

Mayor
James Kallander

Council Members
Keith van den Broek
James Kacsh
David Allison
Bret Bradford
EJ Cheshier
David Reggiani
Robert Beedle

City Manager
Mark Lynch

City Clerk
Susan Bourgeois

Deputy Clerk
Robyn Kincaid

Student Council
Shyla Krukoff

**REGULAR COUNCIL MEETING
DECEMBER 21, 2011 @ 7:30 PM
LIBRARY MEETING ROOM**

AGENDA

A. CALL TO ORDER

B. INVOCATION AND PLEDGE OF ALLEGIANCE

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

C. ROLL CALL

Mayor James Kallander, Council members Keith van den Broek, James Kacsh, David Allison, Bret Bradford, EJ Cheshier, David Reggiani and Robert Beedle

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

E. DISCLOSURES OF CONFLICTS OF INTEREST

F. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

1. Guest Speakers - None
2. Audience comments regarding agenda items..... (3 minutes per speaker)
3. Chairpersons and Representatives of Boards and Commissions
(Harbor, HSB, Parks & Rec, P&Z, School Board)
 - a. Student Council Representative

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

4. Proclamation of Appreciation to Lauren Padawer..... (page 1)
5. Proclamation of Appreciation to Noel Pallas..... (page 2)

H. APPROVAL OF MINUTES

6. Minutes of 11--11 Budget Work Session..... (page 3)
7. Minutes of 12-07-11 Regular Meeting..... (page 5)

I. CONSIDERATION OF BIDS - None

J. REPORTS OF OFFICERS

8. Mayor's Report
9. Manager's Report
10. City Clerk's Report..... (page 11)
11. Staff Reports
 - a. **Josh Hallquist**, COR, Cordova Center Project
 - b. **Cathy Sherman**, Cordova Center Phase 2..... (page 15)

K. CORRESPONDENCE - none

L. ORDINANCES AND RESOLUTIONS

12. Substitute Ordinance 1091..... (voice vote)(page 33)

An ordinance of the City of Cordova, Alaska, authorizing a borrowing in anticipation of the receipt of revenues of the City in the aggregate principal amount of not to exceed \$2,793,918.60 to finance part of the cost of the Cordova Center project; and providing for related matters – 1st reading

13. Ordinance 1092..... (voice vote)(page 38)

An ordinance of the City Council of the City of Cordova, Alaska, enacting Cordova Municipal Code 14.28.005, definitions; and amending Cordova Municipal Code 14.28.010,

Community Health Services Board, 14.28.020, Administration, and 14.28.050, Schedule of Revenue, to provide for the City Council to contract for administration of the Cordova Community Medical Center – 1st reading

14. Ordinance 1093..... (voice vote)(page 43)

An ordinance of the City Council of the City of Cordova, Alaska, amending Cordova Municipal Code 5.12.040, Council approval of contracts; 5.12.050, contract amendments; and 5.12.140, open market procedure; to increase to \$25,000 the amount of a contract that the City Manager may execute, and award by open market procedure, without City Council approval – 1st reading

15. Resolution 12-11-47..... (voice vote)(page 45)

A resolution placing a ballot proposition before the voters at the regular March 6, 2011 election amending Article X, section 10-1 of the City Charter regarding the date of the regular election

16. Resolution 12-11-48..... (voice vote)(page 49)

A resolution of the City Council of the City of Cordova, Alaska, authorizing amendment to the 2011 budget, and authorizing the supplemental appropriation of \$463,250.

M. UNFINISHED BUSINESS

17. Capital Priorities List (Resolution 09-11-39) – looked at quarterly by Council..... (page 64)

N. NEW & MISCELLANEOUS BUSINESS

18. Council approval of P&Z Resolution 11-06 in re Land Disposal Criteria..... (voice vote)(page 65)

19. Pending Agenda and Calendar..... (page 69)

O. AUDIENCE PARTICIPATION

P. COUNCIL COMMENTS

20. Council Comments

Q. EXECUTIVE SESSION

21. Cordova Center Financial Update

R. ADJOURNMENT

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

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CITY OF CORDOVA, ALASKA PROCLAMATION

PROCLAMATION OF APPRECIATION TO LAUREN PADAWER

I, Mayor James Kallander, do hereby issue this Proclamation of Appreciation to Lauren Padawer for her valuable contribution to the City of Cordova.

WHEREAS, Lauren Padawer was appointed to the Planning and Zoning Commission in January 2009; and

WHEREAS, she has spent many personal hours in regular meetings, special meetings and work sessions participating in discussions and helping make important decisions that affect the citizens, the business owners as well as the City government of Cordova; and

WHEREAS, she has worked toward a better community for the citizens of Cordova by impartially weighing all sides of issues and listening attentively to the facts and history of items that appear before the Planning and Zoning Commission.

NOW, THEREFORE, BE IT PROCLAIMED that the Mayor, City Council members and citizens of Cordova do hereby express their sincere appreciation to **Lauren Padawer** for the devotion of her of time and effort while serving as a member of the Planning and Zoning Commission for the City of Cordova, Alaska.

SIGNED THIS 21st DAY OF DECEMBER, 2011

James Kallander, Mayor

CITY OF CORDOVA, ALASKA PROCLAMATION

PROCLAMATION OF APPRECIATION TO NOEL PALLAS

**I, Mayor James Kallander, do hereby issue this Proclamation of
Appreciation to Noel Pallas for his valuable contribution
to the City of Cordova.**

WHEREAS, Noel Pallas was appointed to the Parks and Recreation Commission in November 1999 and reappointed several times, most recently in March 2009; and

WHEREAS, he has spent many personal hours in regular meetings, special meetings and work sessions participating in discussions and helping make important decisions that affect the citizens, the business owners as well as the City of Cordova; and

WHEREAS, he has worked toward a better community for the citizens of Cordova by impartially weighing all sides of issues and listening attentively to the facts and history of items that appear before the Parks and Recreation Commission.

NOW, THEREFORE, BE IT PROCLAIMED that the Mayor, City Council members and citizens of Cordova do hereby express their sincere appreciation to **Noel Pallas** for the devotion of his time and effort while serving as a member of the Parks and Recreation Commission for the City of Cordova, Alaska.

SIGNED THIS 21st DAY OF DECEMBER, 2011

James Kallander, Mayor

**CITY COUNCIL WORK SESSION
NOVEMBER 15, 2011 IMMEDIATELY FOLLOWING
THE SPECIAL MEETING @ 7:00 PM
LIBRARY MEETING ROOM
MINUTES**

A. CALL TO ORDER

Vice-Mayor David Reggiani called the Council Work Session to order at 7:30 pm on November 15, 2011 in the Library Meeting Room.

B. ROLL CALL

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

C. COMMUNICATIONS BY AND PETITIONS FROM VISITORS

1. Audience Comments regarding agenda items - none

D. WORK SESSION TOPIC

2. 2012 Budget

Lynch suggested they review the general fund, the enterprise funds, the capital requests and then the fees. Council concurred.

General fund

Council budget: increased slightly in travel since more are going to training and AML.

Clerk's budget: Council cut the line item of temp employees.

City Manager budget: increased mostly for the City Manager's increase, the rest would be for the Assistant City Manager plus the 2% increase that all union employees received.

Finance budget: wants to start accepting credit cards this year. This will require some professional development/ training for employees applying the new service.

Planning budget: Considering the amount of land being sold Council voiced the concern that legal fees may not be high enough. *Lynch* responded that we pay for it then the buyer pays us back so it's a wash.

DMV budget: 10% of the Police Chief's and the Chief's assistant's salaries have been allocated here as they are involved in supervisory roles. Council discussed starting a vehicle removal fund for the future starting with \$33K for this year.

Law Enforcement budget: The new Police Chief was able to reduce this budget amount.

Jail Operations budget: Council is concerned that they may be under-budgeting overtime pay. Council set law enforcement and jail operations aside for when *Chief Bob* can be in attendance.

Fire & EMS budget: salary is slightly increased for a new Fire Marshal who has not been hired yet. The professional development is higher because fire conference fees have increased.

Disaster Management budget: is not for a pet shelter this year just for short term consumable supplies.

Information Services budget: slight decrease because of the change in salary lines.

Facility Utilities budget: is new in an effort to make utility expenses easier to track financially.

Public Works Administration budget: not much change from 2011

Facility Maintenance budget: a new position is included and also small maintenance issues.

Street Maintenance budget: decreased because chip sealing has been moved to Capital expenses.

Council asked *Lynch* to look into the street light expenses.

Snow Removal budget: went up by \$20

Equipment Maintenance budget: includes the new lead mechanic position.

Parks Maintenance budget: decreased due to reductions in equipment furnishings and improvements.

Cemetery Maintenance budget: increased slightly to continue with the good work being done.

Recreation (Bidarki) budget: salary increased for the 2% but stayed pretty flat. Temporary employees were high last year due to a maternity leave. It shouldn't go that high again this year. New boiler is in.

Pool budget: salary increase with the 2% and an increase for small repairs and maintenance.

Ski Hill budget: same as last year but **Lynch** would like to see the ski hill become more self-sufficient in the future. **Kacsh** stated he does not mind funding the ski hill. **Beedle** stated that when it snows it is heavily used by the community. **Susie Herschleb** stated that they, at the parks and rec level, have looked into some other revenue generating options for the off season. **Mayor Kallander** stated that the ski hill income has increased substantially recently and it would not be unreasonable to look into it.

Non-Departmental budget: they are not allocating any liability insurance for the Ski Hill. The attorney fees have been increased as well as IT fees. We have been utilizing the attorney's more and the hospital chose to use a different IT company which caused our IT fees to increase.

Long-Term Debt Services: would have decreased except for the construction of the ILP.

Inter-Fund Transfers: is a calculation from the timber receipts which are decreasing because the money we get every year is less and we took on the new debt of the ILP building.

Transfers to Other Entities: everything stayed the same even though the school asked for more.

Council asked **Lynch** to put a value on waste oil for the **Schools in Kind Service**.

Lynch explained that the amount budgeted for the Hospital is an estimate. They budgeted the difference between previous years and what they may be funding this year of \$400K as a Capital expense.

Total of Expenditures: just over \$10.5M for a balanced budget down to the penny. **Lynch** explained that they got the budget as tight as they could get it then used the Property Tax revenue line to make it balance.

Council took at 5-minute recess at 8:50 pm; the work session reconvened at 8:55 pm

Investment Earnings: allocated about \$300K going towards the investments, \$161K from the reserve fund, \$66K from the general fund and about \$80K from the enterprise funds.

Public Safety building fund (proposal): from the Chief to set aside \$50K per year for site work etc.

E-911 fund (proposal): a match for a potential grant of \$120K to be repaid by the surcharge.

Ambulance Replacement fund: originally set up for what we thought we were going to get from ambulance operations. The Volunteer Fire Department is the only entity that can collect the money and then will turn it over to the City. This is still in process so it stayed budgeted as the same as before.

Grant Sources: getting very hard to get. This item only lists the grants we are certain to get this year.

E. AUDIENCE PARTICIPATION - None

F. COUNCIL COMMENTS

Beedle thanked staff for the work they put into the budget

G. ADJOURNMENT

M/Kacsh S/Beedle to adjourn the work session at 9:23 PM.

Hearing no objection, the meeting was adjourned.

Approved:

Attest: _____

Robyn Kincaid, Deputy City Clerk

**CITY COUNCIL REGULAR MEETING
DECEMBER 07, 2011 @ 7:30 PM
LIBRARY MEETING ROOM
MINUTES**

A. CALL TO ORDER

Mayor James Kallander called the Council Regular Meeting to order at 7:30 pm on December 7, 2011, in the Library Meeting Room.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Mayor Kallander announced that for the 7 years he has been on Council almost every meeting has been led by an invocation from *Corrine Erickson* who passed away recently. There will be a Memorial Service at the Little Chapel at 2:00 pm this Sunday.

Mayor Kallander led the audience in the Pledge of Allegiance.

C. ROLL CALL

Present for roll call were *Mayor James Kallander* Council members *Keith van den Broek* (via teleconference), *James Kacsh*, *David Allison* (via teleconference), *Bret Bradford*, *EJ Cheshier*, *David Reggiani* (via teleconference), and *Robert Beedle*. Also present was Acting City Manager *Cathy Sherman* and City Clerk *Susan Bourgeois*.

D. APPROVAL OF REGULAR AGENDA

M/Kacsh S/Bradford to approve the Regular Agenda.

Vote on motion: 7 yeas, 0 nays. Cheshier – yes; Reggiani – yes; Beedle – yes; van den Broek – yes; Kacsh – yes; Allison – yes and Bradford – yes. Motion passes.

E. DISCLOSURES OF CONFLICTS OF INTEREST – None**F. COMMUNICATIONS BY AND PETITIONS FROM VISITORS**

1. Guest Speakers - None

2. Audience comments regarding agenda items

Tom Bailer, 304 Orca Inlet drive, spoke in regard to the water repair bills and fixing service lines. He doesn't know when it changed but it seems unfair. It should be the City's responsibility to be sure these things are put in right. The electric company used to do a credit up to a certain amount and the home owner paid above that amount. *Mayor Kallander* asked if *Bailer* would like to see it changed to the property line or to the curb stop. *Bailer* stated that he is assuming that the curb stop is at the property line. *Mayor Kallander* stated that the City will be looking into it.

3. Chairpersons and Representatives of Boards and Commissions

Jim Nygaard, Superintendent of Schools, 3rd party asbestos review coming into the district to review what has been removed and what is remaining. Substantial completion walk-through for the ILP building is on Friday. They will be moving into the building over Christmas Break. The last modular has been sold and will be out in the spring. That area will be cleaned up and developed for better parking off the street. *Dr. Linda Chamberlin* will be presenting for the January Teacher in-service. Department of Education head is coming in to help celebrate *Cara Heitz Teacher of the Year award*. Mt. Eccles is finishing up some small nickel and dime issues. They are still having a wind/water issue. The new gym is getting more and more use. The waste oil burner is using up about 2000 gallons of waste oil a month. *Beedle* asked if the waste oil burner is covering most of their heat. *Nygaard* responded that it provides the majority of the heat. It is doing a great job.

Shyla Krukoff reported for the Student Council that they are trying to get the students more involved. They had dance day, where they play music between classes and some people dance and it just helps

boost spirits. Deck the halls competition is going on now between grades decorating the hallways. The 21st is a Federal FL (Fun Level) Testing day.

G. APPROVAL OF CONSENT CALENDAR

Mayor Kallander informed Council that the Consent Calendar was before them.

4. Resolution 12-11-44

A resolution of the City Council of the City of Cordova, Alaska adopting an alternative allocation method for the FY12 Shared Fisheries Business Tax program and certifying that this allocation method fairly represents the distribution of significant effects of fisheries business activity in the Prince William Sound Fisheries Management Area

5. Resolution 12-11-45

A resolution of the City Council of the City of Cordova, Alaska, authorizing amendment to the 2011 budget, and the transfer of prior appropriation of \$70,000 for the purchase of a Gehl Skid Steer loader

Vote on Consent Calendar: 7 yeas, 0 nays. Reggiani – yes; Beedle – yes; van den Broek – yes; Kacsh – yes; Allison – yes; Bradford – yes and Cheshier – yes. Consent Calendar was approved.

H. APPROVAL OF MINUTES

M/Cheshier S/Kacsh to approve the minutes.

6. Minutes of 11-02-11 Regular Meeting

7. Minutes of 11-15-11 Special Meeting

8. Minutes of 11-16-11 Regular Meeting

9. Minutes of 11-28-11 Special Meeting

Vote on motion: 7 yeas, 0 nays. Beedle – yes; van den Broek – yes; Kacsh – yes; Allison – yes; Bradford – yes; Cheshier – yes and Reggiani – yes. Motion passes.

I. CONSIDERATION OF BIDS - None

J. REPORTS OF OFFICERS

10. Mayor's Report

Mayor Kallander reported that he met with staff concerning negotiations with Dokoozian. They may need to call a special meeting. The Providence contract should be complete by the end of the week and will go to HSB. He stated that he will be heading to Juneau with John Bitney and will be briefed on PERS and governance of CCMC. He also had quite a few meetings on the Sound Developer. **Kacsh** stated that while he is in Juneau he might look into the EVOS funds. **Mayor Kallander** replied that things are rolling and we are in good shape. **Bradford** asked if they have sent letters in regards to 36 mile bridge? Could we get a commissioner here? **Mayor Kallander** responded that it may be too early, might wait till spring. They could bring the director down to talk to them if they would like. **Bradford** stated he would like to have a letter of our concerns on record. **Mayor Kallander** announced that our new Senator, **Senator Gary Stevens**, will be coming to town from Kodiak. He would like to have a reception for him on Monday the 11th. **Beedle** asked about the ferry. **Mayor Kallander** asked that he write a letter to Tim Joyce, our representative on MTAB.

11. Manager's Report – written report in packet

12. City Clerk's Report – written report in packet

13. Staff Reports

a. **Josh Hallquist**, COR, Cordova Center Project

Hallquist handed out a written report and verbally reported that the welder showed up a couple days ago. They are expecting 3 more guys soon. The last concrete wall was poured yesterday. There will be a couple more weeks of concrete work. The rock wall is going good. The roofers have started. They are deciding soon if they will be tenting it and laying shingles this winter or waiting till spring. **Bradford**

asked what *Hallquist* would prefer on the roofing. *Hallquist* responded that it will depend on the cost. The concrete work was slowed due to the snow dump; the framers were removing snow from the site.

b. **Cathy Sherman**, Cordova Center Phase 2

Sherman reported that an RFQ for art for the Cordova Center has been put out for a sample of work. There will be two onsite tours for artists in the community. She also updated the construction sign.

K. CORRESPONDENCE

- 14. Mayor letter to Board of Fish November 18, 2011
- 15. Letter from AK DHSS November 21, 2011 in re water fluoridation
- 16. Letter from Cordova Electric in re Street Lighting Savings

L. ORDINANCES AND RESOLUTIONS

17. Resolution 11-11-42

A resolution of the City Council of the City of Cordova, Alaska adopting service fees, rates and charges for the 2012 calendar budget – 2nd reading

M/Cheshier S/Kacsh to approve resolution 11-11-42, a resolution of the City Council of the City of Cordova, Alaska adopting service fees, rates and charges for the 2012 calendar budget.

Vote on motion: 7 yeas, 0 nays. van den Broek – yes; Kacsh – yes; Allison – yes; Bradford – yes; Cheshier – yes; Reggiani – yes and Beedle – yes. Motion passes.

18. Substitute Ordinance 1083

An ordinance of the City of Cordova, Alaska, amending Cordova Municipal Code section 14.16.260 to increase the monthly flat rate for sewer service – 2nd reading

M/Kacsh S/Cheshier to approve substitute ordinance 1083, an ordinance of the City of Cordova, Alaska, establishing sewer rates.

Vote on motion: 7 yeas, 0 nays. van den Broek – yes; Kacsh – yes; Allison – yes; Bradford – yes; Cheshier – yes; Reggiani – yes and Beedle – yes. Motion passes.

19. Resolution 12-11-43

A resolution of the City Council of the City of Cordova, Alaska, adopting an operating budget for fiscal year 2012, and appropriating funds in the amount of \$24,692,663

M/Kacsh S/Bradford to approve resolution 12-11-43, a resolution of the City Council of the City of Cordova, Alaska, adopting an operating budget for fiscal year 2012, and appropriating funds in the amount of \$24,692,663.

Reggiani reported that he has been working with Ashley and Susan on the budget. After much careful thought and consideration he would like to see Council use the anticipated sales tax as the balancing tool rather than the property tax. It will help us in June when we set the mill rate. *Kacsh* stated that this Council has tried really hard to keep property tax down. He clarified that the change would be property tax revenue decreasing to \$1.5M from \$1.6M and increasing the sales tax revenue from \$3.4M to \$3.5M. *Reggiani* asked *Kacsh* how comfortable he was with increasing the sale tax. *Kacsh* replied that he is comfortable with the change. He added that he is always getting notices of price increases and not decreases. *Reggiani* agreed with *Kacsh* and clarified that this change would not change the appropriated funds amount in this resolution. *Mayor Kallander* cautioned that the construction in town may have inflated the numbers for the past couple years but will not protest too loudly.

M/Reggiani S/Kacsh to reduce the property tax goal from \$1.6M to \$1.5M and use the anticipated sales tax as the balancing tool at \$3,537,136.66.

Vote on motion: 7 yeas, 0 nays. Allison – yes; Bradford – yes; Cheshier – yes; Reggiani – yes; Beedle – yes; van den Broek – yes and Kacsh – yes. Motion passes.

Vote on main motion: 7 yeas, 0 nays. Kacsh – yes; Allison – yes; Bradford – yes; Cheshier – yes; Reggiani – yes; Beedle – yes and van den Broek – yes. Motion passes.

20. Ordinance 1091

An ordinance of the City of Cordova, Alaska, authorizing a borrowing in anticipation of the receipt of revenues of the City in the aggregate principal amount of not to exceed \$2,793,918.60 to finance part of the cost of the Cordova Center project; and providing for related matters – 1st reading

M/Bradford S/Kacsh to approve ordinance 1091, an ordinance of the City of Cordova, Alaska, authorizing a borrowing in anticipation of the receipt of revenues of the City in the aggregate principal amount of not to exceed \$2,793,918.60 to finance part of the cost of the Cordova Center project; and providing for related matters

Mayor Kallander stated that this is just to alleviate a short term cash flow issue due to EVOS. **Kacsh** clarified that this is borrowing from ourselves. **Mayor Kallander** replied that it is borrowing from UBS using our permanent fund as collateral. **Reggiani** stated that it is like a line of credit against our permanent fund money because we might use it but we may not use it. It is like a safety net. Our charter limits the amount of money we are allowed to borrow which is how we came up with the amount. **Allison** stated that he understands the concept but is concerned that the ordinance allows the City Manager to borrow any amount without the approval of Council. He would like to see it reworded with a specific dollar amount. **Mayor Kallander** stated that there is time and could be referred back to staff for alterations. **Reggiani** agreed that there is no hurry.

M/Allison S/Reggiani to refer ordinance 1091 back to staff.

Bradford asked that when it comes back it include some more details on payback etc.

Vote on motion: 7 yeas, 0 nays. Cheshier – yes; Reggiani – yes; Beedle – yes; van den Broek – yes; Kacsh – yes; Allison – yes and Bradford – yes. Motion passes.

21. Resolution 12-11-46

A resolution of the City Council of the City of Cordova, Alaska, authorizing settlement agreement between the City of Cordova, Alaska and Terry Lonborg

M/Bradford S/Cheshier to approve resolution 12-11-46, a resolution of the City Council of the City of Cordova, Alaska, authorizing settlement agreement between the City of Cordova, Alaska and Terry Lonborg.

Beedle asked about wording on the resolution. **Kacsh** asked if this should be discussed in executive session. **Mayor Kallander** stated that it isn't necessary if they stick to discussing what is printed but if they go into legal strategies or how it came to this point than we should go into executive session. **Bradford** responded to **Beedle's** questions stating that the wording is implying the City can dispose of the vessel however it chooses. **Beedle** voiced the concern of 9-months being mentioned. **Mayor Kallander** stated that attorneys have spent a great deal of time on this and have assured him that this is the best deal we are going to get. **Cheshier** stated he is going with the lawyers recommendations. **Reggiani** agreed with **Cheshier**. **Bradford** stated that he is comfortable with the way it is written and will support it.

Vote on motion: 7 yeas, 0 nays. Reggiani – yes; Beedle – yes; van den Broek – yes; Kacsh – yes; Allison – yes; Bradford – yes and Cheshier – yes. Motion passes.

M. UNFINISHED BUSINESS - None

N. NEW & MISCELLANEOUS BUSINESS

22. Council concurrence of Mayor's appointments to fill vacant seats on Parks and Rec Commission, Planning & Zoning Commission and Library Board

M/Cheshier S/Kacsh to concur with **Mayor Kallander's** appointments of Dan Reum to the Parks & Recreation Commission, Tom Bailer, Tom McGann and Scott Pegau to the Planning & Zoning Commission, and Krysta Williams and Kay Groff to the Library Board.

Vote on motion: 7 yeas, 0 nays. Beedle – yes; van den Broek – yes; Kacsh – yes; Allison – yes; Bradford – yes; Cheshier – yes and Reggiani – yes. Motion passes.

23. Customer dispute of utility bill (CMC 14.04.100 billing errors and disputes)

Bradford stated that he has concerns as the ordinance doesn't seem fair. He opined that Arvidson has a valid concern. He is in favor of a refund. **Mayor Kallander** stated that we can change the ordinance and go forward but City staff followed code in this circumstance. If we change this ordinance are we going to go back and refund everyone who has had to pay since the ordinance was adopted? He does not disagree with changing an ordinance and going forward but does to changing it and going back. **Kacsh** stated that this is tough because we are recognizing a possible deficiency in our code that was put into place because it seemed to be the right thing to do at the time. He suggested that before they agree to refund that they re-look at the code. He stated that they are opening a can of worms if we refund him. **Reggiani** stated that we have existing code, so we would need some compelling reason to refund, such as an error. There was no error in this transaction. He would like to see some maps, more information on the City infrastructure and a better understanding of what code is enforcing at this point. **Mayor Kallander** asked if Council would agree to ask staff for more information before taking action. **Cheshier** agreed. **Bradford** said he agrees and would also like to look into changing code. **Kacsh** agreed and added that it should go to P&Z. **Mayor Kallander** asked if it should go to P&Z or staff. **Bradford** stated that our form of government is such that if a citizen feels slighted they can come to us and ask for leniency. **Mayor Kallander** stated he has a problem ruling against our own ruling. He suggested that they refer the ordinance to P&Z and then discuss this particular case. **Allison** stated that there may be some extenuating circumstances in this case. He doesn't disagree with reviewing the ordinance but he would certainly like to hear the background information on this case before it is dismissed. **Mayor Kallander** suggested, and Council concurred, to have Public Works provide a report with some sketches and an explanation for this particular case for the second meeting in January.

24. Pending Agenda and Calendar

O. AUDIENCE PARTICIPATION

Tom Bailer, 304 Orca Inlet Drive, asked what they will be doing with City Hall. Is it feasible to cut off half of the building? Start making plans for the Library/Museum building and space. Planning and Zoning needs to get some direction from Council. It needs to start the public process.

Jennifer Gibbens stated she has heard some concerns from a business stand point on the ferry schedule. It is holding some up and freight is getting stuck. Chamber met with the USFS and the City Manager and had an initial discussion on the impact of the closure of the Mile 36 Bridge. They have started a stakeholder group to start getting feedback and talk about some strategies on how to move that process along. The potential impact in town with that closure is significant. They also need to discuss how to market Cordova with other attractions as the glacier is a big draw. **Mayor Kallander** stated he would work on having someone from DOT come down to talk to the chamber, businesses and Council.

P. COUNCIL COMMENTS

25. Council Comments

Cheshier stated "Seek more funding".

Kacsh stated that he is working on the snow machine ordinance that was passed awhile back. He is looking to mostly change the penalties aspect of it. Also, several citizens have asked him if they can change the elections back to November. **Mayor Kallander** asked the Clerk to look into the possibility.

Reggiani stated good job to the Mayor on the efficient meeting.

Q. EXECUTIVE SESSION

~~26. Cordova Center Financial Update~~

R. ADJOURNMENT

M/Bradford S/Cheshier to adjourn the regular meeting at 9:04 pm

Hearing no objection, the meeting was adjourned.

Approved: December 21, 2011

Attest: _____
Robyn Kincaid, Deputy City Clerk

CITY CLERK'S REPORT TO COUNCIL

December 21, 2011 Regular Council Meeting

Date of Report: December 16, 2011

Need feedback on this:

- Last meeting I posed this:

I am brainstorming a form for agenda item submission

the who, what, why, where, how, of the item

easier for staff, for Council & for the PUBLIC

instead of really brainstorming, I have stolen a few from other Clerks – here are three to look at (Ketchikan, Kodiak and Valdez) – what do you think? Will that be sufficient info for you to make decisions, or do you prefer memos explaining agenda items?

Things I have been working on:

- Advertised in newspaper adoption of Ords and Res' from Dec 7, 2011 meeting
- Submitted signed Res in re Shared Fish to Valdez and State (ugh!)
- Put approved budget on the City website
- Posted fee resolution at City Hall
- Helped plan and attended meet & greet with Stevens and Austerman
- Research on the Election Day – resolution and report before you tonight
- Ordering new monitors for the Clerk's office – research prices/shipping
- Updating elected and appointed officials list with appointments from last week
- Procs for outgoing board members/commissioners
- Letters to appointed officials and interested individuals
- Helped local press with info about meet & greet
- Received and posted HSB and School Board packets on City Website
- Assisted family/friends of Corinne Erickson with burial plans/plot assignment etc.
- Signed paychecks/other AP checks
- Began planning with City planner for another training session with City Attorney – possibly in March after election of new Council members
- Worked with Tom Klinkner to edit Ord 1091 (referred at last mtg) – now before you as Sub Ord 1091
- Advertised referendum petition signers' list per City Code – should appear in today's (Dec 16) edition of Cordova Times
- Compiled email groups for each City Board and Commission



Assembly - Regular

7. a.

Meeting Date: 12/05/2011

Submitted By: Kacie Paxton, Borough Clerk, Clerk

Department: Clerk

Information

TITLE

Approval of minutes of November 14 and 21, 2011 Regular Assembly meetings and the November 16, 2011 Special Assembly-School Board meeting

RECOMMENDED ACTION

I move to approve the minutes of November 14 and 21, 2011 Regular Assembly meetings and the November 16, 2011 Special Assembly-School Board meeting

SUMMARY OF ISSUE

Minutes are attached.

Attachments

11-14-11 Assembly Minutes

11-16-11 Joint Assembly-School Board Minutes

11-21-11 Assembly Minutes



KODIAK ISLAND BOROUGH
AGENDA STATEMENT

REGULAR MEETING OF: DECEMBER 1, 2011

ITEM NO.: 9.A

TITLE: Ordinance No. FY2012-11 Amending Title 3 *Revenue and Finance* Chapter 3.55 *Transient Accommodations Tax* Section 3.55.025 *Allocation of Sales Tax Proceeds.*

ORIGINATOR: Finance Director

FISCAL IMPACT: ☐ Yes \$ _____ or ☒ No **Funds Available** ☐ Yes ☐ No
Account Number: Amount Budgeted:

ATTACHMENTS: Ordinance No. FY2012-11

APPROVAL FOR AGENDA:

SUMMARY STATEMENT:

This ordinance is a clean-up ordinance to correct an error in KIBC 3.55.025 to reflect that there is only one village in Kodiak which is the Village of Karluk and five second class cities which are the Cities of Akhiok, Larsen Bay, Port Lions, Old Harbor, and Ouzinkie.

RECOMMENDED MOTION: Move to adopt Ordinance No. FY2012-11.

AGENDA STATEMENT

AGENDA ITEM NO. _____

MEETING DATE: December 5, 2011

ITEM TITLE:

Resolution 11-71

SUBMITTED BY: Todd Wegner

Director of Parks, Recreation and Cultural
Services

ACTING

CITY MANAGER: _____

FISCAL NOTES: Expenditure
Required:

Amount
Budgeted:

Funding Source:

EXHIBITS ATTACHED:

Resolution X Ordinance Other

RECOMMENDATION:

Approve Resolution 11-71 Amending the 2011 Budget in the General Fund to Accept \$1,865 of Additional Revenue from the Library Book Basket Auction and Authorize its Expenditure for Library Operating Supplies.

SUMMARY STATEMENT:

The 12th Annual Book Basket Auction was held on November 5, 2011 at the Valdez Consortium Library. The Valdez Consortium Library Board sponsored event raised \$6,365. This was \$1,865 more than the estimated amount of \$4,500 in the 2011 Budget. The attached resolution amends the 2011 Budget by accepting the additional \$1,866 in revenue in the Library Donations account (001-0000-34766). The resolution also increases the appropriation in the Library Operating Supplies (001-6100-46120) budget by the same amount.

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF CORDOVA
AND
THE CORDOVA CHAMBER OF COMMERCE**

The Cordova Chamber of Commerce, hereinafter referred to as the Chamber, and the City of Cordova, hereinafter referred to as the City, enter into a cooperative agreement to promote meetings, events and conferences to provide a successful venue at the Cordova Community Center.

The City, as owner and facility manager, maintains the Cordova Center in which conferences are held; and provides staff and funds for the management and services related to meeting/conference functions within this building.

The Chamber's purpose and objective is the promotion, development and encouragement of trade, commerce, civil and social welfare of Cordova. As such the Chamber conducts marketing activities and facilitates delivery of local services to this end.

It is mutually beneficial for the City and the Chamber to work cooperatively to assure the success and economic viability of the Cordova Community Center.

The parties therefore agree as follows:

I. The Chamber shall undertake the following marketing strategies including:

- Develop and produce brochures and informational materials;
- Identify and cultivate niche small meeting and conference markets and opportunities;
- Promote Cordova as a meeting destination to local and out of area conference organizers and attendees including promotion of facilities and local activities and attractions; and
- Work with Chamber membership to define ancillary services needed to support conferences; and strategies to support further development and successful delivery of these services such as lodging, transportation, food service, registration, in-meeting entertainment, recreational activity options, post-meeting tours, local outreach; and
- Promote facility events and resources to the Cordova community.

II. The City shall:

- Provide and maintain the Cordova Community Center;
- Provide and maintain appropriate facility liability insurance relative to non-city client events and conferences;
- Provide staff to coordinate, support and manage conference activities within the facility including an on-site facility use manager; functions including set up/take down, security and housekeeping; and equipment such as tables, chairs, linens, table settings, lighting and AV and first-aid kits;

- Establish and maintain the standards for businesses seeking to provide services within the facility;
- Maintain and make accessible on-line at all times to the Chamber the schedule of facility reservations including all meeting rooms, the theatre, associated areas and equipment.

The parties mutually agree that:

- Where donations and funds are solicited using the distinct name of either organization, the funds will be deployed for the particular purposes within the organization;
- The City and Chamber will each establish a primary contact for clients including cell phone numbers to ensure 24/7 access for problem solving;
- The City and the Chamber will work together to develop and train local meeting and event docents to provide services such as welcome kit assembly, information, registration, and general assistance.
- Following annual review by both parties, this agreement may be amended as necessary by mutual consent of both parties; and
- Either party may terminate this agreement by providing 180 days written notice. Unless terminated by written notice, this agreement will remain in force.

City Manager Date

Chamber President Date

CORDOVA

A L A S K A

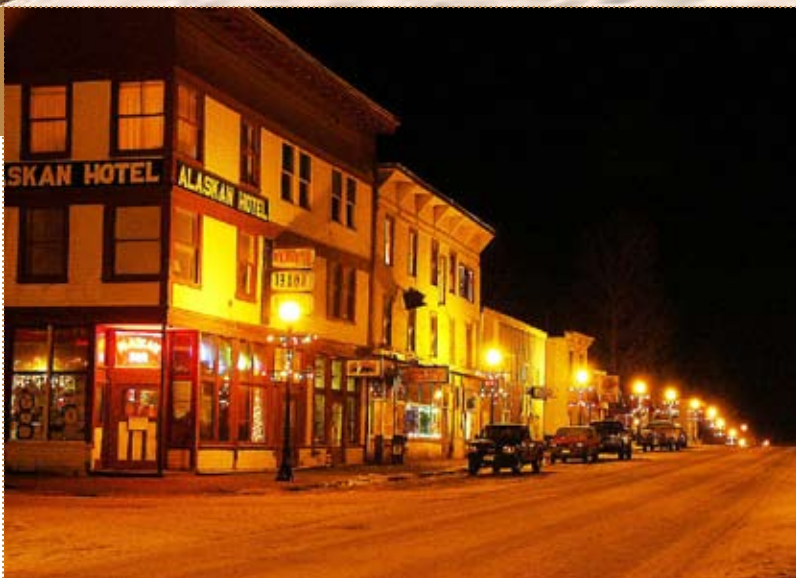


EVENT PLANNING GUIDE



CORDOVA ALASKA

Welcome



Contents

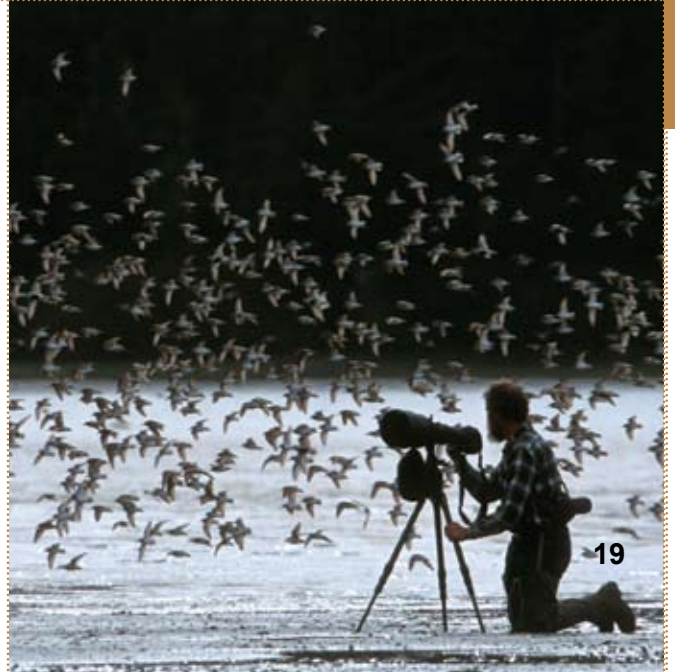
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| 8 Getting to Cordova | 14 Arts & Culture |
| 10 Planning Your Event | |



Cordova - a destination of adventure!

Make your next event one your guests will remember. Cordova, Alaska is a friendly, inviting town with historic charm and modern amenities. A rich fishing history, a vibrant Alaska Native culture, and a thriving arts community, we are set in the midst of the 400,000-acre Copper River Delta, with expansive old-growth forest and abundant wildlife.

Host your next meeting or convention in Cordova. Take advantage of our state-of-the-art meeting facilities, then step out the door to a wilderness adventure!



YOUR CORDOVA EXPERIENCE

The trip of a lifetime



Adventure Headline

Alaska is the trip of a lifetime, and there's no place like Cordova for a once-in-a-lifetime experience.

Local operators can escort you to remote areas for heliskiing adventures, thrilling sport fish excursions, and incomparable whale or bird watching. Hike across an ancient glacier, or enjoy a picnic lunch on the banks of McKinley Lake. Kayak along the shores of Prince William Sound where breath-taking views greet you at every turn.





YEAR-ROUND ACTIVITIES



Get involved with the community!

Cordova is a busy community with a wealth of year-round activities. In early May, you can eyewitness the epic shorebird migration during the Copper River Delta Shorebird Festival. Feast on sockeye salmon, enjoy regional and state-wide music headliners, then run a marathon at the Copper River Wild! Festival. Or join us for the cabin fever-busting Iceworm Festival in February. No matter what time of year you come to Cordova, be sure to check with our local operators for sightseeing tours and other wilderness opportunities.



Calendar of Events

Iceworm Festival

First full weekend in February

Fun-filled weekend in mid-winter, parade, games, food, music, fireworks

www.CordovaChamber.com

Shorebird Festival

Early May

World-class birding event- millions of shorebirds, speakers, seminars, field trips, workshops

www.CordovaChamber.com

First Copper River Salmon Harvest

May 15

First harvest of world famous Copper River Salmon

www.CordovaChamber.com

PWSSC Copper River Nouveau

Second weekend in June

Annual fund-raising event for the Prince William Sound Science Center

www.pwssc.org/nouveau

Fish Follies Juried Art Show

June

Annual juried art show

www.CordovaMuseum.org

Old Time Downtown 4th of July Party

July 4

Community salmon barbeque, kelp box derby, games, music, dancing, parade, fly-over, pie social

www.CordovaChamber.com

Cordova 4H Music Camp

Week after July 4th

Hawaiian camp ages 6-8, Music Camp ages 9-18

cordovabluegrass@hotmail.com

Copper River Wild Salmon Days

Last weekend in July

Wild weekend celebration to sing out salmon, music, marathons

www.CopperRiverWild.org

PWSSC Kids Science Camps

June-August

Adventurous studies of Copper River Delta wildlife and habitats

www.pwssc.org/education

Cordova Fungus Festival

Last weekend in August

In-depth studies of Copper River Delta fungi & mushrooms

Eyak Village Sobriety Celebration

Veteran's Day week in November

Annual sobriety event, speakers, native dance groups, community potlatch, veterans tribute

www.nveyak.org

Christmas Kickoff and Bidarki Bazaar

First weekend in December

Annual Christmas tree lighting, parade, Santa Claus and community craft bazaar



New community map

Map Key



Getting to Cordova

Cordova is convenient and easy to access by water and air. Daily jet service is available from Seattle, Anchorage, and Juneau. Want to take the scenic route? Enjoy the spectacular views of the incomparable Prince William Sound aboard the Alaska Marine Highway System. Ferries depart from Whittier and Valdez. Car rental agencies and shuttle services are able to accommodate all your local transportation needs with advance reservations.

PLANNING YOUR EVENT



The Cordova Center is a living example of community inspired development. In an effort to diversify the economic base of a true Alaskan fishing community, Cordovans came together in a series of public forums to design a facility that met a myriad of needs and goals. One objective was to create efficient, comfortable meeting spaces for the community's needs and for larger conferences, symposiums, and more. The Cordova Center offers a convenient central location in Cordova's business district with only short walks to the waterfront.

Main Street Level:

- Library includes small breakout space in reading room. Accommodates 10 -12 people.
- Museum includes medium breakout space in temporary gallery that accommodates 25 - 30 people.
- Education room with medium breakout space adjacent to library accommodates 30 - 45 people. Audiovisual services available.



Second Level:

- Our full raked seating theatre accommodates 200 people. This space is suitable for films, speaking events, powerpoint presentations, and entertainment events. Complete audiovisual services are available.

Second Level Meeting Rooms

- Room 1 accommodates 45 - 50 people.
- Room 2 accommodates 35-40 people
- Room 3 Accommodates 10-12 people
- Wall in room 1 opens to foyer.
- Walls in 1 and 2 open to accommodate larger group.
- Project Room - Adjacent to theatre, this small breakout room accommodates 10 – 12 people. Audiovisual services available. Really good for crafts, art projects/demos, workshops, etc.

The Pioneer Igloo and Masonic Temple can also serve as breakout space.

Banquets & Catering

Dining/Banquet area in foyer seats 200. Tables, chairs, service materials, podiums, and complete catering facilities onsite.



COPPER RIVER SALMON



Still Doin' the Wild Thing!

No trip to Cordova is complete without a taste of wild Copper River salmon. Regarded as the world's finest, our sockeye, coho, and king salmon are unrivaled in taste and quality.

Cordova processors will filet, freeze, and ship your catch. If you're not planning on fishing, local canneries will ship our superior seafood products right to your front door. Check the Cordova Chamber of Commerce web site for cannery contact information. www.CordovaChamber.com





Catering & Dining



Dine out in one of Cordova's many restaurants, or have your event catered by one of our local chefs. Bringing your own chef? Contact the Cordova Center and inquire about their state-of-the art kitchen facilities. Be sure to add Copper River salmon to your menu!

ARTS & CULTURE





Art is alive in Cordova!

Cordova is an artist's haven. Painters, potters, traditional Native artisans, crafters, and quilters fill community spaces with high quality fine art. A handful of lucky visitors will arrive during a Stage of the Tide production, one of Alaska's premiere community theater troupes.

Visit the Cordova Historical Museum and the Ilanka Cultural Center and learn our diverse cultures and traditions. Our museum features exhibits about Cordova's early railroad days, life in turn-of-the century Alaska, and of course, commercial fishing. The museum also hosts an annual juried art show, "Fish Follies." The Ilanka Cultural Center features exquisite Alaska Native art and artifacts. Stop in and try your hand at traditional beadwork or other featured activities. For more information, visit www.CordovaMuseum.org and www.IlankaCenter.org.





Cordova Chamber of Commerce
P.O. Box 99
Cordova, Alaska 99574
907-424-7260
www.CordovaChamber.com

The Cordova Center
P.O. Box 1210
Cordova, Alaska 99574
907-424-6665
www.CordovaCenter.com

A MEMO FROM SUSAN BOURGEOIS, CITY CLERK

DATE: December 13, 2011

TO: Mayor and City Council

SUBJECT: Substitute Ordinance 1091

Ordinance 1091 was before you for first reading at the December 7, 2011 meeting. Council had concerns about the wording of the ordinance and referred it to staff. Tom Klinkner had written this ordinance and so he has edited it, I believe in a way that captures Council's concern. Please note the edits between the original Ordinance 1091 and the Substitute Ordinance 1091 (the one you will be voting on tonight). The entirety of the edits exist within Section 2 under the "now therefore be it ordained" part of the ordinance.

Recommended Motion: Move to approve Substitute Ordinance 1091

Required Action: Majority voice vote

**CITY OF CORDOVA, ALASKA
SUBSTITUTE ORDINANCE 1091**

**AN ORDINANCE OF THE CITY OF CORDOVA, ALASKA, AUTHORIZING A
BORROWING IN ANTICIPATION OF THE RECEIPT OF REVENUES OF THE CITY
IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED \$2,793,918.60 TO
FINANCE PART OF THE COST OF THE CORDOVA CENTER PROJECT; AND
PROVIDING FOR RELATED MATTERS.**

WHEREAS, the City of Cordova (the "City") has determined that it is necessary and desirable that the Cordova Center Project (the "Project") be acquired and constructed; and

WHEREAS, the City will fund a portion of the cost of the Project through a grant from the *Exxon Valdez* Oil Spill Trustee Council in the amount of \$7,000,000; and

WHEREAS, the City has appropriated the sum of \$7,000,000 from grant funds to be received from the *Exxon Valdez* Oil Spill Trustee Council to pay costs of the Project; and

WHEREAS, under Article VI, Section 6-2 of the City Charter, the City has the power to borrow money to meet appropriations for any fiscal year in anticipation of the collection of revenues for that year, when authorized by the council by ordinance, and without submitting the question to the voters; and

WHEREAS, in accordance with Article VI, Section 6-2 of the City Charter, the principal amount of the loan, combined with the outstanding principal amount of all other revenue anticipation indebtedness of the City, does not exceed \$2,793,918.60, which is one percent of the assessed value of all real and personal property in the City; and

WHEREAS, it is necessary and in the best interest of the City that City borrow the sum of \$2,793,918.60 in anticipation of the collection of revenues to meet the appropriation from grant funds to be received from the *Exxon Valdez* Oil Spill Trustee Council to pay costs of the Project.

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

Section 1. the City Council of the City of Cordova, Alaska, hereby authorizes the borrowing by the City of the sum of not to exceed \$2,793,918.60 in anticipation of the collection of revenues to meet the appropriation from grant funds to be received from the *Exxon Valdez* Oil Spill Trustee Council to pay costs of the Project. The loan shall mature no later than the end of the fiscal year following the fiscal year in which the term of the loan commences.

Section 2. The City Manager is authorized to negotiate a contract for the loan which is in the best interest of the City, such contract to be subject to approval by the Council by resolution.

Section 3. This ordinance shall be effective thirty (30) days after its passage and publication. This ordinance shall be enacted in accordance with Section 2.13 of the Charter of

the City of Cordova, Alaska, and published in the Cordova Times, a newspaper of general circulation in the City, within ten (10) days after its passage.

1st reading: December 21, 2011

2nd reading and public hearing: January 4, 2012

PASSED AND APPROVED THIS 4th DAY OF JANUARY, 2012.

Jim Kallander, Mayor

ATTEST:

Susan Bourgeois, City Clerk

**CITY OF CORDOVA, ALASKA
ORDINANCE 1091**

**AN ORDINANCE OF THE CITY OF CORDOVA, ALASKA, AUTHORIZING A
BORROWING IN ANTICIPATION OF THE RECEIPT OF REVENUES OF THE CITY
IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED \$2,793,918.60 TO
FINANCE PART OF THE COST OF THE CORDOVA CENTER PROJECT; AND
PROVIDING FOR RELATED MATTERS.**

WHEREAS, the City of Cordova (the "City") has determined that it is necessary and desirable that the Cordova Center Project (the "Project") be acquired and constructed; and

WHEREAS, the City will fund a portion of the cost of the Project through a grant from the *Exxon Valdez* Oil Spill Trustee Council in the amount of \$7,000,000; and

WHEREAS, the City has appropriated the sum of \$7,000,000 from grant funds to be received from the *Exxon Valdez* Oil Spill Trustee Council to pay costs of the Project; and

WHEREAS, under Article VI, Section 6-2 of the City Charter, the City has the power to borrow money to meet appropriations for any fiscal year in anticipation of the collection of revenues for that year, when authorized by the council by ordinance, and without submitting the question to the voters; and

WHEREAS, in accordance with Article VI, Section 6-2 of the City Charter, the principal amount of the loan, combined with the outstanding principal amount of all other revenue anticipation indebtedness of the City, does not exceed \$2,793,918.60, which is one percent of the assessed value of all real and personal property in the City; and

WHEREAS, it is necessary and in the best interest of the City that City borrow the sum of \$2,793,918.60 in anticipation of the collection of revenues to meet the appropriation from grant funds to be received from the *Exxon Valdez* Oil Spill Trustee Council to pay costs of the Project.

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

Section 1. the City Council of the City of Cordova, Alaska, hereby authorizes the borrowing by the City of the sum of not to exceed \$2,793,918.60 in anticipation of the collection of revenues to meet the appropriation from grant funds to be received from the *Exxon Valdez* Oil Spill Trustee Council to pay costs of the Project. The loan shall mature no later than the end of the fiscal year following the fiscal year in which the term of the loan commences.

Section 2. Subject to the limitations provided in Section 1, the City Manager is hereby authorized to negotiate the terms of the loan, including without limitation the principal amount, interest rate, principal and interest payment dates, and redemption terms for the loan, and to execute all necessary documents for the loan; provided that the true interest cost of the loan, expressed as an annual rate, does not exceed 10.0 percent (per Charter 6-4). In determining the

terms for the loan, the City Manager shall take into account those factors which, in his judgment, will result in the lowest true interest cost on the loan to its maturity, including without limitation current financial market conditions and current interest rates for obligations comparable in tenor and quality to the loan.

Section 3. This ordinance shall be effective thirty (30) days after its passage and publication. This ordinance shall be enacted in accordance with Section 2.13 of the Charter of the City of Cordova, Alaska, and published in a newspaper of general circulation in the City, within ten (10) days after its passage.

1st reading:

2nd reading and public hearing:

PASSED AND APPROVED THIS ____ DAY OF ____, 201__.

Jim Kallander, Mayor

ATTEST:

Susan Bourgeois, City Clerk

MEMORANDUM

TO: CITY OF CORDOVA CITY COUNCIL

FROM: HOLLY C. WELLS, BIRCH HORTON BITTNER & CHEROT

RE: ORDINANCES 1092 AND 1093

CLIENT: CITY OF CORDOVA, ALASKA

FILE NO.: 401,777.194

DATE: DECEMBER 14, 2011

Purpose of City of Cordova Ordinances 1092 and 1093

The City of Cordova ("City") Administration has been working diligently to negotiate an agreement with Providence Medical Center ("Providence") for the management of the Cordova Community Medical Center ("CCMC"). The Administration hopes that private management of the hospital will result in more efficient, available, and cost-effective medical services for the community. City Ordinance 1092 is designed to unequivocally authorize the City Council to engage the services of a hospital management company, whether it be Providence or some other entity in the future. City Ordinance 1093 serves to amend the City Municipal Code to increase the City Manager's ability to authorize purchases without Council approval from \$15,000 to \$25,000. The latter amendment will ultimately permit the City Manager to provide Providence, or any other management company employed by the City, with the authority to purchase supplies and services as needed so long as the cost of such supplies and services do not exceed \$25,000. If these amendments are approved by the Council, the City Administration intends to put forth an agreement for management services between Providence and the City at the next regular meeting. The terms of the agreement are currently being reviewed by the Health Services Board.

**CITY OF CORDOVA, ALASKA
ORDINANCE 1092**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
ENACTING CORDOVA MUNICIPAL CODE 14.28.005, DEFINITIONS; AND AMENDING
CORDOVA MUNICIPAL CODE 14.28.010, COMMUNITY HEALTH SERVICES BOARD,
14.28.020, ADMINISTRATION, AND 14.28.050, SCHEDULE OF REVENUE, TO PROVIDE
FOR THE CITY COUNCIL TO CONTRACT FOR ADMINISTRATION OF THE CORDOVA
COMMUNITY MEDICAL CENTER**

WHEREAS, the City of Cordova, Alaska (“City”) is hoping to streamline operations of the Cordova Community Medical Center (“Hospital”) and reduce the amount of revenue lost by the Hospital annually; and

WHEREAS, it is in the City’s best interest to employ a management company to ensure the efficient and cost effective management of the Hospital; and

WHEREAS, the City Council anticipates that the use of a management company will also increase the quality and availability of medical services in the community; and

WHEREAS, Cordova Municipal Code Section 14.28 did not provide for the use of a management company by the City;

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

Section 1. Cordova Municipal Code 14.28.005, Definitions, is enacted to read as follows:

14.28.005 - Definitions. As used in this chapter:

“Administrator” means a city employee appointed by the city to administer the CCMC, a contract administrator or, where the context requires, the employee that the contract administrator designates as administrator of the CCMC.

“Board” means the community health services board.

“CCMC” means the Cordova Community Medical Center, which consists of an acute care hospital, long term care facility and clinic, and other health care facilities operated by the city.

“Contract administrator” means an entity with whom the city contracts to administer and/or manage the CCMC.

Section 2. Cordova Municipal Code 14.28.010, Community health services board, is amended to read as follows:

14.28.010 - Community health services board.

A. There shall be a board known as the community health services board which shall be composed of seven voting members, including specifically at least one city council member, who shall also serve as liaison to the city council, and one member of the tribal council of the Native Village of Eyak. No employee of the CCMC or the administrator ~~city medical center or subsidiary~~ shall be eligible to serve on the board. Members of the board shall be appointed by the mayor and confirmed by the city council for three years; except, however, that in the first instance, three shall be appointed for three years, two for two years, and two for one year.

A subcommittee of the board to provide guidance to the mental health and alcohol programs and develop and present the mental health and alcohol budget to the board shall be appointed by the board. At least one of the subcommittee members shall be a voting board member.

B. General Powers. Subject to state and municipal law and the authority of the city council, the board shall be responsible for the operations of Cordova Community Medical

Center, and of all medical centers, clinics, and other public health facilities owned or operated by the city, and shall make and enforce all rules and regulations necessary for the administration of Cordova Community Medical Center, and all medical centers, clinics, and other public health facilities operated by the city, and shall prescribe the terms under which patients shall be admitted thereto. Standards of operation shall be established and enforced, to the extent possible, by the board. The board shall advise the city council on all matters regarding community health problems in and around the city. To the extent approved by the city council, the powers of the board may be delegated to a contract administrator.

C. Adoption of By-laws. The board shall adopt by-laws for the administration and government of hospitals, medical centers, clinics, and other community health facilities. Adoption of the by-laws by the board shall be subject to approval of the by-laws by the city council.

D. Organization. The board shall elect annually from its members a president, a vice-president and secretary and such other officers as it deems necessary. The board shall establish such committees and shall assign such duties and responsibilities to the committees as it deems necessary.

E. Vacancies. When a vacancy on the board exists the mayor shall be notified immediately and the mayor shall appoint a new member for the unexpired term, the appointment to be confirmed by the city council.

F. Removal. The city council may remove a member of the board upon fifteen days' written notice of removal to the board member.

G. Meetings. The board shall meet at least once each month at a time and place to be designated by the board, and notice of and agenda of all meetings shall be posted at a public location in the CCMC ~~medical center~~, and at the city hall. All meetings of the board shall be open to the public; except that the board may meet in executive session, pursuant to notice, to discuss:

1. Matters the immediate knowledge of which would clearly have an adverse effect upon the finance of the government unit;

2. Subjects that tend to prejudice the reputation and character of any person; provided, that the person may attend the discussion and request a public discussion;

3. Matters which, by law, municipal charter or ordinance, are required to be confidential;

4. Matters involving consideration of governmental records that by law are not subject to disclosure;

5. Direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations.

H. Reports. The board shall, on or before sixty days prior to the end of the fiscal year, submit to the city council a detailed and itemized estimate of revenues and a detailed and itemized budget for the next fiscal year.

I. Membership in Association. The board may maintain membership in any local, state, or national group or association organized and operated for the promotion of the public health and welfare or the advancement of the efficiency of medical center and community health facilities administration and in connection therewith, pay dues and fees thereto.

Section 3. Cordova Municipal Code 14.28.020, Administration, is amended to read as follows:

14.28.020 - Administration.

A. All personnel necessary to operate the CCMC , ~~except for employees of a contract administrator, medical center or community health facilities~~ shall be subject to personnel, pay, and classification plans for CCMC ~~city medical center~~ employees. The board may recommend personnel, pay, or classification plans to the city council, as well as other personnel policies, statements, or resolutions. No personnel, pay, or classification plan is effective unless and until it is approved by the city council. All contracts for nonmedical services which obligate the CCMC ~~Cordova Community Medical Center~~ in excess of ~~ten~~ Twenty-Five ~~Thousand~~ Thousand ~~Dollars~~, including contracts for professional or consulting services, must be approved in advance by the city council.

B. ~~Medical Center~~ Administrator. The administrator shall be the chief executive officer of the CCMC ~~health services system shall be the health services administrator.~~

1. Appointment and Termination of Administrator. The ~~health services administrator (or acting)~~ shall be appointed by the city council and may be terminated by the city council. In determining whether to appoint or terminate an individual, the city council shall consult with the community health services board. ~~The city council and the board shall each adopt a procedure by which the administrator will be evaluated by the city council and by the board. The~~ If a city employee, the health services administrator is subject to the CCMC ~~medical center classification and pay plans approved and adopted by the city council.~~

2. Duties and Responsibilities of the Administrator. The administrator is responsible for the overall supervision of the affairs of the CCMC ~~health services system~~. The administrator's or management company's authority and duties shall include without limitation, the following:

- a. To be responsible for carrying out all applicable laws and ordinances and the terms of all grants received by the health services system;
- b. To be responsible for carrying out policies established by the board and, if necessary, approved or adopted by the city council;
- c. To prepare and submit to the board a detailed and itemized estimate of revenues and a detailed and itemized budget at least ninety days prior to the end of the fiscal year, for the next fiscal year;
- d. To prepare and submit to the board a plan of organization for the personnel and others concerned with the CCMC ~~medical center~~;
- e. To select, employ, control, and discharge all CCMC ~~city medical center~~ employees subject to the provisions of any CCMC ~~center~~ personnel plans;
- f. To work with the professional staff and with those concerned with the rendering of professional services to the end that the best possible care may be rendered to all patients;
- g. To prepare such reports as may be required on any phase of medical center activity;
- h. To attend all meetings of the board and standing committees established by the board, except where otherwise specified;
- i. To supervise all purchasing of equipment and supplies in accordance with policy and procedures established by the board and approved by the city council;
- j. To perform any other duty that may be necessary in the best interest of the city medical center system.

Section 4. Cordova Municipal Code 14.28.050, Schedule of revenue, is amended to read as follows:

14.28.050 - Schedule of revenue. Finances of the ~~CCMC various community health facilities owned or leased by the city and operated under the direction of the community health services board~~ shall be in accordance with city, state and federal laws and regulations, those regulations generally prescribed by any accrediting associations as may apply and as the city council and board determines to accept. For all checks issued from ~~CCMC medical center~~ funds, two signatures shall be required. The ~~health services board~~ may, by board policy, establish a monetary cap and checks exceeding the monetary cap shall require the signature of the administrator and a member of the board and checks not exceeding the monetary cap shall require the signature of the administrator and a CCMC employee to be designated by the ~~board HSB~~. In absence of the health services administrator checks shall be signed as established by board policy.

A. Schedule of Charges. A schedule of revenue for each classification as incorporated in the budget shall be approved annually or more frequently as need may arise by the board. The city council may, through taxation or other lawful method of obtaining funding, provide additional or supplemental funding of community health services operations.

B. Preparation and Submission of Budget.

1. The ~~health service administrator, and any other community health service administrator so designated by the board or city council,~~ shall prepare an annual budget in accordance with approved ~~CCMC city medical~~ procedures and shall submit such budget(s) to the board for approval. The board shall submit such budget(s) to the city council with its recommendations by no later than sixty days prior to the end of the fiscal year.

2. The city council, in accordance with Section 5-4 of the City Charter, by vote of at least a majority of its members no later than the third day before the beginning of the fiscal year, shall adopt budget appropriations of the next fiscal year. If the council fails to adopt the budget and make appropriations on or before that day, the budget and rate changes if any, as submitted or as amended as the case may be, shall go into effect and the proposed expenditures therein shall become the appropriations for the next fiscal year.

C. Other Fiscal Matters. All other fiscal matters including, but not limited to, custody of funds, accounting and collection, shall be governed by general accounting procedures.

Section 5. This ordinance shall be effective thirty (30) days after its passage and publication. This ordinance shall be enacted in accordance with Section 2.13 of the Charter of the City of Cordova, Alaska, and published in the Cordova Times, a newspaper of general circulation in the City, within ten (10) days after its passage.

1st reading: December 21, 2011

2nd reading and public hearing: January 4, 2012

PASSED AND APPROVED THIS 4th DAY OF JANUARY, 2012.

Jim Kallander, Mayor

ATTEST:

Susan Bourgeois, City Clerk

**CITY OF CORDOVA, ALASKA
ORDINANCE 1093**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
AMENDING CORDOVA MUNICIPAL CODE 5.12.040, COUNCIL APPROVAL OF
CONTRACTS; 5.12.050, CONTRACT AMENDMENTS; AND 5.12.140, OPEN MARKET
PROCEDURE; TO INCREASE TO \$25,000 THE AMOUNT OF A CONTRACT THAT THE
CITY MANAGER MAY EXECUTE, AND AWARD BY OPEN MARKET PROCEDURE,
WITHOUT CITY COUNCIL APPROVAL**

WHEREAS, The City of Cordova, Alaska (“City”) enters into numerous contracts for supplies, services and construction; and

WHEREAS, prices of supplies, services and construction have increased substantially since the City Manger’s procurement authority was limited to \$15,000 in 1998; and

WHEREAS, it is in the City’s best interest to ensure efficient management and operations within the City; and

WHEREAS, increasing to \$25,000 the amount of a contract that the City Manager may execute and award without Council approval, ensures efficient management and operations within the City; and

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

Section 1. Cordova Municipal Code Section 5.12.040 is amended to read as follows:

5.12.040 - Council approval of contracts.

No contract for supplies, services or construction which obligates the city to pay more than ~~fifteen~~ Twenty-Five ~~T~~housand ~~D~~ollars may be executed unless the council has approved a memorandum setting forth the following essential terms of the contract:

- A. The identity of the contractor;
- B. The contract price;
- C. The nature and quantity of the performance that the city shall receive under the contract; and
- D. The time for performance under the contract.

Section 2. Cordova Municipal Code Section 5.12.050 is amended to read as follows:

5.12.050 - Contract amendments.

A. All amendments to contracts for supplies, services and construction, including change orders, shall be approved in writing by the city manager, subject to council approval where required under this section. Contract amendments shall not be used to avoid procurement by the competitive procedures established under this chapter.

B. No contract amendment which will cause the total price of the contract, as amended, to exceed the greater of ~~fifteen~~Twenty-Five ~~T~~housand ~~D~~ollars or one hundred ten percent of the original contract price may be executed unless the council has approved a memorandum setting forth any modifications to the essential terms of the contract.

[ADDED LANGUAGE UNDERLINED, REMOVED LANGUAGE STRICKEN OUT]

Section 3. Cordova Municipal Code Section 5.12.140 is amended to read as follows:

5.12.140 - Open market procedure.

A. The city manager may procure all supplies, services and construction having an estimated value of not more than Twenty-Five ~~fifteen~~ Thousand Dollars on the open market without formal advertising or other formal bid procedures. The city manager shall keep a written record of all bids received and awards made under this section.

B. Whenever practicable, at least three informal bids or quotations shall be solicited for any procurement under this section. The solicitation may be either oral or written, and shall be in a form reasonably calculated to yield the lowest responsive bid by a responsible bidder. Whenever practicable, the contract shall be awarded to the lowest responsive and responsible bidder.

Section 4. This ordinance shall be effective thirty (30) days after its passage and publication. This ordinance shall be enacted in accordance with Section 2.13 of the Charter of the City of Cordova, Alaska, and published in the Cordova Times, a newspaper of general circulation in the City, within ten (10) days after its passage.

1st reading: December 21, 2011

2nd reading and public hearing: January 4, 2012

PASSED AND APPROVED THIS 4th DAY OF JANUARY, 2012.

Jim Kallander, Mayor

ATTEST:

Susan Bourgeois, City Clerk

[ADDED LANGUAGE UNDERLINED, REMOVED LANGUAGE STRICKEN OUT]

Ord. 1093

Page 2 of 2

A MEMO FROM SUSAN BOURGEOIS, CITY CLERK

DATE: December 14, 2011

TO: Mayor and City Council

SUBJECT: Resolution 12-11-47

At the regular Council meeting on December 7, 2011, council member Kacsh brought up the prospect of changing our election day to coincide with State and Federal elections (i.e. to the Tuesday after the first Monday in November). Council asked that the Clerk bring back information to them. Council member Kacsh said he had been hearing from citizens with the concern that we were paying for two elections a year. However, that is not the case, the State of Alaska, Division of Elections staffs and pays for State and Federal Elections in November, the City only runs and pays for City elections in March (and any Special Elections that Council may authorize).

See attached Resolution 08-95-84 which was passed on August 2, 1995. The resolution references the Special Election of July 19, 1995 where there were several Charter changes – one of which changed Cordova's fiscal year to a calendar year. The feeling at the time was that local elections should be changed so that incoming Council members were not thrown straight into the budget process.

I have requested information on local elections from the Division of Elections in Juneau as well as through a group email that went out to members of AAMC (Alaska Association of Municipal Clerks). From the other research I have done, I can see where the majority of the Cities and Boroughs that conduct elections hold them on the first Tuesday in October – most of these also run on July 1 – June 30 fiscal years. If you see in the resolution, when we changed to March, we were changing from October (not November). State statute says local elections will be first Tuesday in October unless otherwise provided by ordinance. I am not sure if Cordova ever held elections in November. I found a Code Book from 1964 which shows that as far back as then, City Elections were held on the first Tuesday in October.

I am assuming we changed from a July 1 - June 30 fiscal year based on our Commercial Fishing society – i.e. lack of Council members' ability to participate in budget work sessions, etc. in May. I can see the logic of those who chose to next change the Election Day.

Here is some info on the cost of elections. We currently do not use the accu-voter machines that the State uses. Therefore, our ballots are not expensive (we just use paper). Final election expenses for the past 4 years are as follows:

<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
\$1810*	\$929	\$1247	\$1111

*2 elections in 2008 1 reg, 1 spec

The Clerks have responded with great info and suggestions. I have heard that the money savings would not transpire because the State would be reluctant to share locations, workers, ballots, advertising, etc. Plus state law requires approval of the election related material (such as candidates, etc.) far in advance of our City Code. Lastly, State elections occur only on odd years; therefore, any anticipated saving would only be realized every other year. A Clerk suggested that a savings on the local level could be seen if Council, Mayor and School Board terms were adjusted to two years or four years – thereby only warranting local elections every 2 years.

The Clerk at the Denali Borough said that since 1990 (when Denali Borough was incorporated) they have held elections on the Tuesday after the first Monday in November (Election Day) and there has

yet to be a problem. She commented that although she does not believe there is a savings to the borough, she believes that voter turnout is higher due to the combined Election Day.

So, if after all this information you are interested in bringing about a change in Cordova's election day, I offer you Resolution 12-11-47 which would place "changing the date to the Tuesday after the first Monday in November" on the ballot. I have brought the resolution to you so quickly because any anticipated change in a City's election code or charter, initiated by Council action, warrants a Department of Justice preclearance. Our attorney has advised that such a preclearance can take 45 – 60 days. Even if you pass this resolution tonight, there is no guarantee that this ballot proposition will make it for the March 6, 2012 Regular Election. But we can and will try if Council passes this resolution.

Recommended Motion: Move to approve Resolution 12-11-47

Required Action: Majority voice vote

**CITY OF CORDOVA, ALASKA
RESOLUTION 12-11-47**

**A RESOLUTION PLACING A BALLOT PROPOSITION BEFORE THE VOTERS AT
THE REGULAR MARCH 6, 2011 ELECTION AMENDING ARTICLE X, SECTION 10-
1 OF THE CITY CHARTER REGARDING THE DATE OF THE REGULAR
ELECTION.**

WHEREAS, the City Council deems it in the best interest of the City of Cordova to change the date of the regular election to the Tuesday after the first Monday in November each year;

NOW, THEREFORE BE IT RESOLVED that the voters of the City be presented with a charter amendment to amend Article X, Section 10-1 as set out below [underlined and bolded language added and deleted language stricken through]:

Annual elections – Time

Section 10-1. There shall be no primary election, but only a general election, herein also called regular election, for the election of the mayor and councilmembers. Such election shall be held on the ~~first~~ Tuesday **after the first Monday** in ~~March~~ **November** each year.

AND BE IT FURTHER RESOLVED that in the event the foregoing charter amendment is approved by the voters at the March 6, 2011 election, the next regular election shall be held on November 5, 2013.

PASSED AND APPROVED THIS 21st DAY OF DECEMBER, 2011.

James Kallander, Mayor

Attest:

Susan Bourgeois, City Clerk

CITY OF CORDOVA, ALASKA

RESOLUTION 8-95-84

A RESOLUTION PLACING A BALLOT PROPOSITION BEFORE THE VOTERS AT THE REGULAR OCTOBER 3, 1995 ELECTION AMENDING ARTICLE X, SECTION 10-1 OF THE CITY CHARTER REGARDING THE DATE OF THE REGULAR ELECTION

WHEREAS, The voters approved Proposition #9 at the special July 19, 1995 municipal election; and

WHEREAS, Proposition #9 amended the fiscal year to commence on January 1st and end of December 31st effective January 1, 1997; and

WHEREAS, The City Council deems it in the best interest of the City to change the date of the regular election to the first Tuesday in March each year to allow newly elected officials to participate in the annual budget process and to have a better understanding of the state revenue sources prior to the budget process;

NOW THEREFORE BE IT RESOLVED That the voters of the City be presented with a charter amendment to amend Article X, Section 10-1 as set out below:

Annual elections -- Time

Section 10-1. There shall be no primary election, but only a general election, herein also called regular election, for the election of the mayor and councilmembers. Such election shall be held on the first Tuesday in (October) March each year.

AND BE IT FURTHER RESOLVED that in the event the foregoing charter amendment is approved by the voters, the regular election next following such approval shall be held on the first Tuesday in March, 1997.

PASSED AND APPROVED THIS 2ND DAY OF AUGUST, 1995.



Mayor Margy K. Johnson



Lynda Plant, City Clerk

MEMO, City of Cordova

FROM: Ashley Royal, Finance Director

TO: City Manager, Mayor and City Council

Date: December 14, 2011

RE: 2011 Budget Amendment

Some expenditures were approved by Council during 2011, which have not gone through a formal Resolution process for budget amendment, and appropriation. Those identified are shown on the exhibit A of the Resolution.

One exception is the \$40,000 for the school, which was adopted in the initial budget, but for reasons unknown to me at this time, it was excluded from the funding Ordinance, to make the interfund transfer from the Permanent Fund. I have included it again in this Resolution so that Council can clarify their intent to pay the invoice from the School or not.

Hopefully, the language of the Resolution is self-explanatory. The most important part is that there will need to be an Ordinance later approved by two readings, to transfer money to the Governmental Capital Projects Funds, #401 thru #448.

Respectfully
Ashley Royal
Finance Director, City of Cordova

**CITY OF CORDOVA, ALASKA
RESOLUTION 12-11-48**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,
AUTHORIZING AMENDMENT TO THE 2011 BUDGET, AND AUTHORIZING
THE SUPPLEMENTAL APPROPRIATION OF \$463,250.**

WHEREAS, the City Council of the City of Cordova, Alaska, has adopted the City Operating Budget and appropriated funds for FY11 for the period of January 1, 2011 to December 31, 2011; and

WHEREAS, during the course of the year, certain expenditures were authorized by City Council, and in order to ratify such authorization in writing, and amend the budget and appropriate the funds, with due notification to the public, this resolution is presented for approval; and

WHEREAS, this Resolution reflects the need for some interfund transfers of money from the Permanent Fund to cover the expenditures approved, and the Ordinance for such interfund transfer shall be forthcoming in a regular meeting of the City Council during the month of January, 2012, along with the interfund transfers to cover the 2012 appropriations; and

WHEREAS, all appropriations for 2011 which are neither encumbered or payable, for all funds, shall expire at the close of the calendar year, and balances remaining in each fund as of January 1, 2012 shall be transferred to the unappropriated fund balance of the respective fund from which appropriated; and

NOW, THEREFORE BE IT RESOLVED THAT the City Council of the City of Cordova, Alaska, hereby authorizes amendment to the 2011 budget, and authorizes the supplemental appropriation of \$463,250 as detailed in “exhibit a” attached hereto.

PASSED AND APPROVED THIS 21st DAY OF DECEMBER, 2011.

James Kallander, Mayor

ATTEST:

Susan Bourgeois, City Clerk

EXHIBIT A					
City of Cordova 2011 Budget Amendments				New	Total
	Acct No.	Current Budget	Actual	Appropriation	Appropriation
Attorney Fees- Hospital Mgt	101-824-52191	0	17,220	18,000	18,000
School Capital Projects	101-902-57004	0	200,000	200,000	200,000
Capital Project High School	401-601-59030	40,000	0	0	40,000
Chip Seal C.I.P.	410-839-59090	182,400	209,140	27,600	210,000
Public Safety Building	430-400-52140	0	75,000	75,000	75,000
Hospital Repair Project	435-400-52140	0	13,500	13,500	13,500
Shipyards Building Project	442-400-52140	0	5,650	5,650	5,650
Shipyards Fill Project	444-400-52140	0	5,000	5,000	5,000
Sawmill Avenue Trail Project	448-400-52140	0	5,000	5,000	5,000
North Fill Project Prof Services	602-844-52180	0	3,093	4,000	4,000
Eyak WTP Upgrade	604-871-59100	171,500	280,942	109,500	281,000
		393,900	814,545	463,250	857,150
Footnote:					
The accounts above, starting with #401 through #448, are generally funded by interfund transfer from the Permanent Fund					
The amount of such new 2011 interfund transfer is the sum of this new appropriation, \$135,750, plus the \$40,000 for the school.					
Interfund transfer from the Permanent Fund are by Ordinance in January 2012.					

Report Criteria:

Account: 101-824-52191 Attorney Fees - Hospital Mgt
Periods: 01/11 to 12/11
Amount type: Actual
Display: Reference detail
Order by: Date/Journal/Reference number

Date	Journ	Reference	Description	Debit Amount	Credit Amount	Balance
			01/01/2011 (00/11) Balance	.00	.00	.00
			01/31/2011 (01/11) Period Totals ***	.00	.00	.00
			02/28/2011 (02/11) Period Totals ***	.00	.00	.00
			03/31/2011 (03/11) Period Totals ***	.00	.00	.00
			04/30/2011 (04/11) Period Totals ***	.00	.00	.00
			05/31/2011 (05/11) Period Totals ***	.00	.00	.00
			06/30/2011 (06/11) Period Totals ***	.00	.00	.00
			07/31/2011 (07/11) Period Totals ***	.00	.00	.00
			08/31/2011 (08/11) Period Totals ***	.00	.00	.00
			09/30/2011 (09/11) Period Totals ***	.00	.00	.00
			10/31/2011 (10/11) Period Totals ***	.00	.00	.00
10/28/2011	AP	29.0001	BIRCH HORTON BITTNER & CHEROT	11,044.32	.00	11,044.32
11/17/2011	AP	530.0001	BIRCH HORTON BITTNER & CHEROT	6,176.00	.00	17,220.32
			11/30/2011 (11/11) Period Totals ***	17,220.32	.00	17,220.32
			12/31/2011 (12/11) Period Totals ***	.00	.00	17,220.32

Report Criteria:

Account: 101-902-57004 School Cap Projects
Periods: 01/11 to 12/11
Amount type: Actual
Display: Reference detail
Order by: Date/Journal/Reference number

Date	Journ	Reference	Description	Debit Amount	Credit Amount	Balance
			01/01/2011 (00/11) Balance	.00	.00	.00
			01/31/2011 (01/11) Period Totals ***	.00	.00	.00
02/14/2011	AP	172.0001	1460 CORDOVA PUBLIC SCHOOL	200,000.00	.00	200,000.00
			02/28/2011 (02/11) Period Totals ***	200,000.00	.00	200,000.00
			03/31/2011 (03/11) Period Totals ***	.00	.00	200,000.00
			04/30/2011 (04/11) Period Totals ***	.00	.00	200,000.00
			05/31/2011 (05/11) Period Totals ***	.00	.00	200,000.00
			06/30/2011 (06/11) Period Totals ***	.00	.00	200,000.00
			07/31/2011 (07/11) Period Totals ***	.00	.00	200,000.00
			08/31/2011 (08/11) Period Totals ***	.00	.00	200,000.00
			09/30/2011 (09/11) Period Totals ***	.00	.00	200,000.00
			10/31/2011 (10/11) Period Totals ***	.00	.00	200,000.00
			11/30/2011 (11/11) Period Totals ***	.00	.00	200,000.00
			12/31/2011 (12/11) Period Totals ***	.00	.00	200,000.00

Cordova School District
P. O. Box 1330
Cordova, AK 99574

City of Cordova
P. O. Box 1210
Cordova, AK 99574

Date: 10/28/2011

Invoice : HS-1

ENERGY UPDATE

\$40,000.00

Electrical renovations at Cordova High School

\$40,000.00

Total Due the Cordova School District



401-601-59030

MEMO, City of Cordova

FROM: Ashley Royal
Finance Director

TO: Mayor and City Council

Date: December 29, 2010

RE: Ordinance to transfer money from the Permanent Fund to the General Capital Projects Fund

Within the adopted budget for 2011, the appropriation for Governmental capital project expenditures was \$681,879. Part of the money is from grants, \$104,223. The primary source for money to pay for the projects is from transfers of money from the Permanent Fund.

Also within the adopted budget for FY 2011, a capital project of \$40,000 for the high school was anticipated at the time, however the scope and funding of the project has changed, thus the modified appropriation and transfer is more appropriately dealt with separately at the proper time.

Also, within the adopted budget for FY 2010, the appropriation of \$300,000 for the purchase of a loader was included, and the loader has now been purchased for an actual invoice amount of \$255,700, but the money to pay for it has not yet been transferred from the permanent fund. This Ordinance also includes such transfer.

The appropriation to spend the money was done in the Budget Resolution. Now, this Ordinance is authorization to transfer money from the Permanent Fund to Fund #401, to actually pay for the projects.

The total transfer requested is \$681,879 less \$104,223 less \$40,000 plus \$255,700 = \$793,356.

Ashley Royal
Finance Director

Account Inquiry
Detail

Page: 1
Dec 13, 2011 02:12PM

Report Criteria:

Account: 410-839-59090 Project Expense
Periods: 01/11 to 12/11
Amount type: Actual
Display: Reference detail
Order by: Date/Journal/Reference number

Date	Journ	Reference	Description	Debit Amount	Credit Amount	Balance
			01/01/2011 (00/11) Balance	.00	.00	.00
			01/31/2011 (01/11) Period Totals ***	.00	.00	.00
			02/28/2011 (02/11) Period Totals ***	.00	.00	.00
			03/31/2011 (03/11) Period Totals ***	.00	.00	.00
			04/30/2011 (04/11) Period Totals ***	.00	.00	.00
			05/31/2011 (05/11) Period Totals ***	.00	.00	.00
			06/30/2011 (06/11) Period Totals ***	.00	.00	.00
			07/31/2011 (07/11) Period Totals ***	.00	.00	.00
			08/31/2011 (08/11) Period Totals ***	.00	.00	.00
08/26/2011	AP	337.0001	NICHOL'S BACKDOOR COMPANY	48.00	.00	48.00
08/29/2011	AP	556.0001	SEAMAN'S HARDWARE	43.98	.00	91.98
09/30/2011	JE	2.0002	To reclassify Pacific Asphalt Inv to chip seal to cap	208,383.00	.00	208,474.98
			09/30/2011 (09/11) Period Totals ***	208,474.98	.00	208,474.98
09/13/2011	AP	361.0001	YUKON EQUIPMENT CO.	648.64	.00	209,123.62
			10/31/2011 (10/11) Period Totals ***	648.64	.00	209,123.62
10/30/2011	AP	504.0001	ANCHOR AUTO/MARINE INC.	15.88	.00	209,139.50
			11/30/2011 (11/11) Period Totals ***	15.88	.00	209,139.50
			12/31/2011 (12/11) Period Totals ***	.00	.00	209,139.50

Account Inquiry
Detail

Page: 1
Dec 13, 2011 01:59PM

Report Criteria:

Account: 430-400-52140 Design Services
Periods: 01/11 to 12/11
Amount type: Actual
Display: Reference detail
Order by: Date/Journal/Reference number

Date	Journ	Reference	Description	Debit Amount	Credit Amount	Balance
			01/01/2011 (00/11) Balance	.00	.00	.00
			01/31/2011 (01/11) Period Totals ***	.00	.00	.00
			02/28/2011 (02/11) Period Totals ***	.00	.00	.00
03/31/2011	AP	494.0001	4915 CH2MHILL	30,000.00	.00	30,000.00
			03/31/2011 (03/11) Period Totals ***	30,000.00	.00	30,000.00
04/01/2011	AP	590.0001	4915 CH2MHILL	45,000.00	.00	75,000.00
			04/30/2011 (04/11) Period Totals ***	45,000.00	.00	75,000.00
			05/31/2011 (05/11) Period Totals ***	.00	.00	75,000.00
			06/30/2011 (06/11) Period Totals ***	.00	.00	75,000.00
			07/31/2011 (07/11) Period Totals ***	.00	.00	75,000.00
			08/31/2011 (08/11) Period Totals ***	.00	.00	75,000.00
			09/30/2011 (09/11) Period Totals ***	.00	.00	75,000.00
			10/31/2011 (10/11) Period Totals ***	.00	.00	75,000.00
			11/30/2011 (11/11) Period Totals ***	.00	.00	75,000.00
			12/31/2011 (12/11) Period Totals ***	.00	.00	75,000.00

Account Inquiry
Detail

Page: 1
Dec 13, 2011 02:00PM

Report Criteria:

Account: 435-400-52140 Design Services
Periods: 01/11 to 12/11
Amount type: Actual
Display: Reference detail
Order by: Date/Journal/Reference number

Date	Journ	Reference	Description	Debit Amount	Credit Amount	Balance
			01/01/2011 (00/11) Balance	.00	.00	.00
			01/31/2011 (01/11) Period Totals ***	.00	.00	.00
			02/28/2011 (02/11) Period Totals ***	.00	.00	.00
			03/31/2011 (03/11) Period Totals ***	.00	.00	.00
			04/30/2011 (04/11) Period Totals ***	.00	.00	.00
04/01/2011	AP	59.0001	4915 CH2MHILL	5,400.00	.00	5,400.00
05/04/2011	AP	462.0001	4915 CH2MHILL	1,350.00	.00	6,750.00
			05/31/2011 (05/11) Period Totals ***	6,750.00	.00	6,750.00
			06/30/2011 (06/11) Period Totals ***	.00	.00	6,750.00
06/03/2011	AP	131.0001	CH2MHILL	6,750.00	.00	13,500.00
			07/31/2011 (07/11) Period Totals ***	6,750.00	.00	13,500.00
			08/31/2011 (08/11) Period Totals ***	.00	.00	13,500.00
			09/30/2011 (09/11) Period Totals ***	.00	.00	13,500.00
			10/31/2011 (10/11) Period Totals ***	.00	.00	13,500.00
			11/30/2011 (11/11) Period Totals ***	.00	.00	13,500.00
			12/31/2011 (12/11) Period Totals ***	.00	.00	13,500.00

Report Criteria:

Account: 442-400-52140 Design Services
Periods: 01/11 to 12/11
Amount type: Actual
Display: Reference detail
Order by: Date/Journal/Reference number

Date	Journ	Reference	Description	Debit Amount	Credit Amount	Balance
			01/01/2011 (00/11) Balance	.00	.00	.00
			01/31/2011 (01/11) Period Totals ***	.00	.00	.00
			02/28/2011 (02/11) Period Totals ***	.00	.00	.00
			03/31/2011 (03/11) Period Totals ***	.00	.00	.00
			04/30/2011 (04/11) Period Totals ***	.00	.00	.00
04/27/2011	AP	57.0001	4915 CH2MHILL	5,000.00	.00	5,000.00
			05/31/2011 (05/11) Period Totals ***	5,000.00	.00	5,000.00
			06/30/2011 (06/11) Period Totals ***	.00	.00	5,000.00
			07/31/2011 (07/11) Period Totals ***	.00	.00	5,000.00
05/01/2011	AP	622.0001	Baty, Robert	650.00	.00	5,650.00
			08/31/2011 (08/11) Period Totals ***	650.00	.00	5,650.00
			09/30/2011 (09/11) Period Totals ***	.00	.00	5,650.00
			10/31/2011 (10/11) Period Totals ***	.00	.00	5,650.00
			11/30/2011 (11/11) Period Totals ***	.00	.00	5,650.00
			12/31/2011 (12/11) Period Totals ***	.00	.00	5,650.00

Account Inquiry
Detail

Page: 1
Dec 13, 2011 02:03PM

Report Criteria:

Account: 444-400-52140 Design Services

Periods: 01/11 to 12/11

Amount type: Actual

Display: Reference detail

Order by: Date/Journal/Reference number

Date	Journ	Reference	Description	Debit Amount	Credit Amount	Balance
			01/01/2011 (00/11) Balance	.00	.00	.00
			01/31/2011 (01/11) Period Totals ***	.00	.00	.00
			02/28/2011 (02/11) Period Totals ***	.00	.00	.00
			03/31/2011 (03/11) Period Totals ***	.00	.00	.00
			04/30/2011 (04/11) Period Totals ***	.00	.00	.00
04/27/2011	AP	56.0001	4915 CH2MHILL	5,000.00	.00	5,000.00
			05/31/2011 (05/11) Period Totals ***	5,000.00	.00	5,000.00
			06/30/2011 (06/11) Period Totals ***	.00	.00	5,000.00
			07/31/2011 (07/11) Period Totals ***	.00	.00	5,000.00
			08/31/2011 (08/11) Period Totals ***	.00	.00	5,000.00
			09/30/2011 (09/11) Period Totals ***	.00	.00	5,000.00
			10/31/2011 (10/11) Period Totals ***	.00	.00	5,000.00
			11/30/2011 (11/11) Period Totals ***	.00	.00	5,000.00
			12/31/2011 (12/11) Period Totals ***	.00	.00	5,000.00

Account Inquiry
Detail

Page: 1
Dec 13, 2011 02:03PM

Report Criteria:

Account: 448-400-52140 Design Services
Periods: 01/11 to 12/11
Amount type: Actual
Display: Reference detail
Order by: Date/Journal/Reference number

Date	Journ	Reference	Description	Debit Amount	Credit Amount	Balance
			01/01/2011 (00/11) Balance	.00	.00	.00
			01/31/2011 (01/11) Period Totals ***	.00	.00	.00
			02/28/2011 (02/11) Period Totals ***	.00	.00	.00
			03/31/2011 (03/11) Period Totals ***	.00	.00	.00
			04/30/2011 (04/11) Period Totals ***	.00	.00	.00
04/27/2011	AP	54.0001	4915 CH2MHILL	5,000.00	.00	5,000.00
			05/31/2011 (05/11) Period Totals ***	5,000.00	.00	5,000.00
			06/30/2011 (06/11) Period Totals ***	.00	.00	5,000.00
			07/31/2011 (07/11) Period Totals ***	.00	.00	5,000.00
			08/31/2011 (08/11) Period Totals ***	.00	.00	5,000.00
			09/30/2011 (09/11) Period Totals ***	.00	.00	5,000.00
			10/31/2011 (10/11) Period Totals ***	.00	.00	5,000.00
			11/30/2011 (11/11) Period Totals ***	.00	.00	5,000.00
			12/31/2011 (12/11) Period Totals ***	.00	.00	5,000.00

Account Inquiry
Detail

Page: 1
Dec 13, 2011 02:04PM

Report Criteria:

Account: 602-844-52180 Professional Services
Periods: 01/11 to 12/11
Amount type: Actual
Display: Reference detail
Order by: Date/Journal/Reference number

Date	Journ	Reference	Description	Debit Amount	Credit Amount	Balance
			01/01/2011 (00/11) Balance	.00	.00	.00
			01/31/2011 (01/11) Period Totals ***	.00	.00	.00
			02/28/2011 (02/11) Period Totals ***	.00	.00	.00
			03/31/2011 (03/11) Period Totals ***	.00	.00	.00
			04/30/2011 (04/11) Period Totals ***	.00	.00	.00
			05/31/2011 (05/11) Period Totals ***	.00	.00	.00
			06/30/2011 (06/11) Period Totals ***	.00	.00	.00
			07/31/2011 (07/11) Period Totals ***	.00	.00	.00
			08/31/2011 (08/11) Period Totals ***	.00	.00	.00
08/10/2011	AP	100.0001	St. Denny Surveying Inc.	3,093.00	.00	3,093.00
			09/30/2011 (09/11) Period Totals ***	3,093.00	.00	3,093.00
			10/31/2011 (10/11) Period Totals ***	.00	.00	3,093.00
			11/30/2011 (11/11) Period Totals ***	.00	.00	3,093.00
			12/31/2011 (12/11) Period Totals ***	.00	.00	3,093.00

Account Inquiry
Detail

Page: 1
Dec 13, 2011 02:04PM

Report Criteria:

Account: 604-871-59100 Eyak WTP Upgrade
Periods: 01/11 to 12/11
Amount type: Actual
Display: Reference detail
Order by: Date/Journal/Reference number

Date	Journ	Reference	Description	Debit Amount	Credit Amount	Balance
			01/01/2011 (00/11) Balance	.00	.00	.00
			01/31/2011 (01/11) Period Totals ***	.00	.00	.00
			02/28/2011 (02/11) Period Totals ***	.00	.00	.00
			03/31/2011 (03/11) Period Totals ***	.00	.00	.00
			04/30/2011 (04/11) Period Totals ***	.00	.00	.00
04/25/2011	AP	60.0001	4915 CH2MHILL	58,000.00	.00	58,000.00
			05/31/2011 (05/11) Period Totals ***	58,000.00	.00	58,000.00
			06/30/2011 (06/11) Period Totals ***	.00	.00	58,000.00
05/27/2011	AP	364.0001	CH2MHILL	35,200.00	.00	93,200.00
			07/31/2011 (07/11) Period Totals ***	35,200.00	.00	93,200.00
04/06/2011	AP	601.0001	CH2MHILL	15,000.00	.00	108,200.00
05/25/2011	AP	602.0001	CH2MHILL	137,000.00	.00	245,200.00
07/29/2011	AP	502.0001	CH2MHILL	16,200.00	.00	261,400.00
08/01/2011	AP	597.0001	Northern Lights Electrical	19,542.38	.00	280,942.38
			08/31/2011 (08/11) Period Totals ***	187,742.38	.00	280,942.38
			09/30/2011 (09/11) Period Totals ***	.00	.00	280,942.38
			10/31/2011 (10/11) Period Totals ***	.00	.00	280,942.38
			11/30/2011 (11/11) Period Totals ***	.00	.00	280,942.38
			12/31/2011 (12/11) Period Totals ***	.00	.00	280,942.38

**CITY OF CORDOVA, ALASKA
RESOLUTION 09-11-39**

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

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

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

1. Hospital roof replacement & other minor exterior repairs
2. Electronic Health Records at CCMC
3. South Fill Expansion & Sawmill Avenue Extension
4. South Fill Sidewalks
5. Shipyard Building
6. Shipyard Fill
7. Public Safety Building
8. Recreation Building
9. Water / Wastewater Plant upgrades
10. Ferry Trail

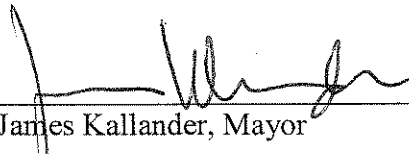
and;

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

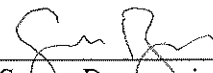
NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Cordova, Alaska, hereby designates the above listed projects as Capital Improvement projects.

PASSED AND APPROVED THIS 21st DAY OF SEPTEMBER, 2011




James Kallander, Mayor

ATTEST:


Susan Bourgeois, City Clerk

Memorandum

To: City Council
From: Sam Greenwood, City Planner
Date: 12/14/11
Re: Land Disposal Evaluation Criteria

PART I. BACKGROUND:

The Planning and Zoning Commission felt that having written and defined criteria was an important part of evaluating proposals that are **submitted for land disposal**. The commissioners felt that such criteria should be easily understood and should provide explicit direction for the proposers to understand how the commissioners would be evaluating the proposals. Below is the time line of meetings where these criteria were discussed and developed.

- July 12th P&Z Mtg - discussed creating land disposal criteria
- August 9th P&Z Mtg - discussion of types of criteria and how criteria could be used
- September 13th P&Z Mtg - no discussion at meeting; homework was given to commissioners to read and think about criteria
- October 11th P&Z Mtg - discussion of criteria and weights; request to develop fake proposals to test criteria; commissioners to review and develop weights for criteria
- November 8th P&Z Mtg - fake proposals were reviewed, weights finalized, criteria defined and finalized, and policy for residential criteria and commercial proposals finalized
- December 13th P&Z Mtg - criteria, ranks, weights and formula were finalized and Resolution 11-06 was passed to recommend the criteria to City Council

PART II. GENERAL INFORMATION:

At this time Planning and Zoning is recommending to City Council the Land Disposal Evaluation Criteria for residential and commercial land disposal. When City Council directs that city property be “disposed by proposals” the weighted criteria developed by the Planning and Zoning Commission will be included in the proposal packets. After the 30 day proposal period the Planning and Zoning Commission will use the weighted criteria to evaluate the proposals and make a recommendation to City Council.

Each proposal will be evaluated on the criteria in the table below. Each criteria will be scored from 1-10 for the individual proposals. The multiplier will then be applied to the scores to determine a final score. It was decided that if a proposal was a **residential** proposal that sales tax revenue and number of employees would be eliminated from the

evaluation process. Changing the total possible score to 8, but the ranking would still be 1-10 for individual criteria.

PART III. REVIEW OF APPLICABLE CRITERIA:

Final Land Disposal Evaluation Criteria

Criteria	Multiplier	Proposal A Rank 1-10	Proposal B Rank 1-10	Proposal C Rank 1-10	Subtotal For Proposal A	Subtotal For Proposal B	Subtotal For Proposal C
Value of improvements	1.75						
Number of Employees*	1						
Sales Tax Revenue*	1						
Importance to Community	1.75						
5yr Business Plan/Time line	0.75						
Enhanced Architectural Design	1.25						
Proposal Price	1						
Consistency with Comprehensive Plan	1.5						
Total	10						

*Residential properties will not be evaluated with these criteria

PART IV. SUGGESTED MOTION:

“I move City Council accept Resolution 11-06 of the Cordova Planning and Zoning Commission.”

**CITY OF CORDOVA, ALASKA
PLANNING AND ZONING COMMISSION
RESOLUTION 11-06**

**A RESOLUTION OF THE PLANNING AND ZONING COMMISSION OF THE
CITY OF CORDOVA, ALASKA, RECOMMENDING LAND DISPOSAL
EVALUATION CRITERIA TO THE CITY COUNCIL OF THE CITY OF
CORDOVA**

WHEREAS, the Planning and Zoning Commission of the City of Cordova is directed by the Cordova Municipal Code Section 5.22.060(D); A request for proposals to lease or purchase city real property shall specify the criteria upon which proposals shall be evaluated, which may include without limitation the type of proposed development and its benefit to the community, the qualifications and organization of the proposer, the value of the proposed improvements to the real property, and the required rent or purchase price. All proposals submitted in response to a request for proposals shall be reviewed by the planning commission, which shall recommend a proposal to the city council for award.

WHEREAS, the City of Cordova's Planning and Zoning Commission has determined that creating weighted evaluation criteria for land disposal will assist the commission in formulating a recommendation of a proposal to city council that is deemed most appropriate and beneficial for the city of Cordova ; and

WHEREAS, the City of Cordova's Planning and Zoning Commission has determined that the each proposal will be evaluated on the following criteria. Each criteria will be scored from 1-10. The multiplier will be applied to the rankings to determine final score.

WHEREAS, the City of Cordova's Planning and Zoning Commission has identified these criteria as important criteria in determining the proposal that will benefit the citizens of Cordova,

Criteria	Multiplier	Proposal A Rank 1-10	Proposal B Rank 1-10	Proposal C Rank 1-10	Subtotal For Proposal A	Subtotal For Proposal B	Subtotal For Proposal C
Value of improvements	1.75						
Number of Employees*	1						
Sales Tax Revenue*	1						
Importance to Community	1.75						
5yr Business Plan/Time line	0.75						
Enhanced Architectural Design	1.25						
Proposal Price	1						
Consistency with Comprehensive Plan	1.5						
Total	10						

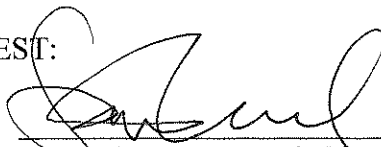
*Residential properties will not be evaluated with these criteria

NOW, THEREFORE, BE IT RESOLVED THAT the City of Cordova's Planning and Zoning Commission hereby recommends the Land Disposal Evaluation Criteria to City of Cordova's City Council.

PASSED AND APPROVED THIS 13th DAY OF DECEMBER, 2011


Tom Bailer, Chairman

ATTEST:


Samantha Greenwood, City Planner

PENDING AGENDA

Capital Priorities List Meeting – **December 2011, March 2012, June 2012, September 2012, December 2012** (should we do this December 21, 2011)

Committees:

Cordova Center Committee: Tim Joyce, Sylvia Lange, VACANCY, Darrel Olsen, Larue Barnes, VACANCY, Valerie Covell, David Roemhildt, Dan Logan, Nancy Bird, and Cathy Sherman

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

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

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

December 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Location Legend CH—City Hall Conference Room LMR—Library Meeting Room HSL—High Sch Lib				1 ——Clerk Vac——	2 ——Clerk Vac—— ——BoF (Vdz)——	3 ——BoF (Vdz)——
4 ——BoF (Vdz)——	5 ——BoF (Vdz)——	6 ——BoF (Vdz)——	7 7:00 pub hrg LMR 7:30 reg mtg LMR ——BoF (Vdz)——	8	9 City Employee Christmas Party	10
11	12	13 P&Z Commission Mtg 7pm CH	14 Hrbr Cms 7pm CH HSB 7pm LMR Sch Bd 7pm HSL	15	16	17
18	19 5:30 Prks & Rec LMR	20	21 7:15 pub hrg LMR 7:30 reg mtg LMR	22	23	24
25	26 Christmas holiday— City Hall Offices Closed	27	28	29	30	31

January 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 New Years holiday— City Hall Offices Closed	3	4 7:15 pub hrg LMR 7:30 reg mtg LMR	5	6	7
8	9 MLK Jr. holiday— City Hall Offices Closed	10 Decl of Candidacy opens for Mar elec 5:30 Prks & Rec P&Z Commission Mtg 7pm CH	11 Hrbr Cms 7pm CH HSB 7pm LMR Sch Bd 7pm HSL	12	13	14
15	16	17	18 7:15 pub hrg (maybe) LMR 7:30 reg mtg LMR	19	20	21
22	23	24	25	26	27	28
29	30	31				Location Legend CH—City Hall Confer- ence Room LMR—Library Meeting Room HSL—High Sch Lib 71

February 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Location Legend CH—City Hall Confer- ence Room LMR—Library Meeting Room HSL—High Sch Lib			1 Clerk vaca ———— 7:15 pub hrg (maybe) LMR 7:30 reg mtg LMR	2 —————	3 —————	4
5 SUPERBOWL SUNDAY	6 Clerk vaca ————	7 ————— Decl of Candidacy closes for Mar elec	8 ————— Hrbr Cms 7pm CH HSB 7pm LMR Sch Bd 7pm HSL	9 —————	10 —————	11
12	13 Clerk vaca ————	14 ————— 5:30 Prks & Rec LMR P&Z Commission Mtg 7pm CH	15 ————— 7:15 pub hrg (maybe) LMR 7:30 reg mtg LMR	16 —————	17	18
19	20 Presidents' Day—City Hall Offices Closed	21 Absentee voting in person at CH—thru 3/5/12	22	23	24	25
26	27	28	29			Location Legend CH—City Hall Confer- ence Room LMR—Library Meeting Room HSL—High Sch Lib