidate, proposition or question nor may a person within 50 feet of a drop box open for voting physically display a photo, video, or other image of a marked ballot to another person also within 50 feet of the drop box.

D. Except as provided for absentee ballots, a voter may not leave a polling place with the official ballot that the voter received to mark.

E. A voter may not exhibit the voter's ballot to an election official or any other person so as to enable any person to ascertain how the voter marked the ballot. This does not apply to the voter who is being assisted in accordance with this Title.

F. While the polls are open, an election official may not open any ballot received from a voter, mark a ballot in a manner that permits the official to recognize the ballot or otherwise attempt to learn how a voter marked a ballot or allow the same to be done by another person.

G. An election official may not allow a ballot to be placed in the ballot box that the official knows to have been unlawfully exhibited by the voter. A ballot unlawfully exhibited shall be recorded as a spoiled ballot and destroyed.

H. Except as otherwise expressly permitted under this Title, not more than one person shall occupy the booth or voting compartment at the same time and no person shall be permitted to occupy an election booth or compartment longer than shall be necessary for voting.

#### **2.14.120 - Closing of the polls-polling places and drop boxes.**

A. Polls shall be declared closed at 8:00 p.m. but voters in line to vote at 8:00 p.m. shall be permitted to cast their ballots. At 7:45 p.m. and again at 8:00 p.m., election officials shall announce to all individuals present at the polling place the current time and that polls close at 8:00 p.m. Failure to make the announcement at 15 minutes before closing time shall not in any way invalidate the election or extend the time for closing of the polls.

B. Ballot drop boxes shall be closed at the same time that the polls close on the election date. Two designated election officials shall together remove the ballot envelopes from the drop box and place those envelopes in an envelope or container labeled "Drop Box Ballots" and shall identify the location of the drop box on the envelope or container label. The label shall also contain certification by the designated officials of the date and time that the ballots were removed from the drop box. The envelope or container shall be immediately transferred to the City Clerk's office.

### **CHAPTER 2.16 - ALTERNATIVE VOTING METHODS**

- 2.16.010 Alternative voting methods.**
- 2.16.020 Early in-person voting.**
- 2.16.030 Absentee voting-requesting an application.**
- 2.16.040 Absentee voting-application content.**
- 2.16.050 Absentee ballot-application process.**
- 2.16.060 Casting an absentee ballot.**
- 2.16.070 Absentee voting a special needs ballot.**



**2.16.080 Absentee voting-by electronic transmission.**

**2.16.090 Absentee voter list.**

**2.16.010 - Alternative voting methods.**

- A. In addition to voting at a polling place on the election date, qualified voters may cast a ballot:
  - 1. In-person at an early voting site;
  - 2. Absentee submitted by-mail;
  - 3. Absentee submitted at a drop box;
  - 4. Absentee by electronic transmission, when this method is permitted by City Council in accordance with CMC 2.16.080; or
  - 5. Absentee by special needs ballot
- B. A qualified voter may vote an absentee ballot at any election for any reason.

**2.16.020 - Early in-person voting.**

- A. Qualified voters may cast a ballot at an early voting site designated by the City Clerk in the notice of election during the hours of operation of the early voting site. An early voting site will be open 21 days before the date of a regular election and shall close no later than 5:00 p.m. the day before the election date. The operating hours and location of an early voting site in a regular election and, if available, in a special election, shall be included in the notice of election required under CMC 2.06.020.
- B. Early voting sites shall be considered polling places for purposes of this Title. Except as otherwise provided in this section, all procedures and requirements applying to polling places shall also apply to early voting sites and ballots cast at early voting sites shall be counted by the Election Board at the Election Day Canvassing Session.

**2.16.030 - Absentee voting- requesting an application.**

- A. All qualified voters may apply for an absentee ballot:
  - 1. In-person at an early voting site; or
  - 2. By-mail; or
  - 3. Via electronic transmission.
- B. An absentee ballot application requested by-mail must be postmarked no earlier than the first of the year in which the election is to be held and no later than seven business days before the election date.
- C. An absentee ballot application request sent via electronic transmission must be received no earlier than the first of the year in which the election is to be held and no later than seven business days before the election date.
- D. An absentee ballot application may be requested in-person at an early voting site during its hours of operation.

**2.16.040 - Absentee voting-application content.**

Except as provided in CMC 2.16.070, all absentee ballot applications shall be either on a form provided by the City Clerk's office or in a letter containing the following information:

1. The applicant's full Alaska residence address;
2. The address to which the applicant desires the ballot to be mailed, or if the application requests delivery of a ballot by electronic transmission, the telephone electronic transmission number or email address to which the ballot is to be returned;
3. The applicant's signature;
4. A voter identifier such as voter number, the last four digits of the social security number, Alaska driver's license number, Alaska state identification number or date of birth.

#### **2.16.050 - Absentee ballot-application process.**

A. After receipt of an absentee ballot application in-person, the City Clerk or election official shall provide the applicant voter with the ballot and other absentee ballot materials in-person and the voter may cast their absentee ballot by mail or at a drop box. The return envelope provided with the materials shall be addressed to the City Clerk.

B. After receipt of an absentee ballot application by mail or electronic transmission, the City Clerk shall send the ballot and other absentee voting materials to the applicant by first-class mail. The materials shall be sent or delivered as soon as they are ready for distribution. The return envelope sent with the materials shall be addressed to the City Clerk.

C. Before providing an absentee ballot, the City Clerk shall review the application and make a preliminary determination regarding the applicant's qualifications to vote. If the City Clerk has questions regarding the voter's qualifications, the City Clerk will notify the applicant and may require the applicant to comply with the questioned ballot procedure. An absentee voter casting a questioned absentee ballot shall be provided a ballot envelope by the City Clerk that identifies the ballot as questioned and provides the reasons for questioning. The questioned absentee ballots shall be placed in a separate envelope for questioned absentee ballots and transferred to the Election Board for review at the All-Ballot Canvassing Session.

#### **2.16.060 - Casting an absentee ballot.**

A. Except as otherwise provided in CMC 2.16.070, upon receipt of the absentee ballot, the voter, in the presence of an authorized official, may proceed to mark the ballot in secret, to place the ballot in the provided secrecy sleeve, place the secrecy sleeve in the provided larger envelope, and sign the voter's certificate on the back of the larger envelope. The authorized official witnessing the voter properly mark the ballot in secret in accordance with this subsection shall date and sign the witness certificate on the outside envelope. Except as otherwise provided in this Title, if an authorized official is not reasonably accessible, a voter completing an absentee ballot by mail must have the ballot witnessed by a person over the age of 18 years. No person may receive a fee from the voter for attesting to any voter's certificate required under this section.

B. An absentee ballot cast by-mail must be mailed to the City Clerk no later than the election date. The date of postmark shall be evidence of the date the ballot was mailed. An absentee ballot submitted by-mail must be received by the City Clerk no later than 14 days after the election date.

C. An absentee ballot deposited in a drop box must be placed in the drop box by the close of polls on the election date.

D. The City Clerk shall maintain a record of the name of each voter to whom an absentee ballot is provided. The record must list the date on which the ballot is mailed or handed to the applicant, the date the City Clerk received the ballot, and the date(s) the ballot was executed and postmarked.

**2.16.070 - Absentee voting a special needs ballot.**

A. A qualified voter who is unable to go to a polling place to vote because of disability, infirmity or confinement may vote absentee by special needs ballot. The voter may, through a representative, request a special needs ballot from an election official on election day or from the City Clerk up to 21 days before the election date.

B. A voter casting a special needs ballot shall mark the ballot in secret, place and seal the ballot in the provided plain envelope, and place and seal that envelope in the special needs oath and affidavit envelope provided in the special needs absentee voting material packet. The voter shall provide the information on the special needs oath and affidavit envelope and sign the voter's certificate in the presence of the representative. The representative shall sign as an attesting authorized official and date the voter's signature.

C. If the voter's disability, infirmity or confinement precludes the voter from performing any of the requirements of Subsection B of this Section, the representative may perform those requirements for the voter. The representative may not assist the voter in selecting a candidate or answering a question on the ballot.

D. The sealed envelope containing the voter's ballot may be returned to the City Clerk by-mail, deposited in a ballot drop box or hand-delivered to an election official at a polling place. The sealed envelope shall be processed in the same manner and subject to the same deadlines as absentee ballots under this Title.

E. Special needs ballots returned to an election official on election day, returned to an election official at an early voting site or deposited into a drop box shall be counted at the Election Day Canvassing Session.

**2.16.080 - Absentee voting by electronic transmission.**

A. Except as otherwise provided in this Title, Council may authorize absentee voters to submit ballots via electronic transmission at a City election. Absentee voting by electronic transmission must be approved by Council at least 60 days before the election and only after a public hearing before Council.

B. A ballot that is completed and returned by the voter by electronic transmission must:

1. Contain the following statement: "I understand that by using electronic transmission to return my marked ballot, I am voluntarily waiving a portion of my right to a secret ballot to the extent necessary to process my ballot, but expect that my vote will be held as confidential as possible," followed by the voter's signature and date of signature; and
2. Be accompanied by a statement executed under oath as to the voter's identity; the statement under oath must be witnessed by an authorized official or United States citizen who is 18 years of age or older.

C. A voter who returns the absentee ballot by electronic transmission must comply with the same deadlines for voting absentee by-mail, transferring the electronic transmission no later than the election date. The date of transmission shall be the date the City Clerk receives the electronic transmission unless an electronic receipt showing otherwise is produced. The absentee voter transmitting a ballot under this subsection may select an automatically generated receipt option but the City will not accept any

electronically transmitted ballot that requires the City Clerk to take any action or make any statements or confirmations in order to receive an electronic transmission.

D. When a completed ballot is received by electronic transmission the Clerk will note the date of receipt on the ballot application log and, if the ballot is received on election day, the time of receipt. The City Clerk will then:

1. Remove the ballot portion of the transmission from the portion that identifies the voter;
2. Place the ballot portion in a secrecy sleeve;
3. Seal the secrecy sleeve in an outer envelope of the type used for ballots returned by mail, and seal that envelope;
4. Attach the voter identification portion to the outer envelope; and
5. Forward the outer sealed envelope to the Election Board for review with all other absentee ballots.

E. An electronically transmitted ballot shall be counted in the same manner as other absentee ballots, even though this procedure may reveal to one or more election officials the manner in which a particular voter cast that voter's ballot. Notwithstanding the inability to preserve the secrecy of the ballot from certain election officials under this subsection, it shall be unlawful to display a ballot received via electronic transmission in a manner revealing the way a voter cast their ballot to any person other than the City Clerk, a member of the City Clerk's staff, an election official in the course of that official's duties, or an attorney advising the City Clerk on legal questions concerning the ballot.

#### **2.16.090 - Absentee voter list.**

The City Clerk shall maintain a record of the name of each voter to whom a ballot is delivered under this section. The record must list the date on which the ballot is mailed or provided by electronic transmission and the date on which the ballot is received by the City Clerk. The record shall be available for public inspection.

### **CHAPTER 2.18 - CANVASSING ELECTION RETURNS**

**2.18.010 Election Day Canvassing Session.**

**2.18.020 Ballot counting rules.**

**2.18.030 All-Ballot Canvassing Session.**

**2.18.040 Determination of elected candidates and passage of propositions.**

**2.18.050 Validity of election—Certification by City Council.**

#### **2.18.010 - Election Day Canvassing Session.**

A. Immediately after the polls close on the election date, the Election Board shall convene at a main polling place designated by the City Clerk and publicly conduct the "Election Day Canvassing Session."

B. In full view of those present, the Election Board shall open the ballot boxes, separate the questioned ballot envelopes from all other ballots, separate special needs ballot envelopes from all other ballots, and count the remaining ballots. The Election Board shall account for all ballots by completing the ballot statement form provided by the City Clerk, including the number of ballots received, voted, spoiled, unused, and destroyed. The Election Board shall also compare the number of questioned ballots with the number of questioned voters on the registry and shall note any discrepancies on the ballot statement.

- C. After counting and separating the ballots, the Election Board shall count the votes cast. The election officials shall continue the count without adjournment until the count is complete.
- D. At no time during the tallying of votes may anyone but the election officials handle the ballots. The ballots shall not be marked in any way by anyone during the tallying.
- E. No ballot box or ballot, used or unused, may be removed from the polling place until all the ballots have been counted. The envelope or container containing questioned ballots shall be transferred to the City Clerk by an election official and shall remain sealed in the questioned ballot envelope or container until opened by the Election Board at the All-Ballot Canvassing Session.
- F. After completing canvassing for ballots cast at polling places, the Election Board shall open the sealed envelope or container containing ballots from early voting sites and all drop boxes. The Election Board shall also open the sealed envelope or container containing special needs ballots cast at a polling place. The Election Board shall apply the appropriate canvassing and verification procedures to those ballots. A separate ballot statement shall be completed for the early voting site, special needs, and drop box ballots and hand delivered to the City Clerk with the election day ballot statement. Drop box, special needs, and early voting site canvassing should be completed on the same day as the Election Day Canvassing Session.
- G. The day of or the day after the election, the Election Board shall complete the "Certificate of Election Day Results" and provide the City Clerk two copies of this certificate signed by the Election Board chairperson. This certificate must include the number of votes cast for each candidate, the number of "yes" votes and "no" votes on each proposition and question on the ballot, and any additional information required by the City Clerk. The Election Board shall, immediately upon completion of the certificates, hand-deliver to the City Clerk both copies of the certificate and the register.

#### **2.18.020 - Ballot counting rules.**

All ballots shall be tabulated according to the following rules:

- A. A voter may mark a ballot only by the use of cross marks, "X" marks, diagonal, horizontal, or vertical marks, solid marks, stars, circles, asterisks, checks or plus signs that are clearly spaced in the box or touching the box on the left of the name of the candidate or proposition the voter desires to designate. The mark must not touch more than one box.
- B. Failure to properly mark a ballot as to one or more candidates does not itself invalidate the entire ballot.
- C. If a voter marks fewer names than there are persons to be elected to the office, a vote shall be counted for each candidate properly marked.
- D. If a voter marks more names than there are persons to be elected to the office, the votes for that office shall not be counted.
- E. Improper marks on the ballot shall not be counted and shall not invalidate marks for candidates or propositions properly made.
- F. An erasure or correction invalidates only that section of the ballot in which it appears unless the intent of the voter is clear.
- G. Votes for a write-in candidate shall not be counted unless that candidate has filed a declaration of candidacy with the Clerk in accordance with this Title.

H. If a voter casts more than one ballot in a single election, none of the ballots cast by that voter shall be counted.

I. The rules set out in this section are mandatory and there shall be no exceptions to them. A ballot may not be counted unless marked in compliance with these rules.

#### **2.18.030 - All-Ballot Canvassing Session.**

A. Fifteen days after the election date, the Election Board shall hold a session called the “All-Ballot Canvassing Session” to count and canvass all ballots not counted at the Election Day Canvassing Session, including questioned ballots and absentee ballots submitted by-mail or by electronic transmission, when electronic transmission is authorized.

B. The All-Ballot Canvassing Session shall be conducted at a main polling place designated by the City Clerk and shall be open to the public. The ballots shall be opened and counted in full view of those present. The Election Board shall complete a ballot statement for all questioned and absentee ballots in the same manner required in CMC 2.18.010.

C. Before counting questioned and absentee ballots, the Election Board shall determine if the ballots are valid by reviewing the information on the outer ballot envelope. If the Election Board determines that the ballot is valid, the outer envelope may be opened, and the ballot counted. If the Election Board determines that the ballot is not valid, the Election Board shall write its determination on the ballot envelope and the reasons for it, label the ballot envelope “invalid” and place the invalid ballot in an envelope labeled “Invalid Ballots; Not counted.” The “Invalid Ballots; Not Counted” envelope or container must remain in the custody of an election official and transferred to the City Clerk no more than 24 hours after the All-Ballot Canvassing Session. No more than 10 days after the All-Ballot Canvassing Session ends, the City Clerk will provide written notice to voters casting rejected ballots that their ballots were found to be invalid, were not counted, and the reasons for the Board’s findings of invalidity.

D. After the All-Ballot Canvassing Session is complete, the Election Board shall tally the total valid votes for each question and seat on the ballot prepare a certificate of final election results on the form provided by the City Clerk.

#### **2.18.040 - Determination of elected candidates and passage of propositions.**

A. Except as provided otherwise in this Code, the candidate receiving the greatest number of votes cast for an office and not less than 40% of the total votes cast for that office shall be elected.

B. If the number of “yes” votes on any proposition exceeds the number of “no” votes, the proposition shall be considered approved. The proposition shall become effective immediately upon certification of the election results.

#### **2.18.050 - Validity of election - Certification by City Council.**

A. No more than 48 hours after the All-Ballot Canvassing Session is complete, City Council shall meet to review the Certificate of Returns prepared and delivered by the Election Board chairperson, and any election contests or applications for a recount.

B. If City Council concludes that the election was validly held, such conclusion shall be publicly announced and entered upon the minutes of the meeting. The minutes shall include the number of votes cast in the election, the names of the persons voted for and the propositions and questions voted upon, the offices and seats voted for, the number of votes cast for each candidate for each office and seat, and the number of

votes for and against each proposition. If Council concludes that the election is not valid, it shall order another election.

C. Upon determination that the election was validly held and that substantial compliance with all voting procedures was affected and that no material discrepancy exists which may affect the outcome of the election, City Council shall direct the City Clerk to:

1. Deliver to each candidate elected to office a certificate of election signed by the Mayor and City Clerk and authenticated by the municipal seal;
2. Prepare a certificate of election for each approved proposition to be signed by the Mayor and City Clerk and authenticated by the municipal seal; and
3. Prepare an official certificate of election to be published at least once in a newspaper of general circulation within the City. In the event of an election contest or recount concerning only one office, seat or question, City Council may direct that the City Clerk issue a certificate for the non-contested election for the other offices, seats, and questions.

## **CHAPTER 2.20 - ELECTION CONTESTS, RECOUNTS, AND RUN-OFFS**

- 2.20.010 Grounds for election contest.**
- 2.20.020 Contest procedure.**
- 2.20.030 Contests-appeal or judicial review.**
- 2.20.040 Recount-Clerk-initiated.**
- 2.20.050 Recount of votes by application.**
- 2.20.060 Recount-timing.**
- 2.20.070 Recount-notice.**
- 2.20.080 Tie vote after recount.**
- 2.20.090 Recount-appeal and judicial review.**
- 2.20.100 Run-off elections.**

### **2.20.010 - Grounds for election contest.**

A candidate or 10 qualified voters may contest the election of any person or the approval or rejection of any question or proposition upon one or more of the following grounds:

1. Malconduct, fraud or corruption by an election official sufficient to change the results of the election;
2. The person elected does not meet the qualifications required by law; or
3. Existence of a corrupt election practice as defined by the laws of the State of Alaska sufficient to change the result of the election.

### **2.20.020 - Contest procedure.**

A. Notice of contest of an election shall be submitted in writing and filed in person at the City Clerk's office before 5:00 p.m. on the day of the certification of the election and shall include a \$1,000 payment by cash, certified check, or credit card. The notice of contest shall include:

1. The election being contested;
2. A summary of the grounds for the contest;

3. Contact information of a representative who will receive communications from the City regarding the contest; and
4. The legal name, residence address, contact information, and notarized signature of each candidate or City voter who is an applicant.

B. Upon receipt of the notice to contest an election, the City Clerk shall submit it to Council. The Clerk and City Attorney shall investigate the grounds of the contest and submit a report of findings to Council. The City Clerk may request the Election Board, or additional personnel as necessary, assist with the investigation. City Council shall defer the certification of the contested election results pending receipt of the report but shall proceed with certification of all election results that are not contested.

C. If Council determines that the grounds of the contest are valid and would change the results of the election, Council shall proceed in a manner that is consistent with its determination. If Council finds that the grounds for the contest are not sufficient to change the election results, it shall declare the election valid and certify the contested election results.

D. Should the contestant prevail with the election contest, the \$1,000 shall be refunded to the contestant.

#### **2.20.030 - Contests-appeal or judicial review.**

No person may appeal or seek judicial review of an election for any cause unless the person has exhausted the administrative remedies before the Council, and has commenced an action in the Superior Court for the State of Alaska within 10 days after Council has certified the election results. If court action is not commenced within the 10-day period, the election and the election results shall be conclusive, final, and valid.

#### **2.20.040 - Recount-Clerk-initiated.**

A. The City Clerk shall initiate a recount to be held immediately upon the conclusion of the All-Ballot Canvas Session if:

1. The difference between the number of votes cast for and against a ballot measure is less than one percent of the total votes cast for the ballot measure; or
2. The difference between the number of votes cast for the two candidates who receive the most votes for a particular office is less than one percent of the total votes cast for the particular office, whichever is greater.

B. Except as otherwise provided in this section, the results of the first recount shall be final.

C. The City Clerk shall initiate a second recount to be held immediately after completion of the first recount if there is a tie vote for a candidate or results change regarding a candidate or a ballot measure and the margin remains less than one percent. The results of the second recount shall be the final results.

D. An election or ballot measure for which a Clerk-initiated recount is required and held shall not be subject to recount by application under CMC 2.20.050. This subsection shall not preclude persons having a direct interest in a recount and who are seeking to protect their interests during such recount from designating two or more representatives to be present at and observe the recount.

#### **2.20.050 - Recount of votes by application.**



A. Except as provided in CMC 2.20.040, any defeated candidate or any 10 qualified voters may file an application for a recount of the votes for any particular office or question or proposition on the ballot. An application for recount shall be submitted in writing and filed in person at the City Clerk's office before 5:00 p.m. on the first business day after certification of the election and shall include a \$500 payment by cash, certified check, or credit card. The recount application shall include:

1. The basis of the belief that a mistake has been made;
2. The office, proposition, or question for which the recount is requested;
3. The contact information of a representative who will receive communications from the City regarding the application; and
4. The name, residence address, contact information and notarized signature of each candidate or City voter who is an applicant.

B. Candidates, political parties, or organized groups having a direct interest in a recount and who are seeking to protect their interests during a recount may provide two or more observers to witness the recount.

C. The result of a recount by application shall be the final election result. If the recount by application changes the election results for the seat or proposition that was the subject of the recount application or if the vote on recount is four percent or more than the vote reported after the first canvass, the deposit shall be refunded; otherwise it shall be placed in the general fund of the City.

**2.20.060 - Recount-timing.**

A. The Election Board shall complete a recount no more than 10 days after the recount is initiated under this subsection. The City Clerk shall issue a final certification of elections no more than one business day after the recount results are finalized by the Election Board. A certificate need not be issued if the results of the first recount require the Clerk to initiate a second recount.

B. The Election Board shall begin a recount initiated by the Clerk no later than three business days after City Council certifies the election results or three business days after the Election Board completes the first Clerk-initiated recount.

C. The Election Board shall begin a recount initiated by application no later than three business days after receiving a complete application.

**2.20.070 - Recount-notice.**

The City Clerk shall give all directly interested parties notice of the time and place of the recount, which shall include the name of the candidate or voter chairperson applying for recount and the two or more persons appointed to represent the applicant during the recount.

**2.20.080 - Tie vote after recount.**

A. In case of failure to elect a candidate because of a tie vote after recount, the City Clerk shall give notice to the tied candidates to attend a publicly held drawing at a time and place designated by Council where Council will administer a drawing to declare the winning candidate.

B. If, after recount, a tie vote still exists on an initiative proposition or question submitted to the voters, that initiative proposition or question is defeated.

C. If, after recount, a tie vote still exists on a referendum proposition, the ordinance subject to the referendum proposition shall be enacted.

**2.20.090 - Recount-appeal and judicial review.**

No person may seek judicial review of the counting of votes in an election without first applying for a recount as provided in this Chapter. Any candidate who has reason to believe, or a majority of the persons who requested a recount who have reason to believe that an error has been made in the recount may appeal to the Superior Court within five calendar days of the completion of the recount.

**2.20.100 - Run-off elections.**

A run-off election shall be held within three weeks after the date of certification of the election if no candidate for a given seat on Council or for the office of mayor receives at least 40 percent of the votes cast for that seat. Notice of the run-off election shall be published at least 20 days before the run-off election. The run-off election shall be between the two candidates receiving the highest number of votes for the office or Council seat. The candidate receiving the greatest number of votes in the run-off election shall be elected.

**CHAPTER 2.22 - ELECTIONS BY MAIL**

- 2.22.010 Conduct of an election by mail.**
- 2.22.020 Election date.**
- 2.22.030 Notification to voters.**
- 2.22.040 Casting ballots.**
- 2.22.050 Ballot return envelope review.**
- 2.22.060 Counting ballots.**

**2.22.010 - Conduct of an election by-mail.**

A. The Clerk may conduct any election by mail with City Council approval when City Council determines that holding a by-mail election is in the best interest of the City and its voters. An ordinance approving an election by mail under this section must be adopted by Council no later than 90 days before the election date.

B. If the Clerk conducts an election by-mail, the Clerk shall send a ballot to each person whose name appears on the official voter registration list prepared under AS 15.07.125 for that election. The ballot shall be sent to the address stated on the official registration list unless the voter has notified the Clerk in writing of a different address to which the ballot should be sent, or the address on the official registration list has been identified as being an undeliverable address. The Clerk shall send ballots by first-class, non-forwardable mail, no less than 25 days before the election.

C. The Clerk shall supply a secrecy sleeve and a return envelope to each by-mail voter. The return envelope shall have printed upon it an affidavit by which the voter shall declare the voter’s qualification to vote, followed by a provision for attestation by an authorized official or one attesting witness who is at least 18 years of age. Specific instructions for voting a by-mail ballot and a list of Voting Assistance Center(s) and their operating hours shall be mailed to each voter with the ballot.

D. At least one Voting Assistance Center shall be made available to voters 14 days before election day, for the purpose of providing voter assistance for casting votes by mail, accepting questioned ballots in-person as specified in CMC 2.22.040, and any other services identified by the Clerk in the notice of election.

**2.22.020 - Election date.**

In a by-mail election, election dates shall be established as provided in CMC 2.04.050 for any special or regulation election.

### **2.22.030 - Notification to voters.**

For a by-mail election, the notice of election required by CMC 2.06.020 must also state:

- A. That the election will be conducted by-mail and that no polling place will be available for regular in-person voting on election date.
- B. Designation of the date on which ballots are expected to be mailed to voters.
- C. Designation of the dates on which a voter who may not have received a ballot, or who may need a replacement ballot, may vote a questioned ballot in person.
- D. The hours the Voting Assistant Center(s) will be open and their location(s).
- E. That the ballots must be returned in the ballot return envelope.
- F. The date by which the ballots must be postmarked and received by the Clerk in order to qualify for inclusion in the election tabulation.
- G. Brief general instructions on how the ballots must be voted and how the ballot envelope must be completed.

### **2.22.040 - Casting ballots.**

- A. Except as otherwise provided in this Chapter, upon receipt of a by-mail ballot, the voter shall cast their ballot in the manner specified in Chapter 2.16.
- B. If a by-mail ballot is not received, or if the by-mail ballot is destroyed, spoiled or lost, the voter may be provided a replacement questioned ballot and cast their questioned ballot in person at a Voting Assistance Center. A voter may be provided up to three replacement ballots. The Clerk shall retain the voted ballot for delivery to the Election Board.

### **2.22.050 - Ballot return envelope review.**

- A. The Clerk shall review ballot return envelopes as they are received in an effort to ensure that the voter declaration is complete. If the voter declaration is incomplete more than five business days before the election date, the Clerk shall, within three days, send notice to the voter explaining the error or omission. Such notice will be mailed to the voter at the same address to which the ballot was mailed unless an email address was provided by the voter in that voter's application and the voter requested notification under this section be sent to that email instead of by mail.
- B. If a voter receives notice that their ballot return envelope is incomplete, the voter may:
  - 1. Complete the form included with the notice and return the form to the Clerk at the address specified on the form.
  - 2. If the voter does not complete the form included in the notice ballot return envelope by 6:00 p.m. 10 days following the election, the ballot return envelope shall be marked "invalid" and shall not be counted. The voter shall be notified in writing that their ballot is rejected.

### **2.22.060 - Counting ballots.**

Ballots cast in a by-mail election shall be counted if:

- A. The voter declaration on the ballot return envelope is complete as provided under CMC 2.22.050; and

- B. The ballot is received in one of the following ways:
  1. The ballot return envelope is postmarked on or before the election day and received by the Clerk on or before 6:00 p.m. 10 days following the election; or
  2. The ballot return envelope is submitted to a Voting Assistance Center as provided in CMC 2.22.040.

**CHAPTER 2.24 - ELECTION EMERGENCY PLAN**

- 2.24.010 Policy.**
- 2.24.020 City Clerk emergency election authority.**
- 2.24.030 Unofficial ballots in an emergency.**
- 2.24.040 Emergency assistance of peace officers.**

**2.24.010 - Policy.**

A. It is the policy of the City to encourage and assist voters in the exercise of their right to vote even when an emergency interferes with the conduct of an election. This chapter is intended to empower the City Clerk to take necessary actions to enfranchise voters and protect the election process and results.

**2.24.020 - City Clerk emergency election authority.**

A. In an emergency, the City Clerk is authorized to take action to preserve the integrity of the election, while at the same time allowing eligible voters to vote who might otherwise not get an opportunity.

B. Actions authorized under this Chapter may include, but are not limited to:

1. Requesting expedited relief from a court of competent jurisdiction;
2. Keeping polling locations, early voting sites, voting assistance centers, and ballot drop boxes open longer than allowed by this Code;
3. Closing polling locations, early voting sites, and ballot drop boxes permanently or for a limited time regardless of the requirements in this Title, while providing eligible voters other opportunities to vote;
4. Accepting absentee voting applications after the deadlines in this Title but before the close of the election;
5. Moving polling places, early voting sites, and ballot drop boxes with as much notice as possible without jeopardizing life and safety; and
6. Accepting votes not cast on official ballots.

C. The City Clerk shall take steps to maintain a record of every action taken under this Chapter and, if possible, shall adequately segregate votes cast under this Chapter so that a court may rule on the action taken and accurately add or subtract votes as may be necessary.

D. If practicable, the City Clerk shall post public notice of any changes to the election procedure as a result of this Chapter, and the reasons for such changes, on the City website and in a newspaper of general circulation within the City. If notice is impracticable under this subsection, the City Clerk shall make reasonable efforts to provide notice through other avenues and shall provide City Council with an

explanation of the notice provided and the reasons for it at City Council's next special, regular or emergency Council meeting.

**2.24.030 - Unofficial ballots in an emergency.**

A. Emergency unofficial ballots. If there are insufficient official ballots available at a polling location as the result of an emergency, election officials shall use the available sample ballots and may create photocopies of the same, if needed. If sample ballots are not available and election officials determine it is unlikely additional ballots will be received prior to the closing of the polls, election officials may provide any available paper to voters. If possible, election officials should receive direction from the City Clerk prior to using unofficial ballots.

B. So long as all other voting procedures were followed, unofficial ballots cast under this Chapter shall not be treated as questioned ballots.

**2.24.040 - Emergency assistance of peace officers.**

If weather or other unforeseen circumstances prevent election officials from delivering election materials or ballots to or from the polling places, early voting sites or ballot drop boxes, the City Clerk may cause the delivery to be made by a peace officer or other City official.

**CHAPTER 2.56 - INITIATIVE, REFERENDUM AND RECALL**

- 2.56.010 Provisions of City Charter and this chapter to govern.**
- 2.56.011 Reservations of powers.**
- 2.56.012 Petition filing-generally.**
- 2.56.013 Petition-form and contents-signatures.**
- 2.56.014 Petitions-review.**
- 2.56.015 Petitions-subsequent filings.**
- 2.56.016 Effect of initiative or referendum.**
- 2.56.017 Petitions-publication.**
- 2.56.020 Recall-City Charter provisions.**
- 2.56.030 Recall-grounds.**
- 2.56.035 Application for recall petition.**
- 2.56.040 Recall petition.**
- 2.56.050 Recall petition signature requirements.**
- 2.56.060 Sufficiency of recall petition.**
- 2.56.070 New recall petition application.**
- 2.56.080 Recall petition submission.**
- 2.56.090 Recall election.**
- 2.56.100 Recall-ballot form.**
- 2.56.110 Recall-election-procedure.**
- 2.56.120 Effect.**
- 2.56.130 Successors.**

**2.56.010 - Provisions of City Charter and this chapter to govern.**

The initiative and referendum shall be governed by City Charter, Sections 11-1 through 11-5. The provisions of this Chapter shall govern elections at which initiated and referred proposals are submitted to the voters as well as other elections, insofar as they are applicable.

**2.56.011 - Reservations of powers.**

The powers of initiative, referendum and recall are reserved to the qualified voters of the City except the powers do not extend to matters restricted by Section 11-1 of the City Charter or Article XI, Section 7, of the Alaska Constitution.

**2.56.012 - Petition filing-generally.**

A petition for initiative or referendum must be initially filed with the City Clerk as provided in the City Charter before it is circulated for signatures. An initiative petition with sufficient signatures must be filed with the City Clerk within 30 days after the initial filing of such petition, and a referendum petition with sufficient signatures must be filed with the City Clerk within 30 days after passage and publication of the ordinance sought to be referred.

**2.56.013 - Petition-form and contents-signatures.**

- A. A petition for initiative or referendum shall:
  - 1. Embrace only a single comprehensive subject;
  - 2. Set out fully the ordinance sought to be initiated or referred;
  - 3. State upon the petition, when circulated, the date of first circulation of the petition; and
  - 4. Contain the statement, when circulated, that the signatures on the petition shall be secured and the petition filed, in the case of an initiative petition, within 30 days from the date of original filing with the City Clerk, or, in the case of a referendum petition, within 30 days after passage and publication of the ordinance sought to be referred; and
  - 5. Have the required signatures, dates of signatures and resident addresses of the signers; signatures shall be in ink or indelible pencil.
- B. When signing a petition, each voter shall print his name after his original signature; illegible signatures, unless accompanied by a legible printed name, may be rejected by the City Clerk.
- C. A petition signer may withdraw his signature upon written application to the City Clerk within seven days after the petition has been filed with the City Clerk.

**2.56.014 – Petitions-review.**

Within 30 days after a petition with signatures is timely filed, the City Clerk, with such assistance from the City attorney as deemed necessary, shall ascertain whether the petition is legal and sufficient, and shall certify the findings.

**2.56.015 – Petitions-subsequent filings.**

Failure to secure sufficient signatures does not preclude the filing of a new initiative or referendum petition for the same purpose. A new petition may not be filed sooner than 12 months after a petition has been rejected.

**2.56.016 - Effect of initiative or referendum.**

Failure to pass an initiative or referendum by the voters precludes the filing of a new petition for the same purpose sooner than 12 months after voter disapproval of the initiative or referendum.

**2.56.017 – Petitions-publication.**

Promptly after the later to occur of the certification of a petition by the City Clerk as legal and sufficient under CMC 2.56.014 and the expiration of the seven-day period for withdrawal of petition signatures under CMC 2.56.013(C), the Clerk shall publish in a newspaper of general circulation in the City the following information in the petition:

- A. The question presented to the voters by the petition;
- B. The name of each person whose signature appears on the petition; and
- C. The name of each sponsor of the petition.

**2.56.020 – Recall-City Charter provisions.**

An official may be recalled by the voters pursuant to City Charter Section 11-6 and AS 29.26.240 *et seq.*

**2.56.030 – Recall-grounds.**

Grounds for recall are misconduct in office, incompetence or failure to perform prescribed duties.

**2.56.035 - Application for recall petition.**

- A. An application for a recall petition shall be filed with the City Clerk and must contain:
  - 1. The signatures and residence addresses of at least 10 qualified voters in Cordova who will sponsor the petition;
  - 2. The name and address of the contact person and an alternate to whom all correspondence relating to the petition may be sent; and
  - 3. A statement in 200 words or less of the grounds for recall stated with particularity.
- B. An additional sponsor may be added at any time before the petition is filed by submitting the name of the sponsor to the City Clerk.

**2.56.040 - Recall petition.**

- A. If the City Clerk determines that an application for a recall petition meets the requirements of Section 2.56.035(A) and AS 29.26.260, the City Clerk shall prepare a recall petition. All copies of the petition must contain:
  - 1. The name of the official sought to be recalled;
  - 2. The statement of the grounds for recall as set out in the application for petition;
  - 3. The date the petition is issued by the City Clerk;
  - 4. Notice that signatures must be secured within 60 days after the date the petition is issued;
  - 5. Spaces for each signature, the printed name of each signer, the date of each signature, and the residence and mailing addresses of each signer;
  - 6. A statement, with space for the sponsor's sworn signature and date of signing, that the sponsor personally circulated the petition, that all signatures were affixed in the presence of the sponsor, and that the sponsor believes the signatures to be those of the persons whose names they purport to be; and
  - 7. Space for indicating the number of signatures on the petition.

B. The City Clerk shall notify the contact person in writing when the petition is available. That person is responsible for notifying sponsors. Copies of the petition shall be provided by the City Clerk to each sponsor who appears in the City Clerk's office and requests a petition, and the City Clerk shall mail the petition to each sponsor who requests that the petition be mailed.

**2.56.050 - Recall petition signature requirements.**

A. The signatures on a recall petition shall be secured within 60 days after the date the City Clerk issues the petition. The statement provided under AS 29.26.270(a)(6) shall be completed and signed by the sponsor. Signatures shall be in ink or indelible pencil.

B. The City Clerk shall determine the number of signatures required on a petition and inform the contact person in writing. If a petition seeks to recall an official who represents the City at large, the petition shall be signed by a number of voters equal to 25 percent of the number of votes cast for that office at the last regular election held before the date written notice is given to the contact person that the petition is available.

C. Illegible signatures shall be rejected by the City Clerk unless accompanied by a legible printed name. Signatures not accompanied by a legible residence shall be rejected.

D. A petition signer may withdraw the signer's signature upon written application to the City Clerk before certification of the petition.

**2.56.060 - Sufficiency of recall petition.**

A. The copies of a recall petition shall be assembled and filed as a single instrument. A petition may not be filed within 180 days before the end of the term of office of the official sought to be recalled. Within 10 days after the date a petition is filed, the City Clerk shall:

1. Certify on the petition whether it is sufficient; and
2. If the petition is insufficient, identify the insufficiency and notify the contact person by certified mail.

B. A petition that is insufficient may be supplemented with additional signatures obtained and filed before the 11th day after the date on which the petition is rejected if:

1. The petition contains an adequate number of signatures, counting both valid and invalid signatures; and
2. The supplementary petition is filed more than 180 days before end of the term of office of the official sought to be recalled.

C. A petition that is insufficient shall be rejected and filed as a public record unless it is supplemented under subsection B of this section. Within 10 days after the supplementary filing the City Clerk shall recertify the petition. If it is still insufficient, the petition is rejected and filed as a public record.

**2.56.070 - New recall petition application.**

A new application for a petition to recall the same official may not be filed sooner than six months after a petition is rejected as insufficient.

**2.56.080 - Recall petition submission.**



If a recall petition is sufficient, the City Clerk shall submit it to City council at the next regular meeting, or at a special meeting held before the next regular meeting.

**2.56.090 - Recall election.**

- A. If a regular election occurs within 75 days but not sooner than 45 days after submission of the petition to Council, City Council shall submit the recall at that election.
- B. If no regular election occurs within 75 days, City Council shall hold a special election on the recall question within 75 days but not sooner than 45 days after a petition is submitted to City Council.
- C. If a vacancy occurs in the office after a sufficient recall petition is filed with the City Clerk, the recall question may not be submitted to the voters. City Council may not appoint to the same office an official who resigns after a sufficient recall petition is filed naming that official.

**2.56.100 – Recall-ballot form.**

A recall ballot must contain:

- A. The grounds for recall as stated in 200 words or less on the recall petition;
- B. A statement by the official named on the recall petition of 200 words or less, if the statement is filed with the City Clerk for publication and public inspection at least 20 days before the election;
- C. The following question: “Shall (name of person) be recalled from the office of (office)? Yes [ ] No [ ].”

**2.56.110 – Recall-election-procedure.**

Procedures for conducting a recall election are those of a regular election.

**2.56.120 - Effect.**

- A. If a majority vote favors recall, the office becomes vacant upon certification of the recall election.
- B. If an official is not recalled at the election, an application for a petition to recall the same official may not be filed sooner than six months after the election.

**2.56.130 - Successors.**

- A. If a City Council member or the Mayor is recalled, the office is filled in accordance with Section 2-10 of the City Charter. If all members of City Council are recalled, the governor shall appoint three qualified persons to City Council. The appointees shall appoint additional members to fill remaining vacancies in accordance with Section 2-10 of the City Charter.
- B. If a member of the School Board is recalled, the office of that member is filled in accordance with AS 14.12.070. If all members are recalled from the school board, the governor shall appoint three qualified persons to the School Board. The appointees shall appoint additional members to fill remaining vacancies in accordance with AS 14.12.070.
- C. A person who has been recalled may not be appointed under subsection A or B of this section to the office from which the person was recalled. A person appointed under subsection A or B of this section serves until a successor is elected and takes office.
- D. If an official other than a member of City Council or School Board is recalled, a successor shall be elected to fill the unexpired portion of the term. The election shall be held not more than 60 days after the

date the recall election is certified, except that if a regular election occurs within 75 days after certification the successor shall be chosen at that election.

E. Nominations for a successor may be filed until seven days before the last date on which a first notice of the election must be given. Nominations may not be filed before the certification of the recall election.

**Chapter 2.60 - ELECTION OFFENSES**

**2.60.010 Violations-removal from office.**

**2.60.020 Violations-recovery of costs.**

**2.60.010 - Violations—removal from office.**

Any person elected to any City office who is convicted of a corrupt practice or election offense under Alaska law shall be removed from office.

**2.60.020 - Violations—recovery of costs.**

In the event Council or any court of competent jurisdiction determines that corrupt practices or election offenses attributable to one or more individuals were sufficient to have changed the outcome of the election and recommends or orders a new election be held, the City may recover the total costs and expenses of the new election from the persons who engaged in corrupt practice or election offenses.

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

1st reading: October 21, 2020

2nd reading and public hearing: November 4, 2020

**PASSED AND APPROVED THIS 4<sup>th</sup> DAY OF NOVEMBER 2020.**

\_\_\_\_\_  
Clay R. Koplín, Mayor

ATTEST:

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



**CITY OF CORDOVA, ALASKA  
RESOLUTION 05-20-39**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,  
PLACING A BALLOT PROPOSITION BEFORE THE VOTERS AT THE REGULAR  
ELECTION OF MARCH 2, 2021 AMENDING SECTION 5-19 ENTITLED “PERSONAL  
INTEREST” TO CLARIFY THE LANGUAGE AND EXPAND THE CITY’S ABILITY  
TO PURCHASE, EXCHANGE, SELL AND CONTRACT WITH ELECTED OFFICIALS  
AND THE CITY MANAGER WITHOUT COMPETITIVE PROCUREMENT SO LONG  
AS COUNCIL APPROVES SALES, PURCHASES, EXCHANGES OR CONTRACTS OF  
SUBSTANTIAL VALUE VIA ORDINANCE AND THE CITY PUBLICLY DISCLOSES  
THE ESSENTIAL TERMS OF ALL SUCH TRANSACTIONS**

**WHEREAS**, The City Council recognizes that the City of Cordova (“City”) is a small community with limited resources for goods and services; and

**WHEREAS**, the City’s inability to contract with elected officials for goods and services in response to an emergency or when terms were favorable to the City negatively impacted the City; and

**WHEREAS**, the prohibitions in City Charter 5-19 are necessary but unduly restrict Council’s ability to utilize goods and services held or offered by elected officials or the City Manager even when doing so would financially benefit the City; and

**WHEREAS**, the prohibitions in Charter Section 5-19 and the consequences for violating them are unclear; and

**WHEREAS**, the proposed amendments to City Charter 5-19 clarify the limitations on procurement between the City and its elected officials and City Manager and protect the City from improper dealings or favoritism towards elected officials or the City Manager while preserving the City’s ability to conduct its business in a manner most advantageous to the City and its taxpayers.

**NOW, THEREFORE BE IT RESOLVED** that:

Section 1. The City shall submit the following Proposition No. 1 amending City Charter Section 5-19 to the qualified City voters at the March 2, 2021 regular City election. The proposition must receive an affirmative vote from a majority of the qualified voters voting on the question to be approved.

**Proposition No. 2**  
**Repeal and reenactment of City Charter Section 5-19 Personal Interest**

Should Cordova City Charter Section 5-19 be amended to read as follows:

Except when approved by City Council via ordinance, the City Manager and elected City officials may only sell, purchase, barter or contract with the City for property, goods or services with a value that constitutes a substantial financial interest if the sale, purchase or exchange of such property, good or services is awarded via a competitive procurement method and in compliance with City law. This prohibition does not apply to sales, purchases, exchanges or contracts with the City that are offered to all members of the public under the same or substantially similar terms, including but not limited to utility agreements, waste management services, telephone services, heating services, and other public services. The City shall publicly disclose the essential terms of any sale, purchase, barter or contract with the City Manager or an elected official before entering into the transaction. An elected official who violates this provision shall forfeit his or her office upon determination by City Council that a violation has occurred. Any contract entered into in violation of this provision shall be voidable by City Council.

Section 2. The proposition, both for paper ballots and machine ballots, shall be printed on a ballot and the following words shall be added as appropriate and next to a space provided for marking the ballot for voting by hand or machine:

Proposition No. 2

Yes   
No

Section 3. This Resolution shall become effective upon passage and approval. Proposition No. 2 shall become effective upon approval by the majority of qualified voters at a regular or special City election held not less than two months after passage of this resolution.

**PASSED AND APPROVED THIS 4<sup>th</sup> DAY OF NOVEMBER 2020.**

\_\_\_\_\_  
Clay R. Koplín, Mayor

ATTEST:

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



**CITY OF CORDOVA, ALASKA  
RESOLUTION 11-20-40**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,  
CONTINUING THE CITY'S DECLARATION OF A LOCAL EMERGENCY ARISING  
FROM COVID-19**

**WHEREAS**, the United States Center for Disease Control and Prevention (CDC) has identified COVID-19 as a significant public risk; and

**WHEREAS**, on March 11, 2020, The World Health Organization designated the COVID-19 outbreak a pandemic; and

**WHEREAS**, various organizations, agencies, and local governments throughout the State of Alaska continue to restrict public gatherings, school sessions and programs, and other activities as well as non-essential travel in efforts to contain the virus; and

**WHEREAS**, the recommendations of global, federal, state, and local organizations and government entities are changing almost daily in response to new information regarding COVID-19, which requires the City to be able to act swiftly to comply with these recommendations in its emergency operations; and

**WHEREAS**, the City continues to be in a state of emergency but is also making efforts to ensure that business operations are able to resume as quickly as responsible in light of the COVID-19 outbreak within the State of Alaska and the City; and

**WHEREAS**, COVID-19 cases have increased throughout the State of Alaska posing greater risk of exposure to COVID-19 within the City and its residents; and

**WHEREAS**, Council is eagerly moving towards recovery but wants to ensure that the City has the authority needed to adopt rules, policies, and procedures to mitigate the harms posed by COVID-19 and to seek and qualify for any assistance or funding from federal, state or private entities dedicated to combating emergency needs arising from COVID-19.

**NOW, THEREFORE, BE IT RESOLVED:**

**Section 1. Emergency Declaration renewal and extension.** Council hereby renews and reiterates the City's declaration of local emergency ratified by Council.

**Section 2. Request for Assistance.** Council hereby reiterates its acknowledgement of the City's need for financial assistance from the United States and the State of Alaska to protect the City from a COVID-19 outbreak within the City and to recover from the economic and health impacts of the threat and outbreak of COVID-19 within the City.

**Section 3. Effective Date.** The declaration of emergency reiterated in this resolution shall take effect on the day it is approved and shall remain in effect for 60 days unless renewed by City Council before or retroactive to that date.

**PASSED AND APPROVED THIS 4<sup>th</sup> DAY OF NOVEMBER 2020.**

\_\_\_\_\_  
Clay R. Koplin, Mayor

Attest:

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

DRAFT



# *Cordova Volunteer Fire Department*

FIRE MARSHAL PAUL TRUMBLEE

**P.O. Box 304  
Cordova, Alaska 99574  
(907) 424-6117  
Fax (907) 424-6120  
email: [fire@cityofcordova.net](mailto:fire@cityofcordova.net)**

October 28, 2020

TO: Mayor Koplín, City Council  
FROM: Fire Marshal Paul Trumblee  
RE: Discussion for E911 Services

City Staff has diligently worked with past Administrations and Professionals to coordinate and develop a project to address numerous safety and mapping deficiencies within the City Departments. A phased project that would implement an enhanced 911 system (E911) and a GIS mapping (Addressing) system would not only benefit the entire community but improve the efficiency and coordination of the operations of numerous departments.

Having an E911 system in place is incredibly prudent of the City and, our community is one of a few in the state and nationwide that does not have the system in place. Communities in Alaska, large and small have successfully integrated and activated this program to the benefit of their residents.

Past testimony from our dispatchers and emergency service personnel have recognized that there have been numerous incidents where 911 calls have been difficult to coordinate, and some of those were life threatening. Also, past correspondence with other City Departments, it is obvious how a coordinated mapping system that is linked between departments would increase not only the efficiency of departments but provide better service to our community.

Title 29 of the Alaska Statutes provides authorization for local governments to impose an E911 surcharge on all local telephones in order to fund and maintain an E911 system. The City Council has the authority to impose, by ordinance, "up to" maximum two dollars per month surcharge per land and cellphone line within the city limits of Cordova. The statute directs all phone providers to collect the surcharge and transfer the funds to the City. This would bring in "approximately" \$6k-\$8k per month in revenues that would barely cover the expense and maintenance of an E911 system from all 424, 253, 429 and 423 prefixes. Unfortunately, out of town Cell phones cannot be charged by this surcharge which would calculate roughly \$50k to include seasonal workers and visitors.

A \$2.00 surcharge might be excessive for a family of 5 or 6 phones equaling 12 to 14 dollars a month. But to fully implement a successful program, a large financial contribution from the general fund right now isn't feasible. Once a system is in place, Council does have the option to adjust the Surcharge to appropriately cover annual expenses i.e. maintenance and upgrades.

Obviously, E-911 or addressing isn't going to happen today or tomorrow and addressing could take years while still not having E-911, catch 22 scenarios. Going out to Bond for the addressing could be an option but this Dept is not experienced in that lane. But we need to address a budget and funding stream to at least start the discussion. A preliminary gross cost to start E-911 with partial mapping, will cost about \$400k including annual preventive maintenance and 24/7 system support. Staff has reviewed past grant applications for similar projects and was only successfully upgrading the Dispatch center equipment 2 years ago for about \$60k, unfortunately our sources have run dry or no longer an appropriate request .

A couple options to fund this project would be to re-instate a Resolution implementing a surcharge to cover a 5-7-year finance plan at \$80k- 57K a year or come from the general fund as an option. The Surcharge can fund both E-911 and addressing, but not at the same time. Addressing is not needed to start E-911, as the project can capture roughly 80 percent of the information, we need to start the project, right now we have ZERO information. Also, 90 percent of our emergency calls are received from a Cell Phone.

In this packet you will find the new estimated proposal from ProComm Alaska with a payment plan, 2018 detailed plan from ProComm Alaska distributed to Council in 2018 with a way to move forward, Cordova Telephones letter in support of E-911 with comments, Senate Bill 215 an act relating to multi-line telephone systems and Alaska Statutes and Authority to Surcharge.

We look forward to the conversation to better serve our Community.

Paul Trumblee



Motorola Solutions, Inc.  
500 W Monroe St  
Chicago., IL 60661-3781

Telephone: 1847-576-5000  
Fax: 1847-576-4883

July 16, 2020

Paul Trumblee, Fire Marshall  
City of Cordova Fire Department  
602 Railroad Avenue  
Cordova, AK 99574

Dear Fire Marshall Trumblee:

Motorola Solutions, Inc. ("Motorola") is pleased to provide the City of Cordova with an IP Based NG9-1-1 System budgetary quotation. The Motorola Vesta project team has taken great care to propose a solution to address your needs and provide exceptional value.

The Motorola Vesta solution includes a combination of hardware, software and services. Specifically, this solution provides:

- NG 9-1-1 Ready Hardware and Software
- Professional Services
- System Support and Onsite Maintenance for five years

Motorola Solutions' proposal is budgetary and subject to terms and conditions of the Motorola Solutions Communications System and Services Agreement (CSSA), including the Maintenance, Support and Services Addendum that will be provided with our firm proposal. Motorola will be pleased to address any concerns the City of Cordova may have regarding the proposal. Any questions can be directed to me, at 425-395-5998 or [Fred.Miller@motorolasolutions.com](mailto:Fred.Miller@motorolasolutions.com).

We thank you for the opportunity to furnish you with this NG Ready 9-1-1 solution, and we hope to strengthen our relationship by implementing this project. Our goal is to provide you with the best products and services available in the communications industry.

Sincerely,

MOTOROLA SOLUTIONS, INC.

Fred Miller  
Regional Account Manager

**CORDOVA, Alaska**  
**VESTA 911 BUDGETARY ESTIMATE / Motorola Solutions, Inc. VESTA E911**  
**NASPO Contract Summary by Expense Category/Component –**  
**5 YEAR solution**

**Hardware/Software \$ 75,679.00**

Everything other than services to make Motorola Solutions, Inc., (MSI) VESTA 911 operational. Includes all hardware, OS software and VESTA application software including a fully redundant backroom server core running multiple virtual processes on two mirrored servers and two E911 operator positions in a single rack or cabinet enclosure. Should one server fail the other is operating in tandem and will take over without interruption of the call. Additional hardware and software are also included for CAD interface, Motorola VESTA management using remote access and CyberSecurity.

Additionally, there is the workstation hardware consisting of a CPU, monitor, keyboard, mouse, Sound Arbitration Module (SAM), speakers, headset jacks and Genovation function control keypads. VESTA Application and OS software is also included.

**Implementation, Project Management and Training \$ 44,990.70**

All the labor to install the VESTA 911 Answering System from project kickoff, design, training, cold install to system cut over, and time working with CTC for 911 phone company switch functionality circuit requirements and 911 caller location information.

**Software Support \$ 58,060.63**

Application support to include patches and new application version releases as they become available. The price covers one year of warranty with four additional years of remote support from VESTA. It does not include OS upgrades if any are required.

**24x7 On-site Maintenance \$ 59,750.00**

On site system support for 5 years. The price covers one year of warranty with four additional years of support.

**Extended Warranties \$ 5,332.00**

Provides extended and upgraded warranties on some hardware components.

**Analytics Light \$ 15,428.75**

MIS management information Application Software and services to set it up for pulling records and information for training and case management.

**VESTA Map Local \$ 31,977.00**

E911 caller Mapping location application software, services and additional monitor for workstations.

**PeaBody Local ALI DB \$ 65,205.00**

Software and hardware providing a local Automatic Location Information (ALI) Database for identifying location of landline callers. Includes services to periodically update the database from the local exchange carrier database as needed and addressing changes.

**Monitoring & Response \$ 47,500.00**

Remote system monitoring by MSI VESTA NOC 24x7 live on line, as well as 24x7 MSI staff remote response. Majority of system upgrades and software repairs can be done remotely via the Network Operations Center (NOC). Generally, MSI VESTA is contacted and begins working on a fix prior to end user realizing there's a problem.

**Grand Total \$ 403,923.08**

**Optional Items**

**SMS Messaging \$15,458.75** - for texting emergency messages to 911 dispatch.

**RapidSOS Feature \$ 4,218.75** additional more precise caller location information data for wired and wireless caller mapping using cell phone GPS location data. (Recommended)



**Date:** October 28, 2020

**To:** City of Cordova  
Attn: Example  
example address  
Cordova, AK 99574

**Re:** Communications System Financing Proposal

Motorola Solutions, Inc. is pleased to submit the following proposal for the financing of your Motorola communications equipment in accordance with the terms and conditions outlined below:

**Transaction Type:** Municipal Lease Purchase Agreement (Tax-exempt)

**Lessor:** Motorola Solutions, Inc. (or its Assignee)

**Lessee:** City of Cordova

**Total Transaction Value:** \$ 400,000.00

**Down Payment:** \$ 0.00

**Balance to Finance:** \$ 400,000.00

**Equipment:** (As per the Motorola Solutions equipment proposal.)

**Title:** Title to the equipment will vest with the Lessee.

**Insurance:** Lessee will be responsible to insure the equipment as outlined in the lease contract.

**Taxes:** Personal property, sales, leasing, use, stamp, or other taxes are for the account of the Lessee.

	Option 1	Option 2	Option 3	Option 4
<b>Lease Term</b>	5 Years	5 Years	5 Years	5 Years
<b>Payment Type</b>	Monthly Arrears	Annually Arrears	Monthly Advance	Annually Advance
<b>Lease Rate</b>	3.19%	3.19%	3.19%	3.19%
<b>Lease Factor</b>	0.018053	0.219835	0.018005	0.212942
<b>Payment</b>	\$7,221.20	\$87,934.00	\$7,202.00	\$85,176.80
<b>Payment Commencement</b>	First payment due one month after contract execution	First payment due one year after contract execution	First payment due upon contract execution	First payment due upon contract execution

**Expiration:** The above lease rates and factors are valid for all leases commenced by 11/27/2020. After this date the rate will be reset to reflect current market conditions.

**Program Highlights:** Terms up to seven years can be structured for Municipal Lease Purchase Agreement (Tax-exempt).

One hundred percent (100%) of a project's acquisition cost can be financed.

Payment frequency can be matched to meet your cash flow and budget requirements.

No pre-payment penalties.

Future equipment upgrades can easily be accommodated via add-on lease schedules, restructuring already existing deals, etc.

**Qualifications:**

Receipt of a properly executed documentation package.  
Lessee qualifies as a political subdivision or agency of the State as defined in the Internal Revenue Code of 1986. The interest portion of the Lease Payments shall be excludable from the Lessor's gross income pursuant to Section 103 of the Internal Revenue Code.

Receipt of a copy of the last 2 year's audited financial statements and current year's budget from the Lessee.

This proposal should not be construed as a commitment to finance. It is subject to final credit approval.

**Documentation:**

Municipal Equipment Lease Purchase Agreement  
Opinion of Counsel  
Schedule A/Equipment List  
Schedule B/Amortization Schedule  
8038G  
UCC-1  
Certificate of Incumbency  
Statement of Essential Use/Source of Funds  
Evidence of Insurance or Statement of Self Insurance  
Resolution from governing body authorizing the execution of the Lease  
Delivery & Acceptance Certificate

Please feel free to contact me if there are any questions, or if an alternate structuring is required.

Regards,  
Fred Miller  
Account Executive  
+1 (425) 395-5998



## Cordova City Council E911 Project Summary

### Gary Peters – ProComm Alaska / Motorola Emergency Call Works 911/CAD/Records/Recordings

The City of Cordova does not own or operate any 911 system equipment or software solutions, and has been without a valid caller ID solution at dispatch for more than 7 years. There is no way to provide consistent 911 services to assist residents, first responders, and visitors when it comes to caller ID or caller location for wired or wireless phones.

First response is hard to provide in a timely manner, when no location information or call back numbers are provided. Over 80% of today's calls that would come in to the Public Safety Answering Point (PSAP) are wireless callers. 100% of Cordova wired telephone emergency callers have a valid address and phone number from CTC but those callers only make up about 20% of the volume of 911 calls. Wireless caller locations cannot be identified in dispatch on the dispatch phone system without the 911 system Automatic Number Identification (ANI) for caller ID. When caller ID is presented to the Automatic Location Information (ALI) database software and ALI caller location mapping, the ANI number dips in to the ALI location database and provides a location of the wired or wireless caller to allow the 911 call taker to dispatch first responders to that address or location of the caller and emergency. Minutes saved on the response time can save lives, and without first responders knowing where to go, lives can be lost or the incident can get further out of control allowing more harm to be done.

### The proposed E911 project consists of 3 phases:

**Phase 1** consisted of the relocation of Police Dispatch consoles and all radio console software servers and phone systems from the ground floor offices to the second floor offices for security, and to make room for the DMV on the ground floor. ProComm Alaska and other local vendors and suppliers of the dispatch equipment and phone systems have finished this work in April of 2016, so Phase 1 is complete.

**Phase 2** has yet to be funded and approved. This project phase proposed by ProComm Alaska is the site readiness plan which is designed to prepare the dispatch center for the installation of a new Next Generation IP based E911 system. Prior to installation, site readiness consisting of the installation of grounding, data cabling, and coaxial cabling for radio equipment, adding additional rack space and cable trays, configuring electrical capacity and breaker assignments for power with UPS, installation of an Ethernet Time Server Net Clock system with an antenna system for all networks to synchronize to, the installation and the integration and installation of a new digital IP based voice logging recorder system for logging radio traffic, 911 calls, and ring down lines, call taker training on the logging system for making evidentiary recordings, interfacing to the radio console and telephone system for headsets, and preparation of the phone system, admin and 911 phone lines, and operator headsets for the Motorola console, E911 system must be accomplished prior to 911 system installation.



**Phase 3** has yet to be funded and approved. This phase consists of the installation, integration, and optimization of the E911 system that will tie it to the PSAP's existing phone system for call transfers, call taker training, recording, and witnessing when required. Working with CTC for special 911 circuit installations from their switch to the 911 system at the PD is required. Programming of the ANI database which would consist of an Excel file import from CTC converted to the 911 software database management system (DBMS). Programming of the ALI database using CTC addresses and synchronizing the Master Street Addressing Guide (MSAG) that would be imported, and other GIS information provided by CTC, The City of Cordova, The State of Alaska, and other providers if needed, to complete the wired and wireless ALI database for caller location mapping software to operate.

City GIS information is helpful but not necessary for this system to operate or to provide mapping information on an ANI/ALI call. City GIS does not have to "finish" their mapping in order for this system to go live as information can be added at any time to the 911 system as changes occur. City GIS utilizes hard street addressing which is tied to the CTC wired telephone user billing database. *Any moves, changes, or additions to the City ALI mapping database from CTC or the creation of new addressing can be immediately changed or added to the E911 ALI Database Management System or the Master Street Addressing Guide at the PD by the dispatch PSAP administrator on site, or other authorized DBMS / MSAG personnel on the PD staff.* The State of Alaska has a digital layer file for GIS that can be used to overlay a digital map of Cordova. Cordova Telephone Company has wired telephone addresses in their database.

For wireless users, there are Phase I wireless and Phase II wireless databases systems which are distinctly different in their capabilities. Phase I wireless is available in Cordova from all carriers, but Phase II wireless caller location mapping is not and must be applied for with the carriers with a "Request for Service" which takes 150 days to institute. Phase I wireless location information does not provide anything but caller ID and tower sector within 5 miles, and sometimes depending on the phone and the carrier, Phase I may show tower location information but not physical location of the caller. Phase II wireless would take a Request for Service application to the FCC and to the State of Alaska that ProComm would file for Cordova that would require the carriers to retrofit and upgrade their Cordova site equipment to enable Phase II wireless location and caller ID information. By doing so, the carriers would be required to upgrade their systems to wireless Phase II capabilities assuming you will have an E911 system with software that will work with Phase I and Phase II wireless. The PSAP 911 System must be capable of the Phase II before the carrier has to honor the request. If it is not the carrier has 1 year to comply. If the PSAP is ready, the carrier has 150 days to comply from the time of the Request for Service application. The City of Cordova investment in time, money, and technology in order to further and support the cause for E911 caller location information for emergencies is paramount for accurate location information for ALI mapping for caller location.

Having Phase I wireless today provided by your local carriers would at least provide a NENA Compliant pathway to allow the dispatch call taker to at least call back to the number that got dropped or disconnected if needed, which is better than nothing for sure. Phase II would provide mapping "X- Y" location coordinates of the caller, the caller ID of the phone, the wireless user's billing address, and other pertinent information that the caller may provide through their carrier by permission, to be exhibited. In order to make Phase II wireless complete and highly accurate for roamers and locals in and out of the Cordova wireless caller areas.

Quick location of an emergency caller is everything when time is of the essence, and a delayed response can cost lives. E911 Surcharge Fees are designed to help the City and PSAP pay for the costs of maintaining the PSAP and equipment.

Enhanced 911 consists of special circuits that strip caller ID blockage when the number is sent over from the CTC telephone switch via a CAMA Trunk (Call Alias Message Accounting) and is looked up in the ANI database. That number then corresponds to the ALI location database and addressing for that number pops up on the screen for the call taker to see. A case number is assigned in the CAD and Records Management portion of the Motorola Emergency Call Works (ECW) E911 software system, and the Instant Recall Recorder can also be used to quickly call back audio and replay as necessary if needed. The records management and computer aided dispatch feature log the call, the audio, the notes made by the dispatcher on the computer, and the case and incident information all remains in sequence in a central place for reference and action, or archive.

**Costs and Pricing**

Motorola and ProComm Alaska were the selected as the RFP winners in 2011 when Cordova announced its Intent to Award for the new 911 system at that time. The RFP purchase did not get funded and the funds were redirected to another city project. There has been no reliable form of caller ID since 2009. This project is less costly today than it was then, due to changes in technology which is good news. Currently the City of Cordova is also not able to collect 911 Surcharge Fees from their tariff area, because the City does not provide the service under state statute to qualify for surcharge collections. Once the City begins collecting 911 surcharge funds again which are estimated to be \$80,000 per year, that is a great way to offset direct costs of operating a dispatch center while providing reliable service. Currently the city bares all of the costs of operations instead of being able to use 911 surcharge fees to offset city costs. By installing and utilizing an E911 system a very valuable service for its citizens, the City can reduce their out of pocket costs by about \$80,000 per year by using the surcharge funds to pay for goods and services for the E911 system, instead of paying for the PSAP operating expenses out of the annual budget.

Phase 1 for the dispatch relocation was completed by ProComm in April of 2016 at a cost of \$16,577 already paid out of city funds.

Phase 2 for ProComm preparation for site readiness, grounding, racking and cable management, the digital voice logging recorder, console interfaces, and network clock along with project management and logistics is \$86,606 for all that has to be done in preparation for the E911 system installation. If the city were to use half of the surcharge bank account or about \$30,000 for a down payment, and they financed the rest, it would be easy to do with a local bank to pay the balance on a 5 year note.

For Example:

	<b>Option 1</b>
<b>Lease Term</b>	5 Years
<b>Payment Type</b>	<b>Annually Arrears</b>

	Option 1
<b>Lease Rate</b>	3.97%
<b>Lease Factor</b>	0.224899
<b>Payment</b>	\$12,730.63
<b>Payment Commencement</b>	First payment due one year after contract execution

Phase 3 for the Motorola Emergency Call Works (ECW) E911 system which includes the hardware, software, computers, and monitors for ANI, ALI, and mapping for \$58,588.20. Professional services for the site visit by pre-sale engineering, the project management and configuration, staging and programming with installation, turn up and testing, and comprehensive call taker and administrative training is \$66,888.33. Year 1 System Support and OnSite Maintenance is \$41,851.83. So the total for the Motorola Emergency Call Works E911 system installed after site readiness in Phase 2 is completed, is \$167,328.86. This system is Wireless Phase I and Phase II compliant so Phase I wireless services with limited mapping will be available on “day 1”, and Phase II wireless location services are available when the carriers get upgrades completed and begin providing Phase II wireless services.

**Managed Services Agreement for 24/7/365 support and on-site maintenance**

There are annual ongoing expenses for maintenance for the life of this system and network with 24/7 on-site support requirements, with extended hardware warranty. Year 2 is \$31,165.11, Year 3 is \$32,225.55, Year 4 is \$33,339.04, and Year 5 is \$34,508.19 for ongoing system maintenance.

**Option Plan 1:** Total System cost of \$167,328.86 as depicted above, with years 1 through 3 PRE-PAID maintenance including system support and onsite maintenance with extended hardware warranty is a total of \$224,740.02 for financing purposes.

**Option Plan 2:** Total System cost of \$167,328.86 with years 1 through 5 PRE-PAID maintenance including system support and onsite maintenance with extended hardware warranty is \$284,710.25 for financing purposes.

**How do you get started...**

There is approximately \$62,000 in surcharge funds sitting in a city account that were collected back in part of 2010 and 2011. Again as stated above, if \$30,000 of those funds were used to make a down payment on a financing plan, and the City started collecting the surcharge funds again to pay for financing this package for 5 years which includes the equipment and 5 years of support and maintenance, this is what it would look like.

Note the payment types vary from Monthly in Option 1, to Quarterly in Option 2, to Semi-Annually in Option 3, and Annually in arrears in Option 4 below...

	Option 1	Option 2	Option 3	Option 4
<b>Lease Term</b>	5 Years	5 Years	5 Years	5 Years
<b>Payment Type</b>	Monthly Arrears	Quarterly Arrears	Semi-Annually Arrears	Annually Arrears
<b>Lease Rate</b>	3.76%	3.76%	3.76%	3.76%
<b>Lease Factor</b>	0.018308	0.055098	0.110715	0.223527
<b>Payment</b>	\$4,663.24	\$14,034.03	\$28,200.25	\$56,934.62
<b>Payment Commencement</b>	First payment due one month after contract execution	First payment due three months after contract execution	First payment due six months after contract execution	First payment due one year after contract execution

If the city used \$30,000 down, and chose annual in arrears billing, it would give the city 1 year of time to collect surcharge funds to pay for this project through financing with only the down payment (using the existing \$60,000 in the bank for Phase 2 and Phase 3 financing for the work above described in those phases) out of pocket in the first year. The surcharge funds could then commence again to provide a positive cash flow since the City is providing the 911 services, and the surcharge funds would accumulate during the first 12 months of system operation while providing 911 services and going forward and allow the city to pay the annual finance payment with those funds until the loan is exhausted. If necessary, 6 year and 7 year finance plans are also available.

Please review and contact me with questions or for more information. Thank you.

Gary Peters | ProComm Alaska | (907) 261-2620 Office | (907) 830-4324 Cellular | [gary.peters@procommak.com](mailto:gary.peters@procommak.com) | [www.procommak.com](http://www.procommak.com) |



Date: 12/18/2018  
To: Cordova City Council  
RE: Cordova E911 Surcharge

I'm writing this letter on behalf of Cordova Telecom Cooperative and our members regarding the renewed interests by the city to collect E911 surcharges from local exchange carriers and continue efforts to improve our emergency dispatch capabilities.

CTC is very supportive of any and all means to improve our community's public safety. CTC is also fully supportive of the City's efforts to leverage federal and state regulations to collect funding available to improve public safety.

As the city potentially reembarcs on the E911 initiative we'd like to share the following feedback.

- 1) Our Cooperative paid over \$32,000.00 directly on behalf of our members during 2011 and 2012 to this program which never moved forward. It was then identified that a need existed for accurate addressing which to date has not been resolved.

CTC would propose the City, CEC, and CTC collaborate on working together to resolve physical addresses and gps locations of all residents and businesses as well as identified buildings per public safety maps in Cordova.

- 2) It is important to note the E911 surcharge can only be collected from local exchange carriers for numbers that are billed within the municipality. For many families in our community this will result in over \$10.00 per month added costs which is more than what they likely pay for their NetFlix or Amazon Prime subscriptions. For lifeline customers the surcharge is twice the base service cost for which there does not appear to be a lifeline waiver in the ordinance proposal.
- 3) Our Cooperative has not been engaged or requested to deliver E911 capabilities. While some E911 facilities and capabilities are in place today; supporting full E911 needs will require significant investment and time to properly deliver. We recommend starting these discussions sooner rather than later as this is a large capex project that would need to be properly budgeted and resourced.
- 4) The city has elected to charge the maximum E911 surcharge without any formal cost analysis or explanation of how the funds will be used. We would recommend any surcharges be reviewed and adjusted annually for actual cost to minimize the financial impact to our community members.

CTC fully supports leveraging the E911 programs of the government and looks forward to continued improvements in our public safety services.

Kind Regards,

Jeremiah Beckett

CEO

Cordova Telecom Cooperative

**SENATE BILL NO. 215**

IN THE LEGISLATURE OF THE STATE OF ALASKA

THIRTIETH LEGISLATURE - SECOND SESSION

BY THE SENATE JUDICIARY COMMITTEE

Introduced: 3/7/18

Referred: Community and Regional Affairs

**A BILL**

**FOR AN ACT ENTITLED**

1 **"An Act relating to multi-line telephone systems."**

2 **BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:**

3 \* **Section 1.** AS 29.35.134 is amended to read:

4 **Sec. 29.35.134. Multi-line telephone systems.** A municipality may by  
5 ordinance [ELECT TO] require [AN ENHANCED 911 SYSTEM FROM] a multi-line  
6 telephone system operator to comply with this section if, after January 1, 2019, the  
7 system operator

8 (1) upgrades an existing multi-line telephone system; or

9 (2) installs a new multi-line telephone system [. A MULTI-LINE

10 TELEPHONE SYSTEM OPERATOR MUST ARRANGE TO UPDATE THE  
11 AUTOMATIC LOCATION IDENTIFICATION DATABASE WITH AN  
12 APPROPRIATE MASTER STREET ADDRESS GUIDE, VALID ADDRESS, AND  
13 CALLBACK NUMBER FOR EACH MULTI-LINE TELEPHONE SYSTEM  
14 TELEPHONE, SO THAT THE LOCATION INFORMATION SPECIFIES THE  
15 EMERGENCY RESPONSE LOCATION OF THE CALLER. A MULTI-LINE

1 TELEPHONE SYSTEM OPERATOR IS CONSIDERED TO BE IN COMPLIANCE  
2 WITH THIS SECTION WHEN THE MULTI-LINE TELEPHONE SYSTEM  
3 COMPLIES WITH ENHANCED 911 GENERALLY ACCEPTED INDUSTRY  
4 STANDARDS AS DEFINED BY THE REGULATORY COMMISSION OF  
5 ALASKA. FOR PURPOSES OF THIS SECTION,

6 (1) "CALLBACK NUMBER" MEANS A NUMBER USED BY THE  
7 PUBLIC SAFETY ANSWERING POINT TO RE-CONTACT THE LOCATION  
8 FROM WHICH A 911 CALL IS PLACED; THE NUMBER MAY OR MAY NOT  
9 BE THE NUMBER OF THE STATION USED TO ORIGINATE THE 911 CALL;

10 (2) "EMERGENCY RESPONSE LOCATION" MEANS THE  
11 LOCATION TO WHICH A 911 EMERGENCY RESPONSE TEAM MAY BE  
12 DISPATCHED THAT IS SPECIFIC ENOUGH TO PROVIDE A REASONABLE  
13 OPPORTUNITY FOR THE EMERGENCY RESPONSE TEAM TO QUICKLY  
14 LOCATE A CALLER ANYWHERE WITHIN IT;

15 (3) "MASTER STREET ADDRESS GUIDE" MEANS A  
16 DATABASE OF FORMATTED STREET NAMES, NUMERICAL ADDRESSES  
17 OR ADDRESS RANGES, AND OTHER PARAMETERS DEFINING VALID  
18 LOCATIONS AND EMERGENCY SERVICES ZONES, AND THEIR  
19 ASSOCIATED EMERGENCY SERVICES NUMBERS, THAT ENABLES THE  
20 PROPER ROUTING AND RESPONSE TO 911 CALLS;

21 (4) "MULTI-LINE TELEPHONE SYSTEM" MEANS A SYSTEM  
22 MADE UP OF COMMON CONTROL UNITS, TELEPHONE SETS, AND  
23 CONTROL HARDWARE AND SOFTWARE, INCLUDING NETWORK AND  
24 PREMISES BASED SYSTEMS SUCH AS CENTREX AND PBX, HYBRID, AND  
25 KEY TELEPHONE SYSTEMS, AS CLASSIFIED BY THE FEDERAL  
26 COMMUNICATIONS COMMISSION UNDER PART 68 REQUIREMENTS, AND  
27 INCLUDING SYSTEMS OWNED OR LEASED BY GOVERNMENTAL  
28 AGENCIES OR NONPROFIT ENTITIES, AS WELL AS FOR PROFIT ENTITIES;

29 (5) "MULTI-LINE TELEPHONE SYSTEM OPERATOR" MEANS  
30 AN ENTITY THAT OWNS, LEASES, OR RENTS FROM A THIRD PARTY, AND  
31 OPERATES A MULTI-LINE TELEPHONE SYSTEM THROUGH WHICH A

1 CALLER MAY PLACE A 911 CALL THROUGH A PUBLIC SWITCHED  
2 NETWORK].

3 \* **Sec. 2.** AS 29.35.134 is amended by adding new subsections to read:

4 (b) The operator of a multi-line telephone system that is required to comply  
5 with this section shall ensure that the system

6 (1) allows a caller to call 911 by dialing 911 directly without an  
7 additional code, digit, prefix, postfix, or trunk-access code;

8 (2) for every 911 call made using the system, provides to the public  
9 safety answering point receiving the call verified automated number and location  
10 information for the call, including

11 (A) the street name, valid address, and business name, if  
12 applicable;

13 (B) the direct callback telephone number;

14 (C) the office, unit, or building number, as applicable;

15 (D) the room number or equivalent designation;

16 (E) if the multi-line telephone system operates for a building  
17 that has more than one floor, the building floor;

18 (F) if the multi-line telephone system operates for more than  
19 one building, the

20 (i) building number or equivalent designation; and

21 (ii) building floor; and

22 (3) has a location database that stores the information required under  
23 (2) of this subsection and that the system is updated

24 (A) as soon as practicable after the system is installed; and

25 (B) within one business day after completion of any changes  
26 made to the system or the physical characteristics of the facility where the  
27 system is used; this subparagraph does not apply to changes incurred during  
28 the installation of the system.

29 (c) Information in a location database created under (b)(3) of this section

30 (1) is owned by the multi-line telephone system operator that supplied  
31 the information;



1 (2) may not be shared, except as required by law; and

2 (3) may not be used by a public safety answering point for any purpose  
3 except to facilitate an emergency response to a 911 call.

4 (d) The operator of a multi-line telephone system that is not required by  
5 ordinance to comply with this section and that does not allow for direct 911 dialing  
6 shall post, in a visible place not more than five feet from each telephone that is  
7 connected to the multi-line telephone system, a notice that

8 (1) states that 911 services cannot be accessed by dialing 911 directly  
9 on the telephone;

10 (2) indicates how a caller may access 911 services through the  
11 telephone;

12 (3) is printed in contrasting colors in a bold font not smaller than 16  
13 points;

14 (4) includes the following information, as applicable, about the  
15 location of the telephone:

16 (A) the street address and business name;

17 (B) the office, unit, or building number;

18 (C) the room number or equivalent designation.

19 (e) In this section,

20 (1) "multi-line telephone system" includes

21 (A) a network or premises-based telephone system

22 (i) installed at an end-use location that uses common  
23 control units, common telephone, and common control hardware and  
24 software to provide a connection to the public;

25 (ii) such as Centrex, Voice over Internet Protocol, and  
26 PBX, Hybrid, and Key Telephone Systems, as classified by the Federal  
27 Communications Commission under 47 C.F.R. Part 68 requirements;  
28 and

29 (B) systems owned or leased by government agencies and  
30 nonprofit and for-profit entities;

31 (2) "multi-line telephone system operator" means an entity that owns,

- 1 leases, or rents from a third party, and operates a multi-line telephone system by which
- 2 a caller may place a 911 call through a public switched network.

# Alaska State Statutes and Authority

## AS 29.35.131. 911 Surcharge.

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

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

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

(d) A local exchange telephone company or wireless telephone company that has collected the enhanced 911 surcharge shall remit the amounts collected to the municipality no later than 60 days after the end of the month in which the amount was collected. From each remittance made in a timely manner under this subsection, the telephone company is entitled to deduct and retain the greater of one percent of the collected amount or \$150 as the cost of administration for collecting the enhanced 911 surcharge. In addition, a wireless telephone company is entitled to full recovery of the recurring and nonrecurring costs associated with implementation and operation of Phase I E911 service as allowed under Federal Communications Commission proceedings entitled "Revision of the

Commission's Rules to Ensure Compatibility with Enhanced 9-1-1 Emergency Calling Systems" (CC Docket No. 94-102; RM-8143).

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

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

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

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

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

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

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

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

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

(5) expenses required to develop and maintain all information necessary to properly inform call takers as to location address, type of emergency, and other information directly relevant to the 911 call-taking and transferring function, including automatic location identification and automatic number identification databases.

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

911 system or uses the enhanced 911 system in that enhanced 911 service area, the department must be a party to the agreement.

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

End of Alaska Statute

**AS 29.35.131. 911 Surcharge.**

**CITY OF CORDOVA, ALASKA  
RESOLUTION 12-18-36**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,  
REINSTATING THE E-911 SURCHARGE IMPLEMENTED IN RESOLUTION 08-10-49 AND  
REPEALING RESOLUTION 03-12-20, WHICH SUSPENDED THE SURCHARGE PENDING  
THE ACQUISITION AND ACTIVATION OF AN ENHANCED 911 SYSTEM**

**WHEREAS**, Alaska Statute 29.35.131 authorizes a municipality to impose an “enhanced 911 surcharge” in an amount not to exceed \$2.00 per month on local exchange wireline and wireless telephone numbers for the purpose of supporting enhanced 911 system (“e911”) services; and

**WHEREAS**, state law requires a municipality to notify telephone customers subject to the surcharge, in writing, when the surcharge amount is changed or imposed, and provide an explanation of the use of the surcharge; and

**WHEREAS**, the City of Cordova (“City”) imposed a \$2.00 surcharge for e911 system implementation and operation via Resolution 08-10-49 but suspended that surcharge via Resolution 03-12-20 when a system could not be acquired and activated by the City; and

**WHEREAS**, the City is currently in the process of acquiring and implementing an enhanced 911 system and has determined that reinstating the e-911 surcharge at its original rate of \$2.00 is necessary to fund basic operating and maintenance costs of the enhanced 911 program,

**NOW, THEREFORE BE IT RESOLVED THAT:**

**Section 1**

A. \$2.00 per month shall be collected for each local exchange access line and each wireless telephone number that is billed or sold to a customer with an address within the City for the purpose of funding the maintenance and implementation of an enhanced 911 system in the City.

B. A wireline telephone or wireless telephone customer shall not be subject to more than one surcharge per local access line or wireless telephone number. A customer that has more than 100 local exchange access lines from a local exchange telephone company in the City is liable for the enhanced 911 surcharge only on 100 local exchange access lines.

C. The telephone companies shall bill and collect the surcharge from its wireline and wireless telephone customers who are subject to the surcharge. The surcharge shall be stated as a separate line item on the billing statement or similar document. Telephone companies and wireless telephone companies that collect the enhanced 911 surcharge shall remit the amount collected to the City no later than 60 days after the end of the month in which the amount was collected. From each remittance made in a timely manner under this subsection, the telephone company is entitled to deduct and retain the greater of one percent of the collected amount or \$150 as the cost of administration for collecting the enhanced 911 surcharge. In

addition, a wireless telephone company is entitled to full recovery of the recurring and nonrecurring costs associated with implementation and operation of Phase 1 E911 service as allowed under Federal Commission proceedings entitled "Revision of the Commission's Rules to Ensure Compatibility with Enhanced 911 Emergency Calling Systems" and AS 29.35.131(d).

D. A wireless or wireline telephone customer is liable for payment of the surcharge in the amounts billed by the telephone company until the amounts have been paid to the telephone company.

E. The City shall notify telephone customers subject to the surcharge in writing, and provide an explanation of the use of the surcharge amount.

**Section 2**

Resolution 03-12-20 is repealed to the extent it contradicts this resolution.

**PASSED AND APPROVED THIS 19<sup>th</sup> DAY OF DECEMBER 2018.**

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

ATTEST:

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

not passed referred to staff 12-19-2018

**CITY OF CORDOVA, ALASKA  
RESOLUTION 03-12-20**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,  
SUSPENDING THE COLLECTION OF AN E-911 SURCHARGE ON ALL LANDLINES  
AND WIRELESS TELEPHONES IN CORDOVA**

**WHEREAS**, On October 20, 2010, the Cordova City Council approved resolution 08-10-49 which authorized the third party collection of a surcharge on all landlines and wireless telephones for the purposes of supporting an enhanced 911 system and;

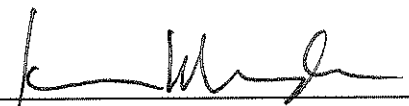
**WHEREAS**, the City of Cordova has not secured any grants or budgeted any City funds in the Fiscal Year 2012 Budgets toward implementing an enhanced 911 service; and

**WHEREAS**, acquisition of and activation of an enhanced 911 system is unlikely to occur in the near future.

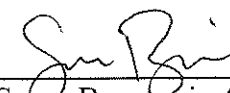
**NOW, THEREFORE BE IT RESOLVED THAT** the City Council of Cordova, Alaska, hereby suspends the surcharge collection authorization until an enhanced 911 system has been acquired and activated.

**PASSED AND APPROVED THIS 21<sup>ST</sup> DAY OF MARCH, 2012.**



  
James Kallander, Mayor

ATTEST:

  
Susan Bourgeois, City Clerk



**CITY OF CORDOVA, ALASKA  
RESOLUTION 08-10-49**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,  
DIRECTING THE IMPOSITION OF AN E-911 SURCHARGE**

**WHEREAS**, a reliable 911 system is vital to the safety of a community, and any 911 system is useless unless the emergency dispatcher can determine the location of the caller; and

**WHEREAS**, the Emergency Dispatch center of the City of Cordova Police Department no longer has the ability to identify and locate an unconscious or disabled 911 caller if they are unable to speak or if they have their phone number "blocked" for Caller I.D.; and

**WHEREAS**, an enhanced 911 system is desperately needed so that in the event of a serious incident or medical emergency, our family, friends and community can be assured that their police, fire and emergency medical personnel will know exactly who they are and where they are so help can be sent to them immediately; and

**WHEREAS**, the City of Cordova faces a tremendous liability exposure in the event of disability or death of a 911 caller due to the inability to get to the scene in a timely manner; and

**WHEREAS**, the Enhanced 911 system will have reverse 911 capability, greatly enhancing communication of imminent danger to residents of Cordova; and

**WHEREAS**, AS29.35.131(a) authorizes a municipality to impose a 911 surcharge of up to \$2.00 (Two Dollars) per month for each wire line and wireless phone in the community to be used for acquisition and maintenance of an Enhanced 911 system; and

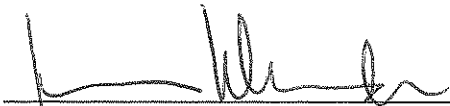
**WHEREAS**, AS29.35.131(b) states that "a local exchange telephone company providing service in a municipality that has imposed an enhanced 911 surcharge shall bill each month and collect the surcharge from customers in the enhanced 911 service area. A wireless telephone company that provides telephone service to wireless telephone customers with billing addresses within the enhanced 911 service area shall impose an enhanced 911 surcharge each month and collect the surcharge from customers in the enhanced 911 service area."; and

**WHEREAS**, all land based telephone companies and wireless telephone companies that collect the enhanced 911 surcharge shall remit the amount collected to the city no later than 60 days after the end of the month in which the amount was collected.

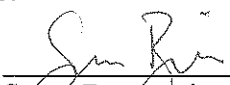
**NOW, THEREFORE BE IT RESOLVED THAT** the City Council of Cordova, Alaska, hereby approves and supports the efforts of City staff to pursue and acquire an enhanced 911 system for the benefit of the people of the community of Cordova, Alaska. It is further resolved that the City of Cordova, in order to fund and maintain an enhanced 911 system, shall implement a \$2.00 (Two Dollars) per wire line and wireless line telephone surcharge in accordance with AS29.35.131.

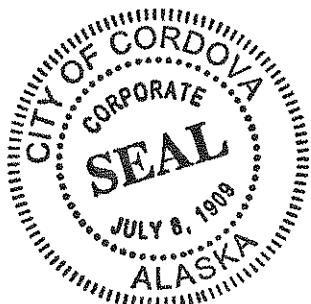
**PASSED AND APPROVED THIS 20<sup>th</sup> DAY OF October, 2010.**

First Reading - 08/04/10, 10/06/10  
Second Reading and Public Hearing - 10/20/10

  
\_\_\_\_\_  
James Kallander, Mayor

ATTEST:

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





**City Council of the City of Cordova, Alaska**  
**Pending Agenda November 4, 2020 Regular Council Meeting**

**A. Future agenda items - topics put on PA with no specific date for inclusion on an agenda** initially put on or revisited

- |   |           |
|---|-----------|
| 1) Investment firms - Manager to put together an Investment Committee to <b>report</b> back to Council              | 9/2/2020  |
| 2) City land management (disposal etal) including <b>disposition of proceeds</b> into City funds                    | 2/19/2020 |
| 3) City Manager authority re: purchases/contracts and whether budgeted/unbudgeted - <b>new finance director</b>     | 2/19/2020 |
| 4) Ordinance change ( <b>Title 4</b> ) before a new CBA gets negotiated - so Council has a role in approval process | 2/19/2020 |
| 5) Refuse - how we do it - i.e. residential vs. neighborhood dumpsters - worksession <b>June 2020</b>               | 2/19/2020 |
| 6) Resolutions/actions regarding emergency, special meetings, throughout <b>COVID-19 emer/disaster</b> declaration  | 3/18/2020 |
| 7) City impound lot - best place for this; can we move all the vehicles in front of public safety bldg              | 9/2/2020  |
| 8) RFP for City Assessor - to discuss at <b>2021 budget</b> prep  | 9/16/2020 |
| 9) Continuity of gov't/ succession of gov't discussion (Acting CM/Interim CM) - <b>budget 2021</b> discussion       | 9/16/2020 |

**B. Resolutions, Ordinance, other items that have been referred to staff**

- |  |           |
|--|-----------|
| 1) <b>Disposal of ASLS 79-258</b> by "out to proposals" referred to staff for more information to return before <b>12/31/20</b>                                    | 9/16/2020 |
| 2) <b>Res 05-20-18</b> re CCMC sale committee, referred to staff at <b>5/6/20</b>  | 5/6/2020  |
| 3) <b>Res 12-18-36</b> re E-911, will be back when a plan has been made, referred <b>12/19/18</b><br>report and discussion scheduled for the 11/4/2020 reg meeting | 2/19/2020 |

**C. Upcoming Meetings, agenda items and/or events: with specific dates**

- |  |  |
|--|--|
| 1) Capital Priorities List and Resolution to come before Council quarterly ( <b>included here</b> )  |  |
|  | <b>12/2/2020                      3/3/2021                      6/2/2021                      9/15/2021</b>    |
| 3) Staff quarterly reports will be in the following packets:   |  |
|  | <b>1/20/2021                      4/21/2021                      7/21/2021                      10/20/2021</b> |
| 4) Joint City Council and School Board Meetings - twice per year, October & April<br>6pm @ CHS before Sch Bd mtg <b>10/14/2020</b> 6pm before Council Mtg @ CC <b>4/7/2021</b> |  |
| 5) USCG City designation appreciation and Senator Dan Sullivan visit weekend of <b>October 10-11</b>   |  |
| 6) Clerk's evaluation - each year in <b>Feb</b> or <b>Mar</b>  |  |
| 7) City Manager's evaluation - <b>October 2020</b> and each year in October or possibly <b>January 2021</b>  |  |

**D. Council adds items to Pending Agenda in this way:**

item for action	tasking which staff: Mgr/Clrk?	proposed date
1) ...		
2) ...		
3) ...		

Mayor Koplín 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 November 4, 2020 Regular Council Meeting**

**E. Membership of existing advisory committees of Council formed by resolution:**

- 1) Fisheries Advisory Committee:**      1-John Williams (fisheries educ/Mar Adv Prgm)      2-Jeremy Botz (ADF&G)  
 re-auth res 01-20-04 approved Jan 15, 2020      3-vacant (processor rep)      4-Jim Holley (marine transportation/AML)  
 auth res 04-03-45 approved Apr 16, 2003      5-Chelsea Haisman (fish union/CDFU)      6-Tommy Sheridan (aquaculture/PWSAC)
  
- 2) Cordova Trails Committee:**      1-Elizabeth Senear      2-Toni Godes  
 re-auth res 11-18-29 app 11/7/18      3-Dave Zastrow      4-Ryan Schuetze  
 auth res 11-09-65 app 12/2/09      5-Wendy Ranney      6-Michelle Hahn
  
- 3) Fisheries Development Committee:**      1-Warren Chappell      2-Andy Craig      3-Bobby Linville  
 authorizing resolution 12-16-43      4-Gus Linville      5-vacant      6-Bob Smith  
 reauthorization via Res 11-19-51      7- Ron Blake      8- John Whissel  
 approved 11/20/2019

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

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

<b>Robert Beedle</b>	re-appointed March 2020	2 year term until March 2022
	re-appointed June 2018	
	re-appointed March 2016	
	re-appointed March 2014	
	appointed April 2013	
  
- 2) Prince William Sound Aquaculture Corporation Board of Directors**

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

<b>Mike Anderson</b>	appointed April 2016	until completion of project
<b>Sylvia Lange</b>	alternate	

**CITY OF CORDOVA, ALASKA  
RESOLUTION 05-20-17**

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

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

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

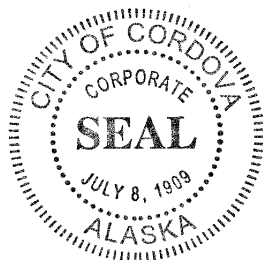
1. Port and Harbor Renovations
  - a. South Harbor replacement (G, H & J floats priority)
  - b. Harbor basin expansion
  - c. General upgrades (north harbor sidewalks, waste oil building, harbor crane)
2. Upgrade Community Water Supply
3. Large Vessel Maintenance Facility
  - a. Shipyard building
  - b. Shipyard expansion and improvements
4. Public Safety Building
5. Road Improvements / ADA Sidewalk Improvements
  - a. Second Street
  - b. 6<sup>th</sup> & 7<sup>th</sup> Streets sidewalk/drainage project
  - c. Ferry terminal sidewalk
  - d. General street and sidewalk improvements


and;

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


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

**PASSED AND APPROVED THIS 6<sup>th</sup> DAY OF MAY 2020**



  
\_\_\_\_\_  
Clay R. Koplín, Mayor

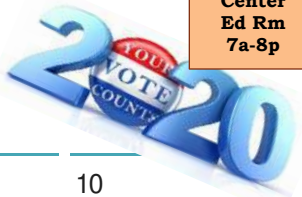
ATTEST:

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

# November 2020

CALENDAR MONTH	NOVEMBER
CALENDAR YEAR	2020
1ST DAY OF WEEK	SUNDAY




Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 absentee voting Cordova Center Atrium 8a-5p	3 voting Cordova Center Ed Rm 7a-8p	4 6:00 Council work session 6:45 Council pub hrg CCAB 7:00 Council reg mtg CCAB	5	6	7
8	9	10 6:30 P&Z CCAB	11 Veterans Day Holiday-City Hall Offices Closed 6:00 Harbor Cms CCAB 7:00 Sch Bd HSL	12	13	14
15	16	17	18 5:30 CTC Board Meeting 6:00 Council work session 7:00 Council reg mtg CCAB	19	20	21
22	23	24	25	26 Thanksgiving Holiday-City Hall Offices Closed 11/ 26-27 6:00 CCMCAB HCR	27	28
29	30	1 6:00 P&R CCAB	2 6:00 CEC Board Meeting	3	4 CSD Holiday no school 11/ 26-27	5



6	7	Notes				
		Legend: CCAB-Community Rms A&B HSL-High School Library	CCA-Community Rm A CCB-Community Rm B CCM-Mayor's Conf Rm CCER-Education Room	LN-Library Fireplace Nook CRG-Copper River Gallery HCR-CCMC Conference Room		Cncl - 1st & 3rd Wed P&Z - 2nd Tues SchBd, Hrb Cms - 2nd Wed CTC - 3rd Wed P&R - last Tues CEC - 4th Wed CCMCA Bd - last Thurs

# December 2020

CALENDAR MONTH **DECEMBER**  
 CALENDAR YEAR **2020**  
 1ST DAY OF WEEK **SUNDAY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	1	2	3	4	
			6:00 Council work session 7:00 Council reg mtg CCAB		Holiday Bazaar/Moonlight Madness 5-9pm 12/4, 12/11, 12/18 and 10a-5p 12/5, 12/12, 12/19	
6	7	8	9	10	11	12
		6:30 P&Z CCAB	6:00 Harbor Cms CCAB 7:00 Sch Bd HSL		Holiday Bazaar/Moonlight Madness 5-9pm 12/4, 12/11, 12/18 and 10a-5p 12/5, 12/12, 12/19	
13	14	15	16	17	18	19
			5:30 CTC Board Meeting		CSD end 2Q	
			6:00 Council work session 6:45 Council pub hrg CCAB 7:00 Council reg mtg CCAB			Holiday Bazaar/Moonlight Madness 5-9pm 12/4, 12/11, 12/18 and 10a-5p 12/5, 12/12, 12/19
20	21	22	23	24	25	26
	Solstice 	CSD Winter Break 12/ 21-1/ 3	I ❤️ Winter Break!	6:00 CCMCAB HCR	City Hall Closed Christmas Holiday 12/ 25 	
27	28	29	30	31	1	2
			CSD Winter Break 12/ 21-1/ 3			

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

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

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

## Mayor and City Council - Elected

seat/length of term	email	Date Elected	Term Expires
<b>Mayor:</b> 3 years	<b>Clay Koplin</b> <a href="mailto:Mayor@cityofcordova.net">Mayor@cityofcordova.net</a>	Mar 1, 2016 Mar 5, 2019	March-22
Council members:			
Seat A: 3 years	<b>Tom Bailer</b> <a href="mailto:CouncilSeatA@cityofcordova.net">CouncilSeatA@cityofcordova.net</a>	March 5, 2019	March-22
Seat B: 3 years	<b>Cathy Sherman</b> <a href="mailto:CouncilSeatB@cityofcordova.net">CouncilSeatB@cityofcordova.net</a>	March 3, 2020	March-23
Seat C: 3 years	<b>Jeff Guard</b> <a href="mailto:CouncilSeatC@cityofcordova.net">CouncilSeatC@cityofcordova.net</a>	Mar 5, 2017 Mar 3, 2020	March-23
Seat D: 3 years	<b>Melina Meyer, Vice Mayor</b> <a href="mailto:CouncilSeatD@cityofcordova.net">CouncilSeatD@cityofcordova.net</a>	March 6, 2018	March-21
Seat E: 3 years	<b>Anne Schaefer</b> <a href="mailto:CouncilSeatE@cityofcordova.net">CouncilSeatE@cityofcordova.net</a>	Mar 6, 2018 Dec 6, 2017	March-21
Seat F: 3 years	<b>David Allison</b> <a href="mailto:CouncilSeatF@cityofcordova.net">CouncilSeatF@cityofcordova.net</a>	March 5, 2019 March 1, 2016	March-22
Seat G: 3 years	<b>David Glasen</b> <a href="mailto:CouncilSeatG@cityofcordova.net">CouncilSeatG@cityofcordova.net</a>	March 5, 2019	March-22

elected by encl

## Cordova School District School Board - Elected

length of term		Date Elected	Term Expires
3 years	<b>Barb Jewell, President</b> <a href="mailto:bjewell@cordovasd.org">bjewell@cordovasd.org</a>	Mar 5, 2013, Mar 1, 2016, Mar 5, 2019	March-22
3 years	<b>Bret Bradford</b> <a href="mailto:bbradford@cordovasd.org">bbradford@cordovasd.org</a>	Mar 3, 2015, Mar 6, 2018	March-21
3 years	<b>Tammy Altermott</b> <a href="mailto:taltermott@cordovasd.org">taltermott@cordovasd.org</a>	Mar 5, 2013, Mar 1, 2016, Mar 5, 2019	March-22
3 years	<b>Peter Hoepfner</b> <a href="mailto:phoepfner@cordovasd.org">phoepfner@cordovasd.org</a>	Mar 7, 2006, Mar 3, 2009, Mar 6, 2012, Mar 3, 2015, Mar 6, 2018	March-21
3 years	<b>Sheryl Glasen</b> <a href="mailto:saglasen@cordovasd.org">saglasen@cordovasd.org</a>	Mar 4, 2014, Mar 7, 2017, Mar 3, 2020	March-23

seat up for re-election in 2021	<b>vacant</b>
board/commission chair	
seat up for re-appt in Nov 20	

# 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	<b>Kelsey Appleton Hayden</b> <a href="mailto:CCMCBoardSeatE@cdvcmc.com">CCMCBoardSeatE@cdvcmc.com</a>	March 3, 2020	March-23
3 years	<b>Greg Meyer, Chair</b> <a href="mailto:CCMCBoardSeatA@cdvcmc.com">CCMCBoardSeatA@cdvcmc.com</a>	Jul 19, 2018, Mar 5, 2019	March-22
3 years	<b>Craig Kuntz, Vice Chair</b> <small>elected by board</small> <a href="mailto:CCMCBoardSeatB@cdvcmc.com">CCMCBoardSeatB@cdvcmc.com</a>	March 26, 2020	March-21
3 years	<b>Linnea Ronnegard</b> <a href="mailto:CCMCBoardSeatC@cdvcmc.com">CCMCBoardSeatC@cdvcmc.com</a>	March 6, 2018	March-21
3 years	<b>Gary Graham</b> <a href="mailto:CCMCBoardSeatD@cdvcmc.com">CCMCBoardSeatD@cdvcmc.com</a>	May 31, 2018, Mar 5, 2019	March-21

## Library Board - Appointed

length of term		Date Appointed	Term Expires
3 years	<b>Mary Anne Bishop, Chair</b>	Nov '06, '10, '13, '16 & '19	November-22
3 years	<b>Wendy Ranney</b>	Apr '13, Nov '15, Nov '18	November-21
3 years	<b>Sherman Powell</b>	June '18, Feb '20	November-22
3 years	<b>Sarah Trumblee</b>	February-18	November-20
3 years	<b>Krysta Williams</b>	February-18	November-20

## Planning Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	<b>Nancy Bird, Vice Chair</b>	Nov '16, '19	November-22
3 years	<b>Mark Hall</b>	Nov '19	November-22
3 years	<b>Scott Pegau</b>	Dec '11, Dec '14, Nov '17	November-20
3 years	<b>John Baenen</b>	Dec '12, Dec '15, Nov '18	November-21
3 years	<b>Tom McGann, Chair</b>	Apr '11, Dec '11, Dec '14, Nov '17	November-20
3 years	<b>Chris Bolin</b>	Sep '17, Nov '18	November-21
3 years	<b>Trae Lohse</b>	Nov '18	November-20

seat up for re-appt in Nov 20

seat up for re-election in 2021

*vacant*

board/commission chair



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

## Harbor Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	<b>Mike Babic</b>	Nov '17	November-20
3 years	<b>Andy Craig</b>	Nov '16, '19	November-22
3 years	<b>Max Wiese</b>	Mar '11, Jan '14, Nov '17	November-20
3 years	<b>Ken Jones</b>	Feb '13, Nov '16, Nov '19	November-22
3 years	<b>Jacob Betts, Chair</b>	Nov '15, '18	November-21

## Parks and Recreation Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	<b>Wendy Ranney, Chair</b>	Aug '14, Nov '15, Nov '18	November-21
3 years	<b>Henk Kruithof</b>	Nov '19	November-22
3 years	<b>Ryan Schuetze</b>	Aug '18	November-21
3 years	<b>Kirsti Jurica</b>	Nov '18	November-21
3 years	<b>Marvin VanDenBroek</b>	Feb '14, Nov '16, Nov '19	November-22
3 years	<b>Karen Hallquist</b>	Nov '13, '16, '19	November-22
3 years	<b>Dave Zastrow</b>	Sept '14, Feb '15, Nov '17	November-20

## Historic Preservation Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	<b>Cathy Sherman, Chair</b>	Aug '16, Nov '19	November-22
3 years	<b>Heather Hall</b>	Aug '16, Feb '20	November-22
3 years	<b>Sylvia Lange</b>	Nov '19	November-22
3 years	<b>John Wachtel</b>	Aug '16, Nov '18	November-21
3 years	<b>Wendy Ranney</b>	Nov '18	November-21
3 years	<b>Nancy Bird</b>	Nov '17, Nov '18	November-21
3 years	<b>Jim Casement</b>	Nov '17	November-20

seat up for re-election in 2021

board/commission chair

seat up for re-appt in Nov 20

**vacant**