



Board of Delegates Meeting

Wednesday, February 19th, 6pm-8pm

In Person: FCC Conference Room

Zoom Meeting: <https://us06web.zoom.us/j/89600528663> | Meeting ID: 896 0052 8663

Part I – The Board Meeting

ACTION	ESTIMATED TIME
1. Meeting Opening – Chair Edgington 1.1. Roll Call	5 minutes
2. Consent Agenda 2.1. Approval of Agenda 2.2. Approval of Minutes	5 minutes
3. Education Topic – Treasurer & Staff 3.1. 2024 Budget & 2025 Budget	10 minutes
4. Education Topic – Staff 4.1. Vision thru Action 2025 – Strategic Planning 4.2. April Volunteer Recognition Month	10 minutes
5. Discussion Topic – Executive Committee 5.1. Nominations for Vice Chair	10 minutes
6. Decision Topic – Executive Committee 6.1. Retention Policy	10 minutes
7. Comment Period	<i>If Applicable</i>
8. Move to second agenda	--

Community Councils Center 1057 West Fireweed Lane, Suite 100, Anchorage, AK 99503

Abbott Loop | Airport Heights | Basher | Bayshore – Klatt | Bear Valley | Birchwood | Campbell Park | Chugiak | Downtown | Eagle River
Eagle River Valley | Fairview | Girdwood | Glen Alps | Government Hill | Hillside Huffman – O’Malley | Midtown | Mountain View
North Star | Northeast | Old Seward – Oceanview | Portage Valley | Rabbit Creek | Rogers Park | Russian Jack Park | Sand Lake
Scenic Foothills | South Addition | South Fork | Spenard | Taku – Campbell | Tudor Area | Turnagain | Turnagain Arm | University Area



Part II – The Coalition Meeting

ACTION	ESTIMATED TIME
1. Meeting Opening – Chair Edgington	--
2. Education Topic 2.1 Council Updates – Abbott Loop thru Fairview <i>Council Updates: Abbott Loop, Airport Heights, Basher, Bayshore/Klatt, Bear Valley, Birchwood, Campbell Park, Chugiak, Downtown, Eagle River, Eagle River Valley, Eklutna Valley, Fairview</i>	15 minutes <i>(1 minute per council, then time for other councils with urgent business)</i>
3. Education Topic – Representative Reports 3.1. Mayor – Marie Husa 3.2. Assembly – Christopher Constant, Chair 3.3. School Board – Andy Hollman, President	20 minutes <i>(5 min each with time for questions)</i>
4. Education Topic – Staff 4.1. Vision thru Action 2025 – Officer Training	5 minutes
5. Discussion Topic – Executive Committee 5.1. Survey on Mayor’s Office attendance at Council meetings	10 minutes
6. Education Topic 6.1. CIP Surveys – Chelsea Ward-Waller, MOA PM&E	20 minutes
7. Comment Period	<i>If Applicable</i>
8. Adjourn	--

Federation of Community Councils Board of Delegates Meeting

Wednesday, January 15, 2024 | Hybrid
Draft Minutes

PART I – THE BOARD MEETING

1. **Call to Order and Establish Quorum:** Mike Edgington, Chair
 - a. The meeting was called to order at 6:02 p.m.

Zoom meeting being recorded, including the "Chat". There is no expectation of privacy.

FCC Delegates in attendance (28)

Abbott Loop - Lizzie Newell	Mountain View – Daniel George
Airport Heights – <i>Not Present</i>	North Star – <i>Not Present</i>
Basher – Donald Crafts	Northeast – Monica Schwingendorf
Bayshore/Klatt – Bob Laule	Old Seward/Oceanview – Gary Meaders
Bear Valley – Kaitlyn Jackson	Portage Valley – <i>Not Present</i>
Birchwood – <i>Not Present</i>	Rabbit Creek – John Riley
Campbell Park – Kevin Fimon	Rogers Park – Marilyn Pillifant
Chugiak – Darryl Parks	Russian Jack – Kathleen Plunkett
Downtown – Barbara Roberts	Sand Lake – Evan Leaf
Eagle River – <i>Not Present</i>	Scenic Foothills – Patrick LeMay
Eagle River Valley – Alex Jorgensen	South Addition – John Thurber
Eklutna Valley – <i>Not Present</i>	South Fork – <i>Not Present</i>
Fairview – James Thorton	Spenard – Sarah Preskitt
Girdwood (GBOS) – Mike Edgington	Taku-Campbell – Kandi Hayes
Glen Alps – <i>Not Present</i>	Tudor – <i>Not Present</i>
Government Hill – Bob French	Turnagain - Cathy Gleason
Hillside – Bruce Vergason	Turnagain Arm – Michael Packard
Huffman/O'Malley – Jason Norris	University Area – Steven Callaghan
Midtown – <i>Not Present</i>	

Others in attendance:

FCC Arianna Bellizzi, Executive Director
Marie Husa, Mayor's Office Representative
Silva Villamedes, DTCC Alternate
David Weber, NECC Alternate

2. Consent Agenda

- a. **Approval of Agenda**
- b. **Approval of Minutes**
 - i. Consent agenda approved by assent, passed unanimously.

3. Education Topic: 2024 MOA Grant Annual Report

- a. Staff presented the 2024 MOA Grant Annual Report includes topics such as sample notifications, newsletters, training events success, and more. The Executive Director explained how the report is an annual requirement for the FCC grant and hopes to bring more attention to it as a measure of success, rather than something ignored.
- b. The 2024 budget was not ready and will be presented at the February Delegates meeting.

4. Discussion Topic: Retention Policy

- a. The policy aims to retain Community Council work products for as long as possible, with a focus on keeping the material produced by the councils.
- b. The discussion also touched on the issue of Zoom meeting recordings, with an idea suggesting that these should be uploaded to YouTube for long-term storage. However, it was decided that this decision should be left to the discretion of the councils.
- c. Also discussed was the need for a policy on how long Community Councils should keep their records, with a suggestion that this should be at least 5 years for digital databases and 10 years for physical copies.
- d. The Executive Committee will review these notes and present an updated version of the Retention Policy at the February Delegates meeting.

5. Discussion Topic: 2025 Meeting Dates

- a. Motion to approve the schedule was made by Daniel George & seconded by Cathy Gleason.
- b. There was an inquiry on if summer month meetings could / would be cancelled due to low participation, but the dates remained on the schedule.
- c. The motion was passed unanimously by assent.

6. Comment Period

- a. Russian Jack thanked the FCC for the zoom login help – everything went smoothly.
- b. The Federation's website update was also discussed, with plans to have a version by the end of the week and a launch in February.

PART II – FCC COMMUNITY COUNCIL COLLABORATION MEETING

1. Meeting Opener: Chair Edgington

2. Education Topic

- a. **Council Updates:** Rabbit Creek thru University Area

- i. **Rabbit Creek** – Concerns about a growing erosion issue on the hillside from runoff, as well as a proposal to wave design standards out in the Rabbit Creek area, as opposed to just suspending the design standards for 3 years.
- ii. **Rogers Park** – They are working with other councils to eliminate Version D of the viaduct (Chester Creek Greenbelt)– They’ve sent a letter to Assembly opposing Version D, & urge anyone to comment on it as the comment period ends January 23, 2025.
- iii. **Russian Jack** – Resolution on school closures, working on their CIP list, had a few homeless camp issues handled with some success, as well as Community Council boundaries.
- iv. **Sand Lake** – Did not meet in January – But passed a resolution on the Diamond Self Storage project, Sand Lake also received 2 grants in December.
- v. **Scenic Foothills** – Council had a special meeting in December for School closures - they fought to keep Baxter Elementary School open & were successful, working with Jon on the firebreak for Campbell Airstrip road, concerns with the pedestrian bridge over Muldoon – they’re working with DOT on the issue, Pedestrian walkways are a concern as well, waiting on DOT to finalize designs for traffic calming on Tudor Road as well, starting to plan for summer on Baxter Trail work as well.
- vi. **South Addition** – Project on a set of stairs on I Street that has been shut down since summer is being pursued, after much leg work & reaching out to many different departments / officials.
- vii. **Spenard** – Elections next month, looking to move to hybrid in March, large homeless encampment on Fish Creek Trail that needs clearing, working on the Midtown District Plan, & has been focused on safe transportation for all.
- viii. **Taku / Campbell** - There was discussion about the Community Council Boundary Study; they do not wish to lose any of the Taku/Campbell Boundary. They’re putting in a request via CIP to have traffic evaluated in a few select areas with concerns for children who walk to bus-stops without sidewalks or curbs.
- ix. **Turnagain** – worked on Community Council Boundaries, in support of sharing Spenard Beach Park between Turnagain & Spenard, as well as opposed losing the coastal area boundary of Turnagain, approved comments to the 1 year & 5 year Heritage Land Bank Plan, continued discussions on the airport as well as Fish Creek Trail connection
- x. **Turnagain Arm** – The police chief visited at the last meeting after having a hard time getting reports, update on the Safer Seward Highway – looking at new signage & rock fall mitigation this summer, also looking at replacing the railroad bridge @ Bird Creek, approved a resolution for the Community Council Boundaries

- xi. **University Area** - planning to merge with the Tudor Area Community Council based on the recommendation from the Community Council Boundary Commission.

3. Education Topic

Mayor's office: Marie Husa, Constituent Relations Director

- a. The Mayor's Office outlined a commitment to have a representative at each Community Council meeting twice a year, either in person or online, and to provide updates and information. There will also be a representative at every Delegates meeting.
- b. The reasoning behind the number of visits was explained as due to the Mayor's Office being mindful of tax-payer dollars and using Municipal resources and staff.
- c. Staff have visited Downtown, Midtown, Mountain View, Northeast, Russian Jack, Fairview, North Star, South Addition, and Turnagain Community Councils.
- d. Marie asked for Councils to let the Mayor's Office know if they should plan to attend specific meetings.
- e. The Mayor's Office will have an online place to request a meeting for Councils.

FCC Staff inquired whether the Mayor's Staff would be present for the entire meeting or only for a specific portion. Marie responded that the staff would provide an update and would remain at the meeting if notified in advance. FCC Staff also requested clarification regarding the scheduling process for unrequested visits and the communication protocol between the Councils and the Mayor's Staff. Furthermore, FCC Staff noted that the Mayor's staff might wish to prioritize visiting Councils that have not yet been visited. DTCC Delegate asked if the Mayor would be meeting monthly with Downtown businesses. Staff responded it was on the agenda.

4. Assembly: Christopher Constant, Chair

- i. Not Present at this meeting

5. School Board: Andy Holleman, President

- i. Not Present at this meeting

6. Education Topic

a. **Property Assessments** – Jack Gadamus, MOA Municipal Assessor

- i. Jack discussed the real property assessment process, focusing on exemptions and property valuations. The Assessor's office administers exemptions and values property, with a significant effort put into reviewing exemptions annually. He also touched on the composition of exemptions, with the residential exemption being the biggest one.
- ii. Covered the distribution of taxable value, with residential properties making up around 65% of the tax base. The value of new construction was also discussed, with a significant increase in the

value of single-family homes and condominiums.

- iii. Jack explains the timeline and process for appealing property tax valuations in the municipality. Evaluation notices were recently mailed out, giving property owners 30 days to file an appeal if they disagree with the assessed value. He encourages owners to contact the office early if they have questions, as working through issues informally avoids having to file a formal appeal. Most appeals are resolved without going to the Board of Equalization by the appraiser and owner agreeing on a value.
- iv. A motion to extend was made by Kathleen Plunket & seconded by unknown.
- v. Jack also discusses exemption deadlines, with March 15th being the cutoff to apply for residential, senior, and other exemptions. A new exemption this year is available for volunteer firefighters and EMS personnel.

7. Comment Period – None

Adjourn – Meeting was adjourned at 8:11 pm.

Appendix G

Annual Financial Report FY2024


Federation of Community Councils, Inc.

Budget Category	Actual Budget	Prior Expended Funds	Funds Expended This Period	Total Funds Expended	Percent Expended	Funds Available
Personnel Services	157,396	-	111,213.07	111,213.07	70.65%	46,182.93
Contractual	21,000	-	56,648.76	56,648.76	270.00%	(35,648.76)
Comms & Training	17,000	-	14,834.91	14,834.91	87.62%	2,165.09
Rent	7,000	-	7,377.19	7,377.19	105.39%	(377.19)
Other=	1,000	-	2,443.31	2,443.31	244.33%	(1,443.31)
TOTAL	\$ 203,396	\$ -	\$ 192,517.82	\$ 192,517.82	94.65%	\$10,878.76

Grant Status	
\$ 203,396	Toal Grant Amount
\$202,067.06	Total Grant Funds Received To-Date

Income Status	Prior Period	This Period	Total Earned
Interest Earned	0	30.88	30.88
Program Income	0	0	0

Equipment Purchased	Description/Cost/Serial Number/Model Number
	ImageRunner Copier Purchase - \$7,900.00 – Canon C359IF 3 x Meeting Owl, Accessories, & Warranty - \$7,690.00 – (2) Owl 4+ & Owl Bar 42" Television - \$129.99 – GEL27Q00428401BV Handycam & Accessories - \$1,712.95 – Sony FDR-AX43 Handycam

CERTIFICATION: I certify to the best of my knowledge and belief, the above data is correct, and that all outlays were made in accordance with the grant conditions.	
SIGNATURE: 	DATE: 1/30/25



FEDERATION OF
COMMUNITY COUNCILS
ANCHORAGE | EAGLE RIVER | GIRDWOOD

VISION THRU ACTION 2025

LEADERSHIP & OFFICER SUMMIT

Saturday, March 15th – Sunday, March 16th

Registration has opened for the Federation of Community Councils' 2025 Leadership and Officer Summit - Vision thru Action. The 2-day Summit is the Federation's first all day conference in over 10 years.

Day 1: Saturday, March 15 - FCC Board of Delegates Strategic Planning

The first day of the conference will bring together FCC Board Members to engage in strategic planning. The agenda includes discussions on the organization's core purpose and values, followed by long-term and short-term strategic planning. Facilitated by Foraker Group consultant - Heather Harris, the sessions will encourage open dialogue and creative problem-solving, with a focus on establishing a unified vision for the FCC's future.

Each Council is encourage to have their primary Delegate attend. Only one Delegate per Council will be allowed. Alternate Delegates are allowed to attend in place of their primary Delegate.

Day 2: Sunday, March 16 - Community Council Officers Leadership Training

The goal of the second day is to equip Community Council Officers with the skills and knowledge they need to lead effectively and foster inclusive, collaborative council environments. Sessions will cover topics such as board responsibilities, Robert's Rules of Order, ethics, by-laws, and short-term strategic planning. Breakout sessions and interactive workshops will encourage collaboration and knowledge sharing among participants.

Each Council is will be given three tickets for elected positions.

Registration ends March 7th. Please RSVP so we are able to accommodate everyone - space is limited. This event is in-person only.

Lunch will be provided.



Scan to Register

Questions? Email - info@communitycouncils.org

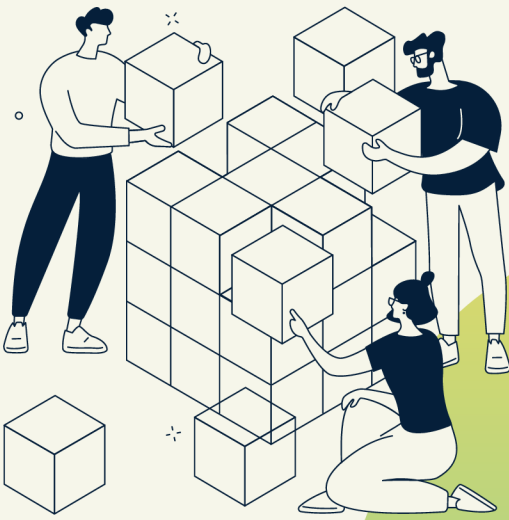


FEDERATION OF
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VISION THRU ACTION

2025

LEADERSHIP & OFFICER SUMMIT



DAY 1: PRE-PLANNING - QUESTIONS TO CONSIDER

1. Do you agree with the direction the FCC is going?
2. What suggestions or feedback do you have for the FCC and staff so that they can improve?
3. What are you excited about in the future (3-5 years or more)?
4. Is there a topic that concerns you in the city that you would like to see the FCC pay more attention to?
5. What goals/big ideas/projects require more/different attention to be successful in the future?
6. Who would you like to see the FCC partner more with?
7. Why would you like to see the FCC partner with them?
8. What activities would like to see the FCC change or end?
9. What is the FCC NOT doing that if there were more resources (time, people and money) it SHOULD be doing?
10. Is there anything else you want to share that will help the FCC plan for the future?

DAY 1: AGENDA

9:00AM Doors open – coffee available

9:30AM Introductions, getting grounded exercise

10:00AM Set the stage: Nonprofit Sustainability Model – focus, people, money, partnerships

10:30AM Core purpose and core values

11:30AM Lunch Break

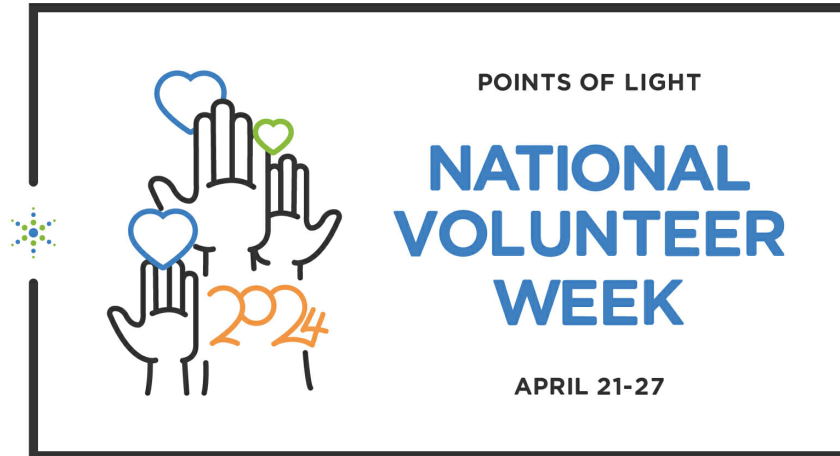
12:00PM Determine the future definition of success

1:00PM Determine short-term strategic goals

3:30PM Wrap up – Next Steps

4:00PM Adjourn





Celebrate National Volunteer Week by Nominating Your Community Council's Member of the Year!

Join us in celebrating National Volunteer Week! Since 1974, this annual event, hosted by Points of Light, has recognized the invaluable contributions of volunteers. Under the theme "Celebrate Service," we honor those driven to make a difference. The Federation of Community Councils is proud to participate by seeking nominations for "Member of the Year." We're looking for individuals who demonstrate exceptional dedication to their Community Council, creating inclusive spaces and championing citizen engagement in government.

Nomination Process:

- Each Community Council is encouraged to submit one nomination.
- Nominations must be received via email by March 30th. FCC staff will confirm receipt and request further details.
- Nominations can be submitted by the President/Chair, Executive Board, or the full Council. Formal resolutions are not required.

Recognition:

- Nominees may be featured on the FCC website and social media platforms.
- The FCC will provide an Award Certificate to the Council, and can assist in presenting the award during April meetings.

**Let's celebrate the heart of our Community Councils.
Nominate your Member of the Year by March 30th!**

Retention Policy

Federation of Community Council
2024

Version 2

The Federation of Community Council (FCC) recognizes the importance of historical archives for future knowledge and research. The FCC also recognizes such information should be readily available information for public use. In order to keep available relevant information for the public and community council use, the FCC establishes a retention policy.

1. Definitions.

- 1.1. Website - www.communitycouncils.org
- 1.2. Internal Digital Database - Digital cloud storage or storage on FCC owned servers.
- 1.3. Community Council Work Product - Resolutions, correspondence, and meeting records.
- 1.4. Community Council Other Product - Presentations, draft plans, representative updates, etc.

2. Website Retention.

- 2.1. The FCC will retain all documents uploaded or published on www.communitycouncils.org for 5 years from publishing.
 - 2.1.1. After the five years, Community Council Other Products can be removed by FCC staff and saved in the internal digital database.
- 2.2. The FCC will retain all Community Council Work Products uploaded or published on www.communitycouncils.org for 20 years from publishing.

3. Internal Digital Database.

- 3.1. The FCC internal digital database will retain digital copies of Community Council Other Products for an additional 5 years after publishing.
- 3.2. The FCC internal digital database will retain digital copies of FCC organizational documents for 20 years from creation or publishing.
- 3.3. The Community Council digital files are accessible for public use by request. The request for these files can be made at any time via phone or email and the FCC staff will endeavor to respond within 1-2 business days with the appropriate information.
- 3.4. Digital files will be saved with the UAA archives whenever possible before any disposal is made. FCC staff will work with individual Community Councils to ensure proper archiving of documents.

4. Physical Copies.

- 4.1. The FCC office will retain physical copies of Community Council Work Product, when provided, for 10 years from creation or receiving.
- 4.2. The FCC office will retain physical copies of FCC organizational documents for 10 years from creation or receiving.
- 4.3. The FCC office will retain physical copies of local, state, and federal documents, when provided, for 1 year from creation or receiving.

- 4.4. Digital copies of the physical copies will be made when received and saved to the internal digital database.
- 4.5. After 10 years, Community Council Work Product will be saved with the UAA archives whenever possible before any disposal is made. FCC staff will work with individual Community Councils to ensure proper archiving of documents

5. Online Meeting Platform Retention.

- 5.1. The Federation retains recordings of meetings completed using Federation owned online meeting platform accounts (i.e.Zoom).
 - 5.1.1. These meetings can include but are not limited to Community Council General meetings, Community Council Special meetings, Community Council Committee meetings, Federation Board of Delegate meetings, and Federation staff meetings.
- 5.2. Community Council General meeting recordings will be saved for one year from date recording.
- 5.3. Additional Community Council meetings such as special meetings and committee meetings will be kept for 3 months, or as space allows, from the date of recording.
- 5.4. The Federation will not retain recordings if they are not on Federation owned accounts.

6. Additional Retention.

- 6.1. Whenever funding and physical/digital space allows, the FCC will endeavor to keep information longer.
- 6.2. Special requests can be made to keep limited information longer. Please submit that request to FCC staff at info@communitycouncils.org. Staff will review the request and accommodate whenever feasible. Denied requests can be appealed to the FCC Chair.
- 6.3. The FCC retains the right to withhold public information requests if the staff or executive committee believes that releasing the information runs counter to the FCC Privacy Policy.

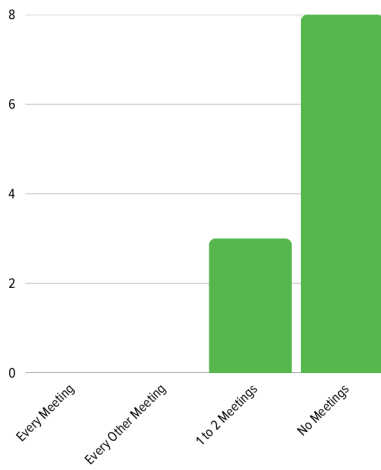
7. Removal of Documents.

- 7.1. FCC staff will notify a Community Council Chair/President before Community Council Work Product documents are removed from the internal digital database or FCC Office.
- 7.2. Notification will be done via email to the most recent contact provided by the Council.

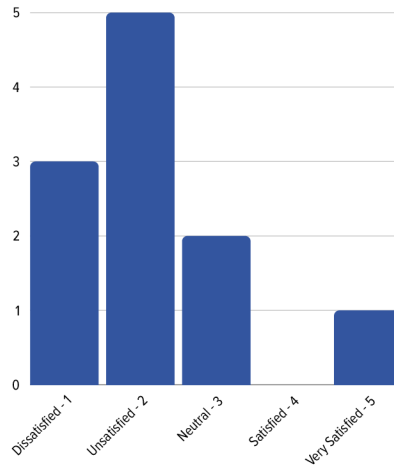
FCC Survey on Mayoral Attendance

Jan thru Feb 2025*

Current Administration

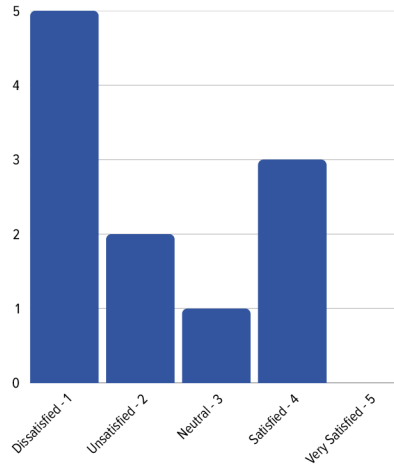
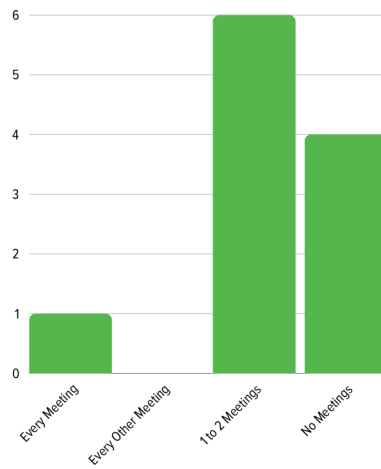


How often has a member of the administration's staff or the Mayor attended your Community Council meeting?

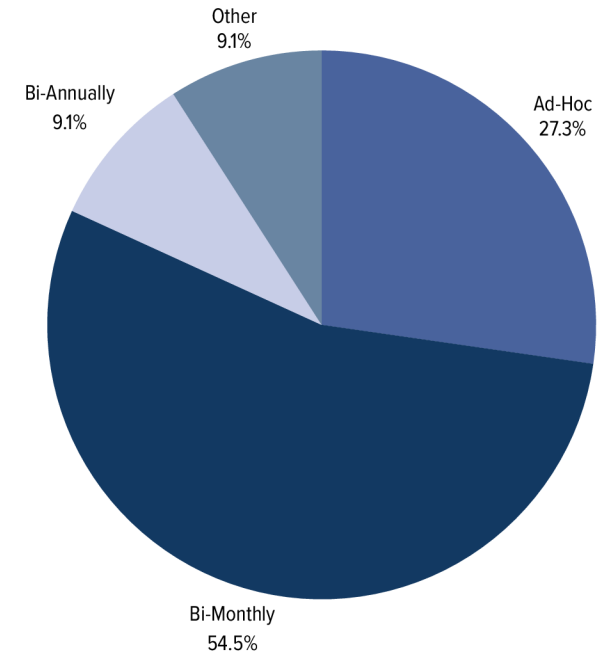


How satisfied do you feel your Community Council is with the level of attendance?

Previous Administration



Which attendance option do you think would best serve your Council?



Ad-Hoc: The Mayor or staff attend Council meetings when requested, but not regularly.

Bi-Monthly: The Mayor or staff attend Council meetings every other month and stay for 15 to 30 mins.

Bi-Annually: The Mayor or staff attend Council meetings twice per year and stay for the majority of the meeting.

Other: Monthly Report only.

*Results collected were from 11 respondents, representing 11 different Councils from across every Assembly District.