

Mayor

Clay Koplin

Council Members

Tom Bailer

Cathy Sherman

Jeff Guard

Melina Meyer

Anne Schaefer

David Allison

David Glasen

City Manager

Helen Howarth

City Clerk

Susan Bourgeois

Deputy Clerk

Tina Hammer

Student Council

summer vacation

**Regular City Council Meeting
August 5, 2020 @ 7:00 pm
Cordova Center Community Rooms
Agenda**



A. Call to order

B. Invocation and pledge of allegiance

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

C. Roll call

Mayor Clay Koplin, Council members Tom Bailer, Cathy Sherman, Jeff Guard, Melina Meyer, Anne Schaefer, David Allison and David Glasen

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

E. Disclosures of Conflicts of Interest and Ex Parte Communications

- conflicts as defined in 3.10.010 https://library.municode.com/ak/cordova/codes/code_of_ordinances should be declared, then Mayor rules on whether member should be recused, Council can overrule
- ex parte should be declared here, the content of the ex parte should be explained when the item comes before Council, ex parte does not recuse a member, it is required that ex parte is declared and explained

F. Communications by and Petitions from Visitors

1. Guest Speakers

a. Incident Management Team, COVID-19 Update..... (page 1)

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

3. Chairpersons and Representatives of Boards and Commissions (CCMCA BoD, School Board Rep)

4. summer vacation-Student Council Representative Report

G. Approval of Consent Calendar

5. Direction to Manager to negotiate with Alaska Sales and Service..... (page 10)
for a Chevy 2500HD Silverado

7. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of excused absences of the following: Council members Guard and Meyer from the 7/1/2020 Regular Meeting

8. Council confirmation of Election of CVFD Officers..... (page 13)

9. Resolution 08-20-31..... (page 14)

A resolution of the Council of the City of Cordova, Alaska, encouraging the State of Alaska and the US Secretary of Commerce to declare fisheries disasters as follows: 2018 Copper River Chinook and Sockeye salmon and 2020 Copper River and Prince William Sound Chinook, Sockeye and Chum salmon; and to encourage the same to declare a condition of economic disaster in Cordova as a result

10. Minutes of the 07-01-2020 Regular Council Meeting..... (page 18)

11. Minutes of the 07-15-2020 Public Hearing..... (page 21)

H. Approval of Minutes – in consent calendar

I. Consideration of Bids – in consent calendar

J. Reports of Officers

12. Mayor's Report
 - a. AMHS Sustainability white paper..... (page 22)
13. City Manager's Report
 - a. **Ken Fay**, Finance Director, June 2020 Financials..... (page 28)
14. City Clerk's Report..... (page 34)
15. Department Quarterly Reports:
 - a. **Debbie Carlson**, Library Director, Library Department..... (page 35)
 - b. **Tony Schinella**, Harbormaster, Cordova Harbor and Port..... (page 41)
 - c. **Marina Briggs**, Museum Director, Museum and Cordova Center..... (page 47)
 - d. **Susan Herschleb**, Parks and Recreation Director, Parks & Rec Department..... (page 50)

K. Correspondence

16. 07-21-20 ADF&G draft distribution plan for 2018 Gulf of Alaska Pacific Cod disaster..... (page 53)
17. 07-22-20 AMHS Reshaping Work Group request for comments..... (page 59)
18. 07-24-20 Public Review notice for ADL 233599 Aquatic..... (page 60)
Farmsite Lease in Simpson Bay
19. 07-24-20 Public Review notice for ADL 233612 Aquatic..... (page 61)
Farmsite Lease in Simpson Bay

L. Ordinances and Resolutions

20. Resolution 08-20-32..... (voice vote)(page 62)
A resolution of the Council of the City of Cordova, Alaska, updating the 2020 Land Disposal Maps by making an approximately 1,750 square foot area corresponding with the eastern half of Lot 3, Block 17, Original Townsite 'available'
21. Resolution 08-20-33..... (voice vote)(page 75)
A resolution of the Council of the City of Cordova, Alaska, ratifying the City's contract for Covid-19 mitigation services with Bailer's Cabinet & Trim in the amount of \$5,038.78

M. Unfinished Business

N. New & Miscellaneous Business

22. Council action on disposal and method of disposal for..... (voice vote)(page 79)
East half of Lot 3, Block 17 Original Townsite
23. Discussion of COVID-19 Emergency Response
24. Pending Agenda, Calendar and Elected & Appointed Officials lists..... (page 84)

O. Audience Participation

P. Council Comments

Q. Executive Session

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

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

R. Adjournment

Executive Sessions per Cordova Municipal Code 3.14.030

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

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full City Council agendas and packets available online at www.cityofcordova.net

CORDOVA COVID-19 WEEKLY SITUATION UPDATE

Cordova

Unified Command

27 July 2020

Operational Period #22

CORDOVA COVID-19 UNIFIED COMMAND

Incident Commanders

Paul Trumblee (COC/Mike Hicks (deputy)
Vivian Knop (CCMC)/(IMC) Kari Collins (deputy)
Brooke Mallory (NVE)/Denna Francischetti (deputy)

Medical Advisors
Dr. Sanders
Dr. Blackadar
Dr. Lutzi

Safety Officer
Ian Davis

Public Information Officer
Cathy Sherman
Heidi Embley APLO

Liason Officer
Heather Brannon/EMC

See JIC Slide for
Additional Info

Operations Section Chief
Aaron Muma

See separate slide
for
Operations Branches

Planning Section Chief
Leif Stavig

See separate slide
for
Planning Branches

Logistics Section Chief
Malvin Fajardo

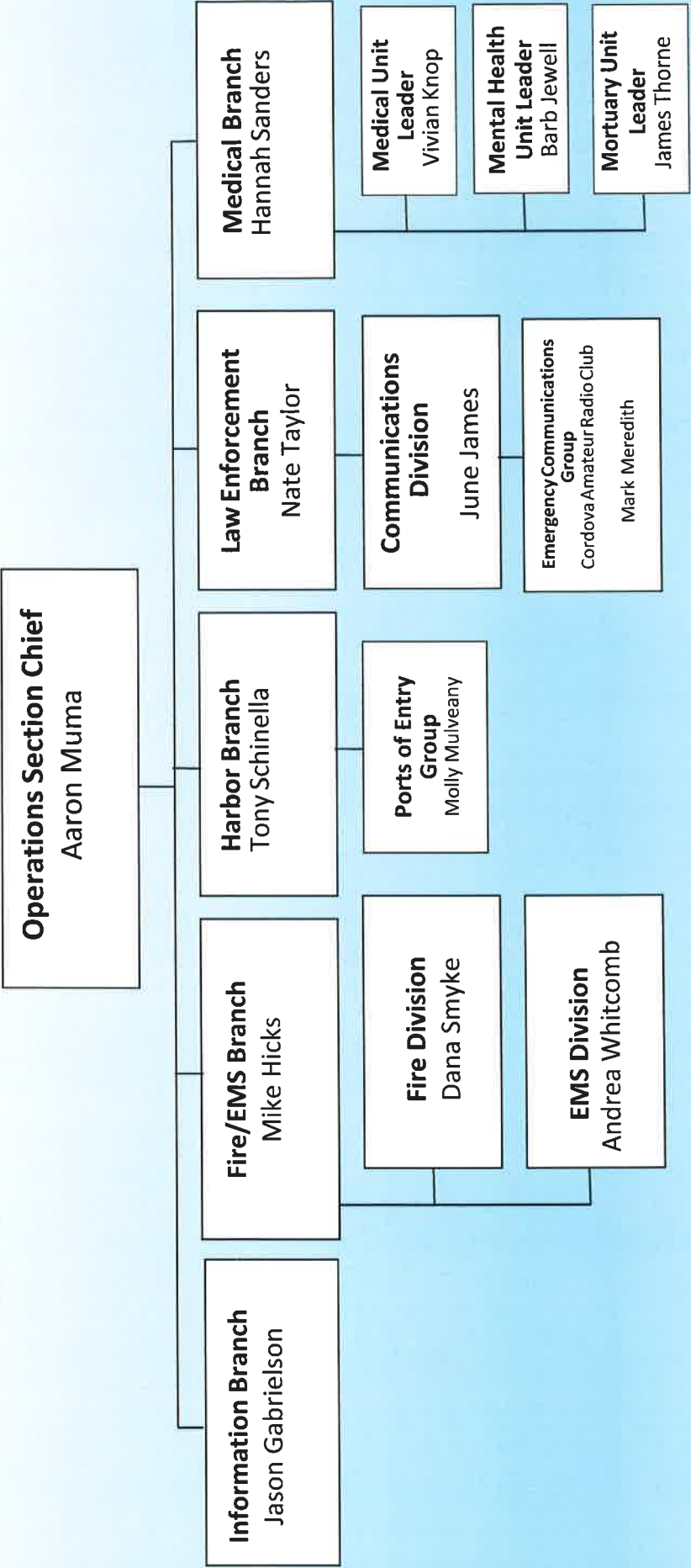
See separate slide
for
Logistics Branches

Finance Section Chief
Ken Fay
Barb Webber (deputy)

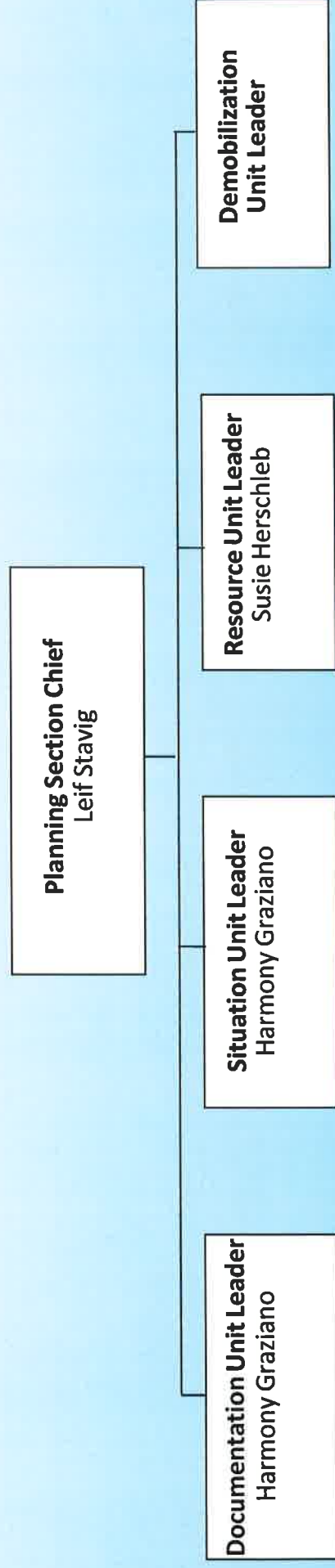
Policy Group
City Council
CM Helen Howarth
Mayor Clay Koplin

Legal Advisor
Holly Wells

OPERATIONS SECTION ORGANIZATION



PLANNING SECTION ORGANIZATION



LOGISTICS SECTION ORGANIZATION

Logistics Section Chief
Malvin Fajardo

Food Service Unit Leader
Sandie Ponte

Shelter Unit Leader
Micah Renfeldt

Facilities Unit Leader
Malvin Fajardo

PRESENT OBJECTIVES

ESTABLISHED 06 APRIL 2020

- **Objective 1:** Identify one full-time individuals as Safety Officers, to oversee incident safety. (1 in place)
- **Objective 2:** Identify back-up personnel for each activated IMT position and integrate into response.
- **Objective 3:** Continue to develop and review Cordova Health Mandates as needed for relevancy.
- **Objective 4:** Continue to monitor and follow Federal, and State recommendations to decrease outbreak.
- **Objective 5:** Continue to support stakeholders through information sharing to maintain public health.
- **Objective 6:** Continue to monitor and limit public gatherings while maintaining public services.
- **Objective 7:** Continue to address displaced persons and essential functions (MOUs in progress or in place).
- **Objective 9:** Continue to establish and monitor teams to provide current information at ports of entry.

PRESENT OBJECTIVES

ESTABLISHED 06 APRIL 2020

- **Objective 10:** Continue to refine medical screening and education to persons entering Cordova.
- **Objective 11:** Continue to refine and update quarantine and isolation facilities plans.
- **Objective 12:** Provide care and services to elderly and high risk population. (In progress)
- **Objective 13:** Continue to monitor and First Responder and Medical staff protection plans.
- **Objective 15:** Monitor Cordova Prepared website for questions/concerns from citizens.
- **Objective 16:** Monitor Port Security activities and adjust when needed.

Objective 17: Provide IMT Demobilization Plan.

Objective 18: Pending no further action by the IMT, Demobilize Aug 31, 2020 and transfer command to the City Manager.

JOINT INFORMATION CENTER (VIRTUAL)

Cathy Sherman	Lead PIO	Cordova Prepared	COC
Heidi Embley	APIO	Contract PIO	COC
Clay Koplin	Mayor	Radio and Television Media Briefs	COC
J.R. Lewis	Announcer	Local Radio Media	KLAM
Annette Potter	Editor	Cordova Times Newspaper	NVE
Hannah Sanders, MD	Medical Doctor	Physician Consultant	CCMC

Objective 17

Demobilization Plan

7/22/20 – Ambassadors demobilize effort at harbor. **Complete.**

7/28/20 – Demobilize shelter/care site at school. **Complete. Per request by School Superintendent**

8/31/20 – Demobilize total IMT and on stand-by if needed per Cordova Health Advisory Plan. All Authorities Having Jurisdiction (AHJ) resumes responsibilities for their Jurisdictions, “City Manager, CCMC CEO, NVE CEO”. City Emergency Management Coordinator (EMC) to have minor PIO responsibilities between the AHJ’s. Ambassadors report to the AHJ. Emergency Order Rule 19 can be adjusted at the City Managers discretion.

9/19/20 – Last day for most ambassadors and testing at airport. Parks & Rec crew plan to take down tent on this day or earlier if there is a forecasted high wind event. One ambassador may remain active to hand out information and/or test vouchers after this date.

Sept./Oct. – Schedule “hot wash” meeting to go over IMT response to COVID-19.

12/31/20 – CARES funds must be expended by this date per AHJ’s

Demobilize morgue connex on Coast Guard property To be determined by the Incident Command at a later date.

Objective 18

8/31/20 – Pending no further action needed by the IMT. Demobilize total IMT and on stand-by if needed per Cordova Health Advisory Plan. All Authorities Having Jurisdiction (AHJ) resumes responsibilities for their Jurisdictions, “City Manager, CCMC CEO, NVE CEO”. City Emergency Management Coordinator (EMC) to have minor PIO responsibilities and assist coordination efforts between the AHJ’s. Ambassadors report to the City Manager or their Designee. Emergency Order Rule 19 can be adjusted at the City Managers discretion.



AGENDA ITEM 5
City Council Meeting Date: 08/5/2020
CITY COUNCIL COMMUNICATION FORM

FROM: Samantha Greenwood, Public Works Director
DATE: 7/27/20
ITEM: Award of contract for 2020 Chevy 2500 Silverado
NEXT STEP: Council authorizes the City Manager to negotiate this contract

☐ ORDINANCE
☒ MOTION

☐ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE: This form constitutes the memorandum required per Code para 5.12.040 setting forth the following:

- A. Identity of Contractor: *Alaska Sales and Service*
- B. Contract Price: *\$32,695.00 plus \$1000.00 for shipping*
- C. Nature & quantity of the work that the City shall receive under the contract:
A 2020 Chevy 2500HD Silverado double cab pickup.
- D. Time for performance under the contract: *Truck is on lot and will be shipped upon approval of the contract.*

II. RECOMMENDED ACTION / NEXT STEP: Council approves motion "to direct the City Manager to negotiate a contract with Alaska Sales and Service to provide one *2020 Chevy 2500HD Silverado double cab pickup* per the State ITB-ADOT State Equipment Fleet for a sum not to exceed Thirty-three thousand, six hundred ninety-five dollars (\$33,695)".

III. FISCAL IMPACTS: The funding for the truck will come from the 2020 approved budget and will be split between water and sewer. Equipment and furnishing GL code Sewer 503-401-55010 and Water 504-402-55010.

IV. BACKGROUND INFORMATION: The new truck will replace the 2007 Ford F150. As described in the Equipment list the life expectancy for this work vehicle is ten years and it is listed as needs replacement.

V. LEGAL ISSUES: Contract shall be negotiated and awarded per Code sections 5.12.040 and 5.12.100 and 5.12.170.

VI. SUMMARY AND ALTERNATIVES: Council could choose not to approve the contract which would require continued use of a vehicle in poor condition and would require continued mechanics time and reduced efficiency of the water and sewer department.

5.12.040 - Council approval of contracts.

No contract for supplies, services or construction which obligates the city to pay more than twenty-five thousand dollars may be executed unless the council has approved a memorandum setting forth the following essential terms of the contract:

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

(Ord. 1019 § 1, 2008: Ord. 874, 2000: Ord. 809 (part), 1998).

(Ord. No. 1093, § 1, 1-4-2012)

5.12.100 - Competitive sealed bidding.

Unless otherwise authorized under this chapter or another provision of law, all city contracts for supplies, services and construction shall be awarded by competitive sealed bidding.

(Ord. 809 (part), 1998).

5.12.170 - Award to responsible bidder or proposer.

A contract award under this chapter shall be made only to a responsible bidder or proposer. The city manager shall determine whether a bidder is responsible on the basis of the following criteria:

- A. The skill and experience demonstrated by the bidder in performing contracts of a similar nature;
- B. The bidder's record for honesty and integrity;
- C. The bidder's capacity to perform in terms of facilities, equipment, personnel and financing;
- D. The past and present compliance by the bidder with laws and ordinances related to its performance under the contract; and
- E. The bidder's past performance under city contracts. If the bidder has failed in any material way to perform its obligations under any contract with the city, the city manager may consider the bidder to be not responsible.
- F. The bidder's past performance of financial obligations to the city. If at the time of award the bidder is delinquent, overdue or in default on the payment of any money, debt or liability to the city, the city manager shall consider the bidder to be not responsible.

(Ord. 809 (part), 1998).



Cordova Volunteer Fire Department

FIRE CHIEF MICHAEL HICKS

P.O. Box 304
Cordova, Alaska 99574
(907) 424-6117 or (907) 424-6100
Fax (907) 424-3473
email: fire@cityofcordova.net

July 14, 2020

Mayor Clay Koplin.
Cordova City Council
Helen Howarth City Manager

Would you please include this as an action item for the next available Council meeting 2020.

The Cordova Volunteer Fire Department is requesting confirmation for the following elected Chief Officers as of April 9th during our annual Department elections, it is with great pleasure to announce.

Fire Chief- Michael Hicks.

Mr. Michael Hicks has been a member of the CVFD since 1989 and has been the Elected Fire Chief of our Organization for the past 15 years.

Deputy Fire Chief – Paul Trumblee

Mr. Paul Trumblee has been a member of the CVFD since the late 80's and has been an Elected Deputy Fire Chief of the Organization.

In accordance with article III, section I of our department constitution ("The Chief shall not take office until confirmed by authorities set up by the city ordinance") and accordance with Title 3 of the City Municipal Code.

3.20.020 - Fire department—Appointment of officers and members.

The Chief of the Fire Department and Deputy Chief shall be elected annually by the members of the department subject to confirmation by the council. Each shall hold office for one year and until his successor has been duly elected, except that he may be removed by the council for cause after a public hearing. The paid firefighter shall be a full-time salaried employee appointed by the city manager, who shall, in making such appointment, take into consideration recommendations of the members of the department, and said firefighters shall hold office during good behavior, and may be removed by the council only for cause after a public hearing.

Sincerely

Board of Managers
Mark Meredith
Molly Whitcomb
Lisa Carroll



July 29, 2020

Clay Koplin, Mayor
City of Cordova
PO Box 1210
Cordova, AK 99574

RE: 2018 and 2020 Fishery Disaster Declaration Support

Mayor Koplin and the Cordova City Council,

We are writing today to formally request that the City of Cordova adopt the attached resolution, and support the declaration of a fishery disaster for the Copper River sockeye and chinook salmon, and Prince William Sound sockeye and chum salmon. With a historically low run and commercial catch, it is our belief that it is prudent to pursue a fishery disaster declaration at this time. We have prepared and gathered relevant information to assist in the process and to provide background for analysis.

The Area E drift gillnet fishery is managed by the State of Alaska and consists of 537 gillnet permit holders, of which, 504 were actively fishing in 2019, and 508 were actively fishing in 2018. In the previous 5 years, a high of 525 permits were active in the fishery in 2013, and 524 in 2014.

Species fished by the Area E gillnet fleet include all 5 species of Alaskan salmon, with a significant portion of harvest typically consisting of sockeye salmon and chum salmon. However, both chinook and coho are also valuable components of the fishery as well. Pink salmon, while not typically targeted in significant numbers by a majority of the fleet, have historically been heavily targeted by a small percentage of the fleet looking to diversify their income.

The fishery includes both wild and hatchery stocks, and the geographical area of the fishery reaches from the Bering River region, across the mouth of the Copper River, and throughout Prince William Sound, with multiple districts and several hatcheries on the western side of the Sound. The season typically lasts from mid-May to the beginning of September, providing a broad variety of run timing that typically provides balanced opportunity for the fleet to fish multiple areas and species.

The overall value of the common property gillnet fishery has declined from \$50-60 million during the years of 2010-2015 to approximately \$35 million value the following years. In 2018, while Prince William Sound stocks provided opportunity for harvest and income to gillnet fishermen, the Copper River



District experienced a historically low escapement, catch, and total value of that fishery. Similarly, the 2020 run has followed this trajectory, with the Copper River harvest being among the lowest on record. To further compound the financial impacts of this disaster, market conditions caused by the Covid-19 pandemic and subsequent economic crisis led to a significant reduction in ex-vessel prices paid to fishermen in 2020, causing extreme and immediate financial hardship to those involved within the fishery and in regional communities.

The full scope of the disaster may need further analysis by NOAA and ADFG, but preliminary information suggests that this fishery disaster is likely broader in scope than initially understood. Both the resource itself and access to the resource has declined in recent years. Fishery hours saw a significant reduction in both 2018 and 2020. In 2018, the Copper River sockeye and chinook fishery was only open for 96 hours, as compared to a prior 10-year season average of 750 hours of fishery time, which is a significant loss to the fishing community and a reduction of 87% of the fishery time. In 2020, the total fishery time in the Copper River District was 84 hours as of July 28, 2020, and the total catch was just 97,360 sockeye, and 5,845 chinook.

The ADFG 2018 Season Summary states that “The district was open for three 12-hour fishing periods in May with an average harvest of 8,660 sockeye salmon per period. This level of harvest was **80%** below semi-weekly harvest projections for this time period. With weak early-season harvest and Miles Lake sonar passage well behind the management objective, **the commercial fishery was shut down for six consecutive weeks.**” In 2020, fishery time was significantly reduced in Eshamy, Main Bay, Coghill, and Esther for the entirety of the season, impacting both the set gillnet and drift gillnet fleet.

Beyond impacts to wild stock in 2018 and 2020, several Area E hatcheries faced shortages for cost recovery and broodstock, and questions remain regarding impacts to future fishery runs in the region because of this. We ask that these concerns be considered by NOAA during the analysis, and advocate for the inclusion of funding specifically designated to improving these vital regional programs.

Underlying causes for the fishery failure in both 2018 and 2020 are poorly understood, though speculation exists that both ocean and freshwater conditions may have contributed to the disaster. There is a significant need for further research in all tributaries of the Copper River, including lake limnology, long-term outmigration studies, and comprehensive documentation of in-river harvest through in-season reporting. Similarly, understanding the impacts of higher temperatures in freshwater systems and their impacts on spawning populations may inform management decisions into the future. We specifically request that 2018 be considered in this disaster declaration, as indices now point to an ongoing issue. Further research is needed to help management understand the conditions for this fishery failure and how



to prevent a fishery failure in the future.

Beyond designating research dollars to further understand the underlying cause of this fishery failure, we also ask that NOAA seek to include a small designation of further funding for a regional NOAA SeaGrant Marine Advisory Program agent to work with the regional fishermen and provide a tangible connection to the research occurring in fisheries, and providing business outreach and support for fishermen within the region. The Prince William Sound region's fishing fleet benefited from an established relationship with the SeaGrant program for over 30 years, and recently funding has been cut. The result is a further loss to the fishery in lost services, research, and education.

The recent fishery disasters in this region (2016 pink salmon, 2018 pacific cod, and 2020 sockeye, chum, and chinook) all point to a significant need for a position of that nature to be maintained within the fishing community, and we request that this suggestion be forwarded to NOAA for consideration, as both SeaGrant and fishery disasters are NOAA programs.

We appreciate your willingness to consider the above information, and ask that the City of Cordova leadership submit a formal request for fishery disaster to the State of Alaska and the Secretary of Commerce for a full evaluation of this fishery disaster on behalf of CDFU and the Area E fleet. CDFU also requests that throughout the fishery disaster process, stakeholders continue to be heavily involved. A fair and expeditious process remains a priority for CDFU and our membership, given the various challenges and inequities experienced in the 2016 pink salmon disaster process, which left a significant portion of the Area E seine fleet without any relief. Involving stakeholders in designing the distribution plan from the initial stages is critical to providing adequate and fair relief for fishermen experiencing hardship.

Please reach out if you have further questions or need support in gathering data for this disaster declaration request. It is our goal to work with the City of Cordova in a mutually acceptable manner in putting this request forward to the State of Alaska and the Secretary of Commerce, and we are here to support this endeavor in any capacity necessary.

Sincerely,

Chelsea Haisman
Executive Director

**CITY OF CORDOVA, ALASKA
RESOLUTION 08-20-31**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,
ENCOURAGING THE STATE OF ALASKA AND THE US SECRETARY OF COMMERCE
TO DECLARE FISHERIES DISASTERS AS FOLLOWS: 2018 COPPER RIVER CHINOOK
AND SOCKEYE SALMON AND 2020 COPPER RIVER AND PRINCE WILLIAM SOUND
CHINOOK, SOCKEYE AND CHUM SALMON; AND TO ENCOURAGE THE SAME TO
DECLARE A CONDITION OF ECONOMIC DISASTER IN CORDOVA AS A RESULT**

WHEREAS, the 2018 Copper River Sockeye Salmon harvest of 44,400 fish was 97% less than the recent 10-year harvest average of 1.29 million Sockeye Salmon and the second lowest harvest in the last 100 years; and

WHEREAS, the 2020 Copper River Sockeye and Chinook Salmon runs are among the lowest on record; and

WHEREAS, the 2020 Copper River Drift Gillnet fishery harvest of 97,360 Sockeye Salmon was 91% lower than the prior 10-year average harvest of 1.13 million fish; and

WHEREAS, the Prince William Sound Drift Gillnet and Set Gillnet fleets saw a significant reduction in fishery hours and catch during the 2020 season in all fishery districts for sockeye and chum salmon compared to the prior 10-year average; and

WHEREAS, financial impacts from the Covid-19 pandemic continue to impact the fishing community significantly and ex vessel prices were considerably lower in 2020 than in previous recent years, further compounding economic hardship within the community; and

WHEREAS, Prince William Sound Aquaculture Corporation has experienced significant difficulty in attaining adequate broodstock for Sockeye Salmon at Gulkana Hatchery in recent years, and did not meet its aggregate sockeye/chum cost recovery goal for Prince William Sound hatcheries in 2020.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Cordova, Alaska encourages the State of Alaska and the United States Secretary of Commerce to declare fisheries disasters based on the considerably low returns and harvests as follows: 2018 Copper River Chinook and Sockeye Salmon and 2020 Copper River and Prince William Sound Chinook, Sockeye and Chum Salmon.

PASSED AND APPROVED THIS 5th DAY OF AUGUST 2020.

Attest:

Clay R. Koplin, Mayor

Susan Bourgeois, Clerk

Regular City Council Meeting
July 1, 2020 @ 7:00 pm
Cordova Center Community Rooms A & B
Minutes

A. Call to order

Mayor Clay Koplin called the Council regular meeting to order at 7:00 pm on July 1, 2020, in the Cordova Center Community Rooms.

B. Invocation and pledge of allegiance

Mayor Koplin led the audience in the Pledge of Allegiance.

C. Roll call

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

D. Approval of Regular Agenda

Hearing no objection to approval of the regular agenda, **Mayor Koplin** declared it approved.

E. Disclosures of Conflicts of Interest and ex parte communications - none

F. Communications by and Petitions from Visitors

1. Guest speaker

a. Incident Management Team, Covid-19 update – **Dr. Hannah Sanders**, Medical Team lead for the IMT emergency response reported that the ferry will be starting up here shortly and we do not need testing at that location because they are taking care of the testing protocols themselves. We are assisting with conducting tests on the ferry workers themselves; we feel ready for the ferry and are happy that will be getting going.

2. Audience comments regarding agenda items - none

3. Chairpersons and Representatives of Boards and Commissions

Dr. Hannah Sanders, CCMCA CEO was present via teleconference and reported: 1) Covid preparation – testing continually being worked on; 2) for the remainder of 2020 she does not anticipate any budget shortfalls; she doesn't think they will need any City funding for 3Q or 4Q because they've had operational money freed up after receiving the PPP grant – hospital should be self-sufficient for the rest of the year.

School Board President – no report

4. Student Council representative – summer vacation

G. Approval of Consent Calendar

5. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of excused absence of the following: Council member Glasen from the 06/17/2020 Regular Meeting

6. Minutes of the 06-17-2020 Public Hearing

7. Minutes of the 06-17-2020 Regular Council Meeting

Vote on the consent calendar: 5 yeas, 0 nays, 2 absent. Guard-absent; Schaefer-yes; Meyer-absent; Allison-yes; Sherman-yes; Glasen-yes and Bailer-yes. Consent Calendar was approved.

H. Approval of Minutes – in Consent Calendar

I. Consideration of Bids - none

J. Reports of Officers

8. Mayor's Report – **Mayor Koplin** reported: 1) he has been involved in a lot of dialogue regarding fisheries and working with IMT; 2) in contact with Congressman Young's office and he will be coming for a visit to Cordova on August 10-11

9. Manager's Report - City Manager **Helen Howarth** reported: 1) **Chief Hicks** has retired, there was a community drive by horn honking event to celebrate at the Fire Station – she has appointed an interim police chief, Nate Taylor. With the dialogue going on around the country about what is policing, she's going to take advantage of the turnover and see what this community would like to see for policing – as we head into budget time, she's going to be looking at that over the next month to determine if we need to add officers or shift resources; she's got **Shelly Wade** with Agnew Beck and our PR contractor, **Heidi Embley** set to help reach out to the community; 2) She said that over the years the front parking lot at the Cordova

Center has been used for parades or meetings or conversations, etc. She believes that this should continue, she envisions that space as like a “public square” – to encourage conversations of diverse topics, people could sign up for the space, if we legitimize this space for this use then there is no conflict with opinions of the City or Council – she’d like Council feedback on this; 3) fishing has been skinny, budgets at ADF&G have been skinny and we’ve received word from CDFU that ADF&G might not have budgets to fly as often as usual for aerial surveys which could further limit fishing time – she is reaching out to groups to try to help CDFU raise about \$20K toward that (she’s calling it the flying fish fund); 4) Covid still front and center, ferry is about to start, we’ve hired a couple of more ambassadors, testing is ongoing at the airport and we should celebrate that we still don’t have any community cases.

Questions: **Allison** opined that the processors would jump on the flying fish fund. He also said that concerning the public square as long as we are careful to make clear that we are not condoning one side or the other. **Bailer** commented that spending money on **Shelly Wade** on a non-issue like policing is probably not the best use of our money right now especially if our revenues will be down. **Bailer** also said that he thinks the public square idea sounds interesting but he is pretty disappointed that he’s mentioned it a couple of times now that City Hall cannot be used to endorse the recall of any politician. He thinks it is appropriate for politicians to come here and discuss their points and talk to the public; that is a great use of City Hall – as long as you give the opportunity to both people if two are running for office. **Bailer** said our lobbyist told us not to do this a few years ago, we need to stay neutral – he said we need to be smart about that sort of thing. **Sherman** said she is going to have to disagree with Council member **Bailer**, she thinks it is a great idea to rethink our policing; it’s always been an issue at budget time about whether we have too many officers, too few officers. She said when **Chief Hicks** first started in Cordova he walked the streets with the officers, that is the kind of policing we need in Cordova, officers who know the people and interact with the people. **Sherman** said she thinks it is a really good idea to get the communities opinion on this not just Council’s opinion and perhaps we can work our budget differently. **Sherman** said as far as the public square idea – that was an intention from the beginning, for the Cordova Center to be a place where people could express opinions. She has never considered it just a building that houses City Hall it is a community facility – there are Cordova Center policies, so those can be looked at again and worked on if necessary. She likes that idea. **Schaefer** said she does also like the town square idea and having written policies about it, as suggested by City Manager **Howarth**, could clearly state that the views expressed there are not those of the City of Cordova or the City Council – it is a free speech zone and if a request needs to be in writing to use the space that would further clarify that these are not views of the City. **Schaefer** also said she is in favor of looking into rethinking police in Cordova; we may talk about it and decide that that the model we have has been the best and is working, but it never hurts to have a community conversation about it. She thanked **Helen** for the good work and said to keep it up.

a. Finance Director **Ken Fay**, COVID-19 Expenses update

10. City Clerk’s Report – **Bourgeois** had nothing to report.

K. Correspondence

11. DNR Preliminary Decision and notice of public comment period through 07-27-20 for 21 acres for kelp cultivation in Simpson Bay ADL 233604

12. State Division of Elections Press Release re: online absentee ballot application

L. Ordinances and Resolutions

13. Resolution 07-20-30 A resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a sole source contract with Arctic IT for up to \$82,000 for the purpose of purchasing laptop computers and upgrading technology for the City of Cordova

M/Allison S/Sherman to approve Resolution 07-20-30 a resolution of the Council of the City of Cordova, Alaska, authorizing the City Manager to enter into a sole source contract with Arctic IT for up to \$82,000 for the purpose of purchasing laptop computers and upgrading technology for the City of Cordova

Howarth said after our discussion last week, this is one of the projects/purchases she said would be coming before Council. Our technology is lacking and the phone system we have is pretty old, not great connectivity. The phone system upgrade is about \$10 thousand but before we can do that we need system upgrades and that’s part of this Arctic IT contract. This contract also upgrades our hardware that will allow remote working for more staff members.

Allison supports this and wants to ensure we are getting the latest models of items we need. **Sherman** said we have been trying to get this into the budget from before she retired and to be able to upgrade with CARES money is a great opportunity.

Bailer, **Schaefer** and **Glaser** all said they support this item.

Vote on the motion: 5 yeas, 0 nays, 2 absent. Meyer-absent; Guard-absent; Schaefer-yes; Glaser-yes; Bailer-yes; Sherman-yes and Allison-yes. Motion was approved.

M. Unfinished Business - none

N. New & Miscellaneous Business

14. Discussion of Covid-19 Emergency Response

Schaefer commended the community for doing such a good job, for wearing masks, washing hands, keeping distanced from large groups, it is easy to get complacent – she encouraged everyone to keep it up. **Bailer** said he is interested in where we are at with some of the Harbor projects we talked about. Bathrooms and other projects, hopefully they are still moving forward, keeping us up to date on these is important.

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

Council opted to cancel the second regular meeting in July but have a special on that day at noon instead. Special meetings could be held within only 24-hours' notice. **Glaser** asked if we could get a CCMC update maybe at an upcoming meeting.

O. Audience Participation

P. Council Comments

Bailer thanked staff and said let's be careful about our budget because we know we are going to be short on sales tax. Also, let's ensure we get going on the COVID projects because that brings money into town, gets people working.

Sherman appreciates all the work going on, she knows a lot is behind the scenes. She was out and about today and saw lots of masks which was appreciated. On a side note – Cordova Historical Society bid on and won a 1935 **Jules Dahlager** original oil painting which really ups the museum's collection.

Glaser thanked the community for their vigilance and following protocols; thanks to Ilanka and CCMC for making the testing procedures super easy.

Allison also thanked everyone for their efforts. He congratulated **Kristin Carpenter** and the PWSEDD for the \$400 thousand grant they've received to assist with economic development in our region.

Q. Executive Session - none

R. Adjournment

M/Glaser S/Allison to adjourn the meeting.

Hearing no objection **Mayor Koplin** adjourned the meeting at 7:35 pm.

Approved: July 15, 2020

Attest: _____
Susan Bourgeois, CMC, City Clerk

City Council Public Hearing
July 15, 2020 @ 12:00 pm
Cordova Center Community Rooms A & B
Minutes

A. Call to order

Mayor Clay Koplín called the Council public hearing to order at 12:00 pm on July 15, 2020, in the Cordova Center Community Rooms.

B. Roll call

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

C. Public hearing

1. Emergency Ordinance 1190 An emergency ordinance of the Council of the City of Cordova, Alaska continuing the City's declaration of a local emergency and acknowledgement of a state-wide emergency resulting from Covid-19; adopting the City of Cordova Covid-19 Health Advisory Plan; and ratifying Emergency Order 2020-09

Mayor Koplín opened the hearing up for public testimony on the ordinance.

Ross Mullins of Cordova called to voice his concern about schools opening in Cordova in September. He hopes Council will assess and review the pros and cons and the safety of re-opening the schools. He is glad Council took strong actions early during this Covid pandemic in Alaska.

D. Adjournment

Hearing no objection **Mayor Koplín** adjourned the public hearing at 12:15 pm.

Approved: August 5, 2020

Attest: _____
Susan Bourgeois, CMC, City Clerk



House Transportation Committee Meeting, July 27, 2019, Cordova, Alaska

AMHS SUSTAINABILITY

Recommendations for improving the quality, cost, and consistency of service provided by the Alaska Marine Highway System

ABSTRACT

The Alaska Marine Highway System is currently providing low and inconsistent levels of service. Operating budgets have been sharply reduced. The fleet is in advanced stages of deferred vessel maintenance and replacement. The fleet is composed of extremely non-standard vessels and shoreside infrastructure. Many vessels are incompatible with the regions they are expected to serve. The historical governance, management, and financing of the system have all contributed to high cost and low quality of service to the communities and citizens it was built to serve. This summary document is intended to provide simple, high-level guiding principles to improve every aspect of the system's performance.

Clay Koplin
Mayor, City of Cordova

Introduction:

System assessments, generally contracted to third parties, tend to evaluate the past and current operations of the Alaska Marine Highway System (AMHS) and mine for improvements to the existing operating model. Few studies have considered specific regional needs and opportunities and designed an ideal operating scenario that can serve as a roadmap for future investments and improvements to that specific region. Long range plans do not survive the administration that produced them to full implementation, resulting in the current patchwork system of mis-matched fleets and infrastructure that is costly and complex to operate and maintain. The arm wrestling between the three legs of the current management and governance model, the Governor's office including Commissioners and special assistants, the legislature, and the AMHS management contribute to frequent changes in strategy with costly and ineffective outcomes. The recommended policies below are intended to contribute to a roadmap for transitioning to a system that provides safe, reliable, and affordable service to Alaskan communities that are not feasibly served by terrestrial roads or highways.

POLICIES:

1) Design vessels and support infrastructure specifically for the region they will serve

This global strategy is a key component of sustainability. If the vessel of the right speed, capacity, and service features are designed to berth at compatible docks and maintenance facilities and connect appropriately to intermodal options like railroad, airports, and terrestrial highways in a region, then there is a better opportunity to provide service that will be affordable and adequate. Regional maintenance and operations opportunities can be designed into vessels so that regional shipyards or repair facilities can service the vessels. Example: Service by design. The Fast Vehicle Ferry (FVF) Chenega was designed specifically to serve Prince William Sound. While operating her on a three-year schedule with an affordable rate structure, the revenue to cost ratio soared, ridership grew sharply, and business models ranging from large-scale shipment of seafood from Cordova to Anchorage, to shuttle services to Whittier, to box vans purchasing in Anchorage and reselling in Cordova flourished.

2) Place the vessel and infrastructure in that region and keep it there

When a vessel is dedicated to a region several positive outcomes can result. The captains of that vessel become highly familiar with regional waters. With surety of a long-term employment in a specific region, the crew is more likely to live within that region and be more personally invested in the communities they serve. Alaskans benefit from the surety of long-term stability in the available routes and build business models that grow ridership and the statewide economy. Example: Dedicated Service to PWS. This is a model that has worked successfully in the past when the Chilkat and Bartlett, for example, were "the" Prince William Sound ferries. A large proportion of the captains and crews lived in Prince William Sound communities, removing the high costs of commuting and per diem from the employment contracts. During the time that the FVF Chenega was consistently serving Prince William Sound, The Cordova Chamber of Commerce alone was matching each state marketing dollar 3 to 1. Local businesses advertised and linked to the system and helped their clients navigate the

booking system to grow ridership and revenues. Trust and investment in the system dissolved when the ferries started playing musical routes and relocated vessels all over the state with no long-term commitment to their ports of service. Example: Home Port selection. One simple and impactful decision point in Prince William Sound is choice of Cordova as the home port. Cordova has the only all-weather airport in Prince William Sound with daily commercial jet service from Anchorage and Seattle. Ferry crews and contractors can conveniently and reliably access the vessel. Home porting in Valdez requires the crews to drive through Thompson Pass or rely on commuter air services that average a 50% cancellation rate in winter months, and Whittier does not have adequate maintenance facilities like those in Cordova built to serve the FVF Chenega. The weaker commitment of road connected communities to the system is also of note. The system is often treated by those communities as revenue opportunities with focus on the number of jobs and revenues that the community generates from the AMHS at the lowest cost to the community (Seward, Alaska, Impacts study). The off-road communities often treat the system as a critical infrastructure partner and are more inclined to promote, donate, and contribute to the AMHS as a business partner. This reduces the cost of AMHS infrastructure and operations and promotes productive synergies. However, this example does not reduce the importance of the Valdez terminal and infrastructure. The high levels of tour traffic in summer generates significant ridership and revenues to support the system operations, if the speed and routes of the vessel (FVF Chenega) are adequate to serve tourist ridership while serving the needs of Alaskan passengers and business ridership.

3) Develop operating decisions (operations and maintenance) from the ground up

The closer recommendations and decision-making can move to the customers, the better the outcomes. Customers, terminal, and vessel staff understand local use patterns, routes, ridership, and customer convenience better than system managers far-removed from the region. Cost-effective engine maintenance and efficiency is best understood by the mechanics. Docks and support facilities are utilized and operated by Captains and crew, who best understand the needs and functions of those facilities to advise the critical design elements to consultants and port engineers. Example: Marine Transportation Advisory Board (MTAB) Advice. In 2004, the Prince William Sound Economic Development District (PWSEDD) developed a regional marketing plan built around the arrival of the FVF Chenega to Prince William Sound in 2005. The plan was presented to the MTAB and the AMHS marketing director who both recognized the value of many elements of the plan. They adopted many of them as policies and goals. One critical element of the plan that became a priority of the MTAB was the published three-year schedule. System adoption of that policy resulted in system-wide revenue growth around the consistency of rates, routes, and schedule. Example: Regional Schedule. The PWSEDD presented a regional route and schedule negotiated between the communities, who shifted their festivals, events, and school activities to avoid conflicts. This reduced the AMHS scheduler workload and resulted in a high – utilization schedule with high community satisfaction and elimination of regional event conflicts. Example: Rate Setting. For years, the price-sensitive community of Cordova requested reduction of the fares. When the “rider drives free” and 30% reduced winter fares were finally introduced, ridership and net revenues increased sharply. However, the extremely high cost of walk-on fares in comparison to other

routes in the system has resulted in extremely low passenger deck bookings to this day cited as “too complex to fix”.

4) Chart and Maintain a Strategic Course (governance and finance) for the System

It is necessary to have well-structured administrative oversight to set policy, strategic direction, and fiscal management appropriate to the enterprise. However, competing goals and objectives between the Governor’s office, Legislature, and AMHS Management staff and the cyclical nature of elected officials does not promote a comprehensive and consistent vision and strategic direction. The standard practice has been for a new administration to recognize high costs and service gaps in the system and commission a study on how to improve the system. Then a plan is commissioned to implement the study, which may or may not be coordinated with the regional ADOT plan. By the third or fourth year of the cycle, plan implementation may commence with the construction of a single vessel or port reconfiguration. If the administration serves a second term, more of the plan may be implemented. But with a new administration comes a new cycle, and most of the prior plan is scuttled. This results in a series of partially implemented plans that has yielded the patchwork system that is (largely out of) service today. Example: PWS Plan. The Prince William Sound Transportation Plan of the 1990’s carefully evaluated ferries, railroad, and highway as the potential primary transportation mode to Cordova. With high community and regional input, ferry was identified as the only feasible transportation mode to Cordova. The fast ferry plan was developed with a plan construction of four vessels and the necessary dock upgrades to accommodate them. One vessel was built for PWS, to be home ported in Cordova, where a comprehensive dock, maintenance facility, and operating plan were largely completed. While in service in PWS the vessel was highly utilized and grew the economy of Cordova and road-based communities ranging as far as Fairbanks and the Kenai Peninsula. The vessel was left in the region for less than one full year, and crew who were planning to move to the region cancelled their plans, and confidence in the management and governance has never been restored. Now the vessel, one of the newest in the fleet, is tied to a dock and slated to be discarded from the system, while vessels that were not designed to serve PWS are contemplating tens of millions of dollars of modifications to be an inferior fit for the region. This inconsistent and haphazard performance has been replicated across the system for decades.

5) Provide reliable, consistent service

Revenues and ridership are directly related to the quality and consistency of service. A three-year schedule has been proven to generate many benefits. Fiscal and operational planning are dramatically simplified, especially when policies 1 and 2 are implemented. Passengers can book trips 2-3 years in advance which is the planning horizon for many visitors to the state. Tourism is an important revenue base which helps support the cost of providing transportation services to Alaskans. Perhaps most importantly, businesses and communities can plan their business models around the system to allow inter-community business partnerships to grow. This results in marketing efforts by those businesses and communities that can be multiples more effective than the AMHS marketing efforts. Example: Cordova Economy. In Prince William Sound and the other routes in the system, the three-year schedules implemented at the behest of the Marine Transportation Advisory Board (MTAB) resulted in

rapid and significant growth in ridership and revenues when implemented within the 2005-2012-time frame. The AMHS (PWS) cooperative marketing program was, as mentioned above, attracting over \$3 of outside marketing exposure for every \$1 invested by the AMHS. This improved the sustainability of the system, but more importantly created and grew business growth in the communities, one of the purposes of public transportation. Cordova rose from its position as 26th largest seafood port in the US from 1998-2007 to 11th largest from 2008-2017. Tens of millions of dollars of economy were routed from Cordova to road system Alaska and back each year. Now this trade route has been closed and the community of Cordova and her Alaskan partner cities are in the throes of economic decline, suffering a 9-month cancellation of service. Just as Cordova sets its sights on a position in the top 5 seafood ports in the US in a market sector that ranks in the top 5 national trade imbalances with over 90% of US Seafood imported into the country, the highway has been closed, reversing regional fortunes.

6) Prioritize customer service and convenience, not system convenience

Technology and mass communications have resulted in a golden age for the consumer. Social media and online marketing have created full transparency and full access for customers, whose expectations for customer service and quality have risen to unprecedented levels. The Alaska Marine Highway System is a state-sponsored transportation network. It was structured to be built with federal funding, operated and maintained by the State of Alaska to serve Alaskans. Alaskans share in the cost of operations and maintenance through fare structures. Airports and highways are also built with Federal dollars and operated and maintained with State dollars with funding assistance through fuel taxes and other means. Maximizing the efficiency and convenience of the AMHS managers and employees at the expense of customer convenience and service are detrimental to ridership, revenues, and operating costs. Social media and customer experience can draw or repel customers depending upon feedback. The low customer volume and large distances spanned by the AMHS will, by nature, result in a high cost of operation per customer mile. System patrons will support high cost if they receive high quality services and experiences in exchange. A low-cost leader business model for a high cost operation is a poor business model. If customers pay a high price for contributing to operations, they expect a high-quality service. This can result in growth in ridership and revenues. (No specific example, drawing upon experience in an adjacent and similarly challenged industry: electric utility management in a small community which also suffers from three critical headwinds: high labor costs, low economies of scale, and high capital investment and operational costs – usually fuel price driven.)

7) Maximize the federal capital funding for the system.

Utilize federal dollars for capital construction and State dollars for operations and maintenance. Example: co-opting funds. Coupling the AMHS system to the Ketchikan Shipyard to try to make both more competitive is a co-dependency that can result in the failure of both. State dollars poured into construction and capital renovations by sole sourcing them to the Ketchikan shipyard competed directly with state funding for operations resulting in a shortfall for both. Both can be amazing assets to the State instead of viewed as an “obligation” or a “liability”. Utilizing federal funding for capital upgrades in a competitive environment can improve the quality and price of new or renovated ferries.

Summary/Recommendations for Prince William Sound Service:

Prince William Sound service should be considered separately from Southwest and Southeast regions. With the completion of the Whittier tunnel, the shortened and improved ferry routes have internalized service to Prince William Sound. Optimizing the traffic between Whittier, Valdez, Cordova, Chenega Bay, and Tatitlek will contribute to the success of the overall system, whether organized separately or as a part of the whole system. In reference to the policy recommendations above, both the Aurora and Chenega have successfully served Prince William Sound routes and are compatible with the docks and community needs. As of this May 2020 writing, the FVF Chenega is slated for liquidation. This is disappointing, as Prince William Sound was the one route where it could continue to be successful due to the functional design, capacity, and fuel burn per passenger mile to meet personal and small business needs, support tourism and meet large/corporate business needs to generate the three legs of revenues necessary to support the system. I have heard frequent opines of the inadequacy of this vessel, but many of the deficiencies are poorly understood or self-inflicted. This vessel deserves a good hard look from those most familiar with its operation and maintenance (captains, crew front-line AMHS employees and the communities served). The Aurora is going back into layup for steel hull repairs and this is welcome news. The engine repower should also be completed to give this vessel an additional 5 years of life to allow the design of a suitable, dedicated service (PWS) replacement. Either vessel would serve PWS well and should be dedicated to service here for five years.

Respectfully,
Clay Koplin
Mayor, City of Cordova
MTAB, 2006-2012

MEMO, City of Cordova

To: Mayor and City Council
Through: Helen Howarth, City Manager
From: Ken Fay, Finance Director
Date: July 31, 2020
RE: June 2020 Financial Report

Attached are the following 3 reports.

Fund Summary through 6/30/20
Covid expenses through 6/30/20
Investment balances 6/30/20

Fund Summary- First page is the fund summary for all our funds and the second page is simply the General Fund.

The revenues and expenses are starting to come together but while we are halfway through the year, there are still many questions. I would like to have a work session in the 3rd week in July to provide a detailed look to as to where we are financially, how I think the year will be and possibly if there is time to go over our investment policy. Comparisons are tricky this year due to the pandemic but the CARES funding is providing us with not only a lot of PPE, projects and economic stimulus but by paying for 1st responders and IMT it is providing a sort of safety net should our regular income sources fall short of budget. These expenses have not been reclassified out of the regular departments and put to the Covid fund because that would present a distorted look to the financials and render year to year comparison's useless.

Covid Expenses – This is what we have spent through 6/30/20 on Covid expenses that are covered by the CARES Act funding. Because every city in America is buying many of the same things that we are buying to stay safe, there is a little longer lag between when things are ordered and when we get the goods along with the invoices. In other words the natural delay in financial reporting of expenses has been increased.

. Investments – Our investments at UBS continue to reverse some of the earlier losses but I'm of the opinion that we have too much risk in the portfolio. I feel that we shouldn't be chasing returns but rather we should develop a steady approach with the lions share of our investments in a bond index fund. We can then have a small account to own either an S&P or Dow exchange-traded fund that would give the city a little upside potential while limiting the downside.

I'm not completely understanding why we have so many accounts and then within our accounts we have multiple benchmarks. I'm a big fan of keeping things simple since the more complicated things get the tougher it is to analyze and compare.

A couple of notes on how Covid is affecting the Finance department. The transactional effect of Covid on the revenue side has been minimal – we will receive 3 transfers of \$ 3.4 million and this month we have provided on 2nd monthly scored card to the State. People are happy that they are able to pay bills via credit card but we are losing the one to one meetings of the few new businesses that have opened during this time. There hasn't been a noticeable increase in slow payors.

On the expense side by comparing last year's payroll and payables to the comparable period this year I would expect that there would be a quantifiable difference on the pay side. While the number of people on our payroll in the last week of June has gone up from 68 to 81 (from last year to this one), interestingly the number of invoices processed through 7/31/20 went down from 4,425 to 4,072. That struck me as very odd and not having been here long enough to know why, I asked our clerk Susan (who knows a great deal of the city workings and is my go to when I'm stumped) and she suggested that I look at 2018. Going one step further I pulled the number of invoices processed in 2017 as well.

Here's the numbers of invoices processed from January 1st through July 31st for the last 4 years -

2017 – 4,082

2018 - 4,059

2019 – 4,425

2020 – 4,072

Barb, our payroll and AP guru, may be paying some invoices today but as a numbers geek I may ask her to cut no more than 10.

**CITY OF CORDOVA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2020**

ALL FUNDS

	6/30/20 ACTUAL	YTD ACTUAL	6/30/19 YTD ACTUAL	VARIANCE TO LAST YEAR	%	BUDGET	VARIANCE TO BUDGET	%
REVENUE								
GENERAL FUND	895,064	2,965,651	3,844,057	(878,406)	(30)	11,401,130	(8,435,479)	(74)
CITY PERMANENT FUND	4,420	(89,102)	756,576	(845,678)	949	272,123	(361,225)	(133)
FIRE DEPT. VEHICLE ACQUISITION	-	8,427	8,247	180	2	40,000	(31,573)	(79)
VEHICLE REMOVAL/IMPOUND FUND	-	15,422	-	15,422	100	21,730	(6,308)	(29)
2012 SNOWPOC/2019 CARES	1,701,983	1,702,001	-	-	-	-	1,702,001	-
GENERAL PROJ & GRANT ADMN	1,769	28,613	158,189	(129,576)	(453)	271,771	(243,158)	(89)
CHIP SEAL C.I.P.	-	-	24,000	(24,000)	-	138,000	(138,000)	(100)
HARBOR ENTERPRISE FUND	328,117	518,079	629,241	(111,163)	(21)	1,561,293	(1,043,214)	(67)
SEWER ENTERPRISE FUND	78,230	371,185	382,221	(11,037)	(3)	879,294	(508,109)	(58)
WATER ENTERPRISE FUND	65,694	291,588	317,203	(25,615)	(9)	806,767	(515,179)	(64)
REFUSE ENTERPRISE FUND	109,633	485,161	511,702	(26,541)	(5)	1,203,897	(718,736)	(60)
ODIAK CAMPER PARK	-	552	7,254	(6,702)	(1,215)	101,150	(100,598)	(99)
LT2 COMPLIANCE PROJECT	-	-	9,500	(9,500)	-	64,625	(64,625)	(100)
HARBOR FUND DEP'N RESERVE	-	150,000	150,000	-	-	192,000	(42,000)	(22)
SEWER FUND DEP'N RESERVE	-	100,000	100,000	-	-	150,000	(50,000)	(33)
WATER FUND DEP'N RESERVE	-	50,000	50,000	-	-	100,000	(50,000)	(50)
REFUSE FUND DEP'N RESERVE FUND	-	75,000	50,000	25,000	33	75,000	-	-
LANDFILL FUND	-	50,032	50,158	(126)	(0)	250,000	(199,968)	(80)
HEALTH INTERNAL SERVICE FUND	72,152	321,239	589,195	(267,956)	(83)	986,260	(665,021)	(67)
E-911 SPECIAL REVENUE FUND	-	-	-	-	-	75,000	(75,000)	(100)
	3,257,062	7,043,848	7,637,543	(2,295,697)	(33)	18,590,040	(11,546,192)	(62)
EXPENDITURES								
GENERAL FUND	661,916	5,071,987	6,227,794	(1,155,807)	(23)	11,401,130	6,329,143	56
FIRE DEPT. VEHICLE ACQUISITION	450	1,973	1,909	64	3	28,000	26,027	93
VEHICLE REMOVAL/IMPOUND FUND	1,089	3,353	6,490	(3,136)	(94)	21,730	18,377	85
2012 SNOWPOC/2019 CARES	127,887	290,311	290,311	-	100	-	(290,311)	-
GENERAL PROJ & GRANT ADMN	17,882	132,982	271,763	(138,780)	(104)	271,771	138,789	51
CHIP SEAL C.I.P.	-	138,000	138,000	-	100	138,000	-	-
HARBOR ENTERPRISE FUND	86,837	718,230	799,727	(81,497)	(11)	1,743,767	1,025,537	59
SEWER ENTERPRISE FUND	47,130	422,970	445,973	(23,003)	(5)	879,294	456,324	52
WATER ENTERPRISE FUND	41,644	334,666	363,355	(28,688)	(9)	806,767	472,101	59
REFUSE ENTERPRISE FUND	79,375	622,117	585,298	36,819	6	1,185,873	563,756	48
ODIAK CAMPER PARK	3,280	20,706	31,931	(11,225)	(54)	93,984	73,278	78
LT2 COMPLIANCE PROJECT	-	275,140	10,620	264,520	96	64,625	(210,515)	(326)
HARBOR FUND DEP'N RESERVE	7,509	7,509	7,509	-	100	42,000	34,491	82
SEWER FUND DEP'N RESERVE	-	-	19,579	(19,579)	-	50,000	50,000	100
WATER FUND DEP'N RESERVE	-	-	-	-	-	50,000	50,000	100
LANDFILL FUND	-	-	-	-	-	200,000	200,000	100
HEALTH INTERNAL SERVICE FUND	49,503	897,176	470,712	426,464	48	986,260	89,084	9
E-911 SPECIAL REVENUE FUND	-	-	-	-	-	75,000	75,000	100
	1,124,502	8,937,121	9,235,151	(298,030)	(3)	17,838,201	9,101,080	51
	2,132,560	(1,893,273)	(1,597,607)	(1,997,667)	106	751,839	2,645,112	352

**CITY OF CORDOVA
FUND SUMMARY
FOR THE 6 MONTHS ENDING JUNE 30, 2020**

GENERAL FUND

	6/30/20 ACTUAL	YTD ACTUAL	6/30/19 YTD ACTUAL	VARIANCE TO LAST YEAR	%	BUDGET	VARIANCE TO BUDGET	%
REVENUE								
TAXES	52,846	1,489,858	1,281,587	208,270	116	6,831,957	(5,342,099)	22
LICENSES & PERMITS	-	310	(73)	383	(425)	20,600	(20,290)	2
OTHER GOVERNMENTAL	620,905	620,905	1,105,494	(484,589)	56	2,352,166	(1,731,261)	26
LEASES & RENTS	32,836	154,609	147,567	7,042	105	294,200	(139,591)	53
LAW ENFORCEMENT	39,162	75,116	155,455	(80,339)	48	310,293	(235,177)	24
D. M. V.	13,206	35,668	26,462	9,206	135	60,700	(25,032)	59
PLANNING DEPARTMENT REVENUE	380	1,258	2,536	(1,278)	50	13,500	(12,242)	9
RECREATION DEPT REVENUE	3,098	20,144	42,499	(22,354)	47	90,500	(70,356)	22
POOL REVENUE	2,460	10,858	9,060	1,797	120	37,500	(26,642)	29
SALE OF PROPERTY	850	850	1,050	(200)	-	12,000	(11,150)	7
INTERFUND TRANSFERS IN	49,720	436,322	230,745	205,576	-	734,643	(298,322)	59
OTHER REVENUE	2,926	43,078	169,535	(126,458)	25	180,000	(136,922)	24
STATE DEBT SERVICE REIMBURSMEN	76,676	76,676	672,138	(595,462)	11	463,071	(386,395)	17
	895,064	2,965,651	3,844,057	(878,406)	77	11,401,130	(8,435,479)	26
EXPENDITURES								
CITY COUNCIL	296	703	8,367	7,664	8	10,250	9,547	7
CITY CLERK	19,335	136,279	138,746	2,467	98	283,612	147,333	48
CITY MAYOR	434	705	591	(114)	-	2,850	2,145	25
CITY MANAGER	22,508	152,332	163,907	11,575	93	309,396	157,064	49
FINANCE	29,568	200,671	220,714	20,043	91	445,432	244,761	45
PLANNING DEPARTMENT EXPENSE	8,217	59,973	60,924	951	98	125,102	65,129	48
PLANNING COMMISSION	-	447	860	413	52	2,900	2,453	15
DEPARTMENT OF MOTOR VEHICLES	5,741	37,754	36,179	(1,575)	104	71,418	33,664	53
LAW ENFORCEMENT	64,873	428,922	422,886	(6,036)	101	1,025,789	596,867	42
JAIL OPERATIONS	15,875	109,347	103,307	(6,040)	106	249,660	140,313	44
FIRE & EMS	22,289	164,692	186,369	21,676	88	372,429	207,737	44
DISASTER MANAGEMENT DEPT.	81	2,656	3,117	461	85	12,000	9,344	22
INFORMATION SERVICES	50,822	393,908	457,232	63,324	86	843,804	449,896	47
FACILITY UTILITIES	8,119	95,722	89,225	(6,497)	107	164,850	69,128	58
PW ADMINISTRATION	14,867	93,905	83,269	(10,636)	113	207,080	113,175	45
FACILITY MAINTENANCE	23,169	155,088	128,196	(26,892)	121	365,597	210,509	42
STREET MAINTENANCE	59,425	335,093	432,362	97,269	78	1,019,977	684,884	33
SNOW REMOVAL	-	44,789	12,932	(31,857)	346	70,449	25,660	64
EQUIPMENT MAINTENANCE	22,522	185,297	187,253	1,956	99	329,691	144,394	56
PARKS MAINTENANCE	6,251	39,887	50,269	10,382	79	101,772	61,885	39
CEMETERY MAINTENANCE DEPT.	2,019	2,727	4,236	1,509	-	20,537	17,810	13
RECREATION - BIDARKI	18,554	136,886	125,916	(10,970)	109	291,624	154,738	47
POOL	15,483	122,628	103,076	(19,552)	119	210,105	87,477	58
SKI HILL	4,308	36,235	64,025	27,789	57	87,012	50,777	42
NON-DEPARTMENTAL	11,736	179,040	300,092	121,053	60	264,013	84,973	68
LONG TERM DEBT SERVICE	46,070	485,628	1,229,474	743,846	39	1,826,511	1,340,883	27
INTERFUND TRANSFERS OUT	-	33,000	47,625	14,625	69	33,000	-	100
TRANSFERS TO OTHER ENTITIES	189,356	1,437,672	1,566,644	128,972	92	2,654,270	1,216,598	54
	661,916	5,071,987	6,227,794	1,155,807	23	11,401,130	6,329,143	44
	233,148	(2,106,336)	(2,383,737)	(277,401)	13	-	2,106,336	-

Covid Expenses through June 30,2020

582,000 **1st Responder and IMT payroll**

148,979 **CARES Act Administration & non payroll expenditures**

Legal

Public Relations

Website

Ambassadors & Strike Team

111,208 **Facility Enhancements**

Assorted items to allow for facilities to open

Harbor showers, signage and sinks

Sanitizer

Traffic Barriers

842,187 Total

Investment Balances at UBS

	Account	6/30/2020	5/31/2020	CHANGE
Permanent Fund	544	1,094.69	1,094.61	0.08
	545	1,153,486.58	1,127,921.11	25,565.47
	546	6,642,329.66	6,487,242.92	155,086.74
		<u>7,796,910.93</u>	<u>7,616,258.64</u>	<u>180,652.29</u>
		-		
Balance 12/31/19		<u><u>8,057,547.04</u></u>		
Capital Fund	046	573,797.70	561,644.42	12,153.28
	543	2,864.46	2,858.31	6.15
		<u>576,662.16</u>	<u>564,502.73</u>	<u>12,159.43</u>
		-		
Balance 12/31/19		<u><u>551,265.75</u></u>		
Total Investments		<u><u>8,373,573.09</u></u>	<u><u>8,180,761.37</u></u>	<u><u>192,811.72</u></u>
Balance 12/31/19		8,608,812.79		
CHANGE		(235,239.70)		



Susan Bourgeois, CMC
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

CITY CLERK'S REPORT TO COUNCIL

August 5, 2020 Regular Council Meeting

Date of Report: June 15 – July 31, 2020

We've been corresponding with the State of Alaska Division of Elections as they have been preparing for the August 18, 2020 Primary Election. Absentee in person will be at the Cordova Center upstairs in the atrium August 3 – 17 from 8 – 4:30 M-F.



Mimi has worked closely with the absentee voting officials and the Region 1 Elections Director to prepare for a safe absentee experience for Cordovans and the City employees who continue to work in the building. Clerk's office has assisted throughout and will continue to assist. Recently received 3 gallons of hand sanitizer.

Met with the City Attorney to relay Council input regarding local City Elections. Read through Title 2 and marked up/suggested edits and changes to allow for longer absentee in person/early voting in Cordova and to make the process easier and cheaper to offer more absentee by mail for local elections. Coordinated with Finance staff and Public Works Director on purchase (with AKCares funds) of a new finance drop-box/ballot drop box combo unit which is now on-order/being fabricated. Ours will be gray and we will get custom magnets to delineate what belongs in the box: utility payments/sales tax/business license forms and payments and then, also, ballot collection during election season.



First round of technology Covid AKCares funding purchases – Bluetooth headsets being distributed for easier remote Council/board/commission meetings.

Completed several customary Clerk Department tasks: 07-20-20 APOC employer of lobbyist quarterly report; 07-14-20 discussed City Assessor contract for 2021 with Appraisal Company – will be before Council at 2nd August meeting; 07-15-20 submitted last seven City ordinances to MuniCode for codification into online Code; 07-21-20 fulfilled records request concerning GIS maps of City (City Planner got this for requester); worked with CDFU and Mayor in writing Resolution 08-20-31

Deputy Clerk completed the State Assessor's required annual report on assessing in Cordova – data from that report to be included in Alaska Taxable which OSA puts out later in the fall

January 1 - June 23, 2020 Report



DEBBIE CARLSON, LIBRARY DIRECTOR

January and February 2020 started out like most.

Iceworm..



....Valentines....



....School classes....



..Storytime..



January and February - Library visits 2,901
Circulation 1,869 Interlibrary loans 54,
Digital downloads 500, Reference 163,
computer use 554

"Show me your best PIRATE face!" Pirate stories and crafts at the library

March 2020

As news and information of COVID-19 circulated the Cordova library took precautionary measures. We increased cleaning and disinfecting of counters, tables and chairs. We removed touch items that could not be disinfected regularly- puppets, toys, games, puzzles, markers and crayons. On Friday March 13th we announced and advertised reduced hours to allow staff additional cleaning time. On Monday March 17th the Governor issued a mandate to close libraries and museums.

March 18th Alaska State library webinar - finding safe ways for libraries to serve their communities during the pandemic. We started brainstorming virtual services. Laid out cleaning, organizing and inventory projects and a plan to stagger workers with disinfecting protocols between shifts.

March 20th Assigned all staff both work from home tasks as well as in office projects. The State library increased online services for all Alaska Libraries, patrons, and schools. They have also provided many new opportunities for classes. I encouraged staff to take advantage of the professional development courses available while working from home.

We worked with the schools to make sure students have their library card numbers and passwords to have full access to all the online resources available through the State libraries. In addition, we created and posted adds and links to these educational and book sources on social media.

Everyone worked on virtual versions of their regular programming: story time, knit-lit book club, and art classes. We explored different interactive platforms. The State Library and the OWL (Online with libraries) provided videoconferencing support and continued to offer resources and training. Zoom meetings and webinars quickly became the “new norm.”

The Cordova Library is closed until further notice as a preventive response to COVID-19. Due dates for borrowed materials will be adjusted.

Library staff are working to provide virtual programs for our patrons. Online Storytime and other programs will be coming soon!

While spending much of our time isolated from each other may be a strain, we are fortunate to live in a time when there are many fantastic digital resources available to us. Listed below are some suggestions from your staff at the Cordova Public Library.



Keep reading and stay healthy!

Alaska Digital Library

Borrow, read & return books in digital format- FREE! (<https://adl.overdrive.com/>) can be accessed in a web browser (via laptop, personal computer, or electronic device). Click **Sign in**, select **Cordova Public Library** from drop-down list. Then enter **Your Library Card Number**, **The PIN is 99574** (Cordova's zip code)

*Need **HELP** or your Card Number? Send us a FB Message or an email to Librarian@cordovalibrary.org. Please include your full name so that we can look up your information and get it to you. ☺

Kids, Teen and Adult books are available!

Choose a Browsing category. You can then filter your search in many ways. Once you find the item you want, click on the image, and check to see if it is available. If it is, click on **"Borrow"**. If it isn't, you can place a **Hold** to borrow later. Click on the **Download** button. You may need to install the correct program for the format you have chosen. The **OverDrive Media Console** will open on your electronic device. Follow any wizard directions.

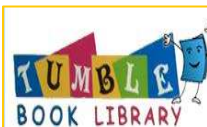


You may choose to download the user-friendly App. **"Libby"** is the App version of the Alaska Digital Library and is compatible with: Mac products (App Store), Windows 10 Computers (Windows Store), Android Devices (Google Play Store)

Storyline (<https://www.storylineonline.net/>) offers a wonderful collection of children's books that are read by an assortment of actors. Their character voices, coupled with fun animation, make for enjoyable story-telling productions.

Audible (<https://stories.audible.com/start-listen>) has gifted a vast collection of audio books for free streaming throughout the duration of school closures. There are books available for all age groups.

Draw Every Day with JJK (<https://www.youtube.com/channel/UCObbZ-lkhRQ203mtX9ZmgtA>) is an engaging program presented by author/illustrator Jarrett J. Krosoczka via his YouTube channel. Kids of all ages are encouraged to keep their creative juices flowing every weekday at 2 p.m. Past programs are available for screening at any time.



<https://www.tumblebooklibrary.com/>
Fiction, Nonfiction, Graphic Novels and more!
For all ages.

Please contact your library for password.
librarian@cordovalibrary.org or FB messenger



Cordova, Alaska

THE following links are good from now through 8/31/2020. For those of you not familiar with this vendor, ALL books are simultaneous use. No checkouts needed. Also, they work best in Chrome and they discourage IE and Edge.



K-6 math ebook database
direct link
<https://www.tumblemath.com/autologin.aspx?U=aktumbles&P=trial>



all ages audio book database

Direct Link: <https://www.audiobookcloud.com/autologin.aspx?U=aktumbles&P=trial>



gr 7-12 ebook database

Direct Link: <https://www.teenbookcloud.com/autologin.aspx?U=aktumbles&P=trial>


April 2020 – Up and running – virtual programming

Teen Art started 4/14/20 via Zoom. Storytime live began 4/15/20 on Instagram live. Pajama Read Along began April 21st. The first virtual poetry slam April 27th. Library Phased Reopening Plan-Response to the COVID-19 Pandemic draft completed April 28th.

Storytime with Your Cordova Public Library
at 10:30 a.m. on Wednesdays

Follow and read along with us at:
cordovapubliclibraryreads on Instagram
Starting Wednesday, April 15th

All ages are welcome,
come along and read with us!



CORDOVA PUBLIC LIBRARY


Cordova Public Library wants to continue providing a space,
for our community to enjoy a good book.

Email your questions to anna@cordovalibrary.org

Pajama Read Along
with your Cordova Public Library
at 7:00 p.m.
Mondays, Wednesdays, and Fridays

Follow and read along with us at:
cordovapubliclibraryreads on Instagram
Starting Tuesday, April 21st

All are welcome!
Come along and read chapter books with us.





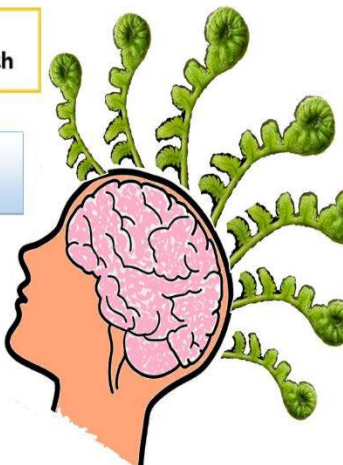

CORDOVA PUBLIC LIBRARY

Email your questions to anna@cordovalibrary.org

POETRY SLAM SIGN-UP DEADLINE EXTENDED
To register or for more information: Send an email to jgold@cityofcordova.net by
SUNDAY, April 26th at NOON

national poetry month

VIRTUAL POETRY SLAM!
Monday, April 27th @6 -8pm



Zoom and Webinar meetings, mostly by State library on working remotely, virtual programming, responding to COVID-19 mandates, mitigation of circulating materials, curbside and other services, preparing libraries for reopening, creating phased opening and mitigation plans.

Inventory and repair – Marleen started inventory before the pandemic. Usually inventory is done one or two sections a year. She has continued to inventory, clean, and repair the materials throughout the library.

Ordered summer reading supplies.

May 2020 -Highlights

- *All virtual programming up and running. *Monthly poetry showcase added. *Library Mitigation plan completed
- * Curbside Delivery plan approved by City Manager. Curbside began May 18th *Summer Reading online registration
- *Staff training on PPE, disinfecting, social distancing protocols, staff wellness checks and pre-shift screening logs took place the week of May 18th according to the Library Mitigation plan. Pre-shift screening logs will be kept by each worker on their computer.
- * First supply list for phase 2 and 3 of library reopening created and submitted.

Monthly Poetry Showcase

A Forum for Writers to Share Works of Original Poetry

This month's theme: "Taking Flight"

Friday, May 29th @ 6:00 p.m.

To participate in this month's Poetry Showcase,
or for more information,
email Jillian Gold <jgold@cityofcordova.net>.

Join us on the last Friday of every month @ 6 p.m.

• Write • Encourage • Listen • Enjoy •



Curbside began
May 18th. May Circulation 135



For now... via  zoom



SUMMER READING PROGRAM

Dig Deeper! ★ Read ★ Investigate ★ Discover

June 10th - July 29th Wednesdays @ 1 pm

8 Weeks of Activities All in 1 bag!
(Available for Easy Curbside Pick Up)

Live Weekly Programming Via Facebook
<https://www.facebook.com/CordovaPublicLibrary/>

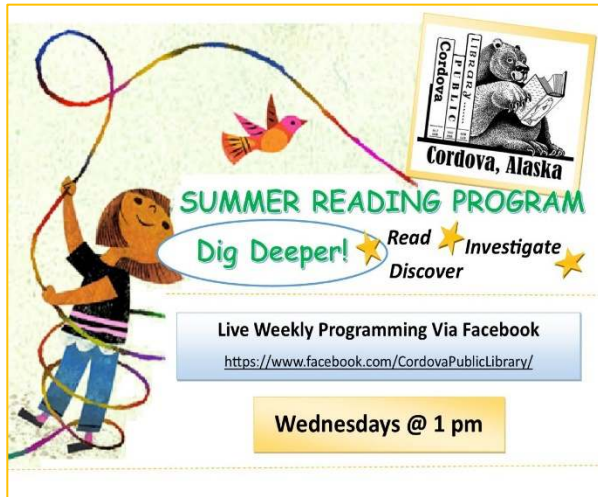
Register by June 1st Send an email to:
Librarian@cordovalibrary.org
Please Include: Names & Ages of ALL Participating Family Members



Marleen continues inventory, book repair, and re-covering. By the time we reopen Marleen will have scanned and assessed every single item in the entire library!!!!!!

June 2020

*Curbside Delivery - ** Circulation 6/1/20 to 6/23/20 **256!** * Summer Reading Program started June 10th.



*Summer Reading Kids *Story Book Forest opened 6/20/20
*Now taking Art for 4th of July Art Show



The Cordova Public Library is pleased to announce a temporary installation of Sibylle von Olfers classic children's book, *The Story of the Root Children*.

Where? On the grounds of the Red Dragon Reading Room
(the town's first library), next to St. George's Episcopal Church

When? Beginning Saturday June 20th – Thru June 27th (weather permitting)

What? *The Story of the Root Children* will be printed on a large scale, and spaced throughout the forested grounds surrounding the Red Dragon.

Take a leisurely stroll, and read along the way!



Summer Art Show!

KIDS OF ALL AGES

Theme: *Summer in Cordova*

Drop off your artwork at the library by 6:30 pm, Weds, July 1st.

There will be a plastic tote next to the book drop.

Drop Off Times: Monday, Wednesday & Friday

8:00 - 10:30 am & 4:00 - 6:30 pm

Summer in Cordova can be rainy! If it is wet or windy out, consider protecting your artwork inside of a plastic bag when you drop it off.

We will display your art in our windows for the Month of July, beginning July 4th.



The building is still closed to the public, you can place holds and pick them up outside the library. You can look up material using the online catalog, <http://www.cordovalibrary.org/>

Click on *Menu – *Cordova Public Library – *Catalog

You can search by Title, Author, or Subject

BLACK LIVES MATTER

****NEW**** There is a Resource List for – **Black Lives Matter**

We are very excited there is a fundraiser to add more anti-racism books to the Cordova Library (see Bryan Mills FB page) **While waiting for new books to be ordered – check out the wonderful selection currently available at your Library!**

From the card catalog click on "resource list" at the left, then public list and view BLM.

Request material one of 2 ways.

*Cordova Library "Black Lives Matter" resource list available with over 170 titles.

TO: City Manager/City Council
 FROM: Harbormaster Schinella
 DATE: 4/1/2020
 RE: 1st Quarter Activity Report Jan - Mar 2020

Annual Stalls Assigned: 650 out of 711 Total Slips 91% Occupancy (as of 03/31/20)

	Jan	Feb	Mar	Total
Vessels Charged Daily Rate	2	1	3	6
Vessels Charged Monthly Rate	1	1	0	2
Vessels Impound Status	4	4	4	4

Port Arrivals:

Shoreside	1	2	0	3
Samson Tug & Barge	1	2	1	4

Used Oil Collected (Jan-Dec) 1375
 Gals Used Oil Collected (Jan-Mar) 1375
 Gals Used Oil Delivered (Jan-Mar) 4025
 Gals Used oil shipped out (Jan-Dec) 0

Vessels Towed	1
Vessels Pumped	3
Vessel Bilges Pumped	2

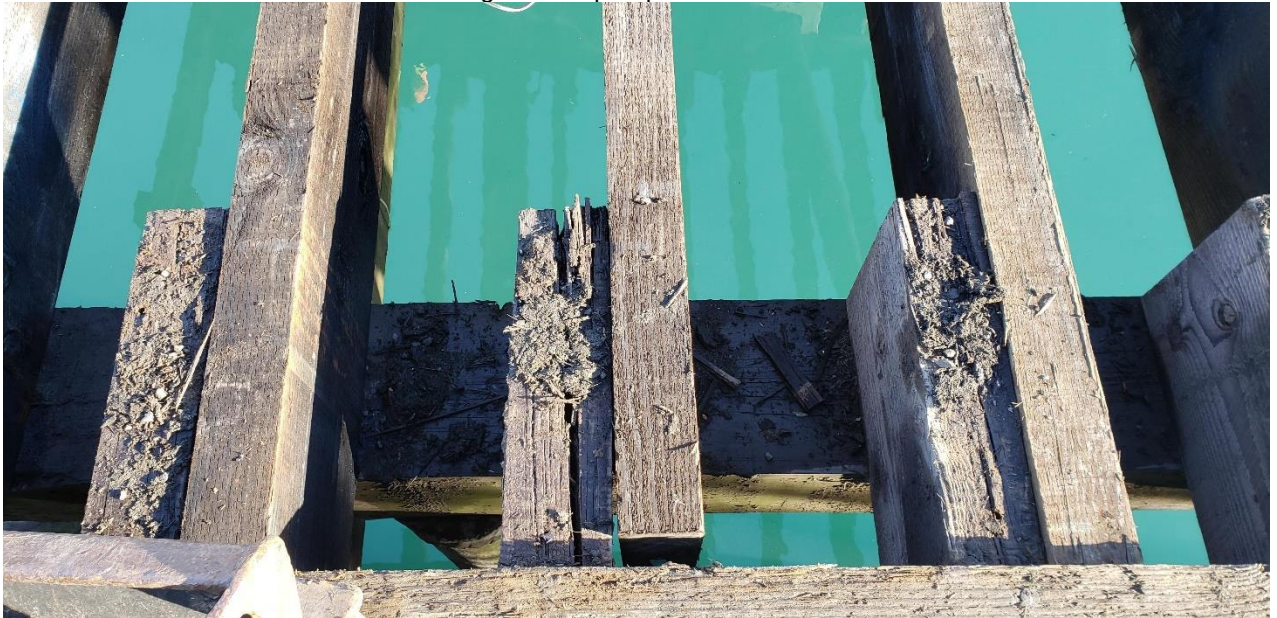
Vessel Haul outs Jan-Mar 2020	14
Vessel Haul outs for 2020	14

GENERAL ACTIVITIES

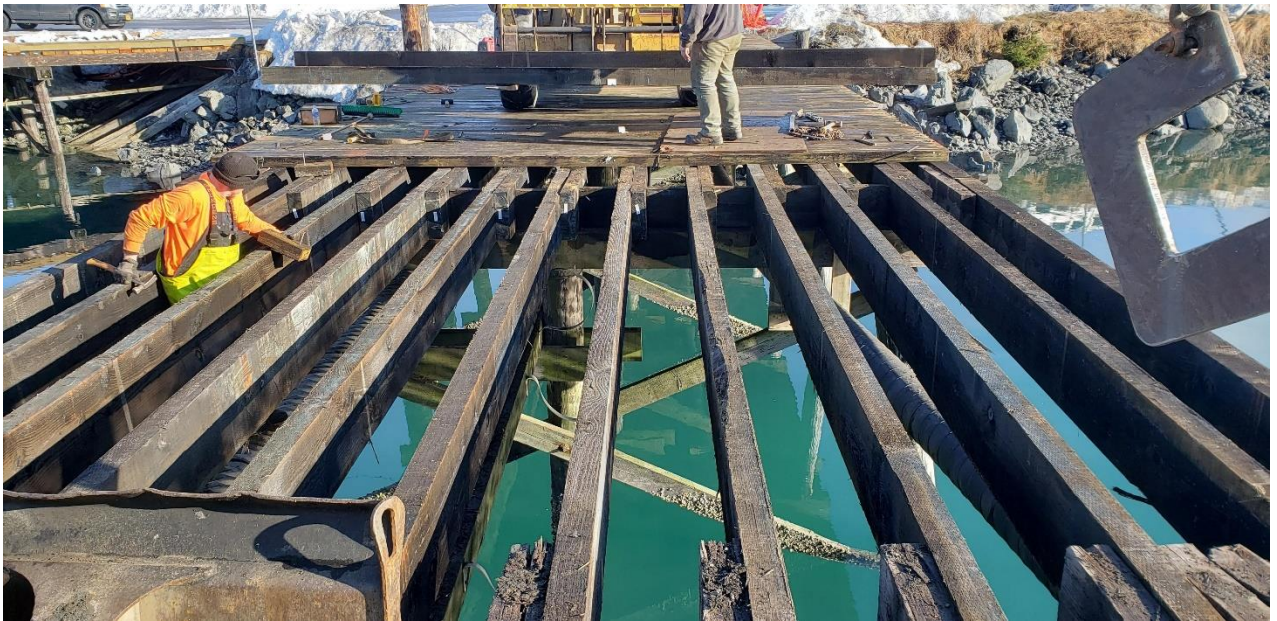
- Transferred used oil from sorting tank to storage tank
- Delivered 4025 gals of used oil to High School
- Delivered 0 gals of used oil to the City Shop
- Conducted I-50 dock repairs
- Snow removal
- Quarterly Bobcat maintenance
- Maintenance on used oil trailer
- Assisted de-watering Eyak 1
- Chipped ice at the Cordova Center lower steps
- Delivered 1000 gals of oily water to EVOS separator
- Attended Survival suit race and provided emergency response vessel
- Installed new light fixtures in North Harbor restrooms
- Chipped out ice from Nicholoff way storm water drains
- Built new computer stand for shop laptop
- Repaired hydraulic leak on hoist #1
- Cut 200 stringer pins for Loading dock project
- Installed new 30A/120V outlet @C-31
- Cut slip name tags
- Conducted slip name tag audit
- Put 2 bags of oil absorbents the wringer
- Ran three bags of oily absorbents through Smart Ash burner
- Conducted security 4 times for Samson Barge offload
- Wilson's Construction worked on Loading Dock repairs

- 2 callouts for vessel assistance
- 3 callouts for snow removal
- Sent out statements for monthly storage and moorage
- Cleaned restrooms
- Conducted daily dock and facility rounds

Loading Dock repair photos



New stringers next to the old stringers



Replacing old rotten stringers



TO: City Manager/City Council
 FROM: Harbormaster Schinella
 DATE: 7/1/2020
 RE: 2nd Quarter Activity Report Apr – Jun 2020

Annual Stalls Assigned: 680 out of 711 Total Slips 96% Occupancy (as of 06/31/20)

	Apr	May	Jun	Total
Vessels Charged Daily Rate	2	5	10	17
Vessels Charged Monthly Rate	1	2	5	7
Vessels Impound Status	4	4	6	6

Port Arrivals:

Shoreside	1	2	0	3
Samson Tug & Barge	2	3	2	4

Used Oil Collected (Jan-Dec) 6700
 Gals Used Oil Collected (Apr-Jun) 5325
 Gals Used Oil Delivered (Jan-Jun) 7475
 Gals Used oil shipped out (Jan-Dec) 0

Vessels Towed	1
Vessels Pumped	2
Vessel Bilges Pumped	1

Vessel Haul outs Apr-May 2020	63
Vessel Haul outs for 2020	77

GENERAL ACTIVITIES

- Transferred used oil from sorting tank to storage tank
- Delivered 4200 gals of used oil to High School
- Delivered 1400 gals of used oil to the City Shop
- Conducted I-50 dock repairs
- Pressure washed front of Harbor office
- Quarterly Bobcat maintenance
- Sanitized restrooms
- Cut and ground 76 stringer pins for Loading Dock rebuild
- Replaced outlet at G-20 and H-16
- Delivered 850 gals of oily water to EVOS separator
- Changed out sign at Harbor entrance
- Quarterly Travelift maintenance
- Installed 300 ft of new railing on PWSSC approach
- Replaced slip numbers in South Harbor
- Placed new three 50lb extinguisher's
- Replaced bull rail J-20/22, J-35
- Replaced bull rail G-11, G-13
- Repaired hydraulic leak on hoist #1
- Picked up trash around dumpsters
- Installed new 30A/120V outlet @C-31
- Painted 40 new slip name tags
- Conducted slip name tag audit
- Put 3 bags of oil absorbents the wringer
- Ran 2 bags of oily absorbents through Smart Ash burner
- Conducted security 4 times for Samson Barge offload

- Wilson's Construction worked on Loading Dock repairs
- Installed new wire rope and headache ball on Hoist #2
- Installed new end bracket and pile hoop at G-14
- 2 callouts for vessel assistance
- 2 callouts for water leaks
- Sent out statements for monthly storage and moorage
- Cleaned restrooms
- Conducted daily dock and facility rounds

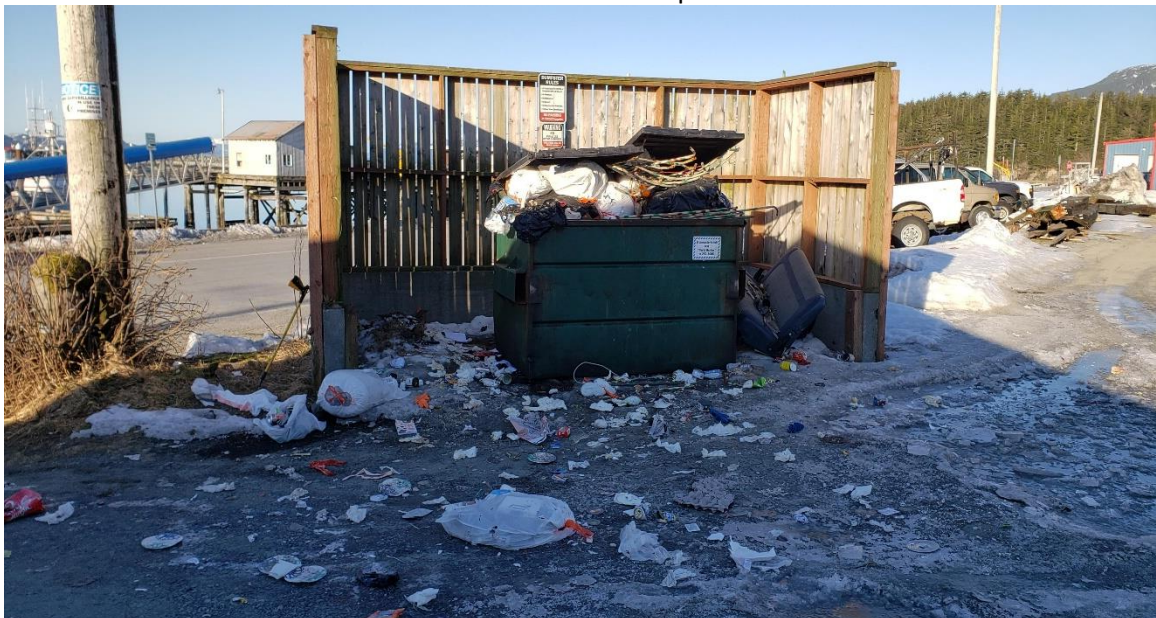
Loading Dock repair photos



Loading Dock completed



North Harbor Dumpster



Visitation: 4 Last Year: 2276 Closed: Beginning March 16 due to COVID 19 Pandemic

- Visitors were from:
 - **Alaska:** Cordova
 - **United States:**
 - **International:**

Copper River Gallery Events:

- Karl Becker – Postponed until Fall 2020
- Fishing & Flying – Online @ copperrivergallery@zenfolio.com
- Adult and Teen life art works from the community drawing program

Museum Accomplishments:

- 269 Cordova Historical Society members, 79 of whom are life members.
- Ongoing installation of software for the Native language kiosk.
- Ongoing reorganization of Archives/Research Room.
- Completed research projects for individuals and government agencies.
- Submitted weekly museum memories to the Cordova Times.
- In collaboration with Zeben Kopchak and with funding from the FY19 Grant-in-Aid program with the Alaska State Museum, interpretive labels are being created to be installed fall 2020.
- Ongoing installation of ski lift chair donated by Sheridan Ski Club in the Recreation Winter Exhibit 90% complete
- Ongoing work on Docks Exhibit 90% complete
- Ongoing design of the Kennecott Mine and mining exhibit: cabinet & cabinet design 60% complete
- Developing content for monitors in CR&NWR, Skill Hill & Fish Counter Exhibits
- Completed Construction of large storage unit for art, artifacts and 'To Be Accessioned' items
- Completed training, build website for Copper River Gallery Exhibits.
- Ongoing update and maintenance of copperrivergallery@zenfolio.com including preparation for July Vintage Salmon Label Exhibit in gallery and online
- Draft mitigation plan for Covid-19 Pandemic protocol
- Prepare items for Accession committee meeting * masked & socially distanced selection of items to be accessioned Completed

Respectfully submitted by Marina Briggs, Director

Museum Attendance

	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
1981					2483
1982					2928
1983					2618
1984					1973
1985					1414
1986	221	682	1004	209	2116
1987					1677
1988	262	645	1326	345	2578
1989	238	629	1270	374	2511
1990	411	765	1534	415	3125
1991	445	936	1355	308	3044
1992	443	509	1857	705	3514
1993	281	1078	1481	406	3246
1994	608	1255	1726	452	4041
1995	458	882	2067	548	3955
1996	905	1897	2358	741	5901
1997	634	1216	2896	936	5682
1998	1047	4330	6502	906	12,785*
1999	1288	3948	4890	853	10,979*
2000	1076	1562	2931	740	6,309
2001	1185	2484	3777	934	8380
2002	1242	2343	4176	1155	8916
2003	1590	2461	4111	963	9125
2004	1839	3063	4907	1206	11,015
2005	1834	3071	5216	1508	11,629
2006	2355	2953	6,189	1771	13,268
2007	1919	3613	4166	1442	11,140
2008	2092	3210	4919	1476	11,697
2009	1543	2436	3618	1138	8735
2010	1121	1866	2735	1051	6773
2011	1569	2275	3314	862	8020
2012	1268	2128	2329	1068	6783
2013	952	1868	2868	1320	7008
2014	1548	1876	2527	1639	7590
2015	1291	1737	2033	2015	7076
2016	1680	2461	3039	1454	8634
2017	1115	2098	3070	1436	7719
2018	1279	2889	2599	1440	8207 **
2019	1511	2276	2902	1654	8343 **
2020	832	4			836***

*Norwegian Cruise Lines

1996—School classes begin coming to the museum.

2009—Alaska Sightseeing Cruise West pulls out.

2015—Move to Cordova Center

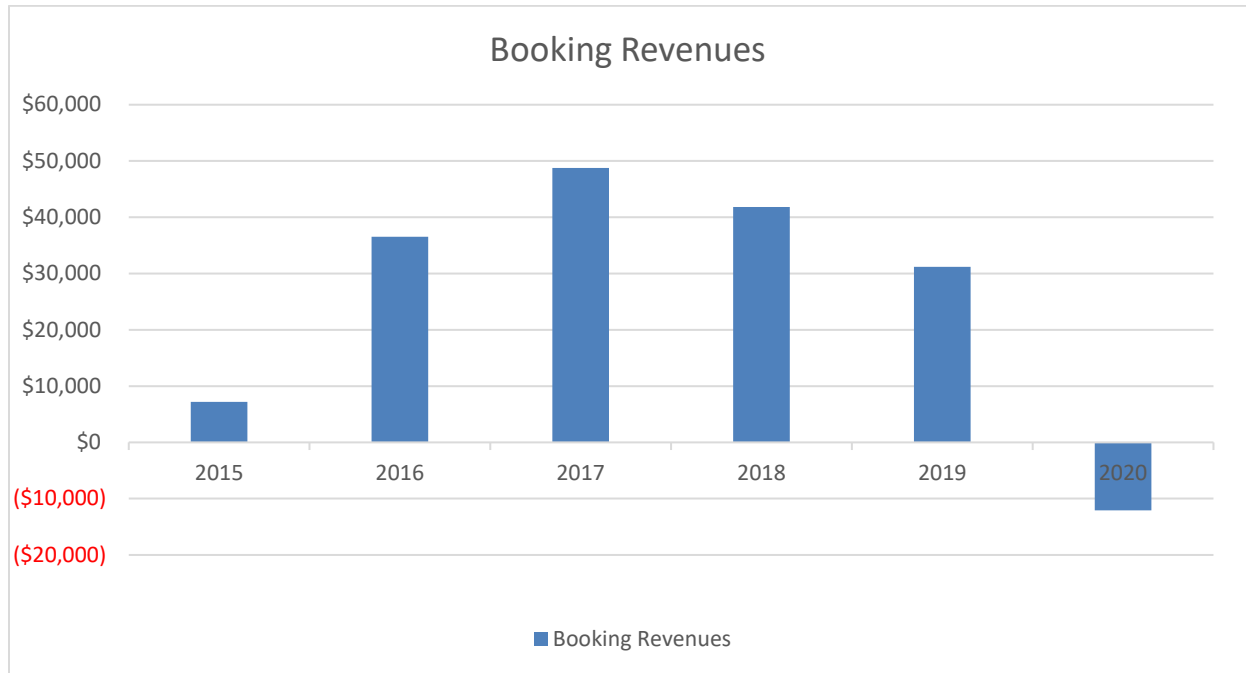
** Not open on Mondays in summer

***2020—Covid 19 Closure

Cordova Center 2nd Quarter 2020

The Cordova Center Events Management Team consists of Mimi Briggs, Malvin Fajardo, Jason Gabrielson, Paula Payne. With assistance from Cathy Sherman.

- **Cordova Center Use Policy.** Posted on website (thecordovacenter.com). *Always continuing to make notes for year end review.*
- **Bookings: * 2020 through March 31 * Loss of \$12,092 due to Covid-19 Pandemic Cancellations**



- **In-Kind:**
 - \$10,735 Scheduled City of Cordova Meetings & other space donations. Only IMT and Council teleconferences took place
 - Cordova Center Event/Meeting users
- **Donations:**
- **Grants:**
- **Landscaping:**
 - Work on Sally's Garden on the library side of main street continues with planting and landscape items installed.
 - Gardens and planter boxes on main street planted and maintained
 - Garden on lower parking lot planted and maintained
 - Preparation for installation of Coast Guard sign
- **Marketing:**
 - Cordova Center Facility Guide being completed by graphic designer.
 - Cordova Center Stat Sheet being completed by graphic designer.

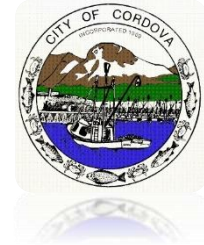
**From the Administrative Office of the City of Cordova
Parks and Recreation Department**

DATE: 7.23.20

TO: City Council and Mayor Koplin

FROM: Susie Herschleb / Director of Parks and Recreation

RE: 2nd quarter report / Director's update



Dear Council and Mayor,

This quarter has been challenging in more ways than one! I must admit, I am extremely excited to open Bidarki Rec. Center to the community. I believe our patrons will think it is worth the wait. We are in the home stretch. We will utilize every square inch of the building to offer personal fitness options safely, to our passholders.

The CDC guidance on operating a community rec. center and gym is clear. Re-arranging the equipment to better maintain 10-foot distance between users has been a challenge in Bidarki. We have geared the entire facility to serve those seeking personal fitness, and those taking classes such as cardio, weight training and Tae Kwon Do. The classes we have considered, allow the instructor to control distance between students and limit the sharing of equipment. Disinfection of equipment between scheduled classes will be performed by the participant and be a scheduled component to any class/activity offered. The 3rd floor has been modified and will be the cardio equipment section (treadmills). A selection of workout stations will be laid out in the upstairs gymnasium and the back half of the gymnasium (separated by an automated roll up curtain) nearest the mirrors; will be used as studio space (for classes).

Our operational plan will include a health assessment upon entering. There will be different zones in the building, and each zone will have a user capacity limit. We can serve 10 people per hour in the building. We will not offer showers or saunas at this time. Guests are asked to come in their workout clothing, change only their shoes, and shower at home. Appointments will be taken by phone; however, we are shopping for online appointment options; two demos are scheduled for this week. The same appointment app would be used for the pool as well. I anticipate being ready to open Bidarki Rec. Center in the second week of August.

Another focus recently has been, working with Sam Greenwood on Covid related projects (over 25k) reimbursable by the CARES Act. An RFP has been developed that will include several City projects. New floor coverings in Bidarki, minor renovations for the snack shack bathrooms serving the Noel Pallas Memorial Park, and the purchase of (and site development of) a mobile, 6 shower, trailer unit to supplement the Odiak Camper Park Bathhouse. This shower trailer will allow us to safely open the Camper Park next season.

The Parks and Recreation Commission discussed in detail and documented a conceptual layout of the renovation and expansion of Odiak Camper Park in 2018 and 2019. The Commission pushed forward a resolution to Council to spend 25k from the Odiak Camper Park reserves, to fund professional conceptual drawings of the renovation/expansion. These preliminary plans have been helpful in deciding

the placement of water/sewer and electrical lines for the temporary bathhouse. Although this is a COVID related expenditure, and a temporary enhancement; it will benefit us immensely in the future. The temporary trailer is being placed in roughly the same spot a permanent bathhouse would be placed.

The Pool has been open to lap swimming. It has been running reasonably smooth. Lap swims are still scheduled by staggering each appointment 10 minutes apart. and Family swim was added just prior to our latest temporary closure. For family swims we have a capacity limit of 10 people in the pool per hour for family swims (2 households scheduled 10 minutes apart). Each family is 100% responsible for the safety of their young swimmers. Each family uses 1 locker room together and 1 lane line separates them from the other family in the pool. I will continue to reach out to other pools in the State and beyond to find out how they are supporting their swim programs. Our certifying bodies for lifeguards do not have any trainings near us currently scheduled; we do not have a certified lifeguard on staff.

In our spare time, we are focused on completing mini projects (under 25k) related to the enhancement of our outdoor recreation facilities.

1. **Skaters Cabin Beach Expansion:** Now that it is finished, we wish we would have developed this beach years ago! We are happy to divert public traffic to the new beach during rental periods at the Cabin. The public should look for the vacant or no vacancy sign, placed in the front window of the cabin, to know if the beach (in front of the cabin) is open to the public. The Commission will be tasked with naming this newly developed beachfront, in their next scheduled, regular Commission meeting.
2. **Horseshoe Pits (on the grassy field):** These will be complete and available for use this weekend at the grassy field! This was an inexpensive addition; we hope it yields hours of enjoyment.
3. **Sand Volleyball Court (on the grassy field):** This became a much bigger job than we anticipated! I believe the volume of sand needed is around 24 truckloads. Furthermore, we would be remiss to **not** include building a drainage system, while developing the court. The project is likely out of our price range this year, without some donations. I have however, requested a quote from a local contractor and the development of the court on the grassy field may spark the interest of our local canneries.

The quarterly report speaks for itself. I have indicated the difference between the 2nd quarter in 2019 with the 2nd quarter of 2020. Something to keep in mind is, much of my temporary employee staffing, happening currently, is reimbursable with Cares funding. Furthermore, the Pool saved quite a bit in the second quarter operationally. We were not heating the pool and with no bather load, the filters were cleaned less frequently saving on our normal (very costly) chemical regime.

**CITY OF CORDOVA - PARKS AND RECREATION DEPARTMENT - 2020
BIDARKI RECREATION CENTER 2ND QUARTER REPORT**

REVENUE

Month	Drop In	Pass	Pool Pass	Skaters	F.Mem	DTK	Fac. Use				Other	Totals
APRIL		\$402.64			\$350.00							\$752.64
MAY		\$100.66										\$100.66
JUNE		\$2,271.52		\$75.00	\$350.00							\$2,696.52
Totals	\$0.00	\$2,774.82	\$0.00	\$75.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,549.82
2019	-482	-9,954.98	-3,339.80	-1,490.00	-350	-6,756.00	-675				-115	(-22462.78)

ATTENDANCE

APRIL	0											0
MAY	0											0
JUNE	0											0
Totals	0	0		0	0	0	0	0	0	0	0	0

**CITY OF CORDOVA - PARKS AND RECREATION DEPARTMENT - 2020
BOB KORN MEMORIAL POOL 2ND QUARTER**

REVENUE

Month	Drop In	Pass	Facility	Program	Lesson						Other	Totals
APRIL		\$402.64										\$402.64
MAY		\$118.66										\$118.66
JUNE		\$2,459.52										\$2,459.52
Totals	\$0.00	\$2,980.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,980.82
2019	-949	2,078.82		-25								1,123.00

ATTENDANCE

APRIL												0
MAY												0
JUNE	77											77
Totals	77	0	0	0	0	0	0	0	0	0	0	77
2019	-1,316											-1316

**CITY OF CORDOVA - PARKS AND RECREATION DEPARTMENT - 2019
ODIAK CAMPER PARK & SHELTER COVE REVENUE**

REVENUE

APRIL	\$1,221.80											\$1,221.80
MAY												\$0.00
JUNE												\$0.00
Totals	\$1,221.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,221.80



DRAFT Distribution Plan for funds appropriated to address the 2018 Gulf of Alaska Pacific cod disaster declaration. NOAA fisheries has allocated \$24,416,440 for the Pacific cod fishery disaster.

Written comments are requested on all elements of the proposed distribution plan and should be as specific as possible to be the most helpful. Comments may be posted online and therefore ADF&G requests that no business proprietary information, copyrighted information, or personally identifiable information be submitted in your written comments. Comments can be submitted by email to:

DFG.2018GOAPacificCod@alaska.gov or my mail to: ADF&G, Attn: Kari Winkel
PO Box 115526
Juneau, AK 99811-5526

Comments must be sent by Friday, August 14, 2020 for consideration in the next iteration of the distribution plan.

Proposed guiding principles for disaster funds distribution: Disbursement of funds are intended to:

1) assist fishery participants harmed by the 2018 Gulf of Alaska (GOA) Pacific cod fishery disaster and; 2) improve fishery information used to assess and forecast future fishery performance and to develop management approaches that avoid and/or mitigate the impacts of future fishery disasters that cannot be prevented.

Proposed categories for disaster relief funds:

- **Harvesters:** Direct payments to commercial fishery participants. This draft plan proposes to divide the harvester funds among six fishery sectors based on gear and operation type: pot catcher vessels (CVs), jig vessels, longline CVs, longline catcher processors (CPs), trawl CVs, and trawl CPs. Eligibility criteria and distribution of funds within each sector will be further developed based on input from participants.
- **Processors:** Direct payments to processing facilities. Fisheries production and value data from the Commercial Operators Annual Report (COAR) will be used to determine eligibility and payments for processors. An option to include Tender vessels is included in this category and more input from participants is needed to further develop eligibility criteria and the distribution process.
- **Communities:** Municipalities and boroughs rely on revenue generated from GOA Pacific cod landings and other economic activities related to the GOA Pacific cod fishery. Funds designated for communities can be used for managing, repairing, or maintaining infrastructure, services, or habitat that support Pacific cod fisheries in the region.
- **Research:** The 2018 Pacific cod fishery disaster resulted from warmer than average ocean conditions, among other factors, beyond the control of fishery managers that reduced biomass and access to the fishery. Funds will be used for scientific research activities to better understand the effects of warming temperatures on GOA Pacific cod and to improve our ability to manage the GOA Pacific cod stock in the future.
- **Program Support:** The Alaska Department of Fish and Game (ADF&G) is proposing to allocate funds for staff time dedicated to fishery disaster plan development and implementation in coordination with Pacific States Marine Fisheries Commission (PSMFC).

Proposed allocations to project categories and eligibility criteria: The proposed categories and allocations reflect comments received from initial stakeholder input and the Governor’s office.

Harvesters – 40%: Based on initial comments from stakeholders, ADF&G proposes to divide the allocation to harvesters among six fishery sectors based on the proportion of each sector’s loss resulting from the 2018 fishery disaster. Wholesale value was used as a metric to compare relative loss across all sectors, which include both CVs and CPs. The loss to each sector is determined by comparing the 5-year average adjusted wholesale value (2013 to 2017) to the 2018 wholesale value as shown in the following table.

Sector	Average wholesale value (2013-2017)	2018 wholesale value	2018 value compared to average value	Value of Loss	Proportion of total loss
Pot CV	\$53,637,455	\$17,298,472	-68%	\$36,338,983	51%
Jig CV and CP	\$3,366,800	\$688,894	-80%	\$2,677,906	4%
Longline CV	\$8,586,895	\$2,976,148	-65%	\$5,610,746	8%
Trawl CV	\$23,702,145	\$2,990,845	-87%	\$20,711,300	29%
Longline CP	\$7,467,919	\$2,544,996	-66%	\$4,922,923	7%
Trawl CP	\$1,206,113	\$555,932	-54%	\$650,182	1%
Total	\$97,967,327	\$27,055,288	-72%	\$70,912,040	100%

The proposed eligibility criteria in this draft plan for each sector were based on initial input from stakeholders and an evaluation of GOA Pacific cod fishery landings data from the NOAA Fisheries Catch Accounting Database.

ADF&G must determine whether eligibility for payment would be license/permit-based or vessel-based. ADF&G initially proposes vessel-based eligibility for all sectors except the jig sector. For the jig sector, funds for permit-based distributions are proposed to be paid to the individual named on the Commercial Fisheries Entry Commission (CFEC) commercial fishing permit. For all other sectors, funds for vessel-based distributions are proposed to be paid to the person named on the CFEC commercial vessel license. ADF&G requests comments on these proposed eligibility criteria.

Pot catcher vessels (51%): Proposed **vessel-based** distribution.

Proposed eligibility criteria for pot vessels:

1. Vessel must have been used to harvest GOA Pacific cod in a directed fishery in any two of three years from 2016 to 2018.
2. Average directed GOA Pacific cod landings from 2016 to 2018 must be equal to or greater than 100,000 pounds.

Proposed distribution for pot vessels:

Option 1: Equal share – all eligible vessel owners will receive an equal share of the pot allocation.

Option 2: Tiers – establish four tiers based on average annual pounds of directed GOA Pacific cod harvested by the vessel in the best two of three years (2016 to 2018). Twenty-five percent of the pot CV allocation will be apportioned to each tier and each vessel owner receives an equal share of the tier allocation.

Tier level	Average landings (best 2 of 3 years)	Allocation (from the pot CV pool)	Est. number of eligible vessels
1	> 1,240,000 pounds	25%	10
2	900,000 - 1,239,999 pounds	25%	14
3	580,000 - 899,999 pounds	25%	23
4	< 579,999 pounds	25%	51

Jig vessels (4%): Proposed **permit-based** distribution.

Proposed eligibility criteria for jig permit holders:

1. 2018 CFEC M05B, M05G, M26B, or M36G permit holders.
2. Permit holder must have a directed GOA Pacific cod landing in at least one year from 2015 to 2018.
3. Total directed GOA Pacific cod landings from 2015 to 2018 must be equal to or greater than 1,500 pounds.

Proposed distribution for jig permit holders: eligible jig permit holders will receive an **equal share** of the jig allocation. An estimated 207 jig permit holders would qualify for disaster funds based on the proposed eligibility criteria.

Longline catcher vessels (8%): Proposed **vessel-based** distribution.

Proposed eligibility criteria for longline catcher vessels:

1. Vessel must have been used to harvest GOA Pacific cod in a directed fishery in any two of three years from 2016 to 2018.
2. Average directed GOA Pacific cod landings from 2016 to 2018 must be equal to or greater than 20,000 pounds.

Proposed distribution for longline catcher vessels:

Option 1: Equal share – all eligible vessel owners will receive an equal share of the longline catcher vessel allocation.

Option 2: Tiers – establish four tiers based on average annual pounds of directed GOA Pacific cod harvested by the vessel in the best two of three years (2016 to 2018). Twenty-five percent of the longline catcher vessel allocation will be allocated to each tier and each vessel owner receives an equal share of the tier allocation.

Tier level	Average landings (best 2 of 3 years)	Allocation (from the longline CV pool)	Est. number of eligible vessels
1	> 220,000 pounds	25%	6
2	160,000 - 219,999 pounds	25%	9
3	125,000 - 159,999 pounds	25%	12
4	< 124,999 pounds	25%	24

Trawl catcher vessels (29%): Proposed **vessel-based** distribution.

Proposed eligibility criteria for trawl catcher vessels:

1. Vessel must have been used to harvest GOA Pacific cod in a directed fishery in any two of three years from 2016 to 2018.
2. Average directed GOA Pacific cod landings from 2016 to 2018 must be equal to or greater than 100,000 pounds.

Proposed distribution for trawl catcher vessels:

Option 1: Equal share – all eligible vessel owners will receive an equal share of the trawl catcher vessel allocation.

Option 2: Tiers – establish four tiers based on average annual pounds of directed GOA Pacific cod harvested by the vessel in the best two of three years (2016 to 2018). Twenty-five percent of the trawl catcher vessel allocation will be allocated to each tier and each vessel owner receives an equal share of the tier allocation.

Tier level	Average landings (best 2 of 3 years)	Allocation (from the trawl CV pool)	Est. number of eligible vessels
1	> 1,160,000 pounds	25%	4
2	840,000 – 1,159,999 pounds	25%	6
3	575,000 – 839,999 pounds	25%	9
4	< 574,999 pounds	25%	18

Longline catcher processors (7%): Proposed **vessel-based** distribution.

Proposed eligibility criteria for longline catcher processors:

Vessel must have been used to harvest GOA Pacific cod in a directed fishery in any two of three years from 2016 to 2018.

Proposed distribution for longline catcher processors:

Option 1: Equal share – all eligible vessel owners will receive an equal share of the longline catcher processor allocation.

Option 2: Tiers – establish three tiers based on total pounds of directed GOA Pacific cod harvested by the vessel from 2016 to 2018. Vessel owners receive an equal share of the tier allocation.

Tier level	Average landings (best 2 of 3 years)	Allocation	Est. number of eligible vessels
1	> 4,000,000 pounds	40%	1
2	1,000,000 – 3,999,999 pounds	50%	3
3	< 999,999 pounds	10%	2

Trawl catcher processors (1%): Proposed **vessel-based** distribution.

Proposed eligibility criteria for trawl catcher processors:

Vessel must have been used to harvest GOA Pacific cod in a directed fishery in any two of three years from 2016 to 2018.

Proposed distribution for trawl catcher vessels: eligible vessel owners will receive an equal share of the trawl catcher processor allocation.

Processors – 26%: Based on initial comments from stakeholders, ADF&G proposes to calculate the allocation to eligible GOA Pacific cod shore-based processing facilities based on the average wholesale value of GOA Pacific cod processed at the facility from 2013 to 2017 using Commercial Operator’s Annual Report (COAR) data.

Proposed processing facility eligibility criteria:

1. Processing facilities must have processed GOA Pacific cod in 2018.
2. Processing facility must have a 2018 first wholesale value of \$10,000 or greater for GOA Pacific cod.

3. The COAR data must show that the processing facility had a demonstrated revenue loss for GOA Pacific cod in 2018 as compared to their average wholesale value of GOA Pacific cod processed at the facility from 2013 to 2017.

Disaster payments to processing facilities are proposed to be **pro rata** to their demonstrated loss.

Option for Tender vessels: Include Tender vessels by subdividing the processor allocation into two pools: one for processing facilities (X%) and one for tender vessels (X%).

Proposed eligibility criteria for tender vessels:

1. Tender vessel must have been listed on a signed a contract with processing company in 2018 to tender Pacific cod in the GOA.
2. Tender vessel must have been used to tender GOA Pacific cod in two out of three years (2015 to 2017) based on signed contracts with a processing company to tender Pacific cod from the GOA.

Tender vessel owners that meet the eligibility criteria will receive an **equal payment** of the tender vessel allocation.

Communities – 4%: Based on initial comments from stakeholders, ADF&G proposes to allocate a portion of the funds to fishing communities in the GOA that depend on revenue generated from fish landings and other economic activity related to the fishery. These revenues comprise a significant portion of local operating budgets and are used to support education, public works, ports and harbors, and other services.

ADF&G proposes that community entities eligible to receive funds would identify specific expenditures for managing, repairing, or maintaining infrastructure, services, or habitat that support Pacific cod commercial fisheries in the region prior to receiving funds from Pacific States Marine Fisheries Commission.

Proposed eligibility criteria for communities:

1. GOA Pacific cod must have been landed in the community in 2018 based on COAR buying data.
2. GOA Pacific cod landed in the community must have an average exvessel value of \$10,000 or greater from 2013 to 2017.
3. Community must have a demonstrated loss in exvessel value for GOA Pacific cod in 2018 as compared to the 2013 to 2017 average.

Disaster payments to communities are proposed to be **pro rata** to their demonstrated loss.

Research - 30%: Information from NOAA Fisheries shows that over the past 6 years, the GOA has been experiencing extended and severe marine heatwaves. From June 2014 to January 2017 the North Pacific, including the GOA, had increased temperatures over a region of approximately 2 million km² with more than 2.5 °C warmer than the long-term mean (1982 to 2012). The 2014 to 2016 marine heatwave changed the ecology of the region with reduced phytoplankton production, a shift in zooplankton production from large lipid-rich (higher fat) copepods to small lipid-poor copepods, and reduced forage fish populations such as capelin and Pacific sand lance. Species at the top of the marine food chain, including Pacific cod, experienced lower recruitment (reduced juvenile survival) and increased mortality was documented in fishes, birds, and mammals.

Research funds will be available by competitive bid. Funds will be available for scientific research projects that provide information to help fishery scientists and managers to assess GOA Pacific cod stock conditions and develop conservation and management measures for the GOA Pacific cod fishery in response to warm water and other variable ocean conditions. The primary goals of research funds are to further our understanding of the cause of the 2018 GOA Pacific cod fishery failure and to help managers avoid and mitigate the impacts of future Pacific cod fishery disasters that cannot be prevented.

Based on consultations with GOA Pacific cod assessment scientists and managers, ADF&G recommends funding research projects that are focused around three linked themes:

- 1) Better understanding the effects of warming temperatures on Pacific cod ecology and population dynamics, with a focus on parameters to improve the stock assessment (e.g. mortality, growth, maturity).
- 2) Expanded early life history studies (spawning, larval, age-0) to focus on spatial-temporal variation in stock reproductive output, survival processes, and how these vary with changes in climate.
- 3) Resolving stock spatial structure, migration patterns, and connectivity based on new genetics/genomics approaches. Research may cover a wide range of methods, including understanding early life history, tagging, modelling, genetics, surveys, and maturity.

Administrative – <1%: ADF&G is proposing to allocate funds to cover salary and benefits for a Program Coordinator position to oversee the fishery disaster program on behalf of the State of Alaska. Fishery disaster coordination is not expected to require full-time year-round work. Funding for this position is expected to cover an average workload of 37.5 hours per month plus indirect costs.

Alaska Marine Highway Reshaping Work Group

Admiral Tom Barrett, Chair
dot.amh-reshaping@alaska.gov

July 22, 2020

Dear Community Leader:

As you know on January 12, 2020, Governor Dunleavy established the Alaska Marine Highway Reshaping Work Group charged with making recommendations on the future system structure, finances, and service levels for the Alaska Marine Highway System (AMHS). Governor Dunleavy asked me to chair this work group. A website link reflecting our activity and work is at: <http://dot.alaska.gov/comm/amh-reshaping-workgroup/>.

Our work group appreciates the broad value the marine highway system brings to coastal Alaska. Given what we have learned about the system so far and the fiscal situation Alaska confronts, our belief is the current system is not sustainable for the long term. One matter we would like to better understand is what constitutes essential community ferry needs, as well as criteria we could use to inform recommendations about future service levels. Therefore, I respectfully invite your direct feedback.

We know reliability will be one key to AMHS' long term success. Thinking in terms of a reliable system, I would like to ask what baseline of ferry service you believe is essential to support community, economic, and social well-being that cannot be met by other means (such as commercial air, and/or barge services). Does that need for ferry service significantly change between winter and summer? What frequency of service would address the essential service you need? For example, can your needs be met with an every two-week schedule? How frequently does your school use the ferry system? Is it movement of people, vehicles, or freight that is most important to your community? Can your essential needs for freight transport be met without transporting vehicles? Or, could a combination of alternating passenger and vehicle service address your requirements? And, of course, any other perspective or ideas you wish to share about what could be done to structure a more reliable system.

I know many of you and members of your community worked with Northern Economics and other study groups including the SE Conference and the Marine Transportation Advisory Board to identify community needs in the Reshaping Study and other reports. Consequently, this may seem somewhat repetitive. Nonetheless, given what we perceive as a need for substantial changes if we are to have a more reliable and efficient system, we believe the reshaping working group would benefit from direct feedback from you. We want to offer the opportunity for you to provide that as we put together recommendations that can realistically improve the system while remaining fiscally prudent.

Please submit any written comments you wish to offer to dot.amh-reshaping@alaska.gov by August 10, 2020. If you wish to set up a time to meet, via teleconference or webex, with the working group please contact Tera Ollila by email at tera.ollila@alaska.gov.

Thank you in advance for taking the time to submit your thoughts.

Sincerely,

Tom Barrett

State of Alaska
Department of Natural Resources
Division of Mining, Land & Water
Southcentral Regional Land Office
550 W. 7th Ave., Suite 900C
Anchorage, AK 99501-3577

ADL 233599

Public and Agency Notice: Aquatic Farmsite Lease

Pursuant to AS 38.05.945

(USGS Quad Map Cordova C-5)

Subject to AS 38.05.083, the Southcentral Regional Land Office (SCRO) has made a Preliminary Decision to offer a 10-year lease to Bret Bradford dba Next Level Fisheries, LLC for a 22.04-acre, more or less, site for the operation of an aquatic farmsite for the purpose of cultivating sugar kelp and ribbon kelp. The location of the project area is further described as being within the SE1/4 of Section 24, Township 14 South, Range 04 West, Copper River Meridian, within the southern cove of Simpson Bay, approximately 7 miles northwest of the city of Cordova, Alaska.

The public is invited to review and comment on this Decision. A copy of the Decision can be found at <https://aws.state.ak.us/OnlinePublicNotices/default.aspx> or is available in hardcopy upon request. Questions concerning how to comment should be directed to Brent Reynolds at (907) 269-8567, by e-mail at brent.reynolds@alaska.gov or by fax to (907) 269-8913. **All comments must be received in writing at the above listed mailing address or e-mail on or before 5:00 PM on August 24, 2020.** To be eligible to appeal DNR's Final Decision, under AS 38.05.035(i)-(m), a person must have submitted written comments during this comment period.

The State of Alaska, Department of Natural Resources, complies with Title II of the American with Disabilities Act of 1990. Individuals with audio impairments that have questions concerning this PD may call Relay Alaska at 711 or 1-800-770-8973 for assistance at no cost.

DNR reserves the right to waive technical defects in this publication.

State of Alaska
Department of Natural Resources
Division of Mining, Land & Water
Southcentral Regional Land Office
550 W. 7th Ave., Suite 900C
Anchorage, AK 99501-3577

ADL 233612
Public and Agency Notice: Aquatic Farmsite Lease
Pursuant to AS 38.05.945
(USGS Quad Map Cordova C-6)

Subject to AS 38.05.083, the Southcentral Regional Land Office (SCRO) has made a Preliminary Decision to offer a 10-year lease to Sean Den Adel dba Noble Ocean Farms, LLC for a 22.04-acre, more or less, site for the operation of an aquatic farmsite for the purpose of cultivating sugar kelp and ribbon kelp. The location of the project area is further described as being within Section 11, Township 14 South, Range 04 West, Copper River Meridian, within the northeast cove of Simpson Bay, approximately 9 miles northwest of the city of Cordova, Alaska.

The public is invited to review and comment on this Decision. A copy of the Decision can be found at <https://aws.state.ak.us/OnlinePublicNotices/default.aspx> or is available in hardcopy upon request. Questions concerning how to comment should be directed to Brent Reynolds at (907) 269-8567, by e-mail at brent.reynolds@alaska.gov or by fax to (907) 269-8913. **All comments must be received in writing at the above listed mailing address or e-mail on or before 5:00 PM on August 24, 2020.** To be eligible to appeal DNR's Final Decision, under AS 38.05.035(i)-(m), a person must have submitted written comments during this comment period.

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DNR reserves the right to waive technical defects in this publication.



AGENDA ITEM # 20
City Council Meeting Date: 8/5/20
CITY COUNCIL COMMUNICATION FORM

FROM: Planning Staff
DATE: 7/29/20
ITEM: Resolution 08-20-32 – Make Eastern Half of Lot 3, Block 17, Original Townsite ‘Available’
NEXT STEP: Approve Resolution

☒ RESOLUTION
☐ ORDINANCE

☐ INFORMATION
☐ MOTION

I. REQUEST OR ISSUE:

Requested Action: Approval of Resolution
Legal Description: Eastern Half of Lot 3, Block 17, Original Townsite (unsurveyed)
Lot Area: Approximate Area = 1,750 SF
Zoning: Low Density Residential District
Location Map: Location Map
Resolution 08-20-32
Letter of Interest from Craig Kuntz
Planning Commission Resolution 02-20 (Passed, not yet signed)

II. RECOMMENDED ACTION / NEXT STEP: If the City Council would like to make this property ‘Available’ it may do so by approving Resolution 08-20-32. “I move to approve Resolution 08-20-32.”

III. FISCAL IMPACTS: Fiscal impacts include the potential purchase price of the property and future property tax revenue.

IV. BACKGROUND INFORMATION: The letter of interest is from the property owner directly to the south of this lot and identifies the eastern half of the remainder of Lot 3, Block 17 which is approximately 1,750 square feet. Final square footage and precise dimensions would be determined by survey as a part

of the disposal process and would be added to the existing property owned by the interested party.

This property is currently designated 'Not Available' on the 2020 Land Disposal Maps. There has been a lot of discussion over the years by the commission about how to change designations on the Land Disposal Maps. In past years, the commission tried to limit designation changes to the annual map update process; however, the current policy is that designations can change on a case-by-case basis; see the designation descriptions and update policy below.

Planning staff spoke with the Public Works Department to determine if there were any concerns with disposing of this property. Public Works staff indicated that there were no concerns with disposing of the property as it is approximately 50 feet from where the drainage goes under the street and there would be no need for the property for future utility needs.

The 2020 Land Disposal Maps are available online:

<https://www.cityofcordova.net/images//eforms/planning/2020%20Land%20Disposal%20Maps.pdf>

The following is the description of the map designations and update policy from the 2020 Land Disposal Maps:

Map Designations

Available – Available to purchase, lease, or lease with an option to purchase. Any of these lots may have conditions or special criteria that must be met.

Available - Requires Subdivision – These parcels are considered 'Available.' These are large parcels of land which would most likely be developed as a subdivision. The disposal process for these parcels is complex and could take a significant amount of time. Many require some or all of the following: city acquiring title to the land from the state, an extensive amount of surveying, or subdivision development agreements. Many of these parcels include city improvements that would not be disposed, such as access roads, water infrastructure, trails, cemeteries, etc.

Not Available – These parcels include substandard lots, snow dumps, property with improvements/buildings on them, or other lots used or occupied by the city. The city manager will accept letters of interest from an interested party who requests the property designation be changed to 'Available,' however the existing city use of the property will be examined and carefully weighed against the letter of interest.

Tidelands – All requests to purchase tidelands will be reviewed by the Planning Commission as they are received. The Planning Commission will make a recommendation on disposing of the tidelands to City Council.

Leased – These are parcels currently leased to a business or government entity by the city and are not available during the lease term. There are leases that are short term and renew every two years and others are long term leases with substantial improvements on the property. Some leased property has an option to purchase. When a lease term ends, the property immediately becomes 'Available.'

Update Policy

Maps will be updated on an annual basis by the Planning Department staff, reviewed by the Planning Commission, and adopted by City Council. This update process begins each year with updated maps

being presented to the Planning Commission in January, but the maps may be modified throughout the year on a case-by-case basis.

7/14/20 – At the Planning Commission Regular Meeting, the commission passed Resolution 02-20, recommending the City Council make this land ‘Available.’ From the unapproved minutes of the meeting:

M/Bolin S/Hall to approve Resolution 20-02.

Stavig said there was a stream in the far corner. If this was a large, developed subdivision there would be an easement required along the stream. Since this is already subdivided property, that is not a requirement. He said it had been listed as ‘Not Available’ because of the large drainage that goes through it. The western half has a culvert that goes underneath the road. **Stavig** said when he spoke to **Kuntz** prior to his letter, they discussed how it made sense to subdivide the property since the western half contains the drainage and is close to a different property owner’s house.

Pegau said he was concerned about making a nonconforming lot. **Stavig** said that if the purchased portion was added to **Kuntz’s** existing property, it would be one large lot. He noted that there is a 10-foot-wide parcel that was subdivided in an un-ideal way, and this purchase would help clean up all of the property lines. **Pegau** said his concern was that they are setting it up so that one person can purchase versus putting the entire lot out to the public for purchase. **Stavig** said that Lot 3 would already be considered nonconforming as it was under 4,000 square feet, which is the minimum lot size. **McGann** said that if it is nonconforming than the neighboring property owners would be the only people who could purchase the property.

Baenen said the west half of the lot was basically a canyon and would be unusable for anyone. **Hall** said he liked the idea that it cleans up the mess with property lines. **McGann** agreed that the lot as a whole wasn’t really sellable, so if the city can get revenue for a portion of it, he is in favor. **Pegau** said that he doesn’t understand why they would subdivide it just because the interested person doesn’t want the whole thing. **Pegau** made a motion to amend the resolution to make the whole lot ‘Available,’ but the motion was not seconded.

Bird said that by subdividing it they are protecting the landowner to the north by not selling land directly adjacent to their house which is close to the property line. She said it was likely more important for the city to retain ownership for drainage maintenance. **Baenen** said the actual drainage culvert may be on the lot and the city needs to retain the property.

Upon voice vote, motion passed 5-1.

Yea: **McGann, Baenen, Bird, Bolin, Hall**

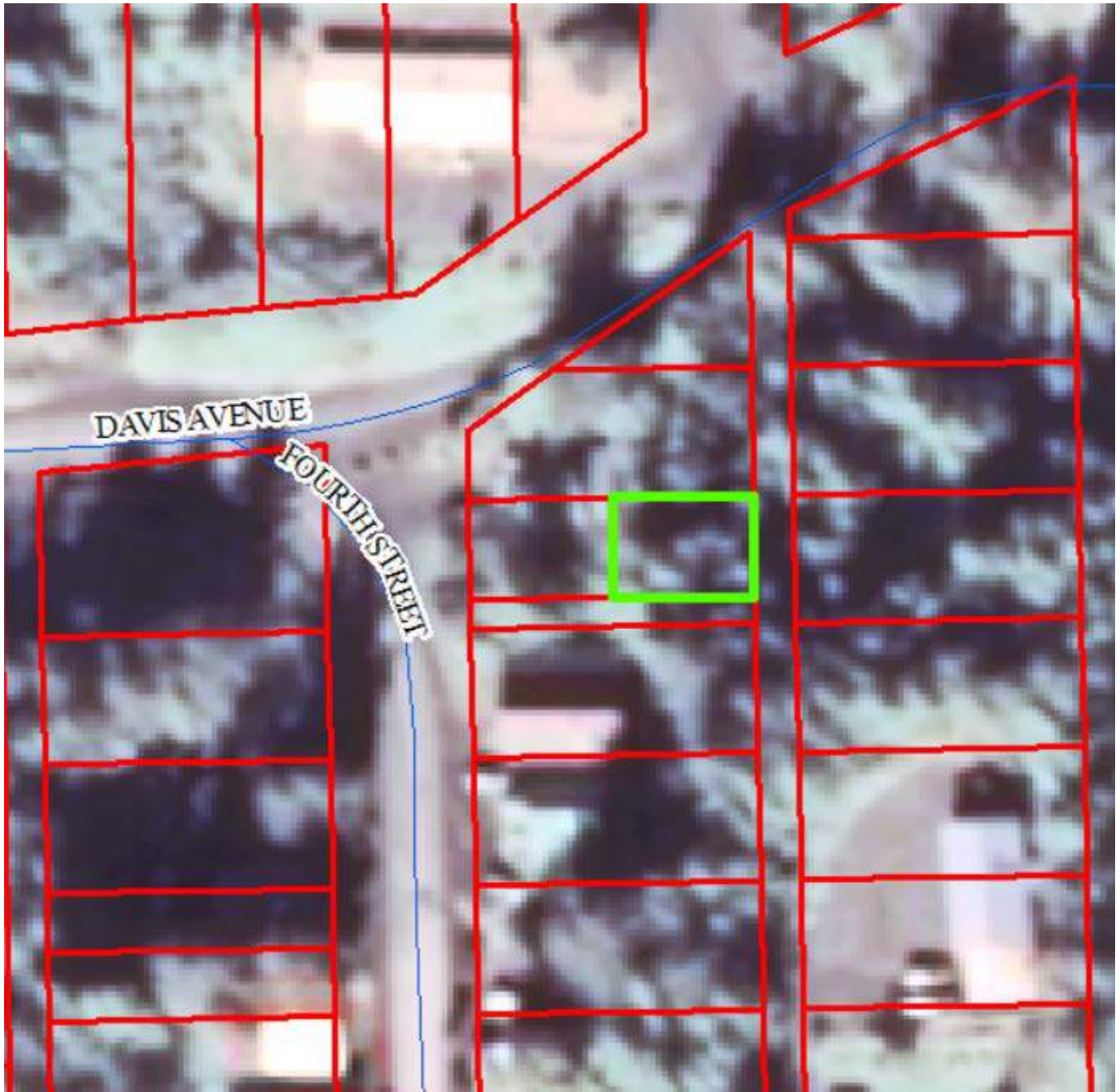
Nay: **Pegau**

Absent: **Lohse**

V. LEGAL ISSUES: No legal review required.

VI. SUMMARY AND ALTERNATIVES: The City Council could take no action, which would result in the property remaining ‘Not Available.’

Location Map



**CITY OF CORDOVA, ALASKA
RESOLUTION 08-20-32**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA UPDATING
THE 2020 LAND DISPOSAL MAPS BY MAKING AN APPROXIMATELY 1,750 SQUARE
FOOT AREA CORRESPONDING WITH THE EASTERN HALF OF LOT 3, BLOCK 17,
ORIGINAL TOWNSITE ‘AVAILABLE’**

WHEREAS, the City of Cordova’s City Manager and City Planner are directed by Cordova Municipal Code Section 5.22.040(B) – The city manager shall refer a letter of interest from a qualified interested party to the city planner. If the city planner finds that the real property is available for lease or purchase, the city planner shall schedule the letter of interest for review by the planning commission; and City of Cordova’s Planning Commission is directed by Cordova Municipal Code Section 5.22.040(C) – The planning commission shall review the letter of interest and recommend to the city council whether to offer the real property interest for disposal by one of the methods as described in Section 5.22.060(B); and

WHEREAS, the City of Cordova’s City Council has determined that updating the 2020 Land Disposal Maps to make the eastern half of Lot 3, Block 17, Original Townsite ‘Available’ is important to maintain consistency with land disposal process; and

WHEREAS, the City of Cordova’s City Council has determined that this property should be designated as ‘Available’ on the 2020 Land Disposal Maps in order to consider disposal; and

WHEREAS, having updated maps will benefit the citizens of Cordova by providing maps for public review.

NOW, THEREFORE, BE IT RESOLVED the Council of the City of Cordova, Alaska hereby updates the 2020 Land Disposal Maps by making an approximately 1,750 square foot area corresponding with the eastern half of Lot 3, Block 17, Original Townsite ‘Available.’

PASSED AND APPROVED THIS 5th DAY OF AUGUST 2020.

ATTEST:

Clay R. Koplin, Mayor

Susan Bourgeois, CMC, City Clerk

TO:

City of Cordova Planning Department

FROM:

Craig and Angela Kuntz

Po Box 1262

Cordova, AK 99574

RE: Eastern half of lot 3 block 17

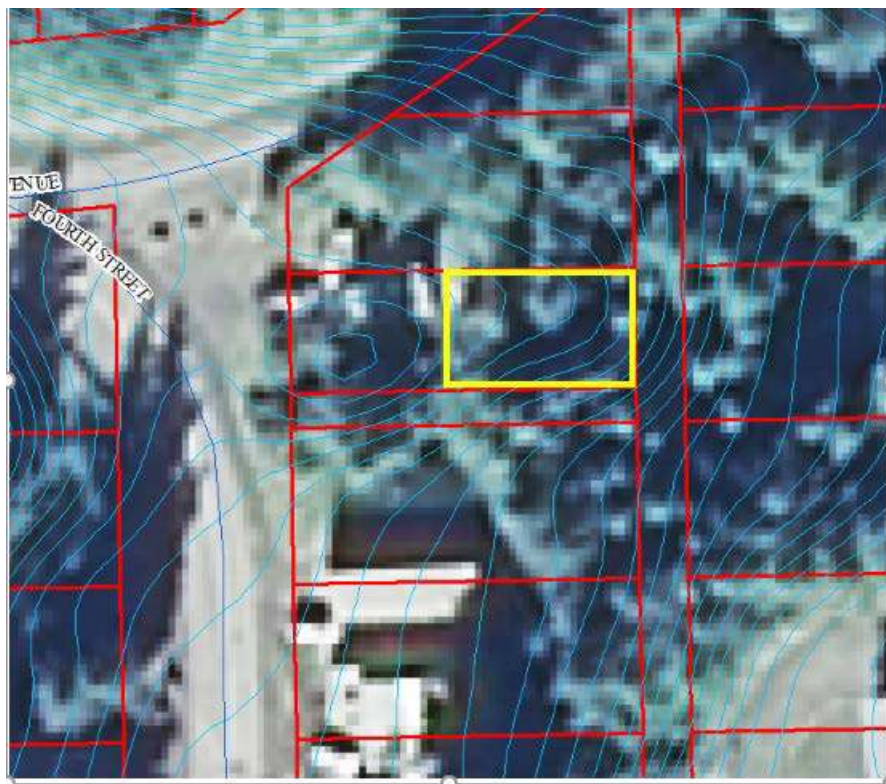
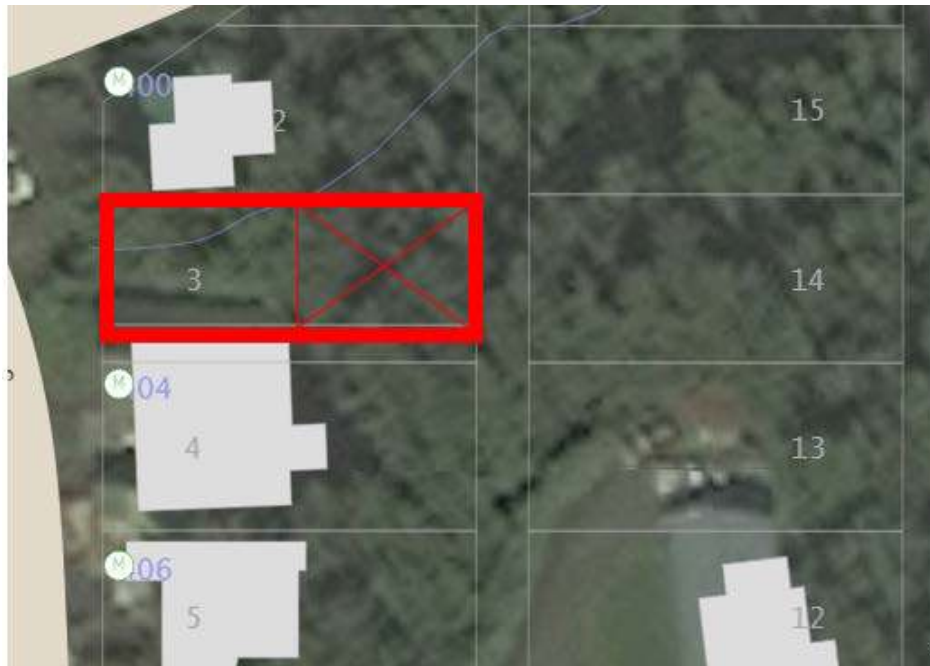
I would like to express interest in purchasing the eastern half of lot 3 block 17 shown below by the area within the red box marked with an X. The area is roughly 1750 square feet. The lot consists of thick brush, large trees, a stream that turns into white water rapids during monsoons, and some hilly terrain.

I own the adjacent southern 10x100 feet of lot 3 block 17 and all of lot 4 block 17. My intended use of this property is simply for a larger back yard area for my kids to play in. There is some great tree fort potential.

The western part of this lot that I am not interested in consists of steep banks that drop down into a drainage culvert that flows through a culvert under the road.

I would like to request that Planning and Zoning make this piece of land available for disposal and enter into direction negotiations with me for the purchase.

See attached pictures for reference.







Lot 3 Block 17 Looking Northeast



Lot 3 Block 17 Looking North towards Davis Ave.



Lot 3 Block 17 Looking Northwest



Lot 3 Block 17 Looking West towards 4th Street

**CITY OF CORDOVA, ALASKA
PLANNING COMMISSION
RESOLUTION 20-02**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA,
ALASKA, RECOMMENDING TO THE CITY COUNCIL OF THE CITY OF CORDOVA,
ALASKA THAT AN APPROXIMATELY 1,750 SQUARE FOOT AREA CORRESPONDING
WITH THE EASTERN HALF OF LOT 3, BLOCK 17, ORIGINAL TOWNSITE BE UPDATED
TO ‘AVAILABLE’ AND ADDED TO THE 2020 LAND DISPOSAL MAPS**

WHEREAS, the City of Cordova’s City Manager and City Planner are directed by Cordova Municipal Code Section 5.22.040(B): *The city manager shall refer a letter of interest from a qualified interested party to the city planner. If the city planner finds that the real property is available for lease or purchase, the city planner shall schedule the letter of interest for review by the planning commission;* and

WHEREAS, the City of Cordova’s Planning Commission has determined that updating the 2020 Land Disposal Maps at this time to make the eastern half of Lot 3, Block 17, Original Townsite ‘Available’ is important to maintain consistency with land disposal process; and

WHEREAS, the City of Cordova’s Planning Commission has determined that this property should be designated as ‘Available’ on the 2020 Land Disposal Maps in order to consider disposal; and

WHEREAS, having updated maps will benefit the citizens of Cordova by providing maps for public review.

NOW, THEREFORE BE IT RESOLVED THAT the Planning Commission of the City of Cordova, Alaska hereby recommend to the City Council of the City of Cordova, Alaska that an approximately 1,750 square foot area corresponding with the eastern half of Lot 3, Block 17, Original Townsite be updated to ‘Available’ and added to the 2020 Land Disposal Maps.

PASSED AND APPROVED THIS 14TH DAY OF JULY, 2020

Tom McGann, Chair

ATTEST:

Leif Stavig, City Planner

MEMORANDUM

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

FROM: HOLLY C. WELLS

**RE: CONTRACT SERVICES BY COUNCIL MEMBERS - APPLICATION OF
SECTION 5-19 OF CORDOVA CITY CHARTER**

CLIENT: CITY OF CORDOVA

FILE NO.: 401,777.264

DATE: JULY 30, 2020

A. INTRODUCTION

The purpose of this memorandum is to provide City Council with a brief summary regarding Resolution 08-20-33 entitled "A Resolution of the Council of the City of Cordova, Alaska Ratifying the City's Contract for COVID-19 Mitigation Services with Bailer's Cabinet & Trim in the Amount of \$5,038.78" and the reasons for the Resolution.

B. DISCUSSION

During the emergency response to COVID-19, the Cordova Incident Management Team mobilized to upgrade the protective and safety measures in the Cordova Port and Harbor. This emergency mobilization led to the utilization of all available qualified contractors located within the City, including Bailer's Cabinet & Trim. Bailer's Cabinet & Trim provided \$5,038.78 in services, which generally would not require Council approval. However, Cordova City Charter Section 5-19 prohibits a council member from selling or bartering anything to the City and permits Council or the City Manager to void a contract that violates Section 5-19. Thus, while City Manager Howarth determined that the services performed by Councilmember Bailer were necessary to the preservation of health and safety within the City and does not seek to void the contract for services, it is necessary for Council to either ratify the contract and permit payment or void the contract between the City and Bailer's Cabinet & Trim.

Additionally, it is worth noting that the contract for services between the City and Bailer's Cabinet & Trim requires Councilmember Bailer to forfeit his position if he is convicted of a knowing violation of Section 5-19. The language of Section 5-19 is confusing, making it unclear if Councilmember Bailer must forfeit his office if he has knowledge of the services performed by his company or if he has knowledge that such

services violated Section 5-19 of the Charter. As a result, the City administration has determined that pursuing a “conviction” at this time is unwarranted.

C. CONCLUSION

Although payments for services below \$25,000 are generally not subject to Council approval, Council’s ability to void the contract for services in this case, and the importance of public awareness surrounding the services performed, warrants Council action. Council should adopt the Resolution if it determines that the emergency state arising from COVID-19 and the utilization of other qualified contractors alongside Bailer’s Cabinet & Trim warrants ratifying the contract. Council’s ratification of the contract does not, however, prevent someone from challenging the contract or alleging Councilmember Bailer violated Cordova City Charter Section 5-19. While there is no way to undo the services performed, the ratification of the services and their cost may protect the City against any future challenges as a violation of the Charter provision makes a contract voidable, but does not require that it be voided.

**CITY OF CORDOVA, ALASKA
RESOLUTION 08-20-33**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CORDOVA, ALASKA
RATIFYING THE CITY'S CONTRACT FOR COVID-19 MITIGATION SERVICES
WITH BAILER'S CABINET & TRIM IN THE AMOUNT OF \$5,038.78**

WHEREAS, Cordova City Charter Section 5-19 prohibits a council member from selling or bartering anything to the City and permits Council or the City Manager to void a contract that violates Section 5-19; and

WHEREAS, the City utilized all available and qualified contractors when responding to the state of emergency created by COVID-19; and

WHEREAS, the contractors utilized by the Cordova Incident Management Team included Bailer's Cabinet & Trim, a company owned by Councilmember Tom Bailer, who performed \$5,038.78 in services; and

WHEREAS, City Council has determined that the services provided by Bailer's Cabinet and Trim were necessary to the response and mitigation of the COVID-19 state of emergency in existence at the time the services were rendered,

NOW, THEREFORE, BE IT RESOLVED that the City Council of Cordova, Alaska, hereby:

Section 1. Ratifies the contract for emergency construction services between the City and Bailer's Cabinet & Trim in the amount of \$5,038.78 and authorizes the City Administration to pay Bailer's Cabinet & Trim for its services.

PASSED AND APPROVED THIS 5th DAY OF AUGUST 2020.

Clay R. Koplin, Mayor

ATTEST:

Susan Bourgeois, CMC, City Clerk

Charter of the City of Cordova, Alaska

Section 5-19. - Personal interest.

Neither the mayor, any councilman, city manager, utility manager, any member of the utility board, nor any other board shall sell or barter anything to the city or to a contractor supplying the city; or make any contract with the city; or purchase anything from the city other than those things which the city offers generally to the public (as for example, utility services), and then only on the same terms as are offered to the public, unless an invitation to submit sealed bids is published, and the city accepts the sealed bid which is most advantageous to the city; provided that such sale, contract or purchase involving a consideration of not more than \$100 in value, may be made without bids; and provided further that every such sale, contract or purchase, regardless of consideration, must be reported to the council, utility board, or other such board involved, and entered in its respective journal before the city can pay out any money thereon or be bound thereby. Any such officer violating this section, upon conviction thereof, shall thereby forfeit his office. Any violation of this section, with the knowledge, express or implied, of the person or corporation contracting with the city shall render the contract voidable by the city manager, or the council, utility manager, utility board, or any other elected board.



AGENDA ITEM # 22
City Council Meeting Date: 8/5/20
CITY COUNCIL COMMUNICATION FORM

FROM: Planning Staff

DATE: 7/29/20

ITEM: Letter of Interest from Craig Kuntz for the Eastern Half of Lot 3, Block 17, Original Townsite

NEXT STEP: Direct City Manager on Disposal and Disposal Method

☐ RESOLUTION
☐ ORDINANCE

☐ INFORMATION
☒ MOTION

I. REQUEST OR ISSUE: This action item is contingent on City Council designating the subject property as 'Available' and if this has not occurred then no action should be taken.

Requested Actions: Recommendation to City Council on Disposal and Disposal Method
Applicant: Craig Kuntz
Legal Description: Eastern Half of Lot 3, Block 17, Original Townsite (unsurveyed)
Lot Area: Approximate Area = 1,750 SF
Zoning: Low Density Residential District
Location Map: Location Map
Letter of Interest from Craig Kuntz

II. RECOMMENDED ACTION / NEXT STEP: Staff suggest the following motion:

"I move to recommend disposal of eastern half of the remainder of Lot 3, Block 17, Original Townsite as outlined in Cordova Municipal Code 5.22.060 B by *"

Choose one of the following to insert for the asterisk:

1. Negotiating an agreement with Craig Kuntz to lease or purchase the property.
2. Requesting sealed proposals to lease or purchase the property.
3. Inviting sealed bids to lease or purchase the property.
4. Offering the property for lease or purchase at public auction.

Staff recommend if direct negotiation is selected, City Council add to the motion: "with the special condition that the property be added to the existing property and combined into one lot."

III. FISCAL IMPACTS: Fiscal impacts include the potential purchase price of the property and future property tax revenue.

IV. BACKGROUND INFORMATION: See memo for Resolution 08-20-32 for information on the property. This property is zoned in the Low Density Residential District, so the letter of interest does describe a use that is compatible with the district.

Applicable Code:

5.22.040 - Letter of interest to lease or purchase.

C. The planning commission shall review the letter of interest and recommend to the city council whether to offer the real property interest for disposal by one of the methods as described in Section 5.22.060(B).

5.22.060 - Methods of disposal.

B. In approving a disposal of an interest in city real property, the city council shall select the method by which the city manager will conduct the disposal from among the following:

- 1. Negotiate an agreement with the party who submitted a letter of interest to lease or purchase the property;*
- 2. Invite sealed bids to lease or purchase the property;*
- 3. Offer the property for lease or purchase at public auction;*
- 4. Request sealed proposals to lease or purchase the property.*

6/16/20 – Received a letter of interest from Craig Kuntz for the property.

7/14/20 – At the Planning Commission Regular Meeting, the commission recommended that City Council directly negotiate with Craig Kuntz. From the unapproved meeting minutes:

M/Bolin S/Bird to recommend to City Council to dispose of the eastern half of the remainder of Lot 3, Block 17, Original Townsite as outlined in Cordova Municipal Code 5.22.060 B by negotiating an agreement with Craig Kuntz to lease or purchase the property.

Pegau asked if the other adjacent landowner had submitted a letter of interest, to which **Stavig** explained there was only a letter from **Kuntz**; there is no public notification process associated with land disposals as there is with variances or conditional use permits. **Pegau** said he would much rather see it go out for proposals.

M/Bird S/Pegau to amend the motion to request sealed proposals to lease or purchase the property.

Bolin said that anyone can approach the city for property and **Kuntz** has done the legwork to start the process. **Hall** said that **Kuntz** put in the request and no one else has shown interest. The majority of the land requested is on the south side of the stream, which serves as a natural division between the property owner to the north. **Hall** said the Planning Commission meeting was publicly noticed and so would the future City Council meeting. **Bird** said she wishes there was a way to make the process more public. **Pegau** said that they just made it ‘Available,’ so he prefers that it goes to proposals since there are two property owners.

Upon voice vote, motion to amend passed 2-4.

Yea: **Pegau, Bird**

Nay: **McGann, Baenen, Bolin, Hall**

Absent: **Lohse**

M/Bird S/Hall to amend the motion to add a special condition that the lot be added to the rest of his property and combined into one lot.

Upon voice vote, motion to amend passed 2-4.

Yea: McGann, Pegau, Baenen, Bird, Bolin, Hall

Absent: Lohse

Upon voice vote, motion passed 5-1.

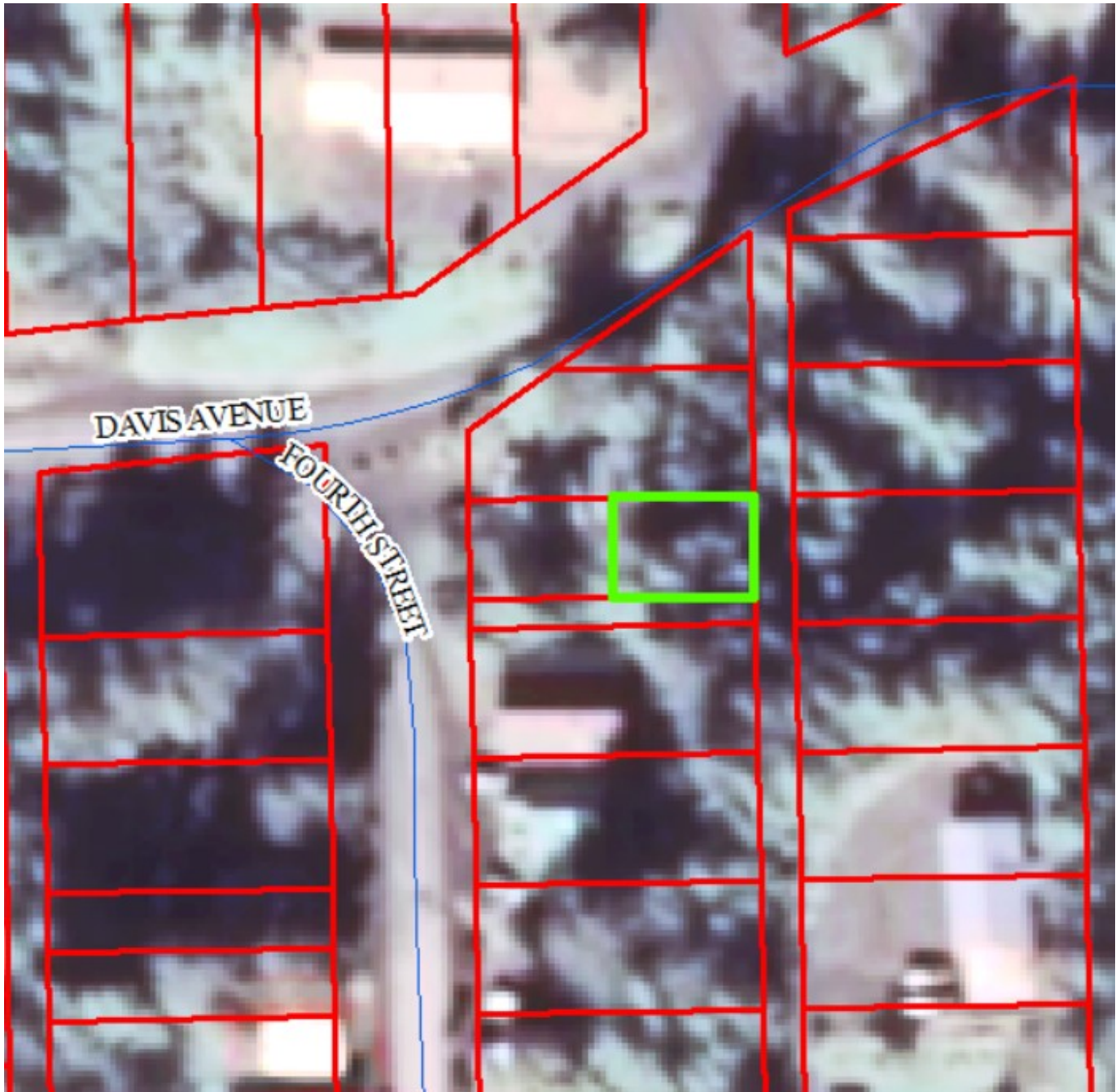
Yea: McGann, Baenen, Bird, Bolin, Hall

Nay: Pegau

Absent: Lohse

V. LEGAL ISSUES: Legal review of disposal documents is required.

Location Map



TO:

City of Cordova Planning Department

FROM:

Craig and Angela Kuntz

Po Box 1262

Cordova, AK 99574

RE: Eastern half of lot 3 block 17

I would like to express interest in purchasing the eastern half of lot 3 block 17 shown below by the area within the red box marked with an X. The area is roughly 1750 square feet. The lot consists of thick brush, large trees, a stream that turns into white water rapids during monsoons, and some hilly terrain.

I own the adjacent southern 10x100 feet of lot 3 block 17 and all of lot 4 block 17. My intended use of this property is simply for a larger back yard area for my kids to play in. There is some great tree fort potential.

The western part of this lot that I am not interested in consists of steep banks that drop down into a drainage culvert that flows through a culvert under the road.

I would like to request that Planning and Zoning make this piece of land available for disposal and enter into direction negotiations with me for the purchase.

See attached pictures for reference.

(attached pictures are within agenda item 20 in Council Regular Meeting Packet)



City Council of the City of Cordova, Alaska

Pending Agenda July 1, 2020 Regular Council Meeting

A.	Future agenda items - topics put on PA with no specific date for inclusion on an agenda	initially put on or revisited
	1) Investment firms - RFP - re-check with Manager after April 2020	2/19/2020
	2) City land management (disposal etal) including disposition of proceeds into City funds	2/19/2020
	3) City Manager authority re: purchases/contracts and whether budgeted/unbudgeted - after new finance director	2/19/2020
	4) Ordinance change (Title 4) before a new CBA gets negotiated - so Council has a role in approval process	2/19/2020
	5) Council training and other boards/commission/public - staff to report back after cert of March election	2/19/2020
	6) Refuse - how we do it - i.e. residential vs. neighborhood dumpsters - worksession June 2020	2/19/2020
	7) Resolutions/actions regarding emergency as necessary possible special meetings, etc. throughout this COVID-19 emergency/disaster declaration	3/18/2020

B.	Resolutions, Ordinance, other items that have been referred to staff	
	1) Res 12-18-36 re E-911, will be back when a plan has been made, referred 12/19/18	2/19/2020
	2) Res 05-20-18 re CCMC sale committee, referred to staff at 5/6/20	5/6/2020
	3) Emergency Ordinance 1189 re recovery plan and eo 2020-09, referred 06/17/20	6/17/2020

C.	Upcoming Meetings, agenda items and/or events: with specific dates
	1) Capital Priorities List and Resolution to come before Council quarterly
	<div>9/2/2020</div> <div>12/2/2020</div> <div>3/3/2021</div> <div>6/2/2021</div>
	2) Staff quarterly reports will be in the following packets:
	<div>8/5/2020</div> <div>10/21/2020</div> <div>1/20/2021</div> <div>4/21/2021</div>
	3) Joint City Council and School Board Meetings - twice per year, October & April
	<div>6pm @ CHS before Sch Bd mtg 10/14/2020</div> <div>6pm before Council Mtg @ CC 4/7/2021</div>
	4) Clerk's evaluation - each year in Feb or Mar
	5) City Manager's evaluation - October 2020 and each year in October or possibly January 2021

D.	Council adds items to Pending Agenda in this way:
	<div>item for action</div> <div>tasking which staff: Mgr/Clrk?</div> <div>proposed date</div>
	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 August 5, 2020 Regular Council Meeting

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

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

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

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

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

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

Mike Anderson
Sylvia Lange | appointed April 2016
alternate | until completion of project |

August 2020

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	31	1
2	3	4	5	6	7	8
		early voting for Primary Election-Cordova Ctr, 8a-430p M-F, Aug 3 - Aug 17				
			7:00 Council reg mtg CCAB			
9	10	11	12	13	14	15
		early voting for Primary Election-Cordova Ctr, 8a-430p M-F, Aug 3 - Aug 17				
		6:30 P&Z CCAB	6:00 Harbor Cms CCM 7:00 Sch Bd HSL			
16	17	18	19	20	21	22
		Decide Alaska's Future. VOTE ✓ State Primary Election Day 2020	5:30 CTC Board Meeting 6:00 Council work session 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB			
23	24	25	26	27	28	29
	First DAY OF School	6:00 P&R CCM	6:00 CEC Board Meeting	6:00 CCMCAB HCR		
30	31	Notes				

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

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

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

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

September 2020

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
			6:00 Council work session 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB			
6	7	8	9	10	11	12
	Labor Day Holiday-City Hall Offices Closed	6:30 P&Z CCAB	6:00 Harbor Cms CCM 7:00 Sch Bd HSL			
13	14	15	16	17	18	19
			5:30 CTC Board Meeting 6:00 Council work session 6:45 Council pub hrg (maybe) CCAB 7:00 Council reg mtg CCAB			
20	21	22	23	24	25	26
				6:00 CCMCAB HCR		
			6:00 CEC Board Meeting			
27	28	29	30	1	2	3
		6:00 P&R CCM				
4	5	Notes				

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

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CCMCA Bd - last Thurs

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

Mayor and City Council - Elected

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

Cordova School District School Board - Elected

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

seat up for re-election in 2021

vacant

board/commission chair

seat up for re-appt in Nov 20

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

CCMC Authority - Board of Directors - Elected

length of term		Date Elected	Term Expires
3 years	Kelsey Appleton Hayden CCMCBoardSeatE@cdvcmc.com	March 3, 2020	March-23
3 years	Greg Meyer, Chair CCMCBoardSeatA@cdvcmc.com	Jul 19, 2018, Mar 5, 2019	March-22
3 years	Craig Kuntz, Vice Chair CCMCBoardSeatB@cdvcmc.com	March 26, 2020	March-22
3 years	Linnea Ronnegard CCMCBoardSeatC@cdvcmc.com	March 6, 2018	March-21
3 years	Gary Graham CCMCBoardSeatD@cdvcmc.com	May 31, 2018, Mar 5, 2019	March-21

Library Board - Appointed

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

Planning Commission - Appointed

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

seat up for re-appt in Nov 20

seat up for re-election in 2021

vacant

board/commission chair

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

Harbor Commission - Appointed

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

Parks and Recreation Commission - Appointed

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

Historic Preservation Commission - Appointed

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

seat up for re-election in 2021

board/commission chair

seat up for re-appt in Nov 20

vacant