

**Mayor**

*Clay Koplin*

**Council Members**

*James Burton*

*Kenneth Jones*

*Jeff Guard*

*Robert Beedle*

*Josh Hallquist*

*David Allison*

*James Wiese*

**City Manager**

*Alan Lanning*

**City Clerk**

*Susan Bourgeois*

**Deputy Clerk**

*Tina Hammer*

**Student Council**

*Corinne Pegau*

**Regular City Council Meeting**  
**April 19, 2017 @ 7:00 pm**  
**Cordova Center Community Rooms**  
**Agenda**



**A. Call to order**

**B. Invocation and pledge of allegiance**

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

**C. Roll call**

Mayor Clay Koplin, Council members James Burton, Kenneth Jones, Jeff Guard, Robert Beedle, Josh Hallquist, David Allison and James Wiese

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

**E. Disclosures of Conflicts of Interest**

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

**1. Guest Speakers**

- **Barb Jewell & Nicole Songer** – community needs assessment being conducted by CFRC and Cordova Coalition for a Healthy Community

**2. Audience comments regarding agenda items..... (3 minutes per speaker)**

**3. Chairpersons and Representatives of Boards and Commissions (Harbor, CCMCABoD, Parks & Rec, P&Z, School Board)**

**4. Student Council Representative Report**

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

**5. Resolution 04-17-10..... (page 1)**

A resolution of the City Council of the City of Cordova, Alaska, approving application to the Alaska Department of Fish and Game for a Commissioner's permit for Tanner Crab

**6. Resolution 04-17-11..... (page 7)**

A resolution of the City Council of the City of Cordova, Alaska, establishing April 2017 as child abuse prevention and awareness month

**7. Resolution 04-17-12..... (page 8)**

A resolution of the City Council of the City of Cordova, Alaska, declaring April 2017 as sexual assault awareness month in Cordova

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

**8. Minutes of 04-05-17 Council Public Hearing..... (page 9)**

**10. Minutes of 04-05-17 Council Regular Meeting..... (page 10)**

**I. Consideration of Bids**

**J. Reports of Officers**

**11. Mayor's Report..... (page 13)**

**12. Manager's Report**

- Cordova Center bird mitigation status report to Council..... (page 14)

**13. City Clerk's Report..... (page 16)**

**14. Staff Quarterly Reports - First Quarter 2017**

- Harbormaster ***Tony Schinella*** – Cordova Port and Harbor..... (page 17)
- City Fire Marshal ***Paul Trumblee*** – CVFD..... (page 19)

- Director ***Susan Herschleb*** – Parks & Recreation Department..... (page 23)
- PWD/City Engineer ***Rich Rogers*** – Public Works Department..... (page 25)
- UBS Financial, ***Chad Adams*** – City Investments..... (page 27)
- Information Services Director ***Cathy Sherman***, Museum, PIO, Library, IT, Cordova Center..... (page 28)

#### **K. Correspondence**

- 15. 02-15-17 BDO letter to Council re 2016 Audit..... (page 33)
- 16. 03-17-17 Mayor letter to Senator Murkowski re NE17..... (page 49)
- 17. 04-03-17 Russin letter re Adams Street sidewalks..... (page 52)
- 18. 04-03-17 USDA/USFS News Release re Trail Stewardship Act..... (page 53)
- 19. 04-12-17 Mayor letter to Murkowski et al re Secure Rural Schools funding..... (page 55)
- 20. 04-12-17 Mayor letter re Sound Alternatives prevention resource manual support..... (page 56)
- 21. 04-12-17 Mayor letter to Murkowski et al re Sea Grant Marine Advisory Program funding..... (page 57)
- 22. 04-12-17 Email thanks from Sea Grant Marine Advisory Program..... (page 58)

#### **L. Ordinances and Resolutions**

#### **M. Unfinished Business**

- 23. Council right to protest renewal of a liquor license..... (voice vote)(page 59)

#### **N. New & Miscellaneous Business**

- 24. USDA Landfill Closure Grant, Council direction to staff..... (voice vote)(page 68)
- 25. Pending Agenda, Calendar and Elected & Appointed Officials lists..... (page 70)

#### **O. Audience Participation**

#### **P. Council Comments**

#### **Q. 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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# Fishery Development Committee Report April 7 2017

Mon April 3 the Fishery Development Committee held its second meeting. Although the Committee's scope is far broader than the return of the commercial crab fishery the primary agenda of this meeting was to discuss the recent Board of Fish (B.O.F.) shellfish meetings in Anchoage and to take action. There was wide ranging discussion regarding what shape a crab fishery should take, due to the fact that the B.O.F., in its wisdom did allow for

a crab fishery through a  
commissioners permit.

The committee voted unanimously  
to recommend that the City of  
Cordova apply for the Commissioners  
permit. Enclosed is a sample resolution  
for the Councils deliberation.

Sincerely Robert B. Smith  
Chairman Fisheries Development  
Committee

**CITY OF CORDOVA, ALASKA  
RESOLUTION 04-17-10**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,  
APPROVING APPLICATION TO THE ALASKA DEPARTMENT OF FISH AND  
GAME FOR A COMMISSIONER'S PERMIT FOR TANNER CRAB**

**WHEREAS**, developing new fisheries and redeveloping dormant fisheries is vital to Cordova's economy; and

**WHEREAS**, commercial crab fisheries have been an early focus of the recently created City of Cordova Fisheries Development Committee; and

**WHEREAS**, the Fisheries Development Committee unanimously voted to recommend that the City of Cordova be the lead applicant for a Commissioner's permit.

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Cordova, Alaska hereby approves application to the Alaska Department of Fish and Game for a Commissioner's Permit for Tanner Crab.

**BE IT FURTHER RESOLVED** that the City of Cordova, in cooperation with the Alaska Department of Fish and Game and the principles of maximum sustained yield develop a crab fishery that will benefit Cordova's citizens, its fishing industry and its fishing fleet for generations to come.

**PASSED AND APPROVED THIS 19<sup>th</sup> DAY OF APRIL 2017.**

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

Attest:

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

## **Board of Fish March 20 – 24**

The Board of Fish (BOF) met in Anchorage at the Coast International Inn from March 20<sup>th</sup> through March 24<sup>th</sup>, to consider statewide shellfish proposals. Cordovans had numerous proposals regarding crab which were considered at this meeting. Also considered at this meeting were proposals by the Alaska Department of Fish & Game (ADF&G) regarding crab in Prince William Sound (PWS).

The BOF is the process by which Alaskans, or anyone for that matter, can introduce proposals to the Board regarding the allocation and management of Alaska's fishery resources. Board members are appointed by the Governor and confirmed (or not) by the legislature.

The BOF generally follows the recommendations of the ADF&G. However on occasion there are exceptions. In the case of PWS shellfish proposals, the Board did carefully scrutinize the behavior and proposals of the Department. The Board is (along w/allocations) the overseer of the ADF&G, and in the case of PWS crab, the Board is being made aware of the Department's behavior regarding crab in the PWS region.

The department has closed crab fishing in PWS since 1988. At the 2014 BOF meeting the Board instructed the ADF&G to devise a harvest strategy for PWS crab. The Department's strategy was Proposal #267. Cordova District Fishermen United (CDFU) proposed an alternative harvest strategy for crab, #268. It appears that in the case of commercial crab fishing, some progress may have been made. Unfortunately any progress that occurred, happened in *spite* of the ADF&G not because of it. A more detailed analysis of the PWS crab proposals follows.

Cordovans who engage in subsistence crab fishing in PWS will now be able to bring home more crab thanks to proposal #273, submitted by a mysterious and shadowy figure. This individual also, with proposal #272, successfully clarified the conflicting and confusing size regulations that the ADF&G had imposed on subsistence fishermen. Thanks to 272 – 273 Cordovan subsistence fishermen will now be able to legally bring home more crab and they will not be hampered by size regulations which the ADF&G had formerly imposed.

### **Proposal 276 – 278 Dueling Harvest Plans**

The BOF considered two harvest strategies regarding tanner crab in PWS. One plan, Proposal 267 was submitted by the ADF&G. In typical Department fashion the *strategy* only deals with a small portion of PWS; the Northern & Hinchinbrook districts. The Department *strategy* leaves untouched and unmanaged vast areas of PWS (Area E). Instead, leaving that task to the BOF, CDFU, and private individuals. Unfortunately 267 was the strategy the BOF eventually accepted. This so-called “harvest strategy” was submitted to the BOF because the Board ordered the Department to do so at its last cycle. The Department has stubbornly blocked any commercial crab fishing in PWS for 30 years. Proposal 267 could more properly be called a “No harvest harvest strategy” due to the fact that the Department set the minimum threshold for crab stocks so high that a crab fishery will almost certainly never occur. In its *strategy* the Department introduced pages of regulatory language which will now be found in the ADF&G regulation book. A crab fishery is extremely unlikely because the Department based its

threshold statistics upon an unregulated fishery which occurred from 1968 – 1988. So the Department with 267 performed a classic bait and switch operation upon the public. It has delivered the language of a crab fishery while continuing to block and deny a crab fishery, at least in the Northern & Hinchinbrook districts.

Proposal 268 was submitted by CDFU. It was a harvest strategy that was both comprehensive and conservative. Unlike the ADF&G's plan, 268 provided a commercial crab season in the Northern & Hinchinbrook districts in most years. This fishery would be based on the only valid data point (although most people would say its weak) that currently exists regarding PWS crab, the ADF&G trawl survey data. This fishery would have provided a method of cross checking ADF&G survey data. This strategy also provided opportunity for sports fishing; A glaring deficiency in the Department's proposal. Proposal 268 also provided opportunities for both management and fishing in all districts of Area E. By contrast, the ADF&G's so-called harvest strategy made no mention of any district in Area E other than the Northern & Hinchinbrook districts.

Proposal 271 was a default proposal submitted by Robert A Smith. This proposal, in its original form, would have allowed any area of PWS which had not had a commercial King or Tanner crab fishery for more than four years the chance to have a fishery through a Commissioners permit.\*

Over the objections of Cordova's citizens, Cordova's mayor, Cordova's rep, the Governor, and the Commissioner of ADF&G, a Commissioners permit for crab fishing was denied for PWS in 2016 on the grounds that it (crab) was an "existing" fishery. The Department, after having blocked any fishing of crab for almost 30 years continued to block fishing through the use of a Commissioners permit, because crab fishing in PWS "exists". Representatives of the Department then proceeded to misinform the BOF as to the nature and the purpose of a Commissioners Permit; implying that Area E was eligible and *had* been eligible for such a permit. Never for an instant did those same reps of the Department inform the Board that a fishery would *already* be taking place if it had not been for their determined resistance.

\*A commissioner's permit is issued for new and developing fisheries. Any such permit must be approved by the Commissioner of ADF&G.

In any case, it is not unusual at BOF meetings for the Department to radically alter proposals and then submit them to the Board for their consideration. This is what happened with Proposal 271. 271 in its original form, merely allowed the Department, through the use of the Commissioners permit, the chance to assess crab populations in Area E. This could have been done at little or no cost to the Department and to the benefit of the communities affected. 271, as written, was simple, understandable, and would have provided the Department with an effective tool to accurately assess *all* crab stocks in *all* areas of Area E.

*And that's why the Department had to change it.* Proposal 271 in its final form offered by the Department; offers a page of the dense impenetrable jargon that ADF&G is so famous for. It removes the Northern and Hinchinbrook districts from any consideration of a Commissioners permit fishery, and it removes *any* consideration of King crab\* as a Commissioners permit fishery, and it removed any time limits for inactive fisheries.

However, even with all the radical surgery that the Department performed on 271, it does *still* allow for Commissioners permit fisheries in large areas of PWS and Area E.

\*King crab apparently no longer exist at all as a target species

**CITY OF CORDOVA, ALASKA  
RESOLUTION 04-17-11**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,  
ESTABLISHING APRIL 2017 AS CHILD ABUSE PREVENTION AND AWARENESS MONTH**

**WHEREAS**, Alaska’s children have a right to be safe and be given the opportunity to thrive, learn, and grow to their full potential, benefitting theirs and the next generation; and

**WHEREAS**, Alaskans must be educated and informed about protecting children from abuse, providing safe environments, recognizing “grooming” behaviors of abusers, having an age-appropriate personal safety discussions, helping children choose trusted adults to answer questions and provide help, and what to do if abuse is suspected; and

**WHEREAS**, child abuse and the effect of observing violence in the home creates adverse childhood experiences that can leave psychological, emotional, and physical effects with lifelong consequences for victims and survivors of abuse; and

**WHEREAS**, families and communities can come together to create a strong, healthy support network by: providing safe and nurturing homes free of violence, abuse, and neglect, extending helping hands to children and families in need, and providing safe child-friendly activities outside the home; and

**WHEREAS**, child abuse and neglect can be prevented by supporting and strengthening Alaska’s families, making meaningful connections and partnerships between schools, professional health services, faith-based organizations, businesses, law enforcement, tribal governments and organizations; and

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Cordova, Alaska does hereby proclaim April 2017 as Child Abuse Awareness Month in Cordova, and encourages all Cordovans to create a safe and nurturing environment for children, encourages friends and neighbors to value the safety of children, and give support to individuals and organizations that provide services to at risk and abused children.

**PASSED AND APPROVED THIS 19<sup>th</sup> DAY OF APRIL, 2017**

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Clay Koplin, Mayor

ATTEST:

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Susan Bourgeois, CMC, City Clerk

**CITY OF CORDOVA, ALASKA  
RESOLUTION 04-17-12**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA,  
DECLARING APRIL 2017 AS SEXUAL ASSAULT AWARENESS MONTH IN CORDOVA**

**WHEREAS**, every Alaskan, regardless of age, race, culture, or status deserves to live free from harm and fear of sexual assault or abuse, and no one has the right to force, coerce, threaten or manipulate anyone into sexual activity; and

**WHEREAS**, sexual assault affects women, children, and men of all racial, cultural, and economic backgrounds and occurs through acquaintance rape, stranger rape, sexual assault by a partner, child sexual abuse, incest, sexual harassment, prostitution, and pornography; and

**WHEREAS**, the 2015 Alaska Victimization Survey reflects Alaska women reported a decrease of sexual violence in the prior 12 months of over 33 percent compared to the 2010 survey; and

**WHEREAS**, Alaska still ranks as the highest in the nation in this tragic statistic, despite our tremendous progress; and

**WHEREAS**, child advocacy centers evaluated 2,126 children in the state for possible sexual abuse last year, and 1,625 victims of sexual assault sought services at rape crisis center across the state in FY 2016; and

**WHEREAS**, communities across the state, including Cordova, are taking up the challenge, implementing evidence-based prevention programs, such as Girls on the Run, Coaching Boys into Men, and Green Dot Alaska; and

**WHEREAS**, because one person, organization, agency, or community cannot, by itself, eliminate sexual violence, Alaskans must continue to stand together and work to educate the entire population of the state about what can be done to eliminate sexual assault.

**NOW, THEREFORE, BE IT RESOLVED THAT** the City Council of the City of Cordova, Alaska does hereby proclaim *April 2017 as Sexual Assault Awareness Month in Cordova*, and asks all Cordovans to take a stand against sexual assault by joining advocates and communities across Alaska and the country in taking action to prevent sexual assault.

**PASSED AND APPROVED THIS 19<sup>th</sup> DAY OF APRIL, 2017**

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Clay R. Koplin, Mayor

ATTEST:

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Susan Bourgeois, CMC, City Clerk

City Council Public Hearing  
April 5, 2017 @ 6:45 pm  
Cordova Center Community Rooms A & B  
Minutes

**A. Call to order**

*Acting Vice Mayor Josh Hallquist* called the Council public hearing to order at 6:45 pm on April 5, 2017, in the Cordova Center Community Rooms.

**B. Roll call**

Present for roll call were Council members *Robert Beedle, Josh Hallquist, David Allison* and *James Wiese. Mayor Clay Koplin* and Council members *James Burton, Ken Jones* and *Jeff Guard* were present via teleconference. Also present were Acting City Manager *Cathy Sherman* and City Clerk *Susan Bourgeois*.

**C. Public hearing**

1. Ordinance 1151 an ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$252,466.96 from the general reserve fund as follows: \$117,000 to the general fund for hospital equipment and \$135,466.96 to the general fund for a grant match for the Adams St. sidewalk project
2. Ordinance 1152 an ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$116,000 from the general reserve fund for the purchase of a UPS unit for CCMC
3. Ordinance 1153 an ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$135,466.96 from the general reserve fund to the general fund for the required grant match for the Adams St. sidewalk project

*Acting Vice Mayor Hallquist* opened the hearing up for public testimony on Ordinances 1151, 1152 & 1153. City Clerk *Bourgeois* and Council member *Burton* both commented on the creation of ordinances 1152 & 1153 in case they were needed, if 1151 did not pass. A council member at the last reading of 1151 tried to make a motion to split the ordinances. *Burton* reported that the need would be so that another first reading would not continue to delay action.

*Alex Russin* Superintendent of Schools and resident of 209 S. Second Street spoke in favor of ordinance 1151.

*M/Allison S/Beedle* to recess the public hearing at 6:53 pm until 6:59.

Hearing no objection, *Acting Vice Mayor Hallquist* recessed the public hearing at 6:53 pm

The public hearing was called back to order at 7:00 pm and *Acting Vice Mayor Hallquist* asked if there was any further public comment; there was none.

**D. Adjournment**

*M/Allison S/Beedle* to adjourn the hearing.

Hearing no objection, *Acting Vice Mayor Hallquist* adjourned the hearing at 7:00 pm

Approved: April 19, 2017

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

**Regular City Council Meeting**  
**April 5, 2017 @ 7:00 pm**  
**Cordova Center Community Rooms A & B**  
**Minutes**

**A. Call to order**

**Acting Vice Mayor Josh Hallquist** called the Council regular meeting to order at 6:45 pm on April 5, 2017, in the Cordova Center Community Rooms.

**B. Invocation and pledge of allegiance**

**Acting Vice Mayor Hallquist** led the audience in the Pledge of Allegiance.

**C. Roll call**

Present for roll call were Council members **Robert Beedle**, **Josh Hallquist**, **David Allison** and **James Wiese**. **Mayor Clay Koplin** and Council members **James Burton**, **Ken Jones** and **Jeff Guard** were present via teleconference. Also present were Acting City Manager **Cathy Sherman** and City Clerk **Susan Bourgeois**.

**D. Approval of Regular Agenda**

**M/Allison S/Beedle** to approve the Regular Agenda.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

**E. Disclosures of Conflicts of Interest - none**

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

1. Guest Speakers - City Lobbyist **John Bitney** gave an update on what is happening in the legislative session in Juneau. Day 90 is Easter Sunday (April 16) - he believes they will not be finished but after that date probably only revenue measure bills and budget bill will be considered. He basically said it has been the session of trying to hang on to what you have instead of going out and getting anything extra.

2. Audience comments regarding agenda items - none

3. Chairpersons and Representatives of Boards and Commissions

Harbor, no meeting; HSB had a report in the packet (**Bourgeois** said she would get in touch with **Scot Mitchell** in order to get a board member designated to report to Council about the new CCMC Authority Board); Planning and Zoning - **Greenwood** said that they met on March 28 and a couple of their agenda items are before Council tonight, they also discussed Chapter 16 - Building Codes; Superintendent **Alex Russin** said there are 36 school days remaining, wrapped up state testing this week, close-up students have returned from NY-Washington trip, documentary film, "Most Likely to Succeed" to be shown again - helps to have a conversation about reimagining what the purpose of schooling is and how we might better engage and prepare students for their lives in the 21<sup>st</sup> century. **Russin** also mentioned the legislature and he thanked **Bitney** for reaching out to him about the education funding issues. **Cathy Sherman** gave a report on the Fisheries Development Committee meeting of Monday April 3 - they went over Board of Fish decisions and they unanimously recommended that City Council direct the City to apply for a commissioner's permit for Tanner Crab.

4. Student Council Representative Report - **Cori Pegau** reported that ACT and SAT tests dates are upcoming as well as Prom is in 2 weeks. Future Problem Solvers and the Music Program have competitions coming up - Problems Solvers will be held in Cordova this year.

**G. Approval of Consent Calendar**

**Acting Vice Mayor Hallquist** declared the consent calendar was before the City Council.

5. Record unexcused absence of Council member **Hallquist** from the March 15, 2017 Regular meeting

Vote on the consent calendar: 7 yeas, 0 nays. Wiese-yes; Jones-yes; Beedle-yes; Hallquist-yes; Allison-yes; Burton-yes and Guard-yes. Consent Calendar was approved.

**H. Approval of Minutes**

**M/Allison S/Beedle** to approve the minutes.

6. Minutes of 03-01-17 Council Regular Meeting

7. Minutes of 03-15-17 Council Public Hearing

8. Minutes of 03-15-17 Council Regular Meeting

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

**I. Consideration of Bids - none**

**J. Reports of Officers**

9. Mayor's Report – **Mayor Koplin** had a written report in the packet. He added that Torie Baker from the Sea Grant program has asked him for a letter of support as has CFRC and he will do so without objection from Council. Council agreed he should write the letters.

10. Manager's Report – **Sherman**, sitting in for **Lanning**, reported on some staff members who should receive thanks, **Courtney Ziegler** at Bidarki, noticed the smell and called her supervisor, **Heather Brannon** who decided to make the call that led to **Paul Trumblee** discovering the culprit (dust buildup that caused a ceiling fan's motor to seize) which could have led to a disaster. Bidarki staff are checking all such fans and cleaning and reinstalling. She also reported that as of this date, all museum collection items are under one roof – here at the Cordova Center – everything has been moved from CCMC basement. Nirvana Park meeting tomorrow of the core committee. Next week the water tanks as part of post-LT2 upgrades will be started. Eagle contracting will be finishing the slope out front of the Cordova Center – should be completed by May 15.

11. City Clerk's Report – **Bourgeois** reported that we are in the appeal period for property tax assessments – 12 received to date – appeals accepted until Friday April 7. BOE will be on Monday April 17 which is before Council's next regular meeting – she invited new Council members or anyone who wanted/needed a refresher on BOE to come talk to her – and she'd be sending out some information on that. Attorney training date to be solidified – she asked Council to get with her again on dates that work.

#### K. Correspondence

12. 02-13-17 email from **L. Foaad** re Cordova, Cordova Center and City staff

13. 03-29-17 letter from **E. Clark** re Adams Street sidewalks

14. 03-29-17 letter from **Kocans** re Adams Street sidewalks

15. 03-29-17 emails from **Z. Reutov** re Odiak Camper Park

#### L. Ordinances and Resolutions

16. Ordinance 1151 an ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$252,466.96 from the general reserve fund as follows: \$117,000 to the general fund for hospital equipment and \$135,466.96 to the general fund for a grant match for the Adams St. sidewalk project – 2<sup>nd</sup> reading

**M/Allison S/Wiese** to adopt Ordinance 1151 an ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$252,466.96 from the general reserve fund as follows: \$117,000 to the general fund for hospital equipment and \$135,466.96 to the general fund for a grant match for the Adams St. sidewalk project.

**Allison** said this has been discussed at length he is still in favor. The grant match for the state grant is the more controversial of the two expenditures – he supports that because even though the state says it will be available next year as well – he is fearful that will not be the case. Also he made a point that at the last meeting, one council member said it was not the City's responsibility to be an economic engine in this town – **Allison** disagreed as did one of the other Council members last time who said it was in fact a role of the City to help stimulate the economy. **Wiese** also spoke in favor – he said staff has worked on this as we have directed, so we are already spending money on this and the asphalt plant already being in town is a big cost savings. **Wiese** said he has also yet to hear public comment against this expenditure. **Beedle** spoke against the ordinance, he said he would vote against. **Burton** spoke in favor of the ordinance and said infrastructure is almost always a good bet as far as City funding, this section of street that we have spent money repairing year after year could use the better longer-term fix. **Jones** had a couple of questions – he'd like to know the cost savings due to the batch plant and he wondered what dollar amount could be attached to the annual amount spent to fix that piece of road in particular. Opinions were in the \$60 – 70 thousand range in savings due to the batch plant. Staff was unable to give any kinds of estimates to the annual maintenance costs he was looking for. **Guard** said he was in favor of the improvement and believed that the savings could be considerably more than the \$60 -70 thousand number because he thought that was strictly on the asphalt but the mobbing and de-mobbing would be another added expense. **Hallquist** said he is in favor – he also has concerns about unforeseen asks that may be coming. He also was of the opinion that the money might not be available from the state next year.

Vote on the motion: 7 yeas, 1 nay. Beedle-no; Jones-yes; Hallquist-yes; Guard-yes; Allison-yes; Wiese-yes; Burton-yes and Mayor Koplin-yes. Motion passes. **Bourgeois** said the Mayor's vote does count since there were 6 yes votes from Council members.

With adoption of Ordinance 1151, it was determined that Ordinances 1152 & 1153 were moot

~~17. Ordinance 1152 An ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$116,000 from the general reserve fund for the purchase of a UPS unit for CCMC – 1<sup>st</sup> reading~~

~~18. Ordinance 1153 An ordinance of the City Council of the City of Cordova, Alaska, authorizing the transfer of \$135,466.96 from the general reserve fund to the general fund for the required grant match for the Adams St. sidewalk project – 1<sup>st</sup> reading~~

19. Resolution 04-17-09 A resolution of the City Council of the City of Cordova, Alaska, approving the site plan from Dan Nichols to construct a warehouse on Lot 2, Block 3, Cordova Industrial Park

*M/Allison S/Wiese* to approve Resolution 04-17-09 a resolution of the City Council of the City of Cordova, Alaska, approving the site plan from Dan Nichols to construct a warehouse on Lot 2, Block 3, Cordova Industrial Park

*Allison* said this was reviewed by Planning Commission and they recommended this with conditions and he will support it. *Wiese* said Nichols did what was asked of him.

Vote on the motion: 7 yeas, 0 nays. Allison-yes; Hallquist-yes; Guard-yes; Beedle-yes; Wiese-yes; Burton-yes and Jones-yes. Motion passes.

#### M. Unfinished Business

#### N. New & Miscellaneous Business

20. Council election of Vice-Mayor

*M/Beedle S/Wiese* to nominate Josh Hallquist as Vice Mayor.

Hearing no further nominations a roll call vote was taken to elect *Josh Hallquist* as Vice Mayor.

Vote on the motion: 7 yeas, 0 nays. Beedle-yes; Allison-yes; Wiese-yes; Hallquist-yes; Guard-yes; Burton-yes and Jones-yes. Motion passes.

21. Council action on City land disposal Lot 20 Block 23, Original Townsite

*M/Allison S/Wiese* to award the disposal for Lot 20, Block 23 Original Townsite.

*Allison* said that this went through P & Z, it's a legitimate use of the property, it will increase taxes to the City and he will support it. *Wiese* asked if there was access to the further down lots through an alleyway. *Greenwood* said, yes there was.

Vote on the motion: 7 yeas, 0 nays. Motion was approved.

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

*Bourgeois* said that Odiak Camper Park - other camper/RV rental locations in town - based on the letter (emails) *Mayor Koplin* asked for this to be placed on the pending agenda. *Bourgeois* also said the liquor license renewal protest item that was referred last meeting will be on the April 19 agenda. Clean up day - April 15 & Prom that night - April 22 - health fair. *Sherman* also said that Fisheries Development Committee will prepare a resolution for Council action on April 19.

#### O. Audience Participation

#### P. Council Comments

*Guard* said he is wholeheartedly for the commissioner's permit - he is unsure how it will all function if we get it, how it proceeds from there.

*Jones* thanked everyone for putting up with him, he said the sidewalk project was really a pretty tough decision for him, he mostly agreed with Robert and his points but what swayed him was the overwhelming public support.

*Beedle* welcomed the new council members, he said he hopes he is totally off base on the sidewalk decision.

*Allison* also thanked the new members, congrats to Josh for Vice Mayor - thanks to all of those attending by phone.

*Wiese* thanked *Russin* for coming tonight and updating them about SB 96, he encouraged people to write legislators about that one - he plans to. He also thanked *Beedle* for his comments on the sidewalk - he appreciated them.

*Hallquist* thanked *Cathy* for sitting in for *Alan*, thanked *Bitney*.

#### Q. Adjournment

*M/Beedle S/Allison* to adjourn the meeting.

Hearing no objection the meeting was adjourned at 8:22pm.

Approved: April 19, 2017

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

Mayor's Report  
4-12-17  
Clay Koplin

I met with the fisheries development committee this month and got an update on board of fish decisions from committee chairman Bob Smith. The board discussed the merits of various proposals and opportunities and are considering next steps to continue movement toward a tanner crab fishery.

I have been in correspondence with our federal delegation on a variety of fronts including the Northern Edge Training of military exercise right during peak spring migration of salmon, birds, and other species. I also wrote letters of support for Secure Rural Schools funding and NOAA marine sea grant program funding. I have also been scheduling meetings with the congressional delegation and key agency staff to seek federal support for the south harbor rebuild and the Crater Lake Water and Power Project.

As the legislative session winds to the 90-day limit, it is likely that the session will extend. It appears that fuel taxes and a permanent fund earning allocation to the operating budget will likely happen, but income tax and state sales tax proposals appear to have a fairly large gap between senate and house perspectives. City Lobbyist Bitney has done a masterful job of working with the legislature to move toward balanced education funding cuts to Cordova. One of the proposals under consideration in particular had a larger financial impact on Cordova than any other district. School Board President Barb Jewell and Pete Hoepfner have also been instrumental advocates both at the state and federal level for Cordova school funding.

I was notified by Senator Stevens some months ago about a Pacific Fisheries Legislative Task Force meeting that he was encouraging to hold in Cordova, and worked with staff to facilitate for that group to meet in Cordova the last week of July. The group consists of two state senators and two state representatives each from Alaska, Oregon, Washington, California, and Idaho and we will look forward to hosting them.

The National Renewable Energy Laboratory visited Cordova and were impressed with the collaboration between the Prince William Sound Science Center, Cordova Schools, CEC, City of Cordova, US Forest Service, and Eyak Corporation staff and leadership. They helped map a path to assist Cordova in marching toward our goal of energy independence.

I have some personal and business related leave and travel through May, and can best be reached by my various emails or cell phone.

Have a Great (sunny) Spring Cordova

Mayor Clay



## **AGENDA ITEM # 12**

### **City Council Meeting Date: 04/19/2017**

### **CITY COUNCIL COMMUNICATION FORM**

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**FROM:** Rich Rogers, Public Works

**DATE:** 12April2017

**ITEM:** Birds on Roof of Cordova Center

**NEXT STEP:** Read/FYI

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☐ ORDINANCE  
☐ MOTION  
☒ INFORMATION  
☐ RESOLUTION

---

- I. **REQUEST OR ISSUE:** For several years the “bird removal/mitigation” issue has been discussed, but no Council decision has been made.
- II. **RECOMMENDED ACTION / NEXT STEP:** Consider the forthcoming written proposal from Carlos Martin with regard to options and costs. The proposal is due in the next week or two. He spoke to Council last year, but no written proposal was submitted. Consider methods to fund the project, if indeed a decision is reached.
- III. **FISCAL IMPACTS:** There is neither a 2017 budget item nor an allowance for a Bird Mitigation project. A Budget Amendment may be necessary.

- IV. **BACKGROUND INFORMATION:** There has been public comment re: the side effects of many seagulls on the roof during summer fish-processing months such as excess loose feathers, discoloration of roof, odors, possible degradation of asphaltic shingles due to scratching and chemical reactions, and negative impacts on tourism and aesthetics.
- V. **LEGAL ISSUES:** Certain acts of “wildlife nuisance hazing” is sometimes regulated by ADEC/federal agencies. Any mitigation decided upon will be vetted to assure compliance.
- VI. **CONFLICTS OR ENVIRONMENTAL ISSUES:** Similar to “Legal Issues” and compliance therewith.
- VII. **SUMMARY AND ALTERNATIVES:** We will soon receive Mr. Martin’s recommendations. We may solicit other ideas as well. We can continue to discuss the issue, or decide to pursue and fund a certain solution. The forthcoming bird mitigation proposal will be briefed to Council in the near future to foster discussion and/or decision regarding a course of action and the funding thereof. A future Council “Pending Agenda” should include this topic.



City of Cordova,  
Office of the City Clerk  
Cordova, AK 99574  
601 First Street \* PO Box 1210

Phone: 907.424.6248  
Fax: 907.424.6000  
Cell: 907.253.6248  
E-mail: [cityclerk@cityofcordova.net](mailto:cityclerk@cityofcordova.net)

## CITY CLERK'S REPORT TO COUNCIL

*April 19, 2017 Regular Council Meeting*

**Date of Report:** Apr 12, 2017

**Clerk's Office needs Council Feedback on:** nothing at this time

**Clerk's Office has been working on:**

- Disseminated the passed/signed/sealed minutes/resolutions/ordinances from regular meeting of 04-05-17, advertised said ordinances
- Prepared agenda and packet for work session and regular meeting on 04-19-17 including minutes from 04-05-17 regular meeting
- Signed City payroll and accounts payable checks
- Prepared agenda and attended BOE Hearing on April 19
- Deputy Clerk worked with Assessor on the assessment appeals, sending each appeal to assessor then assisting when he was in town making appointments and meeting with appellants
- Deputy Clerk appropriately noticed the mailing of assessment notices and deadlines for appeal as well as date of BOE
- Planning for the City Attorney's visit to Cordova to conduct the Council training session on April 25 – invited City staff to boards and commissions and the board/commission members
- Worked up the liquor license item that had been referred for tonight's agenda
- Compiled all of the quarterly reports from staff for inclusion in tonight's packet
- Composed email correspondence with Mayor and Council about several items, specifically ex parte as it relates to BOE and to other Council agenda items
- Compiled various letters/emails/correspondence for tonight's agenda
- Assisted CFRC/Sound Alternatives staff with resolutions in Consent Calendar tonight
- Received code supplement form Municode, printed, emailed to all who maintain a hard copy of City Code
- Completed a detailed work-flow analysis of the Clerk's daily/weekly/monthly duties for City Manager ahead of budget discussions which will be forthcoming
- Deputy Clerk also spent time working on her workflow analysis for the City Manager

TO: City Manager  
 FROM: Harbormaster Schinella  
 DATE: 3/31/2017  
 RE: Quarterly Activity Report Jan-Mar 2017

Exclusive Slips Assigned	662 out of 711 Total Slips			93% Occupancy (as of 3/31/17)
	Jan	Feb	Mar	Total
Vessels Charged Daily Rate	5	5	6	16
Vessels Charged Monthly Rate	0	1	0	0
Vessels In Impound Status	1	0	5	6

Port Arrivals:

Shoreside	1	1	1	3
Samson	1	1	2	4

Used oil on hand	14000 Gals
Used Oil Collected(Jan-Mar)	1350 Gals
Used Oil Delivered (Jan-Mar)	1100 Gals
Used oil shipped out (Jan-Mar)	0 Gals

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

Vessel lifts via Travelift Jan-Mar 2017 11

## GENERAL ACTIVITIES

Assisted in re-securing vessels after wind storms  
 Painted and installed Ocean Dock plates  
 Removed 16 crab pots from City Dock and impounded  
 Cleaned oil absorbent collection area  
 Picked up trash around the dumpsters  
 Transferred oiled used from sorting tank to storage tank  
 Plowed snow on piers and storage area's & snow removal on the dock  
 Cut, painted and stenciled new stall name tags  
 Welded new decking on dock corner gusset on K float  
 Rebuilt four meter bases on K float  
 Fabricated new gusset for L float  
 Responded to 10 alarms sounding on vessels  
 Installed floating dock at North Ramp  
 Removed and rebuilt 3 K float stalls and re-installed  
 Installed 2 new partitions in South Harbor mens restroom  
 Re-secured I-70/72 and installed new pile hoop  
 Removed old work bench and installed Vidmars and bench top  
 Drilled new splash boards for dock repairs  
 Delivered 700 gallons of used oil to City Shop  
 Transferred used oil from sorting tank to storage tank  
 Re-secured 6 vessels after a wind storm and they broke mooring lines

Replaced leaking hydraulic hoses on skid steer

Replaced air filters in harbor trucks

Ordered new life rings and cabinets for Ocean dock, City Dock, 3 stage dock and loading dock

Sent out donation request letters to help support the Cordova Port & Harbor both at the Seattle Expo

Went down to Juneau with the AAHPA board of directors and spoke with legislators & Representatives to request continued support for the matching harbor grant program

Harris Sand & Gravel replaced rungs on new fenders on Ocean dock

Built one fire extinguisher shed

Jan-Mar 2017 revenue: \$93,159

Jan-Mar 2016 revenue: \$92,028

**To: Mayor and City Council**  
**Through: Alan Lanning, City Manager**  
**From: Paul Trumblee, Fire Marshal**  
**Date: April 6, 2017**

**CORDOVA VOLUNTEER FIRE DEPARTMENT**  
**Quarterly Report**

In this 1st quarter of 2017. The Cordova Volunteer Fire Department responded to 44 calls for Fire, Rescue and EMS for a total of 364.5 member hours. Including emergency calls, the volunteers of the fire department participated in the regular Thursday night meetings, public education and other activities for a total of 2376 member hours.

Synopsis of this quarters training include, Ice Rescue, Fire Salvage and Overhaul, Infection Control, Hazmat, Avalanche scenarios, Fire Suppression, Driver Training, and HIPAA Training.

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

Jan. 2017 ACTIVITIES		Attendance	Hours	Total People Hours
	<b>Thursday Meetings</b>			0
1/5	Ice Rescue Training	20	3	60
1/12	Ambulance Inventory	12	1	12
1/12	Business Meeting	21	2	42
1/19	Run Reviews	10	2	20
1/19	EMT Stations	8	2	16
1/19	Salvage & Overhaul	17	2	34
1/26	Ambulance Inventory	5	1	5
1/26	Infection Control Training	30	2	60
				0
	<b>Total</b>			<b>249</b>
<b>Date</b>	<b>Public Education Taught</b>			
	<b>None</b>			
	<b>Total</b>			<b>0</b>
<b>Date</b>	<b>Other Activities</b>			
1/5	Engine 2 Maintenance	2	2	4
1/5	Training Setup	1	3	3
1/9	EMT1 Class	13	4	52
1/10	EMT1 Class	11	4	44
1/10	EMS Officer Meeting	3	1.5	4.5
1/11	EMT1 Class	9	4	36
1/11	EMS Officer Meeting	2	2	4
1/13	EMT1 Class	8	4	32
1/14	EMT1 Class	8	4	32
1/16	EMT1 Class	7	4	28
1/18	EMT1 Class	11	4	44
1/20	EMT1 Class	9	4	36
1/21	EMT1 Class	8	4	32
1/23	EMT1 Class	6	4	24
1/23	Code Blue Research	1	2	2
1/25	EMT1 Class	16	4	64
				0
				0
	<b>Total</b>			<b>441.5</b>
<b>Date</b>	<b>Fire Runs</b>			
1/5	Automated Alarm @ Public Safety Building	1	0.5	0.5
1/6	Apartment Fire Investigation	1	1	1
1/11	Fuel Spill	12	1	12
1/19	Unconfirmed Alarm 13mile Barracks	7	0.5	3.5
	<b>Total</b>			<b>17</b>
<b>Date</b>	<b>Amb. Runs</b>			
1/5	Unresponsive Male	3	2	6
1/13	Code	17	2	34
1/13	Medical Transport	3	2	6
1/19	Man on floor	3	2	6
1/22	Difficulty Breathing	4	2	8
1/24	Seizure	3	3	9
1/24	Medical Transport	3	2	6
1/25	Difficulty Breathing	4	2	8
1/25	Medical Transport	3	3	9
	<b>Total</b>			<b>92</b>
<b>Total hours for the month of January</b>				<b>800</b>

February 2017 ACTIVITIES		Attendance	Hours	Total People Hours
	<b>Thursday Meetings</b>			
2/2	Hazmat Awareness	27	2	54
2/9	Ambulance Inventory	13	1	13
2/9	Business Meeting	24	2	48
2/9	Explorers	3	1	3
2/16	Run Reviews	13	1	13
2/16	Water Supply / Drug Stations	26	3	78
2/23	Explorers	1	1	1
2/23	Ambulance Inventory	9	1	9
2/23	Avalanche Training	26	3	78
	<b>Total</b>			<b>131</b>
<b>Date</b>	<b>Public Education Taught</b>			
				<b>0</b>
	<b>Total</b>			<b>0</b>
<b>Date</b>	<b>Other Activities</b>			
2/1	EMT 1 Class	9	4	36
2/2	EMT 1 Class	10	2	20
2/4	IceWorm Parade	8	4	32
2/4	EMT 1 Class	11	8	88
2/5	EMT 1 Class	10	4	40
2/6	EMT 1 Class	10	4	40
2/7	Medic Kickoff Dinner	12	3	36
2/8	EMT 1 Class	7	4	28
2/10	EMT 1 Class	8	4	32
2/11	EMT 1 Class	8	8	64
2/13	EMT 1 Class	5	4	20
2/15	EMT 1 Class	9	4	36
2/17	EMT 1 Class	7	4	28
2/18	EMT 1 Class	9	8	72
2/20	EMT 1 Class	9	4	36
2/22	EMT 1 Class	14	4	56
2/24	EMT 1 Class	9	4	36
2/25	EMT 1 Class	20	4	80
2/27	EMT 1 Class	8	4	32
	<b>Total</b>			<b>812</b>
<b>Date</b>	<b>Fire Runs</b>			
2/24	LDS Church Alarm	1	1	1
	<b>Total</b>			<b>1</b>
<b>Date</b>	<b>Ambulance Runs</b>			
2/5	Skier w/ Hurt Knee	2	1.5	3
2/14	Burn/Infection	2	1.5	3
2/18	Incoherent Male	3	1.5	4.5
2/23	Breathing Problem	3	1.5	4.5
2/24	Woman Collapsed	5	1	5
2/24	Head Injury	5	1.5	7.5
2/25	Possible Stroke	5	2.5	12.5
2/25	Difficulty Breathing	5	1.5	7.5
2/25	Medical Transport	3	2	6
2/27	Medical Transport	3	2	6
	<b>Total</b>			<b>59.5</b>
<b><u>Total hours for the month of February</u></b>				<b>1004</b>

March 2017 ACTIVITIES		Attendance	Hours	Total People Hours
	<b>Thursday Meetings</b>			
3/2	Fire Supression / CPR	17	2	34
3/9	Ambulance Inventory	5	1	5
3/9	Business Meeting	17	2	34
3/16	Run Reviews	6	1	6
3/16	PPE / Radios	17	2	34
3/23	Ambulance Inventory	7	1	7
3/23	Driver Safety	25	3	75
3/30	HIPAA Training	23	3	69
				<b>264</b>
<b>Date</b>	<b>Public Education Taught</b>			
3/23	Explorers	2	1	2
				0
	<b>Total</b>			<b>2</b>
<b>Date</b>	<b>Other Activities</b>			
3/1	Skills Practice	8	2	16
3/5	EMS Officer Duties	1	0.5	0.5
3/6	Restocking	1	4.5	4.5
3/7	Skill Stations	1	4	4
3/8	EMS Officer Duties	1	3.5	3.5
3/8	Skills Practice	8	2	16
3/8	EMS Schedule	1	10	10
3/11	EMT 1 Class	19	3	57
				0
	<b>Total</b>			<b>112</b>
<b>Date</b>	<b>Fire Runs</b>			
3/1	Automated Alarm LDS Church	1	0.5	0.5
3/12	Automated Alarm Mile 13 Barracks	9	0.5	4.5
3/18	Maxwell Fire	19	3	57
3/24	Service Call	1	0.5	0.5
3/30	Automated Alarm Orca Lodge	11	0.5	5.5
3/30	Smoke Detected Bidarki	6	2	12
	<b>Total</b>			<b>80</b>
<b>Date</b>	<b>Ambulance Runs</b>			
3/5	Medical Transport	3	2	6
3/8	Altered Mental Status	3	0.5	1.5
3/8	Medical Transport	3	2.5	7.5
3/9	Full Code	11	2.5	27.5
3/10	Injured Knee	6	1.5	9
3/16	Broken Arm	5	2	10
3/16	Medical Transport	6	2	12
3/17	Injured Hip	4	2.5	10
3/17	Medical Transport	3	2	6
3/25	Bleeding Lady Fell	3	1	3
3/28	Full Code	14	1	14
3/30	Pt in Distress	4	2	8
				0
	<b>Total</b>			<b>115</b>
<b>Total hours for the month of March</b>				<b>572</b>

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

DATE: 4/7/17  
TO: Mayor and Council  
FROM: Susan Herschleb / Director of Parks and Recreation



Dear Mayor and Council,

The Parks and Rec. Dept. first quarter report for Bidarki Rec. Center is looking pretty skinny; but it makes sense.

**DROP INS:** *We think we sold fewer drop-in passes because we were open fewer hours during this first quarter. We continued to close from 1-3pm (traditionally we only close midday in the summer) to save on operational expenses. We will investigate further to decide if the winter midday closure was worth it. We also sold more seasonal, **winter** passes last year. If you purchased a seasonal, **winter** pass in 2016 you are not paying a drop in fee during the first quarter of this year. We anticipate fewer drop-ins with the new extended hour card swipe system. This will look like a loss initially however, we think it will be better in the long run.*

**PASSES:** *We are about 1k behind in pass sales. Let's not forget however, **in November 2016, we sold more annual passes than we have ever sold before.***

**PROGRAMS:** *We anticipated some loss of revenue with no one funded to provide and promote programs. We have about half the revenue we had in the first quarter of last year here.*

**SKATER'S CABIN:** *Skater's Cabin is slightly behind. It was closed for a period of time during the construction phase of the new vault toilet on site. Things have picked up and the cabin is being scheduled on a daily basis for summer use. The beach at Skater's Cabin will be open to the public from 11am-7pm daily. It will be interesting to see if the open beach will effect rental revenue for the cabin.*

What is going on at the pool!? We have doubled our revenue in the first quarter of 2017! We also have 2,013 more visits in the first quarter of 2017!

**DROP INS:** *drop-ins are way up at the pool. This may change as soon as the summer drop in rate increases May 1<sup>st</sup>. We will promote the seasonal passes heavily very soon.*

**PASSES:** *A little over \$2,400.00, is the combined total of pool passes sold between Bidarki and the Pool this quarter. Big increase!*

**FACILITY RENTAL:** *facility rentals are a bit lower this year but, between programs and lessons, revenue totals are healthy.*

**CITY OF CORDOVA - PARKS AND RECREATION DEPARTMENT - 2017**  
**BIDARKI RECREATION CENTER 1ST QUARTER REPORT**

Month	Drop In	Pass	Activity	Skaters	F.Mem						Other	Totals
January	113	2489.28	1568	190								4360.28
February	140	2055.5	475	20								2690.5
March	275	1516.67	20	475							1772	4058.67
Totals	528	6061.45	2063	685	0	0	0	0	0	0	1772	11109.45

**1ST QUARTER ATTENDANCE**

January	1983											
February	2995											
March	3055											
Totals	8033											

**CITY OF CORDOVA - PARKS AND RECREATION DEPARTMENT - 2017**  
**BOB KORN MEMORIAL POOL 1ST QUARTER REPORT**

Month	Drop In	Pass	Facility	Program	Lesson						Other	Totals
January	402.43	55	575		275							1307.43
February	626	105		30	340							1101
March	401	570			60							1031
Totals	1429.43	730	575	30	675	0	0	0	0	0	0	3439.43

\* \* Bidarki Recreation Center took in \$1056.97 in pass revenue for the pool.

**1ST QUARTER ATTENDANCE**

January	1143											
February	1244											
March	1559											
Totals	3946											

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

**1ST QUARTER REVENUE**

January												
February	80											
March												
Totals	80											



**AGENDA ITEM # 14**  
**City Council Meeting Date: 04/19/2017**  
**CITY COUNCIL COMMUNICATION FORM**

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**FROM:** Rich Rogers, Public Works

**DATE:** 12April2017

**ITEM:** Quarterly Report 1Q 2017

**NEXT STEP:** Read/FYI

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☐ ORDINANCE  
☐ MOTION  
☒ INFORMATION  
☐ RESOLUTION

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- I. **REQUEST OR ISSUE:** This report is submitted as requested.
- II. **RECOMMENDED ACTION / NEXT STEP:** FYI / Reading.
- III. **FISCAL IMPACTS:** Snow Removal overtime expenditures through 31Mar17 are \$10,754 exceeding the budget of \$10,000, with Oct/Nov/Dec 2017 yet to cover; a future Budget Amendment is likely.
- IV. **BACKGROUND INFORMATION:** n/a
- V. **LEGAL ISSUES:** n/a

VI. **CONFLICTS OR ENVIRONMENTAL ISSUES:** n/a

VII. **SUMMARY AND ALTERNATIVES:**

**Public Works Quarterly Report 1Q2017**

Jan Feb Mar 2017

Water Sewer

- Progressed the Post LT2 \$3.8M Water Upgrades Project w/new hypochlorite generators, 16 actuated valves, new Eyak control panel, started pipe/tank painting; at 40% complete
- Progressed the WWTP Permit Renewal w/ADEC- facing more stringent regulatory limits

Streets

- Completed 55 snow plow/sanding days due to 17 storm events/weather
- Built 1000gal water truck w/spraybars for horizontal construction and compaction

Refuse

- Continued recycling cans, paper, cardboard, glass, electronics & hazwaste collection
- Completed repair of damaged portion of Baler Steel Link Belt Conveyor ~ \$17K
- Surveyed Landfill GW well elevations for GW flow study per ADEC
- Processed 91 bales and 21 loads of MSW, 12 metal rollofs, and 31 C&D rollofs

Planning

- Copper River Watershed Project lease signed effective May 1, 2017
- Land Use permit for new mobile kitchen signed
- Applied for Clean Water loan for Harbor pilings & Storm Drainage projects incl 2<sup>nd</sup> Street
- Continue to work on USDA Rural Development grant/loan for landfill closure projects
- Lakeview street name change – effective May 1<sup>st</sup>
- Working on IRC code adoption for Chapter 16

Facilities

- Work w/School District to design & fund upgrades to Mt Eccles HVAC controls system
- Installed new 1200amp breaker at Mt Eccles Elementary, \$15K
- Work w/CCMC to plan & design CT Scanner backup power
- Completed annual fire extinguisher systems inspections at multiple facilities

(End of Quarterly Report)

April 4<sup>th</sup>, 2017

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

Dear Council Members and Staff,

The City of Cordova had a total of **\$10,174,256** (including accrued interest), on deposit with UBS, distributed among five funded accounts as of March 31st, 2017. Three of these accounts are under active investment management, utilizing the UBS Portfolio Management Program (one Moderate Conservative World Allocation Portfolio within the Permanent Fund and a Quality Fixed Income portfolio in both the Central Treasury and Permanent Fund. Both the Permanent Fund and Central Treasury also have an additional account, primarily used for cash management.

The post-election trends that began last fall largely continued through the first quarter. Equities and credit markets continued on the positive "Risk-On" trend that began after the election, while high-grade bond markets continued to experience headwinds. In domestic stocks, we saw a change in leadership between this quarter and the last with growth companies, such as technology names, taking the lead away from more established 'value' sectors, particularly energy and financials, which rallied after the election. International equity markets, especially emerging economies, outpaced the US market benefiting from a weakening dollar. When adjusted for currency fluctuations, the international equity markets on the whole performed in line with US equities. In the fixed markets higher quality assets, such as Government Bonds, were under pressure for most of the quarter from fears of rising interest rates. Alternatively, lower-grade bonds strengthened for most of the quarter along with equity markets. Much like international equities, non-currency hedged global government bonds also benefited from the weakening dollar while when adjusted for the currency changes actually depreciated during the quarter.

The City remains highly diversified not only across asset classes (Stocks, Bond and Alternatives) but also within those assets classes to manage risk. This diversification can be most clearly illustrated over the past 12 months within the City's Quality Income bond strategies. Over that time, both the broad and high-grade bond markets experienced volatility and flat to slightly negative returns. However, the City's Quality Income portfolios, which are primarily comprised of high-grade securities, produced a net 3.46% positive return. The portfolio benefited from diversification, which tends to produce a smoother stream of returns over time.

On the whole, the City has participated in the positive trend this quarter, this despite a higher than normal cash allocation needed to meet withdrawal requests. *The overall portfolio ended the quarter with a net gain of **\$254,321**.* Per your request we have attached reports for the Total portfolio; Central Treasury and Permanent Fund.

While this first quarter mostly served as a reprieve from the sporadic ups and downs of 2016, it closed on a somewhat cautionary note. The equity markets softened a bit while high-grade bonds began to strengthen. Was this the beginning of something larger or simply a blip on the radar? We won't know for some time and regardless of its meaning, we will continue to manage the City's asset in the most risk efficient manner possible.

With all eyes on Washington these days, we've attached the most recent copy of our Washington Weekly periodical providing a 2 page summary detailing our Office of Public Policy's analysis of current events in DC.

We appreciate the opportunity to continue to serve the City and citizens of Cordova. We look forward to making a personal visit in the very near future.

Sincerely,

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

Enc: COC, Total portfolio, Central Treasury, Permanent Fund reports, Washington Weekly research report

# Information Services Department 1st Quarter 2017

Compiled by Cathy Sherman, Debbie Carlson and Jason Gabrielson

## Museum:

Visitation: 1115 Last Year: 1680

### Copper River Gallery Events:

- Harbort ARTists Holiday Show
- Annual Iceworm Photo Show
- The Stories You Tell Exhibit

### Museum Accomplishments:

- **142 Cordova Historical Society members, 75 of whom are life members.** Cordova Historical Society met regularly during this quarter and elected a full board. Trustees are: **Barclay Kopchak, President; Bill Cobb, Vice-President; Torie Baker, Treasurer; Cathy Pegau, Secretary and Members at large – Monika Reghetti, Mike Webber and Mark Steen.**
- **Staff completed moving all offsite collections to the Collections Storage Room.** During the month of March, staff along with a cadre of volunteers **moved all the items stored in the basement of CCMC to the new Collections Storage Room** in the Cordova Center. This is the first time since the inception of the Cordova Historical Society in 1966 that all the collection has not only been in one place, but also in a properly controlled temperature and humidity setting.
- The **Historic Preservation Commission** met in January and completed a review of the ordinance establishing the commission which will be moved forward to the Planning and Zoning Commission. Two **grant** submissions were awarded to the Commission. One for a Historic **milepost guide from Mile 0 to 13**; and the second for interpretive signage for the **Red Dragon Historic District**. Work is proceeding on both of those grants at this time.
- Museum staff **completed and hung the first exhibit in the permanent gallery.** The Sense of Time and Place Hallway now has the timeline installed with the map wall soon to follow.
- Completed Pre-Contact Panel and sent it to printers.
- Completed exhibit **bookings for 2017 and 2018** with work continuing on bookings through 2020 for **Copper River Gallery**.
- Developed **photo use policy and fee structure** for CHS Board approval.
- Completed numerous **research requests**.
- Continuing work with Native Village of Eyak, Eyak Burial Caucus and Parks and Rec Department regarding **Nirvana Park, The Spit and Eyak Lake** restoration and development.
- Completed **grant application** to Museums Alaska Collection Management Fund for Native Exhibits.
- Completed **first quarter newsletter** for Cordova Historical Society.
- Submitted **History of Cordova piece for PWS Visitors Guide**.

-More-

# Public Information Officer (PIO)

## Cordova Conversation E-News:

1 <sup>st</sup> Quarter 2017:	415 Subscribers
31 December 2016:	384 Subscribers
31 December 2015:	288 Subscribers

- Submitted article on Resiliency of Cordova to PWSSC Delta Sound Publication
- Working with Port and Harbor sent out letters regarding sponsorship of Cordova booth at Pacific Marine Trade Show.
- Press Release included:
  - Recycle, Reduce, Re-Use Program
  - Spring Harbor News
  - Street Name Change
- Completed advertisements for the City of Cordova in newspaper, radio and websites.
- Organized First Quarter City Mug Up. (Shooting for higher attendance at the next one!)

## Library

### **Current Library Snapshot**

Materials: 21,449

Circulation: 589 checked out

Patrons: 2,642

### **Cordova Library Youth Programing**

We are proud to offer a variety of youth programing throughout the year that encourages reading and art, provides our children, parents and caregivers with social activities.

Programs included Story Time, Art Classes, Board Games, Family Fun Nights, Reading Programs and contests.

- Tuesday 4:30 to 5:30 – Poke’mon Club, Poke’mon club is a big hit and often has 18 to 20 kids attending this after school event. Anna Hernandez and Paula Payne team up to put this on.
- Wednesday – Teen Art with Paula Payne
- Wednesday 11:00am – Story Time for little ones – Anna Hernandez
- Wednesday 3:30 to 5:30– After school Board Games – Alec Christopher
- Thursday 11:00am – Story Time for Day Care – Anna Hernandez
- Thursday 1:00 – High-school class library visits – Debbie Carlson
- Thursday 2:30 – Second Grade Elementary School visits every other week – Stories and activities learning to use the library – currently earning their library detective badges with Debbie Carlson
- Friday 3:00 to 4:00– After School Art with Debbie Carlson – Although after school art is designed for school age students, younger children participate with the help of their parents or care givers

## Adult Programs

The Cordova library has programs for adults to participate in as well.

- **Sunday Movie** – Alec Christopher sets up the library education room every Sunday with a featured film from the library collection.
- Wednesday 11:00am – **Seniors at CCMC** – Debbie Carlson delivers magazines, books, and music to the senior citizens at CCMC. They look forward to the visit and may request items for the following week.
- **Tech Time** – Jason Gabrielson offers occasional tech classes and tech support for patrons on the use of computers, laptops, I pads, & phones.
- **Alaska Digital Library** – Patrons can borrow and download books and audio books – Jason Gabrielson and the library staff are on hand to help
- **Interlibrary loan Services** – When patrons can't find an item in our library Debbie Carlson will order it from another library in Alaska if its available.
- **Senior Books and Coffee** – Last Tuesday of the month at 10am seniors gather around the fireplace to share books, coffee & treats, word games.

## 1<sup>st</sup> Quarter Statistics – January 1 to March 31 2017

Date	Library Weekly Report Statistics								
Week ending	Visitation	Circulation	Youth programs	attendance	PatronCPU	ADigital(overdrive)	Reference	Adult program	Attendance
1/6/2017	198	154	3	37	39	73	19	1	6
13-Jan-17	337	172	7	76	94	50	30	3	12
1/20/2017	274	161	5	51	72	61	25	1	4
1/27/2017	343	229	5	48	62	56	20	2	12
<b>January Totals</b>	<b>1152</b>	<b>716</b>	<b>20</b>	<b>212</b>	<b>267</b>	<b>240</b>	<b>94</b>	<b>7</b>	<b>34</b>
2/3/2017	325	162	7	79	51	36	26	2	12
2/10/2017	295	161	5	67	75	35	20	2	12
2/17/2017	296	144	5	65	52	25	27	1	4
2/24/2017	329	165	8	93	50	41	22	2	6
<b>Feb.Totals</b>	<b>1245</b>	<b>632</b>	<b>25</b>	<b>304</b>	<b>228</b>	<b>137</b>	<b>95</b>	<b>7</b>	<b>34</b>
3/3/2017	327	187	8	99	90	40	24	3	17
3/10/2017	354	152	6	78	68	61	23	2	20
3/17/2017	251	205	0	0	60	36	23	1	7
3/24/2017	339	308	6	100	68	68	21	2	9
<b>March Totals</b>	<b>1271</b>	<b>852</b>	<b>20</b>	<b>277</b>	<b>286</b>	<b>205</b>	<b>91</b>	<b>8</b>	<b>53</b>
<b>QUARTER TOTAL</b>	<b>3668</b>	<b>2200</b>	<b>65</b>	<b>793</b>	<b>781</b>	<b>582</b>	<b>280</b>	<b>22</b>	<b>121</b>

-More-

# Information Technology

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

## Web Site Traffic

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

## Websites

- [www.thecordovacenter.com](http://www.thecordovacenter.com) is now live. The site [www.thecordovacenter.org](http://www.thecordovacenter.org) is going to expire soon and will not be renewed. The new site [www.thecordovacenter.com](http://www.thecordovacenter.com) will soon be incorporating the event booking InviteBIG as well as a calendar of events viewable by the public.
- Jason is beginning our website software update. This will be a long process that involves recreating existing content using a plugin that is compatible with the new software.

## IT (Network, Systems, Policies)

- **Replacement computers for Emergency Operation Center** have been purchased and will be scheduled for install by Arctic IT and Jason.
- Jason attended a webinar hosted by Cisco Meraki. **The city has received a Meraki MX64 firewall free of charge because of his attendance.** This firewall will replace the temporary Meraki Z1 teleworker gateway at the harbor office. **Jason configured the firewall, thus saving the cost of configuration by Arctic IT.**
- The Cordova Center internet connection was **upgraded to VDSL and now receives roughly double the bandwidth at the same recurring cost.**
- The Fire Department internet connections were upgraded in bandwidth as well while **decreasing the monthly cost by approximately \$40/month.**
- The city has purchased **SiteLock** website malware scanning service to combat malicious content. (Jason has previously manually removed malware on 4 occasions. Doing so was far costlier in man hours when compared to the software solution.)
- Jason has been working with Joanie Behrends and volunteers. They have a questionnaire that was created to gather information about the various equipment around town for potential use in the event of an emergency or disaster. **Jason is making this questionnaire into an online form for ease of use, and to minimize cost of postage that was used to query the residents.**
- Jason and Weston **installed a previously unused security camera.** It was placed in the atrium to cover one of the largest public thoroughfares. It covers the entry to the auditorium, project room, one entry to the community rooms as well as some of the lower staircase. Jason reconfigured the network to accommodate the new camera while Weston did the camera physical install.
- Jason researched a **new microfilm reader** for the museum as the existing reader is failing. He passed on his findings to Cathy. She is working on a grant to cover the cost of the replacement.
- The **Library Wifi users for the quarter: 809**



# CORDOVA CENTER

## 1<sup>st</sup> Quarter Report 2017

Compiled by Cathy Sherman, Weston Bennett

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

- Completed Cordova Center **Use Policy**. Posted on website.
- Completed **Rate Review** and Update. Posted on website.
- **Bookings:**
  - \$1745 in Revenue for Quarter
  - Number of Paying Rentals: 19
    - Individuals/Businesses
    - Wedding Reception
    - Organizations:
      - Cordova Arts and Pageants
        - Dance Performance – VersaStyle
        - Movies
        - Musical Performance
      - Cordova Fiber Arts Guild
      - VFW Auxiliary
      - PWS/Copper River Marketing Association
      - AlAnon
      - Girl Scout Troop 136
      - Stage of the Tide
        - Stage Performance
      - NorthWind Quilters Guild
  - Number of Non Paying Rentals: 135
- **New website:**
  - Work is nearly complete on the new Cordova Center website. Awaiting final work with the reservation software developer.
  - [www.thecordovacenter.com](http://www.thecordovacenter.com)
- **Marketing:**
  - During second quarter redesigning, promotional material
  - Materials send to Sportsman Show, Chamber of Commerce and other business entities in the community.

# AUDIT PLANNING

YEAR ENDED DECEMBER 31, 2016



The following communication was prepared as part of our audit, has consequential limitations, and is intended solely for the information and use of those charged with governance (e.g., Honorable Mayor and City Council) and, if appropriate, management of the City and is not intended and should not be used by anyone other than these specified parties.

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3601 C Street, Suite 600  
Anchorage, AK 99503

February 15, 2017

Honorable Mayor and  
Members of the City Council  
City of Cordova, Alaska

Professional standards require us to communicate with you regarding matters related to the financial statement audit that are, in our professional judgment, significant and relevant to your responsibilities in overseeing the financial reporting process. This report provides an overview of our plan for the audit of the financial statements of City of Cordova, Alaska (the City) as of and for the year ended December 31, 2016, including a summary of our overall objectives for the audit, and the nature, scope, and timing of the planned audit work and any other permitted services requested by the City, as pre-approved by those charged with governance.

We are pleased to be of service to the City and are available to discuss our audit plan, as well as other matters that may be of interest to you, at time during the year.

Respectfully,

*BDO USA, LLP*

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# Discussion Outline

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# Client Service Team

Our client service team members for this year's audit, tax services are listed below. As a matter of policy, we attempt to provide continuity of service to our clients to the greatest extent possible in accordance with mandated partner rotation rules and other circumstances that may impact continuity. Where engagement team rotation is necessary, we will discuss this matter with those charged with governance and determine the appropriate new individuals to be assigned to the engagement based on particular experience, expertise, and engagement needs.

## Engagement Team:

- Engagement Partner - Lia Patton
- Manager - Steve Stanchina
- Senior Auditor - Alex Wood
- Audit Staff - Dmitry Petrishak, Victor Schinzel, and Keith Ward

In addition to the on-site Anchorage audit team, we will be teaming with BDO National personnel to provide you with the most experienced expertise. These individuals will provide technical consultation and review as needed throughout the engagement.

- Technical Reviewer - Patricia Duperron
- Technical Reviewer - John Bost

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# Management's Responsibilities

Management is responsible for preparing, with the oversight of those charged with governance, the consolidated financial statements and disclosures in conformity with accounting principles generally accepted in the United States of America (GAAP) as of December 31, 2016. Management's responsibilities also include the following:

- Establish and maintain effective internal control over financial reporting and proper accounting records.
- Identify and ensure compliance with relevant laws and regulations.
- Safeguard the City's assets.
- Select appropriate accounting principles.
- Use reasonable judgments and accounting estimates.
- Evaluate whether there is substantial doubt about the City's ability to continue as a going concern and the impact on the presentation and disclosure within the financial statements.
- Complete a GAAP disclosure checklist to ensure there are no significant financial statement disclosure deficiencies.
- Make all financial records and related information available to BDO.
- Record material audit adjustments and affirm to BDO that the impact of uncorrected misstatements, if any, is immaterial to the financial statements taken as a whole.
- Make appropriate communications to management and auditors of City components (see Group Audit below). These communications should include matters known to the City that may impact the financial statements of the components.
- Provide BDO with a letter confirming representations made during the audit.

---

# Engagement Objectives

Our objectives with respect to the audit of the City's annual financial statements are summarized below:

- Plan and perform an audit to obtain reasonable assurance about whether the financial statements are free of material misstatements, whether caused by error or fraud. An audit in accordance with auditing standards generally accepted in the United States of America does not provide absolute assurance relative to or any guarantee of the accuracy of the financial statements and is subject to the inherent risk that errors or fraud, if they exist, may not be detected.
- Obtain a sufficient understanding of the City's internal control to plan the audit of the financial statements. However, such understanding is required for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.
- Communicate our responsibilities in relation to the audit and establish an understanding of the terms of the engagement, including our engagement letter to the City which was provided to the City Manager on February 15, 2017.
- Provide an overview of the overall audit strategy and planned scope and timing of the audit.
- Inquire of those charged with governance about risks of material misstatement, including fraud risks, and whether those charged with governance are aware of other matters that may be relevant to the audit such as, but not limited to, violations or possible violations of laws or regulations and complaints or concerns raised regarding accounting or auditing matters.
- Consult regarding accounting and reporting matters as needed throughout the year.
- Communicate with management and those charged with governance regarding significant deficiencies and material weaknesses identified during our audit and other timely observations that are significant and relevant to the financial reporting process.
- Work with management toward timely issuance of financial statements.
- Maintain our independence with respect to the City.
- Ensure that those charged with governance are kept appropriately informed in a timely manner of the City's financial reporting matters; comply with professional standards as to communications with those charged with governance.

---

# Overall Audit Strategy - Planned Scope

Overall, our audit strategy is to focus on higher risk areas of material misstatement (whether due to error or fraud) and other areas of concern for management and those charged with governance.

Our audit strategy includes consideration of:

- Prior year audit results together with the results of any review procedures on the City's interim financial information, including discussions with management and those charged with governance regarding the City's operations, business activities, and risks.
- Inherent risk within the City (i.e., the susceptibility of the financial statements to material error or fraud) before recognizing the effectiveness of the control systems.
- A continual assessment of materiality thresholds based upon qualitative and quantitative factors affecting the City.
- Recent developments within the industry, regulatory environment, and general economic conditions.
- Recently issued and effective accounting and financial reporting guidance.
- The City's significant accounting policies and procedures, including those requiring significant management judgments and estimates and those related to significant unusual transactions.
- The control environment, risk management and monitoring processes, and the possibility that the control systems and procedures may fail to prevent or detect a material error or fraud. We intend to place reliance on internal controls, where applicable, in determining the degree of detailed substantive testing required.
- Information about systems and the computer environment in which financial records and related systems operate.

---

# Overall Audit Strategy - Planned Scope

Based upon our initial assessment, our audit will entail a combination of testing controls for reliance and substantive testing. The primary areas of focus in our overall audit strategy include the following.

- Fraud Risk
- Internal Control Over Financial Reporting
- Revenue Recognition
- Accounts Receivable and Allowances
- Investments
- Capital Assets
- Long Term Debt
- Net Assets / Fund Balance
- Solid Waste Landfill
- Self-Insurance
- Evaluation of Going Concern
- Evaluation of Related Party Relationships and Transactions
- Other Matters, Including Significant Unusual Transactions

## GROUP AUDIT

The audit of the City of Cordova requires financial presentation for all components of the reporting entity. The reporting entity is comprised of the City, itself (its funds and accounts), as well as its “component units” as defined by GAAP. This collection of individual reporting entities comprises the “Group”. Our audit is considered the “Group” Audit.

Included within the reporting entity is the Cordova Community Medical Center (CCMC), Cordova City School District (School District), Cordova Volunteer Fire Department (CVFD). The CCMC has contracted with Elgee Rehfeld Mertz, LLP (the component auditor) to conduct the audit of the CCMC operations (blended component unit). The School District has contracted with BDO USA, LLP (Anchorage Office - different partner and audit team) (the component auditor) to conduct the audit of the School District operations (discrete component unit). The CVFD (discrete component unit) is not audited. We will obtain a balance sheet and income statement from the CVFD. As part of our planned audit strategy, we will initiate required communications with the component auditor which will include confirmation of their independence with respect to the entire group, identification of related parties, identification of audit risks, and other required communications. At the completion of the audit, our audit report will make reference to those other auditors.

# Overall Audit Timeline

The following represents our anticipated schedule with regard to our audit of the annual financial statements of the City:

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Periodic Meetings and Discussions With Management	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Develop Audit Strategy, and Determine Nature and Scope of Testing											✓	✓
Internal Control Assessment and Testing	✓											✓
Substantive Testing (confirmation procedures, etc.)	✓	✓										
Review Draft Financial Statements	✓	✓										
Final Communications With Those Charged With Governance		✓	✓									
Release Opinions on Financial Statements		✓	✓									

On-site audit fieldwork is set to begin April 10, 2017 and will run for two consecutive weeks. Our goal is to opinion date no later than June 30. However, we note the following items of concern which could impact the timely completion of the audit:

- GASB 68 - The City implemented the provisions of GASB Statement 68 in the 2015 financial statements. In order to continue this statement for the City, we must receive the necessary liability and payroll allocations from the Alaska Division of Retirement and Benefits (AKDRB). When we last spoke with the AKDRB they anticipated an April 2017 release date of the audited information. The City's audit cannot be completed without this information.
- As a blended component unit, the City audit cannot be completed until receipt of the final audited information from the Hospital. We will work cooperatively with the Hospital's auditors to obtain the necessary information.
- Audit Preparation - Audit preparation is key to timely closeout of the annual audit. In the last few years, several items have not been fully closed and reconciled prior to our arrival which has led to delays in audit completion. Management has hired a third party contractor to assist with the year-end close and audit preparation. The contractor has informed us that certain accounts are not yet in balance or need to be reconciled. Any delays by them to complete the reconciliations could result in delays in completing the audit.

---

# Independence Communication

Our engagement letter to you dated February 15, 2017 describes our responsibilities in accordance with professional standards and certain regulatory authorities with regard to independence and the performance of our services. This letter also stipulates the responsibilities of the City with respect to independence as agreed to by the City. Please refer to that letter for further information.

## CONTACT INFORMATION

We would be happy to answer any questions you might have regarding the audit. And also, this is a good opportunity for you to communicate any specific areas of focus or concern that you have regarding the audit or audit plan.

You can contact us at (907) 278-8878 any time with issues or concerns. You can also reach us by email at the following:

- Lia Patton - [lpatton@bdo.com](mailto:lpatton@bdo.com)
- Steve Stanchina - [sstanchina@bdo.com](mailto:sstanchina@bdo.com)
- Alex Wood - [awood@bdo.com](mailto:awood@bdo.com)

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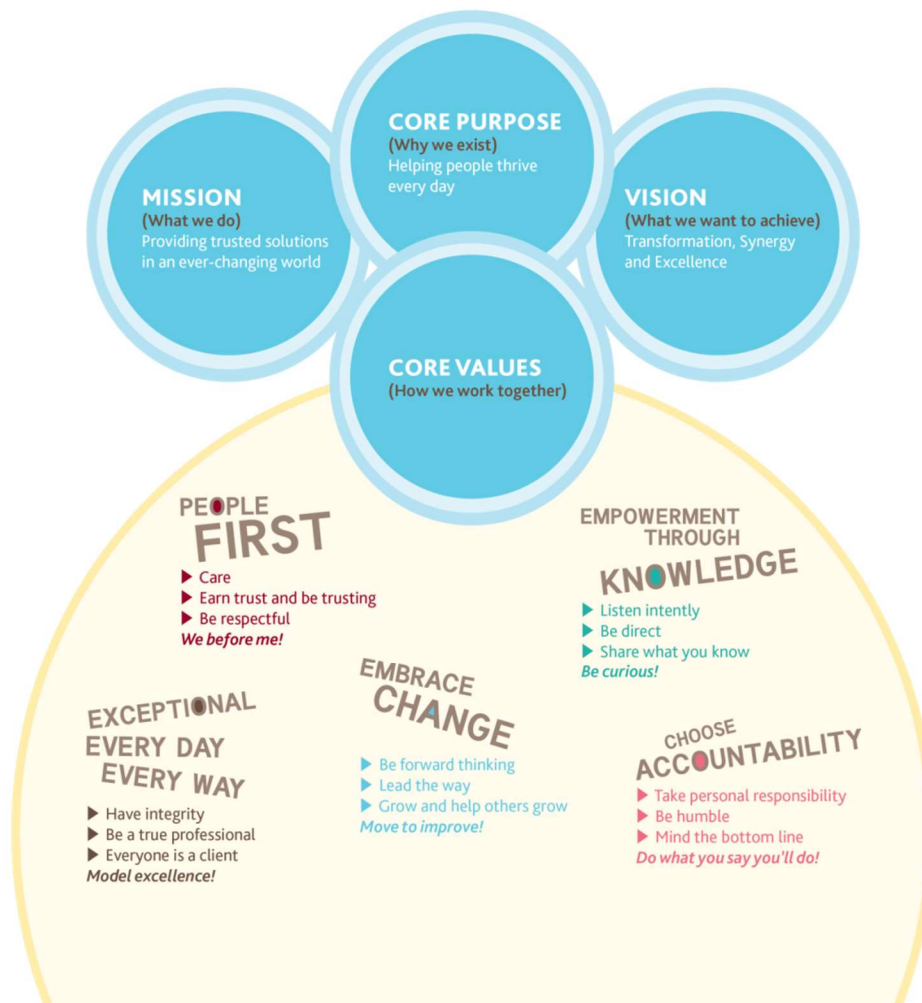
# Significant Accounting and Reporting Matters

- GASB 72 - Fair Value Measurement and Application - Effective for year-end December 31, 2016 - This statement defines fair value and describes how fair value should be measured, what assets and liabilities should be measured at fair value, and what information about fair value should be disclosed in the notes to the financial statements. This statement is expected to primarily affect investment disclosures.
- GASB 73 - Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68 - This statement contains certain clarifications and amendments to GASB 67 and 68 as well as establishing requirements for both defined benefit and defined contribution pensions not within the scope of GASB 68. Effective for fiscal - year end December 31, 2016—except those provisions that address employers and governmental nonemployer contributing entities for pensions that are not within the scope of Statement 68, which are effective for financial statements for year ending December 31, 2017.
- GASB 76 - The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments - Effective for year-end December 31, 2016 - This statement clarifies the hierarchy of generally accepted accounting principles to be used in the preparation of state and local government financial statements. This statement supersedes the previous hierarchy established in GASB 55.
- GASB 77 - Tax Abatement Disclosures - Effective for year-end December 31, 2016 - This statement requires local governments to provide financial disclosures relating to tax abatements affecting the government. This includes information about abatement agreements entered into directly by the government, including conditions and criteria under which taxes can be abated, and the type and dollar amount of the tax. In addition, the statement requires disclosure of tax abatements issued by other governments that affect the local government's revenue recognition and reporting.
- GASB 78 - Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans - Effective for year-end December 31, 2016 - This statement amends the scope and applicability of GASB 68 to exclude pensions provided to employees through a cost-sharing multiple-employer defined benefit pension plan that is (1) not a state or local government pension plan, (2) used to provide defined benefit pensions to employees of both government and non-government employers, and (3) has no predominant state or local government employer, either individually or collectively with other governmental employers providing pensions in the plan.
- GASB 79 - Certain External Investment Pools and Pool Participants - Effective for year-end December 31, 2016 - This Statement addresses accounting and financial reporting for certain external investment pools and pool participants. Specifically, it establishes criteria for an external investment pool to qualify for making the election to measure all of its investments at amortized cost for financial reporting purposes.

# Get to Know BDO

BDO provides assurance, tax, advisory, and consulting services to a wide range of publicly traded and privately held companies - clients of all sizes across industries, throughout the country, and around the globe. Our clients are serviced by experienced, knowledgeable, industry-focused professionals who work collaboratively and have direct access to top technical resources.

BDO's culture and values establish a set of standards embodied by our work, our relationships and our professionals. We are guided by our core values: put people first; be exceptional every day, every way; embrace change; empowerment through knowledge; and choose accountability.



# Get to Know BDO

The firm serves clients through more than 60 offices and over 450 independent alliance firm locations nationwide. As an independent Member Firm of BDO International Limited, BDO serves multinational clients through a global network of 1,400+ offices in over 150 countries.



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# Get to Know BDO

BDO's strength is derived from our structure as a cohesive global network and dedication to internal integration and seamless client service - when and where our clients need us. In each country, BDO Member Firms are composed of people who are knowledgeable about national laws, business customs, and local and international business methods.

As our clients expand globally, access to our international network can help them do business with a depth of experience in international matters, significant resources and international client service capabilities.

## BDO USA, LLP\*

**60+**

Office Locations  
in the U.S.

**6,057**

Dedicated  
Partners and Staff

**\$1.29B**

U.S. Revenues

*\*As of and for the  
year ended June 30,  
2016*



## BDO International\*\*

**1,408**

Offices Worldwide+

**64,303**

Total Personnel

**\$7.3B**

Total Combined Fee Income+

*\*\*As of and for the year ended  
September 30, 2015  
+Including exclusive alliances of  
BDO Member Firms*

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# Get to Know BDO

## INDUSTRY EXPERIENCE

Industry experience has emerged at the top of the list of what businesses need and expect from their accountants and advisors. The power of industry experience is perspective - perspective we bring to help you best leverage your own capabilities and resources.

BDO's industry focus is part of who we are and how we serve our clients, and has been for over a century. We demonstrate our experience through knowledgeable professionals, relevant client work and participation in the industries we serve.

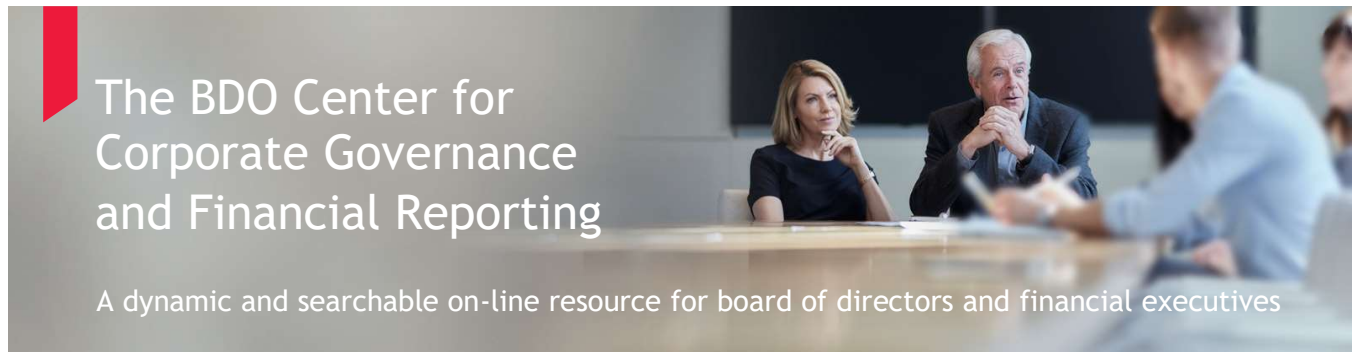
A variety of publications and insights depicting specific industry issues, emerging trends and developments are available [here](#).

For further information on the following BDO industries, please visit <https://www.bdo.com/industries>.

- Asset Management
- Broker Dealers
- Consumer Business
- Financial Institutions & Specialty Finance
- Gaming, Hospitality & Leisure
- Government Contracting
- Healthcare
- Insurance
- Manufacturing & Distribution
- Natural Resources
- Nonprofit & Education
- Private Equity
- Public Sector
- Real Estate & Construction
- Restaurants
- Technology & Life Sciences

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# BDO Center for Corporate Governance and Financial Reporting



## AN INCREDIBLE RESOURCE AT YOUR FINGERTIPS

The BDO Center for Corporate Governance and Financial Reporting was born from the need to have a comprehensive, online, and easy-to-use resource for topics relevant to boards of directors and financial executives. We encourage you to visit the Center often for up-to-date information and insights you can rely on.

What you will find includes:

- ▶ Thought leadership, practice aids, tools, and newsletters
- ▶ Technical updates and insights on emerging business issues
- ▶ Three-pronged evolving curriculum consisting of upcoming webinars and archived self-study content
- ▶ Opportunities to engage with BDO thought leaders
- ▶ External governance community resources

**“FINALLY, A RESOURCE CENTER WITH THE CONTINUAL EDUCATION NEEDS OF THOSE CHARGED WITH GOVERNANCE AND FINANCIAL REPORTING IN MIND!”**

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For more information about BDO's Center for Corporate Governance, please go to: [www.bdo.com/resource-centers/governance](http://www.bdo.com/resource-centers/governance).

# CITY OF CORDOVA



March 17, 2017

The Honorable Senator Murkowski  
United States Senate  
522 Hart Senate Office Building  
Washington, DC, 20510

RE: Gulf of Alaska Naval Training Exercises, Operation "Northern Edge"

Dear Senator Murkowski:

This winter, the Cordova City Council passed Resolution, 6-16-24 (attached), opposing the location and timing of Naval exercises in the Gulf of Alaska this May 1<sup>st</sup> through 12<sup>th</sup>, 2017.

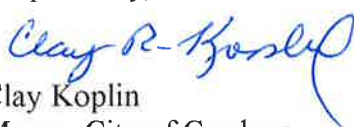
While we recognize the need for training exercises, we do not appreciate them being conducted during the peak northern migration of birds, mammals and fish. We are particularly concerned for the salmon upon which our community depends as our primary industry and subsistence food. Our secondary industry is tourism, and the Copper Delta Shorebird Festival is one of a handful of signature events scattered throughout the year. The festival attracts an international audience to Cordova the first weekend of May, right in the middle of the selected exercise timing.

The pink salmon return last year was a decades low run; declared a disaster for the region. It is unsure how the noise and contaminants released by the training exercises might affect migrations in the Gulf, but caution is prudent, particularly since the timing is discretionary. While the Navy has engaged with Cordova and explained why their training is conducted on their preferred schedule, there was little consideration of alternatives.

Cordova joins other communities in our region in asking you to forward a direct request to the Navy to postpone the on-water portion of the 2017 "Northern Edge" training exercises to occur after mid-September 2017 and not later than mid-March 2018 consistent with past training exercises.

We appreciate the time that you and your staff have dedicated to this effort in support of our concerns for the health of our coastal ecosystem and the need to balance that with the physical protection of that coast from external threats.

Respectfully,

  
Clay Koplin  
Mayor, City of Cordova

**CITY OF CORDOVA, ALASKA  
RESOLUTION 06-16-24**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA  
OPPOSING SITING AND TIMING OF U.S. NAVY TRAINING EXERCISES THAT  
POSE RISKS TO FISH AND FISHERIES IN THE GULF OF ALASKA**

**WHEREAS**, the City of Cordova is the governing body with the full power and authority as recognized by the citizens of Cordova, to act for its members, and has the responsibility to provide government for the good health and welfare of its citizens; and

**WHEREAS**, the U.S. Navy has plans to conduct training activities utilizing explosives, live ordnance, and sonar in the Gulf of Alaska in 2017 that will have impacts on marine life and habitat vital to the interests of the City of Cordova and its citizens; and

**WHEREAS**, these trainings will impact the waters of the Gulf of Alaska by annually releasing up to approximately 352,000 pounds of expended materials including up to 10,500 pounds of hazardous materials including cyanide, chromium, lead, tungsten, nickel, cadmium, barium chromate, chlorides, phosphorus, titanium compounds, lead oxide, potassium perchlorate, lead chromate, ammonium perchlorate, fulminate of mercury, and lead azide into waters designated by NOAA as Essential Fish Habitat for a multitude of species that support the economic development in Alaskan coastal communities and harvest of wild Alaskan salmon and other fish for global markets; and

**WHEREAS**, the training area and vicinity is a highly productive region for many marine fish and shellfish populations and supports some of the most productive fisheries in the United States, and an important spawning area for many fish, and the training is scheduled to take place during the summer season when many fish populations are migrating and spawning (at least 383 species belonging to 84 families of marine and anadromous fish have been reported from the predominant ecosystems found in the training area); and

**WHEREAS**, the port of Cordova is often ranked in the top 15 U.S. ports for quantity of seafood landed and dollar value of seafood harvests (Fisheries of the U.S., NOAA), illustrating coastal Alaska's reliance on the fish and wildlife resources in the Gulf of Alaska for their subsistence harvest and the livelihoods supported by commercial fishing; and

**WHEREAS**, the City of Cordova supports all cultural, traditional and subsistence activities historically and continually practiced by Native and non-Native peoples in the Gulf of Alaska.

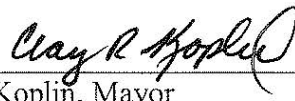
**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Cordova, Alaska does hereby request that the U.S. Navy refrain from using live ordnance or sonar in any Marine Protected Area, including NOAA Fisheries Marine Protected Areas, State Marine Protected Areas and Habitat Areas of Particular Concern; and

**BE IT FURTHER RESOLVED** that the City Council of the City of Cordova, Alaska hereby requests that the U.S. Navy relocate its training area to the far southeast corner of the current designated training area, off the Continental Shelf areas of the Gulf of Alaska, and away from seamounts; and

**BE IT FURTHER RESOLVED** that the City Council of the City of Cordova, Alaska requests that the U.S. Navy conduct its training exercises after the middle of September and before the Spring, so as not to impact migrating salmon and other species.

**PASSED AND APPROVED THIS 22<sup>nd</sup> DAY OF JUNE, 2016**



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

ATTEST:

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

P.O. Box 1330  
675 Second Street  
Cordova, AK 99574



(T) 907-424-3265  
(F) 907-424-3271  
[www.cordovasd.org](http://www.cordovasd.org)

April 3, 2017

Dear City of Cordova Council Members,

I am writing to express my support for the Adams Street Sidewalk Project. In 2009, an assessment of Cordova's "walkability" documented significant gaps in Cordova's foot traffic routes as part of the Native Village of Eyak's Alternative Transportation Planning Project. Creating sidewalks in the targeted corridor will address public safety, community walkability, and storm-water pollution management, all in one pass.

This project will also help to enhance safe student, staff, and community access to Mt. Eccles Elementary School, in particular, along with other facilities and organizations in the neighboring area. As you can imagine, safe and adequate access to our facility is critical, not only for the district, but for the community, as well. Throughout the year, many student-related activities and community gatherings are held in our elementary school. This school year alone, the elementary facility has been used after school, including evenings and weekends, more than 350 hours for school and community-related events.

Pedestrian use of this corridor between Mt. Eccles Elementary School and First Street, a primary travel route through town, would be greatly enhanced by the addition of sidewalks and drainage improvements. This segment of street is heavily used because of its proximity to the elementary school, several churches, a health clinic, and five additional businesses within the immediate area.

I support the City's project not only as a benefit to the students and staff of our district, but for the residents of our community, as well.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alex Russin".

Alex Russin, Superintendent of Schools

Forest Service  
Alaska Region  
P. O. Box 21628  
Juneau, Alaska 99802



**Twitter:** @AKForestService  
**Web:** <http://www.fs.usda.gov/r10>

**NEWS RELEASE 17-02**  
**For Immediate Release**  
**April 3, 2017**

**Contact:** Dru Fenster, Regional Public Affairs Specialist  
Phone: 907-209-2094 email: [dfenster@fs.fed.us](mailto:dfenster@fs.fed.us)

**Alaska Region of the Forest Service invites public to help identify priority trail maintenance work**  
*Partners, volunteers integral to addressing maintenance backlog*

JUNEAU, Alaska – The Alaska Region is inviting the public to help identify trails that will be part of a U.S. Forest Service effort with partners and volunteers to increase the pace of trail maintenance.

Nationwide, the Forest Service will select nine to 15 priority areas among its nine regions where a backlog in trail maintenance contributed to reduced access, potential harm to natural resources or trail users and/or has the potential for increased future deferred maintenance costs.

“We look forward to receiving public comments identifying trails in need of maintenance that partners and volunteers are ready to support on the Chugach and Tongass National Forests”, said Becky Nourse, Acting Regional Forester of the Alaska Region. “Trail users and other members of the public can provide important feedback that will help us prioritize our trail maintenance efforts.”

The Alaska Region has until April 20 to submit at least three regional proposals to National Headquarters. Those proposals will be weighed against proposals submitted by other Forest Service regions.

The trail maintenance effort is outlined in the National Forest System Trails Stewardship Act of 2016 and aims to increase trail maintenance by volunteers and partners by 100% by the end of 2021.

The selected sites will be part of the initial focus that will include a mosaic of areas with known trail maintenance needs that include areas near urban and remote areas, such as wilderness, are of varying sizes and trail lengths, are motorized and non-motorized, and those that incorporate a varied combination of partner and volunteer approaches and solutions.

The Forest Service manages more than 158,000 miles of trail – the largest trail system in the nation – providing motorized and non-motorized trail access across 154 national forests and grasslands. These Forest Service trails are well-loved and highly used with more than 84 million trail visits annually, helping to support mostly rural economies.

The Forest Service receives widespread support from tens of thousands of volunteers and partners each year who, in 2015, contributed nearly 1.4 million hours – a value of about \$31.6 million – in maintenance and repair of nearly 30,000 miles of trails.

However, limited funding compounded by the rising cost of wildfire operations, has reduced the Forest Service's ability to meet all of the agency's standards for safety, quality recreation and economic and environmental sustainability.

To provide ideas and suggestions on potential priority areas and approaches for incorporating increased trail maintenance assistance from partners and volunteers, contact your local Forest Service office or Regional Trail Program Manager Sharon Seim by 5:00 p.m. AKST on Monday, April 17, 2017. You are encouraged to provide feedback by phone at: 907-586-8804, or by email at: [AKTrailsStewardship@fs.fed.us](mailto:AKTrailsStewardship@fs.fed.us).

The mission of the U.S. Forest Service, an agency of the U.S. Department of Agriculture, is to sustain the health, diversity and productivity of the nation's forests and grasslands to meet the needs of present and future generations. The agency manages 193 million acres of public land, provides assistance to state and private landowners and maintains the largest forestry research organization in the world. Public lands the Forest Service manages contribute more than \$13 billion to the economy each year through visitor spending alone. Those same lands provide 20 percent of the nation's clean water supply, a value estimated at \$7.2 billion per year. The agency also has either a direct or indirect role in stewardship of about 80 percent of the 850 million forested acres within the U.S., of which 100 million acres are urban forests where most Americans live.

The Alaska Region of the Forest Service manages almost 22 million acres of land within the Chugach and Tongass National Forests to meet society's needs for a variety of goods, services, and amenities while enhancing the Forests' health and productivity, and to foster similar outcomes for State and private forestland across Alaska. See our website at <http://www.fs.usda.gov/main/r10/home> for more information.

###

# CITY OF CORDOVA



April 12, 2017

The Honorable Senator Murkowski  
United States Senate  
522 Hart Senate Office Building  
Washington, DC, 20510

RE: Secure Rural Schools (SRS) Program

Dear Senator Murkowski:

In 2016, the Community of Cordova suffered several economic headwinds including a disastrous and unanticipated collapse in the pink salmon run, a reduction of State of Alaska contribution to school district funding, and the elimination of the Secure Rural Schools program funding. The City of Cordova had to pass budget cuts on to the Cordova School District, reducing the funding below historical levels and forcing reductions in educational programs. I can personally attest to the innovative approach of the Cordova School District in providing world-class education that frankly should serve as a national model for best practices. US News and World Report apparently agrees, recently ranking Cordova High Schools as the best in the state.

The reduction of our schools funding has at its core one central cause: **PREVENTING ALASKA FROM DEVELOPING ITS OWN RESOURCES TO BE SELF-SUFFICIENT.**

The US Forest Service is the largest land-owner in our region, and despite strong local support, Federal USFS practices block economic activity that could support our local economy. Requiring a lodge to wait 17 years to get an access permit and withdrawing a heli-skiing permit after the businesses has invested over \$250,000 and three years in a permitting process, and countless other examples of attempts to develop economic and energy production opportunities on the Forest demonstrate the need to provide direct funding through the SRS program.

The Secure Rural School funding needs to be kept intact until alternative economic opportunities for commercial timber and energy harvest, food and recreation businesses provide a self-sufficient future for communities bordering or surrounded by the Chugach and Tongass National Forests.

Respectfully,

Clay Koplin  
Mayor, City of Cordova

cc: - The Honorable Senator Dan Sullivan  
The Honorable Congressman Don Young

# CITY OF CORDOVA



April 12, 2017

To Whom It May Concern

RE: Sound Alternatives Prevention Resource Manual Support

Dear Sirs and Madams,

The City of Cordova supports the critical services and support that Sound Alternatives provides to those in the community who most need and can least afford the support. Sound Alternatives is currently engaged in creating a Prevention Resource Manual that will help coordinate local resources into collaborative that will improve access and utilization of great programs that are currently available. These organizations and resources work to prevent interpersonal violence, child abuse and substance abuse.

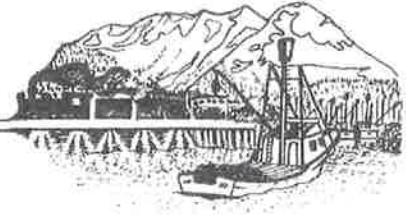
The fact that Cordova was recently ranked as Alaska's safest city testifies to the overall success of programs currently in place, but unfortunately they are not being utilized to their full potential. This project will promote a safe, healthy living environment and enhance the efficiency with which organizations currently provide services.

As a leader and Community Partner we commit to collaborating with Sound Alternatives to assure the success of this program, and strongly encourage you to join us in supporting development of the Resource Manual for which we will provide a web presence and link to the online manual and offer feedback on the success of the project.

Sincerely,

Mayor Clay Koplin  
City of Cordova  
PO Box 1210  
Cordova, AK 99574-0172  
(907) 253-5026 text/cell  
[mayor@cityofcordova.net](mailto:mayor@cityofcordova.net)

# CITY OF CORDOVA



April 12, 2017

The Honorable Senator Murkowski  
United States Senate  
522 Hart Senate Office Building  
Washington, DC, 20510

RE: NOAA Sea Grant Marine Advisory Program Funding

Dear Senator Murkowski:

The Alaska Sea Grant Advisory program provides support for a thriving private sector fisheries industry. In Cordova, the program provides resources that are not otherwise available to one of the largest (and growing) seafood industries in the country. The education and research facilitated by the program improves the safety and efficiency of the fleet, improves the variety and quality of seafood products, and provides critical insight into the health and sustainability of the seafood populations on which our coastal economies depend.

Thank You for being a champion of this important program and supporting the coastal livelihoods, economic base, and sustainable industry that is our economy.

Respectfully,

A handwritten signature in blue ink that reads "Clay A. Koplin". The signature is stylized with a large, looped "C" and a long, sweeping underline.

Clay Koplin  
Mayor, City of Cordova

cc: The Honorable Senator Dan Sullivan  
The Honorable Congressman Don Young

## Susan Bourgeois

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**From:** Paula Cullenberg <pjculenberg@alaska.edu>  
**Sent:** Wednesday, April 12, 2017 10:56 AM  
**To:** Clay Koplin  
**Cc:** Susan Bourgeois; Alan Lanning; Torie Baker  
**Subject:** Thank you!

Greetings Mayor Coplin,

Thank you, Mayor Coplin and the City Council of Cordova for your letter of support to Sen. Murkowski of the Alaska Sea Grant program. We hope that Congress will agree and reinstate funding for Sea Grant in FY18 and not follow the Administrations proposal to cut the FY17 funding.

Cordova has had a long term partnership with Alaska Sea Grant, and we look forward to that continuing for many years to come. I will keep you in the loop as this progresses. Yesterday we posted an update on our website - See <https://seagrants.uaf.edu/news/2017/03-31-17-message-from-the-director-proposed-budget-cuts.php>

Best wishes,  
Paula

Paula Cullenberg, Director  
Alaska Sea Grant  
University of Alaska Fairbanks  
1007 W. 3rd, Suite 100  
Anchorage, AK 99501  
(907) 274-9692  
[www.alaskaseagrant.org](http://www.alaskaseagrant.org)  
[www.facebook.com/akseagrant](https://www.facebook.com/akseagrant)  
<https://twitter.com/AlaskaSeaGrant>



**AGENDA ITEM 23**  
**City Council Meeting Date: 04/19/2017**  
CITYCOUNCILCOMMUNICATIONFORM

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**FROM:** Susan Bourgeois, City Clerk  
**DATE:** 04/11/2017  
**ITEM:** Council option to protest Liquor License Renewal  
**NEXT STEP:** Motion to either protest or waive right to protest

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☐ ORDINANCE  
☒ MOTION

☐ RESOLUTION  
☐ INFORMATION

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- I. **REQUEST OR ISSUE:** Local Cordova Bar/package store (Cordova Hotel and Bar and Cordova Hotel Liquor Store) has applied for Liquor License Renewals with State through the AMCO (Alcohol and Marijuana Control Office).
- II. **RECOMMENDED ACTION / NEXT STEP:** Council action to protest the renewal or waive right to protest.
- III. **FISCAL IMPACTS:** When a business is up for a liquor license renewal and has not been compliant regarding sales tax, business license renewal, property tax and utility payments to the City, staff will advise Council. Staff also advises Council if there are public safety concerns with the business or building.
- IV. **BACKGROUND INFORMATION:** Finance Director Jon Stavig and Police Chief Mike Hicks have attached letters with any issues and concerns. I, Susan Bourgeois, City Clerk will say that the business is within the foreclosure proceedings that the City pursues when a property owner is delinquent in property taxes owing. The owner owes a little over seven thousand dollars in property taxes to the City for the tax years 2015 & 2016 including principal, penalties, fees and interest. Foreclosures take approximately 2 years and in the past this owner has come through during the expiration of the redemption period to pay enough to get the building out of foreclosure.
- V. **LEGAL ISSUES:** The local governing body's right to protest is defined in AS 04.11.480. The procedures for protest are lined out in s AAC 304.145. Both are attached here.

**VII. SUMMARY AND ALTERNATIVES:** Suggested motion is to move to protest (or waive Council's right to protest) approval of the renewal of Cordova Hotel & Bar liquor licenses #277 – Beverage Dispensary & #278 – Package Store.

Deadline to protest approval is 60 days from receipt of letter from DCCED, AMCO – which was on March 6, 2017. Staff brought this to Council at the regular meeting on March 15, 2017. Council is required to give notice to the business owner if they do, in fact, protest the renewal and give the owner a reasonable opportunity to defend the application before a meeting of the local governing body (per 3 AAC 304.145 d). Therefore, Finance Director Jon Stavig sent the attached letter to the business owner and the business owner may be present at tonight's council meeting.



THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

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

ALCOHOL & MARIJUANA CONTROL OFFICE

550 West 7<sup>th</sup> Avenue, Suite 1600

Anchorage, AK 99501

Main: 907.269.0350

March 6, 2017

City of Cordova

Attn: Susan Bourgeois

VIA Email: [cityclerk@cityofcordova.net](mailto:cityclerk@cityofcordova.net)

**Re: Notice of 2017/2018 Liquor License Renewal Application**

<b>License Type:</b>	Beverage Dispensary	<b>License Number:</b>	277
<b>Licensee:</b>	Dorene K. Wickham		
<b>Doing Business As:</b>	Cordova Hotel & Bar		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jedediah Smith".

Jedediah Smith, Local Government Specialist  
[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)



THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

Department of Commerce, Community,  
and Economic Development

ALCOHOL & MARIJUANA CONTROL OFFICE  
550 West 7<sup>th</sup> Avenue, Suite 1600  
Anchorage, AK 99501  
Main: 907.269.0350

March 6, 2017

City of Cordova  
Attn: Susan Bourgeois  
VIA Email: [cityclerk@cityofcordova.net](mailto:cityclerk@cityofcordova.net)

**Re: Notice of 2017/2018 Liquor License Renewal Application**

<b>License Type:</b>	Package Store	<b>License Number:</b>	278
<b>Licensee:</b>	Dorene K. Wickham		
<b>Doing Business As:</b>	Cordova Hotel & Bar		

We have received a completed renewal application for the above listed license (see attached application documents) within your jurisdiction. This is the notice required under AS 04.11.480.

A local governing body may protest the approval of an application(s) pursuant to AS 04.11.480 by furnishing the director **and** the applicant with a clear and concise written statement of reasons for the protest within 60 days of receipt of this notice, and by allowing the applicant a reasonable opportunity to defend the application before a meeting of the local governing body, as required by 3 AAC 304.145(d). If a protest is filed, the board will deny the application unless the board finds that the protest is arbitrary, capricious, and unreasonable.

To protest the application referenced above, please submit your written protest within 60 days, and show proof of service upon the applicant and proof that the applicant has had a reasonable opportunity to defend the application before a meeting of the local governing body.

Sincerely,

Jedediah Smith, Local Government Specialist  
[amco.localgovernmentonly@alaska.gov](mailto:amco.localgovernmentonly@alaska.gov)

# CITY OF CORDOVA



To: Mayor and City Council  
Through: City Manager Alan Lanning  
Subject: Liquor License Renewal -- Cordova Hotel & Bar #277 and #278  
Date: March 7, 2017  
From: Jon K. Stavig, Finance Director

I have reviewed the status of Cordova Hotel & Bar as it relates to compliance with City Code pertaining to business license, sales tax and utility services.

From such review, I recommend to protest renewal at this time as this business is chronically delinquent on payments and is currently in arrears with sales tax.

Respectfully,

Jon K Stavig  
Finance Director  
City of Cordova

## Susan Bourgeois

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**From:** Mike Hicks  
**Sent:** Monday, March 06, 2017 2:17 PM  
**To:** Susan Bourgeois; Jon Stavig  
**Subject:** RE: liquor license renewals

I/we have had no issues from a law enforcement standpoint. Mike

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## **Alaska Statutes**

**Sec. 04.11.480. Protest.** (a) A local governing body may protest the issuance, renewal, relocation, or transfer to another person of a license by sending the board and the applicant a protest and the reasons for the protest within 60 days of receipt from the board of notice of filing of the application. A protest received after the 60-day period may not be accepted by the board, and in no event may a protest cause the board to reconsider an approved renewal, relocation, or transfer. The local governing body may protest the continued operation of a license during the second year of the biennial license period by sending the board and the licensee a protest and the reasons for the protest by January 31 of the second year of the license. The procedures for action on a protest of continued operation of a license are the same as the procedures for action on a protest of a renewal application. The board shall consider a protest and testimony received at a hearing conducted under [AS 04.11.510\(b\)\(2\) or \(4\)](#) when it considers the application or continued operation, and the protest and the record of the hearing conducted under [AS 04.11.510\(b\)\(2\) or \(4\)](#) shall be kept as part of the board's permanent record of its review. If an application or continued operation is protested, the board shall deny the application or continued operation unless the board finds that the protest is arbitrary, capricious, and unreasonable.

**3 AAC 304.145. Local governing body protest** (a) To protest an application or the continued operation of a license, the local governing body must set out its reasons in a written protest filed with the board and copied to the applicant. The reasons stated by the local governing body must be logical grounds for opposing the application or continued operation of the license and have a reasonable basis in fact. (b) No final action will be taken by the board upon an application until at least (1) 60 days after the receipt of the notice required by [AS 04.11.520](#) by the local governing body unless it advises the director in writing before the end of the 60 days that it is waiving its right to protest the application; and (2) 15 days after completion of public notice of the application. (c) Repealed 5/11/96. (d) A local governing body that protests an application shall allow the applicant a reasonable opportunity to defend the application before a meeting of the local governing body. (e) A local governing body protest may be based upon facts that render the particular application objectionable to the local body, or may be based upon a general public policy. If based on a general public policy, the policy must have a reasonable basis in fact, may not be contrary to law, and may not be patently inapplicable to the particular application being protested. The board will not substitute its judgment for that of the local governing body on matters of public policy that have reasonable factual support. (f) If the application is denied because of the protest, and the applicant requests a hearing, the local governing body must, at the board's request, appear or otherwise meaningfully participate in the hearing and must assist in or undertake the defense of its protest. (g) In addition to the other grounds for protest set out in this section, a local governing body may protest the (1) renewal or transfer of a license based on nonpayment of delinquent taxes of at least \$200 arising in whole or in part from the conduct of the licensed business; and (2) transfer of a license if the (A) local governing body has adopted an ordinance under which it may estimate the amount of taxes due in the tax year of the proposed transfer and arising in whole or in part from the conduct of the licensed business, and require the licensee to pay the estimated amount; and (B) licensee fails to pay that amount or give security under [AS 04.11.360](#).

# CITY OF CORDOVA

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7 April 2017

Dorene Wickham  
P.O. Box  
Cordova, Alaska 99574

Dear Dorene,

This letter is to provide you notice that the City Council may protest renewal of your liquor licenses due to delinquent accounts that you currently have with the City.

You have an opportunity to appeal the protest at the next Council meeting scheduled for April 19<sup>th</sup>.

Please contact me with any questions you may have.

  
Jon K. Stavig  
Finance Director



## AGENDA ITEM # 24

**City Council Meeting Date: 4/19/2017**

### CITY COUNCIL COMMUNICATION FORM

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**FROM:** Rich Rogers, Public Works

**DATE:** 4/12/2017

**ITEM:** Application for USDA Grant/Loan for Refuse Division

**NEXT STEP:** Council remains informed of this staff effort.

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☐ MOTION  
☒ INFORMATION  
☐ RESOLUTION  
☐ ORDINANCE

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**I. REQUEST OR ISSUE:**

The City has an opportunity to apply for a low-interest grant/loan under a USDA Rural Development Agency RDA program to cover costs of upcoming landfill capping to include purchases of heavy equipment, landfill road upgrades, baler upgrades, and associated tasks. This application process will continue to require staff time to complete (Planner, Refuse Superintendent, PW Director). Staff will continue to pursue this grant/loan unless directed to stop doing so.

**II. RECOMMENDED ACTION / NEXT STEP:**

Council remains informed that staff will continue to apply for the USDA RDA grant/loan to fund the landfill cap projects and purchase of equipment.

**III. FISCAL IMPACTS**

This project's cost range will be \$4M-\$7M, depending on eligibility/USDA approval of proposed tasks.

Two documents must be completed as part of the process:

1. Environmental report for water and environmental program proposals
2. Preliminary engineering report waste disposal program

The State requires the City to annually set aside funds landfill closure and we may use this money to pay for these two reports. We will not know the loan/grant split until the application is completed.

The refuse department is currently paying a loan payment of \$40,000 annually which will be paid off in 2019.

Staff time to pursue the application is estimated at about 1 to 2 hours/day for the next 4 months.

**IV. BACKGROUND INFORMATION:**

The RDA provides grants and loans which can include the purchase of heavy equipment. The application is complicated so to optimize staff time we will include an analysis of future Refuse options such as “Continue Baling/New Baler” vs “Open Dumping/No More Baler”.

See attached landfill map and Solid Waste Upgrades DRAFT Scope.

Our landfill equipment is aging (the CAT 950 Loader is 1988 and the Hitachi Excavator is 2002).

During the Council’s recent Strategic Development Planning process, there was discussion and apparent agreement (page 3) on the need to pursue future grant/loan opportunities.

**V. LEGAL ISSUES:**

None

**VI. CONFLICTS OR ENVIRONMENTAL ISSUES:**

ADEC solid waste regulations require capping of the landfill cell within 90 days of final placement of MSW municipal solid waste. Also required is an ADEC approved burn pit.

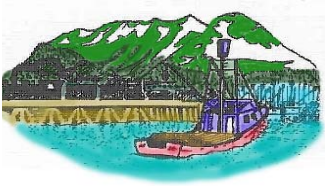
**VII. SUMMARY AND ALTERNATIVES:**

No action is required by Council other than to understand what we’re going after. Staff will continue to pursue this grant/loan opportunity unless directed otherwise.

Alternative 1 – continue the application process & keep Council apprised of status

Alternative 2 – discontinue the USDA application efforts and seek funds elsewhere

Alternative 3 – other



## City Council of the City of Cordova, Alaska

### Pending Agenda - April 19, 2017 Regular Council Meeting

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

- 1) Council direction to staff in pursuing Crater Lake Water & Power project from City (water) side  
future Council agenda item
- 2) Discussion/action regarding water charges at the Harbor
- 3) Odiak Camper Park and/or other locations for long term rv/trailer rentals in Cordova
- 4) Cordova Center bird mitigation

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

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

6/7/20179/20/201712/6/20173/7/2018
- 2) Ordinance 1146 put marijuana moratorium until January 1, 2017
- 3) Staff quarterly reports will be in the following packets:  

7/19/201710/18/20171/17/20184/18/2018
- 4) Training Session for City Council members - other boards and commissions invited as well April 25 5:30 pm  
approx 3 hours - in Community Rooms A & B

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

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

item:

suggested  
agenda date:

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

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



## City Council of the City of Cordova, Alaska

### Pending Agenda - April 19, 2017 Regular Council Meeting

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

- 1) Fisheries Advisory Committee:**  
authorizing resolution 04-03-45  
approved Apr 16, 2003  
1-Torie Baker, chair (Marine Adv Prgm)  
2-Jeremy Botz (ADF&G)  
3-Ken Roemhildt (Seafood Sales)  
4-Jim Holley (AML)  
5-Chelsea Haisman  
6-Dave Reggiani (PWSAC)
- 2) Cordova Trails Committee:**  
authorizing resolution 11-09-65  
approved Dec 2, 2009  
1-Elizabeth Senear  
2-Toni Godes  
3-Dave Zastrow  
4-vacant  
5-vacant
- 3) Fisheries Development Committee:**  
authorizing resolution  
approved Dec 23, 2016  
1-Warren Chappell  
2-Andy Craig  
3-Bobby Linville  
4-Gus Linville  
5-Tommy Sheridan  
6-Bob Smith

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

- 1) Prince William Sound Regional Citizens Advisory Council**  
**Robert Beedle** appointed April 2013  
re-appointed March 2014  
re-appointed March 2016  
2 year term
- 2) Prince William Sound Aquaculture Corporation Board of Directors**  
**Tom Bailer** term until Oct 2018  
3 year term  
appointed February 2017
- 3) Southeast Conference AMHS Reform Project Steering Committee**  
**Mike Anderson** appointed April 2016  
through December 2017  
**Sylvia Lange** alternate

# APRIL 2017

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1 
2	3 12:00 Library Bd Mtg LN 7:00 Fisheries Dev Cmt CCAB	4 6:30 CCMCAB wksn HCR	5 12:00 Cdv Hist Society CRG 6:45 Council pub hrg CCAB 7:00 Council reg mtg CCAB	6 4:00 Nirvana Pk Cmt CCA	7	8
9	10	11 6:30 P&Z CCAB	12 7:00 Sch Bd HSL 7:00 Harbor Cms CCB	13 5:00 Hist Prsv CCB	14	15 Cordova Clean Up Day CHS Prom
16 	17 7:00 BOE Hearing CCAB	18	19 6:00 Council work session 7:00 Council reg mtg CCAB	20	21	22 Make EVERY Day EARTH Day Cordova Health Fair Dressed to Kill
23	24	25 5:30 Council Training CCAB 7:00 CCMCAB Reg Mtg HCR	26	27	28 CSD Inservice	29
30	1	Notes				




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

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

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

# MAY 2017

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4	5	6
			6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB	Copper River Delta Shorebird Festival 2017		
7	8	9	10	11	12	13
		6:30 P&Z CCAB	7:00 Sch Bd HSL 7:00 Harbor Cms CCB		CSD Inservice	
14	15	16	17	18	19	20
 Happy Mother's Day			6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB			
21	22	23	24	25	26	27
				CSD last day of school 		
28	29	30	31	1	2	3
	Memorial Day- City Hall Offices Closed	6:00 P&R CCM				
4	5	Notes				



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CCER-Education Room

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

JUNE  
2017

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	1	2	3
4	5	6	7	8	9	10
			6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB			
11	12	13	14	15	16	17
			 Flag Day			
		6:30 P&Z CCAB	7:00 Sch Bd HSL 7:00 Harbor Cms CCB			
18	19	20	21	22	23	24
			6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB			
25	26	27	28	29	30	1
		6:00 P&R CCM				
2	3	Notes				

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

CCA-Community Rm A  
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HCR-CCMC Conference  
Room

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

## Mayor and City Council - Elected

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

## Cordova School District School Board - Elected

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

seat up for re-election in 2018

board/commission chair

seat up Nov 17

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

## CCMC Authority - Board of Directors - Elected

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

## LIBRARY BOARD - APPOINTED

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

## PLANNING AND ZONING COMMISSION - APPOINTED

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

seat up Nov 17

seat up for re-election in 2018

board/commission chair

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

## HARBOR COMMISSION - APPOINTED

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

## PARKS AND RECREATION COMMISSION - APPOINTED

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

## HISTORIC PRESERVATION COMMISSION - APPOINTED

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

seat up for re-election in 2018

board/commission chair

seat up Nov 17