

**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.

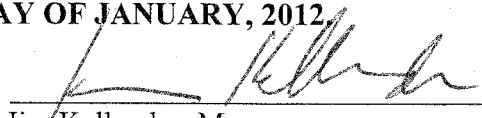
Section 5. This ordinance shall be effective thirty (30) days after its passage and publication. This ordinance shall be enacted in accordance with Section 2.13 of the Charter of the City of Cordova, Alaska, and published in the Cordova Times, a newspaper of general circulation in the City, within ten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

1<sup>st</sup> reading: December 21, 2011


2<sup>nd</sup> reading and public hearing: January 4, 2012

**PASSED AND APPROVED THIS 4<sup>th</sup> DAY OF JANUARY, 2012**



  
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Jim Kallander, Mayor

ATTEST:

  
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Susan Bourgeois, City Clerk