

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

Madelyn Roemhildt

**Regular City Council Meeting
February 17, 2021 @ 7:00 pm
Cordova Center Community Rooms
Agenda**

Elizabeth Peratrovich Day – Feb. 16



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 Cordova Municipal Code 3.10.010 should be declared, then Mayor rules on whether member should be recused, Council can appeal the Mayor's ruling
- 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

b. **Barb Jewell** report on Cordova Safe Housing Project..... (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. Student Council Representative Report – none submitted

G. Approval of Consent Calendar

5. Council concurrence of Mayor's appointment of the 2021 Election Board..... (page 3)

6. Council concurrence of Mayor's appt: **Tom McGann to the Planning Commission..... (page 4)**

7. Minutes of the 01-20-21 Public Hearing..... (page 6)

H. Approval of Minutes – in consent calendar

I. Consideration of Bids – none

J. Reports of Officers

8. Mayor's Report

9. City Manager's Report..... (page 7)

a. Proposition No. 1 PowerPoint presentation by Public Works Director..... (page 8)

Sam Greenwood and Refuse Superintendent **Aaron Muma**

10. City Clerk's Report..... (page 23)

K. Correspondence – none

L. Ordinances and Resolutions – none

M. Unfinished Business – none

N. New & Miscellaneous Business

- 11.** Discussion of COVID-19 Emergency Response
- 12.** Report from City Attorney regarding CBA negotiations process..... **(page 27)**
- 13.** City Manager report/Council discussion regarding Investment Policy and Committee..... **(page 29)**
- 14.** Pending Agenda, CIP List, Calendar, Elected & Appointed Officials lists..... **(page 41)**

O. Audience Participation

P. Council Comments

Q. Executive Session

- 15.** Council discussion of Manager's evaluation, in executive session because it is a subject that may prejudice the reputation or character of a person; the person may request a public discussion

City Council is permitted to enter 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

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

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**

if you have a disability that makes it difficult to attend city-sponsored functions, you may contact 424-6200 for assistance.
full City Council agendas and packets available online at www.cityofcordova.net



Cordova Safe Housing Project



The Cordova Safe Housing Project (CSHP) seeks to provide a safe environment for individuals or families experiencing homelessness on a short-term basis. This housing may include a hotel room, apartment, or room at a local church.

A screening process will determine eligibility for individuals and families.

CSHP staff will assist individuals and families with filling out paperwork and determining eligibility.

- If determined eligible, initial shelter for up to 3 days will be provided.
- If participants wish to stay longer (up to 2 weeks), they will work with a Case Manager to develop a plan to seek resources to improve their ability to house and care for themselves.

To refer someone who is experiencing homelessness on a short-term basis, CSHP staff can be reached at Sound Alternatives or the Cordova Family Resource Center for more information.

Sound Alternatives
P.O. Box 160, Cordova Alaska 99574
907-424-8300
eking@cdvcmc.com

Cordova Family Resource Center
P.O. Box 863, Cordova AK 99574
907-424-5674 FAX 907-424-5673
cfr@ctcak.net



Cordova Safe Housing Project



The Cordova Safe Housing Program (CSHP) is a collaborative project implemented by Sound Alternatives and Cordova Family Resource Center that provides short term shelter, referrals and connections to services for individuals and families who do not have a safe and/or stable place to stay. C-SHP is funded with grant dollars from the State of Alaska and donations from the Cordova Community Foundation. We are currently pursuing funds from other private foundations. Additionally, community businesses and landlords provide housing at a discounted rate. Partners include Prince William Hotel, Northern Nights Inn and Red Dragon.

The initial targets were to serve up to 25 participants for a total of 125 nights of shelter, to successfully link at least 75% of participants to additional resources, to assist at least 75% of participants with developing a sustainable housing plan and to help 50% of participants gain access to stable housing.

Participants who are eligible are provided up to 3 days of shelter immediately. Participants that want additional support can meet with a Case Manager as often as daily. Case Manager helps develop a written plan to meet goals for access to essential needs including food, medical care, income and housing and up to 14 days of shelter.

During our first six months of providing services, 100% of eligible participants were screened for essential needs and received short term shelter. A total of 13 Individual participants, consisting of 3 families and 6 single individuals, were provided 121 nights of shelter during the period. Participants who needed food or hygiene items were provided with these items or assisted in purchasing them.

Of the 13 individual participants 100% were linked to essential services such as food, clothing, medical services including mental health services, as well as interim and long term housing. Participants were assisted with completing applications for food stamps, Medicaid, subsidized and non-subsidized housing, as well as provided assistance obtaining ID and employment. One participant left after the initial three day period without completing a plan. Case Managers worked with all other participants to develop a sustainable housing plan. One participant moved into permanent housing. Barriers to permanent housing included lack of income and rental or criminal history which precluded consideration for subsidized housing. We are working with city planners and housing authorities to try to address these barriers. An additional barrier for approximately 30% of participants was active addiction; attempts to engage in substance use disorder (SUD) treatment was met with limited success, in part because the program is only designed for short term interaction (2-4 weeks).

Some initial findings: Participants are older than expected. Average age of the adults served is close to 40. 94% were long time Cordova residents. 90% had past or active problems with addiction. 40% of participants were Caucasian, 56% of participants were Alaska native, 4% were Asian/Pacific Islander. All but one family had been evicted from subsidized housing and are thus no longer eligible for housing assistance. 84% of the adults reported that they had close friends or family members whom they stated also would be eligible for the program.

A memo from Susan Bourgeois, CMC, City Clerk

DATE: February 8, 2021

TO: Mayor and City Council

SUBJECT: Appointment of 2021 Election Board members

Below are the names of the individuals who have been selected to serve on the election board for the 2021 General Election on March 2, 2021.

Recommended motion: Move to concur with the Mayor's appointment of the 2021 Election board members as follows:

Ruth Steele, as Chairperson
Seawan Gehlbach
Penny Oswalt
Cathy Pegau
Sarah Trumblee
Lindsey Hammer
Susan Bourgeois
Tina Hammer

Required action: Majority voice vote or approval of the consent calendar.



AGENDA ITEM 6
City Council Meeting Date: 02/17/2021
CITY COUNCIL COMMUNICATION FORM

FROM: Susan Bourgeois, City Clerk
DATE: 02/04/2021
ITEM: Concurrence of Mayor's appointment to Planning Commission
NEXT STEP: Approval of Motion to concur

☐ ORDINANCE
☒ MOTION

☐ RESOLUTION
☐ INFORMATION

I. REQUEST OR ISSUE: The Planning Commission has 1 vacant seat that will expire November 2023.

II. RECOMMENDED ACTION: City Council should concur with the appointment suggestion made by Mayor Koplin, or City Council could vote not to concur.

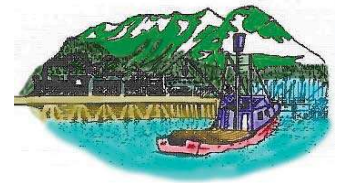
III. BACKGROUND INFORMATION: The City Clerk advertised these vacancies for approximately 6 weeks at the end of 2020 to fill the vacancies that would occur end November 2020. Planning Commission had 2 of the 3 seats filled in December. Tom McGann has submitted an application and is interested in being appointed to the Planning Commission which would fill the commission.

IV. SUMMARY AND ALTERNATIVES: City Council members may concur with the Mayor's appointment or could choose not to concur.

Suggested motion is to move to concur with Mayor Koplin's appointment of the following:
Tom McGann, to the Planning Commission for a term through November 2023.



City Board or Commission Membership Application



Personal Information	
Name: Thomas McGann	Date: 2/1/21
Resident of Cordova? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	How Long? 35
Name of Partner (optional):	
Employer: Self	Job Title: owner
Contact Information	
Residence Address: 910 Cliff Trail	
Mailing Address: Bx 1624	
Cell Phone: 429 3826	Email Address: tom1mcgann@gmail.com
May we include your contact information on our webpage/in published meeting packets: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, but not all	
If you answered "yes, but not all" above, please specify what we CAN include on webpage/in meeting packets:	
Affiliations	
Current membership in organizations: CTGC	
Past memberships in organizations: Corddova P&Z Cordova Historical Commission	
City Board(s) or Commission(s) in which you are interested: Cordova P&Z	
Why do you want to be involved with this Board or Commission? Many reasons but the first would be updating our zoning as requested by our citizens while developong our new Comp Plan.	
What experiences have you had, and/or what credentials do you possess, that would make your membership beneficial to the board or commission? Several terms in the past including two as Chair.	
Applications can be dropped off at City Hall or emailed to: cityclerk@cityofcordova.net	
Board/Commission Application Revised: 09/2019	

City Council Public Hearing
January 20, 2021 @ 6:45 pm
Cordova Center Community Rooms A & B
Minutes

A. Call to order

Mayor Clay Koplin called the Council public hearing to order at 6:45 pm on January 20, 2021, in the Cordova Center Community Rooms.

B. Roll call

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

C. Public hearing

1. Resolution 01-21-02 A resolution of the council of the City of Cordova, Alaska, amending service rates that were incorrect and adding rates that were left off the 2021 fee schedule to align rates with the approved 2021 City budget

Mayor Koplin opened the hearing up for public testimony on the ordinance. There was no public testimony. The public hearing was recessed at 6:48 and then brought back into session at 6:58 pm.

D. Adjournment

Hearing no objection **Mayor Koplin** adjourned the public hearing at 6:59 pm.

Approved: February 17, 2021

Attest: _____
Tina Hammer, Deputy City Clerk

**CITY OF CORDOVA
MANAGER'S REPORT: 2/17/21**

Finance

With the departure of City Finance Director, Dean Baugh has agreed to complete 2020 year-end reconciliations and prepare for our annual audit tentatively scheduled for mid-summer. Manager, HR and finance staff are restructuring job responsibilities to more effectively serve City requirements, and to allow for cross-training of essential work.

Pending Agenda Progress

1. Investment Policy

Manager has invited two investment professionals to review City investment policy (see agenda item under new business with memo and current City investment policy) with proposed revisions and updated policy to Council in April.

2. Collective Bargaining Agreement (CBA) and Title 4:

Will Earnhart, counsel with Birch Horton Bittner, has prepared a memo (see agenda item under new business) outlining the CBA process and Council / Manager roles for presentation and discussion at the 2/17 meeting. Staff will review previously planned revisions to Title 4 and work with attorney to develop a revised Title 4 for Council review by the end of August 2021.

3. Impound Lot:

City staff (police, sewer water, planning, public works) have researched options, met, and are finalizing recommendations on a permanent solution for presentation to City Council in March.

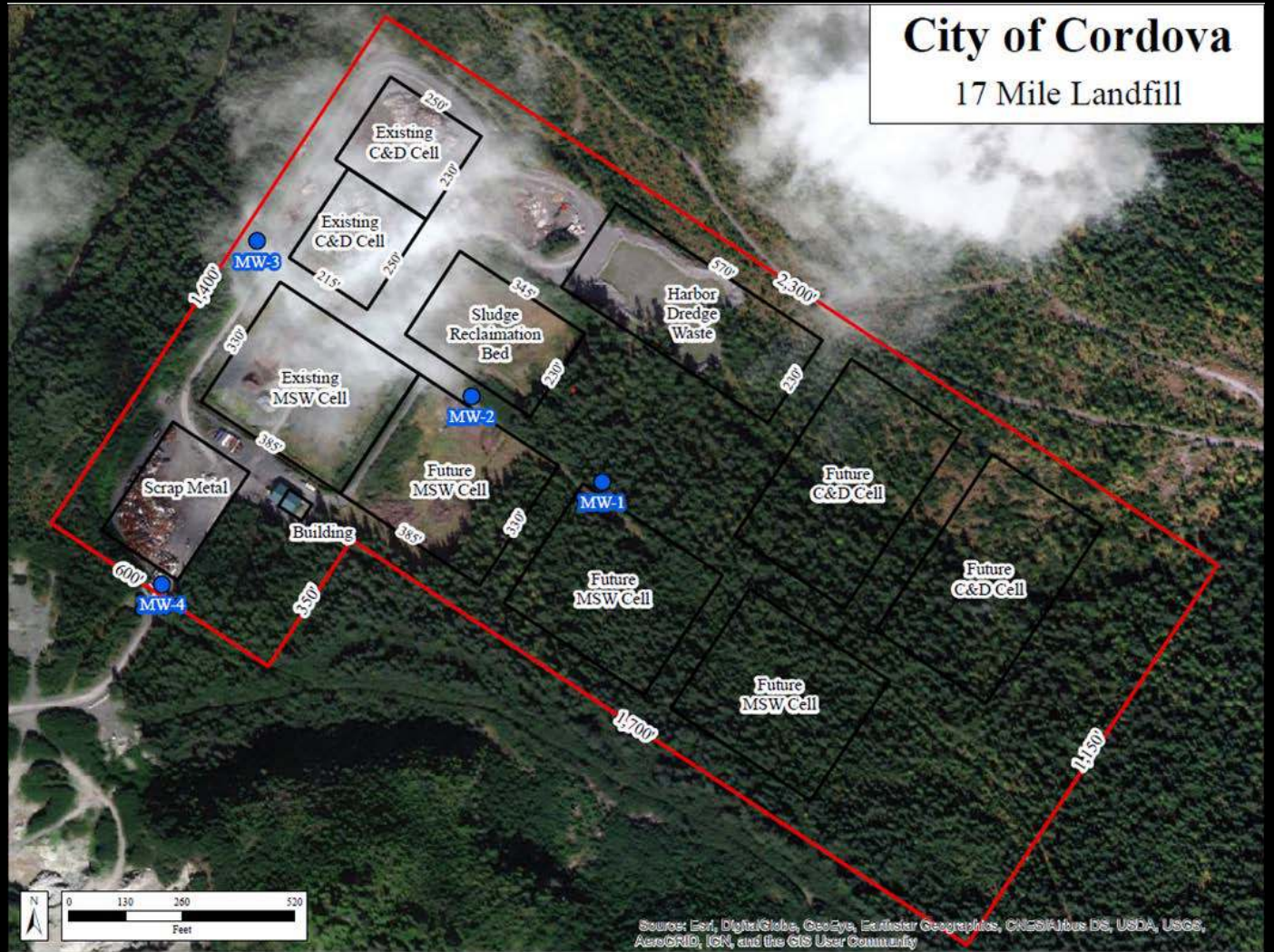
4. City Addressing

Staff met with a national firm that performs addressing and mapping solutions for city governments and has experience in rural Alaska. They will provide us with a work proposal, that if accepted, will allow us to complete the required work in FY21.

Farewell!

Susie Herschleb, longtime director of our Parks and Recreation Department, has submitted her resignation, effective the first part of March, and will be moving to Anchorage. Our community has greatly benefitted from her leadership and energy, and she will be sorely missed.

A position announcement for Parks and Recreation Director is on City's website and applications will be accepted until the vacancy is filled.



17 Mile Landfill Equipment

Vote Yes on Proposition 1

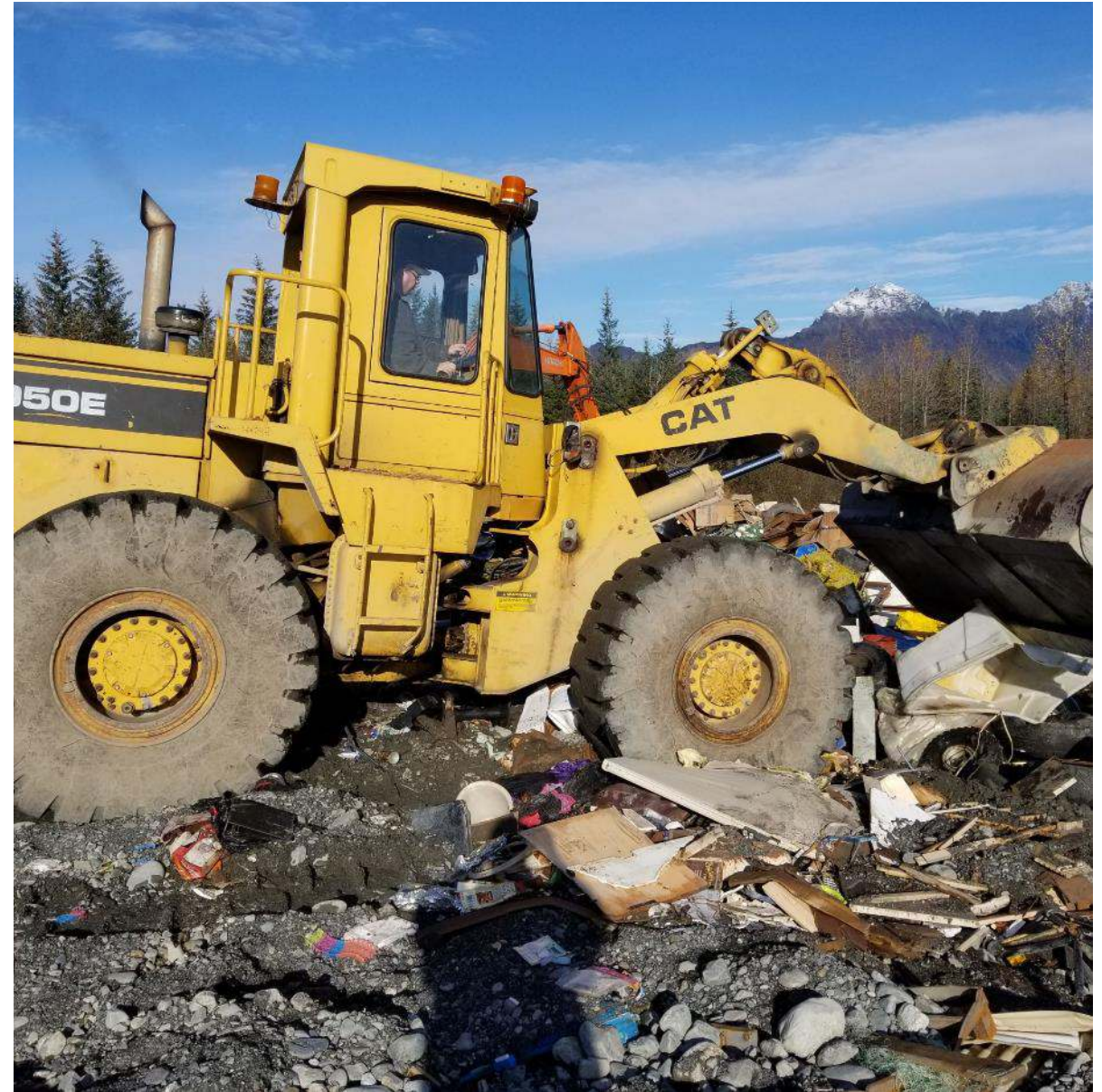
Current Landfill Equipment

1988 CAT Loader Hour meter reads 9510 and is inoperable.

2002 Hitachi Excavator Hours 6536



Typical day at the landfill



1988 CAT Loader

- No engine power
 - Rebuilt engine
 - Only has a 4-cylinder engine. Most loaders of comparable size have at least a 6-cylinder engine.
- Original transmission. Worn out, sluggish and weak.
- Tires are foam filled and extremely heavy.
- Machine doesn't have enough power to climb inclines with a full bucket of gravel.



2002 Hitachi Excavator

- Tracks and rollers very worn.
- Pins and bushings sloppy and need replacement.
- Hydraulic hoses need replacement.
- No working lights or wipers.



Safety Issues

- Rollover Protection System on both machines are rusting away and cracked.
 - Cannot be welded per OSHA regs.
- Operator cab mounts on loader.
 - 1 of 4 pins missing
 - Factory parts no longer available. New pin had to be custom made.
 - Remaining 3 pins are original and are very worn and wallowed out and will need to be replaced in 2021.
 - Equipment down for 1 week while pin was made and installed.
- Excavator electrical issues.
 - Panel is malfunctioning and not allowing wipers, lights, or travel speed to operate.



Labor	
Estimated 2015 -2020	45,000
Parts	
2015	\$12,101
2016	\$60,827
2017	\$25,411
2018	\$12,892
2019	\$32,000
2020	\$9,000
Total Parts Cost	\$152,931



Total Cost	\$197,431
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CASE 1021 Loader

- Equipped with Landfill Protection Package which includes.

- Front and Rear Belly Guards
- Transmission Guard
- Axle Seal Guards
- Cylinder Hose Guards
- Solid Rubber Tire

Used for

- Hauling and spreading daily cover material.
- Unloading large items from customers and placing those items in the cell.
- Will be able to work on cell slopes. Current loader does not have enough power to perform maintenance work on cell slopes.
- Snow removal
 - Landfill entrance road, highway, and each cell.
 - Removal of snow from each cell creates less runoff and leachate that can impact groundwater quality.



CASE 2050M Dozer

- Protection package that includes
 - Hydraulic line/ram guards
 - Track guards
 - Cab/Window guards

Used For

- Compacting and covering waste material. We currently use our loader and excavator for this. The dozer would be more efficient and will save wear and tear on the other equipment.
- Grading and shaping slopes to the required 3:1.
- Clearing and leveling land for future expansion.



CASE 245D Excavator

- Operator Cab Protection Package
- Excavating cover material and preparing excavated area for use as a new cell expansion.
- Allows for very precise placement of waste material. This is important for working in the Asbestos Cell.
- Also used for shaping and grading slopes to keep withing landfill design specs.



Financing Options

	Lease To Own From Dealership	Loan From Permanent Fund	Clean Water Fund Loan
Interest Rate	4.25%	4%	1.5%
Loan Term	Maximum 60 Months	15 – 20 Years	20 Years
Subsidy	None	None	\$500,000

Loan Parameters

Loan Term	20 Years
Loan Amount	\$1,210,000
Subsidy	\$500,000
Repayment amount	\$710,000
Interest Rate	1.5%
Approximate Annual Payment	\$45,000

- \$500,000 subsidy if we accept full loan amount.
- Total Equipment Cost - \$1,153,304.90
- Remaining \$56,695.10 approved uses:
 - Lean-to to protect equipment
 - Additional implements for equipment.

The city is currently paying 73% of the loan payment in Maintenance cost annually.



Average annual maintenance costs

\$33,000



In summary the three main drivers for purchasing new equipment are:

The city is currently paying 47% of the loan payment in Maintenance cost.

Cost
Safety
Environment

Rollover Protection System on both machines are rusting away and cracked and cannot be welded per OSHA regs.
Landfill protection packages.

Snow removal
Landfill entrance road, highway, and each cell.
Removal of snow from each cell creates less runoff and leachate that can impact groundwater quality.



sample ballot

Sample Ballot
Cordova General Election
March 2, 2021

Proposition No. 1**General obligation debt Landfill Equipment Upgrades**

May the City of Cordova borrow up to \$1,210,000 (One Million Two Hundred Ten Thousand Dollars) from the State of Alaska Department of Environmental Conservation (DEC), of which \$500,000 qualifies for forgiveness if the full amount is borrowed, in order to replace land fill heavy equipment necessary to comply with DEC requirements that protect Cordova's soil and water quality?

Yes ☐No ☐

Proposition No. 2**Repeal and reenactment of City Charter Section 5-19 Personal Interest**

Should Cordova City Charter Section 5-19 be amended to read as follows:

Except when approved by City Council via ordinance, the City Manager and elected City officials may only sell, purchase, barter or contract with the City for property, goods or services with a value that constitutes a substantial financial interest if the sale, purchase or exchange of such property, goods or services is awarded via a competitive procurement method and in compliance with City law. This prohibition does not apply to sales, purchases, exchanges or contracts with the City that are offered to all members of the public under the same or substantially similar terms, including but not limited to utility agreements, waste management services, telephone services, heating services, and other public services. The City shall publicly disclose the essential terms of any sale, purchase, barter or contract with the City Manager or an elected official before entering into the transaction. An elected official who violates this provision shall forfeit his or her office upon determination by City Council that a violation has occurred. Any contract entered into in violation of this provision shall be voidable by City Council.

Yes ☐No ☐

If you want the city to receive the loan and move forward with the equipment purchase than Vote Yes

If you do not want the city to receive the loan and move forward with the equipment purchase than Vote No



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

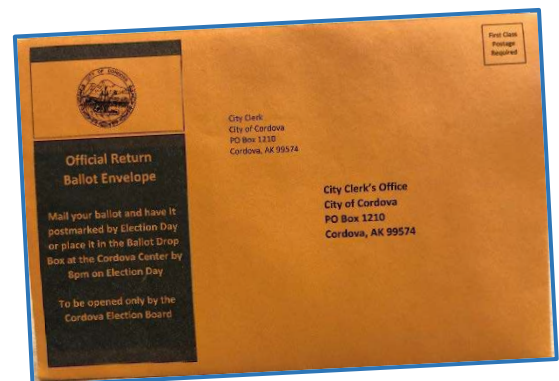
February 17, 2021 Regular Council Meeting

Date of Report: Feb 1 - 12

The Clerk's Office has been preparing for the March 2 Regular Election. Advertising has been occurring since about mid-December and with the new Title 2 there are new procedures being put in place – the Election timeline spreadsheet has been adjusted to accommodate the changes. Notably, absentee ballots by mail have been streamlined and official ballot return envelopes have been created. It's a work in progress and undoubtedly we will learn from this year's election and make changes accordingly to be even easier for citizens in the future.

Attached here is a Public Notice with important information about early in-person voting, applying for an absentee ballot, how to cast an absentee ballot and special needs voting. After the Public Notice is the March 2, 2021 Regular Election Sample Ballot.

Election information and forms are available on the city website at <https://www.cityofcordova.net/residents/services/elections-voting>



PUBLIC NOTICE

REGULAR CITY ELECTION

Cordova Regular Election - March 2, 2021 - general information

Polling place: Cordova Center Community Room A

Voting hours: 7:00 am to 8:00 pm

Early in-person voting at Cordova Center: Available February 9 – March 1, 2021, 8:00 am – 5:00 pm, Monday through Friday. Not including the President’s Day Holiday, Monday February 15, 2021.

Application for absentee voting: Submit a request for an absentee ballot to: City Clerk, City of Cordova, PO Box 1210, Cordova, AK 99574; or by facsimile to 424-6000 or by email to cityclerk@cityofcordova.net. Application by mail shall be postmarked, and application by facsimile or email shall be received by the city clerk no earlier than January 1, 2021 and no later than 7 days (Tuesday, February 23, 2021) before the election. Applications are available on the City website or may be requested from the City Clerk. Absentee ballot application may also be requested in-person at an early voting site during its hours of operation.

Casting an absentee ballot: An absentee ballot cast by mail must be postmarked on or before the date of the election and must be received by the City Clerk no later than 14 days after the election (March 16, 2021). An absentee ballot deposited in a drop box must be placed in the drop box by the close of polls on election day. Cordova has one Election Drop Box, located upstairs at the Cordova Center main entrance under the covered drop-off driveway.

Absentee voting a special needs ballot: A qualified voter who is unable to go to a polling place to vote because of disability, infirmity or confinement may vote absentee by special needs ballot. The voter may, through a representative, request a special needs ballot from an election official on election day or from the City Clerk up to 21 days (February 8, 2021) before the election date.

For further information, contact the City Clerk at cityclerk@cityofcordova.net or 424-6248.

Sample Ballot
Cordova General Election
March 2, 2021

sample ballot

City Council Member – Seat “D”

For regular three (3) year term

Vote for one (1)

- ☐ Melina Meyer
- ☐ Karen Deaton Perry
- ☐ _____

(write-in)

City Council Member – Seat “E”

For regular three (3) year term

Vote for one (1)

- ☐ Kenneth B. Jones
- ☐ Anne Schaefer
- ☐ _____

(write-in)

Two (2) School Board Members

For regular three (3) year terms

Vote for two (2)

- ☐ Aaron Hansen
- ☐ Peter Hoepfner
- ☐ Henk Kruithof
- ☐ Bree Mills
- ☐ Katie Jo Roemhildt

- ☐ Erin Stoermer
- ☐ Emily Taylor
- ☐ _____

(write-in)

☐ _____

(write-in)

Three (3) CCMC Authority Board Members

For two (2) regular, three (3) year terms - 2 highest number of votes received

For one (1), one (1) year term - third highest number of votes received

Vote for three (3)

- ☐ Linnea D. Ronnegard
- ☐ Elizabeth Senear
- ☐ _____

(write-in)

☐ _____

(write-in)

☐ _____

(write-in)

Sample Ballot
Cordova General Election
March 2, 2021

Proposition No. 1

General obligation debt Landfill Equipment Upgrades

May the City of Cordova borrow up to \$1,210,000 (One Million Two Hundred Ten Thousand Dollars) from the State of Alaska Department of Environmental Conservation (DEC), of which \$500,000 qualifies for forgiveness if the full amount is borrowed, in order to replace land fill heavy equipment necessary to comply with DEC requirements that protect Cordova's soil and water quality?

Yes

☐

No

☐

Proposition No. 2

Repeal and reenactment of City Charter Section 5-19 Personal Interest

Should Cordova City Charter Section 5-19 be amended to read as follows:

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Yes

☐

No

☐

MEMORANDUM

TO: CORDOVA CITY COUNCIL

FROM: WILLIAM A. EARNHART

THROUGH: HELEN HOWARTH, CITY MANAGER

RE: LABOR NEGOTIATION PROCESS

CLIENT: CITY OF CORDOVA

FILE NO.: 401,777.261

DATE: FEBRUARY 8, 2021

Role of Administration:

- Collect data and input and develop negotiation strategy with counsel as necessary
- Form negotiating team
- Receive general guidance from Council
- Inform City Council of expected revenue and overhead changes over projected life of contract
- Inform Council of known employee recruitment problems
- Negotiate with union in private sessions
- Negotiate in good faith
- Develop cost analysis with each proposal and tentative agreement
- Present tentative contract to Council for approval
- Use “best efforts” to secure Council approval
- Implement approved contract in good faith

Role of Council:

- Provide general guidance in executive session, identifying particular concerns and requests and discussing overall financial condition of City.
- Avoid being “lobbied” while contract is negotiated
- Be patient
- Listen when tentative contract is provided for approval.

Process:

The administration and union representatives negotiate in good faith in confidential negotiations, generally through a series of “tentative agreements (“TAs”) as issues are resolved. Collected TAs are merged into a final tentative agreement and sent to the City Council and to the union membership for approval.

Negotiators for both sides use their “best efforts” to secure approval from their respective sides.

If no tentative contract is reached, or if a tentative contract is rejected by either side, the parties can agree to go back to negotiations.

The parties may agree to continue negotiations or have a mediation at any time if both sides agree.

If a contract cannot be reached, one or both parties may declare “impasse.”

At impasse, the Alaska Labor Relations Board can assist in appointing a mediator and an advisory arbitrator prior to a strike. Public employees are categorized into three classes based on public need. The Cordova bargaining unit is comprised of employees in each of these classes.

Public safety employees cannot strike, but both the union and the City would be bound by an arbitrator’s decision. Utility workers, including the harbor, may only strike if both mediation and arbitration have failed. All remaining employees can strike if mediation fails.

Mediation is negotiation with a neutral third party. Both sides must agree to any resolution. Arbitration is where each side presents their “case” to a neutral fact finder. Arbitration can be advisory or binding. Advisory or factfinding arbitration gives both sides additional information and a recommendation. Binding arbitration is essentially the same as a court decision, but with a limited right to appeal.

WAE/KAT

MEMO: February 17, 2021
TO: Mayor and City Council
FROM: Helen Howarth, City Manager
RE: Investment Policy

Attached is Cordova's investment policy which was adopted in 2010. Investment managers follow the investment strategy adopted by Council so after 10 years we are long overdue a review.

Cordova's current Cash and Investments totals approximate:
Bank deposits (cash): \$5.9M
Investments: \$9.1M

In 2010 Council passed an ordinance authorizing investments using the following ratios:
Fixed income securities: 50%
Equity securities: 40%
Alternative securities: 10%

Our current Investments portfolio managed by UBS is as follows (approximate):
Cash and money market funds \$200K
Mutual funds: \$6.2M
Common stock: \$2.4M
CD's: \$500K

Investment Committee

City Manager recommends establishment of an ad-hoc investment committee to review and make recommendations to improve the existing policy if warranted. The following two individuals have agreed to advise at no cost of City:

Petter Jahnsen, former manager of institutional investing for Alaska Permanent Capital Management, and current Chief Investment Officer at Latash Investments, LLC.

Gary Dalton, President/CEO Latash Investments LLC and former vice-president at National Bank of Alaska/Wells Fargo

Latash Investments LLC is a private investment company for high-wealth individuals and the Rasmuson Foundation. It manages assets in excess of \$1.1B. City would not be an eligible investor with this firm and as such there is no potential conflict of interest in their evaluation or recommendations.

Timeline

Draft investment policy to Council by first meeting in April (4/7/21)

CITY OF CORDOVA, ALASKA

INVESTMENT POLICY

AUGUST 16, 2010

1. Scope & Authority

This Investment Policy (the "IP") governs the investment of the funds the (the "Funds") maintained by the City of Cordova (the "City"). Authority for the creation and enforcement of this IP derives from Section 5-15 of the City Charter.

2. Purpose

The purpose of this IP is to assist the Investment Officers, who shall be the City Manager and his or her designees, in effectively managing and investing the Funds' principal and in monitoring the investment results.

3. Objectives

The Funds will be invested in accordance with Section 5-15 of the City Charter, this IP and written administrative procedures. The objectives of this IP are (i) to maintain the purchasing power of the Funds' corpus, and (ii) to attain a market rate of return throughout budgetary and economic cycles while preserving and protecting capital in the overall portfolio. The Funds will be invested by utilizing a balanced investment approach, within prudent levels of risk, using an investment allocation appropriate to each Fund as provided below. Investments shall be made based on statutory constraints and subject to available designated staffing capabilities.

4. Standards of Care

4.1 Prudent Investor Standard

The Investment Officer shall invest the Funds subject to the following "prudent investor rule": Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. This rule shall be applied in the context of managing an overall portfolio.

4.2 Limitation of Liability

The Investment Officer acting in accordance with written procedures and this IP and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion, and purchases and sales of securities are carried out in accordance with the terms of this IP.

4.3 Ethics and Conflicts of Interest

The Investment Officer shall refrain from personal business activity that could conflict with the proper execution and management of the investment of the Funds, or that could impair their ability to make impartial decisions. The Investment Officer shall disclose any material interests in financial institutions with which the Investment Officer conducts business. The Investment Officer shall further disclose any personal financial/investment positions that could be affected by the performance of the investment portfolio. All required disclosures shall be made in writing to the City Council by the City Manager acting as Investment Officer, and to the City Manager by any other Investment Officer. The Investment Officer shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the City.

4.4 Delegation of Authority

Authority to manage the investment of the Funds, and responsibility for the operations of the investment program are delegated to the Investment Officer. No person may engage in an investment transaction, except as provided under the terms of this IP and the procedures established by the Investment Officer. The Investment Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

4.5 Safekeeping and Custody

All investment securities purchased by the City shall be held in third-party safekeeping by an institution designated as primary agent. The primary agent shall issue a safekeeping receipt to the City listing the specific instrument, rate, maturity, and other pertinent information.

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

Deposit-type securities (*i.e.*, certificates of deposit) shall be collateralized for any amount exceeding FDIC or any other federal deposit insurance limits. Other investments shall be collateralized by the actual security held in safekeeping by the primary agent. Collateral shall consist only of securities that are legal investments defined by this IP. The market value of the securities held as collateral for a deposit shall never be less than the value of the deposit.

5. Guidelines for External Investment Managers

5.1 General Investment Management Criteria

To achieve the investment objectives of the Funds, external investment managers may be employed to invest the assets. Both separate accounts and collective investment vehicles may be considered. The selection process shall conform to appropriate

municipal procurement requirements. An external investment manager must meet the following minimum criteria:

- 5.1.1 Be a bank, insurance company, independent investment counselor, or investment adviser, as defined by the Investment Advisers Act of 1940.
- 5.1.2 Clearly articulate the investment strategy that will be followed, provide historical performance associated with the strategy, and document that the strategy is consistent with the IP guidelines.
- 5.1.3 Provide historical quarterly performance numbers calculated on a time-weighted basis.
- 5.1.4 Provide detailed information on the history of the firm, key personnel, key clients, fee schedule, and support personnel.
- 5.1.5 Selected firms shall not be subject to any legal judgments which may reflect negatively upon the firm's ability to perform.
- 5.1.6 Demonstrate highly ethical business principles and strictly manage potential conflicts of interest.
- 5.1.7 Offer a competitive fee structure.
- 5.1.8 Have assets under management in an amount appropriate for the Fund assets assigned.

5.2 Duties and Responsibilities of External Investment Managers

The duties and responsibilities of each investment manager retained for the Funds shall include the following:

- 5.2.1 Manage the Fund assets under its care, custody, and/or control in accordance with the IP objectives and guidelines set forth herein.
- 5.2.2 Exercise investment discretion within the IP objectives and guidelines set forth herein.
- 5.2.3 For each fund under management provide a monthly reports including the following: (i) holdings at the end of the period, with a comparison to the required asset allocation; (ii) transactions; and (iii) the return achieved net of all fees and commissions, with a comparison to the applicable benchmark. Provide quarterly reports that provide additional detail on the investment strategy and outlook, and performance attribution for the prior quarter. Quarterly reports must state whether the portfolio is in compliance with this IP, and note the steps being taken to correct any failures to comply. Compliance

requirements of particular interest include duration, quality ratings, and the use of derivatives.

- 5.2.4 Promptly inform the Investment Officer in writing regarding all material matters and changes within the investment management firm pertaining to the investment of Fund assets, including, but not limited to:
- a. Investment strategy
 - b. Portfolio structure
 - c. Tactical approaches
 - d. Ownership
 - e. Organizational structure
 - f. Financial condition
 - g. Professional staff
 - h. Recommendations for guideline changes
 - i. All material, legal, SEC, and other regulatory agency proceedings affecting the firm
 - j. Significant account losses
 - k. Significant growth of new business
- 5.2.5 Promptly vote all proxies and related actions in a manner consistent with the long-term interests and objectives of the Funds set forth herein. Each investment manager shall keep detailed records of said voting of proxies and related actions and will comply with all regulatory obligations related thereto.
- 5.2.6 Utilize the same care, skill, prudence, and due diligence under the circumstances then prevailing that experienced investment professionals acting in a like capacity and fully familiar with such matters would use in like activities for like investment programs with like aims in accordance and compliance with all applicable laws, rules, and regulations from local, state, federal, and international political entities.
- 5.2.7 Adopt a brokerage policy that ensures that all transactions effected for the Funds are “subject to the best price and execution.”

- 5.2.8 Acknowledge and agree in writing to their fiduciary responsibility to fully comply with the entire IP set forth herein, and as modified in the future.
- 5.2.9 Provide on an annual basis a disclosure concerning whether the firm makes use of soft dollars. If the firm does use soft dollars, the report shall disclose how the soft dollar benefits are utilized.
- 5.2.10 The market value of all investments shall be calculated at least monthly and a statement of the market value of the portfolio shall be issued at least monthly. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on "Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools." In defining market value, considerations should be given to the GASB Statement 31 pronouncement.

5.3 Duties and Responsibilities of the Investment Officer

The Investment Officer shall:

- 5.3.1 Invest the assets of the Funds in accordance with this IP and the Cordova Municipal Code and Charter.
- 5.3.2 Coordinate the presentation of information from the investment manager and/or investment consultant to the City Council.
- 5.3.3 Administer investment consultant, investment manager, and custodian contracts.

5.4 Duties and Responsibilities of the Custodian

The Custodian shall:

- 5.4.1 Provide safekeeping and custody of securities purchased by investment managers on behalf of the Funds.
- 5.4.2 Provide for timely settlement of securities transactions.
- 5.4.3 Maintain short-term investment vehicles for investment of cash not invested by investment managers.
- 5.4.4 Check all manager accounts daily to make sure all available cash is invested.
- 5.4.5 Collect interest, dividend, and principal payments on a timely basis.

- 5.4.6 Process corporate actions.
- 5.4.7 Price all securities on a daily basis.
- 5.4.8 Provide monthly, quarterly, and annual reports.
- 5.4.9 Provide securities lending services.

5.5 Duties and Responsibilities of the Investment Consultant

The Investment Consultant, if one is utilized by the City, shall provide general consulting services in connection with the investment of Fund assets. As directed, the Consultant will:

- 5.5.1 Review this IP to assure it is consistent with each Fund's goals and objectives.
- 5.5.2 Conduct and review an asset allocation study to establish the classes of assets, the strategy and style to be used within each class of assets, levels of risk, acceptable risk tolerance, and predicted rates of return that will meet each Fund's goals and objectives.
- 5.5.3 Recommend investment manager performance standards and guidelines to monitor and measure investment managers.
- 5.5.4 Provide guidelines as to the selection of investment managers and custodians for the Funds.
- 5.5.5 Conduct a quarterly analysis of, and report the performance of, the investment manager(s).

6. Authorized Investments

Subject to the asset allocation policy applicable to each Fund, in order to provide both security and flexibility for the investment of the Funds and to provide the greatest interest revenue consistent with safety, only the following investments of the City's funds will be authorized:

6.1 Cash Equivalents

- 6.1.1 Treasury bills
- 6.1.2 Discount Notes
- 6.1.3 Certificates of Deposit (to the extent guaranteed as to the payment of principal and interest by any agency or instrumentality of the United States)
- 6.1.4 Money Market Funds, taxable or tax-exempt

6.2 Fixed Income Securities

- 6.2.1 U.S. government and agency securities and instrumentalities of Government Sponsored Corporations
- 6.2.2 Investment grade corporate obligations or corporate obligations guaranteed by the FDIC through its Temporary Liquidity Guaranty Program
- 6.2.3 Securitized assets, including MBS/ABS/CMBS (Mortgage Backed Securities/Asset Backed Securities/Commercial Mortgage Backed Securities)
- 6.2.4 State and local governments
- 6.2.5 Yankee Bonds
- 6.2.6 Cash Covered TBA (to be announced) rolls
- 6.2.7 Mortgage Pass Thru's
- 6.2.8 Investments through Alaska Municipal League Investment Pool, Inc., an investment pool and nonprofit corporation established under AS 37.23
- 6.2.9 Repurchase agreements which shall be consistent with GFOA recommended Practices on Repurchase Agreements

6.3 Equity Securities

Equity securities of U.S. and International Corporations. Individual equities are to be traded on one of the national or regional securities exchanges or in the national Over the Counter Market (OTC). Direct individual equity investments shall not exceed five percent (5%) at cost or ten percent (10%) at Market Value of the Fund's aggregate market value. Qualified Equity Securities are:

- 6.3.1 Common Stocks
- 6.3.2 Convertible Notes and Bonds
- 6.3.3 Convertible Preferred Stocks
- 6.3.4 American Depositary Receipts (ADRs) of Non-U.S. Companies
- 6.3.5 Stocks of Non-U.S. Companies (Ordinary Shares)
- 6.3.6 REITS — Real Estate Investment Trusts
- 6.3.7 Exchange Traded Funds

6.4 Alternative Investments

Alternative Investments constitute capital investment that is not attributable to the traditional asset classes such as equities, bonds and money market products. They show little correlation with the equity and bond markets and therefore aid in overall portfolio diversification and risk management.

6.5 Mutual Funds

A Fund may be invested in mutual funds whose holdings consist entirely of investments that are authorized investments for that Fund.

7. Prohibited Assets and Transactions

7.1 Prohibited Assets

Assets that fail to comply with the Prudent Investor Act are prohibited under this IP. Such prohibited assets shall include, but are not limited to direct investment in:

7.1.1 Options

7.1.2 Limited Partnerships

7.1.3 Venture-Capital Investments

7.1.4 Real Estate Properties

7.1.5 Interest-Only ("IO"), Principal-Only ("PO"), and Residual Tranche CMOs (Collateralized Mortgage Obligations)

7.1.6 Derivatives, except those included in the Allowable Assets listed in this policy

7.2 Prohibited Transactions

Prohibited transactions shall include, but are not limited to the following:

7.2.1 Short Selling of individual securities held as direct investment

7.2.2 Margin Transactions

7.2.3 Uncovered TBA rolls

8. Specific Requirements for Funds other than the Permanent Fund

8.1 Purpose

Capital project accounts are established from time to time to hold funds that will be expended for City capital projects. The purpose of the Central Treasury account is to provide funding for City operations, to provide for a proper matching of revenues with operating expenses within a fiscal year, and to provide a reserve for extraordinary expenses.

8.2 Asset Allocation

Assets in Funds other than the Permanent Fund shall be allocated only between fixed income and cash equivalents. The Investment Officer will review and adopt an asset allocation policy for investment of assets in each Fund on an annual basis. This policy shall comply with all the requirements of this IP and shall be authorized by the City Council via resolution.

8.3 Index Benchmark

The index benchmark for fixed income and cash equivalents shall be the Merrill Lynch 1-3 Year Treasury Bond Index

8.4 Guidelines for Fixed Income Investments and Cash Equivalents

- 8.4.1 Investment grade corporate securities and Yankee Bonds must be rated BBB-/Baa3 or better by Standard & Poor's, Moody's Investors Services ("Moody's"), Fitch, or another nationally recognized statistical ratings organization ("NSRO"). State and local government obligations must have an underlying rating of at least A-/A3. Securitized Assets must be rated AAA/Aaa by Standard & Poor's, Moody's, Fitch, or NSRO. Money Market Funds shall contain securities having a rating of at least A-1/P-1. Ratings under this subparagraph 8.4.1 apply at the time of purchase.
- 8.4.2 In the event of a downgrade in the rating of a security held by the Fund, the Investment Officer may hold the security if it is rated BBB-/Baa3 or higher. In the event only one of the ratings of a security is downgraded below BBB-/Baa3, the higher rating of Standard & Poor's, Moody's, or Fitch shall govern.
- 8.4.3 Fixed income maturity/duration/quality restrictions are as follows:
 - a. Maximum maturity/average life for any single security is 30/5 years.

- b. Effective portfolio duration may not exceed 125% of the duration of the Merrill Lynch 1-3 Year Treasury Bond Market Index.
- c. Average portfolio quality should be at least AA/Aa2.

8.5 Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same day liquidity for short-term funds.

9. Specific Requirements for the Permanent Fund

9.1 Purpose

Pursuant to CMC 5.44.020, the purpose of the Permanent Fund (also known as the General Reserve Fund) is to provide a continuing source of funding for the capital and operating expenses of the City, to assist in minimizing the tax burden to the citizens of Cordova, and preserve in trust assets of the City for the benefit of present and future generations of Cordova residents.

9.2 Asset Allocation

Assets in the Permanent Fund shall be allocated among equity, fixed income, cash equivalents and alternative investments. The Investment Officer will review and adopt an asset allocation policy for investment of Permanent Fund assets on an annual basis. This policy shall comply with all the requirements of this IP and shall be authorized by the City Council via resolution.

9.3 Index Benchmark

The index benchmark for fixed income and cash equivalents shall be the Barclay's Intermediate Government/Credit Index.

9.4 Guidelines for Fixed Income Investments and Cash Equivalents

- 9.4.1 Corporate securities and Yankee Bonds held as direct investments must be rated BBB-/Baa3 or better by Standard & Poor's, Moody's Investors Services ("Moody's"), Fitch, or another nationally recognized statistical ratings organization ("NSRO"). State and local government obligations held as direct investments must have an underlying rating of at least A-/A3. Securitized Assets held as direct

investments must be rated AAA/Aaa by Standard & Poor's, Moody's, Fitch, or NSRO. Securities in a suitably diversified bond mutual fund need not meet these rating requirements. Money Market Funds shall contain securities having a rating of at least A-1/P-1. Ratings under this subparagraph 9.4.1 apply at the time of purchase.

9.4.2 In the event of a downgrade in the rating of a security held by the Fund, the Investment Officer may hold the security if it is rated BBB-/Baa3 or higher. In the event only one of the ratings of a security is downgraded below BBB-/Baa3, the higher rating of Standard & Poor's, Moody's, or Fitch shall govern.

9.4.3 Fixed income maturity/duration/quality restrictions are as follows:

- a. Maximum maturity/average life for any single security is 30/10 years.
- b. Effective portfolio duration may not exceed 125% of the duration of the Barclay's Intermediate Government/Credit Index.
- c. Average portfolio quality should be at least A+/A1.

Pending Agenda (PA) Primer

What is Pending Agenda?

A list of topics that Council wants to explore in the future (these are Pending, for an Agenda).

These topics might be worthy of an agenda item at a regular/special meeting (if there is a specific action being requested).

These topics might be worthy of a work session when Council can discuss at more length and come to a consensus about direction to staff to bring an action back.

How do you get something ON Pending Agenda?

During PA, a Council member can suggest a topic to add to PA. At that time, a second Council member, the Mayor or the City Manager can act as the second who agrees to add the item to the Pending Agenda List.

How do you get something OFF Pending Agenda?

During PA, a Council member can mention a topic that is on the list of topics and name a **specific date** to hear the item, either as an action item on a regular/special meeting or as a discussion item for a work session. If this occurs, a second member is still required, and the member(s) should clearly articulate the action intended or the specific topic for discussion and set a specific date.

Quarterly, we will go through all the items listed on PA and purge the ones that no longer seem practical or that have been handled already.

What is NOT appropriate for Pending Agenda?

Sometimes items are considered for PA but are more appropriately tasks for the Clerk or Manager. These items might warrant Council action in the future, and if so, will be brought back when that is necessary. A consensus of the entire body is required to task the Manager or Clerk with something specific.

The PA part of the meeting sometimes becomes a more detailed discussion of an item being proposed. Council should refrain from the extraneous discussion of a topic at this time and instead clearly state the item, get agreement of a second, and it will be added to the list. Obviously, sometimes a short discussion is required in order to articulate the detail of what is being added.



City Council of the City of Cordova, Alaska

Pending Agenda February 17, 2021 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) City land management (disposal etal) including disposition of proceeds into City funds	2/19/2020
	2) City Manager authority re: purchases/contracts and whether budgeted/unbudgeted - new finance director	2/19/2020
	3) Ordinance change (Title 4) before a new CBA gets negotiated - so Council has a role in approval process	2/19/2020
	4) attorney report/discussion item in 2/17/21 packet	
	5) Refuse - how we do it - i.e. residential vs. neighborhood dumpsters - worksession June 2020	2/19/2020
	6) City impound lot - best place for this; can we move all the vehicles in front of public safety bldg	9/2/2020
	7) RFP for City Assessor - to discuss at 2021 budget prep	9/16/2020
	8) Continuity of gov't/ succession of gov't discussion (Acting CM/Interim CM) - budget 2021 discussion	9/16/2020
	9) City addressing - Manager to report back with a recommendation after January 2021	11/4/2020
	10) Harbor Commission - discussion to expand to 7 members - other board/commission discussion	12/16/2020
	11) Public Safety Resources - discussion	1/20/2021

B.	Resolutions, Ordinance, other items that have been referred to staff	
	1) Res 05-20-18 re CCMC sale committee, referred to staff at 5/6/20	5/6/2020
	2) Res 12-18-36 re E-911, will be back when a plan has been made, referred 12/19/18	2/19/2020
	3) Res 12-20-45 requesting the State adopts and enforces quarantine and isolation procedures	12/16/2020

C.	Upcoming Meetings, agenda items and/or events: with specific dates	
	1) Capital Priorities List and Resolution to come before Council quarterly (included here)	
	3/3/2021 6/2/2021 9/15/2021 12/1/2021	
	3) Staff quarterly reports will be in the following packets:	
	4/21/2021 7/21/2021 10/20/2021 1/19/2022	
	4) Joint City Council and School Board Meetings - twice per year, April & October	
	6pm before Council Mtg @ CC 4/7/2021 6pm @ CHS before Sch Bd mtg 10/13/2021	
	5) Clerk's evaluation - each year in Feb or Mar	

D.	Council adds items to Pending Agenda in this way:
	<div>item for action tasking which staff: Mgr/Clrk? 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 February 17, 2021 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	1-John Williams (fisheries educ/Mar Adv Prgm)	2-Jeremy Botz (ADF&G)
auth res 04-03-45 approved Apr 16, 2003	3-vacant (processor rep)	4-Jim Holley (marine transportation/AML)
	5-Chelsea Haisman (fish union/CDFU)	6-Tommy Sheridan (aquaculture/PWSAC)

- 2) Cordova Trails Committee:**

re-auth res 11-18-29 app 11/7/18	1-Elizabeth Senear	2-Toni Godes
auth res 11-09-65 app 12/2/09	3-Dave Zastrow	4-Ryan Schuetze
	5-Wendy Ranney	6-Michelle Hahn

- 3) Fisheries Development Committee:**

authorizing resolution 12-16-43	1-Warren Chappell	2-Andy Craig	3-Bobby Linville
reauthorization via Res 11-19-51	4-Gus Linville	5-vacant	6-Bob Smith
approved 11/20/2019	7- Ron Blake	8- John Whissel	

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	2 year term until March 2022
	re-appointed June 2018	
	re-appointed March 2016	
	re-appointed March 2014	
	appointed April 2013	

- 2) Prince William Sound Aquaculture Corporation Board of Directors**

Tom Bailer	re-appointed October 2018	3 year term until Sept 2021
	appointed February 2017-filled a vacancy	

- 3) Southeast Conference AMHS Reform Project Steering Committee**

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

**CITY OF CORDOVA, ALASKA
RESOLUTION 05-20-17**

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

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

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

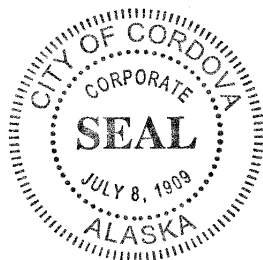
1. Port and Harbor Renovations
 - a. South Harbor replacement (G, H & J floats priority)
 - b. Harbor basin expansion
 - c. General upgrades (north harbor sidewalks, waste oil building, harbor crane)
2. Upgrade Community Water Supply
3. Large Vessel Maintenance Facility
 - a. Shipyard building
 - b. Shipyard expansion and improvements
4. Public Safety Building
5. Road Improvements / ADA Sidewalk Improvements
 - a. Second Street
 - b. 6th & 7th Streets sidewalk/drainage project
 - c. Ferry terminal sidewalk
 - d. General street and sidewalk improvements


and;

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

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

PASSED AND APPROVED THIS 6th DAY OF MAY 2020








Clay R. Koplin, Mayor

ATTEST:


Susan Bourgeois, CMC, City Clerk

February 2021

CALENDAR MONTH **FEBRUARY**
CALENDAR YEAR **2021**
1ST DAY OF WEEK **SUNDAY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 Feb 1st-6th 2021	1 last day to declare as a candidate for March 2, 2021 Election 	2	3 6:45 Cncl pub hrg CCAB 7:00 Council reg mtg CCAB	4	5 	6
7 Tampa Bay 	8	Iceworm Festival "Still Shining Bright" Feb 1 - Feb 6, 2021				
14	15 City Hall Closed President's Day Holiday 2/15	16 6:30 P&Z CCAB	17 6:00 Harbor Cms CCAB 7:00 Sch Bd HSL	18	19	20
21	22	23	24 5:30 CTC Board Meeting 7:00 Council reg mtg CCAB	25	26	27
28	1	2 6:00 P&R CCAB	3	4 6:00 CCMCAB HCR	5	6

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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

March 2021

CALENDAR MONTH **MARCH**
CALENDAR YEAR **2021**
1ST DAY OF WEEK **SUNDAY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	1 last day to absentee vote Mar 1 8a-5p	2  Cordova General Election 7am - 8pm CCA	3 6:45 Public Hearing 7:00 Council reg mtg CCAB	4	5	6
7	8	9	10	11	12	13
14 	15 CSD Spring Break March 15 - 19, 2021	16 6:30 P&Z CCAB	17  6:00 Harbor Cms CCM 7:00 Sch Bd HSL 5:30 CTC Board Meeting 7:00 Council reg mtg CCAB	18 2021 assessment notices mailed CSD Spring Break March 15 - 19, 2021	19 CHS end of 3Q	20 
21	22	23	24 6:00 CEC Board Meeting	25 6:00 CCMCAB HCR	26	27
28	29 Sewards Day City Hall Offices Closed 	30 6:00 P&R CCM	31	1	2	3

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Notes

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

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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

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	Mar 6, 2018 Dec 6, 2017	March-21
3 years	CouncilSeatE@cityofcordova.net		
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 21

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	Arissa Pearson	December-20	November-23
3 years	Krysta Williams	Feb '18, Dec '20	November-23

Planning Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	Nancy Bird, Chair	Nov '16, '19	November-22
3 years	Mark Hall, Vice Chair	Nov '19	November-22
3 years	Sarah Trumblee	Dec '20	November-23
3 years	John Baenen	Dec '12, Dec '15, Nov '18	November-21
3 years	vacant		November-23
3 years	Chris Bolin	Sep '17, Nov '18	November-21
3 years	Trae Lohse	Nov '18, Dec '20	November-23

seat up for re-appt in Nov 21

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, Dec '20	November-23
3 years	Andy Craig	Nov '16, '19	November-22
3 years	Max Wiese	Mar '11, Jan '14, Nov '17, Dec '20	November-23
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, Dec '20	November-23

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, Dec '20	November-23

seat up for re-election in 2021

board/commission chair

seat up for re-appt in Nov 21

vacant